

# Career Planning Process

## **MANAGE YOUR CAREER**

- Professional Associations
- Keeping Current with your Profession
- Ongoing Skill Development & Enhancement
- Lifelong Learning
- Work-Life Balance & Sense of Purpose
- Ongoing Evaluation

## **FIND A JOB**

- Targeted Search (Occupation, Industry & Company)
- Interviewing
- Targeted Resumes, Cover Letters, Applications & References
- Targeted Networking
- Seeking & Following Up on Job Leads
- Salary Negotiation

## **GAIN SKILLS**

- Short-Term Training
- Education (Classroom and e-Learning)
- Internships
- Volunteer Work
- Interim Employment

## **EXPLORE CAREER OPTIONS**

- Occupational Research
- Informational Interviews
- Educational Research
- Industry Research
- Professional & Trade Associations

## **ASSESS YOURSELF**

- Personal Assessment (Skills, Values, Interests, Needs, Aptitudes & Personality)
- Self-Care: Work-Life Balance
- Geography
- Finances