

Career Selection and Planning Guide
(Form 5) Career Planning Guide

	Common Career Planning Decisions and Tasks	Completion order	Timeline		Obstacles & resources
			Start date	End date	
	Schooling/Training: Check those items below that you need to complete to develop the necessary training or schooling to prepare for your career goal.				
<input type="checkbox"/>	Select a school or college that offers the program of study that I need.				
<input type="checkbox"/>	Visit the school or college to ensure it's right for me.				
<input type="checkbox"/>	Apply and gain admissions.				
<input type="checkbox"/>	Apply and gain financial aid.				
<input type="checkbox"/>	Secure living arrangements.				
<input type="checkbox"/>	Secure transportation.				
<input type="checkbox"/>	Complete the schooling or training program.				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
	Reality testing: Check those items below that you want to complete to test out the wisdom of your career choice.				
<input type="checkbox"/>	Internship position.				
<input type="checkbox"/>	Cooperative Education position.				
<input type="checkbox"/>	Volunteer position.				
<input type="checkbox"/>	Paid position.				
<input type="checkbox"/>	Job Shadowing opportunity. (Follow a worker for a day to learn about your career.)				
<input type="checkbox"/>	Informational interview. Interview someone working in your career to learn more about your career.				
<input type="checkbox"/>	Other:				

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<input type="checkbox"/>	Other:				
	Employment: Check those items below that you need to complete to prepare for your career goal.				
<input type="checkbox"/>	Prepare (and gain approval from each) a list of personal and/or professional references.				
<input type="checkbox"/>	Prepare my contact list (network) of personal and professional acquaintances.				
<input type="checkbox"/>	Prepare a resume.				
<input type="checkbox"/>	Prepare cover letters.				
<input type="checkbox"/>	Prepare a print and/or online portfolio.				
<input type="checkbox"/>	Sharpen my interview skills.				
<input type="checkbox"/>	Monitor and apply to advertised help wanted advertisements.				
<input type="checkbox"/>	Seek out unadvertised employment opportunities by contacting employers directly to inquire about employment.				
<input type="checkbox"/>	Seek assistance from professional recruiters and/or placement agencies.				
<input type="checkbox"/>	Conduct interviews.				
<input type="checkbox"/>	Reply to job offers and rejection letters.				
<input type="checkbox"/>	Follow up positions that I have applied for, but have not yet heard of a decision.				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
	Other: Describe below additional decisions and/or tasks that you need to complete (not listed above) to prepare for your career goal.				
<input type="checkbox"/>					
<input type="checkbox"/>					