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# CAREER PLANNING CHECKLIST

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You've picked a program of study and preparing for your future career. Use this checklist to help determine whether you are on target for your future career. The way you respond to the following statements may yield some important clues. If something is unclear or new to you, look further into it.

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## SELF-AWARENESS

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- I can name the tasks or activities (work-related and from other aspects of my life) that I enjoy the most.
  - I can list at least five of my best skills that could be used in the workplace.
  - I can identify skills that I would like to acquire or improve.
  - I can articulate what I expect to gain from my education.
  - I have identified workplace characteristics (work values) that are important to me.
  - I have used Career Coach or YouScience and met with a Student Services Specialist in the Career Center to assist with developing my goals and interests.
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## CAREER OPTIONS

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- I can identify occupational areas, including job titles, that might fit my interests and abilities.
  - I know what educational preparation and/or experience these occupations require.
  - I can describe the typical daily tasks and activities for the position(s) I am considering.
  - I can name five employers that might hire a person with my background and goals.
  - I can describe the characteristics of a work environment where I would be happiest/most productive.
  - I know of deficiencies I have that might make it challenging to succeed in these occupations and ways to correct them/add to my skill base.
  - I have talked to at least three people who are working in my potential occupation(s) to learn about what they do daily and any advice they have for me and to make connections (network).
  - I have attended a networking/LinkedIn Workshop hosted by the Career Center.
  - I used Virtual Job Shadow on the Career Center's website to learn more about career options.
  - I've discussed my research with a Student Services Specialist in the Career Center and/or Program Chair. Seeking guidance and further clarification.
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## GETTING EXPERIENCE

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- I have investigated experiential education, such as co-op, related to my career options.
- I understand that experiential education is part of my degree requirement, who my Co-op Coordinator is, and when to attend Co-op Orientation.
- I am involved in activities related to my major or that will develop relevant skills for my future career.
- I have researched volunteer or summer/part-time employment possibilities related to my career choices.
- I have joined or will join relevant campus/local/regional/national professional associations.

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## JOB SEARCH (BOTH PROFESSIONAL JOBS AND EXPERIENTIAL EDUCATION)

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- I can clearly state my immediate and possible long-term career goals.
  - I can identify a number of employers who hire people in my occupational area.
  - Studies show that 80% of all jobs are not advertised. I know how to locate these unadvertised vacancies.
  - I can name four resources for advertised job vacancies. (such as CState CareerLink on the Career Center website.)
  - I have attended a resume workshop hosted by the Career Center.
  - I have written an effective resume(s) for the occupation(s) I intend to pursue.
  - I have drafted a general cover letter and know how to target it to specific organizations and positions.
  - I have created a LinkedIn profile and considered how my social media activity can affect my outcomes.
  - I have asked people to serve as references and/or write letters of recommendation on my behalf.
  - I have thoroughly researched each organization to which I intend to apply.
  - I have attended campus/local/regional/national in-person and virtual job fairs appropriate for my goals.
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## INTERVIEWING

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- I have learned about the interview process by attending a Career Center workshop, reviewing handouts, and other informational sources such as the Career Center website.
  - I am familiar with different interview formats and questions that may potentially be asked.
  - I have learned some ways to improve my interviewing skills.
  - I have practiced interviewing using OhioMeansJobs – Big Interview, found on the Career Center website, and/or with a Students Service Specialist or Co-op Coordinator.
  - I can effectively communicate to a potential employer why that organization should consider hiring me.
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## FURTHER EDUCATION

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- I understand if I have a career objective that requires further education and training, such as a bachelor's degree.
- I have discussed my plans for additional study with an advisor, Student Services Specialist, Director of Transfer Center at Cincinnati State, and/or my network of professionals working in my potential career field.
- I have identified colleges/universities that offer the program I am seeking.
- I can identify the characteristics I am seeking in a program.
- I have met with representatives of the school or Cincinnati State's Transfer Center to understand their admission process and how my credits will transfer.

**Key Tip:** Break these areas down into small steps and work on a few key areas each semester. Schedule time with a Career Center Staff member for assistance. You don't have to do this alone.