

# CAREER PLANNING CHECKLIST

You've picked a program of study and are 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 into it further.

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## EXPLORE CAREERS

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- ☐ I can identify the tasks or activities (both 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 Focus 2 Career and met with a Student Services Specialist in the Career Center to help develop my goals and interests.
  - ☐ I can identify occupational areas, including job titles, that might fit my interests and abilities.
  - ☐ I am aware of the educational preparation and/or experience required for these occupations.
  - ☐ 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 am aware of deficiencies I have that may make it challenging to succeed in these occupations, and I am aware of ways to correct them and expand my skill base.
  - ☐ I have spoken with at least three people who work in my potential occupation(s) to learn about their daily responsibilities and to gather any advice they may have for me, as well as to establish connections (networking).
  - ☐ 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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## GAIN RELEVANT EXPERIENCE

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- ☐ I have investigated experiential education options related to my career, including co-op programs, internships, and other experiential learning opportunities.
  - ☐ 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 professional associations at the campus/local/regional/national levels.
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## MARKET YOURSELF - JOB SEARCH

Career Center - ATLC 215 | 513-569-4242 | [careercenter@cincinnatiatstate.edu](mailto:careercenter@cincinnatiatstate.edu)

Visit the [Career Center Webpage](#) | Make an appointment via Starfish!



## (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 several employers that hire people in my occupational field.
  - ☐ 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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## MARKET YOURSELF - 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 various interview formats and potential questions that may be asked.
  - ☐ I have learned some ways to improve my interviewing skills.
  - ☐ I have practiced interviewing using Big Interview, which can be found on the Career Center website, and/or with a Student 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, a Student Services Specialist, or the Transfer Center at Cincinnati State, and/or with 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 from the school or Cincinnati State's Transfer Center to understand their admission process and how my credits will be transferred.

**Key Tip:** Break these areas down into small steps and focus 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.