

CAREER ACTION PLAN

BLACK RIVER TECHNICAL COLLEGE



In This Packet:

- Career Exploration Inventory
- Career Research Worksheets
- Career Exploration Websites
- Action Plan

Feel free to print this packet and complete it.
If you need assistance please contact:

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Career Exploration Inventory

The following are statements that can pertain to stages in one's career development. Determine whether each statement is mostly true in your present situation and mark accordingly. There is no "right" or "wrong" answers. Give yourself a point for each "false" answer.

- | | |
|---|-----|
| 1. I do not know how to make a career decision. | T F |
| 2. I have not decided on a program or I am uncertain about an area of interest. | T F |
| 3. I am considering too many career options. | T F |
| 4. Not any career options appeal to me at this time. | T F |
| 5. I am not sure of my strengths and weaknesses. | T F |
| 6. I do not know what I want to get out of work. | T F |
| 7. I do not know which skills I want to use in my work. | T F |
| 8. I do not know what kind of work suits my personality. | T F |
| 9. I am uncertain about occupations in which I could perform well. | T F |
| 10. I do not know how much money I will need to maintain the lifestyle that I would like. | T F |
| 11. There are too many career options that I do not know about. | T F |
| 12. I do not know where to go to find information about careers. | T F |
| 13. I do not know what kinds of questions to ask when I research careers. | T F |
| 14. I do not know enough about what workers do in various occupations. | T F |
| 15. I do not know what careers would be compatible with the major(s) that I have chosen or am considering. | T F |
| 16. I do not know what education or training is required for a career that I have chosen or am considering. | T F |
| 17. I do not know the employment prospects of a career that I am considering. | T F |
| 18. I do not know the salary of a career that I am considering. | T F |
| 19. I am uncertain about my ability to finish the education or training necessary for the career that I am considering. | T F |
| 20. An influential person in my life does not approve of my career choice. | T F |
| 21. I am afraid there are not enough jobs in the field that I am considering. | T F |
| 22. I feel under pressure to make a career decision soon. | T F |
| 23. The careers that I am considering may not pay enough to live the kind of life that I want. | T F |
| 24. I cannot afford the schooling necessary for the career that I am considering. | T F |
| 25. I am under pressure to pursue a career that I don't want. | T F |

Write Your Score Here: (total number of "falses" circled) _____

List one to three careers that you are considering at this time.

- 1.
- 2.
- 3.

Scoring:

Give yourself a point for each “false” answer. Write the number of points that you have in the blank below:

What Your Score Means: My Score: _____

If you received a score of **20 - 25**, you are really on top of things and have obviously done a great deal of work on your career goals. These activities will be a good chance for you to affirm those goals. You might, however, want to spend some time analyzing those answers that you did mark “true.” Also, understand that many individuals begin with clear career goals only to have them change. This is normal and okay.

If you received a score of **10 - 19**, your career management process is probably typical of a student who is beginning, and these activities will be very helpful with setting some career goals.

If the majority of your “true” answers were in questions 1 - 10, you might want to work at gathering “self-information” and meet with your Career Counselor.

If you received a score of **less than 10**, never fear; you just need to spend a little more time on all of the phases of career decision-making. These activities can definitely be helpful. Also it might be helpful to take a trip to the Career Center and schedule an appointment to talk with a Career Counselor.

Additional Info From The Scoring:

If the majority of your “true” answers were in questions 1-10, you might want to gather more “self-information” and meet with your Career Counselor to do a **values inventory**.

“True” answers in questions 19-25 indicate that you may be dealing with some emotional issues involved in career decision-making and may need to speak with your Career Counselor.

CAREER RESEARCH WORKSHEET

****Use the websites on page 6 to research a chosen occupation.****

Career/Occupation: _____

Work Description: What are the primary work tasks? What is a typical day like?

Work Hours: What are the typical work hours? Can you bring work home?

Training: What education is required? What major(s) are appropriate?

Skills: Which skills are required to do the job well?

Personality Traits: Which personality traits are useful?

Work Setting: What types of work settings includes this career choice?

Salary: What salary range can you expect?

Advancement: Describe possible paths of advancement within this career choice.

Employment Outlook: What is the current and future forecast for this occupation?

Geographic Mobility: Is this career choice limited to certain areas of the country or particular kinds of environments such as a large city or the coast?

What are some of the **pros and cons** of this career?

PROS

CONS

What **do you like** about this career?

What **do you dislike** about this career?

Now that you know about this career, will you keep it as one of your options?

Which **resources** did you use to complete this work sheet?

- 1.
- 2.
- 3.

HELPFUL CAREER EXPLORATION WEBSITES

1. <http://www.onetonline.org/> (Some great info on careers)
2. <http://personalitypage.com/html/index.shtml> (You can take a personality test here that may help direct you to careers with your personality type)
3. <http://www.careereducation.columbia.edu/services/assessment> (Tons of info on career research)
4. <http://www.bls.gov/ooh/home.htm> (Occupational Outlook Handbook)
5. <http://www.blackrivertech.org/current-students/career-counselor-2> (BRTC Career Counseling Webpage)

ACTION PLAN

1. What do you want to do (goal)?

2. Is what you are doing now helping you reach the above mentioned goal?_____

3. What can you do differently to reach your goal?

1. _____

2. _____

3. _____

Let's do this!

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