

MAKE

A

PLAN!

Your *customized* MAP
to help you PLAN
where you will go,
and how you will get there!



OZARKA
COLLEGE

Career Planning Services



Career Planning Mentors:

Kendra Smith, kendra.smith@ozarka.edu
Ash Flat and Mammoth Spring

Kay Adkins, kladkins@ozarka.edu
Melbourne and Mountain View

4 Phases of Career Planning

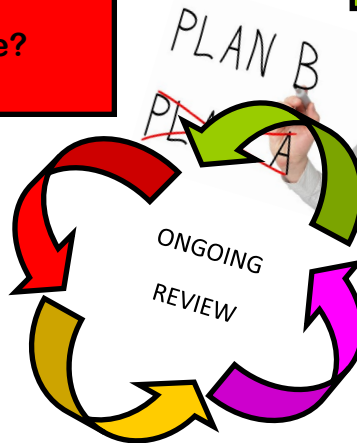
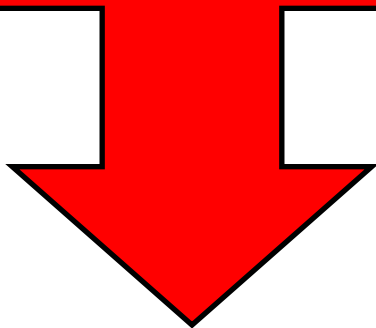
Phase I: Inventory your "SELF"

- Who are you?
- What 'energizes' you?
- What are your skills? Interests?
- What do others say you do well?
- What have you always dreamed of becoming?
- Where (and how) do you want to live?



Phase IV: WORK the Plan

- Commit to forward progress
- Develop job-seeking skills
- Develop transferable skills
- Adjust plan if needed
- **Get Experience**



Phase II: Explore Your Options

- What vocations "fit" your skills, interests, and values?
- What vocations seem most exciting to you?
- What kind of training will you need? (And is training available? And are you willing to do it?)
- Are jobs available, and if so, where would you have to live? (And if they are not local, are you willing to move?)
- Of the vocations you explore, which one(s) are MOST do-able?



World of Work MAP—
www.act.org/wwm/

Phase III: Make A Plan

- MAP your course from training through job seeking
- Consider your plan and its Strengths, Weaknesses, Opportunities, Threats (SWOT)
- Set SMART goals and priorities
- Strategize ways to overcome threats and barriers
- **Be flexible**

Phase I: Inventory your “SELF”



- Who are you?
- What are you naturally interested in?
- What abilities come naturally for you?
- What skills have you always wanted to develop?
- Who do you admire?
- Is there really a job you would enjoy?
- What would you have to do to get that job?
- Are you willing to put forth the effort, or should you consider other possibilities?

These are the questions you should consider and answer to begin developing a career plan!

THE 6 “Interest Areas” and what they say about you (in a nutshell):

REALISTIC people prefer practical hands-on problems and answers. They may like “real-world” materials like working outdoors or with tools or machinery.

INVESTIGATIVE people prefer working with ideas and thinking. They enjoy fact finding and figuring out solutions to problems.

ARTISTIC people enjoy creative projects such as crafts, music, drama, design, writing.

SOCIAL people enjoy working with people and being of service to people. They enjoy things like teaching, counseling, and helping.

ENTERPRISING people enjoy starting and carrying out business projects, leading, making plans and decisions, taking risks for profit.

CONVENTIONAL people prefer clear rules, policies and structure. They enjoy working with information and facts and figures.



GET STARTED!!

1. From ozarka.edu, click on the **Career Link** icon.
2. Click on Students, then on Career Planning.
3. Select the ONET Interest Profiler and complete the assessment activity (about 10 minutes)
4. Record the results of your Interest Profile below (your “RIASEC” code).
5. Answer additional questions on page 3 and 4.

◆ My Interest profile results :

Realistic _____

Investigative _____

Artistic _____

Social _____

Enterprising _____

Conventional _____

Your top 3: _____

Phase I: Inventory your "SELF"



5. Honestly answer the following additional questions:

1. As a child, what did you dream of becoming when you grew up? _____
Is that still a vocation that interests you? Why or why not? _____
2. Who are some people you admire and respect (and why)? _____

What would you like to be 'known for' among the people who know you best? _____

3. Are you willing to relocate for training if necessary? YES NO
4. Are you willing to relocate to get a job in your interest area if needed? YES NO
5. Are there any extenuating circumstances that could affect your employability with certain employers that should be considered as you explore careers? (For example, if you wish to work in healthcare, or with children, a background check will be required). YES NO
6. What would others say you do well (i.e. You are so good at _____). You would make a good _____!)

THINGS YOU VALUE MOST

(1=Very Important, 2=Important,
3= Not Important)

- _____ Having lots of money
- _____ Contributing my ideas
- _____ Achievement
- _____ Recognition
- _____ Time at home with family
- _____ Relationship
- _____ Being trusted by others
- _____ Having a good leader over me
- _____ Independence
- _____ Feeling like what I do matters
- _____ Fairness and equity
- _____ Other: _____

WORK ENVIRONMENTS

YOU MIGHT PREFER
(1= Prefer, 2=Would tolerate,
3= Not me)

- _____ Having my own office
- _____ Outdoors/natural environment
- _____ Travel
- _____ Helping people
- _____ Physical contact with others
- _____ Working independently
- _____ Physically active
- _____ Structure and procedures
- _____ Creative environments
- _____ Noisy
- _____ Open floor (i.e. retail,
- _____ Working under strict deadlines
- Other: _____

Phase I: Inventory your “SELF”



Cont. 5. TRANSFERABLE SKILLS INVENTORY (Skills almost EVERY employer looks for)!

Categorize each of the following skills/qualities as one you possess, or one that you should try to develop:

Computer skills (Word, Power Point, Excel, etc)	Dependable	Teachable
Writing	Punctual	Self-starter
Communication	Cooperative/team oriented	Positive attitude
Detail-oriented	Good work ethic	Get along with others
Problem solving	Time management	Flexible/adaptable
Organization	Quality-conscious	Customer Service
Math skills	Trustworthy	Conflict resolution
Interpersonal skills	Tolerate stress	Analytical skills
Public Speaking	Integrity	Critical Thinking

SKILLS /QUALITIES I HAVE

SKILLS /QUALITIES I CAN DEVELOP

Phase II: Explore your Options



6. Continuing with your exploration on mynextmove.org, choose a “Job Zone” — a desired level of training/preparation and compare vocations:

- ♦ Job Zone (level of preparation you are willing to acquire to qualify for employment):

- _____ Little (may require only HS diploma or GED plus a few days of training)
- _____ Some (will require HS diploma or GED plus more thorough on the job training)
- _____ Medium (will require some vocational/technical training/certification up to an Associate’s degree)
- _____ High (will require a 4-year Bachelor’s degree)
- _____ Extensive (will require a graduate degree—Master’s or Doctoral level, 6+ total years of college)

- ♦ Choose 3 vocations that seem most interesting to you (one can be ‘what you always anted to be’).

LIST THEM IN THE VOCATION COLUMN BELOW. Using Onet Online to research, fill in the table below:

VOCATION	TASKS	RIASEC CODE Yours: _____	Training needed _____	Job growth rate	Job I might enjoy?	Is it realistic for me?

			\$			

			\$			

			\$			

Phase II: Explore your Options



Cont. 6. Do further exploration. Did one of the careers you explored seem to be a good “fit” for you—match your code, your values, your preference in work environment, etc? If so, skip to the bottom and fill in the vocation that fits you best. If NOT, repeat the exercise with 4 different vocations using the extra table below.

VOCATION	Tasks	RIASEC CODE Yours: _____	Training needed	Job growth rate	Job I might enjoy?	Is it realistic for me?
			Potential Wages			

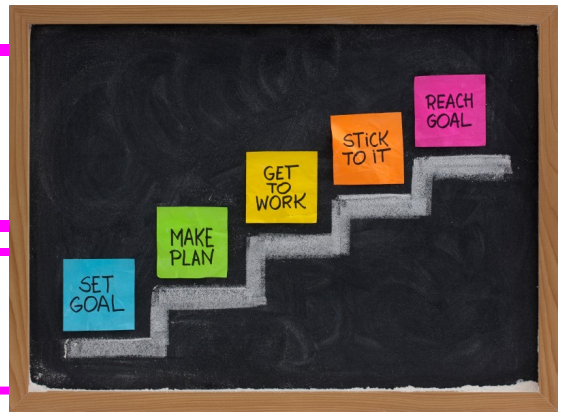
			\$ _____			

			\$ _____			

			\$ _____			

Which of the vocations you explored meet both criteria for being potentially satisfying to you, and realistically attainable ?

Phase III: Make A Plan



7. Additional considerations to help make your plans specific and fool-proof!

- **Where will you obtain the needed training?** _____

- **When will you arrange for the training (make application to the institution, arrange your funding, enroll in classes)?** _____

- **What scholarships can you apply for, and what are the standards you must attain to qualify for them?** _____

- **What grades are required to enter and successfully complete each level of your training?** _____

- **Are any industry certifications available for you to earn to add to your employable credentials? What are they? How and when can you take them? How much will they cost?** _____

- **Who are some people who can help you along the way (people who are doing what you want to do or people who can connect you to other people or opportunities that can help you gain experience)?** _____

- **What professional organizations do people who work in your field belong to?** _____
- **Do those organizations offer student memberships at a reduced rate?** _____
- **What other resources/ experiences can you explore to help you progress through each step on your way to your desired vocation (check any that might benefit you)?**

_____ Job shadowing

_____ Internships

_____ Volunteering

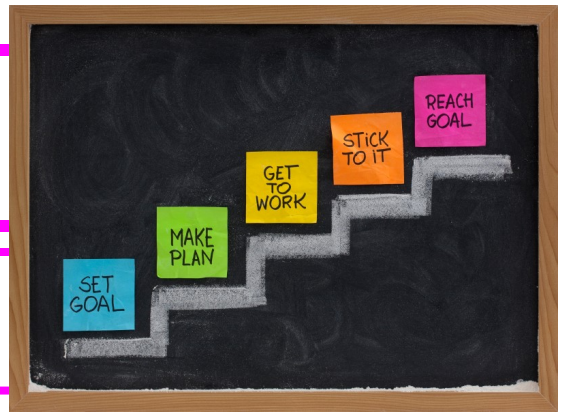
_____ Practice job interviews

_____ Job fairs

_____ Review online job postings

_____ Other: _____

Phase III: Make A Plan



8. Set goals that are SMART: Specific, Measurable, Achievable, REALISTIC, Time –framed (by when???)

STATE YOUR GOAL(S): What do you want to achieve and by when?

1. _____
2. _____
3. _____

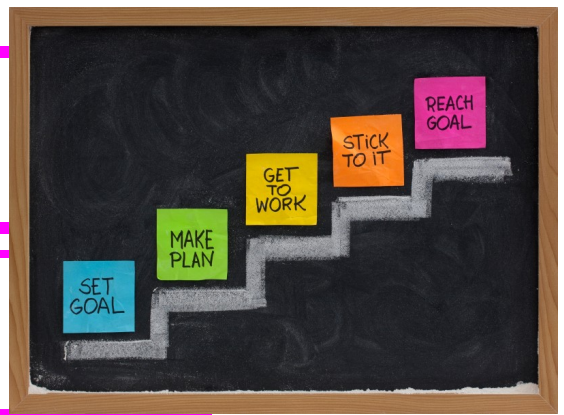
Make a Timeline: What steps are needed, and when, to achieve your goal?

EXAMPLE:



NOW: _____				GOAL:
----------------------	--	--	--	--------------

Phase III: Make A Plan



9. SWOT ANALYSIS

(Strengths, Weaknesses, Opportunities, Threats)

- What **STRENGTHS** will help you implement your plan?
- What **WEAKNESSES** may interfere with your plan?
- What **OPPORTUNITIES** can you take advantage of to expedite your plan?
- What **THREATS** (life difficulties) should you be mindful of, and develop strategies to avoid them?

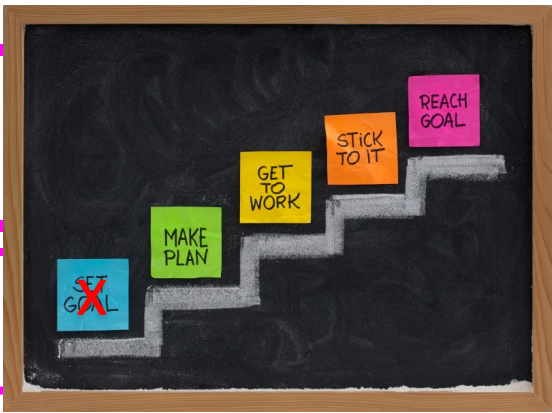
STRENGTHS

WEAKNESSES

OPPORTUNITIES

THREATS

Phase III: Make A Plan



MY STEP-BY-STEP PLAN

AN EXAMPLE:

✓	TO DO	PRIORITY
	Research state colleges that offer 4-year business degrees	2
✓	Apply to Ozarka College and complete the admissions paperwork	1
✓	Complete applications for scholarships and grants	1
✓	Talk to an advisor about my education and career goals in business	1
	Select a major and a 4-year college that offers my major	3
	Maintain at least a 3.5 grade point average to qualify for scholarships	2
	Find people who do what I think I want to do so I can learn more about that job	3
✓	Sign up for my first semester of classes (15 credit hours) at Ozarka	1
	Complete my 2 year degree	3
	Get a part time job somewhere that will help me get experience	2
	Fill out applications to my 4-year schools of choice.	3
	Start watching job openings (newspaper and web sites) to see what employers are looking for in my field	4
	Look for an internship position to get experience in my field.	3
	Complete my 4-year degree	4
	Arrange to take the Microsoft Office User Specialist Certification Test	3
	Apply for jobs in my field that I am interested in keeping long term.	5
	Join the Arkansas Association of Business Owners. Go to a conference or workshop to start meeting some business owners, and start reading their publications.	4

Phase IV: Work the Plan



12. AS YOU MAKE DECISIONS REGARDING DEGREES, CERTIFICATIONS, TRAINING PROGRAMS, EMPLOYERS, etc., and acquire valuable contacts/experiences, list them here to remind you of resources you can use when the time comes.

ACADEMIC DEGREES/ CERTIFICATIONS I PLAN TO PURSUE	INSTITUTION	PROGRAM COSTS

INDUSTRY CERTIFICATIONS THAT WILL HELP ME BE MORE EMPLOYABLE	Contact Information where the certifications can be accessed	Examination Costs
Career Readiness Certification (A nationally recognized 'soft-skills' certification applicable to ANY job)	Career Pathways/Kim Lovelace klovelace@ozarka.edu	FREE

NETWORKING CONTACT NAMES	Contact information	Relationship/Company

POTENTIAL EMPLOYERS	Contact information	Positions I would be interested in

NOW WORK THAT PLAN!

And for help along
the way, contact us!

Career Planning Mentors:

Kendra Smith, kendra.smith@ozarka.edu

Ash Flat and Mammoth Spring

Kay Adkins, kladkins@ozarka.edu

Melbourne and Mountain View



OZARKA
COLLEGE

Career Planning Services