

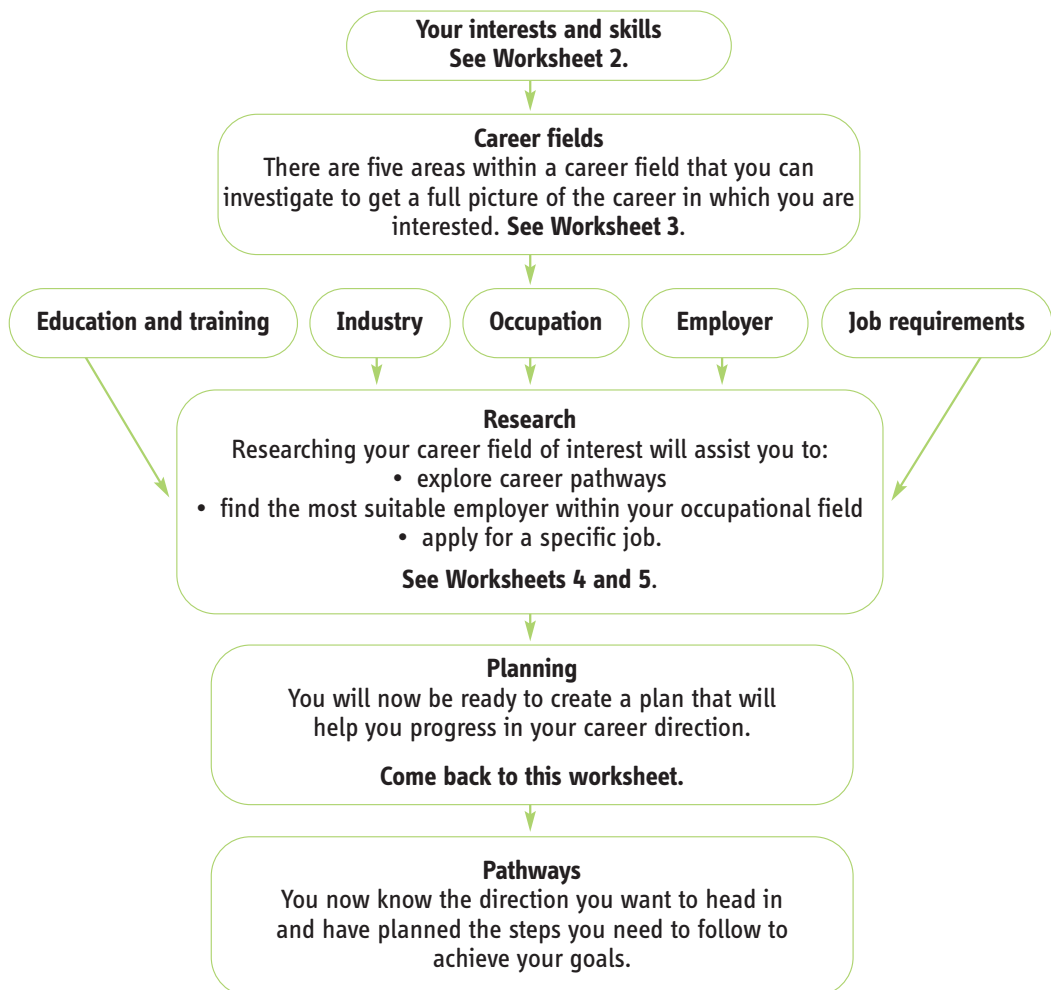


This worksheet outlines the steps you might take in developing your career plan.

Where are you now?

Your understanding of yourself will continue to grow and change throughout your life as you learn more about your interests, interact with people and experience life events.

The diagram below shows the stages involved in identifying what your next steps will be.



Your Career

Where to next?

Worksheet 2 will help you:

- assess your values, interests, strengths, skills and knowledge
- identify your career field of interest.

Worksheet 3 provides handy hints about researching the current world of work.

Worksheet 4 will help you identify jobs.

Develop career goals

When talking to employers it is important to be clear about your short-, medium- and long-term career goals and how the job you are applying for fits in with your plan.

Short-term goals are achieved approximately within one year, medium-term goals within three years and long-term goals within five years. Short-term goals consist of jobs that you can do now with your current level of skills.

When planning your job goals it is useful to think of the four categories of jobs.

- **Survival jobs**
These are jobs not in a career field of your interest but useful for immediate short-term employment. They provide an income while you do further study or training or look for another job. However, having one survival job after another or for a long period is usually not advisable.
- **Entry-level jobs**
These jobs allow you to begin a career path within your career field. The level at which you enter a job depends upon experience, education, what is available in the industry and the local job market. All industries offer entry-level jobs.
- **Transition jobs**
These are jobs that move you from an entry-level job to your 'dream job'. They are jobs in the career

field of your interest and take you a step ahead and/or teach you the skills you need for your dream job.

- **Dream jobs**
These jobs give you a sense of fulfilment. They use your gifts and talents as well as your skills and match in with your passions and values. Your dream job will help you decide on entry-level career jobs and transition jobs.

You can now identify your goals and develop an action plan based on those goals.

Develop a plan

When you have chosen the job you would like to aim for you need to do the following things:

- Compare what you have to offer with what the employer needs
- Outline gaps in your skills, knowledge and experience that are a barrier
- Decide how you will overcome any barriers that you find.

You also need to list:

- Any jobs that you have had from most recent to least recent.
- The schools and institutions you have attended including your academic achievement there.
- Any additional training or licences you hold (eg driving licence).
- Volunteer or other unpaid work.
- Steps to overcome barriers (eg further study, obtaining a driving licence, work experience).

Action plans are a useful tool for making a list of tasks that will direct you toward your goal. Be sure to estimate the targeted date of accomplishment for each objective. An example is below and a blank worksheet is on the next page.

ACTION PLAN WORKSHEET

Planned finish date	Action steps	Tasks	Tick when completed
02/02/02 03/03/02	Organise work area Write resume	<ul style="list-style-type: none">• write resume for different jobs• get feedback• check resume can be scanned	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
13/03/02 20/03/02	Do company research Make a list of contacts		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Your Career

What can you do to get there?

Use this checklist of activities to keep a focus on your top priority, which is to get a job.

- Work out a daily timetable of activities (remember that some things require more energy or concentration—schedule them for when you feel at your best).
- Have a set starting time each day (treat your job search like work).
- Dress for ‘work’ each day (it will focus your activities and remind you what your top priority is).
- Make a daily ‘to do’ list (try to include all aspects of your job search each day, eg responding to advertisements, talking to people in your network, improving your skills).
- Work out a budget (make sure you can pay your bills while you are looking for a job).
- Identify support people for feedback, advice, opinions and debriefing (most probably you will need different people for the different kinds of support).
- Add to your network (no matter what stage you have reached in getting a job, and even when you have a job, keep networking). **See Worksheet 4.**
- Write a resume (each job application needs a fresh, up-to-date resume aimed at meeting the employer’s needs). **See Worksheet 7.**
- Create a career portfolio (and keep adding to it to keep it current).
- Make telephone calls (keep in contact with people who have your resume as well as new people).
- Practise interviews with a friend (keep improving your interview skills). **See Worksheet 8.**
- Do some volunteer or unpaid work (to increase your experience and expand your network).

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This worksheet is one of a series which supplements the booklet, *Getting A Job – future directions*.

The worksheets and the booklet can be downloaded from the DEST website at www.dest.gov.au/schools/careers/ciproducts.htm. Further information about careers and job searching is available on the Australian online careers site, myfuture, at www.myfuture.edu.au.

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