

NEW YORK STATE EDUCATION DEPARTMENT

Career Plan

Adult Level

1. Personal Data

Name: _____

Student Identification Number: _____

School/Program: _____

2. Periodic Review of Student Career Plan

| Date of Review: | Review Participants (<i>Signatures</i>) | | |
|-----------------|---|-----------|-------------------------------|
| | Student: | Reviewer: | Other: (<i>identify</i>) |
| | | | |
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3. Knowledge

A. Self-knowledge: "Who am I?"

1. Interests: List your top three choices for each of the following areas of interest:

| Date: | 1a. Personal: Out-of-class activities that you enjoy | 1b. Academic: Classes or subjects you enjoy the most | 1c. Work Preferences: Working with people, ideas, and things |
|-------|--|--|--|
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2. **Abilities:** *List personal skills and talents that will be helpful in a career choice:*

| Date: | “I am good at . . .” | “Career areas where my abilities will be useful . . .” |
|-------|----------------------|--|
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3. **Personal and academic areas I need to strengthen:**

| Date: | “I need to strengthen . . .” | “Steps I will take to strengthen these areas . . .” |
|-------|------------------------------|---|
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4. **Employment Challenges:**

| Date: | “The following things make it difficult for me to get or keep a job ...” | “Steps I am taking to deal with these issues . . .” |
|-------|--|---|
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| | | |

B. Career Exploration: *“Where am I going?”*

1. **School and/or Community Experiences:** *I have participated in these school and/or community experiences*

| Date: | School and/or Community Experiences: | Skills Acquired through Experience: |
|-------|--------------------------------------|-------------------------------------|
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2. **Work Related Experiences:** *I had the following work/life experiences that may be relevant to future jobs:*

| Date: | Work Related Experiences: | Skills Acquired through Work Related Experience: |
|-------|---------------------------|--|
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| | | |

3. **Careers of Interest and Characteristics:** *I am interested in the following careers and have discovered the following information about these careers:*

| Date: | Careers of Interest: | Education Requirements: | Skills I Need to Acquire: | Work Environment: | Employment Opportunities: |
|-------|----------------------|-------------------------|---------------------------|-------------------|---------------------------|
| | | | | | |
| | | | | | |

C. **Future Goals and Decision-Making:** *“How do I get there?”*

1. **Career Goals and Action Steps:**

| Date: | Goals Resulting From Career Exploration Activities <i>(check the appropriate box below:)</i> <input type="checkbox"/> New Career <input type="checkbox"/> Advancement in Current Career | Action Steps: <i>(what I need to do to accomplish my goals)</i> |
|-------|---|--|
| | | |
| | | |

2. **Education Plan:** *(courses or programs helpful to the pursuit of my career interests)*

| Current Courses or Program: | Anticipated Courses or Program: | Date | Anticipated Courses or Program: | Date: |
|-----------------------------|---------------------------------|------|---------------------------------|-------|
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4. Skills/Application: “What do I need to know?” “What am I Learning?” “Why am I Learning it?” “How can I use it?”

Directions: The following skills are needed to succeed in life, work, and education and/or training beyond high school. Using the scale provided, identify for each skill the level of achievement **you believe** you possess at the beginning of the class/program and the level **you believe** you achieved at the end of the class/program. Briefly describe a classroom experience or activity that helped you develop each skill. Identify the class or program in which the experience or activity took place.

| Skills: | Beginning Skill Level I Possess (Check Off) | Experiences/Class or Program: | Ending Skill Level I Have Achieved: (Check Off) |
|---|---|--------------------------------------|---|
| Basic Skills: Read, write, listen, and speak to others. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Thinking Skills: Identify and solve problems. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Personal Qualities: Plan, organize and work independently. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Interpersonal Skills: Teamwork and getting along with others. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Technology: Identify and use the technology needed to complete a task. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Managing Information: Find and use information. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Managing Resources: Manage time, money, and materials. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |
| Systems: Identify a system and its parts. | <i>o o o o o</i> Highly √ Least Developed Developed | | <i>o o o o o</i> Highly √ Least Developed Developed |

5. Culminating Activity

Directions: Check off whether you have completed your resume.

Yes No