

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 (Signatures)		
	Student:	Reviewer:	Other: (identify)

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

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 . . .”

3. **Personal and academic areas I need to strengthen:**

Date:	“I need to strengthen . . .”	“Steps I will take to strengthen these areas . . .”

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 . . .”

**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:

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:

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:

#### 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.

<b>Skills:</b>	<b>Beginning Skill Level I Possess (Check Off)</b>	<b>Experiences/Class or Program:</b>	<b>Ending Skill Level I Have Achieved: (Check Off)</b>
<b>Basic Skills:</b> 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
<b>Thinking Skills:</b> 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
<b>Personal Qualities:</b> 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
<b>Interpersonal Skills:</b> 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
<b>Technology:</b> 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
<b>Managing Information:</b> 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
<b>Managing Resources:</b> 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
<b>Systems:</b> 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