

Form 3

For use in Step 5 of the Career Selection and Planning Guide

Common Career Planning Decisions and Tasks		Completion order	Timeline		Obstacles & resources
			Start date	End date	
Schooling/Training: Check those items below that you want or need to complete in order to develop the necessary training or schooling to prepare for your career.					
<input type="checkbox"/>	Select a school or college that offers the program of study that I want to complete.				
<input type="checkbox"/>	Visit the school or college in person or online to ensure it's right for me.				
<input type="checkbox"/>	Apply for admissions.				
<input type="checkbox"/>	Gain admissions.				
<input type="checkbox"/>	Apply for financial aid.				
<input type="checkbox"/>	Receive financial aid.				
<input type="checkbox"/>	Obtain housing arrangements.				
<input type="checkbox"/>	Secure transportation.				
<input type="checkbox"/>	Complete the schooling or training program.				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
Reality testing: Check those items below that you want to complete in order to learn more about and/or test out the wisdom of your career choice.					
<input type="checkbox"/>	Get an internship position.				
<input type="checkbox"/>	Get a cooperative education position.				
<input type="checkbox"/>	Get a volunteer position.				
<input type="checkbox"/>	Get a paid position full or part-time.				
<input type="checkbox"/>	Spend a day with someone in my career field.				
<input type="checkbox"/>	Interview someone working in my career field.				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
Employment: Check those items below that you need to complete in order to find a position in your career field.					
<input type="checkbox"/>	Get approval from my references to use their				

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	names with employers.				
<input type="checkbox"/>	Develop a list of personal and professional contacts to create my "network."				
<input type="checkbox"/>	Prepare my resume.				
<input type="checkbox"/>	Prepare sample cover letters.				
<input type="checkbox"/>	Prepare a portfolio either in electronic and/or print format.				
<input type="checkbox"/>	Practice my interviewing techniques.				
<input type="checkbox"/>	Find and apply to "help wanted" ads.				
<input type="checkbox"/>	Seek out hidden job opportunities by contacting employers directly to inquire about employment.				
<input type="checkbox"/>	Register with several employment recruiting agencies.				
<input type="checkbox"/>	Participate in interviews.				
<input type="checkbox"/>	Reply to job offers and notices of rejection.				
<input type="checkbox"/>	Follow up positions that I have applied for, but have not yet heard regarding a decision.				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
	Other: Describe below additional decisions and tasks that you need to complete (not listed above) to prepare for your career goal.				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					