

Career Development Process

Choosing a career and developing the skills needed to succeed in that path is a process, not a one-time decision. This process outlined below shows how a job seeker moves from career exploration to employment.

CAREER ASSESSMENT

Identify career and education preferences

- Assessments can measure skills, values, interests, aptitudes or personality
- Can be done by observation, interviews, record review, testing and performance reviews

EXPOSURE TO CAREER OPPORTUNITIES

Explore and research careers to gather information about education, training and entry requirements, income and benefits potential, and work environment

- Business Tours
- Career Camps
- Career Exploration Classes
- Career Information Tools
- College Tours
- Informational Interviews
- Job Shadowing
- Labor Market Information
- Mentoring
- Professional and Student Organizations
- Service Learning
- Short-Term Jobs
- Volunteering

CAREER PLAN

Create an individualized or six-year plan that include short- and long-term career and education goals

GAIN WORK-RELATED SKILLS

Develop soft skills and technical skills (see page 2)

- Apprenticeship
- Career and Technical Education
- Internships & Volunteer Work
- Military
- On-the-Job Training
- Post-Secondary Education
- Short-Term Training
- Work-Readiness Workshops

JOB SEARCH

Find employment within a chosen career path

- Find job search resources and assistance, including networking
- Research specific job openings and companies
- Develop resumes, cover letters, and reference lists
- Practice interviewing and salary negotiation

CAREER MANAGEMENT

Revisit previous steps as needed while working within in a career path

- Deal with Transitions and Job Loss
- Develop Work-Life Balance and Sense of Purpose
- Networking
- Professional Associations
- Re-Assess Plans and Goals
- Retraining and Lifelong Learning