

Career Planning Checklist

Assess your progress and achieve your goals.

Please check the "YES" or "NO" box for the following questions:

YES NO SELF-KNOWLEDGE

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I know what my interests are in terms of work and leisure. |
| <input type="checkbox"/> | <input type="checkbox"/> | I've taken a personality inventory (e.g. MBTI) and had it interpreted. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand how self-knowledge may influence my career decisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | If an employer asked me to list my skills, I could easily do this. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what I value in life and on-the-job. |

If you marked "NO" to some or all of the above statements, you need to learn more about yourself by seeing a counselor in the *Career and Academic Counseling Center (CACC)* – 801 863-8425.

YES NO WORK WORLD KNOWLEDGE

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I know what occupations "fit" my interests, skills, values and personality. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what specific jobs are related to my major. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what jobs I qualify for with the skills I have today. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have information on "hot jobs" or careers in demand. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have detailed information related to occupations that interest me.
<i>(for example: duties, roles, responsibilities, tasks, knowledge, abilities, related occupations, wages & employment, advancement opportunities, education, training and occupational outlook)</i> |

If you marked "NO" to some or all of the above statements, you need to become better prepared for the world of work. Contact a counselor. You might also pay a visit to Career Services and Student Employment at 801 863-6364.

YES NO CAREER DECISION MAKING

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I have specific occupations in mind, but I don't know what to major in. |
| <input type="checkbox"/> | <input type="checkbox"/> | I see lots of career options, but I can't seem to narrow my choices. |
| <input type="checkbox"/> | <input type="checkbox"/> | I do not know how to make informed career decisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | I feel like I need more information before committing to a career decision. |
| <input type="checkbox"/> | <input type="checkbox"/> | When I think about making a career decision, I get anxious and stressed. |

If you marked "YES" to some or all of the above statements, you may want to make an appointment with a Career and Academic Counselor in the CACC.

YES NO CAREER PLANNING

- I have created a career plan with specific goals and target dates.
 I know what to do each semester to progress toward my career goals.

If you marked "NO" to one or more of the above statements, you may want to discuss your concerns with a Career and Academic Counselor in the CACC.

YES NO BARRIERS TO MY SUCCESS

The items below may impact my ability to complete courses on time, make a career/major choice or pursue a particular career/major path.

- Work** (full time, supervisor issues, no job, possible job loss, scheduling conflicts)
 Finances (no support, difficulty budgeting, worries about money)
 Family (child care, family time, pregnancy, divorce, household obligations)
 Personal (disability, physical or mental health, stress, confidence, social)
 Academic (study skills, ESL, test anxiety, learning disability, motivation etc.)

If you marked "YES" to some or all of the above statements, you may want to review the worksheet, "Obstacles to Academic and Career Success." Take some time to visit with a Career and Academic Counselor in the CACC.

YES NO IMPLEMENTATION PLAN

- I plan to complete my program of study at UVU.
 I plan to transfer to another college or university.
 *I find myself losing my focus and motivation.
 *I am having academic difficulties.

*If you marked "YES" to the last two items, you need to talk with a Career and Academic Counselor as soon-as-possible at 801 863-8425

YES NO EVALUATION

- I am satisfied with my major / career choice and educational plan.

If you marked "NO," to this statement, you need to visit with Career and Academic Counselor as soon-as-possible at 801 863-8425.

Career Planning is not a one time event. It's a continuous process that begins during your college experience and can lead to a more rewarding and meaningful future. The key is to make it a priority. Invest in yourself.

Please bring this questionnaire with you when you meet with your career counselor or major academic advisor.