

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Counselor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Reviewed/Updated: \_\_\_\_\_

## My Educational and Career Plans Summary Sheet

This summary sheet gives you a place to think about and describe your career exploration and planning efforts. The four activities listed below are described in more detail on the following pages. After completing the activities, you can summarize the information below. Start by reading **More About Me...** below and go to the next page. As you complete each activity, summarize your results on this sheet.

### 1<sup>ST</sup> Activity: More About Me

So far in this program, the focus has been on understanding what formal tests can tell you about your skills and interests. While these are important, they are not the only things you should consider while exploring careers. By working through the 1st Activity, you will be able to consider some of these other things in the process of learning more about yourself. Take a look at the Activity on the next page and then consider this:

**What have I learned that I should take into consideration in career planning?**

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### 2<sup>ND</sup> Activity: Occupations I'm Considering...

This activity will help you identify and explore occupations.

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### 3<sup>RD</sup> Activity: My Current After-High School Plans are...

This is where you plan the Next Steps to realize your career goals.

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### 4<sup>TH</sup> Activity: Getting There from Here...

This final activity helps you identify what to do while **you're still in high school** to prepare for entering your career of choice.

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## More About Me (cont.)...

1<sup>ST</sup> Activity

**Self-Insights.** From the experiences and activities you've listed, **what were the most satisfying or appealing qualities for you?** Are there any similarities among the things you like and found the most satisfying? For example, are they mostly artistic, working with or helping others, etc.

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Just as importantly, what were the **least satisfying or unappealing qualities** for you?

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In considering these questions, you may find yourself identifying **important values about work** (such as job security, working independently, working outside). Describe these too.

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**So, what did you learn about yourself?** (Everyone learns something in this exercise!)

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Return to the **Summary Sheet** and jot down your insights. Then, move onto the next activity, **Occupations I'm Considering...**

## Occupations I'm Considering...

2<sup>nd</sup> Activity

You can think about exploring occupations like going out and shopping for a new car or for new clothes—you select a few to sit in or try on to see how well they look, feel, and fit. The following questions will help you to see how the occupations look, feel and fit.

At first, your interests should drive your career exploration.

Using either the paper or online versions of the OCCU-FIND, identify two or more occupations to explore.

(See your counselor for copies of the resource books or go the website at [www.asvabprogram.com](http://www.asvabprogram.com))

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**What aspects of occupations are most important to consider?** As you research an occupation, it is very important to think about what is actually done on the job, the working conditions, the education and training requirements, and the employment opportunities/job outlook. This information is provided in the *Occupational Outlook Handbook* and [www.careersinthemilitary.com](http://www.careersinthemilitary.com), two of the career resources described in *Exploring Careers: The ASVAB Career Exploration Guide*. As you gain more understanding about a specific occupation, ask yourself the next question.

**Could you see yourself as a(n) \_\_\_\_\_ (occupation title) \_\_\_\_\_?** Try to foresee yourself in this occupation by imagining yourself getting up to go to work in this occupation. Take yourself through an imaginary day in this job. What does it feel like? Go further and imagine that it is five or ten years in the future.

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If this is an occupation you can see yourself working in, it might be fruitful for you to **explore some of the related occupations**. You never know what you might find! And, many people find it helpful to have a number of back-up plans in developing their careers. Using some of the Career Information Resources provided with this program, list some related occupations below.

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**What about the occupation(s) appeals to you the most? Are there any negatives to consider?** For example, do you like the nature of the work but not the working conditions?

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## Occupations I'm Considering (cont.)...

2<sup>nd</sup> Activity

**Have you thought about different career paths in relation to the amount of education and training needed?** Many similar occupations require different levels of education (e.g., Electronics Engineering Technician vs. Electronics Engineer). Explore them to see which one best fits you in terms of your learning style, career goals, economic circumstances, and values. Jot down your thoughts below.

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So far, you have identified and explored a couple of occupations. Now, it is time to see how they fit. Start by reviewing the general education or training requirements necessary for the occupation(s), and **ask yourself, "Can I do it?"** This is really a two-part question.

- Will my current skills and abilities allow me to get into the appropriate training or education program?
- How strong is my interest and motivation for working in this occupation? Is it enough to carry me through the training and education I will need for this occupation?

In thinking about these questions, consider your past performance in classes and your current ASVAB skill levels. If you have questions or concerns, you may want to talk with your counselor, parents, or other adults.

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**Meanwhile, keep gathering information about your tentative career choice(s).** Consider the following options.

- Job shadowing is one of the most valuable and informative things you can do. Spend some time with a person in the occupation to see firsthand what the person does and to ask questions. Talk with your counselor, a teacher, or family members about doing this.
- Talk to a military recruiter about various training and employment opportunities. The Military Services offer free training for many occupations.
- Request additional occupational information from a professional group or trade association. See if they have websites and explore them.
- Try to find a part-time or summer job that will allow you to learn more about the occupations that interest you.
- Take elective courses in high school or in continuing education programs to explore different options.

**IMPORTANT POINT!** Make sure that you don't make a major decision solely on the advice or experiences of one person. It is best to make decisions considering a number of factors, including job shadowing, ideally with more than one person, as well as reading occupational and educational information.

[Return to the **Summary Sheet** to jot down your insights. Then move onto the next activity, *My Current After-High School Plans*]

## My Current After-High School Plans are...

3<sup>rd</sup> Activity

This exercise will help you to consider and plan your next steps. You've explored a couple of tentative career choices. Now, it is time to state your choices and list the corresponding requirements (i.e., the qualifications or skills necessary for immediate employment in a job or the entrance requirements for an educational program of study or training program).

Based on your exploration and discoveries, **identify one or two occupations as tentative career choices.**

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Look at the two tables below and complete the one that applies to your choices. Use the appropriate table to list the requirements for immediate employment in the occupation(s) or entry into the necessary training or education program(s). Your counselor can assist you in determining entrance requirements for various training or educational programs. Other resources you can use to identify job/training requirements are:

- The Internet
- [www.careersinthemilitary.com](http://www.careersinthemilitary.com)
- *Occupational Outlook Handbook*
- Human Resources offices
- Vocational, college, or university catalogs

### Requirements for Immediate Entry into the Occupation

If you are going to **apply for immediate employment in an occupation after graduation**, find out what is required (e.g., specific high school courses, experience, qualifications, specific skills) by talking to someone in the job or picking up an application.

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### Entry Requirements for Educational or Training Program(s)

For occupations that **require further education and training**, list the entry requirements for entry into the educational or training programs. These requirements can include high school courses, experiences, extracurricular activities, or specific skills.

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[Return to the **Summary Sheet** to jot down your overall plans. Then, proceed to the next activity, **Getting There from Here**]

## Getting There from Here...

4<sup>th</sup> Activity

This is where you consider your current direction. By now, you've evaluated your skills and abilities to meet the various training and educational program requirements. Now, consider what high school classes will help prepare you for immediate employment into entry-level jobs or the required education and training. Your counselor can help you determine if there are any other classes you should be taking. A Coursework Planner is available from the website [www.asvabprogram.com](http://www.asvabprogram.com) or from your counselor to help you complete this activity.

**Am I headed in the right direction?** Is my current high school program of study consistent with the education or training required for my tentative career choice(s)? Use the space below to write down your thoughts.

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While I am in high school, **are there classes that I should take to prepare me for the next step** (a specific job, training or educational program)? List these below.

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Is there an **adult education or college course** offered that I might take to help me explore my tentative career choice(s)? What else can I do to enhance my skills and competencies?

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Are there **changes in my commitment to school and in my study habits that I would need to make** in order to help me move from this point in my life to my career goals? Use the space below to write your thoughts.

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[Return to the **Summary Sheet** to jot down your thoughts and review your responses in the other activities. Good luck as you continue to plan your future!]