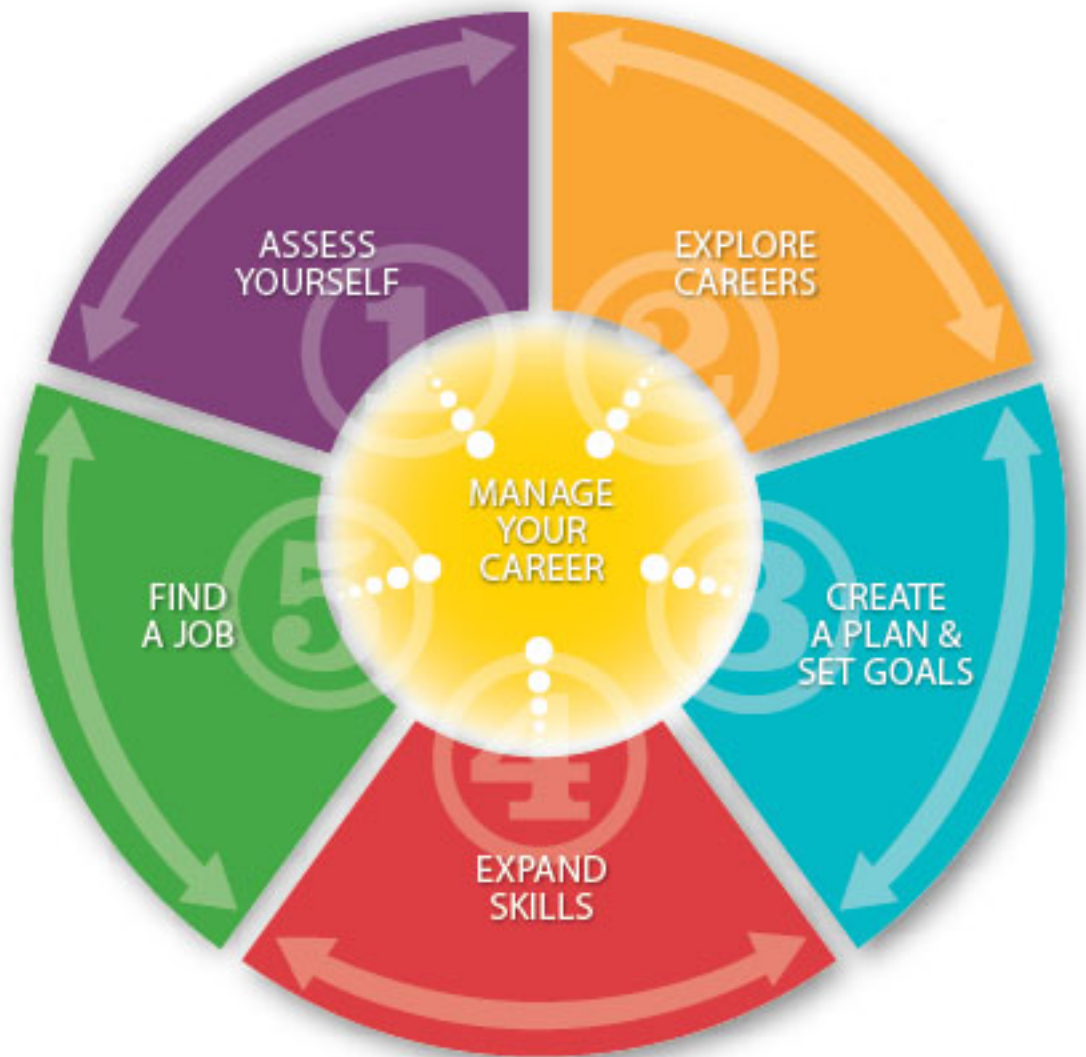


Minnesota State CAREERwise | STEP AHEAD

Career Planning Model & Resource Map



Manage Your Career using the five steps below:

- STEP 1: **Assess Yourself**
- STEP 2: **Explore Careers**
- STEP 3: **Create a Plan & Set Goals**
- STEP 4: **Expand Skills**
- STEP 5: **Find a Job**

Go to the next page to find STEP AHEAD resources to help you through each of these steps.

STEP AHEAD Resource Map | Minnesota State CAREERwise

Planning Model Step	STEP 1: Assess Yourself	STEP 2: Explore Careers	STEP 3: Create a Plan & Set Goals	STEP 4: Expand Skills	STEP 5: Find a Job	STEP 5: Find a Job	Manage Your Career
Website	<p>Know Your Skills</p> <p>Know Your Interests</p> <p>Know Your Work Values ✓</p> <p>Put Your Assessments Together</p>	<p>What is a Career?</p> <ul style="list-style-type: none"> Formal Education Pays Off <p>Find Career Information</p> <p>Discover Your Career Options</p> <p>i search</p> <p>Career Search Tool</p>	<p>Making Career Decisions</p> <ul style="list-style-type: none"> How to Disclose <p>How to Set Goals</p> <p>i activity</p> <ul style="list-style-type: none"> Short-Term Goals <p>Make a Career Plan</p> <ul style="list-style-type: none"> Sample Career Plan 	<p>Skills Employers Want</p> <ul style="list-style-type: none"> Skills Gained in Prison <p>How to Develop Skills</p> <p>Going to College</p> <ul style="list-style-type: none"> Financial Aid Eligibility for People with Felonies ✓ <p>i search</p> <p>Search Training Tool (Programs, Courses, ABE, Apprenticeships)</p>	<p>The Hiring Process</p> <ul style="list-style-type: none"> Answering Tough Questions <p>i activity</p> <ul style="list-style-type: none"> Practice Job Application ✓ <p>Job Search After Release</p> <ul style="list-style-type: none"> Common Jobs for Newly Released ✓ Job Search Under Supervision Criminal Records 	<p>Know the Workplace</p> <p>Making Connections</p> <p>Develop Your Resume</p> <p>Know How to Interview</p> <p>Get Job Search Help</p>	<p>Career Management</p> <p>Overcoming Obstacles</p> <p>Manage Your Finances</p> <p>i videos</p> <p>Success Stories</p>

The **i** symbol indicates interactive content. The type of interactive content will be indicated in the box.
 The **✓** symbol indicates that this is popular content.

STEP AHEAD Resource Map | Minnesota State CAREERwise

The Workbook activities focus on steps 1, 3, and 5 of the career planning model to help users with their immediate job search.

Planning Model Step	STEP 1: Assess Yourself	STEP 1: Assess Yourself	STEP 3: Create a Plan & Set Goals	STEP 5: Find a Job
Workbook	<ul style="list-style-type: none"> • Transferrable Skills Activity (page 8) Write out examples of your transferrable skills. • Matching Interest to Work Options Activity (page 9) Select the activities you like to do. • Likes and Dislikes Activity (page 12) Answer questions about what you enjoy. • Strengths Activity (page 13) Select your strengths and write down how you could share them in a job interview. 	<ul style="list-style-type: none"> • Work Values Activity (page 14) Select the work values that are important to you. • I Would Fit Well in the Following Jobs Activity (page 15) Make a list of the jobs that would be a good fit for your skills, interests, and values. 	<ul style="list-style-type: none"> • Employment Planning Activity (page 19) Make decisions to help you start your job search including the location, schedule, minimum pay rate, benefits, and work environment you are looking for. • Job Search Schedule Activity (page 20) Plan your daily job search activities for the next month using this chart. 	<ul style="list-style-type: none"> • Networking Activity (page 26) Identify people who can help with your job search. • Employment References Activity (page 28) True/False – Which person would make a bad employment reference? • Application with Errors Activity (page 30) Identify the mistakes on this sample job application. • Application for Employment Activity (page 34) Fill out this application as if you were actually applying for a job.

Planning Model Step	STEP 5: Find a Job	STEP 5: Find a Job	Manage Your Career	Other Resources
Workbook	<ul style="list-style-type: none"> • Resume and Cover Letter Tips <i>(page 37)</i> • How to Describe Gaps in Employment <i>(page 38)</i> • Resume Templates <i>(page 39)</i> • What to Wear and Bring to an Interview Activity <i>(page 42)</i> Multiple choice questions to help you know what to wear and bring to your interview. • Body Language Activity <i>(page 43)</i> Check the examples of body language that you should display during a job interview. 	<ul style="list-style-type: none"> • Sample Job Interview Questions Activity <i>(page 44)</i> Answer these sample job questions as you would during an interview. • Discussing Your Conviction Record <i>(page 47)</i> • Disclosure Decisions <i>(page 49)</i> Learn how and when to discuss a disability with your employer. 	<ul style="list-style-type: none"> • How to Keep Your Job Activity <i>(page 57)</i> Identify statements that describe positive work habits that would help you keep your job. • Is Your Online Profile Hurting Your Career? Activity <i>(page 59)</i> T/F – Will these activities on my social media profile affect my ability to get a job? • Stress Reducers <i>(page 60)</i> Activity Select the stress reducing activities that you use. • How to Leave a Job on Good Terms Activity <i>(page 61)</i> 	<ul style="list-style-type: none"> • Minnesota Bonding Program <i>(page 64)</i> • Work Opportunity Tax Credit <i>(page 64)</i> • State of Minnesota Vocational Rehabilitation Service Programs <i>(page 65)</i>