

# MyMnCareers: My Career Plan



**My Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Step 1: Explore Careers

### Find Careers

To learn about your career options, start with jobs that you know about or that seem interesting to you. It is helpful to write down information you find in one place. Later you can add more jobs that seem interesting, and then choose the right options for you.

Write down information about jobs you are interested in here:

Job Title	Description	Education/ Training Needed	Wage Ranges & Outlook	Other Information

## Step 2: Set Goals

### Know Your Values

Values are beliefs that are important to you. Thinking about your values will help you answer the question “Who am I?” The better you know yourself, the easier it will be to find a career that matches your values and skills.

Do an exercise that helps you find your top values, such as the one on the “What Is Important to Me?” page.

**Directions:** Write down your top five values here:

Value	Why It Is Important To Me
1.	
2.	
3.	
4.	
5.	

### Know Your Skills

You should know which work-related skills you already have and how good you are at each. Use MyMnCareers to find occupations that match the skills you want to use.

**Directions:** Write down 10 skills you have and can use on a job. Your list can include transferable skills.

My Top 10 Skills	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

## **Know Your Skills (continued)**

**Directions:** Use the “Find Careers” tool on the MyMnCareers website to learn which skills are needed for specific jobs. Write down careers that match your skills in the table below.

Careers that Match My Skills	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

## Know Your Interests

Like skills, you should know which types of activities interest you. You can use the activities listed below to help match your interests to jobs.

**Directions:** Read each statement. Fill in the circle next to the activities that interest you. If you don't like to do an activity, leave that circle blank. When you are done, add the number of filled-in circles at the bottom of each column.

I Like To ...						
...do puzzles		<input type="radio"/>				
...work on cars	<input type="radio"/>					
...attend concerts, theaters, or art exhibits			<input type="radio"/>			
...work in teams				<input type="radio"/>		
...organize things like files, offices, or activities						<input type="radio"/>
...set goals for myself					<input type="radio"/>	
...build things	<input type="radio"/>					
...read fiction, poetry, or plays			<input type="radio"/>			
...have clear instructions to follow						<input type="radio"/>
...influence or persuade people					<input type="radio"/>	
...do experiments		<input type="radio"/>				
...teach or train people				<input type="radio"/>		
...help people solve their problems				<input type="radio"/>		
...take care of animals	<input type="radio"/>					
...have my day structured						<input type="radio"/>
...sell things					<input type="radio"/>	
...do creative writing			<input type="radio"/>			
...work on science projects		<input type="radio"/>				
...take on new responsibilities					<input type="radio"/>	
...heal people				<input type="radio"/>		
...figure out how things work		<input type="radio"/>				
...put things together or assemble models	<input type="radio"/>					
...be creative			<input type="radio"/>			
...pay attention to details						<input type="radio"/>
...do filing or typing						<input type="radio"/>
...learn about other cultures				<input type="radio"/>		
...analyze things like problems, situations, or trends		<input type="radio"/>				
...play instruments or sing			<input type="radio"/>			
...dream about starting my own business					<input type="radio"/>	
...cook	<input type="radio"/>					
...act in plays			<input type="radio"/>			
...think things through before making decisions	<input type="radio"/>					
...work with numbers or charts		<input type="radio"/>				
...have discussions about issues like politics or current events				<input type="radio"/>		
...keep records of my work						<input type="radio"/>
...be a leader					<input type="radio"/>	
...work outdoors	<input type="radio"/>					
...work in an office						<input type="radio"/>
...work on math problems		<input type="radio"/>				
...help people				<input type="radio"/>		
...draw			<input type="radio"/>			
...give speeches					<input type="radio"/>	
	R	I	A	S	E	C

## **Know Your Interests (continued)**

**Directions:** Add the columns from the bottom of the previous page. Write down the number of filled circles for each letter here.

<b>R</b> = Realistic	Total: _____	<b>S</b> = Social	Total: _____
<b>I</b> = Investigative	Total: _____	<b>E</b> = Enterprising	Total: _____
<b>A</b> = Artistic	Total: _____	<b>C</b> = Conventional	Total: _____

### **Your 2-3 Letter Holland Code Interest Profile**

\_\_\_\_\_

<b>R</b>	<b>Realistic</b> people are <b>DOERS</b> . They are often good at mechanical or athletic jobs. They like to work with things like machines, tools, or plants and they like to work with their hands. They are often practical and good at solving problems.
<b>I</b>	<b>Investigative</b> people are <b>THINKERS</b> . They like to watch, learn, and solve problems. They often like to work by themselves, tend to be good at math and science, and enjoy analyzing data.
<b>A</b>	<b>Artistic</b> people are <b>CREATORS</b> . They like to use their creativity and come up with new ideas. They usually want to work with fewer rules or less structure. They enjoy performing (theater or music) and visual arts.
<b>S</b>	<b>Social</b> people are <b>HELPERS</b> . They like to work directly with people rather than things. They enjoy teaching, counseling, or curing others. They are often good public speakers with helpful, kind personalities.
<b>E</b>	<b>Enterprising</b> people are <b>PERSUADERS</b> . They like to work with other people. They often like to influence, persuade, or perform for people. They like to lead. They tend to be assertive and enthusiastic.
<b>C</b>	<b>Conventional</b> people are <b>ORGANIZERS</b> . They are very detail oriented and like to work with data. They are often organized and good with numbers. They are also good at following instructions. They also like working in structured situations.

## **Match Your Interests to Careers**

**Directions:** Use MyMnCareers, other websites, or talk to your teachers or job coaches to help you find careers that match your interests. Write down occupations that match your interests here.

Careers that Match My Interests	
1.	4.
2.	5.
3.	6.

### **Put Your Assessments Together**

**Directions:** Look at the jobs you wrote in the “Careers That Match My Skills” and the “Careers That Match My Interests” exercises. List the careers that are on both lists. These careers are more likely to be a good fit for you. You also want to consider careers that match your values. Finding out more about the careers listed below is a good step to add to your career goals.

Careers <b>That</b> Match Both My Skills and Interests	
1.	4.
2.	5.
3.	6.

### **Make Short-term Goals**

A short-term goal is something you want to do this week, this month, or this year. Short-term goals help you think about what you can do right away to better your career or education. Short-term goals can be steps to completing a long-term goal.

**Directions:** Write down some of your short term goals here. Keep track when you complete a goal and make new goals for yourself.

Name of Short-term Goal	What I Need To Get Done	Date Goal Will Be Complete
1.		
2.		
3.		
4.		
5.		

## **Make Long-Term Goals**

A long-term goal is something you want to accomplish or complete next year or many years from now. Long-term goals require time and planning. Sometimes it takes many steps to complete a long-term goal. These smaller steps can be your short-term goals.

**Directions:** Think about and write down your long-term goals below. They could include career, education, financial or personal goals. You may not have goals in each area. Make sure each goal is SMART.

- **S** = Specific
- **M** = Measurable
- **A** = Achievable
- **R** = Realistic
- **T** = Time-based

Areas	My Long-Term Goals	When Will Goal Be Complete?
Career	1. _____ 2. _____ 3. _____	_____ _____ _____
Education	1. _____ 2. _____ 3. _____	_____ _____ _____
Finances	1. _____ 2. _____ 3. _____	_____ _____ _____
Personal	1. _____ 2. _____ 3. _____	_____ _____ _____

Matching Long- and Short-Term Goals

**Directions:** Use all the information you gathered in this career plan. Write down the short-term actions you need to do to complete a long-term goal. Update this worksheet when you move forward in your career planning.

**My long-term goal is:** \_\_\_\_\_

I will do this short-term action:	By this date:	I will use these resources:	I will reward my success by:
1.			
2.			
3.			
4.			
5.			

**I will re-evaluate my plan and goals on this date:**

\_\_\_\_\_

### Step 3: Get Training

#### Search for Training Options

In order to make good decisions about school, research your options. Use MyMnCareers to find out about college programs, short-term training, and apprenticeships.

**Directions:** Use the tables below to track your research on schools or programs. First choose a career goals, then look for training programs that help prepare you for that career.

**Career Title:** \_\_\_\_\_

School or Program Name	Type of Training (Degree, license, certification, etc.)	Services for Students	Length of Training	Costs, "Must Haves" to Enroll
1.				
2.				
3.				
4.				

If you are looking at more than one career, make a new worksheet for each one.

**Career Title:** \_\_\_\_\_

School or Program Name	Type of Training (Degree, license, certification, etc.)	Services for Students	Length of Training	Costs, "Must Haves" to Enroll
1.				
2.				
3.				
4.				

## Step 4: Learn More

### Develop Work Skills

Work skills are things that you can do at your job. You already have many skills. There are also new skills you can learn.

**Directions:** Write down the skills you have and how you might use them.

Skills I Have	How I Can Use It At Work or School
1.	
2,	
3,	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Directions:** Write down skills that you want to learn to help you with your career.

Skills I Want to Learn	How I Can Learn This Skill
1.	
2,	
3,	
4.	
5.	

## **Making Decisions**

**Directions:** Think of a decision you need to make about your education or career. Write that situation on the “problem” lines below. Write your criteria in the boxes across the top. Fill in your alternatives in boxes going down the left side of the table. Then follow the PACED process to help you make a decision.

1. **P = Define the Problem.** Why do you have to make a choice?
2. **A = List the Alternatives.** What are my possible choices?
3. **C = Determine the Criteria** (rules for evaluating or testing options). What makes one option better than another? What are the important things to think about?
4. **E = Evaluate the alternatives.** How well does each option meet the criteria?
5. **D = Make the Decision.** Which option is the best for me right now?

**The Problem:** \_\_\_\_\_

<b>Criteria</b>				
<b>Alternatives</b>				

**The Decision:** \_\_\_\_\_