4-STEP Career Development Process

STEP 4 can be called **TAKING ACTION**. The primary objective of this step is to actually do what you decided and planned for in STEP 3 in order to achieve the goal(s) that will help you to increasingly realize who you are, who you want to become and what's most important to you in life (STEP 1). This may include one, some or other activities not cited below.

- Conducting a job search; preparing cover letters and resumes; practicing for and interviewing; completing forms; researching companies; conducting follow-up activities; re-evaluation, etc.

- Applying for jobs; financial aid; college or vocational/technical school; military service; Peace Corps; Job Corps, etc.

A secondary but important purpose is to continually monitor the results of the actions taken and, if and when necessary, make adjustments and possibly redo one, two or all of the previous steps. This effort can be referred to as career management.

**REVIEW:**
1. Using STEP 1 results as our guideline, begin to practically do the steps you planned in STEP 3.

2. Continuously monitor how you are taking action to increasingly reflect the results of STEP 1. Should significant factors change the direction of STEP 1, take appropriate actions to reflect this adjustment.

3. Realize this is a lifetime process of decisions and changes.

If you are interested in receiving help on how to complete **STEP 4**, contact:
    Counseling and Career Center
    Room 327, Student Center
    www.grcc.edu/careerresources