What is a CAREER PLAN?

A Career Plan is a step-by-step procedure to help a person to obtain, acquire or achieve one or more goal(s). “How do I get from A (where I am now) to B (where I want to be)

Upon accomplishing such goals, if appropriate, it should confirm you are in the process of satisfactorily realizing deeply-held values, and very often, complementing preferred personal qualities.

A Career Plan should be written down and, in most instances, it would be advisable to have a “back-up plan.”

Career Plans may be called Career Action Plans; Action Plans; Individualized Career Development Plan; Career Plan, etc.

How do Career Plans differ from Portfolios?

A Career Plan is a specialized focus on a person’s career-related aspects of the past and is normally only a portion of a more comprehensive portfolio, if not presented alone. However, and this is also true of portfolios, there are many different types and formats. Career Plans are to be used to implement and monitor a person’s career development (decisions/changes one makes and experiences and the impact/influence they have as it relates to major roles throughout life).

A Portfolio is a comprehensive collection of materials that reflect a person’s professional development and usually include capsules of how you have performed in past work situations; accomplishments, and your efforts at developing new skills (may include pictures; articles you may have appeared in; letters of commendations/recommendations,

BASICS
(Most Career Plans will usually include the following)

1. Past Paid Work & Educational/Training Experiences ...... Diplomas; Certificates/Degrees, etc.

2. Past Activity Involvements/Volunteer Experiences .......... Licenses/Certifications

3. Self-Assessment Results (values; interests; personality attributes; abilities; attitudes, etc.)

4. Occupational/Career Survey Results (SDS; Kuder; Career Cruising; Choices; COPS; Myers-Briggs, etc.)

5. Short-Term & Long-Term Goals ............... Potential Obstacles/Barriers & Suggested Solutions