

Career Action Plan

The Career Action Plan (CAP) is your personal road map to achieve your career objectives. Speak to a career advisor in the Weston Career Center to review your plan.

Part I: Self Assessment

After completing *CareerLeader*, analyze your results including descriptions of your business interests, values, skills, strengths, and weaknesses.

- What's my passion? What do I enjoy doing and find most rewarding?
- What career paths suit my passion and interests?
- What is the relationship between my professional interests and my personal desires and needs?

Part II: Market Research

Using external sources for your research, identify which functions, industries and regions can best utilize your unique set of interests, skills and experiences. Include an analysis of desired prior experience and education, functional training required, possible career paths, industry growth rates, and regional work eligibility restrictions.

- For functions that interest me, what experience and skills are required or preferred?
- What are the demand projections for work in my functional and industrial areas of interest?
- How do labor market realities align with my personal values?

Part III. Career Goal

Based on your self assessment and market research, identify your desired position(s) at graduation.

- What is my most-desired career path, job function for internship and full-time job?
- What are acceptable alternatives?

Part IV: Gap Analysis

Identify gaps in your skills, knowledge or experience which you will need to close in order to obtain your desired position. For each gap, identify specific actions you will take to enhance your skills and qualifications. Identify any challenges or risks you may face as you move forward in your job search.

- What skills, experience must I acquire/gain to best position myself for my desired career path?
- Is closing or eliminating gaps in skills and/or experience realistic?

Part V: Personal Marketing Plan

Incorporate your self-assessment, market research, career goals, and gap analysis into a plan for action.

- What are my 'brand features'? What is my positioning statement to the market?
- How will I close or eliminate gaps in requisite skills and/or experience?
- What methods and sources will I employ in my job search?
- How will I balance my job search plan with my other responsibilities?
- What development opportunities will support my success and how? Consider: symposiums, talent summits, practicum work, Taylor Consulting, Lunch with a Pro, Industry Insider (mentor) program, campus career fairs, conferences, information sessions, etc. Note them in priority order.