

ACTION PLAN

TO EXPLORE/RESEARCH CAREER OPTIONS & MAKE INFORMED CAREER DECISIONS

Based on information gathered during the one-hour Major and Career Counseling appointment, counselor will recommend one or more action(s) below to help you further explore and/or research your major and career options so that you can make informed career decisions.

Action 1: Complete *Additional Career Assessment*

Goal: List the top three majors/careers that you are willing to spend a lot of time learning and/or doing*

- Take "additional" career assessment(s): _____
- and / or take COU 012 (Career & Lifestyles class)
- Review the career assessment results and *list the top three majors/careers to research:

Action 2: Research Further on Career Choices

Goal: Identify important factors* which may have influences on your career decision making.

- Review "[Step 2: Explore Career Paths](#)" from the Career Counseling webpage
- *List important factors: _____
- Create a spreadsheet to capture relevant data to be used for career decision making.

Example NAME OF CAREER / JOB	SALARIES (median annual wage)	TRAINING/EDUCATION REQUIREMENTS (High School, Cert, Associate, Bachelor, Master, or PhD)	CAREER OUTLOOKS (Percent change in employment – increase, average, decline)	LIST JOB DUTIES that you like/align to your personality.	LIST JOB DUTIES that you do NOT like.

Action 3: Make Informed Career Decisions

Goal: Select the first-choice major/career that suit you best.

- Review "[Step 3: Make Career Decisions](#)" from the Career Counseling webpage
- Reflect on and analyze findings from your assessment results and the majors/careers you researched.
 - Based on your needs, situation, timeline, etc., evaluate each option to see what works for you at this time in your life.
 - Consider possible outcomes, potential barriers/consequences, potential rewards/advantages, etc.
- List the first-choice major/career that suit you best: _____
- List the back-up major/career: _____

Action 4: Execute the Plan

Goal: Complete an Educational Plan and identify strategies to prepare for the selected career.

- Review "[Step 4: Plan Next Steps](#)" from the Career Counseling webpage
- Schedule an appointment with a counselor to:
 - Develop a Comprehensive Educational Plan (CEP), if not yet done.
 - Confirm major and be assigned to an MCP by updating your program of study, if not yet done in the previous appointment.
 - Work on how to conduct informational interviews and find ways to get involved.
- Identify skills* to improve or acquire through General Education courses: _____
- Identify skills* to improve or acquire through student clubs/volunteer/job opportunities: _____

*Required and desired skills for your selected career.