

INDIVIDUAL CAREER PLAN

General Information

DIRECTIONS: Answer the following questions and prompts in paragraph form (3-4 sentences) per question.

CAREER GOALS:

1. What are you planning on doing as a life-long career?
2. What do you see yourself doing, career-related, five years from now?
3. What interests do you have to support your goal?
4. What skills do you already have that might support your goal? Example: Computer skills.
5. What knowledge do you already have to support your goals? Example: understand the educational requirements to be an accountant.

POST-SECONDARY/GRADUATION PLANS:

6. What are your plans after graduating from high school?
7. What degree or educational program do you wish to pursue?
8. What is the highest level of education you believe you will need to fulfill your career goals?

High School
Military Training
On-the-job Training
2-Year Technical College
2-Year State College
4-Year College or University
Master's Degree
Doctorate
Other (please specify)

9. Where are you planning to continue your education?
10. Have you met the requirements to begin your chosen degree or educational program?

PROFESSIONALISM

General Information

EXPECTATIONS

In your future career, what are your employer's expectations of employees? i.e. dress code, attendance, cell phones, etc.

ATTITUDE

Describe your attitude? What is the importance of a good attitude at work? How can it help you? How does body language express your attitude?

WORK ETHICS

Take the Employability Skills Assessment at www.coe.uga.edu/workethic/less2.htm and elaborate on your results. How can you improve in these areas?

TEAMWORK

Explain how teamwork will be used at your workplace. Why is being able to work with a diverse group of people important? Do you believe you are an asset in a team situation and why?

WORK HABITS

What are good work habits at any job? Explain any poor work habits you have witnessed at a job you hold now or at school? How do poor work habits affect morale?