

My Career Plan

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Name: _____
Email: _____
Student ID: _____
Major: _____
Year: Freshman Sophomore

Introduction

What's my career plan?

"plan" = a detailed formulation of a program of action

About My Career Plan:

Career planning is a lifelong process, which includes learning about yourself, researching and evaluating your options, and developing the steps you need to take in order to reach your goals. **My Career Plan** will help facilitate your journey through this process. Through activities, personal reflection, and discussions with others, you will be able to:

- Apply knowledge of your strengths, interests, values, and skills to career-related decisions
- Evaluate your career and major options
- Conduct informational interviews
- Write professional resumes
- Evaluate internships as they relate to your strengths, interests, values, and skills
- Develop short and long-range goals culminating in your career action plan

Reward!

Upon completion of the required activities and worksheets, you will receive recognition for having used **My Career Plan** to your success. By submitting your completed **My Career Plan** by April 1st of your sophomore year, you will receive a prize! Prizes must be picked up by April 30th.

For Office Use Only:

Date Submitted: _____

Survey: Yes No

Prize: Yes No Date Received: _____

How It Works

- My Career Plan is self-directed, which means that you are able to do much of the research and reflection on your own time, following your own schedule.
- Follow the instructions in the four checklists provided in this booklet and complete the activities and worksheets using a timeline which corresponds to your Freshman and Sophomore year. When you complete an activity each semester, you will document your findings and reflect upon your learning by writing short answers to a few questions in worksheets, which are all included in this booklet!
- Work on your My Career Plan with your Career Peer Mentors during “Career Popcorn Hours” in the Career Center (contact the Career Center for dates and times). Record any meetings with your Career Peer Mentors in the Career Peer Mentor Meeting Log, which is included in this booklet (page 20).
- Obtain a Career Center staff member’s signature to verify your attendance and completion of activities in the Career Center. Record signatures and dates on the checklists provided.

Note About University 100:

You may have University 100 assignments that incorporate some of the activities required for My Career Plan. These assignments will count toward your My Career Plan’s completion!

What Do I Do When I Complete My Career Plan?

Congratulations! You’ve made a major step toward a successful future! Submit a copy of your completed My Career Plan (the accumulation of the following checklists and worksheets) to Monique Corral in the Career Center by the end of your sophomore year. In order to receive a prize, you need to submit your completed My Career Plan by April 1st of your sophomore year.

Participation in My Career Plan is completely voluntary. All information will be kept confidential. Although responses from all participants may be summarized, it will be impossible to identify you in the responses.

Who Can I Contact If I Have Questions About My Career Plan?

- Monique Corral, Career Advisor, *Building Connections for Success*
 - 818.677.4105; monique.corral@csun.edu
- Lucy Macis, Career Counselor
 - 818.677.3149; lucy.macis@csun.edu

FRESHMAN YEAR FALL SEMESTER:
ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = LEARN ABOUT YOURSELF

- Complete the following activity:
 - Visit the Career Center to complete the 3 *Discover Yourself* activities within *Pathways* to identify your top interests, values, and skills. Use your Career Center Peer Mentors for help.
- Complete Worksheet A1: My Self Discovery Results (page 5)
- Complete Worksheet A2: My Self Discovery Reflection (page 6)

Career Center Signature: _____

Date: _____

My Self Discovery Results

My Top Strengths

List your top 5 strengths from StrengthsQuest

- 1.
- 2.
- 3.
- 4.
- 5.

My Top Values

List your top 5 values from the *Discover Yourself – Values* activity in Pathways

- 1.
- 2.
- 3.
- 4.
- 5.

My Top Skills

List your top 5 skills from the *Discover Yourself – Skills* activity in Pathways

- 1.
- 2.
- 3.
- 4.
- 5.

My Top Interests

List your top 3 interest themes from the *Discover Yourself – Interests* activity in Pathways

- 1.
- 2.
- 3.

FRESHMAN YEAR SPRING SEMESTER: ACTIVITY AND WORKSHEET CHECKLIST

**PURPOSE = EVALUATE YOUR MAJOR OPTIONS
(AND/OR LEARN MORE ABOUT YOUR MAJOR!)**

- Complete the following activity:
 - Attend the ARC/EOP Majors Fair held in the spring semester and obtain information or resources from at least 3 different tables, including the Career Center (check www.csun.edu/eop for date and time). Ask your Career Center Peer Mentors for an alternative activity.
- Complete Worksheet B1: *My Major Research! Results* (page 8)
- Complete Worksheet B2: *My Majors Fair Reflection* (page 9)
- Complete Worksheet B3: *My Major Research! Reflection* (page 10)

Career Center Signature: _____

Date: _____

Name: _____

My Major Research! Results

Choose 3 majors that you want to know more about to research. If you have decided on a major, your research can help you learn more about your major and career options!

Major I Want To Know More About	Resources That Can Provide Additional Information About This Major (e.g., <i>Pathways</i> , Career Center Resource Library, Majors Fair, Advisors, Professors, CSUN Catalog, etc.)	What Have I Learned From My Research? <i>Hint: Consider how this major incorporates your Discover Yourself results from Pathways and StrengthsQuest results</i>

SOPHOMORE YEAR FALL SEMESTER: ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = CONNECT YOUR MAJOR TO CAREER OPTIONS

- Complete the following activity:
 - Visit the Career Center to obtain resources for informational interviewing. Conduct an informational interview with a professional working in your field of interest. Use the Career Center Resource Library, Computer Resources, and Career Center Peer Educators for help.
- Complete Worksheet C1: *My Occupation Research! Results* (page 12)
- Complete Worksheet C2: *My Informational Interview Reflection* (page 13)
- Complete Worksheet C3: *My Occupation Research! Reflection* (page 14)

Career Center Signature: _____

Date: _____

My Occupation Research! Results

Choose 3 occupations that you want to know more about to research. Consider how these occupations incorporate your strengths, interests, values, and skills.

Occupation I Want To Know More About	Resources That Can Provide Additional Information About This Occupation <i>(e.g., Pathways, Career Center Resource Library, Professors, Company Websites, etc.)</i>	Majors That Can Lead To This Occupation	What Have I Learned From My Research? <i>Hint: Consider how this occupation incorporates your Discover Yourself results from Pathways and StrengthsQuest results</i>

Name: _____

My Informational Interview Reflection

Who did you meet with? _____

Why did you choose this person to interview? _____

What did you learn from the interview? _____

How will this activity help you with your career and academic plan? _____

SOPHOMORE YEAR SPRING SEMESTER: ACTIVITY AND WORKSHEET CHECKLIST

PURPOSE = FORMULATE YOUR CAREER ACTION PLAN

- Complete the following activity:
 - Visit the Career Center to obtain resources for internships. Identify 3 internships to research. Use the Career Center Resource Library, Computer Resources, and Career Center Peer Educators for help. In addition, write or update your resume and take part in a resume critique in the Career Center (contact the Career Center for the walk-in schedule).
- Complete Worksheet D1: My Internship Research! Results (page 16)
- Complete Worksheet D2: My Career Action Plan (page 17)
- Complete Worksheet D3: My Career Plan Reflection (page 18)

Career Center Signature: _____

Date: _____

My Internship Research! Results

Choose 3 internships that you want to know more about to research. Consider how these internships incorporate your strengths, interests, values, and skills.

Internship	Resources That Can Provide Additional Information About This Internship (e.g., <i>Pathways</i> , Career Center Resource Library, SUNlink, Company Websites, Professors, etc.)	What Have I Learned From My Research? <i>Hint: Consider how this internship incorporates your Discover Yourself results from Pathways and StrengthsQuest results</i>

My Career Action Plan

What Activities Can I Do Within The Next Semester To Help Me Make A Decision? (e.g., Internship, Campus Club, Part-Time Job, Volunteer, Do More Career Research, etc.)	People I Can Talk To For Help With My Decision	What Else Do I Need To Do To Help Me Decide?

1. I look forward to majoring in: _____
2. 3 potential internships:
 - a. _____
 - b. _____
 - c. _____
3. 3 potential occupations:
 - a. _____
 - b. _____
 - c. _____
4. Short-range goals (by start of next semester); be sure your goals are **SMART** (for help with this, check out the *Make Decisions & Set Goals* section of the *Plan Your Future* card in **Pathways** at www.csun.edu/pathways):
 - a. _____
 - b. _____
 - c. _____
5. One year goal: _____
6. Long-range goal (within 1 to 5 years): _____

My Career Center Support Team

- **Career Peer Mentor:**

You will work closely with your Career Peer Mentors. The Career Peer Mentors are here to help you with your My Career Plan. They will help you get started, provide you with support, and refer you to resources, including your Career Advisor. They are available to meet with you during weekly “Career Popcorn Hours,” which you can drop into to work on your My Career Plan, connect with and enjoy your Career Center, meet and network with other students, and learn about resources. Find them in gray shirts!

- **Career Peer Educator:**

The Career Peer Educators are here to help you build your career-related skills. They are familiar with the career development process and can speak to you about Career Center resources, resumes, cover letters, and job search strategies. Find them in blue shirts!

- **Career Advisor:**

Meet with your Career Advisor, Monique Corral to help you with your career planning process. Monique is here to help provide you direction, information, and guidance and looks forward to meeting you!

