

# My Educational and Career Plans Summary Sheet

Name: \_\_\_\_\_

Grade level: \_\_\_\_\_

Counselor: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Reviewed/Updated: \_\_\_\_\_

This summary sheet gives you a place to consolidate your career exploration and planning efforts. This four-part activity is described in more detail in the following pages. After completing each part, return to this page to summarize your thoughts in the area provided.

**PART 1**  
More About Me

**While career planning I should take into consideration...**

**PART 2**  
Occupations I'm Considering

**I've identified these occupations to explore further...**

**PART 3**  
My Current After-High School Plans

**The next steps in my plan to realize my career goals are...**

**PART 4**  
Getting There from Here

**What can I do while I'm still in high school to prepare for entering my career of choice? (List two courses or activities to explore NOW.)**

## PART 1 | More About Me

Formal tests can tell you a lot about your skills and interests. While these are important factors to consider while exploring careers, equally important are the things that matter most to you.

Describe your **work experiences**, starting with your current or most recent experience (for example, after-school or summer job, helping in the family business, volunteering in a local park program, etc.).

| What did you do? | I learned I am good at____. | I learned I like____. | I learned I dislike____. |
|------------------|-----------------------------|-----------------------|--------------------------|
|                  |                             |                       |                          |

Describe your **achievements in school and within your community** (for example, basketball team, sophomore class VP, chess champion, community chorus, community theater production).

| What did you do? | I learned I am good at____. | I learned I like____. | I learned I dislike____. |
|------------------|-----------------------------|-----------------------|--------------------------|
|                  |                             |                       |                          |

Describe **things you enjoy or are good at** that are not described above (for example, playing a musical instrument, writing stories, playing computer games, building or repairing things). Be sure to include both your school-related and non-school-related activities.

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## PART 1 | More About Me (cont.)

**Self-Insights.** From the experiences and activities you've listed, **what were the most satisfying or appealing qualities for you?** Are there any similarities among the things you like and found the most satisfying? For example, are they mostly artistic, working with or helping others, etc.?

Just as importantly, what were the **least satisfying or unappealing qualities** for you?

In considering these questions, you may find yourself identifying **important values about work** (such as job security, working independently, working outside). Describe these too.

**So, what did you learn about yourself?** (Everyone learns something in this exercise!)

[Return to the **Summary Sheet** and jot down your insights under More About Me. Then, move on to PART 2, **Occupations I'm Considering.**]

## PART 2 | Occupations I'm Considering

**You can think about exploring occupations like shopping for new clothes—you select a few to try on to see how well they look, feel, and fit. The following questions will help you see how occupations look, feel, and fit.**

Identify occupations you'd like to explore using the OCCU-Find either online or in print. If you're using the online version of the OCCU-Find add occupations you're considering to your favorites. (Go to [www.asvabprogram.com](http://www.asvabprogram.com) or see your counselor for a copy of *Exploring Careers: The ASVAB Career Exploration Guide*.) List any occupations you're considering here:

At first, your interests should drive your career exploration.

**What aspects of occupations are most important to consider?** As you research an occupation, think about what is actually done on the job, the education and training requirements, and the employment opportunities/job outlook. Review the job description and the list of daily tasks found in the OCCU-Find at [www.asvabprogram.com](http://www.asvabprogram.com).

Could you see yourself as a(n) \_\_\_\_\_? Try to imagine yourself getting up to go to work in this occupation. Take yourself through an imaginary day in this job. What are you doing? How does it feel? Go further and imagine that it is five or ten years in the future. Are you fulfilled? Have you advanced?

If this is an occupation you can see yourself working in, it might be fruitful for you to **explore some of the related occupations**. You never know what you might find! And, many people find it helpful to have a number of back-up plans in developing their careers. Check out the list of "Related Careers" of your chosen occupations in the online OCCU-Find and list some you want to explore here:

**What about the occupation(s) appeals to you the most? Are there any negatives to consider?** For example, do you like the nature of the work but the job opportunities are limited?

## PART 2 | Occupations I'm Considering (cont.)

**Have you thought about different career paths in relation to the amount of education and training needed?** Many similar occupations require different levels of education (e.g., Physical Therapist vs. Physical Therapy Assistant). Think about your learning style, career goals, economic circumstances, and values. How much education are you willing to pursue? How much can you afford? What avenues are available to you? (e.g., Do you qualify for a scholarship? Is this job available in the military? Etc.) Jot down your thoughts below.

You have already identified and explored a couple of occupations. Now, it is time to see how they fit. Start by reviewing the general education or training requirements necessary for the occupation(s), and ask yourself, “**Can I do it?**” This is really a two-part question.

- Will my current skills and abilities allow me to get into the appropriate training or education program?
- How motivated am I to work in this occupation? Will this motivation be enough to carry me through the training and education I will need for this job?

In thinking about these questions, consider your past performance in classes and your current ASVAB skill levels. If you have questions or concerns write them below. Then, talk with your counselor, parents, or other adults.

**Meanwhile, keep gathering information about your tentative career choice(s). Consider the following options.**

- Job shadowing is one of the most valuable and informative things you can do. Spend some time with a person in the occupation to see firsthand what the person does and to ask questions. Talk with your counselor, a teacher, or family members about doing this.
- Talk to a military recruiter about various training and employment opportunities. The Military Services offer free training for many occupations.
- Learn about Career and Technical Education opportunities in your school. Many Career and Technical Student Organizations (CTSOs) provide different opportunities for students to gain exposure to careers.
- Try to find a part-time or summer job that will allow you to learn more about the occupations that interest you.
- Take elective courses in high school or in continuing education programs to explore different options.

**IMPORTANT POINT!** Make sure that you don't make a major decision solely on the advice or experiences of one person. It is best to make decisions considering a number of factors, including job shadowing, ideally with more than one person, as well as reading occupational and educational information.

[Return to the **Summary Sheet** to jot down the jobs you are still considering. Then move on to PART 3, **My Current After-High School Plans**]

## PART 3 | My Current After-High School Plans

This exercise will help you to consider and plan your next steps. You've explored a few tentative career choices. Now, let's take it a step further. List the occupations you are still considering and the corresponding requirements (i.e., the qualifications or skills necessary for immediate employment in a job or the entrance requirements for an educational program of study or training program).

Based on your exploration and discoveries, **identify three occupations to focus on.**

Use the "How to Become One" section on each OCCU-Find listing to help you figure out what you need to do to be ready for immediate employment, or to qualify for any necessary education. Your counselor can also help you determine entrance requirements for various programs.

Consider the prompts below and respond to the one that best applies to your plans.

### I plan to go straight to work.

If you are going to apply for immediate employment in an occupation after graduation, talk to someone in the job or pick up an application to find out what is required (e.g., specific high school courses, experience, qualifications, certifications, specific skills).

### I plan to get more education.

For occupations that require further education and training, list the requirements for entry into the educational or training programs. These requirements can include high school courses, experiences, extracurricular activities, or specific skills.

[Return to the **Summary Sheet** to jot down your overall plans. Then, proceed to PART 4, **Getting There from Here**]

## PART 4 | Getting There from Here (Coursework Planner)

So far, you've considered what it takes to gain entry into the occupations that interest you. Are you headed in the right direction? What changes might you need to make in your course selection, study habits, or level of commitment to get there from here?

Consider what high school classes will help you prepare for immediate employment or the required education and training program(s). To complete this activity ask your counselor for a list of courses required for graduation. **Identify the courses you still need to complete to graduate.**

Below, write the title of an occupation you're exploring. Then, write in the courses you still need to take in the column labeled *Courses Still Needed to Graduate*.

In the column labeled *Other Helpful Courses & Extracurricular Activities* list additional courses or activities that will help you prepare for this job. Include opportunities that will:

- Improve the skills you need to reach your career goal(s).
- Prepare you for career-related education programs.
- Help you find out if this job is right for you.

If your high school does not offer the courses or activities you listed, explore other places that offer these opportunities (e.g. community colleges, vocational/technical schools, online courses, apprenticeship programs etc.), and list them in the column labeled *Locations Offering this Opportunity*.

Repeat this exercise for any occupations you're still considering.

OCCUPATION TITLE

| Courses Needed to Graduate | Other Helpful Courses & Extracurricular Activities | Location(s) Offering this Opportunity |
|----------------------------|----------------------------------------------------|---------------------------------------|
|                            |                                                    |                                       |
|                            |                                                    |                                       |
|                            |                                                    |                                       |
|                            |                                                    |                                       |
|                            |                                                    |                                       |

[Return to the **Summary Sheet** to jot down your next steps. Then, review your notes from all four parts of this activity and take appropriate action. Don't forget career planning is a life-long process. **Never stop exploring!**]