Career Action Plan

The Career Action Plan (CAP) is a personal, step by step method to discover your career objectives. Meet with a Career Coach in the FJ Management Center for Student Success to review/revise your results.

STEP 1: SELF DISCOVERY
Go to the following websites and identify job titles that match your interests, values, skills, and strengths. Select and write down careers of interest for each of the three resources.

a. Complete the FOCUS 2 Career Assessment. (Click on the “Focus2 Assessment” link under the header “Start Here and Complete Focus2.”) You will be prompted to create an account.
List careers specified in your FOCUS 2 report that you would like to learn more about.

______________________                    ______________________                    ______________________
______________________                    ______________________                    ______________________
______________________                    ______________________                    ______________________

b. To find what you can do with your major, click here and then go to “What Can I Do With My Major” (under “Favorite Links.”) In the new window, hover over “View All Majors” and click on “Business.” (International Business may be found under Global Studies in this resource.)
List the careers and job roles that interest you the most.

______________________                    ______________________                    ______________________
______________________                    ______________________                    ______________________
______________________                    ______________________                    ______________________

STEP 2: MARKET RESEARCH
Using LinkedIn and leading industry and professional organizations and publications (EX: SHRM, Bloomberg, Harvard Business Review) to research your field and positions of interest. Use LinkedIn to identify Aggie alumni in your field/industry of choice to conduct informational interviews.

______________________                    ______________________                    ______________________

______________________                    ______________________                    ______________________

After completing a-c above, select 2-3 job titles/work functions for which you have discovered a genuine interest and desire to learn more.

______________________                    ______________________                    ______________________
STEP 3: GAP ANALYSIS
Research several job descriptions to determine qualifications. Identify gaps in your skills, knowledge or experience which must be addressed in order for you to qualify for the desired position(s). Use sites such as Handshake, LinkedIn or Indeed to find positions of interest.

Skills ____________________      ____________________      ____________________

Knowledge ____________________      ____________________      ____________________

Experience ____________________      ____________________      ____________________

What methods and resources will you employ to address your identified gaps? (Course selection, trainings, or internship experience)
_____________________________________________________________________________________
_____________________________________________________________________________________

STEP 4: PERSONAL PLAN
Based on your self-discovery, market research, and gap analysis, identify an industry/job you are interested in:
_____________________________________________________________________________________

What Huntsman opportunities will you use to support your success? (Backpack to Briefcase, Leadership Forums, Major/Minor Choices, Career Exploration Trips, Huntsman Clubs, Focused Fridays)
_____________________________________________________________________________________

What would be your choice of the Top 5 employers that you would like to launch your career with?

|   |   |   |   |   |

What are the top 3 locations where you would be willing to begin your first internship or full-time position?

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