



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.

_____	_____	_____
_____	_____	_____

- c. *O*NET OnLine* <https://www.onetonline.org> Insert job titles identified in a-b above into the “Occupational Search” field.

_____	_____	_____
_____	_____	_____

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.

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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](#)

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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?

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

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