



# CAREER PLANNING PROCESS

## 5. MANAGE YOUR CAREER

- [Deal with Transition](#)
- [Continue to Evaluate Plans and Goals](#)
- [Networking](#)
- [Lifelong Learning](#)
- [Professional Associations](#)
- [Work-Life Balance and Sense of Purpose](#)

## 4. FIND A JOB

- [Create Job Search Goals & Timeline](#)
- [Targeted Search \(Occupation, Industry & Company\)](#)
- [Find Resources & Assistance](#)
- [Apply for Jobs \(Resumes, Cover Letters, Applications & References\)](#)
- [Interviewing](#)
- [Salary Negotiation](#)

## 3. GAIN SKILLS

- [Short-Term Training](#)
- [Post-Secondary Education](#)
- [Internships & Volunteer Work](#)
- [Apprenticeship](#)
- [Military](#)
- [Temporary Employment](#)

## 2. EXPLORE CAREER OPTIONS

- [Industry Research](#)
- [Occupational Research](#)
- [Educational Research](#)
- [Informational Interviews](#)

## 1. ASSESS YOURSELF

- [Personal Assessment \(Skills, Values, Interests, Needs, Aptitudes & Personality\)](#)
- [Environment \(Geography, Work Setting\)](#)
- [Career & Education Goals](#)

## Recommended Career Resources Matrix

Resource	Assess Yourself	Explore Career Options	Gain Skills	Find a Job	Manage Your Career
<b>CareerOneStop</b> <ul style="list-style-type: none"> <li>• <a href="http://www.careeronestop.org">www.careeronestop.org</a></li> <li>• <a href="http://www.careerinfonet.org">www.careerinfonet.org</a></li> <li>• <a href="http://www.careeronestop.org/usersupport/onlinecoach.asp">http://www.careeronestop.org/usersupport/onlinecoach.asp</a></li> </ul>	<ul style="list-style-type: none"> <li>• Testing &amp; Assessment Center</li> <li>• Skills Center</li> <li>• COS Coach</li> <li>• Career Resource Library</li> </ul>	<ul style="list-style-type: none"> <li>• Labor Market Information Center</li> <li>• COS Coach</li> </ul>	<ul style="list-style-type: none"> <li>• Students &amp; Learners Audience Tab</li> <li>• Training &amp; Education Center</li> <li>• Financial Aid Center</li> <li>• COS Coach</li> </ul>	<ul style="list-style-type: none"> <li>• Job Seekers &amp; Workers Audience Tab</li> <li>• Employment Center</li> <li>• Relocation Center</li> <li>• BRAC Coach</li> <li>• Worker Transition Coach</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce Prof. audience tab</li> <li>• Outreach &amp; Teaching Center</li> <li>• Staff Coach</li> <li>• Credentials Center</li> </ul>
<b>America's Career InfoNet</b> <ul style="list-style-type: none"> <li>• <a href="http://www.CareerInfoNet.org">www.CareerInfoNet.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Skills Profiler</li> <li>• Employability Checkup</li> <li>• Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Info.</li> <li>• Industry Info.</li> <li>• State Info.</li> <li>• Videos</li> <li>• Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid Advisor</li> <li>• Scholarship Search</li> <li>• Licensed Occupations</li> <li>• Certification Finder</li> <li>• Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Employer Locator</li> <li>• Resume Tutorial</li> <li>• Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Career Resource Library</li> <li>• Career Exploration</li> <li>• Employability Check Up</li> </ul>
<b>Job Bank Links</b> <ul style="list-style-type: none"> <li>• <a href="http://jobbankinfo.org/">http://jobbankinfo.org/</a></li> </ul>		<ul style="list-style-type: none"> <li>• Careers search tool</li> </ul>	<ul style="list-style-type: none"> <li>• Occupation Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Post a resume</li> <li>• Search for jobs</li> <li>• Create cover letters</li> </ul>	<ul style="list-style-type: none"> <li>• Post a resume</li> <li>• Search for jobs</li> <li>• Create cover letters</li> </ul>
<b>America's Service Locator</b> <ul style="list-style-type: none"> <li>• <a href="http://www.ServiceLocator.org">www.ServiceLocator.org</a></li> </ul>		<ul style="list-style-type: none"> <li>• Locate State Phone Directory</li> <li>• Locate State Web Directory</li> <li>• National Locators</li> </ul>	<ul style="list-style-type: none"> <li>• Locate Community Colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Locate a One-Stop Career Center</li> <li>• Find Worker Services</li> <li>• Find Youth Services</li> <li>• Office Search</li> </ul>	<ul style="list-style-type: none"> <li>• Locate a One-Stop Career Center</li> <li>• Find Worker Services</li> <li>• Find Youth Services</li> <li>• Find Business Services</li> <li>• Office Search</li> </ul>
<b>O*NET</b> <ul style="list-style-type: none"> <li>• <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Skills Search</li> <li>• Work Importance Locator</li> <li>• Ability Profiler</li> <li>• Interest Profiler</li> </ul>	<ul style="list-style-type: none"> <li>• Tools and Technology</li> <li>• Find Occupations</li> <li>• In Demand Occupations</li> <li>• KSA'S</li> </ul>	<ul style="list-style-type: none"> <li>• O*NET Academy</li> <li>• Education Finder</li> </ul>	<ul style="list-style-type: none"> <li>• Find Occupations</li> <li>• Job Accommodations Search</li> </ul>	
<b>Occupational Outlook Handbook</b> <ul style="list-style-type: none"> <li>• <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></li> </ul>		<ul style="list-style-type: none"> <li>• Daily activities on job</li> <li>• Working conditions of job</li> <li>• Interpret Occupational Handbook</li> <li>• Expected</li> </ul>	<ul style="list-style-type: none"> <li>• Training and educational requirements</li> <li>• Professional associations</li> </ul>	<ul style="list-style-type: none"> <li>• State job market</li> <li>• Fastest growing occupation/industries</li> <li>• Industry/occupation with most job growth</li> <li>• Job search tips</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation a job offer</li> <li>• Career articles</li> <li>• Career guide to industries</li> <li>• Tomorrow's jobs</li> <li>• Employment projection</li> </ul>
<b>Career Voyages</b> <ul style="list-style-type: none"> <li>• <a href="http://www.CareerVoyages.gov">www.CareerVoyages.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• Career Compass</li> <li>• Career Links</li> </ul>	<ul style="list-style-type: none"> <li>• High growth/high demand jobs</li> <li>• Emerging Industry Profiles</li> <li>• Hot Careers</li> <li>• Career Videos</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship Programs</li> <li>• Skills to Build Initiative</li> <li>• Locate Community colleges</li> <li>• Career Links</li> </ul>	<ul style="list-style-type: none"> <li>• Career Links</li> </ul>	<ul style="list-style-type: none"> <li>• Research &amp; Information</li> <li>• Multimedia Information</li> <li>• Career Advisor</li> </ul>
<b>Workforce 3 One</b> <ul style="list-style-type: none"> <li>• <a href="http://www.Workforce3One.org">www.Workforce3One.org</a></li> </ul>		<ul style="list-style-type: none"> <li>• E3 Webinars</li> <li>• Case Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Self-paced Learning</li> <li>• Presentation Templates</li> <li>• Collaborative Communities</li> </ul>	<ul style="list-style-type: none"> <li>• My Region Locator</li> </ul>	<ul style="list-style-type: none"> <li>• Research &amp; Information</li> <li>• Multimedia Information</li> <li>• Innovations in Action</li> <li>• Solutions-Based Tools</li> </ul>