



# CAREER PLANNING CHECKLIST

Career Development Office



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This document will help you determine whether you are on-target and involved in your career planning/job search. The way you respond to the following statements may yield some important clues. If something is unclear or new to you, look further into it. As time passes, refer back to your responses to see if you are progressing!

## SELF AWARENESS

- |                          |                          |                          | Needs                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can name the tasks or activities (work-related and from other aspects of my life) that I enjoy most. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can list at least five of my best skills that could be used in the workplace.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can identify skills that I would like to acquire or improve.                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can articulate what I expect to gain from my education.                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have identified workplace characteristics (work values) that are important to me.                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have used MyPlan and met with a career counselor to assist with the above issues.                    |

## CAREER OPTIONS

- |                          |                          |                          | Needs                                                                                                                                                                                                 |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can identify occupational areas, including job titles, that might fit my interests and abilities.                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I know what educational preparation and/or experience is required for these occupations.                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can describe the typical daily tasks and activities for the position(s) I am considering.                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can name five kinds of employers that might hire a person with my background and goals.                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can describe characteristics of a work environment in which I would be happiest/most productive.                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I know of deficiencies I have that might make it difficult to succeed in these occupations and ways to correct them/add to my skill base.                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have talked to at least three people who are working in my potential occupation(s) to learn about what they do on a daily basis and any advice they have for me, and to make connections (network). |

## CAREER DECISIONS and GETTING EXPERIENCE

- |                          |                          |                          | Needs                                                                                                      |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have declared a major.                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have identified elective coursework that will provide support for my occupational choices.               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have investigated internships related to my career options.                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I am involved in activities related to my major or that will develop relevant skills for my future career. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have researched volunteer or summer/part-time employment possibilities related to my career choices.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have joined or will join relevant campus/local/regional/national professional associations.              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have a well written, attractively formatted resume that I continually update as I have new experiences.  |

## JOB SEARCH (both professional jobs and internships)

- |                          |                          |                          | Needs                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can clearly state my immediate and possible long-term career goals.                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can identify a number of employers who hire people in my occupational area.                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Studies show that 80% of all jobs are not advertised. I know how to locate these unadvertised vacancies.                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can name four resources for advertised job vacancies. (Note: in addition to FREDNetwork, the CDO's job listing system, find ideas on CDO's website.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have written an effective resume(s) for the occupation(s) I intend to pursue.                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have drafted a general cover letter and know how to target it to specific organizations and positions.                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have created a LinkedIn profile and considered how my social media activity can affect my outcomes.                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have asked people to serve as references and/or write letters of recommendation on my behalf.                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have prepared a portfolio or demo tape, as appropriate.                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have thoroughly researched each organization to which I intend to apply.                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have attended campus/local/regional/national in-person and virtual job fairs appropriate for my goals.                                               |

## INTERVIEWING

- |                          |                          |                          | Needs                                                                                                    |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have learned about the interview process by reading CDO handouts and from other informational sources. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I am familiar with different interview formats and questions that may potentially be asked.              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have learned some ways to improve my interviewing skills.                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have practiced interviewing using InterviewStream and/or with a career counselor.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can effectively communicate to a potential employer why that organization should consider hiring me.   |

## GRADUATE SCHOOL

- |                          |                          |                          | Needs                                                                                                                                                    |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                      | Work                     | No                       |                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have a career objective which requires an advanced degree.                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have discussed my plans for additional study with faculty, career counselors, and/or my network of professionals working in my potential career field. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have identified colleges/universities that offer the graduate program I am seeking.                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I can identify the characteristics I am seeking in a graduate program.                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have prepared for and taken (or am scheduled to take) the appropriate admissions examinations.                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have investigated possible graduate assistantships and sources of financial assistance, if needed.                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have asked for feedback (suggestions) on the drafts of my application essays.                                                                          |

**NEXT STEPS:** Schedule a time to talk with a career counselor! Call the CDO at 673-3327 or submit an appointment request form at [www.fredonia.edu/cdo](http://www.fredonia.edu/cdo)