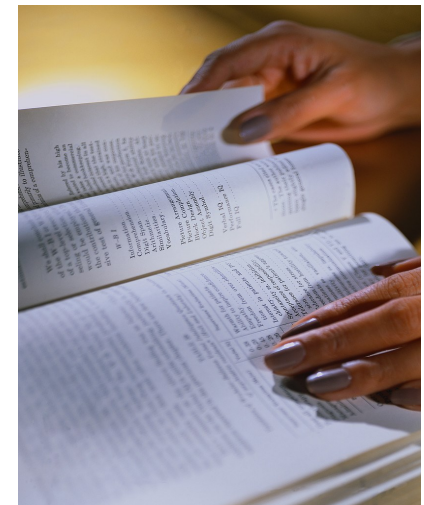


# CAREER ACTION PLAN (CAP)

VSU Career Services can help you design a career action plan to assist in obtaining your career goals. Learn winning strategies to help you take control of your career planning.



Telephone: 804-524-5211  
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# V S U



## Career Services

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Academic Center for Excellence (ACE)  
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[www.vsu.edu/career-services](http://www.vsu.edu/career-services)

### Career Services

*“Empowering Students for the 21st Century”*

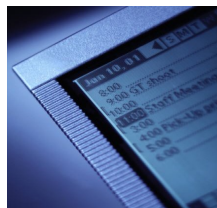
Career planning is learning about yourself and the job market—and then making choices based on what you have learned. Career/life planning applies purpose and direction into your efforts. You are able to control your working life by selecting the most appropriate work type commensurate with your interests, abilities, values, ambitions and develop that career to fulfillment.

Career planning will not guarantee a job, but it will help you understand the significance and relationship of studies and jobs/careers.

In summary, career planning facilitates goal setting so that the short-range objectives become landmarks toward your career progress, long-range goals and ambitions.

Begin the process of career planning today! Schedule an appointment with your Career Advisor to develop your Career Action Plan (CAP).

To schedule your appointment, call 804-524-5211 or email your request to [careerservices@vsu.edu](mailto:careerservices@vsu.edu).



## **Career Action Plan (CAP)**

Students!

Career Services can help you design a career action plan to assist in obtaining your career goals. Learn winning strategies to take control of your job search and secure the internship, summer or full-time position you deserve. You do not have to go through this process alone. Consider developing a Career Action Plan (CAP). Your Career Action Plan (CAP) is a personalized career plan developed by you, the student, and a career advisor. This plan is helpful to those who need an organized approach with the Career Advisor taking a collaborative role. Depending upon the student's needs, this plan may include several counseling/advising sessions throughout the academic year. The plan covers the following stages of career development:

1. Self-Assessment
2. Research and Exploration
3. Making Decisions and Setting Goals
4. Create an Action Plan
5. Job Search Preparation

**Don't delay! Start your career planning today!**



### **SELF-ASSESSMENT**

Know thyself. What do you want to do? Where do you want to work? What is there to be done? What are your career goals?

- Self-assess your personal attributes...that is your career-related interests, values, talents, and skills.
- Broaden your horizons about potential career paths.
- Explore and analyze occupational paths that appeal to you.
- Map out realistic goals and plans.
- Identify educational programs, skills and work experience you will need to achieve your goals.

Many career instruments can be used to assess your interests, values, skills, and personality. One of the instruments utilized in Career Services is the Self-Directed Search (SDS). The SDS is a simple, self-administered, and self-scored instrument. It identifies occupational areas you may want to explore and provides immediate results. Another instrument that is used is the O\*NET Careers Interest Inventory, Interest Profiler Short-Form.

### **RESEARCH AND EXPLORATION**

Once you have conducted your self-assessment, you are ready to begin your research to explore and find out more about the world of work and the job market. This information can be gained through a variety of methods that are detailed in the CAP.

**The Internet** - Conduct research to find out what tools and resources are available regarding the career development process.



### **MAKING DECISIONS AND SETTING**

#### **GOALS**

In this stage, you evaluate the data you have collected, your career options, and come to some conclusions. This typically includes charting a career/life plan that should include a personal mission statement, career goals, potential options, and strategies to accomplish your goals.

#### **CREATE AN ACTION PLAN**

This is the stage you wanted to jump to before you had any idea of what you were looking for! Based on the strategies you have developed from the other stages, here you establish and implement your Career Action Plan (CAP).

#### **JOB SEARCH PREPARATION**

Your Career Advisor will assist you with tools and resources to learn how to make rational and thoughtful career and life decisions. You will also be assisted in developing a resume and cover letter which are the basic tools needed for conducting an effective job search campaign. You will learn how to network by developing contacts. Interviewing strategies, techniques and tips will be taught. Preparation is at least half of the battle, and should circumvent many problems.

**INTERNSHIP OR JOB OFFER** - When you accept a position, you are embarking on a unique experience which will help you develop professional skills. Participate successfully in your internship or job or career!