

# INDIVIDUAL CAREER ACTION PLAN (ICAP)

The office of Career Services can help you design a career plan to meet your individual career goals. Learn winning strategies to help you take control of your career planning.



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# V S U



## Career Services

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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 puts 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 developing 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.

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 counselor to develop your Individual Career Action Plan (ICAP).

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# Individual Career Action Plan

Students!

Career Services can help you design a career plan to meet your individual 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 an Individualized Career Action Plan. An Individual Career Action Plan (ICAP) is a personalized career plan developed by the student and the career counselor. This plan is helpful to those who need an organized approach with the career counselor taking a collaborative role. Depending upon the student's needs, this plan may include several counseling sessions throughout the academic year. The plan covers the following stages of career development:

1. Self-Assessment
2. Research and Exploration
3. Make Decisions and Set 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.

## 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 ICAP.

**The Internet** - Use to learn what tools and resources are available in the area of career development.



## MAKE DECISIONS AND SET 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 Individual Career Action Plan (ICAP).

## JOB SEARCH PREPARATION

Your career counselor will assist you with tools and resources to learn how to make rational and thoughtful career planning 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 building various contacts. Interviewing tips and strategies will be taught. Preparation is at least half of the battle, and should circumvent many problems.



**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 job!