Career & Postsecondary Development Plan

A career development plan starts with a solid baseline assessment to identify the student’s interests, aspirations, qualifications, and capabilities. If students understand well the gap between their aspirations and their qualifications, they are better focused, better motivated, and ultimately more successful.

It is also essential that ongoing assessment tools be integrated into the program to ensure the student is progressing along the plan. Effective career development planning demands measurable progress along academic, behavioral, and technical competencies. It is critical for both the staff and the young person to remain focused on meeting the benchmarks outlined in the development plan.

A personal career development plan should be put together based upon each program participant’s interests, aptitudes, and knowledge in conjunction with their job skills. Additionally, it should also specify a set of meaningful and realistic outcomes and the steps needed to achieve them. Ultimately the goal of individual career development plans should be to identify each program participant’s interests and assets and delineate a career pathway.

Key Components of Individual Career Development Plans

Individual Career plans vary. Some may wish to include an outline of the student’s past work experience, the career values and interests the student identified in his or her assessments, or even a visual representation of the career path the young person has chosen to follow, showing the skills and credentials required at each level of the career ladder. Below we have identified key components of the plan.

- A list of barriers that may stand in the young person’s way of finding meaningful employment or achieving postsecondary credentials (no driver’s license, inadequate child care, etc.), with concrete action steps attached to a timeline for working through these barriers.
- A timeline and action steps for achieving goals along the student’s career path. This should include thinking about initial steps like planning and applying for an internship in the student’s selected sector, identifying required postsecondary credentials, and thinking about short term steps, like securing an entry level job, and long term steps, like a 5 or 10 year career trajectory.
- Steps and timeline for achieving postsecondary credentials, including applications, FAFSA, scholarship deadlines. This should include steps for achieving initial credentials like a certification or an associate’s degree, and should encourage students to think about earning postsecondary credentials later on, for example, by outlining the steps for transferring to a four-year college.
Sample Individual Career Plan

I) BASIC INFORMATION:

Name _____________________________________________________________

Entry and Exit Dates in YouthBuild Program __________________________

Address __________________________________________________________

Telephone _________________________________________________________

Email _____________________________________________________________

Emergency Contact:
Name, Address, Telephone __________________________________________

Do you have children? How many? How old are they? __________________________

Are you pregnant? If yes, when are you due? __________________________

II) BACKGROUND INFORMATION:

Education

Initial TABE Score: Reading ____, Language ____, Math _____, Spelling ____

Re- TABE Score: Reading ____, Language ____, Math _____, Spelling ____

Pre-GED Score: Math___, Reading ____, Writing _____, Science ____, Social Studies ___
GED Score: Math___, Reading ___, Writing ___, Science ___, Social Studies ___

III) WORK EXPERIENCE
Are you currently employed? ____________________________________________
If yes, please complete the following:

Employer __________________________________________________________
Supervisor & Contact # ________________________________
Job Title __________________________________________________________
Dates of Employment ________________________________
Hours per week __________ Hourly Wage ____________________________

List any Previous Employment:
1. Employer _________________________________________________________
Supervisor & Contact # ________________________________
Dates of Employment ________________________________
Job Title _________________________________________________________
Dates of Employment ________________________________
Hours per week __________ Hourly Wage ____________________________
Reason for leaving: _________________________________________________

2. Employer _________________________________________________________
Supervisor & Contact # ________________________________
Dates of Employment ________________________________
Job Title _________________________________________________________
Dates of Employment ________________________________
Hours per week __________ Hourly Wage ____________________________
Reason for leaving: _________________________________________________
IV) ISSUES/BARRIERS
List any issues or barriers to your college/career goals (ie. legal issues, criminal background, need driver’s license, a part-time job, a car, health insurance, a checking/savings account, child care, etc...)

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>What Will Help Solve the Problem?</th>
<th>What Steps Need to Be Taken?</th>
<th>Deadline</th>
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V) CAREER GOALS

Career Interests and Values
List the 5 qualities in a career that are the most important to you (ie. flexible hours, working as part of a team, helping people, etc...)

1) ____________________________________________________________

2) ____________________________________________________________

3) ____________________________________________________________
### Career Planning

List your primary career goal, an alternative career goal, and a survival plan (a job that you could do temporarily if your career plans fall through).

<table>
<thead>
<tr>
<th>Career</th>
<th>Initial Step (Job Shadow)</th>
<th>Internship</th>
<th>Post Secondary Credential Needed</th>
<th>Short Term Step</th>
<th>Long Term Step</th>
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### VI) EDUCATION GOALS

List degree/credential programs that you are applying for:

1)______________________________________________________________
2)______________________________________________________________
3)______________________________________________________________

List the steps to get into the program, and check them off as you complete them.

- Application________________________________ Date Completed________
- Personal Essay________________________________ Date Completed________
- FAFSA_______________________________________________ Date Completed________
- College Placement Test_________________________ Date Completed ______
  ______________________________________________ Date Completed ______
  ______________________________________________ Date Completed ______
VII) PORTFOLIO
Check off items in your career portfolio as you complete them.

_____ Vocational/Personality Profile
_____ Resume
_____ Cover Letter
_____ Sample Job Application
_____ References
_____ Work Readiness Credentials
_____ Certifications