

PERSONAL STRATEGIC CAREER PLAN (PSCP)

PLEASE READ THE FOLLOWING STATEMENT TO UNDERSTAND THE PURPOSE OF YOUR CAREER ADVISING SESSION:

The Office of Career Services (OCS) provides career advising to help you become familiar with various fields, articulate your goals, polish your written job search materials, sharpen your personal presentation skills and create a job search plan. For in-depth information on particular career fields, we encourage you to meet with practicing professionals who have first-hand experience of the career path you are following. OCS helps you do this as well, through career events, the SIPA Alumni and Student LinkedIn Group, the SIPA Career Coaching Program, and the online Alumni Directory. You may expand your network through talking with professors, acquaintances, colleagues and other contacts you make through your studies and work. Throughout this process, OCS is dedicated to partnering closely with you and providing advice and support.

PLEASE COMPLETE THIS WORKSHEET BEFORE YOUR APPOINTMENT TO FACILITATE DISCUSSION WITH THE ADVISER AND MAXIMIZE THE BENEFIT OF YOUR ADVISING SESSION.

PLEASE ALSO BRING A RESUME WITH YOU TO THE ADVISING SESSION.

NAME:

CONCENTRATION/DEGREE:

YEAR OF GRADUATION:

I. Self-Assessment

1. What are my strengths (related to your knowledge, skills, and abilities)?

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2. What are my weaknesses?

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3. What are my career goals?

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4. What are my lifestyle considerations and interests (i.e., location, money, work/life balance)?

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II. Targets (Note: Include only *ambitious but realistic* employment opportunities)

1. What types of jobs am I looking for?

a. Position titles (List 1-3):

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b. Job functions:

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c. Job description (activities/responsibilities):

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d. Skills required:

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e. Work values/work environment:

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2. Industries (List 1-3):

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3. Sector (Choose 1):

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4. Companies/Organizations/Associations/Names (List 3-6):

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5. Salary range required (while considering your cost of living and anticipated contribution to an organization):

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III. Self Marketing

1. Your "Pitch" (Selling who I am and what I have to offer):

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2. Interview questions (List 3-5 questions *you would* like to ask prospective employers):

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IV. Networking Plan

1. People (List at least 6 people, such as alumni, professors, practitioners, peers, family/friends, etc.)

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2. Events (List 3-6 you plan to attend, such as workshops, employer info sessions, conferences, career panels, etc.)

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3. Associations/organizations (List 1-3 that you'd like to join):

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V. Career Questions

To be discussed during your career advising session in OCS (Circle 1-3 options):

- 1. Resume or cover letter review
- 2. Job search strategy
- 3. OCS resources
- 4. Interview questions
- 5. Negotiation and offer concerns
- 6. Other:

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