

How to Create a Career Action Plan

*The table below details some of the activities that are available to complete a career action plan.

*There are many opportunities for each area. One activity is needed per item in the career action plan.

*Expectation # 6 Can also be fulfilled by the course Career Skills (H.S.) available to grades 10, 11, and 12.

| Item | Sample Activity | Location | Grade | Documentation |
|---|--|----------------------------------|---------------|--|
| 1.) Self Interest Inventory | Self Directed Interest Inventory | Advisory | 9 | Choices- Interest Inventory |
| | Values Inventory | Advisory | 9, 11 | Copy of Inventory |
| 2.) Skills Inventory | Skills Inventory | Advisory | 11 | Choices- Skills Inventory |
| 3.) Evidence of Career Exploration | Tour of CTC | CTC | 9 | Tour Certificate with reflection |
| | Occupations Match Activity | Advisory | 9 | Choices- Occupational Match |
| | Career Awareness | Scheduled Semester Course CTC | 9 | Summary and reflection of experience and transcript (with passing grade) |
| | CTC Exploratory Experience | CTC | 9 | Exploratory Experience Reflection Sheet |
| | Community Service | Individual Sites | 9, 10, 11, 12 | Documentation and Reflection |
| | CTC Education | CTC | 10,11 | Summary and reflection of experience and transcript (with passing grade) |
| | Employment | Individual Sites | 10,11,12 | Documentation from employer with reflection |
| | Guidance Activity Regarding College Choices | Guidance | 11 | Reflection |
| | Internship | Individual Sites | 11 | Documentation from Internship coordinator with reflection |
| | Job Shadow | Individual Sites | 9, 10, 11, 12 | Documentation from cooperating professional with reflection |
| 4.) Resume | Resume Worksheet | Advisory | 10 | Resume |
| | Complete Resume | Advisory | 11 | Resume |