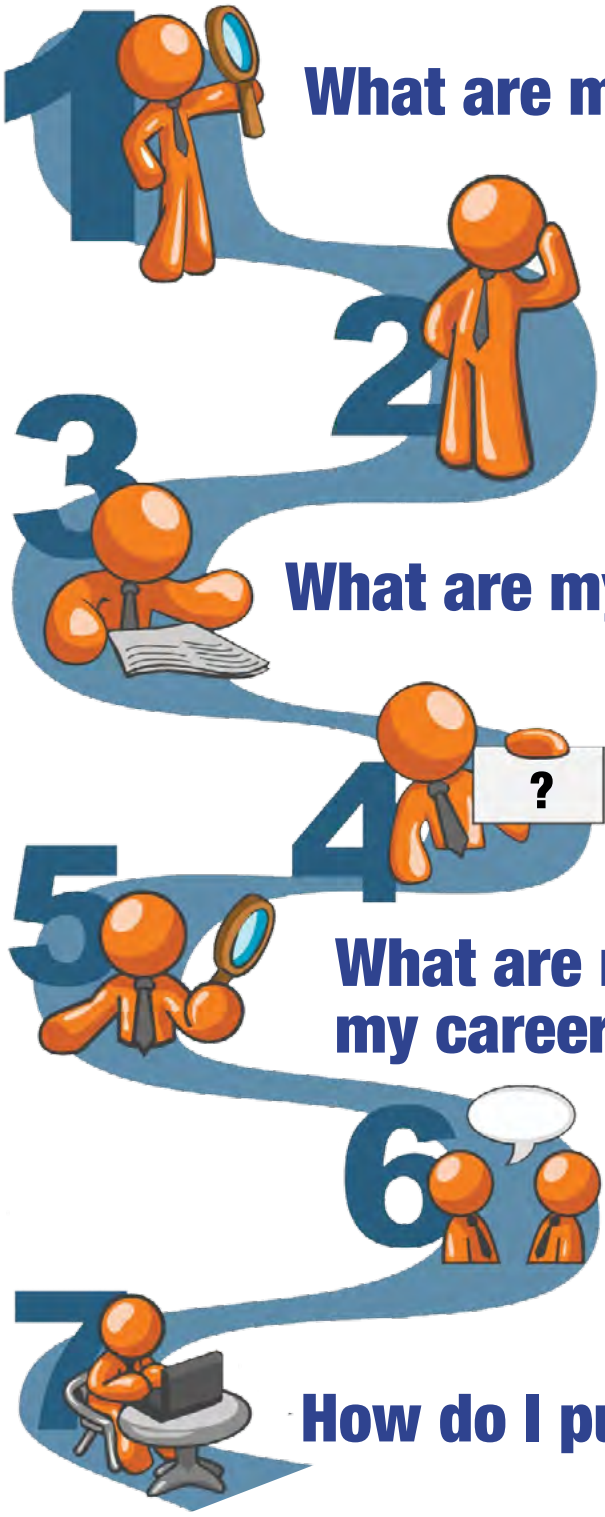
WHAT'S MY NEXT MOVE?

A guide to exploring careers using online documents from the U.S. Department of Labor



What are my career interests?

Which careers do I want to explore?

What are my career goals?

Who's doing what I want to do?

What are my plans to achieve my career goals?

How do I start my career?

How do I put my plan into action?

What's My Next Move? is a career planning document designed to assist high school students in managing their education and career plans. This document guides students along the career planning process from self-assessment, career/occupation exploration, to job searching and interviewing. The major benefit of this document is that it will allow students to engage career counselors, teachers, parents and others as they identify and gather information from multiple sources into one comprehensive plan.

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STEP 1: What are your career interests?

Take the O*NET Interest Profiler online: http://www.mynextmove.org/explore/ip

Write down your interest scores:

Realistic _____
Investigative _____
Artistic _____
Social _____
Enterprising _____
Conventional _____

Action Item(s): Before moving on to Step 2, do the following:
(✓) Complete?

- ❏ Go to page **10** and print the Career Planning Document
- ❏ Write down your interest scores above AND in the Career Planning Document
- ❏ Read about Job Zones below.

STEP 2: Which careers do I want to explore?

Some careers take longer to prepare for than others. On **MyNextMove** website, each O*NET career is in one of five Job Zones.

Careers in Job Zones 1 and 2 typically require a high school education. You may also want to consider careers in Job Zone 3 and above that require training after high school.

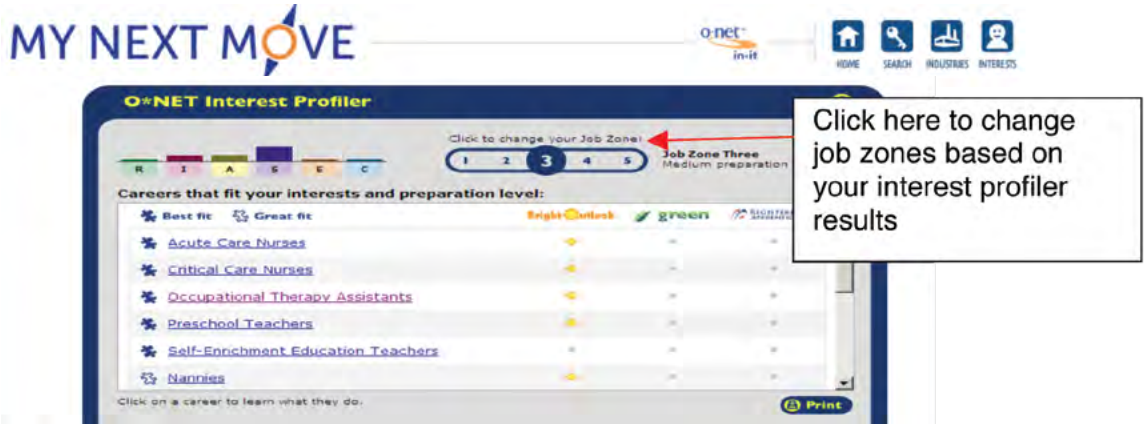
Have you thought about how much education or training you want to take to prepare for your career? Consider all of the options:

- Registered apprenticeship
- Community college
- Four-year college
- Technical training, Job Corps.

You can print out a list that explains the five Job Zones here: http://www.mynextmove.org/explore/jobzones.

Remember: The more education and training you have (for example: industry certifications, associate's degree) the more money you are likely to earn over your lifetime.

Here's an example based on Interest Profiler results in Step 1 for Job Zone 3 (medium preparation [e.g. associate's degree])



Of the occupations matching your interests, which ones do you want to learn more about? Here are some examples:

Job Zone	Occupation	Occupation
3	Occupational Therapy Assistants	Critical Care Nurses
4	Elementary School Teacher	Rehabilitation Counselor

Action Item(s): Before moving on to Step 3, do the following:

(✓) Complete?

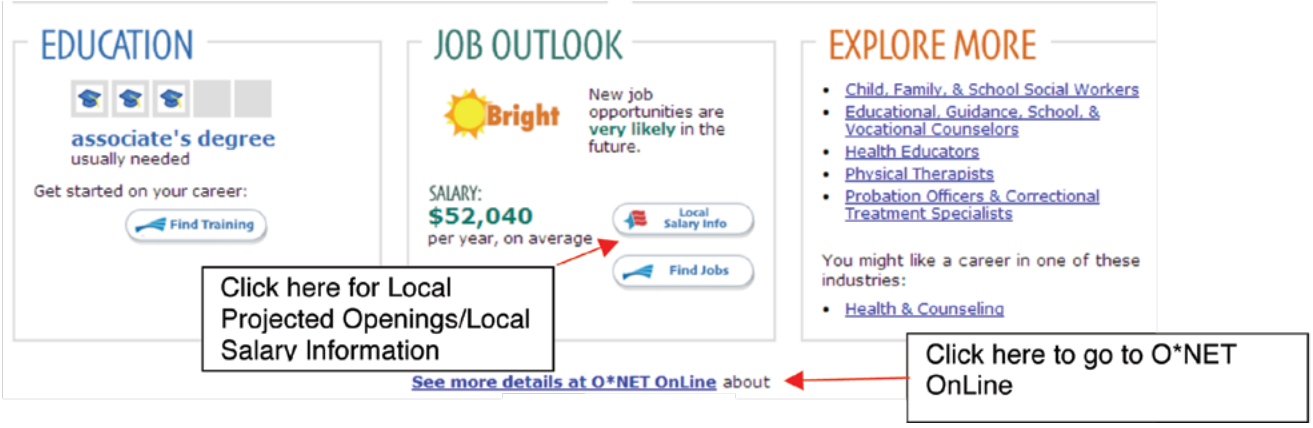
- ❏ Write down the occupations that match your interests in the Career Planning Document under step 2.
- ❏ For each of the career choices that you want to explore further, print out the one-page occupation profile from **MyNextMove** and attach it to your Career Planning Document.

STEP 3: What are my career goals?

To learn more about a specific career, view the occupational report in **MyNextMove** and look it up in the Occupational Outlook Handbook: www.bls.gov/ooh to read about the nature of the work and additional information on training, advancement, earnings, and prospects for the future.

You will see information that looks like this:

Excerpt from occupational report (**MyNextMove**) for Occupational Therapy Assistants:



Occupation	Average Pay	Education/Training Required	General Occupational Outlook	Local Projected Openings
Occupational Therapy Assistant	$60,600 (Ex. Maryland) $52,040 (National Average)	Assoc. Degree	Bright Outlook	+30% by 2018

Action Item(s): Before moving on to Step 4, do the following:

(✓) Complete?

- ❏ Write down occupation research in the Career Planning Document (see example above)
- ❏ In the Outlook Section of the **MyNextMove** occupation profile, click on "Find Jobs" to see if there are any jobs posted right now.
- ❏ For outlook info in your state, go to the bottom of the page of the **MyNextMove** occupational profile – click on the link for O*Net Online.
- ❏ On the O*NET online screen – click on the link at the top labeled "Wages and Employment", or just scroll down to the bottom of the page to the "Wages and Employment" section.
- ❏ Under the heading "State and National" – you can select your state and then click "Go" to find if that occupation is growing and how many job openings are estimated each year. Use this information to fill in the last column "Projected Openings" (see example above).

STEP 4: Who's doing what I want to do?

Find out what it is really like to work in the occupation or field you like. Think about asking friends, parents, friends of parents, teachers, school counselors, church leaders, librarians and others in your community.

Contact professional associations related to your field of interest – they are a great place to start networking and asking important questions related to your career of interest. Professional associations and societies often operate websites featuring job openings, resume banks or other employment-related services (these can include job agents, banner advertising and discussion forums for networking).

For more information on Professional Associations for your career of interest – visit the following link: www.careeronestop.org/ProfAssoc

Occupation	Person to observe: Name, Title, Contact Information	Informational Interview/ Job Shadowing Scheduled or Conducted? (Yes or No)	Rate the results: 1 – not interested 2 – need more information 3 – very interested
Occupational Therapy Assistant	Mr. John Smith	Yes	3

Action Item(s): Before moving on to Step 5, do the following:
(✓) Complete?

- ❏ Write down possible candidates for an informational interview in the Career Planning Document. If you don't have information available now, fill it in later.
- ❏ View sample informational interview questions on the following website: www.careeronestop.org/InfoInterviews
- ❏ If you are looking for informational interview candidates –use Employer Locator – www.careeronestop.org/EmployerLocator
- ❏ Watch career videos to gain information – www.careeronestop.org/CareerVideos

STEP 5: What are my plans to achieve my career goals?

Goal-Oriented Plan – Part 1 – Goals leading to Targeted Career Choice: (Example)

Long Term Career Goal	Objectives/Short term goals relevant to long term goal	Actions Required	Constraints/ Challenges	Who can help? (Resources)	Target Date & Review date
Occupational Therapy Assistant	Conduct Informational Interview	Identify Interviewee	No one I know is in the field of occupational therapy	1. School Counselor 2. Association for Occupational Therapists 3. My doctor's office	May 15 2012
	Talk to School Counselor about identifying informational interviewee	Schedule appointment with school counselor	None	School Counselor	May 7, 2012
	Research Associations for Occupational Therapy Assistant	Internet Research	Not sure where to start	School Librarian	May 7, 2012

Action Item(s): Before moving on to Step 6, do the following:
(✓) Complete?

- ❏ Based on information gathered in the previous steps, write down some ideas for long term career goals and objectives (short term goals) in the Career Planning Document (see example above).
- ❏ Consider adding information about applying for financial aid/scholarships to your goal-oriented plan:
  Use CareerOneStop Scholarship Search: www.careeronestop.org/ScholarshipSearch
  And other financial aid resources: www.careeronestop.org/FinancialAid
- ❏ Consider adding work experience to your goal-oriented plan: Internships/Cooperative Education Opportunities (earn college credits while gaining valuable experience and skills)
  - Summer jobs
  - Part-time work
  - Use Get Work Experience Link: www.careeronestop.org/GetWorkExperience
- ❏ Consider adding **skills identification/enhancement** to your goal-oriented plan – what skills have you gained through your work experience related to your targeted career goal?
  Use **MyNextMove** website and the links at the bottom of the page to the O*NET Online report for more details to describe skills from your past work or internship experiences and compare them to your targeted career goals.

Goal Oriented Plan – Part 2 – Skills Identification/Enhancement: (Example)

Skills Assessment/ Strengths	Goals to enhance strengths	Key Actions to Build Strengths	Who can help/ resources needed?	Target date & Review date	Include Example in Portfolio?
Computer Skills	Take classes in Microsoft Office products	Visit Office of Admissions at local community college	School counselor Need Financial Aid – see financial aid counselor at Community College	May 12, 2012	Not yet
Customer Service Skills	Keep building on customer service skills in different environments	Summer Job working with Parks & Recreation	Summer Job supervisor	August 31, 2012	Yes – include certificates from training received on the job for customer service; include supervisor comments from my evaluation about my great customer service skills

STEP 6: How do I start my career?

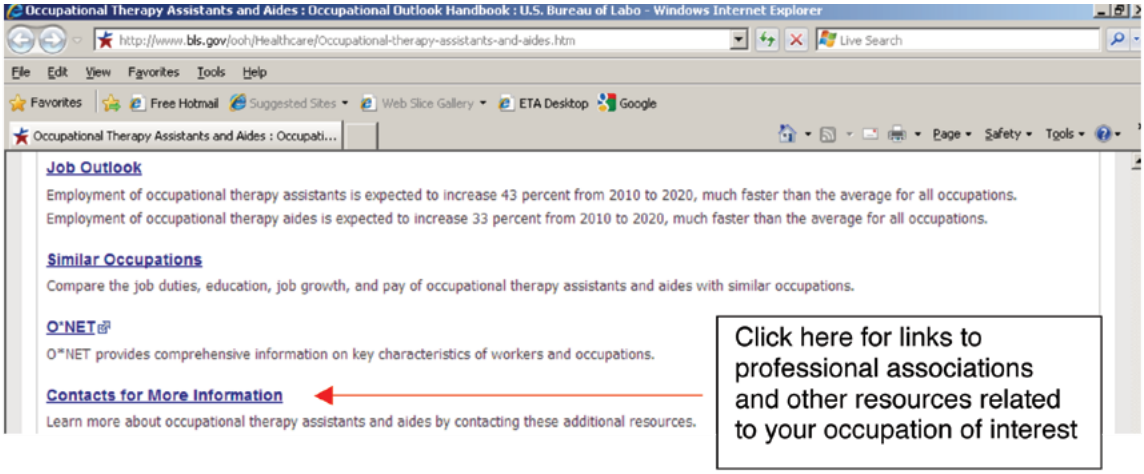
I. Networking:

Use the **Student and Career Advisors** link at CareerOneStop.org: http://www.careeronestop.org/students to discover information about networking, researching employers, professional associations, and links to more career information.

Action Item(s):

(✓) Complete?

- ❏ Add networking to your goal-oriented plan that you started in Step 5. Use the following link to generate ideas: www.careeronestop.org/networking
- ❏ Research Employers – visit their websites/contact them to ask questions. Use the following link to generate ideas: www.careeronestop.org/ResearchEmployers
- ❏ Contact Professional Associations: www.careeronestop.org/ProfAssoc
- ❏ Occupational Outlook Handbook (www.bls.gov/ooh) provides links to professional associations related to your occupation of interest:



II. Job Searching:

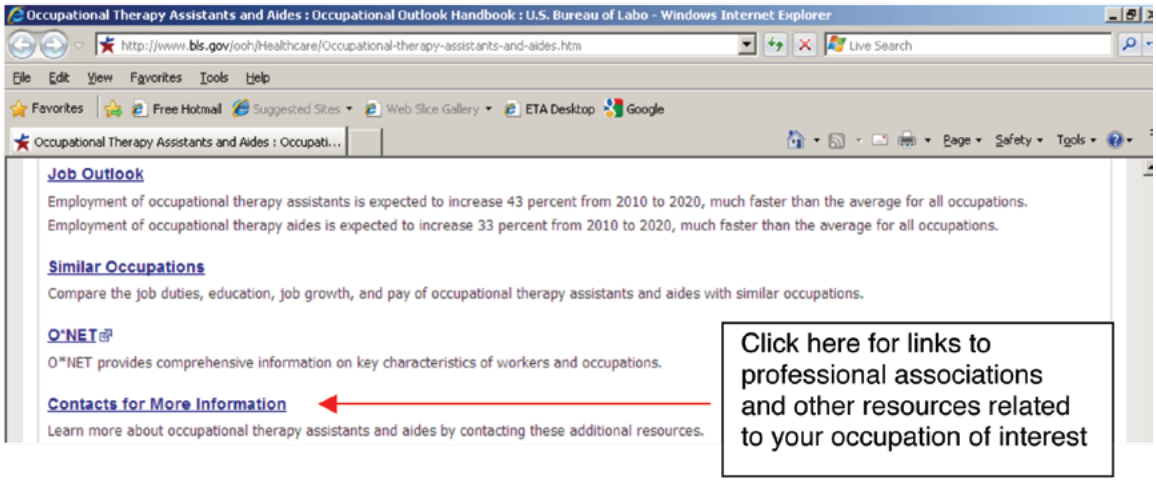
Get help launching your job search – use the Job Search Checklist: www.careeronestop.org/Checklist

Action Item(s):

(✓) Complete?

- ❏ Add job searching to your goal-oriented plan: use the following link to generate ideas: www.careeronestop.org/CreatePlan
- ❏ Contact Professional Associations for valuable information to use in your job search: www.careeronestop.org/ProfAssoc or use the Occupational Outlook Handbook (www.bls.gov/ooh) which also provides links to professional associations related to your occupation of interest:

STEP 6: How do I start my career? (continued)



III. Marketing Your Skills:

Create your personal marketing material (Resume, Cover & Thank You Letters, Portfolios):
(✓) Complete?

- ❏ Visit the Resumes and Interviews Link: www.careeronestop.org/ResumesApps
- ❏ Use O*NET Online to make sure your resume uses words that describe the kind of tasks you can do and the documents and technology you know how to use: http://www.onetonline.org/
- ❏ Consider improving your marketing materials (Resume, Cover & Thank You Letters). "Market Test" your resume with your informational interviewee, at job fairs or with others that you network with - get feedback on how to improve your resume.
- ❏ Consider adding Portfolio Development to your goal-oriented plan: A portfolio is a personalized collection of items that illustrates your skills and experience. It might include work samples, letters of recommendation, a resume, school transcripts, or awards and honors: www.careeronestop.org/Portfolios

STEP 7: How do I put my plan into action?

Do you want or need personal assistance in planning and achieving your career goals? Use America's Service Locator to find an American Job Center Network member closest to you: www.servicelocator.org.

Share the information you've gathered using **What's My Next Move?** and the **Career Planning Document** (page 10) with the counselors you meet with at the American Job Center and ask for their advice and guidance in achieving the goals that you've identified.

You may also consider sharing your **Career Planning Document** with family members, school counselors, librarians, community organizations where you may volunteer, people you meet and network with (for example: your informational interviewee – see Step 4).

The **Career Planning Document** is a "living" document. As you gain information, skills and experience, continue to add and change information in this document. Over time, your career goals and plans will change. You also may want to pursue more education and training to reach your career goals. The **Career Planning Document** is great for organizing and capturing new goals and new information.

Good luck on your path to career success!

Career Planning Document

Interest Scores

Realistic	Investigative	Artistic	Social	Enterprising	Conventional

Occupations for further exploration

Job Zone	Occupation	Occupation	Occupation
1			
2			
3			
4			
5			

Occupation Research

Occupation	Low range of pay	Average pay	Upper range of pay	Education/Training Required	General Occupational Outlook	Local Projected Openings

Informational Interviewing

Occupation	Person to observe: Name, Title, Contact Information	Informational Interview/ Job Shadowing Scheduled or Conducted? (Yes or No)	Rate the results: 1 – not interested 2 – need more information 3 – very interested

Goal-Oriented Plan – Part 1 – Goals leading to Targeted Career Choice

Long Term Career Goal	Objectives/Short term goals relevant to long term goal	Actions Required	Constraints/ Challenges	Who can help? (Resources)	Target date & Review date

Goal Oriented Plan – Part 2 – Skills Identification/Enhancement

Skills Assessment/ Strengths	Goals to enhance strengths	Key Actions to Build Strengths	Who can help/ resources needed?	Target date & Review date	Include Example in Portfolio? √