Career Services COLL 148 Activities

Student Name: ______________________ Term: __________

The following exercises will help you design your “career search play book” and match your talents and skills with a position that best suits your career interests. To design your plan, you will need to determine three components: (1) your mission statement, (2) your career objectives and finally, (3) your SMART Goal.

**Mission Statement:**

Writing a personal mission statement is one of the most effective tools you can use in mapping out a purpose and direction for your personal and career goals. A mission statement should support the reasoning behind your choice of degree program. It summarizes the skills and talents you want to develop, and those you currently possess, that will assist you with accomplishing your career goal. Your mission statement helps define and identify your passion in life and what excites you in your chosen career field. Passion is very important when creating your personal mission statement because it helps highlight the skills and talents you take for granted. Your passion will help you enjoy and excel in your career!

So let’s get started with writing your personal mission statement!

1) Identify current skills and talents you would like to use on a regular basis in a position within your career field. (i.e. math, customer service, written and oral communication, technical skills.)

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____________________________________________________________________________

2) To be effective within your career field, which skills do you need to develop while in school?

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____________________________________________________________________________

3) Identify some opportunities that will allow you to develop these skills (i.e. classes, internships, volunteering in the community, student organization activities and memberships, senior projects.)

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____________________________________________________________________________
4) What are some important values that your ideal work situation will support?

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____________________________________________________________________________

5) At this time in your life, what would you like to do as a profession? Why do you think you would enjoy that particular career path?

____________________________________________________________________________
____________________________________________________________________________

Here are some examples of personal mission statements you can use as a guide:

- To motivate, educate and inspire others to be their best through my writing and speaking.
- To provide technical support for a major corporation using the education and experience I obtained from DeVry University.

Your personal mission statement may change from time to time as you develop in your education, experience and life choices. Continue to revise it as needed to help you make clear life decisions.

**Career Objective:**

Research on your career choice is needed prior to you determining a realistic SMART goal for your career. Career Choice: __________________________________________________________

**Who?** What skills and knowledge are required of this job? What interests, work styles and work values will be satisfied by this job? What characteristics do you need to possess to be happy and successful in this job?

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____________________________________________________________________________
____________________________________________________________________________
**What?** What are the day-to-day responsibilities? Will you work alone, or will you work with others?

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**Where?** Consider the geographical location. What is the cost of living? Will you be working outside or inside? Is this a desk job or one that takes you away from the office? Will you be traveling? If so, how much of your time will be spent away from your family and friends?

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**When?** Is this a traditional 9 – 5 job? Will you work evenings or weekends? Will your hours vary depending on the time of year? Is this an event-driven job? How much vacation will you be able to take the first year?

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**Why?** What is the purpose of the job? Do you believe that you will find this type of work satisfying? What is appealing to you about this career path? Why do you want to pursue this particular career?

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**How?** What are the educational requirements? What type of internship and/or experience is required? What is the job outlook for this profession? What are the career advancement opportunities?

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**Smart Goal:**

The next step in achieving your career path is that you must envision it. The method of accomplishing this task is to develop your own SMART Goal for your career choice.

A SMART Goal objective must be: (1) specific, (2) measurable, (3) attainable, (4) relevant, and (5) timely.

*(i.e.) Achieve a minimum of a 3.0 in the EET program and identify an internship position to gain experience and increase my marketability for a field Electronic Technician position prior to graduation in 2011.*

Goals should be clearly defined and emphasize what you want to happen in order for you to achieve your objective. The specifics help you to focus on your path and define what you are going to do.

A SMART goal requires that the student knows what resources and opportunities are available to help them achieve their goals.

**Remember the following key points in developing your SMART Goal**

**Specific:**
- The objectives should specify clearly what is to be accomplished, when it is to be completed, who is to accomplish it, and how much is to be accomplished.
- Be specific and detailed to eliminate gray zones.
- Identify personal and professional resources that are needed.

**Measurable:**
- Define how the goal will be measured to make sure you know when you have achieved it.
- Ask questions such as: How much? How many? How fast? How efficient? How will I know when it is accomplished?

**Attainable:**
- Ensure that you possess the knowledge, skills and abilities to achieve your goal.
- Your goal should stretch you slightly but still needs to be reasonable.
Relevant:

- The objective needs to be relevant to the career goals identified.
- If the objective does not align with your career goals, it probably should not appear in your objectives.

Time-Bound:

- Have a clear timeframe in which the performance objectives are to be achieved.
- If you have several objectives to be accomplished, stagger them to avoid multiple objectives being completed at the same time.

Now let’s get started. Complete the following SMART Goal template and Career Assessment.

SMART Career Goal:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

After you have completed your SMART Goal, review the questions below to determine if it meets the guidelines provided below:

1) Is it specific? (The goal outlines what you want to accomplish.)
2) Is it measurable? (You know when you have achieved your goal.)
3) Is it attainable? (You know what resources you need to achieve this goal and know if it is realistic to achieve.)
4) Is it relevant? (You know how this goal is important to your life……to your success in your career field.)
5) Is it timely: (You know the timeframe for achieving the goal. You have a target date for completion.)

*Share your completed SMART Career Goals with your CARD Instructor and use them as an accountability resource as you work toward achieving your goals.