

CAREER INFORMATION BRIEF #38 The Importance of Career Planning



The Centre for Career Education is excited to present the 38th monthly career information brief. The purpose of these career information briefs is to provide faculty and staff with timely information which they can use to assist students who are inquiring about more career specific information.

Introduction:

As we move into the second decade of the 21st century, a well thought out and effectively written career plan is a tool no student should be without. By developing a career plan, the student will be brought face-to-face with the reality of who they are, they will be able to identify their career aspirations, they will be able to identify their developmental needs, and they will be able to identify the likely job or careers that will be a good fit for them and their degree program.

Good Career Plans

A good career plan will incorporate three key components. These include: (1) an assessment of current skills, values, interests and experience; (2) a career vision, and (3) a career road map detailing how the student will reach their career goals. By having these three components well documented the student will have developed a clear blueprint for their career development during their academic studies and beyond.

Self Assessment

Self-knowledge is the most important component of finding the right career. Through the process of self assessment, a student would begin to develop a deeper understanding of their values, interests, aptitudes, abilities, personal traits, and desired life style, and become aware of the interrelationship between self and occupational choice. By knowing what appeals to them in their working and personal life, they will create the opportunity to choose a career path leading to a job they will enjoy and cherish going to every day. To quote Confucius, "Choose a job you love and you will never have to work a day in your life."

Developing a Career Vision

Developing a career vision is "big picture" thinking. It is a vision the student can aspire to -- and one that should inspire them -- regardless of where they are now and the time and distance between themselves and their future career goal. By developing a career vision, the student would not only begin to set in motion a process through which they will eventually achieve their goal, but it would also open their eyes to what is possible for them and they would have something tangible to move toward.

Plotting the Career Road Map

Career planning and mapping are about seeing every situation as an opportunity. To quote a Chinese proverb, "life is like a game of chess, changing with each move". With small steps, a student can make minor adjustments without losing sight of their career goal. A career plan/map is a document that outlines for the student their 'current position'; their 'target position' and the steps they intend to take to move between the two. A career plan/map is a *fluid* and *evolving* document that is reviewed and refined over time as the student's circumstances, interests and career objectives evolve.

A career plan/map will assist the student in:

1. pursuing employment opportunities
2. undertaking further education and professional development
3. broadening their skill and knowledge base
4. broadening their professional network
5. growing their professional profile

Summary

To quote a German proverb, "You can't direct the wind, but you can adjust the sails." Career planning is about planning to make the right moves at the right time. Developing a career plan requires research, career guidance, career goal planning, and commitment. A career plan will allow a student to regularly review their progress and achievements against their planned objectives, ensuring that their time is directed meaningfully, and enabling them to track and recalibrate their activities in moving towards their identified goals.

Specific Resources Available for Career Planning

Students inquiring about career planning should be directed to the CCE resource page located on **myCareer** and review and complete the exercises in the following instructional and interactive career development modules:

Career Development Process
Self Assessment
Research and Career Planning
Developing a Career Plan/Map

Students can also book a 1-1 Career Advising appoint through the myCareer appointment calendar

Other Resources Available to University of Windsor Students

The Centre for Career Education offers a wide variety of programs and services that can assist students with career development including:

- a. Vocational assessments to help identify potential career paths and choices
- b. 1-1 Career Advising
- c. Experiential learning programs such as Volunteer Internship Program and EXCEL Leadership Program
- d. Assistance with resume and cover letter writing, job search planning, and interview preparation and practice through Mock Interview sessions

For a complete list of services visit our website at <http://www.uwindsor.ca/cce>

To help students prepare for work the Centre for Career Education offers the following resources:

- Resume Clinic – Mon / Tues (10:00 – 4:00) Wed / Thurs (11:30 – 4:00) Room 111 Dillon Hall
- Online resume critique – resume@uwindsor.ca
- Career/Vocational Advising (by appointment) Room 111 Dillon Hall. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- 1-1 resume, job search, mock interview with employment advisor. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- Pathways to Success instructional workshops focusing on career planning and development of employment readiness skills. To register for workshops go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for workshops on the events calendar.
- CCE Resource Page on myCareer. Interactive modules provide a depth of information on the career planning process, self assessment, research and career exploration, developing a career plan, preparing for a job search, resume writing, interview skills development, salary negotiation, graduate school information etc... To access the CCE resource page, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.
- Optimal Resume and Optimal Interview. Located on the myCareer resource page, these online interactive resources take provide instruction and guidance through all of the steps of preparing an industry specific resume and preparing for an interview. Students can develop resumes and record interviews online which can be submitted to CCE staff for evaluation and critique. To access the Optimal Resume and Optimal Interview programs, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.