



Career Planning

TIPS AND RESOURCES FOR EXPLORING EMPLOYMENT

What is Career Planning?

Career Planning is a lifelong process that includes choosing a career path, accepting a job, growing in that job, possibly changing jobs, and eventually retiring. Career planning is not the same as job searching. It is about getting the training and education for a job that fits your interest, talents, skills and abilities.

What will I need to do?

- Get to know yourself:
 - What are your interests?
 - What are your skills?
 - What is your availability?
 - What are your needs?
- Get to know your community:
 - What businesses are in your community?
 - Are you willing to relocate?
 - What are the expectations of employees?
 - What is a reasonable wage?

If you have not worked before and do not know what type of job you are interested in, you may want to do some exploration and self-discovery.

- Talk to people who may have a job you are interested in.
- Watch someone do the job.
- Consider even trying it out if you can.

What else do I need to know?

- Determine the people who will support you in getting a job.
- Identify what supports you need to accept a job.
- Consider what things you would like to have, such as working hours, days-night-weekends.
- Consider where you would like to be a year from now, five years or ten years from now.
- Complete benefits counseling to determine the impact of earned income.
- Identify your accomplishments.
- Practice telling others about your skills, interests, abilities and accomplishments

What supports are available to me?

Many people need assistance with developing a well-planned career path. Your family, friends, teachers and support coordinator are available to assist you with gathering information to assist you with making informed decisions. Some services which are available to assist you are:

- Job Discovery - assistance in identifying your talents, skills, abilities, interests and needs for achieving integrated employment.
- Job Preparation-training and work experiences intended to teach you the skills necessary to prepare for employment.
- Community employment-assistance with finding a job and on the job.





Resources:

The Career Planning Guide: A Guide for Career Discovery

<http://www.moddcouncil.org/uploaded/Career%20Discovery%20Guide%20-%20Updated.pdf>

This guide is designed to support job seekers to plan for and achieve integrated community-based employment earning competitive wages and benefits like other members of the community.

Missouri Connections

www.missouriconnections.org - A Hands on career and visual tool to develop a career profile for every type of job. Occupation is listed and what skills are needed. Includes how to write a resume and has a reality check.

Missouri Division of Workforce Development

<http://jobs.mo.gov> - Career tool to do job searching, career resources, and skill development.

Careers.ORG

<http://www.careers.org> - Occupational profile that shows average earnings, training related occupation, highest and lowest paid.

ONET Online

www.onetonline.org - An interactive tool for exploring and searching occupations free of charge.

U.S. Department of Labor, Employment and Training Administration

<http://careeronestop.org> - Explore career, self-assessment, resume advice, samples, templates, covers letters, and thank you notes.

Institute for Educational Leadership

www.ncwd-youth.info/ilp - Provides a link to career tools for developing and Individualized Learning Plan, self-exploration, career exploration, and career planning and management.

Missouri Family-to-Family Resource Center

www.calameo.com/books/000494321e7c486513fd0 - A resource to assist individuals and families with life span planning, identifying supports, and the role of career planning.

Contact your local Regional Office Youth Transition and Employment Resource Coordinator for more information.

