**CAREER ACTION PLAN**

**General Instructions**

The career action plan is an opportunity for you to (a) reflect on your academic learning, (b) summarize the skills you have developed through your work experience, and (c) prepare for a career after graduation.

We recommend that you ask your supervisor/team leader to read your career action plan prior to submitting. This is an opportunity for your supervisor to provide feedback.

**Career Action Plan Development**

In developing your career action plan, consider the following:

**1). Context and Personal Assessment:**

Provide an overview of the workplace where you completed your work term. What were your responsibilities?

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Identify three of your key strengths.

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Identify three of your areas for improvement.

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**2). Career Goals:**

Describe your overall career goals. List one short term goal (to complete within one year) and one long term goal (to be completed after one year). If you are a senior level student, consider setting career goals post-graduation.

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Identify at least two ways in which you plan to achieve these goals.

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Describe how your academics will help you to achieve these goals.

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Describe how your co-op experience will help you to achieve these goals.

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If applicable, describe how any additional experience (work, volunteer, extra-curricular) will help you to achieve these goals.

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**3). Career Exploration:**

What are some immediate action steps you can take to achieve your goal (i.e. additional co-op, networking events, informational interviews, courses, professional memberships, volunteering etc.)

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List the types of qualifications/training/certifications/professional memberships you need for your career after graduation. Outline how you can attain these qualifications.

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**4). Action Plan:**

Develop a timeline and action plan for achieving your short and long-term goals.

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List three immediate action steps you can take to achieve your goals.

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List three long-term action steps you can take to achieve your goals.

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Congratulations on the completion of your work term, we look forward to your return to McMaster.