

Worksheet

Career Action Planning

Your professional roadmap

Whether you are looking to begin your career journey, advance your existing career or start over and change careers, the process can be overwhelming and often lead to uncertainty about the best course of action for you to take. In this instance, it is essential to create a Career Action Plan.

What is career planning?

Put simply, career planning is a process that explores your capabilities and skills, interests, and values while also considering the career options available to you. It is vital to engage in career planning on an ongoing basis as, over time, your preferences, strengths, personal circumstances and professional goals may evolve.

To assist in the career planning process, it is recommended that you create a Career Action Plan. A Career Action Plan is a dynamic, evolving document that is self-managed and intended to reflect your professional goals and areas for development over time. It commonly serves as a roadmap, setting out how you plan to get from Point A (your starting point) to Point B (getting a job and excelling through your career), and highlights key tasks, actions, and outcomes in order to achieve this.

Step 1: Identifying your motivators

Reflect in the text box below by writing down the motivating factors for your career decisions so far on your journey. This may include answers to the following:

- What are you currently studying and why did you choose this degree/discipline? For example, did you choose your study program because you were interested in the subject content, or was it because of a job or career outcome, or something else?
- What is your preferred learning style and approach to study? For example, visual, reading and writing, teacher-led, theory or practical, group-work, or individual).

Step 2: Identifying your next steps

Consider where you want your next steps to take you and write your thoughts in the text box below. For example:

- What do you hope to do after your degree? For example, do you want to undertake further studies, transition to the workforce in a professional role, or some combination of both?
- Where do you see yourself based geographically?
- How do you want to work/study? For example, in an office environment, clinical setting, virtual/online, work from home, or hybrid.

Step 3: Identifying your career goals

Based on your degree and interests, articulate in the text box below what you hope to achieve in your career in the short- and long-term. When answering, consider the following questions:

- What types of roles/positions do you think you may apply for before/after you graduate?
[Jobs and Skills Australia](#) is a helpful tool for matching your discipline, knowledge and capabilities to potential jobs. [Myfuture](#) is another useful resource to help with career planning and goal-setting.

Short-term goals

Long-term goals

Step 4: Identifying the industry requirements

Now that you have identified the types of roles that seem of interest to you, it is important to unpack example position descriptions to identify if your knowledge, capabilities and experiences match what the employer is looking for. An example self-audit is provided in the table below.

Selection criteria	Alignment to role	Areas for development
Demonstrated ability to prioritise tasks through time and project management as supported by good teamwork and communication skills and to work independently while maintaining attention to detail .	Time management <ul style="list-style-type: none">• Part-time role while balancing study Teamwork <ul style="list-style-type: none">• Collaborated on an SSP Project	Communication skills <ul style="list-style-type: none">• Collaborate on a Summer Research Scholarship

Not sure where to look for opportunities to enhance your employability? There are a range of programs that you can apply for, including:

Get experience by participating in an **Enrichment Program**.

Become a **volunteer or mentor**.

Seek Career Advice via **Career Programs**.

Develop your entrepreneurial skills by enrolling in a **Ventures Program**.

Now it is your turn to complete a self-audit. Using the table on the next page, choose as many jobs as you want to and for each role, identify the **selection criteria**, your **alignment to the role** and your **areas for development**.

For further details, please contact:

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