

Create a plan to get the training and experience you need

Find the perfect job field for you

Open up new possibilities

Set career goals



CAREER ROAD MAP

For college students and recent graduates



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Finding your way

Many college students are facing a world where jobs are harder than ever to come by. At the same time, student loan debt is at an all-time high, and students can't afford to wait around for the perfect job.

If you have graduated or are planning to complete college, it's typical for the world to assume that you know what you want to do. You picked a major, after all. But knowing a field of study for college and translating that into a paying career are two different things.

We're offering you a tool with this career road map that can help you find your way. You'll start by understanding who you are, and working from there, uncover more possibilities for your future development.

Question Yourself

What activities come easily to you? What things can you learn quickly?

What are you most curious about?

How does your vision of your future life look? In what scenario do you consider yourself happiest?

What hobbies or activities do you spend the most time and money on away from work?

What do your peers tell you are your greatest strengths?

What about employers and teachers?

What do you get complimented on the most?

How can you offer the most value to a potential employer?

Skills Checklist

For each of the skills below, rate yourself honestly on a 1-5 scale, with 1 being a strong attribute, and 5 being something where you aren't as good.

Communication Skills **1** **2** **3** **4** **5**

Public Speaking	<input type="radio"/>				
Interpersonal	<input type="radio"/>				
Written Communication	<input type="radio"/>				
Persuasion	<input type="radio"/>				
Sincerity	<input type="radio"/>				
Conflict Resolution	<input type="radio"/>				

Leadership Skills **1** **2** **3** **4** **5**

Teamwork	<input type="radio"/>				
Negotiation	<input type="radio"/>				
Self-Directed	<input type="radio"/>				
Sales/Marketing Ability	<input type="radio"/>				
Teaching/Coaching	<input type="radio"/>				
Accountability	<input type="radio"/>				

Business Skills **1** **2** **3** **4** **5**

Problem Solving	<input type="radio"/>				
Business Acumen	<input type="radio"/>				
Financial Literacy	<input type="radio"/>				
Numeracy	<input type="radio"/>				
Technological Skills	<input type="radio"/>				
Professionalism	<input type="radio"/>				

Personal Qualities **1** **2** **3** **4** **5**

Organization	<input type="radio"/>				
Perseverance	<input type="radio"/>				
Confidence	<input type="radio"/>				
Flexibility	<input type="radio"/>				
Creativity	<input type="radio"/>				
Work Ethic	<input type="radio"/>				

Completing these activities should give you a better idea of who you are as a worker, where your potential opportunities for development are, and what job requirements might suit you best.

Your Best Qualities

Rank the qualities below, with your best at number 1, and number 25 being the area where you could stand to improve the most.

- ___ Work Hard
- ___ Inspire Others
- ___ Follow Directions
- ___ Learn New Skills
- ___ Adapt to New Situations
- ___ Make Good Use of Resources
- ___ Prioritize Truly Important Things
- ___ Persuade Others
- ___ Finish What You Start
- ___ Learn From Past Mistakes
- ___ Be Comfortable In Public
- ___ Work Under Pressure
- ___ Be Productive
- ___ Work Through Biases
- ___ Deliver on Your Promises
- ___ Evaluate Yourself Accurately
- ___ Include Others
- ___ Innovate New Processes
- ___ Pay Attention to Details
- ___ Multi-Task
- ___ Give Quality Feedback
- ___ Achieve Success
- ___ Treat Others Equally
- ___ Demonstrate Courage
- ___ Empathize With Others

Charting the Right Path

Everyone has heard of Monster.com, CareerBuilder.com, and LinkedIn. While these sites are great for job seekers, We'd like to offer a few more online resources for you to use in formulating your career plan:

Assessment.com

Home of the MAPP Career Test, you can take a free online assessment and find career options that are a good fit for you.

Occupational Information Network (O'Net)

online.onetcenter.org, careeronestop.org

Sponsored by the U.S. Department of Labor, this site offers tools to help students, job-hunters, career professionals and businesses.

Glassdoor

glassdoor.com

Glassdoor give you a behind-the-scenes view of companies and the jobs they offer. Includes salary details, company reviews, and interview questions posted anonymously by current employees and job seekers.

My Next Move

mynextmove.org

Career information that can be researched according to keywords, industry type, or by your ares of interest.

The Career Project

thecareerproject.org

A free online database with thousands of career profiles, designed to help students and new workers understand what work is really like in any given field.

Job Star

jobstar.org

California-based site for job seekers, offered by the public library system. The site includes career guides, links to resources, and lists of helpful library books.

The Ideal Job

Rank the qualities below, with your most important at number 1, and number 25 being least imporant.

- Family-Friendly
- Close Co-worker Relationships
- Flexible Schedule
- Career Growth Opportunities
- Strong Management/Guidance
- Extensive Training on the Job
- My Contributions Acknowledged
- Ability to Work Alone
- My Opinion is Valued
- Company Shares My Values
- I'm My Own Boss
- Interact With Customers/Public
- Diverse Workplace
- Good Work-Life Balance
- Earning Potential
- Prestigious Employer
- Work Serves the Greater Good
- Ethical Business Practices
- Able to Exercise Creativity
- Less Formal Environment
- Fast Paced Workplace
- Physically Active Work
- Work is Challenging
- Highly Structured Workplace
- Long-Term Security

Potential Careers

This is a list of career possibilities that is by no means comprehensive. Each of these categories has many jobs within it that you may not be fully aware of.

Medical – In a recent US News and World Report survey 7 of the top 10 careers were in the medical field. From dentists to doctors and physical therapists, there is no shortage of demand for medical professionals. There are also jobs in medical billing, management, administration, record-keeping, etc. There are also technical and sales jobs in the medical orbit. On balance, the medical industry offers today's young professionals the widest range of career possibilities.

Tech – The other 3 of the top 10 careers were in the tech field. Whether it's software development, information security, or some hands-on technical career, this is a field where future growth looks strong.

Education – While college education budgets are set to start shrinking in light of the student loan crisis, primary education is a field where there is steady demand. The good thing about this area is there is work for people from every field, whether you're into math, literature, art, etc., teaching is one job that has potential for everyone.

Financial – Accountants, financial advisors, investment bankers—this sector has a lot of good jobs for people with the right skill set.

Business Service – Management jobs are important and have a wide array of possible fields. Whether you're in the corporate world, a nonprofit manager, or running your own small business, this field has much potential. These workers will typically put in longer hours than non-managers, so it's important that you really like working if you go in this direction.

Sales – Sales jobs require a particular set of skills that are difficult to teach. It's also a job that not everyone will be happy with, as one faces uncertainty and rejection quite often. Salespeople have the potential to earn a lot of money, partly because it's hard to be really good at sales.

Engineering – Education is especially crucial here, but a talented engineer will have no trouble getting work. This field covers manufacturing, software engineering, construction, and more. A engineering worker could be out in the field, in a lab, or at a desk—you'll find engineers in a very wide variety of industries.

Arts & Entertainment – Creative types will face stiff competition from countless others with a dream to pursue their passion. Education can help, but just as often saddles creatives with insurmountable debt that they will never be able to repay working in a low-paying field. Everyone sees the rich & successful artists, singers and actors, but for every one of them, there are thousands who will never make it.

Skilled Trades – Training is important here, but not necessarily a college degree. Working with your hands to build and repair things is important, and isn't a job that can be outsourced to other countries. Whether you know how to repair someone's plumbing system, build houses, weld, install an air conditioner... people will always need skilled workers of this type.

Investigating the job

Here are some questions to ask about the jobs you're exploring. Use these to narrow down your choices to find the right job within your chosen field, or to weigh any job offers you get.

What do current workers in that field say? Are they happy, or is there high turnover? Is this career or industry facing particular problems?

How is the job security in this field?

How is performance measured?

Is ongoing training structured into the job? Will the job require special certificates, training programs, etc?

Will the career afford you the life you want financially? Will you be able to support a family someday?

Does it offer acceptable benefits? What kind of retirement plan is there? What about any of the following: vacation, sick leave, parenting leave, medical, stock options, tuition reimbursement, etc.?

Does the job fit your life? Is overtime available (or required)? What about travel? How is the work/life balance in this field?

Does the job come with extra costs? Will you have to purchase your own uniform & special gear, or pay for training certifications?

What skills will make you a top performer in this career?

What is the culture like in this job field?

Is this career consistent with your values? If not, have you fully considered the employer's point of view? Are there any ethical issues with pursuing this career?

What kind of job mobility will you have? Is there a path for advancement in this career?

Road Map

Create a rough sketch of your path, but be sure to remain flexible and change course as new information comes in.

Self Assessment

What field(s) fit my evaluation of myself?

Are there any skills or qualities I need to develop?

Contacts

Do I know anyone in this field? Y N
How can I develop more contacts?

Have I created the appropriate online profiles?
LinkedIn, Meetup, Beyond, Doostang, About.me, GradSquare, other/industry specific

Post-Graduation Timeline

Will I seek short-term work? Y N
What are my immediate goals? Y N
Do I need to apply for graduate school or training programs? Y N
Are there internship opportunities available? Y N

Application

Is my application as good as it can possibly be? Y N
Have I revised my resume to fit this job's needs? Y N
Am I prepared for the interview? Y N
What questions will I ask them?

Education

Will my degree help me get into this career? Y N
Are there other classes or certificates I need?

Resume

Is my resume/CV complete? Y N
Have I asked someone I trust to review it? Y N
Have I practiced with mock interviews? Y N

Career Search

What kinds of jobs are available in my chosen field?

Have I discussed my job search strategy with anyone? Y N
Which employers offer the kind of job I want?

Have I researched these employers fully? Y N

Negotiation

Have I gotten a good job offer? Y N
Is there room to negotiate? Y N
Am I waiting to hear from other employers? Y N