Developing a road map will help identify what is needed and how long it will take to achieve this goal.

- Determine what your career goal is
- Decide if you are interested in a specific job or a particular field (provide examples)
- Set goals to not limit choices but to widen the possibilities to help discover what career you are best suited for, and maybe present options they may not have thought of
- Then establish what is needed to prepare for the career path chosen, training, skill set, additional education, experience
- Provide a template that could be used by the consumer.

Something along this idea.

CAREER ROAD MAP

For college students and recent graduates

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

StudentDebt.org
Service by Springboard

Your Trusted Resource for Student Loan Guidance

Contact us: 888-547-8597
email: StudentLoan@Springboard.org
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

<table>
<thead>
<tr>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
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<tr>
<td>Persuasion</td>
<td>O</td>
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<tr>
<td>Sincerity</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Conflict Resolution</td>
<td>O</td>
<td>O</td>
<td>O</td>
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</table>

### Leadership Skills

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<tr>
<td>Teamwork</td>
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<td>O</td>
<td>O</td>
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<tr>
<td>Negotiation</td>
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<tr>
<td>Self-Directed</td>
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<td>O</td>
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<td>O</td>
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<tr>
<td>Sales/Marketing Ability</td>
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<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Teaching/Coaching</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Accountability</td>
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</table>

### Business Skills

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<td>Problem Solving</td>
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<td>Financial Literacy</td>
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<tr>
<td>Numeracy</td>
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<tr>
<td>Technological Skills</td>
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<td>O</td>
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<tr>
<td>Professionalism</td>
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<td>O</td>
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### Personal Qualities

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<tbody>
<tr>
<td>Organization</td>
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<td>O</td>
<td>O</td>
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<tr>
<td>Perseverance</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Confidence</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Flexibility</td>
<td>O</td>
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<tr>
<td>Creativity</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>Work Ethic</td>
<td>O</td>
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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 areas 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 important.

___ 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. An 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?

**Education**
- Will my degree help me get into this career? [Y, N]
- Are there other classes or certificates I need?

**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

**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]

**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]

**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]

**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?

**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]