

COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

Office of Career Services

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PERSONAL STRATEGIC CAREER PLAN (PSCP)

PLEASE READ THE FOLLOWING STATEMENT TO UNDERSTAND THE PURPOSE OF YOUR CAREER COUNSELING SESSION:

The Office of Career Services (OCS) provides counseling to help you become familiar with various fields, articulate your goals, polish your written job search materials, sharpen your personal presentation skills and create a job search plan. For in-depth information on particular career fields, we encourage you to meet with practicing professionals who have first-hand experience of the career path you are following. OCS helps you do this as well, through career events, the Alumni Career Advisory Program and the online Student Directory. You may expand your network through talking with professors, acquaintances, colleagues and other contacts you make through your studies and work. Throughout this process, OCS is happy to partner closely with you and provide advice and support.

PLEASE COMPLETE THIS WORKSHEET BEFORE YOUR APPOINTMENT TO FACILITATE DISCUSSION WITH THE COUNSELOR AND MAXIMIZE THE BENEFIT OF YOUR COUNSELING SESSION. (PLEASE BRING A RESUME WITH YOU TO THE COUNSELING SESSION.)

NAME:

CONCENTRATION/DEGREE:

YEAR OF GRADUATION:

I. Self Assessment

1. What are my strengths (include knowledge, skills, and abilities)?

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2. What are my weaknesses?

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3. What are my career goals?

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4. What are my lifestyle considerations and interests (i.e. location, money, work/life balance)?

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II. Targets

(Note: include only *ambitious but realistic* employment opportunities)

1. What types of jobs am I looking for?

a. Position titles (list 1-3):

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b. Job functions:

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c. Job description (activities/responsibilities):

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d. Skills required:

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e. Work values/Work environment:

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2. Industries (list 1-3):

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3. Sector (choose 1):

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4. Companies/Organizations/Association Names (list 3-6):

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5. Salary range required (consider your cost of living and your anticipated contribution to an organization):

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3. Associations/organizations (list 1-3 that you'd like to join):

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V. Career Questions

To be discussed during your career counseling session in OCS (Circle 1-3):

- 1. Resume or cover letter review
- 2. Job search strategy
- 3. OCS resources
- 4. Interview questions
- 5. Negotiation and offer concerns
- 6. Other:

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