

## Career Advancement Center (CAC)

### PERSONAL STRATEGIC CAREER PLAN (PSCP)

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

SIPA's Career Advancement Center (CAC) provides career advising 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. CAC helps you do this as well, through career events, the SIPA Alumni and Student LinkedIn Group, the SIPA Career Coaching Program, and the online Alumni 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, CAC is dedicated to partnering closely with you and providing advice and support.

**PLEASE COMPLETE THIS WORKSHEET BEFORE YOUR APPOINTMENT TO FACILITATE DISCUSSION WITH THE ADVISER AND MAXIMIZE THE BENEFIT OF YOUR ADVISING SESSION.**

***PLEASE ALSO BRING A RESUME WITH YOU TO THE ADVISING SESSION.***

**NAME:**

**CONCENTRATION/DEGREE:**

**YEAR OF GRADUATION:**

### I. Self-Assessment

1. What are your strengths (related to your knowledge, skills, and abilities)?

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2. What are your weaknesses?

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3. What are your career goals?

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4. What are your 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 are you 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/associations/names (List 3-6):

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

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### III. Self-Marketing

1. Your “Pitch” (Selling who you are and what you have to offer):

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2. Interview questions (List 3-5 questions you would like to *ask* prospective employers):

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### IV. Networking Plan

1. People (List at least 6 people to network with, such as alumni, professors, practitioners, peers, family/friends, *etc.*)

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2. Events (List 3-6 you plan to attend, such as workshops, employer information sessions, conferences, career panels, *etc.*)

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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 advising session in CAC (Circle 1-3 options):

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

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