

# Prepare for a Career!



## Understand Yourself

Step 1

What are you good at? What are your interests?  
What is important to you?

## Explore Your Options

Step 2

What are the careers that match your strengths and interests?  
How can you get hands-on exposure to them?  
What type of training is needed for these careers?

**These things can help you understand careers better:**

Business Tours	Internships
Career Camps	Job Shadowing
Career Exploration Classes	Labor Market Information
Career Information Tools	Mentoring
College Tours	Service Learning
Informational Interviews	Volunteering

## Develop a Career Plan

Step 3

What are your career goals?  
What steps will you take to reach them?  
What supports do you need in order to be successful?

## Expand Your Skills

Step 4

What is the difference between “soft”  
and “occupational” skills?  
What are all of the options for building these?

### Youth:

Career and Technical Education Classes  
General Education Academics  
Student Professional Organizations  
Work Experiences  
Work Skills Competitions

### Youth and Adults:

Adult Basic Education  
Apprenticeship  
Community, Technical, Four-Year College and Beyond  
Customized Training  
Military  
On-the-Job Training  
Short-term Training  
Work Readiness Workshops

## Obtain and Advance in Employment

Step 5

How will you find a job? How will you keep it?  
How can you advance into other positions?

PLANS CAN CHANGE! You can go back to any step at any time!

## Other things to think about:

- What about housing, transportation, day care, health insurance?
- If you have “public benefits,” how will work affect them?
- Where do I go if I need help?