

**A. STUDENT EDUCATION AND CAREER PLAN – 2016**

STUDENT NAME: \_\_\_\_\_ YEAR IN COLLEGE: \_\_\_\_\_

UNIVERSITY: \_\_\_\_\_

CVEP ADVISOR:  Cristina Gregorio  Oscar Fonseca COLLEGE ADVISOR: \_\_\_\_\_

CAREER PLANNING BEGAN ON: \_\_\_\_\_ UPDATED: \_\_\_\_\_

I decided to attend college because:

\_\_\_\_\_  
\_\_\_\_\_

My education and career plans are:

\_\_\_\_\_  
\_\_\_\_\_

What I need in order to achieve my plans is:

\_\_\_\_\_  
\_\_\_\_\_

**B. STUDENT EDUCATION AND CAREER PLAN - EDUCATIONAL BACKGROUND AND GOALS**

**My Education Background**

**When**

**Where**

High School Diploma?	Y / N	_____	_____
High School Credential?	Y / N	_____	_____
Registered Apprenticeship Certificate?	Y / N	_____	_____
Industry Certificate / License?	Y / N	_____	_____
Technical School Credential?	Y / N	_____	_____
College Degree?	Y / N	_____	_____
Other?	Y / N	_____	_____
Cumulative College GPA	_____	_____	_____

**My education goals are:**

\_\_\_\_\_

\_\_\_\_\_

ADVISOR NOTES: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

## C. STUDENT EDUCATION AND CAREER PLAN - EMPLOYMENT BACKGROUND AND GOALS

### My Employment Background

Currently employed? Y / N If yes, where? \_\_\_\_\_ What is your job? \_\_\_\_\_

### The jobs I have had in the past are:

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### My employment goals are:

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ADVISOR NOTES: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**D. STUDENT EDUCATION AND CAREER PLAN – TRANSFERRABLE SKILLS**

**Other experiences I have had** (Other than employment, such as volunteer work, internships, etc.):

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**Transferrable Skills gained from the above activities** (Active listening skills, project management, Microsoft Office Suite expertise, etc.):

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## E. STUDENT EDUCATION AND CAREER PLAN - SKILLS, VALUES, AND INTERESTS

List two volunteer opportunities I have done and the skills I acquired from them: \_\_\_\_\_

\_\_\_\_\_

I have completed a skill assessment ([http://www.careerinfonet.org/skills/skills\\_list.aspx](http://www.careerinfonet.org/skills/skills_list.aspx)) and the skills I have are: \_\_\_\_\_

\_\_\_\_\_

I have completed a work values assessment (<https://www.vawizard.org/wizard/value-assess>) and some work values that are important to me are: \_\_\_\_\_

\_\_\_\_\_

I have completed an interest survey (<http://www.careeronestop.org/getmyfuture/toolkit/interest-assessment.aspx>) and my career interests are: \_\_\_\_\_

\_\_\_\_\_

I would like to further develop the following skills: \_\_\_\_\_

\_\_\_\_\_

## F. STUDENT EDUCATION AND CAREER PLAN - CAREER EXPLORATION

I have learned about the industries that are hiring or will be hiring in the near future. I would like to explore the following industries:

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The jobs I would like to explore further in those industries are:

Job Title	Average Annual Salary	Job Duties	This job matches my interests, job values and skills in the following ways:	What training or education do I need for this job?	Where can I get this education or training?

Job Title	Average Annual Salary	Job Duties	This job matches my interests, job values and skills in the following ways:	What training or education do I need for this job?	Where can I get this education or training?

**F. STUDENT EDUCATION AND CAREER PLAN - CAREER EXPLORATION (cont.)**

Job Title	Average Annual Salary	Job Duties	This job matches my interests, job values and skills in the following ways:	What training or education do I need for this job?	Where can I get this education or training?

Job Title	Average Annual Salary	Job Duties	This job matches my interests, job values and skills in the following ways:	What training or education do I need for this job?	Where can I get this education or training?

ADVISOR NOTES: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ DATE: \_\_\_\_\_

## G. STUDENT EDUCATION AND CAREER PLAN – GRADUATE SCHOOL EXPLORATION

UNIVERSITY: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ Date visited (if applicable): \_\_\_\_\_

1. What majors does this college offer that are of interest to me? \_\_\_\_\_

\_\_\_\_\_

2. What are the dates of the next term? \_\_\_\_\_

\_\_\_\_\_

3. What is the registration period? \_\_\_\_\_

\_\_\_\_\_

4. How much is tuition? Term: \_\_\_\_\_ Annually \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**G. STUDENT EDUCATION AND CAREER PLAN – GRADUATE SCHOOL EXPLORATION (cont.)**

**APPLICATION INFORMATION**

College: \_\_\_\_\_

Admissions contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_ Financial Aid Application Submission Date: \_\_\_\_\_

ENTRANCE EXAM RESULTS (fill in any that apply)		
<i>Test</i>	<i>Score</i>	<i>Date Taken</i>
GMAT		
GRE		
LSAT		
MCAT		
Other:		

**Other steps I need to take to complete the process (e.g., research graduate advisors, submit college transcripts and register for classes):**

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## H. STUDENT EDUCATION AND CAREER PLAN – SHORT AND LONG TERM GOALS

My Short Term Education and Career Goals (now to six months) are: \_\_\_\_\_

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What might make it difficult for me to achieve these goals? \_\_\_\_\_

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The steps I need to take to reach my short term goals are:

Step	Completion Date	What resources do I have that will help me complete this step?
1.		
2.		
3.		
4.		

## H. STUDENT EDUCATION AND CAREER PLAN – SHORT AND LONG TERM GOALS (cont.)

How am I doing?	
Date	Update

My Long Term Education and Career Goals (two-five years) are:

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The steps I need to take to reach my long term goals are:

Step	Completion Date	What help/resources do I need to complete this step?
1.		
2.		
3.		
4.		

**H. STUDENT EDUCATION AND CAREER PLAN – SHORT AND LONG TERM GOALS (cont.)**

How am I doing?	
Date	Update

**I. INDUSTRY NETWORKING AND MENTOR PLAN**

Identify and list two industry networks aligned to your career choice that you will become a member of to help you reach your goals: \_\_\_\_\_  
 \_\_\_\_\_

Identify a mentor and develop a mentor plan and meeting schedule:

Mentor Name: \_\_\_\_\_ Industry: \_\_\_\_\_

Meeting Date	Meeting Topic	Mentor Signature

ADVISOR NOTES: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ DATE: \_\_\_\_\_