

# The Career Planning Process

MESA COMMUNITY COLLEGE • CAREER AND RE-ENTRY SERVICES



## Career & Re-Entry Services (CRS) offers:

- Career Assesments With Arizona Career Information System (Azcis)
- Virtual Career Center
- Career Profiles (Crs Web Site)
- Meet With A Career Advisor
- Internships
- Resume Assistance
- Mock Interviews
- Career Expos And Other Career Events
- University Transfer Information

## **FOUR STEPS TO CHOOSING A COLLEGE MAJOR AND CAREER:**

### **1. SELF-ASSESSMENTS**

#### **Who am I?**

- Interests
- Values
- Skills

### **2. RESEARCH OPTIONS**

#### **What options do I have?**

- Research careers that match your interests, values and skills identified in Step 1.

### **3. CREATING A PLAN**

#### **Which career is best for me?**

- Which career is the best fit?
- Am I able to get the education?
- What is the employment outlook?
- Am I willing to prepare for this field?

### **4. ACHIEVE GOALS**

#### **How will I get there?**

- Follow action plan that identifies steps to your goals and keep you on track



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Providing Guidance for Career and Workplace Success

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# Career Planning Action Plan

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**Follow these suggested steps each semester to help choose a Major and to make sure you are on track for Career Success!**

## 1<sup>st</sup> Semester

- Review Career Profiles with a Career Advisor and/or on the MCC CRS web site.
- Review the online MCC Catalog for programs of study offered.
- Complete a computerized career assessment, such as those on Arizona Career Information System (AzCIS).
- Research careers that match your interests, abilities, and values.
- Investigate degree check sheets to determine what courses you need to complete for major requirements.
- Identify exploratory courses for majors of interest (i.e. Interested in the psychology field? Take PSY101).
- Select courses that will allow flexibility for a variety of major options (i.e. select general studies requirements required for any majors).

## 2<sup>nd</sup> Semester

- Enroll in a class related to a major of interest.
- Continue with your general studies requirements.
- Decide on a major.
- Obtain your degree check sheet or program brochure, which outlines courses needed to graduate from MCC.
- Attend the MCC Career Expo and other Career Services events.
- Create or update your resume.

## 3<sup>rd</sup> Semester

- Conduct informational interviews with professionals in your field of interest.

- Volunteer in a professional setting and gain experience in your interest field.
- Attend the MCC Career Expo and other Career Services events.
- Research job possibilities, companies, and qualifications needed.
- Update your resume.
- Practice job interviewing skills through Mock Interviews with Career Advisors in CRS.
- If transferring to a four-year university, meet with an Advisor in Transfer Services.

## 4<sup>th</sup> Semester

- Participate in an internship to gain professional experience.
- Join career-related professional associations at discounted student rates for professional networking contacts (*see Career Profiles for resources*).
- Update your resume.
- Practice job interviewing skills through Mock Interviews with Career Advisors in CRS
- If transferring to a four-year university, meet with an Advisor in Transfer Services
- Attend the MCC Career Expo and other Career Services events.

