The Career Planning Process

FOUR STEPS:

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

MCC Career Services offers:

- Arizona Career Information System (AzCIS)
- Career Services Web Site for other resources.

- AzCIS
- Assistance with Informational Interviews (Career Ready program)

- Talk with faculty members
- Talk with a Career Advisor
- Talk to family members
- Conduct informational interviews

- Create your Career Portfolio in AzCIS
- Participate in internships
- Create your resume
- Participate in a mock interview
- Attend Career Expos and/or other Career Services Events
Career Planning Action Plan

Follow these suggested steps each semester to make sure you are on track for career success!

1st Semester

_____ Review Career Profiles with a Career Advisor and/or on the MCC Career Services 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.
_____ Meet with an Academic Advisor to 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).

2nd 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.

3rd 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.
_____ If transferring to a four-year university, meet with an Academic Advisor.

4th 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.
_____ If transferring to a four-year university, meet with an Advisor at the transfer university.
_____ Attend the MCC Career Expo and other Career Services events.