



CAREER CENTER

## CAREER PLANNING QUESTIONNAIRE

*The purpose of this questionnaire is to help you identify your current place within the career development cycle. This is a key step toward planning for your future goals. This exercise will also allow you to see gaps which you can be intentional about filling throughout your undergraduate experience. Keep in mind that this is a process that you should reevaluate as you move through the stages in the Career & Professional Development Plan.*

Directions: For each section below, provide an honest assessment of yourself by answering yes (Y) or no (N) to the statements.

### ASSESS

1. I am able to articulate 3-5 personal strengths that relate to my major/potential career paths. Y / N
2. I am confident about my [choice of major](#). Y / N
3. I have completed at least one [self-assessment inventory](#) (personality, skills, values), which has informed my choice of major. Y / N
4. I can name at least two specific experiences from my past (classes, hobbies, etc.) that have influenced my choice of major/tentative career goals. Y / N
5. I am aware of the [services](#) provided by the Career Center as well as where it's located. Y / N

### EXPLORE

1. I have identified at least one out-of-class experience in which I plan to become involved (e.g., student clubs & organizations, volunteer work, work study, athletics, campus productions or performance groups, etc.). Y / N
2. I have identified two intensive experiential opportunities to complete prior to graduation which will be marketable to employers/grad schools (e.g., [service learning](#), [study abroad](#), [internship/practica](#), [student leadership](#), research, etc.). Y / N
3. I have conducted at least one job shadowing or [informational interview](#) experience with a professional in a field I am seriously considering for my future. Y / N
4. I have personally [researched](#) at least one career field I am considering (e.g., typical job duties, skills/experiences/training required, job outlook, average salary, etc.). Y / N
5. I have identified at least one person on campus (e.g., faculty member, advisor, career coach, resident director, mentor, etc.) with whom I can have ongoing conversations about my vocational path. Y / N

6. I have participated in or scheduled a [career coaching appointment](#) through the Career Center to lay out a [career development plan](#). Y / N

## EXPERIENCE

1. I have created a professional profile on [LinkedIn](#) and joined the [Messiah College Professional Network](#). Y / N
2. I have completed my two intensive experiential opportunities (e.g., service learning, study abroad, internship/practica, student leadership, research, etc.). Y / N
3. I have had my [résumé](#) reviewed by a career coach to ensure experiences are well articulated toward career/further education goals. Y / N
4. I have established my [professional image](#) to represent my accomplishments and goals (e.g., audit/clean-up of [social media profiles](#), [networking card](#), [professional wardrobe](#), portfolio, etc.). Y / N
5. I have personally [connected/networked](#) with at least five professionals through a combination of the following networking activities: scheduled meetings, LinkedIn, professional conference, or Career Center networking event (e.g., Into the City, Mocktail Hour). Y / N

## TRANSITION

1. I have mapped out my personal job search or graduate school strategy which includes specific action steps and timelines. Y / N
2. I have participated in a mock interview with a career coach to practice articulating the transferability of my skills and experiences to my career/educational goal. Y / N
3. I have contacted at least three individuals to serve as my professional/educational references. Y / N
4. I have engaged with at least three employers or graduate schools through a combination of the following activities: [career/grad school fairs](#), trade shows, following on Twitter/LinkedIn, talking with a current employee/graduate students, etc. Y / N
5. I have logged into and explored Messiah's job search database: [FalconJobs](#). Y / N
6. I have reflected on and can articulate the [transferability](#) of my diverse experiences (e.g., college major, classroom learning, co-curricular involvement, experiential learning) to my career/educational goals. Y / N

*Once you are finished answering the questions, go back and circle the questions for which you answered 'No.' Consider these goals to work toward as you move progressively through the career development process. You are encouraged to work with a career coach in the Career Center to map out a manageable timeline for accomplishing these steps.*