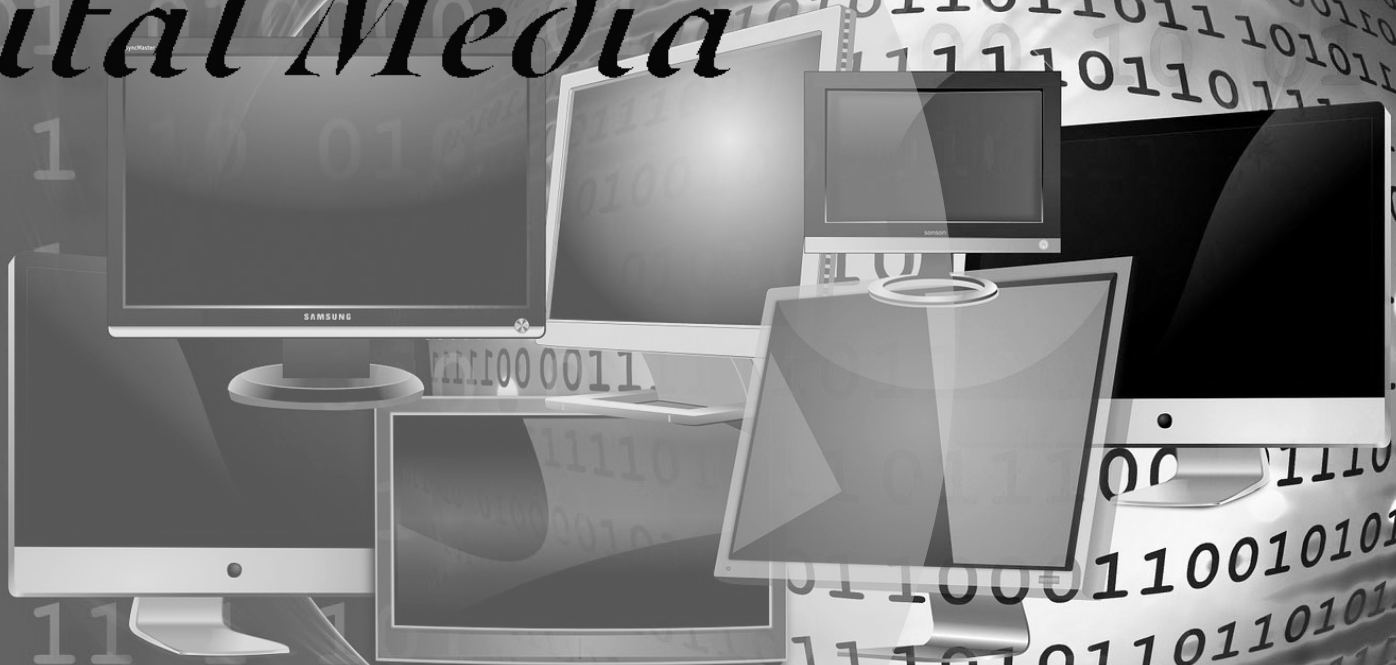




ExplorNet's

Digital Media



Objective 201.02

Utilize digital portfolios in career planning



STEP 1 - KNOWING YOURSELF

- Begin by thinking about where you are now, where you want to be and how you're going to get there.
- Ask yourself the following questions:
 - Where am I at now?
 - Where do I want to be?
 - What do I want out of a job or career?
 - What do I like to do?
 - What are my strengths?
 - What is important to me?



STEP 2 - FINDING OUT

- Explore the occupations and learning areas that interest you and research the specific skills and qualifications required.
- Ask the following questions:
 - How do my skills and interests match up with my occupations of interest?
 - Where are the gaps? What skills do I need?
 - How can I gain the skills for these occupations?
 - Where is the work?
- At the end of this step you will have a list of preferred occupations and/or learning options.



CAREER RESEARCH CHECKLIST

- Take one or more career assessment tests.
- Job shadow one or more people.
- Read about the occupations and learn about the
 - Nature of the work
 - Working conditions
 - Required skills and training
 - Earning potential
 - Job outlook.



STEP 3 - MAKING DECISIONS

- Compare your options, narrow down your choices and think about what suits you best at this point in time.
- Ask the following questions:
 - How do my options fit with the current labor market?
 - How do they fit with my current situation and responsibilities?
 - What are the advantages and disadvantages of each option?
- You will have narrowed down your options and have more of an idea of what you need to do next to help you achieve your goals.



STEP 4 - TAKING ACTION

- Use the information you have gathered about your interests and the world of work to create your plan.
- Begin by asking yourself:
 - What actions/steps will help me achieve my work, training and career goals?
 - Where can I get help?
 - Who will support me (family, mentors, teachers)
- Decide which step is relevant for you right now and start from there.



DM ***CAREER PLANNING TIPS***

- Make career planning an annual event.
 - Update your resume or portfolio.
 - Reflect on changing likes and dislikes, needs and wants in work and home life.
 - Review career and job trends.
 - Set short-term and long-term goals.
 - Explore new education/training opportunities.
 - Consider career advancement opportunities.



CREATE/UPDATE DIGITAL PORTFOLIO

Contact
Information

Career Summary
and Goals

Skills and Abilities

Samples of Work

Letters of
Recommendation

Awards and
Honors

Conferences and
Workshops

Education,
Licenses and
Certificates

Community
Service



QUESTIONS TO CONSIDER

- In terms of career planning, answer the following questions:
 - What do you like to do?
 - What are your strengths?
 - What is important to you in terms of a job?