Some Career Ideas- Plan your Next Steps

If you have clear ideas of careers that you are looking to pursue after you complete your studies, it is important to put a plan in place to help you be competitive when applying for jobs. Prior to your appointment you will need to research the career and analyse yourself against your findings to help you to then start planning your next steps. You can research career options and entry routes using [Prospects](http://www.prospects.ac.uk/types_of_jobs.htm) & [Target Jobs](https://targetjobs.co.uk/careers-advice/job-descriptions)

What career(s) are you considering and how confident on a scale of 1-10 are you with your career choice(s)?

**Research: Questions to consider include:** Which employers are you considering applying for and what are the entry requirements for the roles? How well do you meet the criteria (skills, experience, and qualifications) for the careers you’re considering and what do you need to develop? List the evidence you currently possess and consider any areas you may need to develop.

Analyse yourself against your career ideas (using a real job description if possible) to explore how well you currently meet the criteria for the roles:

Career Ideas Criteria currently meeting Criteria yet to meet Confidence

1.

2.

3.

**What are the common** [**recruitment practices**](https://targetjobs.co.uk/careers-advice) **and how confident on a scale of 1 to 10 are you with these?** This may include CV, Covering Letters, Application Forms, Personal Statements, Psychometric Testing, Assessment Centre, Interviews

What are your [**SMART**](https://www.mindtools.com/pages/article/smart-goals.htm) goals? A long term goal could be where you want to be a few years after graduation, the short term could be what you are hoping to achieve this year to support your long term goals.

**Short Term Goal:  
  
  
Long Term Goal:**

Career Action Plan (To be completed during your appointment)

**Research:**What further research is required to take steps forward?

**Building Skills & Experience:** Consider your skills & experience developed through the Leicester Award.What skills and experience do I need to build upon that are relevant to my potential career choices?

What opportunities can I get involved with to help build my skills and where can I find them?

**Finding appropriate opportunities:**  
Where are the occupations/vacancies advertised and what can you do to be competitive during the application and selection process? (You may wish to consider attending further appointments to support you with the recruitment stages such as an Application Coaching appointment or Mock Interview)

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| **Next Steps**  What is my short term goal and when do I hope to achieve this by?  What are my 3 key action points?  Make sure your actions are SMART - Specific, Measurable, Achievable, Relevant and Time bound  1.  2.  3. | To be completed by: |
|  |  |

**Please bring this form with you to your appointment.**