



CareerVoyage®

Software for the hard decisions

Career Voyage

Action Planning Report

Now that you have received your Occupational Interest Guide profile and your top twenty Job Suggestions, it's time to move on to some action planning.

Career Voyage generated your Job Suggestions based on what you have said about yourself on the most common job related factors. But the computer doesn't know everything about you. There may even be one or two suggested jobs which don't suit you. That's why you've been given 20.

Are there any jobs in your list of 20 which really aren't suitable for you? If so, write down here why they aren't suitable.

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Still sure these ones aren't suitable? If so, cross them off your list.

Now from your remaining Job Suggestions, pick out the three which interest you the most. Write them down here. (If you like, you can also go to your top 40 Job Suggestions.)

The 3 jobs which interest me most:

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Are you interested in any job which is **not** in your list of Job Suggestions? If so you can write one or two of them in the space(s) below.

- ❖
- ❖

If you have written extra jobs here, why didn't they appear on your list of 20 suggestions? Check Pros and Cons for these.

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What are the best things about your first choices?

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Now put the above jobs in order of your personal preferences. (If you can't do it yet, that's OK. You can come back later.)

1.
2.
3.
4.
5.

Let's do some research on the top two. Two because you always need a backup in case the first option doesn't come off for some reason or other. (If you want to research more than two that's OK too.)

For each of these jobs, what is the necessary education and training to get into them?

First Job	Second Job

What are the personal qualities needed to be successful in these jobs?

First Job	Second Job

What else (if anything) do you need in order to work in this field?

First Job	Second Job

What are the next step you will take?

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When will you do this?

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Do you have a résumé which is up to date? If not, when will you have this completed and who can help you with this?

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What is your career objective for the next 12 months? (For example, completing current education/training course; getting a special job)

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What is your vision for your career 5 years from now? What things would you like to be doing?

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You need to discuss your action plans with somebody. Who will that be? (For example, your career adviser, Career Information Centre, friend or relative.)

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