

Career Planning Guide

for

Jobsearch Resource Centre

Compiled and Edited
by
Volunteer HR Administrator
Brendan Treacy

Draft version for Discussion Only

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Career Planning Process Overview

The purpose of the Career Planning Process is to answer the following questions which a Job Seeker in Jobsearch may have:

- a. How do I choose a suitable career?
- b. How do I research a career?
- c. How do I create a career development plan?
- d. How do I reach my goals?

Each stage is complete in itself so that it is possible for the staff member to begin at any stage in the career planning process. (this is because, for example, some staff will already have decided on a career)

Stage 1 - Choosing a Suitable Career

Introduction

This is Stage 1 in the Career Planning Process and allows you to explore your personal strengths that are a factor in making a definite career choice. It consists of a series of short questionnaires which give a result e.g Interests, which you take into account while producing a list of occupations to consider.

Step 1 – Assess yourself to identify your Skills & Talents, Interests, Personality and Values.

The point of self-exploration is to help you develop a fuller perspective of yourself. You can then use this information to inform the next steps you take on your Career Planning process.

Step 1a - Skills and Talents

Skills are what you do well. The skills that come naturally to you are commonly referred to as your aptitudes or talents. Skills and natural aptitudes are developed through training and experience.

We all have skills that we've developed. It's important to take the time to identify what yours are and how they may connect with career options.

Start this process by reflecting on the hard and soft skills listed below. Which skills do you have? Are there areas where you have natural aptitudes that could be developed into skills?

Analytical & Technical		Creative/Design	
Budgeting & managing finances	<input checked="" type="checkbox"/>	Photography	<input type="checkbox"/>
Quantitative	<input type="checkbox"/>	Performing	<input type="checkbox"/>
Synthesizing	<input type="checkbox"/>	Drawing/Sketching	<input type="checkbox"/>
Interpreting data	<input checked="" type="checkbox"/>	Visualising	<input type="checkbox"/>
Assembling	<input type="checkbox"/>	Conceptualising	<input type="checkbox"/>
Mechanical abilities	<input type="checkbox"/>	Designing	<input type="checkbox"/>
Programming	<input type="checkbox"/>		<input type="checkbox"/>
Researching	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Reasoning	<input type="checkbox"/>		<input type="checkbox"/>
Repairing	<input type="checkbox"/>		<input type="checkbox"/>
Analysing	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Communication/Interpersonal		Managerial/Leadership	
Advising	<input checked="" type="checkbox"/>	Directing	<input type="checkbox"/>
Providing constructive feedback	<input type="checkbox"/>	Making decisions	<input checked="" type="checkbox"/>
Editing	<input type="checkbox"/>	Delegating	<input type="checkbox"/>
Persuasive Speaking	<input type="checkbox"/>	Influencing	<input type="checkbox"/>
Interpersonal communication	<input checked="" type="checkbox"/>	Dealing with Pressure	<input checked="" type="checkbox"/>
Public Speaking	<input type="checkbox"/>	Comfort with ambiguity	<input type="checkbox"/>
Explaining concepts	<input checked="" type="checkbox"/>	Strategizing	<input type="checkbox"/>
Facilitating discussions	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>

Languages/translating	<input type="checkbox"/>	Team building	<input type="checkbox"/>
Negotiating	<input type="checkbox"/>	Motivating others	<input type="checkbox"/>
Listening	<input checked="" type="checkbox"/>	Problem solving	<input checked="" type="checkbox"/>
Mediating	<input type="checkbox"/>	Adapting to change	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>		
Teaching/training	<input type="checkbox"/>		
Coaching	<input type="checkbox"/>		
Planning/Administrative			
Coordinating and arranging events	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Planning and organising	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Implementing	<input type="checkbox"/>		<input type="checkbox"/>
Expediting	<input type="checkbox"/>		<input type="checkbox"/>
Improvising	<input type="checkbox"/>		<input type="checkbox"/>

Step 1b - Interests

Interests are the things you enjoy doing or learning about. You may have a wide-ranging set of interests or a few activities from which you derive a great deal of pleasure. Your interests may change over time as you're introduced to new areas of study and experiences, and as you progress through different stages of your life.

Whatever your interests may be, they have a huge impact on your career decisions. Keep in mind that some of your interests will be personal while others are more career-oriented. It's important to identify both types of interests, as there may be ways to incorporate your personal interests into your career, directly or indirectly.

One way to begin thinking about interests is to ask yourself questions about what you've enjoyed doing in the past and what you're drawn to currently. Use the questions below to begin your reflection.

- What extracurricular activities do you gravitate towards? What specifically appeals to you about those activities?
- What issues or causes are important to you? If you're involved in volunteer work, what types of organisations do you volunteer with and why?
- If you could do anything – all obstacles removed – what would you be doing?
- What are your hobbies? How do you spend your free time?
- What classes have been your favourites in secondary school? What appealed to you about them?
- Who do you admire most and why?
- When reading newspapers, magazines, websites or watching TV, what types of shows, topics or issues are you naturally drawn to? What appeals to you about those?
- If someone was awarding you a lifetime achievement award, what would you like them to say about you?

As well as answering the above questions, it would also be worthwhile visiting [CareersPortal – Self-Assessment Career Interests](#) and doing the Interests Profiler

assessment and then going on to produce Career Matching report. This report is particularly useful for - [Step 2 – Make a list of potential occupations](#)

Step 1c - Personality

Personality is your unique combination of characteristics that influence your thoughts, behaviours, decisions, and how you engage with the world around you. This includes where you direct your energy, the kind of information you do, and do not, naturally notice, how you make decisions, and preferences towards living in a more structured way or a spontaneous way.

An understanding of personality type can help you gauge what type of jobs within your fields of interests may be the best fit. A job that is perfect for one person can be totally wrong for another; your individual attributes and preferences that make up your personality have a lot to do with this.

One of the most useful personality assessments can be found on the Careers Portal website – see [Careers Portal - Personality Profiler](#)

Step 1d - Values

Values are principles, standards, or qualities that influence your choices throughout your life and provide guidance when evaluating options. Examining your values and making choices that are consistent with them is a key component of career satisfaction.

It's also essential to define what your values mean to you. For example, the desire to make a difference is a career-related value that many people share. But what that means to each person can be very different. In what way do you want to make a difference and for whom? Do you want to make a difference in conservation of natural resources, access to healthcare, food quality control, or some other area?

Below are a few of the many career-related values that may come in to play when you are deciding which career options to explore and pursue. Use the list below to begin identifying your career-related values.

Achievement	<input checked="" type="checkbox"/>	Mental Challenge	<input checked="" type="checkbox"/>
Advancement	<input type="checkbox"/>	Moral fulfilment	<input type="checkbox"/>
Adventure	<input type="checkbox"/>	Personal Development	<input checked="" type="checkbox"/>
Community	<input checked="" type="checkbox"/>	Physical Challenge	<input type="checkbox"/>
Competition	<input type="checkbox"/>	Power	<input type="checkbox"/>
Creative Expression	<input type="checkbox"/>	Public Contact	<input type="checkbox"/>
Creativity	<input checked="" type="checkbox"/>	Recognition	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	Self-Expression	<input type="checkbox"/>
Equality	<input type="checkbox"/>	Spirituality	<input type="checkbox"/>
Family	<input type="checkbox"/>	Stability	<input checked="" type="checkbox"/>
Financial Security	<input checked="" type="checkbox"/>	Status	<input type="checkbox"/>
Friendships	<input type="checkbox"/>	Structure & Predictability	<input checked="" type="checkbox"/>
Helping Others	<input checked="" type="checkbox"/>	Teamwork	<input type="checkbox"/>
Honesty & Integrity	<input checked="" type="checkbox"/>	Time Freedom	<input checked="" type="checkbox"/>
Humour	<input type="checkbox"/>	Tradition	<input type="checkbox"/>

Independence	<input type="checkbox"/>	Variety	<input type="checkbox"/>
Influencing Others	<input type="checkbox"/>	Wealth	<input type="checkbox"/>
Intellectual status	<input checked="" type="checkbox"/>	Work alone	<input checked="" type="checkbox"/>
Leadership	<input type="checkbox"/>	Work Environment	<input type="checkbox"/>
Location	<input type="checkbox"/>	Work under pressure	<input type="checkbox"/>
Making a Difference	<input checked="" type="checkbox"/>	Work/Life Balance	<input checked="" type="checkbox"/>

Once you identify your career-related values, you should then rank them in order of importance, prioritising those values you must have in your career and those values that would be nice to have if possible.

As you explore possible career paths, it's important to evaluate how occupations fit, or don't fit, with your values. It may be challenging to find an occupation that is a 100% match for all your values, but it's important to find one that fits with the values that are a high priority for you in order to find satisfaction.

Result of Assessment

After going through the four self-assessments above, use the information you've learned about yourself to evaluate how possible career areas fit or don't fit with who you are. Look for areas where each component of the self-assessment converges.

Also, keep in mind that self-assessment is an ongoing process. As you learn more about yourself through experiences – educational, extracurricular, personal and work - you may discover new interests and skills, and your values may also change at different stages of your life.

Step 2 – Make a list of potential occupations

After conducting career interest assessment in [Step 1b - Interests](#), you may find that you can now select occupations from the Career Matching report that align with your skill set and values.

Select between 5 - 10 occupations from those that interest you, and create a new list of occupations to consider for input to Career Research stage below.

Conclusion

You can now progress to Stage 2 - Career Research where you can explore the occupations you have shortlisted for more detailed investigation.

Stage 1 References

<http://ocs.yale.edu/content/choosing-career>

<http://www.careerportal.ie>

<http://www.careerprofiles.info/choosing-a-career-steps.html>

<https://www.kent.ac.uk/careers/sk/skillsinventory.html>

Stage 2 - Career Research

Introduction

Career Research is stage 2 in the Career Planning Process. During this stage you will gather information about occupations which you have shortlisted, after carrying out the self-assessment in stage 1.

If you have arrived here from Stage 1 – Choosing a Suitable Career, you may know the specific occupations that interest you so you can go direct to [Step 3 – Research Occupations](#). Alternatively you can continue below and select occupations within job sectors corresponding to your self-assessment results also from Stage 1 above.

To help make it easier to understand this stage, it follows the path of John who is now 50 and has worked in the I.T business for 10 years as a Programmer and Systems Analyst, but was made redundant from his job 5 years ago.

The prospects are good now in Ireland for I.T people due to the large no of multinationals and thriving indigenous software development sector. However, John decided that he no longer wants to return to the I.T business as he found the work quite intense and too demanding of his time. So, he is now looking for a new career path which will give him a better work-life balance.

He also feels that he would like to build upon his current I.T skills while also retraining in new skills that will prepare him for opportunities in the sectors that interest him. As he has an I.T background, he has good I.T skills but he will still need to assess his level of digital skills which are these days considered essential for many current and emerging occupations.

See this link for more details about Digital Skills - [The Importance of Digital Skills in the Modern Workplace](#)

Step 1 - Select Job Sectors

Let's assume that at this initial stage he has identified the following Job Sectors as likely areas to investigate. For each Job sector, the skills, values and interests have been added to show how they influence the decision on a sector/occupation

Sector Chosen	Relevant Skills	Relevant Values	Career Interests
ICT	<ul style="list-style-type: none">AnalysingProblem solving	<ul style="list-style-type: none">Work alone	To do
Banking, Insurance and Financial	<ul style="list-style-type: none">Budgeting & Managing FinancesAdvisingInterpersonal Communication	<ul style="list-style-type: none">Financial Security	
Education	<ul style="list-style-type: none">Explaining concepts	<ul style="list-style-type: none">CreativityWork/Life Balance	
Community and Voluntary	<ul style="list-style-type: none">ListeningPlanning and Organising	<ul style="list-style-type: none">CommunityMaking a Difference	

		<ul style="list-style-type: none"> • Helping Others 	
Clerical and Administration	<ul style="list-style-type: none"> • Writing • Co-ordinating and arranging events • Researching 	<ul style="list-style-type: none"> • Structure & Predictability 	

Once, John had selected the above sectors, he then checked out the [CareerPortal – Job Sectors](#) page and explored each one involved to identify specific occupations.

Step 2 - Choose Occupations

In the case of John, the first occupation he chose was **Training Administrator** which is within the Clerical and Admin sector. The occupation would also enable him build upon his I.T skills while also facilitate his plans to move to an occupation in the Education sector. With his interest in the Community & Voluntary sector, he could also seek voluntary work to gain the work experience that would help him find a regular paid job. You should choose between 5-10 occupations that interest you which you will explore in each section that follows.

Step 3 – Research Occupations

For each occupation chosen in Step 2 above or if you have a [list of Occupations to Consider](#) from Stage 1 of this guide, carry out Step 3a to 3c.

Step 3a - Preliminary Research

The next step is to gather some basic information about an occupation on your list of occupations to consider. So, do some preliminary research that will allow you to narrow down your list before you spend a lot of time doing more in depth digging. This will include looking at a job description, labour market information including job prospects, average salary and educational and training requirements.

Occupation to Research: Training Administrator

Topic to Research	Findings
Job Description	<p>The Training Administrator is the entry level job position in the training department. The administrator is fully responsible for the scheduling, ordering and tracking of all training courses organized in the company. The training administrator runs the system of registrations and helps nominated employees.</p> <p>See www.simplehrguide.com for Occupation Summary and Key Responsibilities.</p>
Labour Market Info	<p>Labour Market information provides statistical information on growth trend across most sectors of the economy, and allow you to easily identify career sectors that have a growing number of employment opportunities. See Career Portal – Labour Market Information and Jobs in Demand</p>
Average Salary	<p>1-2 years exp: 24-26k, 3-5 years exp: 28-35k</p>

	The gradireland.com Graduate Salary Survey 2011 found that the median starting salary for human resources, recruitment and training in Ireland is €25,000. Salaries in HR increase with the level of experience, responsibility and seniority.
Ed & Training	While an HR degree is not necessary, it is an advantage, as is the Chartered Institute of Personnel & Development (CIPD) qualification. A list of CIPD-accredited programmes in Ireland is available on the CIPD website. See CIPD Certificate in HRM in National College of Ireland See www.gradireland.com for more details

After learning about all the careers on your list you will find that several of them don't appeal to you. This could be for a variety of reasons. For example, you may decide that you wouldn't enjoy the job duties of a particular occupation or that you can't or don't want to try and meet the educational and training requirements.

The earnings may be lower than you thought they would be or the job prospects don't look promising. After completing your preliminary research you will be left with a list that contains no more than about three careers on it.

Step 3b - Job Holder Interviews

After you narrow down your list of career choices your research to your top 3 occupations, you will become more involved. You will want to learn what working in the field is really like, at least as much as you can without actually working in it. The best way to do this is to talk to people who do.

1. Utilise your network to compile a list of people who work in your fields of interest. If the members of your network don't have first-hand knowledge of your chosen occupation, they may know people who do.
2. Set-up Job Holder interviews with anyone who has experience working in the occupations you are considering. The more recent the experience, the better. See [Appendix 1 for Job Holder Interview Questions](#).

An alternative to actually arranging a Job Holder interview is to check out Career Portal website, where there are hundreds of interviews covering a diverse range of occupations. All the videos and interview material is directly from real people working in Ireland. Click here to [View Career Interviews](#)

Note: See if any of those people identified above are willing to let you shadow him or her at work for a day or two.

Step 3c - Company Profiles

As part of your career research it is a good idea to check out the companies that employ people in the Occupations you are interested in. So, knowing the employment profile of an organisation, the key attractions they offer, the other job Occupations you would be working alongside, the projects they work on, the remuneration package etc. all significantly affect your job satisfaction if you took on the Occupation.

So, one such company which has a sizeable HR department and has offices in Ireland and UK is RSA Insurance. They employ around 19,000 employees and their mission is about making a difference by protecting people and businesses against risks. Check out the companies profile page at [RSA on LinkedIn](#)

Another Irish based company, is KPMG who are a leading provider of audit, tax and advisory services. Their mission is to deliver the very best support to organisations ranging from dynamic enterprises to established household names, and help them profit from the opportunities in their business. On the LinkedIn website, as at Jan 2017, they were advertising for a [Training Administrator Job](#). In this job advert for Training Administrator, the main information that is usually provided in a job advert has been highlighted. These sections are described below:

Job Advert Typical Sections

Short Introduction	This will help you assess if the Occupation is appropriate for you and may encourage you to keep on reading.
Job requirement	This section will include between three and seven main tasks the successful applicant will be expected to undertake. They may sometimes be related to a business objective so you may see how the Occupation fits into company plans. Remember the advert is not a full job description so may not include every element of the Occupation.
Personal Specification	This section includes skills, qualifications or attributes being looked for in ideal applicant? They may be divided up between what is necessary and what would be an advantage.
Rewards	As well as information on the salary, you should also see some of the key benefits and perks they can look forward to. Rewards don't have to be financial so might include flexible working programmes, team outings or child day care options your company offers
Location	This section will mention specifically where the job is located. It may also mention if there are good transport links and if the Occupation always is based in the office or is there a certain amount of travelling involved? Where people work is often just as important as the Occupation they are taking on.
Company Details	Here you will find details of the kind of industry the company is in. So it may vary depending on the type of Occupation. So if it's a sales Occupation it might say "A leading supplier of textiles with an aggressive expansion programme to gain business outside the UK." whereas for an IT Occupation, it might say "A leading supplier of textiles with a newly developed online ordering system built on a .NET framework."
How to Apply	Here you will find out what are the next steps to take to apply for Occupation. There may be an 'Apply Now' button if it is advertised on a Recruitment website. There may also be a contact email or phone number as well as a

	reference number to quote.
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Conclusion

After you complete your in-depth research, you should be able to determine which occupations are a good match for you. If you can't make a decision at this point, you may not have enough information yet. So, continue to do more research until you can comfortably choose your top 3 occupations to fulfil your needs now and into the future.

Stage 2 References

<https://www.thebalance.com/the-career-planning-process-524774>

<http://hiring.monster.co.uk/hr/hr-best-practices/recruiting-hiring-advice/attracting-job-candidates/how-do-i-write-an-effective-job-advert.aspx>

<http://ocs.yale.edu/content/choosing-career>

Appendix 1 - Job Holder Interview Questions

In preparation for your meeting, develop a list of topics to discuss. Below are some general suggestions for questions to ask.

- Why did you choose this field?
- How did you get started in this field? Is that typical of most people?
- What is a typical day or week like? Would these duties be the same for anyone with your job title or level within an organization?
- What skills and personal qualities are most important for success in this job?
- How would you describe the professional climate in your office? In your industry?
- What portions of your job involve interaction with coworkers, clients, or vendors?
- How much evening, weekend or overtime work is required? What about traveling?
- What are the greatest rewards of your work?
- What do you enjoy most about your work? What would you change?
- What are the opportunities for advancement in this field? Could you describe a typical promotion path?
- What are some growth areas in this field and what impact is that likely to have on job opportunities?
- How is this field likely to be affected by changes in technology and/or globalization?
- What kinds of experiences, classes or specialized training would best prepare me for this field?
- Are there any professional organizations that would help me to build my network in this field?
- How do people find out about job openings or internships in this field?
- Is there anyone you could recommend who may be willing to speak with me as you have?
- What do you wish you had known about this field when you were just starting out?

Do your homework before your meeting; learn about the company or organization and the person you're meeting with; and develop specific questions related to the company, organization, or their background.

Stage 3 – Create Career Development Plan

Introduction

Creating a Career Development Plan is stage 3 in the Career Planning Process. You will arrive at this step after choosing a suitable career in stage 1, researching selected occupations in stage 2 and then deciding on which ones to pursue.

The Career Planning Process is ongoing, and bi-directional, meaning you can move back to previous steps when you need to gather more information or clarify your choices.

A Career Development Plan can be considered a road map that will get you from point A—choosing an occupation—to Point B—becoming employed in that career. It even helps you get past Point B, to Points C through Z, as your career advances. It is also referred to as a Career Action Plan by some career guidance counsellors or career coaches.

If you decide to work with a counsellor to produce a Career Development Plan, you will need to do some of the work independently. For example, a counsellor can't set your goals for you. He or she will just help you clarify them and assist you in finding strategies to reach them. You must amend your Career Development Plan over time as your goals change, your priorities change, and your career grows.

See sample – [Evernote - Career Development Plan – Administrator](#)

Also held in folder Career Development Plan - in Volunteering area of Jobsearch Sharepoint.

What occupation have you chosen to aim for?

Step 1 - Select ideal job specs for occupation you are aiming for from recruitment websites like www.irishjobs.ie and clip into Evernote, an excellent note taking app.

See [Appendix 1 - Clip a Job Advert for your ideal job](#) on page 14.

Step 2 - Transfer generic/key job requirements from job adverts to Career Development Plan

See sample Career Development Plan for ideas on what job requirements were selected for Administrator occupation.

Step 3 - Record you current level of training/experience relevant for each job requirement by referring to your CV.

Go through the generic/key job requirements you have transferred to Career Development Plan and add your training and experience that you have achieved for each one from your CV.

Step 4 - Identify training/experience needs to satisfy each job requirement

In this step, you need to decide if your current level of knowledge and skills that satisfy the requirement or will further training or work experience be required.

So now, identify all of the job requirements where there is anywhere from a fair amount to a substantial amount of development needed. Look for commonalities

and clump those together and add them as a skills category in Career Development Plan.

Also, don't get too obsessive about where you don't think you're a perfect match but think you have fairly developed skills. If they are mostly present, then you will be able to pass yourself off as competent in that area and shouldn't require too much development attention.

Step 5 - Identify obstacles which might prevent you from carrying out training or gaining experience and record possible ways of overcoming them

Record these in Evernote - Job Search folder, for future reference so that you can review when required.

Step 6 - Set your Career Goals

At this point, a Career Development Plan has been put together for each occupation you choose, so you now have to put in place achievable goals. You should be informed enough at this stage to establish short and long term goals.

The first step to successful goal setting is to decide upon the things that you would like to achieve in your life. This may include Career, Financial, Education, Relationship, Family, Health and Hobbies & Leisure.

Check out this sample Goal Planner which you can use as a basis for your own Goals...

[Evernote – Goal Planner - Jobsearch](#)

For Career Goals, you need to think about where you are career wise and where you would like to be. For example, do you want to get a promotion? Do you want a more satisfying job? Do you want to start up your own business so that you can become your own boss?

Write out your Career Goals using the S.R.C.M process.

The chance of you successfully achieving a goal can be dramatically increased if you follow the S.R.C.M process. Below is a summary of each of these steps.

- 1) Specific – Make your goal as specific as possible. What exactly do you want to achieve. If you told your goal to someone else, would they have enough detail to know exactly what it is you want?
- 2) Realistic – Is it realistic for you to make a million euro this year when your current salary is €30,000? Don't let other people decide what is realistic for you, only you can determine this. But remember, chasing an unrealistic goal is unlikely to be very fruitful.
- 3) Challenging – Goals must be challenging as otherwise you won't be motivated to get up off your butt and go after them. You want something slightly out of reach so that you have to stretch to get it, but not so far away that it becomes an impossible task.

4) Measurable – How are you going to monitor the progress, success or failure of your goal? Can you measure it in time? In quantity?

Decide if they are Short-Term or Long Term goals.

The next step, is to organise the goals that you have written down based upon how long you think it will take you to complete them.

Organizing your goals in such a fashion will help you to focus on what you should be doing now, and what you should be doing later on.

This in turn, will also prevent you from becoming overwhelmed with your goals, as you will know roughly how much time a goal will take to complete before you begin working on another goal.

The two main ways in which goals can be organised are by sorting them into either short or long-term goals. Typically, short-term goals can be met between 1-6 months and long-term goals between 1-5 years.

Note: In the [Goal Planner – Jobsearch](#), linked above, you can specify if a goal is short-term or long-term by filling in the Deadline column for each goal.

To find out more about Goal Setting, check out these articles...

[EruptingMind.com – The Ultimate Guide to Achieving your Goals](#)

[MindTools.com - Personal Goal Setting - How to Set SMART Goals](#)

Stage 3 - References

<https://www.thebalance.com/the-career-planning-process-524774>

<https://www.workitdaily.com/steps-career-development-plan/>

Appendix 1 - Clip a Job Advert for your ideal job

Evernote is a note taking Web App designed to help you stay organized that goes far beyond what you'd typically think of as a notebook. You can add text, images, audio, scanned documents, pdf files, and more to your notebook. You can also synchronize everything across all of your devices as it also has Desktop App for Windows OS, Tablet and Smartphone App so you can view your notes wherever you need them.

Steps to clip Job Advert

1. Download and Install Evernote using the following link :-
<https://evernote.com/download/>
2. Sign-up for a free Evernote account.
3. Create the following Notebook structure within Evernote for storing clipped job adverts and other job related items.

Job Search

- 01 – Jobs to Consider
- 05 – Jobs to Aim For in the Future
- 10 – Jobs to Apply For Now
- 15 – Job Apps Submitted
- Job Advice
- Job Cover Letters
- Job News
- Obstacles to Pursuing Career

4. Start the Firefox or Chrome browser and install the Evernote Web Clipper Add-on.
5. Open the website www.irishjobs.ie and search for a job which interests you.
6. Clip a job that meets your requirements into the appropriate notebook above depending on how you would classify it.

Stage 4 - Reaching your Career Goals

Introduction

At this point, you have made the difficult decision on what occupation to pursue as a starting point on your career. So, now you will have to make a start on building the training and experience to become ready to apply for positions. So, the main career goal that you will be pursuing is – Acquire a Job in your Chosen Occupation

Each occupation you have chosen in Stage 3 should be tracked by setting up a Project in Dashboard and Schedule worksheets of Study Log spreadsheet. This will enable you to progress towards achieving readiness for work in one of your chosen occupations.

You may find it necessary to pursue more than one occupation, if for example you feel each occupation is a viable option and you want to give yourself the best chance of finding work.

Follow this link to download Study Log spreadsheet...

[Evernote – Study Log – Jobsearch](#)

Step 1 - Transfer Courses from Career Development Plan to Course Scheduler and Prioritise

The purpose of the Course Scheduler is to allow the Job Seeker manage the many courses which they plan on doing to achieve their career goals. Where once it was only necessary to do one or two college based courses in a particular field to be qualified, it is now more likely that a person will also take many courses throughout their career to keep their skills up-to-date and improve their career success.

Now with many online courses available there is much greater choice and alternative ways of becoming qualified for a particular occupation. It is also possible to target particular job requirements with specific courses to provide the necessary knowledge and skills in a shorter time-frame.

Click on this link to open Course Scheduler - [Evernote – Course Scheduler](#)

First of all, transfer the courses you intend to do from the Career Development Plan to the Scheduled Courses – Career section of Course Scheduler. Once this is done, you can then put them in the best sequence to study them depending on the importance of job requirement in Career Development Plan.

Step 2 - Set-up Study Log to Begin Tracking Progress

Switch to Dashboard workbook and fill in the Occupations column with each Occupation you wish to pursue.

By referring to the Career Development Plan, Job Requirements column, fill in the Key Job Requirements To Target column in Dashboard workbook. These may change as you change your focus to different job requirements.

Also, on Dashboard workbook, there is a column Summary of Progress on Training for Occupation which you will fill in as you make progress on courses. This column will be useful to remind yourself of how training is going for a particular occupation.

You can also use it to let your mentor know what progress you have made since your last meeting.

Once Dashboard set-up, you should then fill out the Project Schedule worksheet which is used to list all Sub-Projects for each project and it also shows progress being made each week.

Identify Sub-Projects for each project (Occupation being pursued). So in the case of General Admin project, an example of Sub-Project is Gen Admin Training.

Note: Sub-Projects are used for each project as a means of simplifying the logging and reporting of progress made on each project. It would be too difficult in an Excel spreadsheet, to manage recording of time against individual tasks.

Project / Sub-Project	Description	Milestones
Project: General Admin		
Gen Admin Training	1. Financial and Management Accounting Course - eCollege. 2. MS Office Course - Alison 3. Customer Service Course - Alison	1. Complete MS Office Course

Decide on Planned Start Date and Deadline by which the Sub-Project should be completed by. Once that's done the Time Period for the task will be automatically filled-in. Also, specify an Estimated Duration in days, so as you record time against it, the % done value will be updated, giving you an indication of progress being made.

Step 3 – Record Training Progress

Select the first course to do from section - Scheduled Courses of Course Scheduler and add to the Description for Gen Admin Training Sub-Project.

So, when the Start Date of Gen Admin Training Sub-Project arrives you can then start recording progress on the Study Log worksheet.

Step 4 – Create Milestones for Current Review Period

As you become familiar with course content, you should then be able to identify Milestones for Gen Admin Training Sub-Project. See Schedule worksheet in Study Log for example.

Step 5 - Prepare for Review by Mentor

When the time comes for you to meet your mentor, you can refer to both the Dashboard and Schedule for details of progress you have made.

Conclusion

At this point you should be making good progress with training for your chosen occupation, so repeat Step 3 through to Step 5 above until you reach a point where you have achieved all your milestones and you feel ready to apply for positions.

Stage 4 - References

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