

CAREER PLANNING & DEVELOPMENT

Career Action Plan

Use this resource booklet to initiate and organize your career and academic exploration.

Assessments

MyPlan – Take this free career assessment and explore careers and academic majors aligned with your profile at www.drury.myplan.com.

StrengthsQuest – Discover your talents and see how they impact your career and academic success at www.strengthsquest.com.

Online Academic & Career Exploration

Career Exploration Websites

www.drury.edu/career/undergraduate - Click on *Major and Career Information* for websites with information on job descriptions, salaries, trends, and degree requirements for any occupation.

Academic Exploration Websites

www.drury.edu/career/what-can-i-do-with-this-major - *What can I do with this major?* Explore career areas, types of employers and strategies associated with academic majors.

Drury Programs and Course Descriptions

www.drury.edu/academics/areas-of-study - Check out majors and programs at Drury University that interest you.

Additional Career Exploration Activities

Informational Interview – Schedule one with a professional in your field of interest.

Job Shadow – Gain first-hand knowledge about a career by observing a professional at work.

Volunteer – Find an opportunity in your field of choice. Check out opportunities at www.drury.edu/volunteer.

Internships – Apply what you have learned and gain valuable experience in fields of interest. See www.drury.edu/career/internshipinfo.

Take a variety of courses – Speak to your academic advisor about taking courses in other majors to explore your interests.

MyPlan – Career Assessment www.drury.myplan.com

In order to access resources related to your results, make note of your User Name and Password.

Under *My Reports* record your: Top Interests _____

Personality Type _____ Top Values _____

Clifton Strengths – Assessment www.strengthsquest.com

In order to access resources related to your results, make note of your User Name and Password

Top Five Strengths _____

List three careers that interest you

1. _____ Degree required: _____

Why are you interested in this career? _____

Unsatisfying aspects: _____

Job Outlook: _____ Average salary: _____

2. _____ Degree required: _____

Why are you interested in this career? _____

Unsatisfying aspects: _____

Job Outlook: _____ Average salary: _____

3. _____ Degree required: _____

Why are you interested in this career? _____

Unsatisfying aspects: _____

Job Outlook: _____ Average salary: _____

Specific Goals

Long-Term: Career goal: _____

Education goal: _____

Short Term: Career Goal: _____

Education Goal: _____

Additional Considerations

What **obstacles** might prevent me from achieving my goals? (personal and career related)

What additional **resources** will I need to achieve my goals and where will I find them? (financial aid, family support, additional training, etc.)

What **specific steps** do I need to take in the next semester to reach my goal?

1.

2.

3.

What **additional considerations** for employment in this career field do I need to take into account? (skills, qualifications, certifications, licensures, job locations, etc.)

What **strategies** will help me achieve my educational and career goals? (review job openings, explore further training, conduct informational interviews, arrange a job shadow, create a resume, get an internship, meet with advisors/faculty/career services staff)

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Online Resources

1. **Career Planning and Development** – Drury University’s career services assists students with career and professional exploration and development.
www.drury.edu/career
2. **Handshake** – Drury University’s online job/internship postings and networking opportunities.
<https://drury.joinhandshake.com/>
3. **MyPlan** – Career assessment covers personality, interests, skills and values.
www.drury.myplan.com
4. **Clifton Strengths** – Discover your talents and apply them to your academics, career, and relationships.
www.strengthsquest.com
5. **Four-Year Plan** – Professional development suggestions year by year.
www.drury.edu/files/resources/four-year-plan.pdf
6. **Internships** – Procedures, requirements and deadlines for Drury internships found at
www.drury.edu/career/internshipinfo
7. **What can I do with a major in...?** – Information on careers and job sectors in which to any major.
<https://whatcanidowiththismajor.com/major/>
8. **Occupational Outlook Handbook** – Bureau of Labor Statistics database with information on job statistics including job outlook, pay, required education, job descriptions, and similar occupations.
www.bls.gov/ooh/
9. **O*NET Online** – This site offers descriptions of every career you can think of. Look here to make sure you really understand what a career entails.
www.onetonline.org/
10. **Glassdoor** – This site collects information and user-generated data to offer insights into various companies on both employee experience and salaries.
<https://www.glassdoor.com/Salaries/index.htm>
11. **Salary Calculator** – A salary data resource that determines approximate salaries depending on college attended, region, and experience.
www.jobsearchintelligence.com/salary-calculator-intro-etc
12. **Job Search Guide** – Drury’s guide to navigating the hiring process from job search strategies to accepting the job offer.
www.drury.edu/career/pdf/job-guide.pdf