Career Decision Making/Goal-Setting

The time and effort you devote to goal-setting will pay off when you prepare for interviews.

**Step 1: Identify your goal or objective.**
Ex. Select a career field.

**Step 2: Determine your options/alternatives.**
Ex. Will I consider only careers directly affiliated with my major? Only careers with particular earning potential? Only careers that require no education beyond Muhlenberg? Identify your interests, skills, and values in this guide or use Focus online to help you do this. Career Counselors are also available to assist you. Don’t get stuck here – ask for help!

**Step 3: Research. Explore. Gather information.**
Ex. What do people in this career field do? What is a logical career path? What skills and education do I need to enter this field? How many opportunities are there and where can I find them? In what ways will this career affect my lifestyle? Research in the Career Resource Library and online. Conduct Informational Interviews with alumni and others (refer to the Networking information in this guide). Do an internship (or two or three) or spend a day on the job with someone in the field on your own or through the Muhlenberg Shadow Program.

**Step 4: Evaluate the pros and cons of making this choice.**
Ex. Am I likely to find a job? Am I willing to relocate? Can I live on the salary I will be offered? Am I willing to learn the skills needed? Will this career be consistent with my values and interests?

**Step 5: Make a Realistic Action Plan.**
Write the steps and a timetable to accomplish to the goal given other commitments (current classes, campus activities, jobs, etc.). Meet with a Career Counselor for guidance.

If, at a future date, you decide to change your mind, begin the process again using this experience as added information to consider when you do Steps 2, 3, and 4.

*Tip: If you prefer to talk rather than write, you can discuss the steps with a listening partner (friend, Career Counselor, etc.) and ask that person to write down the main points for you.*

**Worksheet**

Putting your goals in writing will help ensure that you will proceed toward them.

**Step 1: Identify your goal or objective.**

**Step 2: Determine your options/alternatives.**

**Step 3: Research. Explore. Gather information.**

**Step 4: Evaluate the pros and cons of making this choice.**

**Step 5: Make an Action Plan.**

I will complete this process by: ___________ (date)

Signature

By signing and dating the worksheet, you are more likely to follow through - give yourself that added incentive.