

Career Action Planning Sheet

- This planning sheet is designed to assist you in starting your career planning journey.
- It is intended to be used within a career counseling appointment or independently.
- For additional career planning resources, visit sdmesa.edu/student-support/career-center/

Name: _____ Date: _____

Student ID#: _____ Email: _____

Reason for Appt: _____

Year in College: _____ Major (if declared): _____

Educational Goals: *(e.g. Certificate, Associate Degree, Bachelors, Master, Ph.D/Doctorate)*

- _____
- _____

Academic Strengths/Interests:

- _____
- _____

Disliked Academic Subjects:

- _____
- _____

Life Interests/Hobbies/Skills:

- _____
- _____

Past or Current Work Experience:

- _____
- _____

Careers/Industries of Interest:

- _____
- _____

Personal/Professional Values: *(e.g. Salary, Work-Life Balance, Independence, Creativity, Helping Others)*

- _____
- _____

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Personality Traits/Strengths/Talents:

- _____
- _____

Academic/Personal Challenges:

- _____
- _____

Action Plan/Next Steps:

- _____
- _____
- _____
- _____

Career Assessment Referral: ☐ Yes ☐ No

Actively Enrolled Mesa Students: (Requires Appt w/ Career Counselor):

☐ [Strong Interest Inventory \(SII\)](#) ☐ [MBTI \(Myers-Briggs Type Indicator\)](#)

Prospective/Alumni Students (FREE and open to the public):

☐ [Mesa Career Compass](#) ☐ [SD Career Coach](#) ☐ [ONET Interest Profiler](#) ☐ [16 Personalities](#)

Career Exploration/Readiness Activities:

- | | | | |
|---|--|--|--|
| ☐ Major Research | ☐ Volunteering | ☐ Resume Review | ☐ Mock Interview |
| ☐ Career Research | ☐ Internship | ☐ Cover Letter Review | ☐ Informational Interview |
| ☐ Education Planning | ☐ Work Experience | | |
| ☐ Personal Growth Class: _____ | | | |
| ☐ Mesa Campus Referral: _____ | | | |

Appointment Notes:
