

Name: _____

ASSIGNMENT 2: CAREER RESEARCH & GOALS

SECTION 1: [WWW.MYNEXTMOVE.ORG](http://www.MYNEXTMOVE.ORG)

Type in your job and find the most relevant result to get a basic overview of that job.

Job Titles: _____

Knowledge #1: _____

Do I Know This?

Knowledge #2: _____

Do I Know This?

Skill #1: _____

Do I Have This Skill?

Skill #2: _____

Do I Have This Skill?

Ability: #1: _____

Do I Have This Ability?

Ability #2: _____

Do I Have This Ability?

If yes,
bring it up
when
engaging
employers

If no, see
if you can
find a way
to address
that gap.

SECTION 2: JOB POSTINGS

Review Job Postings on sites such as indeed.com to note trends in your local area.

PLEASE REFERENCE YOUR OCCUPATIONAL RESEARCH ASSIGNMENTS

SECTION 3: OTHER INFORMATION

Use Google/Yahoo/Bing Searches to answer the following questions.

IT Students: Review IT field. If already in IT field, review a specialty (Ex: Cybersecurity, Web Design, etc.)

Business Support Students: Review your intended field. Review Administrative field if you are unsure.

What's it like to work in my intended career field?

What's an effective way to enter my intended career field?

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SECTION 4: CREATING SMARTER CAREER GOALS

1. **Specific:** Goals should be simplistically written and clearly define what you are going to do.
2. **Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
3. **Ambitious:** Goals should challenge you, allowing you to grow within the process.
4. **Realistic:** Goals should not be too difficult however. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.
5. **Time-Bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal.
6. **Evaluate:** Goals should be evaluated after a certain period to see if the timeline you set on this goal needs to be adjusted.
7. **Revise:** Goals should be revised based on one's current assessment of their bandwidth.

CERTIFICATION GOAL

I plan to certify in _____ by _____.

To achieve this goal, 3 steps I will take are:

- _____
- _____
- _____

CAREER GOAL

After completing Byte Back (_____), my goal is to work _____,

To achieve this goal, 3 steps I will take are:

- _____
- _____
- _____