

# Career Action Plan



Your “road map” to . . .

Who am I?

Where am I going?

How will I get there?



## Why Create a Career Action Plan?

Sometimes when people are confused about what to do, they do nothing. They decide to just wait and see what “comes along.” These people later realize that doing nothing is in itself a choice, and that very seldom does anything worthwhile just “come along.” Planning your life gives you control. If you create a plan then you get to make choices and decisions, rather than leaving things up to chance, or worse yet, letting others or circumstances make decisions for you.

A **Career Action Plan** is an opportunity to outline the progression of steps required to achieve your career goals. It is your “road map” to follow so that you can see the necessary steps to get where you eventually want to be. The purpose of this activity is to actually show you the steps involved and the research you need to plan completing these steps. By researching your career and using the described model, it will assist you in making the commitment to your future.

## Step One: Identify your Career Goal

You will first need to identify your future career. If you are not sure which career, you will need to select your career area of greatest interest and research the specifics of this career (such as education required, college or school offering this program, time frame involved, etc.). Occupational goals are set by thinking about what you want to do, career-wise, in both the short-term and long-term sense. Think about your career interests, the industries that your talents and skills align with and the level of compensation that best suits your needs. There are many assessments available that you can take to discover careers which line up best with your interests and talents.

## Step Two: Research the Labor Market

Data about labor supply and demand, earnings, employment and unemployment statistics, job outlook, and demographics of the labor force make up what is known as labor market information. Research and show the current and future

labor marketing information, or employment opportunities, for your career goal in the area you wish to live. This will include answering the following questions:

- Which industries employ people in this occupation?
- Where, geographically, will I be able to find a job?
- Will there be opportunities in the field I am considering after I complete the required training or education?
- How much will I earn?
- What is the career ladder?
- What will this occupation look like in the future?

You can start with the following on-line resources:

- [Occupational Outlook Handbook \(OOH\)](#): The Bureau of Labor Statistics (BLS) publishes this career encyclopedia. You will find employment, earnings and projections data for about 250 occupations. The OOH also includes extensive descriptions and educational, training and experience requirements, as well as information about advancement opportunities. It is revised every two years.
- [Career Guide to Industries \(CGI\)](#): This BLS publication is helpful if you want to learn about a particular industry and find out what occupations it employs. Find out about earnings, training requirements and advancement opportunities as well as job prospects and working conditions.
- [O\\*Net Online](#): This interactive tool for exploring occupations is sponsored by the US Department of Labor/Employment and Training Administration and developed by the National Center for O\*NET (the Occupational Information Network) Development. It covers an extensive number of occupations and includes BLS data and detailed descriptions.
- [Employment and Development Department](#): The Labor Market Information Division (LMID) is the official source for California Labor Market Information. They collect, analyze, and publish statistical data and reports on **California's** labor force, industries, occupations, employment projections, wages and other important labor market and economic data.

### **Step Three: Degrees and/or Certifications Required**

Determine what you need to do to prepare for your chosen career. Do you need special training? Is there a state or federal license that you need? Is there a cost for the certifications or licenses?

### **Step Four: Education and/or Training Programs**

While researching your Career Goal, there should be a section titled "Educational Requirements" or something similar, for example, "Required Training" or "Qualifications." This will let you learn how to become qualified to work in an occupation you are considering. The educational requirements may serve as a way to narrow down a list of possible career options. It is essential to know whether you are willing to put that much time into training.

Identify schools and programs for your career goal. If you need post-secondary education or specialized training, find out what institutions offer the training you need. How much will the training cost? How will you pay for the training or certifications?

### **Step Five: Job Skills**

Identify job skills desired for employment in the field of your career goal. Match and list those that you have or can obtain through experience, education or training.

### **Step Six: Related Experiences**

Identify experiences you have already completed in preparation for your occupations: 1) courses you have completed, 2) extracurricular activities, Career Technical Student Organizations or volunteering, 3) awards earned, 4) certifications you have earned.

### **Step Seven: Future Experiences**

Identify experiences that can help you prepare for your occupation. Determine what kind of experience you will need to be successful in the career. Consider an internship as a way to get work experience in the career field.

### **Step Eight: Action Steps**

When completing a Career Action Plan, you should have short and long-term goals. Describe the steps you will take, starting now, to prepare for transitioning out of school and into additional education, including training programs, or directly into the workforce. In every step of the plan, include the outcome for the step, the specific actions to take to reach that outcome, the resources, and the timeline to be completed.

When selecting your short and long-term goals, it's recommended your goals be SMART:

- Specific -- Identify your goal clearly and specifically.
- Measureable -- Include clear criteria to determine progress and accomplishment.
- Attainable -- The goal should have a 50 percent or greater chance of success.
- Relevant -- The goal is important and relevant to you.
- Time bound -- Commit to a specific timeframe.

Short-term goals can be reached in one to three years. Mid-term goals can take three to five years. Long-term goals can take about five to ten years. Using these time frames to set your goals will make following your plan easier.

Your listed short and long-term goals will give you the starting point on where to move next. Examples: you may need to enroll in school, apply for scholarships, take college entrance exams, apply for employment, or start a trade program in your area of interest. A well thought out Career Action Plan will prove to be a very useful tool to complete, revisit, and revise if necessary.

It is important to be realistic about expectations and timelines. Write down specific action steps to take to achieve your goals and help yourself stay organized. Check them off as you complete them, but feel free to amend your career action plan as needed. Your goals and priorities may change, and that is perfectly okay. Attempt to be as complete as possible, and be sure to pay attention to all of the detailed steps that are required for achieving your career goal. Some of your steps may require further education and some of your steps may not. You may need to complete additional research on your future career in order to map out the steps for attaining it. Identify the college or school that you plan to attend in order to complete your education, as well as any testing or certification. Identify when you plan to enroll and when you plan to graduate. Be as specific as possible.

### **Step Nine: Alternative Plan**

Sometimes plans change or the timing for our career goals get off track. Having a “Plan B” is not a bad idea, especially in today’s job market. Being able to recognize industry trends will help strengthen your marketability and help with an alternative plan. Choosing an alternative plan could mean taking an alternative path to your preferred occupation, identifying a related occupation, or choosing an entirely different path. In short, this is being prepared for life’s ‘what ifs?’



# MCROP Career Action Plan for

\_\_\_\_\_

(First and Last Name)

<b>Career Goal</b>		
<b>Labor Market Information</b>		
<b>Degree and/or Certification Required</b>		
<b>Education and/or Training Programs</b>		
<b>Job Skills</b>		
<b>Related Experiences</b>		
<b>Future Experiences</b>		
<b>Action Steps</b>		
<b>Short-Term</b>	<b>Mid-Term</b>	<b>Long-Term</b>
<b>Alternative Plan</b>		



# MCROP Career Action Plan

## For

### James Jobsearcher

First and Last Name

<b>Career Goal</b>	Police or Sheriff Patrol Officer																				
<b>Labor Market Information</b>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #0056b3; color: white;"> <thead> <tr> <th colspan="6" style="text-align: center;">Estimated Employment and Projected Growth Police and Sheriff Patrol Officers</th> </tr> <tr> <th style="text-align: center;">Geographic Area (Estimated Year-Projected Year)</th> <th style="text-align: center;">Estimated Employment</th> <th style="text-align: center;">Projected Employment</th> <th style="text-align: center;">Numeric Change</th> <th style="text-align: center;">Percent Change</th> <th style="text-align: center;">Job Openings</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">California (2016-2026)</td> <td style="text-align: center;">69,700</td> <td style="text-align: center;">73,200</td> <td style="text-align: center;">3,500</td> <td style="text-align: center;">5.0</td> <td style="text-align: center;">48,600</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Source: EDD/LMID Projections of Employment by Occupation at <a href="http://www.labormarketinfo.edd.ca.gov/data/employment-projections.html">www.labormarketinfo.edd.ca.gov/data/employment-projections.html</a></p> <p>The median wage in 2019 for Police and Sheriff Patrol Officers in CA is \$108,153 annually, or \$52.00 hourly. Most jobs (86.7%) are expected in local and special police departments rather than in federal and State agencies. <a href="http://www.labormarketinfo.edd.ca.gov/data/wages.html">www.labormarketinfo.edd.ca.gov/data/wages.html</a></p>			Estimated Employment and Projected Growth Police and Sheriff Patrol Officers						Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings	California (2016-2026)	69,700	73,200	3,500	5.0	48,600
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California (2016-2026)	69,700	73,200	3,500	5.0	48,600																
<b>Degree and/or Certification Required</b>	High School Diploma, Criminal Justice Associates of Arts Degree and Bachelors of Arts in Criminal Justice. POST Basic Certificate.																				
<b>Education and/or Training Programs</b>	POST Certified Training Program, pass a physical agility test, clear fingerprints (no felony or misdemeanor convictions), and complete 24 hours of continuing education every two years. Intermediate and Advanced POST Certificates are earned with experience and additional training.																				
<b>Job Skills</b>	Communication, active listening, empathy, social perceptiveness, problem solving, inductive reasoning, writing, good judgement, leadership, critical thinking, physical stamina and strength																				
<b>Related Experiences</b>	Member of Merced Police Cadet Program. Registered in high school ROP Law Enforcement. Enrolled in Spanish language classes. Competing in high school sports to build stamina and stay in shape.																				
<b>Future Experiences</b>	Enroll in ROP Forensic Science course. Complete ride-along internships with different branches of law enforcement. Volunteer as an Explorer or Cadet mentor. Meet requirements to teach law enforcement classes at community college.																				
<b>Action Steps</b>																					
<b>Short-Term</b>	<b>Mid-Term</b>	<b>Long-Term</b>																			
<b>MO/YR</b> Apply for Cadet/Explorers <b>MO/YR</b> Try-out and compete in high school swim and track teams <b>MO/YR</b> Pass Spanish I/II <b>MO/YR</b> Participate in Cadets/Explorers <b>MO/YR</b> Pass ROP Law Enforcement class <b>MO/YR</b> Pass Spanish II	<b>MO/YR</b> Pass Spanish III <b>MO/YR</b> Pass ROP <b>MO/YR</b> Forensic Science <b>MO/YR</b> Take PSAT and SAT <b>MO/YR</b> Continue Cadets/Explorers <b>MO/YR</b> Continue competing in swim and track <b>MO/YR</b> Apply for financial Aid and scholarships <b>MO/YR</b> Register Merced College <b>MO/YR</b> Enroll in classes Merced College <b>MO/YR</b> Graduate High School <b>MO/YR</b> Classes Merced College <b>MO/YR</b> Martial Arts and Boxing Merced College <b>MO/YR</b> Apply for transfer to CSU Stanislaus <b>MO/YR</b> Complete Criminal Justice AA	<b>MO/YR</b> Criminal Justice classes CSU Stanislaus <b>MO/YR</b> Begin cross-country/long distance training <b>MO/YR</b> Apply and become part of a city volunteer police force for local Police Officer positions <b>MO/YR</b> Earn Criminal Justice BA CSU Stanislaus <b>MO/YR</b> Hired as a Police Officer for the City of Merced <b>MO/YR</b> Begin POST Academy <b>MO/YR</b> Begin career as a Merced City Police Officer <b>MO/YR</b> Pass test for Detective																			
<b>Alternative Plan</b>	Juvenile Institutions. Local jobs require less education than a police officer. If educational plans change, this could be a good option.																				