

My Career Action Plan

Date:

1. What are the key elements of your self-assessment?

These are the foundation for your career objective

Strengths

Interest areas

Work values



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Practical considerations/constraints

2. What is your career objective – for the foreseeable future?

Try to frame a statement which incorporates key strengths and interests For example:

'I want to use my strengths in.....to work in/as.....in the.....field/sector'

'I want to work in/as....., using my strengths in.....and my interest in.....'

OR express your career objective in your own way

3. What do you need to do to make this happen? What action will you take and by when?

Action planning – identify your needs and decide on actions and target dates

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GOAL What do I need to do to move towards my objective?	STRATEGY What action can I take?	DATE When?



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GOAL	STRATEGY	DATE
What do I need to do to move towards my objective?	What action can I take?	When?