

My Interests

*Talents and
Abilities*

Areas for Growth

Job Skills

Community Service

Explore careers

Career Log

*Career Development
Activity*

Annual Review

MY CAREER
JOURNAL



Journals help us organize our thoughts.

JOURNAL

Now that you know what your strengths and weaknesses are, what skills do most jobs require? Use the following checklist to identify your strengths as well as the skills you need to develop.

What skills do I have that I may need in a job?

Basic Skills (CDOS 3.1)

- Listen-** I listen to the ideas of others and think about what they have to say.
- Read-** I read the ideas of others and think about what I read.
- Write-** I can provide others with my ideas or summarize information to give to others in writing.
- Speak-** I can present my ideas and information in a way that others can understand.

Thinking Skills (CDOS 3.2)

- Complex Problem Solving** – I can evaluate facts and solve advanced problems.
- Complex Decision Making-** I can make decision by applying logic and reasoning.

Personal Qualities (CDOS 3.3)

- Promptness-** I can arrive on time to complete a task.
- Reliable-** I can be trustworthy so others can depend upon me.
- Organized-** I can arrange my personal space, items and myself in an orderly way.

Interpersonal Skills (CDOS 3.4)

- Social Perceptiveness** – I am aware of others' reactions and understanding why they react as they do.
- Coordination** – I can adjust my actions in relation to others' actions.
- Persuasion** – I can appropriately persuade others to change their minds or behavior.
- Negotiation** – I can bring others together and trying to reconcile differences.
- Instructing** – I can teach others how to do something.
- Service Orientation** – I can actively look for ways to help people.

Technological Skills (CDOS 3.5 and 3.6)

- Operations Analysis** – I can figure out needs and product requirements to create a design.
- Equipment Selection** – I can determine the kind of tools and equipment needed to do a job.
- Installation** – I can install equipment, machines, wiring, or programs to meet specifications.
- Programming** – I can use software to finalize a document for various purposes.
- Operation Monitoring** – I can watch gauges, dials, or other indicators to make sure a machine is working properly.
- Equipment Maintenance** – I can perform routine maintenance on equipment and determine when and what kind of maintenance is needed.
- Troubleshooting** – I can determine causes of operating errors and decide what to do about it.
- Repairing** – I can repair machines or systems using the needed tools.

Resource Management Skills (CDOS 3.7)

- Time Management** – I can manage my time and the time of others.
- Management of Financial Resources** – I can determine how money will be spent to get the work done, and account for these expenditures.
- Management of Material Resources** – I can manage the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources** – I can motivate, develop, and direct people as they work, by identifying the best people for the job.

Systems Skills (CDOS 3.8)

- Judgment and Decision Making** – I can weigh the pros and cons of potential scenarios and make the most appropriate decision, even if others may not like it.
- Systems Evaluation** – I can evaluate a system/ organization/ process and determine areas to improve.

JOURNAL

As you investigate careers in health care, take a moment to jot down which careers you are thinking about. You'll be glad you did!

Be sure to include:

- Occupation title
- Occupational description
- Your thoughts/ reflections

CAREER LOG

Occupational Title	Occupational Description	Comment	Rating 4= Highly consider 3= Consider 2= Maybe 1= No thanks!

JOURNAL

Keep track of your career development progress.
Be sure to maintain your annual review log.

ANNUAL REVIEW

Reviewed (check box)	Name	Title	Date
<input type="checkbox"/>		Student	
<input type="checkbox"/>		Parent	
<input type="checkbox"/>		Teacher	
<input type="checkbox"/>		Guidance Counselor	
<input type="checkbox"/>			
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C.H.O.I.C.E. Careers in Healthcare: Options in Choosing Employment.
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