

# Career Action Planning

## Your professional roadmap

Whether you are looking to begin your career journey, advance your existing career or start over and change career, it can be overwhelming and often lead to uncertainty about the best course of action for you to take. In this instance, it is essential to create a Career Action Plan.

### What is career planning?

Put simply, career planning is a process which unpacks your capabilities and skills, interests and values whilst also considering the career options that are available to you. It is vital to engage in career planning on an ongoing basis as, over time, your preferences, strengths, personal circumstances and professional goals may evolve.

To assist in the career planning process, it is recommended that you create a Career Action Plan. A Career Action Plan is a dynamic, evolving document that is self-managed and intended to reflect your professional goals and areas for development over time. Commonly it serves the purpose of a roadmap, setting out how you plan to get from Point A (your starting point) to Point B (getting a job and excelling through your career) and highlights key tasks, actions and outcomes in order to achieve this.

### Step 1: Identifying your Motivators

Reflect in the below text box by writing down the motivating factors for your career decisions so far on your journey. This may include:

- What are you currently studying and why did you choose this degree/discipline? (e.g. did you choose your study program because you were interested in the subject content, or was it because of a job or career outcome, or something else)?
- What is your preferred learning style and approach to study (e.g., visual, reading and writing, teacher-led, theory or practical, group-work or individual)?

### Step 2: Identifying your Next Steps

Consider by writing down in the below text box where you want your next steps to take you, for example:

- What do you hope to do after your degree (e.g., do you want to undertake further studies, or transition to the workforce in a professional role, or some combination of both etc.)?
- Where do you see yourself based geographically?
- How are you wanting to work/study (e.g. office, clinical setting, virtual/online, from home, some mix of some or all)?

## Step 3: Identifying your Career Goals

Based on your degree and interests, articulate in the below text box what you hope to achieve in your career in the short and long-term future. When answering, consider the following questions:

- What types of roles/positions do you think you may apply for before/after you graduate? A helpful tool for matching your discipline knowledge and capabilities to potential jobs is [JobOutlook.gov.au](http://JobOutlook.gov.au). [myfuture.edu.au](http://myfuture.edu.au) is another useful resource to help with career planning and goal-setting.

Short-term goals

Long-term goals

## Step 4: Identifying the requirements in industry

Now that you have identified the types of roles that seem of interest, it is important to unpack example position descriptions to identify if your knowledge, capabilities and experiences match what the employer is looking for. An example self-audit table is provided below.

Selection criteria	Alignment to role	Areas for development
Demonstrated ability to prioritise tasks through <b>time and project management</b> as supported by good <b>teamwork</b> and <b>communication</b> skills and to <b>work independently</b> while maintaining <b>attention to detail</b> .	<p><b>Time management</b></p> <ul style="list-style-type: none"> <li>• Part-time role whilst balancing study</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Collaborated on an SSP Project</li> </ul>	<p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• Collaborate on a Summer Research Scholarship</li> </ul>

Not sure where to look for opportunities to enhance your employability? There are a range of programs that you can apply to, they are:

Get experience by participating in an **Enrichment Program**

Become a **volunteer or mentor**

Seek Career Advice via **Career Programs**

Develop your entrepreneurial skills by enrolling in a **Ventures Program**

Now it is your turn, pick as many jobs as you want and identify the types of criteria for each role in the below on the next page.

### For further details, please contact:

#### Career Development Learning

Student Enrichment and Employability Development  
[careers@uq.edu.au](mailto:careers@uq.edu.au)  
[employability.uq.edu.au/career-development](http://employability.uq.edu.au/career-development)



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Selection criteria	Alignment to role	Areas for development