

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Discovery Checkpoint**

**Overview**

Before graduating, it is important to explore your professional skills, strengths, interests, and employment opportunities. This activity will be useful in understanding and planning your career.

**Fill out this document electronically then email it to your CSP counselor.**

**Career Assessment**

Visit the campus career center to conduct a career assessment. This will help identify your professional skills and interests. If you are unable to conduct a career assessment on campus, you may be able to conduct one online, **with prior approval from your UFC counselor**. Please fill in the following information based upon your results:

Career Choice 1: Click here to enter text.

Career Choice 2: Click here to enter text.   
Career Choice 3: Click here to enter text.

**Occupational Outlook Handbook (OOH)**

The OOH is a tool to help job seekers, students, educators, and professionals find the most accurate career information. Visit the OOH site at [www.bls.gov/ooh/.](https://www.bls.gov/ooh/) Search for your career choice or try to find it within the categories on the left on the home page.

**Please Note**: If you cannot find your exact career, select something similar in that category. After making your selection, complete the following:

1. Name of Career Choice 1: Click here to enter text.
2. Entry Level Education: Click here to enter text.

3) Median Career Salary: Click here to enter text.

4) Job Outlook: Click here to enter text.

5) What skills are required for this career? Click here to enter text.

6) What are some duties and responsibilities of this career field that spark your interest? Be specific.

Click here to enter text.

7) What are the educational requirements for this career? Does this career field require any special certifications or licensures?

Click here to enter text.

8) What are some **experiences** and skills you need to gain before entering this this career?

Click here to enter text.

9) If this career requires a graduate degree, what will you do **in between** undergraduate and graduate school to afford the cost of living?   
 Click here to enter text.

**Internships**

Internships give you valuable real-world skills and experiences. Exploring potential internships will familiarize you with typical internship application processes.

Find two internships related to your Career Choice #1 and fill in the following information:

**A) Internship Name**: Click here to enter text. Website: Click here to enter text.

1) How would this internship prepare you for a career? Be specific.

Click here to enter text.

2) What experiences and skills could you gain from this internship? Be specific.

Click here to enter text.

3) What qualifications are necessary to apply for this internship? Be specific.

Click here to enter text.

4) When is the deadline to apply for this internship?

Click here to enter text.

5) What do you need to do to prepare for this internship? Briefly Explain.

Click here to enter text.

**B) Internship Name: Click here to enter text. Website: Click here to enter text.**

1) How would this internship prepare you for a career? Be specific.

Click here to enter text.

2) What experiences and skills could you gain from this internship? Be specific.

Click here to enter text.

3) What qualifications are necessary to apply for this internship? Be specific.

Click here to enter text.

4) When is the deadline to apply for this internship?

Click here to enter text.

5) What do you need to do to prepare for this internship? Briefly Explain.

Click here to enter text.

**Reflection Questions**

1) What did you learn about yourself through this activity?

Click here to enter text.

2) What did you learn that you didn’t know before?

Click here to enter text.

3) How well suited is your current **major** for your intended career and any graduate schooling you may need?

Click here to enter text.

4) Name three things you plan to do in the **next year** to help bring you closer to your career goal.

Click here to enter text.

5) Name **one person** that could provide career advice as you prepare for the future (e.g. a professor, former supervisor, mentor, etc.).

Click here to enter text.

6) The following majors are under-represented among our students yet lead to rewarding careers and salaries, often with just a Bachelor’s degree: **Public Health, Urban Planning, and Public Administration.** Have you considered any of these majors? Why or why not?

Click here to enter text.

**Congratulations! You’ve completed the checkpoint!**

**Please email this document to your College Sponsorship Counselor.**

