

Table 1. Identifying Career Skills and Requirements: Listing the Job Specifications for Different Position Levels

Job Requirements	Entry-Level	Mid-Level	Senior-Level
Job Title:			
Experience			
Key Competencies			
Soft Skills			
Hard Skills			
Certifications			
Key Qualifications			

Table 2. Goal Preassessment: Skill Assessment for Career of Interest

Career Goal:	Current Assessment of Skills	Ways to Improve	Action Items or Resources
Soft Skills			
Hard Skills			
Education			
Certifications/ Training			
Work Experience			

Table 3. Creating a Career Plan: Listing Short-Term Goals and Resources Required

Short-term Goal (within 3–6 months)	Resources Needed
<u>Goal 1</u>	
<u>Goal 2</u>	
<u>Goal 3</u>	