



# CareerSMARTZ

**A prescription for a healthy, rewarding and successful career.**  
(For use with high school and college students)

Listed below are Milestones 1-5 of the CareerSMARTZ program and their corresponding Activities, Checklists, Forms, and Documents. Milestones 6 and 7 have been omitted as they are design for experienced working adults and retirees. CareerSMARTZ was developed to help you achieve more success in your career and higher levels of personal happiness. The Milestones and Activities should be completed in the order presented. Note the items checked below as they represent the “action steps” that your counselor/advisor recommends that you complete to advance your career development.

## Milestone 1: Get Ready to Succeed

### Activities:

- Learn about the CareerSMARTZ program.** (Welcome, Q&A and TOC documents)
- Program Your Mindset for Success.** (Checklist 1.1 and Form 1.1)
- Build a Support Team.** (Checklist 1.2 and Form 1.2)

## Milestone 2: Select a Career Goal and a Mission Objective

### Activities:

- Define Your Ideal Career Criteria.** (Checklist 2.1, Form 2.1 and Appendixes 2.1 A and 2.1 B)
- Identify Career Options.** (Checklist 2.2 and Form 2.2)
- Select Your Top 3 Career Options.** (Checklist 2.3 and Form 2.3)
- Discover Occupational Needs.** (Checklist 2.4 and Form 2.4)
- Select a Career Goal.** (Checklist 2.5 and Form 2.5)
- Define a Career Mission Objective.** (Checklist 2.6 and Form 2.6)

## Milestone 3: Identify and Develop the Necessary Career Entrance Qualifications:

### Activities:

- Identify Your Career Entrance Qualifications.** (Checklist 3.1 and Form 3.1)
- Arrange Your Qualifications Into a Sequential Checklist** (Checklist 3.2 and Form 3.2)

## Milestone 4: Define and Promote Your Talent (i.e. Your Professional Brand):

### Activities:

- Define Your Talent (Professional Brand).** (Checklist 4.1 and Form 4.1)
- Promote Your Talent.** (Checklist 4.2 and Form 4.2)

## Milestone 5: Seek and Secure Employment:

### Activities:

- Identify Target Employers.** (Checklist 5.1 and Form 5.1)
- Determine Your Employment Value.** (Checklist 5.2 and Form 5.2)
- Resolve Your Employment Obstacles.** (Checklist 5.3 and Form 5.3)
- Apply for Employment.** (Checklist 5.4 and Form 5.4)
- Interview for Employment.** (Checklist 5.5 and Form 5.5)
- Start Your New Job Professionally** (Checklist 5.6)