CareerSMARTZ (CS15)

A highly effective career success strategy built around "Find a need and fill it."

Task 7:
Identify Your Career Entrance Qualifications

Note: All underlined words are hyperlinks to Internet websites and will only function when viewing this document on your computer.

Objective

The objective of this guide is to help you identify all the activities that you need to complete to qualify for entrance into your chosen career goal.

Materials needed

- CS15 (the document that you are reading now)
- A blank printed copy of CS16 (My Career Entrance Qualifications)
- Your completed copy of CS10 (My Talent Requirements) including the occupational profile, help-wanted ads, and informational interview notes that you collected or prepared for your chosen career goal

Follow the steps below to complete this guide.

1. Collect your notes. Gather the following materials that you collected or completed in Task 4 CS9 (Identify The Talent Needed For Your Top 3 Career Options) - the occupational profile, related help-wanted ads, and informational interview notes for the occupation that you selected as your career goal.

2. Obtain a blank copy of CS16 (My Career Entrance Qualifications).

3. Enter the job title of your career goal on the appropriate line on CS16 (My Career Entrance Qualifications).

4. Review the list of possible career prep activities on CS16 (My Career Entrance Qualifications). Consider this list to be a "master list." No job will require all, or even most, of these qualifying activities. However, this master list will help you identify those activities that are **recommended** or **required** for your career goal.

5. Start with the first qualifying activity – Education/Training.

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Most jobs require some form of education or training. Review the occupational profile that you collected in Task 4 CS9 (Identify The Talent Needed For Your Top 3 Career Options) - for your career goal and the related help-wanted ads and informational interview notes. From these materials, identify the type of education or training that is RECOMMENDED or REQUIRED for entrance into your career goal.

Note: typically, the occupational profile is the most accurate source of information.

Check the appropriate type of education or training on the list of options on CS16 (My Career Entrance Qualifications) – see the example below. If some form of education or training is required, also record the area of specialization. Finally, if the qualifying activity is only **recommended**, record an RC (Recommended) in the column to the left of the activity. It the activity is **required**, record a RQ (Required).

In our example below, we have indicated that a **2-year associate degree in computer programming is required.**

If no formal education or training is recommended or required, leave this area blank and move on to the next career prep activity.

	1. Education/Training:	
	1.1 [ ] High school diploma (or GED)	
	1.2 [ ] Up to 1 year technical training in...	
RQ	1.3 [✔] 2 year associate degree in...	**Computer Programming**
	1.4 [ ] 4 year bachelor's degree in...	

6. Note the next possible career prep activity on the list on CS16 (My Career Entrance Qualifications) – Driver's license. Following the same procedure as you did in the above step first review your profile, help-wanted ads and informational interview notes to determine if a driver's license is recommended or required.

If recommended or required, check the item on CS16 (My Career Entrance Qualifications) and indicate whether it is recommended or required and then move on to the next career prep activity. If not recommended or required, leave this item blank and move on to the next career prep activity.

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7. Repeat the process you completed in Steps 5 and 6 above for all the remaining career prep activities listed on CS16 (My Career Entrance Qualifications).

   Note: If you discover that your career requires or recommends certain qualifications NOT found on the CS16 document, list those qualifications under the "Other" section.

   Be patient! Depending upon the qualifications required or recommended for your career goal, this step might take some time to complete.

In this exercise, accuracy counts!

Failure to identify all recommended or required qualifications may delay or prevent you from entering your chosen career goal. Take your time and complete this step properly and fully.

What's your next step?

Move on to Task 8 CS17 (Arrange Your Entrance Qualifications Into a To-do Checklist) to develop a step-by-step plan for acquiring all your necessary entrance qualifications.

Need more help? Visit the Contact US page at www.CareerSMARTZ.com.