

# CareerSMARTZ (CS28)

*A highly effective career success strategy built around “Find a need and fill it.”*

## My Employment Value

Use a separate form for each employer

### Part A – Occupational overview (key facts)

<b>Position title:</b>	<b>Employer:</b>
<b>1. Goals of the position:</b>	<b>2. Major objectives:</b>
<b>3. Main strategies for reaching the objectives:</b>	<b>4. Major obstacles expected in reaching the objectives:</b>
<b>5. Solutions to employ:</b>	<b>6. Critical resources needed:</b>
<b>7. Strategy for success (Attach Flowchart or description from Form 4.1 (My Talent Profile), item #7.</b>	

# ***CareerSMARTZ (CS28)***

***A highly effective career success strategy built around “Find a need and fill it.”***

## **Part B – Sample plan of action** (Revise as you see fit)

- Step 1:** Meet with supervisor to define and outline the goals, objectives and strategies to be used to achieve success.
  
- Step 2:** Meet and greet key colleagues, clients, customers to establish a positive working relationship.
  
- Step 3:** Ask for input (i.e. observations, suggestions, concerns) from key colleagues, clients and customers to determine prime issues to resolve.
  
- Step 4:** Prepare a report for my supervisor regarding the results of Step 3 above.
  
- Step 5:** Review the report with my supervisor and revise goals, etc. as needed.
  
- Step 6:** Put plan into action according to pre-determined schedule.
  
- Step 7:** Evaluate success of my plan.
  
- Step 8:** Prepare report for supervisor outlining success and areas needing improvement.
  
- Step 9:** Revise plan as needed and continue.

# CareerSMARTZ (CS28)

*A highly effective career success strategy built around “Find a need and fill it.”*

## Part C – Criteria for success

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_