**RoadMap**

Complete the results for the assessments below. The assessment data will help you develop clarity so that you can solidify a framework for making career decisions. The assessments should help guide you to the types of jobs, organizations and industry as well as how those workforce dynamics fit into your career goals.

Input the results from your assessments below:

**Values**

* Top 3 Values
  + 1st =
  + 2nd =
  + 3rd =
* Bottom 3 Values =
  + 1st =
  + 2nd =
  + 3rd =

|  |  |  |  |
| --- | --- | --- | --- |
| **Top 3 Values** | **If you could put into 5 words or less how this value shows up in your job please describe** | **How much of your current role aligns with these values (1 – 10)** | **If these values were not in the next job rank how likely it would be for you to take the job (1 – 10)** |
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| **Bottom 3 Values** | **If you could put into 5 words or less how this value shows up in your job please describe** | **How much of your current role has these values incorporated (1 – 10)** | **If these values were incorporate in your next job rank how likely it would be for you to take the job (1 – 10)** |
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**Interests**

* Realistic =
* Investigative =
* Artistic =
* Social =
* Enterprising =
* Conventional =

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| --- | --- | --- | --- |
| **Type of Interest** | **Definition** | **How much do you use this in your role? (1 – 10)** | **How much do you want to use this within your role? (1 – 10)** |
| **Realistic** | Kinesthetic – Hands on – Physical |  |  |
| **Investigative** | Researching – Problem Solving |  |  |
| **Artistic** | Creative – Autonomous – Flexible |  |  |
| **Social** | Interactive – Relational – People-centric |  |  |
| **Enterprising** | Influencer – Galvanize the troops – Impact |  |  |
| **Conventional** | Process driven – Structures & Systems |  |  |

**Skills**

Brainstorm your skills, pull them from your resume, recall from feedback given from colleagues, superiors etc:

* Thought Process
  + List Skills =
* Administrative/Business/Finance
  + List Skills =
* Communication/Interpersonal
  + List Skills =
* Leadership/Management/Enterprising
  + List Skills =
* Teamwork/Collaboration
  + List Skills =
* Technology
  + List Skills =
* Specialized Projects
  + List Skills =

**Professional Competencies/Career Readiness**

Rank your competency level for the following competencies (1 – 10)

*1 = lowest competency/ability, 10 = highest competency/ability*

* **Professionalism & Work Ethic =** 
  + Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
* **Oral & Written Communication =** 
  + Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
* **Problem Solving/Critical Thinking =** 
  + Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
* **Teamwork & Collaboration =** 
  + Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
* **Intercultural Fluency =** 
  + Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
* **Technology =** 
  + Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
* **Career Management =** 
  + Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
* **Leadership =** 
  + Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Personal Mission Statement**



**Mission (Key Questions)**

1. What questions do you want to drive your story?
2. List the values that you want to shape your story.
3. How do you hope your mission will impact your career, business, life, relationships, future, etc?

**The Structure of your Mission Statement**

1. What is your **CAUSE**? (Who, What, Where?)
2. What **ACTIONS** will you take? (What you do)
3. What **IMPACT** will you have? (What Changes as a result of your work?)

**Write out a draft of your Mission Statement below.**

**Jobs, Organizations & Industries of Interest – Triangulation**

In order to zero-in on the job search it is important have a clear picture of the types of careers and industries that you’re interested in. Keeping in consideration that the workforce is constantly changing as well as our exposure to a broad workforce. Clarifying our interests can be done in a variety of ways. The following questions below should serve as a guide to inventory jobs and industries that you’re interested in.

1. **From you’re O’net Interest Assessment, what are some jobs that you’re interested in?**
2. **Based on the skills that you’ve inventory from your resume and overall professional background, what are some ideas for prospective jobs and/or industries that you’re interested in?**
3. **What “In-demand” careers or industries were you able to research that are interesting to you?**
4. **From the Linkedin Career Exploration activity, what jobs and/or industries were you able to find that are interesting to you?**

**GAP Analysis**

In order to increase our marketability and/or become career ready for a particular job/industry we must assess workforce trends in comparison to our own professional background. We can do this by contrasting job description, workforce data, Linkedin profiles and more.

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| --- | --- | --- | --- | --- |
| **Name of Job Title or Industry** | **Rank your level of interest**  **(1 – 10)** | **List the most common required skills and experience needed** | **List the required education and/or credentials** | **Rank how qualified you are for this position**  **(1 – 10)** |
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**What would you consider your “dream job?”**

**What skills, experience, and qualifications do you need for your “dream job?”**

**Roadmap Objectives**

For each Roadmap objective you want to focus on setting and executing goals within 1 year. For each objective you want the goals to SMART (Specific, Measurable, Actionable, Realistic, Time Sensitive). Use (How, Who, When) to flesh out deliverables for each area.

**If you fast forward “X” amount time what is your career?**

* **How did you get there?**
* **Who helped you get there?**
* **What tools or resources did you use to get there?**
* **When did you get there?**

**Networking**

*For each deliverable below ask yourself the following questions in order to actualize each goal.*

* + How will you accomplish this task?
  + Who will help you accomplish this task?
  + What will help you accomplish this task?
  + When will you accomplish this task?
* Develop a “top” list of “dream jobs” and “dream companies”
* Identify and generate a list of major stakeholders at your dream organization
* Understand how to provide value to key stakeholders
* Utilize Linkedin for networking in order to produce results in the job search
* Utilize your own social capital for networking to produce results in the job search

**Marketing Yourself**

*For each deliverable below ask yourself the following questions in order to actualize each goal.*

* + How will you accomplish this task?
  + Who will help you accomplish this task?
  + What will help you accomplish this task?
  + When will you accomplish this task?
* Assess and leverage the components for your personal brand
* Able to tell your story authentically in a way that provides value to key stakeholders
* Understand and identify your target audience
* Develop a strategy for leveraging your personal brand

**Workforce Research**

*For each deliverable below ask yourself the following questions in order to actualize each goal.*

* + How will you accomplish this task?
  + Who will help you accomplish this task?
  + What will help you accomplish this task?
  + When will you accomplish this task?
* Identify jobs and industries of interest using online tools
* Determine necessary skills and qualifications based on different jobs and industries of interest
* Determine salary and relevant data points based on geography, jobs and industries

**Resume & Cover Letter Writing**

*For each deliverable below ask yourself the following questions in order to actualize each goal.*

* + How will you accomplish this task?
  + Who will help you accomplish this task?
  + What will help you accomplish this task?
  + When will you accomplish this task?
* Able to review job descriptions and online resource to assess skills, experience and qualifications to provide on a resume
* Able to customize resume and cover letter to fit the specifications of a job
* Able to utilize resume and cover letter template to customize a personalized document
* Able to leverage chronological, functional and combination styles to customize document

**Interviewing**

*For each deliverable below ask yourself the following questions in order to actualize each goal.*

* + How will you accomplish this task?
  + Who will help you accomplish this task?
  + What will help you accomplish this task?
  + When will you accomplish this task?
* Understand the various types of interviews
* Understand how to prepare for an interview
* Able to tell your story in an interview

**Other**

Feel free to flesh out additional components of your roadmap that have not been prescribed in the previous components.

*For each deliverable below ask yourself the following questions in order to actualize each goal.*