

## Steps To Effective Decision Making

**D**efine the decision to be made.

**E**valuate your needs and wants.

**C**ompile a list of realistic alternatives.

**I**nvestigate each alternative.

**D**etermine the best alternative.

**E**stablish a plan and implement it!

# STUDENT SUCCESS PLANNER



# Self Knowledge

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## Personal Traits:

Employers seek people who possess a variety of positive personality traits. What experiences have you had that show the following traits are a part of your development?

1. Responsibility: \_\_\_\_\_  
\_\_\_\_\_
2. Self-esteem: \_\_\_\_\_  
\_\_\_\_\_
3. Sociability: \_\_\_\_\_  
\_\_\_\_\_
4. Integrity/Honesty: \_\_\_\_\_  
\_\_\_\_\_
5. Cooperation: \_\_\_\_\_  
\_\_\_\_\_

## Values and Goals:

What values are important to you in your choice of a career? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your goals for the future? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Interests and Hobbies:

List the things you enjoy doing in your leisure time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Job Skills:

What skills have you developed that would make you employable? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Aptitudes and Learning Styles:

Considering your grades and standardized test scores, what are your areas of strength? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After taking a learning styles assessment, what is your learning style? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Achievements:

\_\_\_\_\_  
\_\_\_\_\_

**Plans after high school:**

- Enter the workforce
- Attend a two-year college
- Attend a four-year college
- Attend a trade/vocational school
- Join the military. Which branch? \_\_\_\_\_
- Begin an apprenticeship or job-training
- Other \_\_\_\_\_

**Career Exploration:**

I have learned about the following careers this year: \_\_\_\_\_

Using the knowledge about myself, these careers are (or are not) suitable for me because: \_\_\_\_\_

**Results of Career Assessment:**

Name of Assessment	Date	Results
1.		
2.		
3.		

**Pre-Employment Experiences:**

- talked with parents or adults about career plans
- participated in extra-curricular activities
- participated in community organizations
- explored career information in the Career Center
- held leadership positions or offices
- served as a volunteer
- took a field trip related to a career
- participated in a simulated interview
- asked for letters of recommendation
- took part in a career day
- held part-time or summer job
- heard speakers (college reps, etc.)
- interviewed a worker
- observed or shadowed a worker
- filled out applications
- wrote for information on careers
- participated in a job interview
- completed a resume

**Work Experience (Include Volunteer and Part-time Work):**

Employer	Dates	Type of Work	Skills

**Notes:**

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