



the career planning process

Whether you are seeking your first job, or considering changing to a different field, you must take various actions to obtain a job.

phase 1: Assess your personal interest, abilities, and career goals.

phase 2: Evaluate the current employment market.

phase 3: Identify specific job opportunities.

phase 4: Apply for employment positions with the use of a résumé or application letter.

phase 5: Interview for available positions.

phase 6: Obtain additional career training.