

Career Action Plan CHECKLIST

Keep track of your career activities and information in this Career Action Plan.

Self-Knowledge

- FOCUS 2** – Reveal work interests, values, skills, personality type and leisure time interests through this career assessment at: www.otc.edu/careerservices/24544.php
[Access ID: eagles](#)
- StrengthsQuest** – Discover your talents and their application to your career and academic success. www.strengthsquest.com – Access code available through Career Employment services.
- Career Coach** – <https://otc.emsicareercoach.com> **My Next Move** – <http://www.mynextmove.org/>

Career Exploration

- Job Search and Career Exploration Websites**
Find job descriptions, salaries, trends, and degree requirements for multiple occupations.
www.otc.edu – Type *Job and Career Exploration Sites* into Search Box for a list of websites.

- OTC Programs and Course Descriptions**
Check out certificate and degree programs that interest you at OTC.
www.otc.edu – Click *View Full Website | Admissions | Catalog | Course Descriptions*

ADDITIONAL CAREER EXPLORATION ACTIVITIES

- Informational Interview** – Schedule with a professional in your field of interest.
- Job Shadow** – Shadow a professional and gain knowledge about the specifics of a career.
- Experiential Learning** – Find internship/volunteer opportunities in your field of choice.
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- Transfer Resources** – Gather information about transferring to and from colleges and universities.
 - Transfer Help Desk** – Representatives from MSU and Drury University located in Student Services.
 - Online** – www.otc.edu search *Transfer Resources*

- Career Goals** – Determine ultimate, long-term career goals.
- Academic Major** – Choose an academic major, degree, and college that will enable you to reach your career goals.
- Short-Term Goals** – Identify the next steps needed to complete your long-term career goals.
- Career Action Plan – Timeline** – Assess your academic and career plans for compatibility.

Visit **Career Employment Services** to discuss your academic and career options.

Call 417-447-6964 or email careeremp@otc.edu

FIRST YEAR		TIMELINE	Date completed
CAREER EXPLORATION			
Complete the FOCUS 2 online career assessment.			
Research career options and develop a list of occupations that interest you. Identify educational requirements. To make an informed decision search online resources and job postings; conduct informational interviewing; participate in job shadowing and internship opportunities.			
Prioritize career choices into Plan A, B, and C and determine how they interrelate.			
Develop a SMART Career Action Plan: S pecific, M easurable, A chievable, R elevant, T ime-Bound			
ACADEMIC ACTION			
Update your degree program to reflect your long-term career and academic goals.			
Conduct a degree audit through MyOTC to identify courses needed to fulfill the degree requirements. Visit with your Academic Advisor for assistance in scheduling classes.			
Visit with a college transfer advisor from the 4-year college of your choice to determine the required coursework needed here at OTC for pursuing a bachelor's degree.			
EXPERIENTIAL LEARNING			
Register on College Central Network , OTC's online job and résumé board, to engage with employers and find associated career opportunities.			
Talk to your instructors about how to secure an internship in your career field.			
Find part-time work or a summer job in a field related to your career goals.			
Volunteer in the community in your area of study or join campus organizations that expose you to networking opportunities.			
SECOND YEAR			
Review and update your Career Action Plan and revise long and short-term goals as needed.			
Attend OTC Career Fairs and employer events – network for immediate/future employment.			
SEEKING EMPLOYMENT – Before, during, and after Ozarks Technical Community College			
Create an effective résumé with assistance from Career Employment Services and submit to College Central Network , OTC's online job and résumé board.			
Search employment opportunities online through College Central Network and additional job search engines listed on the website at www.otc.edu/careerservices .			
Network for information on job opportunities with career services staff, area employers at college career events, program instructors, family, friends and acquaintances.			
Strengthen interview skills using InterviewStream , located at https://otc.interviewstream.com/ , or call Career Employment Services for individual coaching.			
CONTINUING EDUCATION – Transfer to 4-Year College or University			
Apply early for admissions and scholarships to your college of choice. Check websites for deadlines, requirements, and transfer events.			
Contact a professor or faculty member in your chosen academic major and seek advice on current and future career options in that field of interest.			
Prepare and update your résumé to use in scholarship and admissions applications. See Career Employment Services for assistance.			

Career Action Plan - TIMELINE

Online Resources

Let's Get to Work! Career Employment Services Ozarks Technical Community College

1. **Guide to Getting the Job!** – OTC's handbook for info on applications, cover letters, résumés, and interviewing.
http://students.otc.edu/media/uploads/sites/13/2009/11/Guide-to-Getting-the-Job_Revised-20151.pdf
2. **College Central Network** – OTC's Online Job Board
<http://www.collegecentral.com/otc/>
3. **Career Coach** – Job Search and Career Exploration for Southwest Missouri
<https://otc.emsicareercoach.com/>
4. **Missouri Division of Workforce Development** – Job Search and Career Exploration
<http://jobs.mo.gov/>
5. **Springfield Area Chamber of Commerce** – Member Job Postings
<http://www.springfieldchamber.com/>
6. **Other JOB SEARCH sites:**
 - **Local Company Websites** at <http://students.otc.edu/careerservices/job-search-websites/>
 - **Ozarks Help Wanted** at http://regionalhelpwanted.com/p/jobs_city/47/Springfield/?SN=47
 - **Career Builder** at <http://www.careerbuilder.com/> **Indeed** at <http://www.indeed.com/>
 - **Monster** at <http://www.monster.com/> **Simply Hired** at <http://www.simplyhired.com/>
 - **Glassdoor** at <http://www.glassdoor.com/index.htm> **Jobster** at <http://www.jobster.com/>
 - **Mechanical, Electrical, and Plumbing jobs** at <http://www.mepjobs.com/>
 - **Computer Related Tech Jobs** at <http://www.dice.com/>
 - **Federal Government jobs** at **USA Jobs** at <https://www.usajobs.gov/>
 - **State of Missouri jobs** at **Office of Administration** at <http://oa.mo.gov/>
 - **Google** at <https://www.google.com/> – Search by “Job Title”
 - **Staffing Agencies**
7. **FOCUS 2** – Career Exploration Assessment
<http://students.otc.edu/careerservices/career-assessments-and-exploration/>
Under “New Users” click on “here” and enter the ACCESS CODE: eagles
8. **StrengthsQuest** – Self-Assessment identifies your Strengths for greater career and personal success
Get a FREE code at **Career Employment Services**, ICW 219N, OTC Springfield Campus
9. **My Next Move** or **My Next Move for Veterans** – Browse over 900 career options (includes military to civilian)
<https://www.mynextmove.org/> OR <http://www.mynextmove.org/vets/>
10. **“What Can I Do With This Major?”** – Connect academic areas to careers and types of employers that hire
<http://students.otc.edu/careerservices/majors/>
11. **OTC 180-Day Graduate Follow-Up Report** – Employment information reported by OTC Graduates
<http://students.otc.edu/careerservices/graduate-survey/>
12. **Virtual Career Library** – Digital career information in an interactive format
<http://students.otc.edu/careerservices/virtual-career-library/>
13. **Missouri Economic Research and Information Center** – **MERIC** – Missouri Employment Statistics
<http://www.missourieconomy.org>
14. **Occupational Outlook Handbook** – **U.S. Department of Labor** – **Bureau of Labor Statistics**
<http://www.bls.gov/ooh/> OR <http://www.bls.gov/es/ooh/> (en Español)
15. **O*Net Online** – A tool for career exploration and job analysis
<http://www.onetonline.org>