

CANDIDATE TIPS

SETTING YOUR CAREER GOALS

Career planning is essential to achieving success in your chosen career. Whether you are aiming to be a Bookkeeper in a small business or the Finance Director of a multi-national corporation, knowing in which direction you are headed and what is required will help you to achieve your goal.

Planning is a basic, yet key principle used by successful business people. So why not apply the same principles to managing your career?

Our suggestions below may assist you with setting out your plans:



Explore possibilities

Once you have some idea of your occupational preferences you can research the specific skills and qualifications required for those occupations. Ask yourself:

- How do my skills and interests match up with these occupations?
- Where are the gaps?
- What options do I have to gain these skills or qualify for these occupations?
- What skills do I need?
- Where is the work?
- How can I get advice on my capability?

At the end of this step you will have a list of preferred occupations and/or learning options.



Compare options

The next step involves comparing your options, narrowing down your choices and thinking about what suits you best. Ask yourself:

- What are my best work/training options?
- How do they match with my skills, interests and values?
- How do they fit with the current labour market?
- How do they fit with my current situation and responsibilities?
- What are the advantages and disadvantages of each option?

At the end of this step you will have narrowed down your options and have more of an idea of what you need to do next to help you achieve your goals.



Take action

In the third step you need to look at what you need to do to put your plan into action. Ask yourself:

- What actions/steps will help me achieve my work, training and career goals?
- Where can I get help?
- Who will support me?

At the end of this step you will have a plan to help you explore your options further (eg. work experience, work shadowing or more research).

Or, alternatively, you will have a plan which sets out the steps to help you achieve your next learning or work goal. Decide which step is relevant for you right now and start from there.