

## Career Consultation/Interview

**Directions:** Network to find a person in your career area of interest per your Individual Graduation Plan. Feel free to take them a Job Shadow Form to be signed with you to the interview if interested in shadowing this person in February. **Please choose a professional who is NOT:**

1. A parent or relative
2. Your Mentor/Supervisor
3. Someone working outside the field you indicated on your Individual Graduation Plan-  
**SEEM ME FOR APPROVAL**

Please note that the person whom you choose must be someone who can provide you business card or send an email to Ms. Boyer from a **professional and not personal** email account at [sboyer@cartersvilleschools.org](mailto:sboyer@cartersvilleschools.org) to indicate that you met with them. They will need to list 1. Your name, 2. Date and time that you met, 3. A contact phone number.

### “Network” to find a source to interview. What is business networking?

**Networking** is a [socioeconomic business](#) activity by which [businesspeople](#) and [entrepreneurs](#) meet to form business relationships and to recognize, create, or act upon [business opportunities](#),<sup>[1]</sup> share information and seek potential partners for ventures.

1. Re-visit your IGP to determine what your career goal is
2. Make a list of anyone who falls under the guidelines whom you have heard about does this job. Remember, your goals came from somewhere. Who do you know or have heard about, who is currently in the profession?
  - This may even be your long lost 3<sup>rd</sup> grade best friend’s mom whom you no longer talk to. Get creative.
  - Ask your parents or relative for contacts.
  - Ask your mentor/supervisor for contacts.
  - Let everyone know you are looking for someone in this profession to talk to.
3. Find contact information- Try Facebook, LinkedIN, Twitter, Instagram
4. Prepare your “elevator speech” in writing. This is what you will say in order to obtain the interview. Most people will be really receptive to helping you. After all, you are not asking them for a job, just their personal insight into the career.
4. Prepare a Thank You card (Be sure you get their address)



**Career Consultation/Interview – YOUR NAME** \_\_\_\_\_

Date \_\_\_\_\_ Time of your Appointment \_\_\_\_\_

Name of Person Interviewed \_\_\_\_\_

Career Field/Title: \_\_\_\_\_

**TASKS AND RESPONSIBILITIES**

Of your normal daily & weekly job duties are there any that might be surprising to learn? If so, name them.

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

**WORK ENVIRONMENT**

What are the physical demands? \_\_\_\_\_

Is your work dangerous/hazardous in any way? If so, what ways? \_\_\_\_\_

Are there any state/federal regulations? \_\_\_\_\_ Which Governmental office or department manages these regulations? (FDA, OSHA, EPD) \_\_\_\_\_

Are there inspections at your place of work & how often? \_\_\_\_\_

**WORKING HOURS** Do you work overtime? \_\_\_\_\_ Do you ever work nights, weekends, or holidays? \_\_\_\_\_ If so, is there a pay difference? \_\_\_\_\_

**APTITUDES & ABILITIES**

What aptitudes and abilities &/or talents are needed to be successful in this career? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION & TRAINING**

Where & how did you get your education & training? \_\_\_\_\_

What are the education and training requirements to enter and advance in your career area?

\_\_\_\_\_

**BENEFITS**

Are there fringe benefits other than the usual in your occupation? If so, name them: \_\_\_\_\_

\_\_\_\_\_

**CAREER OUTLOOK**

Do you think there is a need for workers at the present time? (answer each with yes or no)

Locally \_\_\_\_\_ Statewide \_\_\_\_\_ Nationwide \_\_\_\_\_

Do you think the demand for workers will increase or decrease in the next five years? Why or why not? \_\_\_\_\_

**INTERNATIONAL OPPORTUNITIES**

Do you work with people in or from other countries? Explain this connection with your career field. \_\_\_\_\_

What obstacles have you run into while working with people in or from other countries (Language, Location, Culture, Values)? \_\_\_\_\_

**ADDITIONAL COMMENTS**

If you were given the opportunity to start over would you enter this field? \_\_\_\_\_ If so, would you do things differently? \_\_\_\_\_ How? \_\_\_\_\_

Is there any additional information about your career area that you think might be interesting or helpful to someone who is interested in pursuing such a career? \_\_\_\_\_

Can you share an interesting or memorable story/experience that you have had in this occupation? \_\_\_\_\_

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**Interviewer Signature and Date** \_\_\_\_\_

*Please attach a **business card** or a contact number in case the WBL Coordinator would like to verify the interview.*

**Direct phone number:** \_\_\_\_\_



## S.M.A.R.T GOALS EXPLAINED

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- \*Who: Who is involved?
- \*What: What do I want to accomplish?
- \*Where: Identify a location.
- \*When: Establish a time frame.
- \*Which: Identify requirements and constraints.
- \*Why: Specific reasons, purpose or benefits of accomplishing the goal.

**EXAMPLE:** A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

**Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

**Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

**Relevant** - To be relevant, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and relevant; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably relevant if you truly *believe* that it can be accomplished. Additional ways to know if your goal is relevant is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**Time Bound** - A goal is time bound when you can give it a deadline in which it needs to be accomplished. If there is no deadline or time factor then the goal can just keep getting put off and put off until it become useless and never achieve

**Directions: You will fill out the three SMART GOAL Organizer sheets. You will start out with a broad goal and then fill out the chart to make your goal SMARTER.**

**Goal 1- Career/College Planning Related**

**Goal 2- Academic Related**

**Goal 3- A goal to improve your current employment experience**

<p><b>Specific</b>  <b>Specific:</b> What exactly is your goal?</p>	<p><b>Specific</b> – A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the "W" questions:</p> <ul style="list-style-type: none"> <li>*Who: Who is involved?</li> <li>*What: What do I want to accomplish?</li> <li>*Where: Identify a location.</li> </ul> <p>EXAMPLE: <i>I will buy Madden NFL 11 for Xbox 360 from Best Buy.</i></p>
<p><b>Measurable</b>  <b>Measurable:</b> How will you measure progress toward your goal at certain checkpoints?</p>	<p><b>Measurable</b> – Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as:</p> <ul style="list-style-type: none"> <li>*How much?</li> <li>*How many?</li> <li>*How will I know when it is accomplished?</li> </ul> <p>EXAMPLE: <i>I will save \$20 a week so that I can buy Madden NFL 11 for Xbox 360 from Best Buy.</i></p>
<p><b>Achievable</b>  <b>Achievable:</b> How will you achieve your goal?</p>	<p><b>Achievable</b> – Goals need to be reasonable and achievable. Success or failure depends on setting practical goals. Don't set yourself up for failure by setting goals that are out of reach.</p> <p>EXAMPLE: <i>I will mow lawns to save \$20 a week so that I can buy Madden NFL 11 for Xbox 360 from Best Buy.</i></p>
<p><b>Realistic</b>  <b>Realistic:</b> How will I accomplish the goal, is it something I am able to do?</p>	<p><b>Realistic</b> – To be realistic, a goal must represent an objective toward which you are both willing and able to work. It's important to honestly evaluate yourself. Do you have the ability and commitment to achieve your goal?</p> <p>EXAMPLE: <i>I will mow the lawn at my parents' house and my neighbors' house to save \$20 a week so that I can buy Madden NFL 11 for Xbox 360 from Best Buy.</i></p>
<p><b>Time-oriented</b>  <b>Time-oriented:</b> When will your goal be achieved?</p>	<p><b>Time-oriented</b> – Goals need to have a time frame. Putting an end point on your goal gives you a clear target to work towards.</p> <p>EXAMPLE: <i>I will mow the lawn at my parents' house and my neighbors' house to save \$20 a week for the next 4 weeks, so that I can buy Madden NFL 11 for Xbox 360 from Best Buy at the end of October.</i></p>

Name: \_\_\_\_\_

### SMART GOAL GRAPHIC ORGANIZER

Goal: \_\_\_\_\_

<b><u>S</u>pecific</b> Specific: What exactly is your goal?	
<b><u>M</u>easurable</b> Measurable: How will you measure progress toward your goal at certain checkpoints?	
<b><u>A</u>chievable</b> Achievable: How will you achieve your goal?	
<b><u>R</u>ealistic</b> Realistic: How will I accomplish the goal, is it something I am able to do?	
<b><u>T</u>ime-oriented</b> Time-oriented: When will your goal be achieved?	

SMART Goal: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

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Goal: \_\_\_\_\_

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<b>Time-oriented</b> Time-oriented: When will your goal be achieved?	

SMART Goal: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

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SMART Goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_