|  |  |  |
| --- | --- | --- |
| Name: |   |   |

*Creating an action plan is one of the most important steps in the professional development process. This plan should provide you with the necessary focus to help you work toward your career goals. It is likely that this plan will evolve and change during your time at SAIS, therefore it is important to revise and update it along the way. In order to be successful, the plan should include specific action steps. Remember, Career Services is available to provide you with assistance.*

## Professional Objective

Describe, in as much detail as possible, your overall professional goals and objectives.

* What engages you, i.e. what are your key interests? Include the field(s), industries and/or types of organizations that relate to your interests.
* What do you do well, i.e. what your key skills and strengths? Include the type of jobs and job function(s), e.g. tasks, duties, responsibilities, etc., that relate to your skills and abilities.
* Where will you be doing this work? Include geographic location if that is an important factor.

|  |
| --- |
|   |

## Work Values & Motivators

Another important part of the professional development process is identifying the values and key motivators that matter most to you. What kinds of work environments and cultures will be the best fit for you?

Examples: Intellectual Challenge, Prestige, Altruism, Financial Gain, Work/Life Balance, Security, Power & Influence, Autonomy, Personal Development, Community/Colleagues

|  |  |  |
| --- | --- | --- |
|  | *Please provide your top five criteria for evaluating employers below.* | Rate level of importance from 1 (high) to 5 (low) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

***What are your salary expectations for your job after graduation?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## SWOT Analysis

|  |  |
| --- | --- |
| **STRENGTHS** – *The desired knowledge, skills and abilities that you can do better than the competition.* | **WEAKNESSES -** *The things the competition does better than you. Consider desired skills or experiences you do not have.* |
| **OPPORTUNITIES -** *The trends and characteristics of the market that may offer better opportunities for you now or in the future.*  | **THREATS -** *The trends and characteristics of the market that may create problems now or in the future.*  |

## Target Employer List *(\*If you are targeting several different fields, you will want to create separate lists for each field.)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Employer | Job Titles | Salary Ranges |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

## Actions Required to Address Gaps & Weaknesses

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

## Two Year Action Plan

**1st Year – Semester 1: *Research and Develop Focus***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 | Register on SAISWorks and complete your profile | Prior to Orientation |  |
| 2 | Convert your resume to the SAIS format and upload onto SAISWorks | Prior to Orientation |  |
| 3 | Familiarize yourself with SAISWorks  | Prior to Orientation |  |
| 4 | Attend the Career Services Orientation | Orientation |  |
| 5 | Register for Skills Courses | 1st week of classes |  |
| 6 | Attend all four sessions of the required Career Course | End of September |  |
| 7 | Complete your Professional Development Plan | End of semester |  |
| 8 | ***Make an initial appointment with a Career Services counselor***  | ***End of semester*** |  |
| 9 | Attend the Fall Career Fair | October |  |
| 10 | Begin the spring and summer internship search process and record deadlines. *(Note: Finance and consulting internships typically have early fall deadlines as does the State Dept. and various intelligence agencies.)* | TBD |  |
| 11 | Apply to participate in relevant Career Treks. | Deadlines vary |  |
| 12 | Set up job-search agents on SAISWorks and on other relevant websites | TBD |  |
| 13 | Take a self-assessment test if career focus is an issue*(Career Services offers MBTI and CareerLeader.)* | Optional |  |
| 14 | Create or update your LinkedIn profile | Ongoing |  |
| 15 | Continue to research employers and internship opportunities | Winter Break |  |
| 16 | Set up 3-5 informational interviews to conduct during the winter break | Winter Break |  |
| 17 | Devise a system to maintain and keep track of your networking contacts | Winter Break |  |
| 18 | Revise and update your Professional Development Plan | Winter Break |  |

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**1st Year – Semester 2: *Continue Research and Planning***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 | Register for Skills Courses | 1st week of classes |  |
| 2 | **CHECKPOINT 1*: Meet with a Career Counselor to review and discuss your spring and/or summer internship plans*** | ***February/March*** |  |
| 3 | Attend relevant Employer Info Sessions and Career Services Workshops  | Ongoing |  |
| 4 | Continue to apply for summer internships | Ongoing |  |
| 5 | Continue to conduct informational interviews | Ongoing |  |
| 6 | Attend an Interviewing Workshop and/or conduct a mock interview | End of semester |  |
| 7 | Discuss funding resources for summer internships with academic departments. Review guidelines for Career Services’s Summer Internship Fund (SIF) and attend an information session | Check deadlines |  |

**1st Year – Summer: *Gain Experience and Re-Assess***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 | Research hiring timetables and deadlines in your selected field/industry  | Start early |  |
| 2 | Network with colleagues at your summer internship site and other alumni | Ongoing |  |
| 3 | Update resume with summer internship information | End of summer |  |
| 4 | Complete an Internship Evaluation on SAISWorks | End of summer |  |
| 5 | Revise and update your Professional Development Plan | End of summer |  |
| 6 | Develop your pitch and devise your job-search strategy | End of summer |  |
| 7 | Consider a fall internship to continue to gain experience and build resume | Optional |  |

**2nd Year – Semester 1: *Strategize and Network***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 | Register for Skills Courses | 1st week of classes |  |
| 2 | **CHECKPOINT 2*: Meet with a Career Counselor to review and assess your job-search strategy and review resume*** | ***End of September*** |  |
| 3 | Complete applications for positions with early deadlines (i.e. consulting, finance, defense/intelligence) | September/October |  |
| 4 | Update job-search agents and continue employer research | Ongoing |  |
| 5 | Attend an Interviewing Workshop and/or conduct another mock interview | End of semester |  |
| 6 | Attend Fall Career Fair  | October |  |
| 7 | Network, network, network! | Ongoing |  |
| 8 | Develop time-management techniques to stay on top of everything! | Ongoing |  |
| 9 | Practice salary negotiation skills | Ongoing |  |

**2nd Year – Semester 2: *Network, Interview and Evaluate Offers***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Specific Action Steps*** | DEADLINE | Check when completed |
| 1 | Pre-register for Skills Courses (\*graduating students receive priority registration) | 1st week of classes |  |
| 2 | **CHECKPOINT 3*: Meet with a Career Counselor to continue to review your job search strategy and to develop alternative back-up plans if necessary*** | ***February/March*** |  |
| 3 | Continue to search and apply for positions  | Ongoing |  |
| 4 | Keep networking contacts updated  | Ongoing |  |
| 5 | Continue to refine interviewing skills and pitch | Ongoing |  |
| 6 | Negotiate and evaluate offers | Ongoing |  |
| 7 | Complete the Career Services Graduate Employment Survey | Before graduation |  |
| 8 | Update all your networking contacts on your new position | TBD |  |
| 9  | Update your LinkedIn profile | TBD |  |
| 10 | Pay it forward by staying connected to SAIS and serving as a resource for students | Ongoing! |  |

**Additional Notes:**