



1

Not sure what you want to do?

Have you read the Factsheet "What employers want"?

- Yes / No

Do you know what your employability skills are?

- Yes / No

Can you list your strongest skills and provide examples?

- Yes / No

Do you know what your personal attributes are?

- Yes / No

Have you completed and reviewed your "My potential" action plan?

- Yes / No

Have you completed the activities in "Beyond Work Inspiration"?

- Yes / No

What do you enjoy doing? Are you passionate about a particular sport, artistic activity, musical instrument etc?

- Yes / No

TASKS

- Make a list of your interests
- Work hard at school to get the best results possible
- Make sure you understand your school subject options and the careers they might lead to
- Keep your career board up to date to reflect any changes
- Join a new club or group at school to widen your experiences

2

What are your options?

Have you explored any career ideas for after Year 12?

- Yes / No

Have you explored any part-time job options whilst still at school? Many part-time jobs lead to career opportunities.

- Yes / No

Do you know what resources are available for you to use to research jobs, careers, further study?

- Yes / No

Have you asked your teachers if they have any career/job suggestions for you?

- Yes / No

Do you discuss your dreams and plans with your parents?

- Yes / No

Can you turn your passion/talent for sport, artistic activity, music etc into a career?

- Yes / No

TASKS

- Ask the employed adults you know what they like and dislike about their job
- Make a list of the jobs and industries that interest you
- Research where the vacancies are and what qualification are required

Remember:

Follow the pathway of your skills and interests and do what suits you – not what your friends are going to do.

3

Make a career decision

Do you have a short list of study and career/job options?

- Yes / No

For each option on your study and career/job short list, do you know if you need any qualifications or special subjects to be eligible, and if so what are they?

- Yes / No

Have you started working on your resume? Do you have a template and do you know what information you need to include?

- Yes / No

TASKS

- Start keeping a list of your triumphs and examples of when you've demonstrated your skills for your resume
- Research and complete any applications for VET subjects
- Volunteer for any opportunity that will help you improve or learn new skills that will help you achieve your career goals

Remember:

It is okay if you don't know what you want to do NOW but you do need to be doing your research.

Even discovering something that you don't want to do is progress.

There are no wrong decisions, just choices that will take your life down a totally different path.