**Career Goal Checklist**



If you don’t currently have a career goal in mind, the following checklist can help you to work through our recommended activities for understanding yourself, your skills and values and how to make decisions between different career ideas.

**Self-Awareness:**

* Spend time reflecting on your experiences and strengths (See <https://manunicareersblog.com/2023/07/27/dont-know-what-to-do-after-your-degree/>)
* Take a [personality assessment](https://www.careers.manchester.ac.uk/applicationsinterviews/psychometric/personality/)
* Consider your [values](https://www.careers.manchester.ac.uk/whichcareer/idontknow/start/) – can you rank them?
* Have you considered [how your degree](https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/sociology) might relate to career options?
* Have you undertaken any [work experience](https://www.careers.manchester.ac.uk/whichcareer/health/medicine/experience/), [volunteering](https://www.careers.manchester.ac.uk/findjobs/volunteering/) or [extra-curricular activities](https://www.careers.manchester.ac.uk/myfuture/makethemostofmanchester/) to help you understand what you do and do not enjoy / are good at?

**Decision Making – being well informed:**

* Have you spent time researching [sectors of interest](https://www.careers.manchester.ac.uk/whichcareer/) to help fully understand what they involve?
* Have you spoken to [other people who have experience in this field](https://www.careers.manchester.ac.uk/findjobs/skills/networking/) – this could include employers at careers fairs / events, connections through friends or family who have worked in the field or contacting alumni through LinkedIn? (see Step 4 [here](https://www.careers.manchester.ac.uk/applicationsinterviews/linkedin/))
* Try using a tool/strategy to help decide between ideas:
	+ [Decision making matrix](https://www.jvstoronto.org/blog/struggling-to-make-a-career-decision/)
	+ [Research and instinctive strategies](https://www.careers.manchester.ac.uk/whichcareer/idontknow/decide/)
	+ [SWOT Analysis](https://www.gyanone.com/swot-analysis-for-career-planning/)
* Can you consider how to [develop decision-making as a skill](https://www.careers.manchester.ac.uk/findjobs/skills/decisionmaking/) in your experiences in and around university?

**Bringing your self-awareness and decision-making reflections together:**

* Book a [guidance appointment](https://www.careers.manchester.ac.uk/services/guidance/) if it would help to talk through with a consultant.
* Attend Careers events and workshops via [CareerConnect](https://www.careerconnect.manchester.ac.uk/) related to your career goal area(s)
* Use our website for more support and to think about your next steps.

Remember! Career planning is a process, and it might be that you work through this checklist in your own time so that you learn more about yourself and the career goal that is right for you. Some ideas on how to shape this career goal could be rooted in these questions:

**What sectors am I already interested / not interested in?**

**What would I need to do next to get there?**

**Which actions from the above checklist do I need to prioritise?**

**Is it a short / medium / long-term goal that I need?**

With all this in mind, what career goal(s) are you considering and what are your next steps?