

Step 1: Research

Identify 3 job titles/roles that you are interested in pursuing using online resources such as:

- ONET Online
- Occupational Outlook Handbook
- Glassdoor
- LinkedIn

Then, research the following information for each role and complete the chart below:

Role 1: [fill in job title]	
Typical job responsibilities	
Skills and qualifications (education/training) needed	
Average wage or salary	
Type of work environment	
Opportunities for advancement	

Role 2: [fill in job title]	
Typical job responsibilities	
Skills and qualifications (education/training) needed	
Average wage or salary	
Type of work environment	
Opportunities for advancement	

Role 3: [fill in job title]	
Typical job responsibilities	
Skills and qualifications (education/training) needed	
Average wage or salary	

Type of work environment	
Opportunities for advancement	

Step 2: PERSONAL SKILL SWOT ANALYSIS

SWOT analysis is a way of looking at yourself/skillset/situation by identifying the following elements: strengths, weaknesses, opportunities, and threats.

- **Identify Your Strengths:** What are you really good at? Which achievements are you most proud of? What skills do other people compliment you on?
- **Consider Your Weaknesses:** What could you do better? What tasks do you routinely avoid? What do other people see as your weaknesses?
- **Look for Opportunities:** Is your industry growing? Is a new role likely to open up? How can you extend your professional network?
- **Identify Threats:** What obstacles do you face? Is the nature of your job changing? Do your weaknesses jeopardize your position?

You can use SWOT to analyze if you possess the skills required for your career and prepare for addressing a gap between the skills you have now and the skills you need to attain.

Your turn:

Select one role from your research above in Step 1. Now, reflect on your strengths, weaknesses (growth areas), opportunities, and threats related to reaching that career.

Complete the chart below, using the guided questions as prompts.

Role: [fill in which career role you selected]

STRENGTHS: What skills and strengths do you possess that would make you a good candidate for this role?	WEAKNESSES (GROWTH AREAS) Based on the skills/qualifications needed for the role, what areas do you need to grow in?

OPPORTUNITIES What opportunities are open to you? What are possibilities that you can take advantage of to make this role a reality for yourself?	THREATS What obstacles might you face as you seek to enter this career?
PLAN AND ACT How will you leverage your strengths, seize your opportunities, minimize your weaknesses and mitigate your threats?	