



JUNIOR CAREER ACTION PLAN

Apprenticeships and Entering the Workforce



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Information Technology

I. Career Goals and Interests

In which state(s)/country(s) would you prefer to start your career?

Massachusetts	

How did you score in each of the Holland Interest Categories on the Naviance Career Interest Profiler?

Category	Score
Realistic (R)	0
Investigative (I)	0
Artistic (A)	3
Social (S)	0
Enterprising (E)	1
Conventional (C)	4

Research the top three careers you are interested in pursuing.

Career 1

Career Name	Information Security Analyst
Holland Interest Code	ICR
Related Occupations	Computer Engineer, Computer Support Specialist, Computer Systems Analyst
Related College Majors	Information Technology
Related Career Clusters & Pathways	Information Technology
State Wage Average	\$106,520 a year
National Wage Average	\$99,660 a year
Is the career shop-related?	Yes
What job/volunteer/coop experience do you have related to this field?	No job experience related to the field currently
What contacts do you have who are working in this field?	Yes

***YOU CAN FIND INFORMATION ABOUT EACH CAREER BY USING THE EXPLORE CAREERS AND CLUSTERS LINK UNDER THE CAREERS TAB IN NAVIANCE FAMILY CONNECTION.**

Most Important Skills	Most Important Abilities	Most Important Knowledge Areas
Reading Comprehension	Written Comprehension	Computers and Electronics
Critical Thinking	Oral Comprehension	Telecommunications
Complex Problem Solving	Problem Sensitivity	Administration and Management
Speaking	Deductive Reasoning	English Language
Writing	Inductive Reasoning	Education and Training

Most Common Work Activities
Getting Information
Monitor Processes, Materials, or Surroundings
Identifying Objects, Actions, and Events
Inspecting Equipment, Structures, or Material
Estimating the Quantifiable Characteristics of Products, Events, or Information

What do you think your strengths will be in this career and why?

Strength	Reasoning
Solving problems	I am good at solving complex problems and finding solutions to problems
Talking to others	I am good with collaborating with other people who I am working with to get the job done
Thinking critically	I am good at logically thinking to find a solution or alternative solution to problems

What aspects of this career do you think that you will find the most difficult and why?

Area of Difficulty	Reasoning
Administration skills	I have not had a job that has required any administration skills yet.
Management skills	I have not had a job that has required any management skills yet.

What aspects of this career do you find the most interesting and why?

Area of Interest	Reasoning
Solving problems	I enjoy solving issues
Providing support	I enjoy providing support to others

What aspects of this career do you find the least interesting and why?

Area of Least Interest	Reasoning
Management	I don't enjoy managing other things

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Career 2

Career Name	IT Administrator
Holland Interest Code	ICR
Related Occupations	Information Security Analyst, Electronics Engineer
Related College Majors	Computer Systems Networking and Telecommunications, Computer Information Systems
Related Career Clusters & Pathways	Information Technology, Information Support and Services, Network Systems
State Wage Average	\$90,340 a year
National Wage Average	\$86,340 a year
Is the career shop-related?	Yes
What job/volunteer/coop experience do you have related to this field?	No job experience related to the field currently
What contacts do you have who are working in this field?	Yes

Most Important Skills	Most Important Abilities	Most Important Knowledge Areas
Reading Comprehension	Problem Sensitivity	Computers and Electronics
Judgement and Decision Making	Written Comprehension	English Language
Critical Thinking	Information Ordering	Customer and Personal Service
System Analysis	Oral Expression	Engineering and Technology
System Evaluation	Deductive Reasoning	Telecommunications

Most Common Work Activities
Getting Information
Monitor Processes, Materials, or Surroundings
Identifying Objects, Actions, and Events
Inspecting Equipment, Structures, or Material
Estimating the Quantifiable Characteristics of Products, Events, or Information
Judging the Qualities of Things, Services, or People

What do you think your strengths will be in this career and why?

Strength	Reasoning
Solving problems	I am good at solving problems
Providing support	I enjoy giving support to other people

What aspects of this career do you think that you will find the most difficult and why?

Area of Difficulty	Reasoning
Management	I am not good at managing things
Administration	I don't have any experience with being an administrator

What aspects of this career do you find the most interesting and why?

Area of Interest	Reasoning
Problem solving	I am interested in solving problems for others
Providing support	I enjoy helping others fix issues

What aspects of this career do you find the least interesting and why?

Area of Least Interest	Reasoning
Management	I don't have any experience having to manage projects or jobs

Career 3

Career Name	Database Administrator
Holland Interest Code	ICR
Related Occupations	Information Security Analyst, Computer Systems Analyst, Network Architect
Related College Majors	Information Systems Management, Computer Information Systems Security
Related Career Clusters & Pathways	Information Technology, Information Support and Service
State Wage Average	\$91,060 a year
National Wage Average	\$89,050 a year
Is the career shop-related?	Yes
What job/volunteer/coop experience do you have related to this field?	No job experience relating to this
What contacts do you have who are working in this field?	Yes

Most Important Skills	Most Important Abilities	Most Important Knowledge Areas
Critical Thinking	Problem Sensitivity	Computers and Electronics
Complex Problem Solving	Deductive Reasoning	English Language
Judgement and Decision Making	Information Ordering	Telecommunications
Active Learning	Oral Comprehension	Mathematics
Reading Comprehension	Inductive Reasoning	Communications and Medias

Most Common Work Activities
Getting Information
Monitor Processes, Materials, or Surroundings
Identifying Objects, Actions, and Events
Inspecting Equipment, Structures, or Material
Estimating the Quantifiable Characteristics of Products, Events, or Information
Judging the Qualities of Things, Services, or People

What do you think your strengths will be in this career and why?

Strength	Reasoning
Solving problems	I am good at solving issues
Providing support	I like to help other people solve issues.

What aspects of this career do you think that you will find the most difficult and why?

Area of Difficulty	Reasoning
Management	I have not had any jobs where I have had to manage projects or jobs
Administration	I have not had any jobs as an administrator

What aspects of this career do you find the most interesting and why?

Area of Interest	Reasoning
Solving issues	I am good at problem solving
Providing support	I am good at providing support and enjoy helping people solve issues

What aspects of this career do you find the least interesting and why?

Area of Least Interest	Reasoning
Management	I have not had any jobs where I had to manage jobs or projects
Administration	I have not had any jobs where I had to be an administrator

II. Apprenticeship Opportunities

Workers can equip themselves for rewarding careers in a wide range of interesting and challenging occupations by becoming an apprentice.

Are you considering an apprenticeship opportunity after graduation?

Not an apprenticeship, but I am considering an entry-level position

If you answered yes, please complete the table below.

Occupation	
Length of Apprenticeship	
Wages	
Basic Requirements	
Application Process	

THERE IS A DOCUMENT CONTAINING INFORMATION ABOUT MASSACHUSETTS LABOR UNIONS APPRENTICESHIP PROGRAMS IN THE APPRENTICESHIPS AND WORK FOLDER IN THE NAVIANCE DOCUMENT LIBRARY.

III. Cooperative Education

Prior experience in the world of work is helpful when applying for a job. Therefore, students who plan to go directly into the workforce following graduation may want to consider finding a coop job.

Junior Third Trimester Cooperative Education Eligibility Requirements

Completion of at least two years in the vocational technical program of study
Completion of OSHA 10; general industry or construction
Completion of employability portfolio
Must meet advanced shop competency requirements
Junior year curriculum completed
Must be recommended by vocational-technical department team leader
Minimum grade point average of 85% in shop and related, 75% for all other subjects, all effort and conduct grades must be 1 or 2, maximum six unexcused absences during first two trimesters, no in or out of school suspensions, maximum of two after sessions

Senior Cooperative Education Eligibility Requirements

Completion of at least two years in the vocational technical program of study
Completion of OSHA 10; general industry or construction
Completion of employability portfolio
Must meet advanced shop competency requirements
Must be recommended by vocational-technical department team leader
Junior year final grade point average of 70% or higher in all courses, no individual course grade lower than 60% during the third trimester of junior year, no suspensions in the current or previous trimester, all effort and conduct grades must be 1 or 2, maximum of nine unexcused absences during the junior year

***COOP ELIGIBILITY REQUIREMENTS CAN BE FOUND IN THE STUDENT HANDBOOK. GO TO THE BVT WEBPAGE AND CLICK ON SCHOOL YEAR INFORMATION UNDER THE PARENTS AND STUDENTS TAB. A LINK FOR THE STUDENT HANDBOOK WILL BE ON THE LEFT SIDE OF THE PAGE.**

IV. Job Interview

If you are being considered for a job, you will most likely need to complete a job interview. Pretend you are interviewing for a job in the first career you chose and answer the common interview questions below.

Question	Response
Tell me about yourself.	I am very motivated to learn as much as I can and gain more experience
What interests you about this job/Why do you want to work here?	I am interested in this job because it would be a great opportunity for me to gain more experience using my current knowledge
What experience do you have?	I don't have any job experience relating to this other than my shop
Tell me about your strengths.	I am good at solving problems, learning, and good at working with other people
What is something you need to improve on?	Asking for help when I need it
How would you deal with a difficult patient/client/customer?	Not be defensive and listen to the customer and act professional
Can you give an example of a project where you took initiative?	I took initiative in a project when I built a fully functional PC.

V. References

Most employers will require you to provide references when you are applying for a job. Sometimes people change who they ask to provide a reference depending on the job they are applying to. List contacts you feel could provide a reference for you and explain why he/she would be a good choice.

Contact Name	Relationship	Why is he/she a good reference for the career(s) you are interested in?

It is good practice to ask your contacts whether or not they are willing to provide a reference prior to applying for a jobs. Have you informed the contacts you listed that you plan to look for a job after graduation and asked them whether or not they would be willing to provide a reference for you?

Contact Name	Agreed to provide a reference?

VI. Financial Considerations

You need to consider how much money you need in order to support yourself when hunting for a job. Consider how much each item will cost and whether or not anyone else will be contributing to that payment, such as a roommate or a parent.

Please complete the following budget information. Costs can vary greatly depending on location and your situation.

Item	Minimum Total Cost Per Month	Other Person(s) Contributing to Cost	Your Minimum Payment Per Month	Your Minimum Cost Per Year
Housing (rent)	\$1060.00 for mortgage payment	N/A	\$1060.00	\$12,720
Transportation (car payment, gas, insurance, bus pass, parking, tolls)	\$117.00 for gas	N/A	\$117.00	\$1,404
Utilities (water, electricity, gas, heat)	\$159.00 for utilities	N/A	\$159.00	\$1,908
Internet/Cable	\$60.00 for internet/cable	N/A	\$60.00	\$720
Cell Phone	\$40.00 for cell phone	N/A	\$40.00	\$480
Laundry		N/A		
Health Care (medical insurance, dentist, co-pays, medications)	\$139.00 for health care	N/A	\$139.00	\$1688
Food	\$300.00 a month for food and groceries	N/A	\$300.00	\$3600
Recreation		N/A		
Other (savings, loan payments, retirement, etc.)		N/A		

Experts recommend budgeting using the 50-30-20 formula, where 50% of your pay goes towards fixed expenses (needs), 30% goes towards discretionary expenses (wants), and 20% on financial commitments like savings, loans, and retirement. Based on the information you provided above, what are your minimum salary requirements when searching for a job according to the 50-30-20 formula?

Minimum Monthly Salary	Minimum Yearly Salary
\$3,660	\$44,000

***YOU WILL LIKELY NEED HELP FROM YOUR PARENT/GUARDIAN TO COMPLETE THIS SECTION OF YOUR CAREER PLAN.**

VII. Action Plan

Using the information you have compiled, create a calendar for yourself for completing all of the remaining tasks needed in order to begin a career in the area you desire. If you have tasks you need to complete in order to setup your living situation, such as finding a roommate, include these items in your list. Your tasks should be listed in chronological order.

Task	Month/Date	Task	Month/Date
