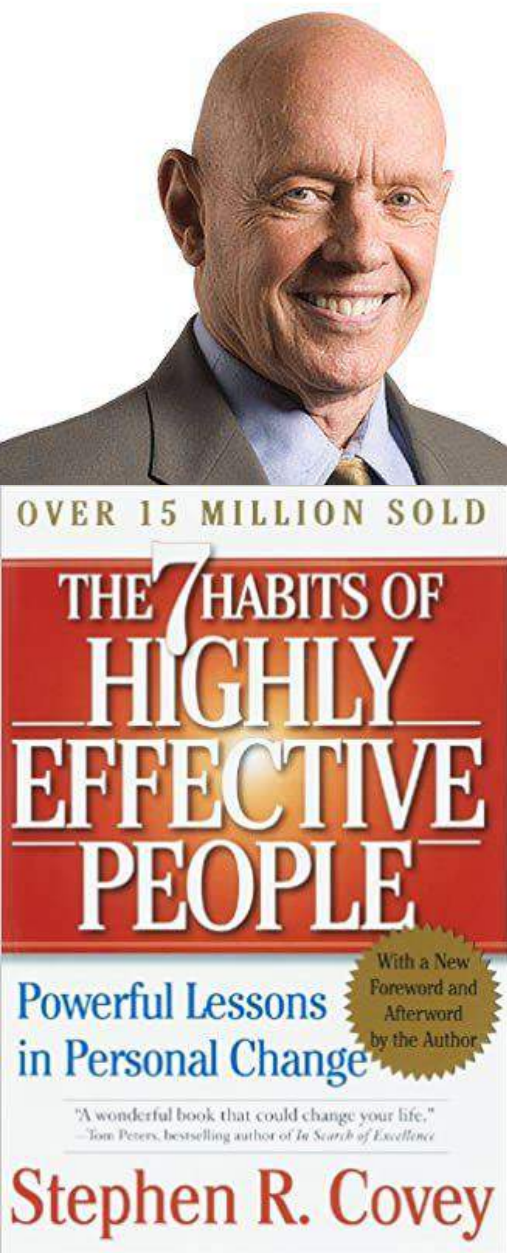


Career Action Plans





“Begin with the end in mind.”

- Stephen Covey, 7 Habits of Highly Effective People

Career Exploration should not be a passive experience.

Backwards Planning from a preliminary target in mind.

You must take the initiative and explore things that sound interesting, even if they end up not working out.

Career Action Plan

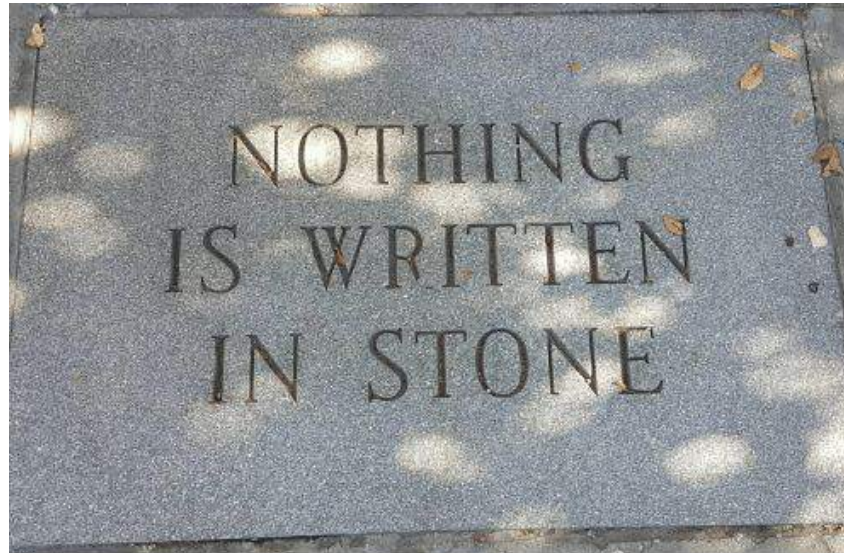
- **Purpose:**
 - **To establish current goal that you want to work towards**
 - **Create an action plan to achieve the current goals and dreams**
 - **Template for pivot points in life (change of major, career path, company, etc.)**



Career Action Plan

- **Benefits:**

- **Layout your “current” goals, dreams and aspirations**
- **Create a timeline of events needed to achieve these goals**
- **Tangible list of action items that can be prioritized and set to a timeline**
- **Be comfortable with change and be adaptable**



General Outline of Career Plan

- PART 1: Introduction/Career Interests/Ikigai
- PART 2: Dream Internship/Job Description
- PART 3: Skill Assessment
- PART 4: Skill Development Plan/Leveraging Resources
- PART 5: Three - Five Year Timeline

We will provide you some samples, but these are ***NOT TEMPLATES***.

You must tell your ***UNIQUE Professional Story!***

Be your full ***authentic self and Stand Out!***

Career Action Plan Rubric



Grading Rubric for Career Action Plan

ENGINEERING 23 – Career Action Plan Grading Rubric

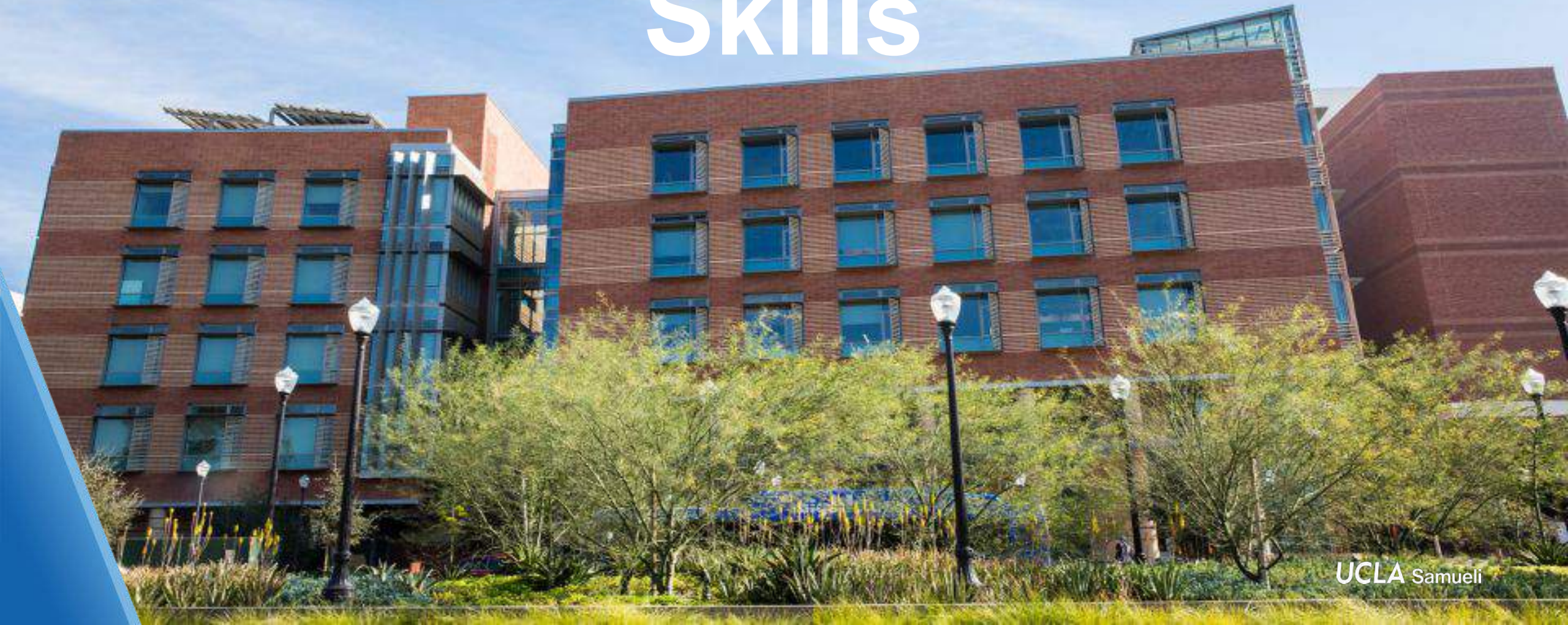
TOTAL: / 100 PTS

INTRODUCTION & CAREER PLAN OVERVIEW (15 PTS) Who are you? Dream Job? Dream company? Overview of your plan <ul style="list-style-type: none"> What is your dream job? why? What is your dream company? why? Introduce yourself and your background in an intro slide Introduce your interests and you value the most for career Briefly provides an overview of your career plan 	<ul style="list-style-type: none"> Provide an outline of topics to cover in the PPT Enthusiastically describe your DREAM JOB; detailed info on the job and your preferred company Discuss your interests and how you value a company Provide an overview of your career plan: indicating your end goal in 5 years. 	<ul style="list-style-type: none"> Provide an outline of topics to cover in the PPT Describe your dream job at a preferred company briefly with some details Overview of career plan has no clear directions Briefly discuss your interests and how you value a company 	<ul style="list-style-type: none"> Outline of topics to cover in the PPT is missing Simply stating dream job with no elaborations and details No discussions on your interests Overview of career plan is poorly put together
	15 PTS	10 PTS	5 PTS
SKILL ASSESSMENT (25 PTS) How to plan on acquiring more skills? <ul style="list-style-type: none"> What do you plan on doing after UCLA and/or before entering Industry? what skills does your dream job require? What skills do you want to acquire after UCLA? Assess your current skills and weaknesses What needs to be done in order to improve your current weaknesses? 	<ul style="list-style-type: none"> Clearly outlines plans after graduating from UCLA Explicitly lists out all the skills you wish to acquire after UCLA Comprehensively lists out skills you currently have Discusses current weaknesses Thoroughly discusses what needs to be done in order to improve and what skills you would like to acquire in the future mention ¾ skills assessments 	<ul style="list-style-type: none"> Outlines plans after graduating from UCLA Lists out all the skills you wish to acquire after UCLA and all the skills you currently have Current weaknesses are discussed, but no promising approaches to improve on them Lists skills you would like to acquire in the future 	<ul style="list-style-type: none"> Plans after graduating from UCLA is missing or poorly put together Fails to answer the questions listed No thorough discussions on them
	25 PTS	15 PTS	5 PTS
LEVERAGING RESOURCES (20 PTS) <ul style="list-style-type: none"> What kinds of experience are you expecting to gain or develop? Describe what resources you need to utilize in order to 	<ul style="list-style-type: none"> Indicates what kind of experience you would like to intern at, including the types of role and responsibility Discuss resources needed to excel in your early stage career 	<ul style="list-style-type: none"> Indicates what kind of experience you would like to intern at, with no clear discussions on the preferred role and responsibility Discuss resources needed to excel in your early stage 	<ul style="list-style-type: none"> Fails to discuss a preferred experience No discussions on the resources needed to achieve career goals

Grading Rubric for Career Action Plan

5-YEAR TIMELINE (15 PTS) <ul style="list-style-type: none"> A clean graphical representation of your timeline Short concise descriptions of each stage 	<ul style="list-style-type: none"> Timeline is clean and visually understandable Short descriptions are concise and informative Animations clearly illustrated the chronological order of the timeline 	<ul style="list-style-type: none"> Timeline contains all the information for the next 5 years Descriptions are concise Text to visual ratio is not adequate 	<ul style="list-style-type: none"> Timeline does not match previously stated skill development and leveraging of resources
	15 PTS	10 PTS	5 PTS
PRESENTATION (20 PTS) Proper length and dress code <ul style="list-style-type: none"> Rehearsed/Confidence Clean and organized slides Audience is able to sense the excitement and the passions for his/her career 	<ul style="list-style-type: none"> Presentation looks rehearsed; Confident, comfortable, and prepared Shows excitement and passions for the career Professional dress code Appropriate length (Finished within 30 seconds of targeted 12 minutes) PPT slides are clean and well-organized Eye-contact with the audience 	<ul style="list-style-type: none"> Introduce yourself to class with enthusiasm Shows excitement for the career Mumbles occasionally Pauses during conversation Satisfactory grammar Able to think on his/her feet by adequately answering questions he/she had not prepared Reading from slides are rarely made eye-contact 	<ul style="list-style-type: none"> Presentation seems to lack confidence and excitement/passions Speaks too quietly or loudly Inappropriate language Poor grammar Unable to think on his/her feet Did not make eye-contact with audience and occasionally turns back to the audience
	25 PTS	15 PTS	5 PTS
REFERENCES (5 PTS) Proper citations <ul style="list-style-type: none"> Images are cited References are included 	<ul style="list-style-type: none"> Images are credited properly References are properly cited Include a slide containing all the references 	<ul style="list-style-type: none"> Missing 1 or 2 sources/references Include a slide containing all the references 	<ul style="list-style-type: none"> Missing multiple sources/references No slide on all the references
	5 PTS	3 PTS	1 PTS

Where to Gain Technical Skills



How to Build Technical Skills

1. School Wide Resources

- **Career Center**
 - **Forage**
 - **Parker Dewey**
- **MakerSpace**
 - **New location at Olympic Hall on the Hill**
 - **2nd Floor Boelter Hall**
- **ENGR 96 Classes**
 - **Past topics : Go Karts, Electrocardiograms, Rockets, Internet of Things**

2. Student Organizations

- **Often grouped by major, but not restricted to students in that major**

Forage and Parker Dewey



**Explore potential career paths!
Learn & build skills employers are looking for! Projects require 4-6 hours to complete, are self-paced & accessible on-demand.**

**Opt-in to sharing your work with the company & get noticed by recruiters!
Upon completion, receive a digital certificate from the employer to share on LinkedIn!**

<https://www.insidesherpa.com/landing/UCLA/uYZSMSEFTQbbkPYaQ/preview>



Parker Dewey offers paid microinternship opportunities and 4-6 hour long projects for students to develop skills, explore career fields and companies, and get noticed by recruiters for the quality of their work.


<https://info.parkerdewey.com/ucla>

You can easily connect it to your LinkedIn account so you don't have to setup a new profile from scratch!

Engineer Change.

Forage and Parker Dewey






Content Creation for Blockchain Project | Park City , UT

BY: **Connex** DEPARTMENT: **Marketing**

START DATE: 11/08/2021 [Remote](#)

[Favorite](#) [Hide](#) [DETAILS](#)




Project 80 | Hallandale Beach, FL

BY: **APEX Systems Inc.** DEPARTMENT: **R&D**

START DATE: 11/08/2021 [Remote](#)

[Favorite](#) [Hide](#) [DETAILS](#)



EV/Lithium Battery Engineering Internship. | Miami, FL

BY: **nSIGMA POWER** DEPARTMENT: **School of Engineering**

START DATE: 11/01/2021 [On-Site](#)

[Favorite](#) [Hide](#) [DETAILS](#)

Engineer Change.

UCLA MakerSpace

FREE for all UCLA students (you don't have to live on the Hill)

Machines include:

TEXTILES: 3 sewing machines, 1 iron, 1 embroidery machine, 1 large vinyl cutting machine (ROLAND), 1 small vinyl cutting machine (cameo silhouette 4), 1 heat press

LIGHT MANUFACTURING: 6 traditional (FDM) 3D printers, 2 resin (SLA) 3D printers

OTHER TOOLS: Soldering Irons, Hand tools

@uclamakerspace in Instagram



FAQ:

<https://docs.google.com/document/d/1Xi9eWTBW6o3AZTmy6kA7wwnbYuCCJN7ySnPXuxhQjLM/edit>

Student Organizations

- **Aerospace Engineering**
 - **AIAA**
 - **Design Build Fly, Rocket Project, Unmanned Aerial Systems**
- **Bioengineering**
 - **BMES**
 - **Technical Projects: Build Team, Cell Team, Design Team**
 - **Committees: Academic, Community Outreach, Industry, Mentorship, Social**

Student Organizations

- **Chemical Engineering**
 - **AIChE**
 - **Chem-E Car, LEAP, CHiP**
- **Civil Engineering**
 - **ASCE**
 - **Concrete Canoe, Seismic Design, Geowall, EngineeringX, Construction Management, Steel Bridge, Environmental Design, Surveying, Timber Design, Transportation**
 - **ITE**
 - **Engineers without Borders**
 - **Navajo Water Project**

Student Organizations

- **Computer Science**
 - **ACM at UCLA**
 - **ACM AI, ACM Cyber, ACM Design, ACM Game Studio, ACM Hack, ACM ICPC, ACM Impact, ACM TeachLA, ACM W**
 - **Creative Labs**
 - **DevX**
 - **LA Blueprint**
 - **Nova**
 - **Young Tech Professionals by Innovate@UCLA**
 - **COM SCI 188**

Student Organizations

- **Electrical Engineering**
 - **IEEE**
 - **OPS, Micromouse, Aircopier, Digital Audio Visualizer**
 - **IDEA Hacks**
 - **ECE 3**
- **Materials Engineering**
 - **Materials Research Society**
 - **SAMPE**
 - **Bruin Racing**
 - **Renewable Energy Association**
 - **Classes:**

■ MSE 90L, MSE 110L, MSE 111L, MSE 121L, MSE 131L, MSE 141L, MSE 143L, MSE 161L

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Student Organizations

- **Mechanical Engineering**

- **ASME Bruins**
 - **FADE, X1 Robotics, Combat Robotics, Bruin Underwater Robotics**
- **AIAA**
 - **Design Build Fly, Rocket Project**
- **Bruin Home Solutions (10 projects)**
- **Bruin Racing - Formula, Racing, Supermilage**
- **Bruin Space**
- **Design Create Solar**
- **Engineers without Borders**
- **Renewable Energy Association**
- **3D4E**
- **Creative Labs**
- **Classes:** MAE 162A MAE C162B, MAE 163A, MAE M168

Mock Interviews



Peer Mock Interviews

Today: You will do a 30 minute peer mock interview

(20-25 mins of interview and 5-10 mins of feedback)

**You prepared 10 questions you
PREDICTED your dream company
might ask!**

Easiest Interview EVER!

Peer Mock Interviews: 30 min/person

Interviewee:

Give your Questions to your interviewer by sharing your screen. Then do your introductory Elevator Pitch!

Interviewer:

**Start with Q: Tell us about yourself.
Then pick Qs from list!**

Grading Rubric for Mock Interview

FIRST IMPRESSION (10 PTS) Gestures and impressions <ul style="list-style-type: none"> ▪ Confident; genuine ▪ Great first impression ▪ Proper attire; Dress shoes 	<ul style="list-style-type: none"> ○ Firm handshake; genuine smile ○ Confident body language ○ Clean appearance ○ Appropriate business attire 	<ul style="list-style-type: none"> ○ Weak handshake; poor smile ○ Poor posture ○ Acceptable appearance ○ Either under- or overdressed ○ Minimal "umms" and fidgeting 	<ul style="list-style-type: none"> ○ Doesn't shake hands ○ Minimal eye contact ○ No smile; Lot's "umms" and fidgeting ○ Too casual or inappropriate ○ Wrinkled clothing
	10 PTS	5 PTS	1 PTS
INTRODUCTION & BRANDING (20 PTS) Who are you? What makes you stand out? Quick glance of resume <ul style="list-style-type: none"> ▪ Confident introduction ▪ Complete resume 	<ul style="list-style-type: none"> ▪ Outstanding, creative introduction (e.g. connect the purpose to your personal experience/story) ▪ Student left great first impression (e.g. unique personalization and compelling stories) ▪ Resume is neat and well-formatted. Detailed descriptions of experiences and skills 	<ul style="list-style-type: none"> ○ Great introduction with sufficient information and some creativity/personalization ○ Resume is neat but may need more work on phrasing and providing relevant information 	<ul style="list-style-type: none"> ○ Unenthusiastic introduction that contains irrelevant information ○ Resume is poorly formatted and contains extensive amount of noticeable errors
	20 PTS	10 PTS	5 PTS
UNIQUE PERSONAL TRAITS (20 PTS) Express motivation/attitude <ul style="list-style-type: none"> ▪ What motivates you to do your best? ▪ What have been your greatest accomplishments from work or school? What are you most proud of? ▪ Actively participates in conversation by asking critical questions 	<ul style="list-style-type: none"> ○ Interested and enthusiastic ○ Eagerly asks questions ○ Asks for business cards ○ Provide relevant personal stories that illustrate your unique personal traits ○ Asks interviewers critical questions that are relevant and show your enthusiasm for the company 	<ul style="list-style-type: none"> ○ Seems interested, but could be better prepared ○ Somewhat shy and nervous ○ Provide brief personal stories that illustrate your traits ○ Asks interviewers critical questions that show your interests in the company 	<ul style="list-style-type: none"> ○ Passive and indifferent ○ Extremely shy and nervous ○ No obvious connections made between your characters and your personal stories. ○ Asks interviewers irrelevant questions or no questions at all.
	20 PTS	10 PTS	5 PTS

Grading Rubric for Mock Interview

CONTENT OF ANSWERS (25 PTS) Great use of relevant examples	<ul style="list-style-type: none"> Well-constructed confident responses with relevant examples 	<ul style="list-style-type: none"> Responses are too short or vague No obvious connections 	<ul style="list-style-type: none"> "Yes" or "No" answers Does not refer to applicable skills/strengths
<ul style="list-style-type: none"> What are some previous experiences that support your qualifications 	<ul style="list-style-type: none"> Relates how skills will contribute to any position Real world stories and situations that illustrate your values to the company Quantify your contributions or results that support the proficiency of your skills and capabilities 	<ul style="list-style-type: none"> between skills/experiences and the position No strong personal stories that help shape your values Briefly discuss and quantify your contributions or results from your past experience 	<ul style="list-style-type: none"> Extensive uses of "things" or "stuff" and stutters a lot No explicit discussion on your personal stories and lack of quantifications of previous experience
	25 PTS	15 PTS	5 PTS
SPEAKING ABILITY (25 PTS) <ul style="list-style-type: none"> How well did the student communicate? Thinking on your feet 	<ul style="list-style-type: none"> Speaks clearly at all times Easy to converse with Uses proper diction and grammar Able to think on his/her feet by comfortably answering questions he/she had not prepared 	<ul style="list-style-type: none"> Mumbles occasionally Pauses during conversation Satisfactory grammar Able to think on his/her feet by adequately answering questions he/she had not prepared 	<ul style="list-style-type: none"> Speaks too quietly or loudly Inappropriate language Poor grammar Unable to think on his/her feet
	25 PTS	15 PTS	5 PTS

See "Grading Rubrics" folder on CCLE

Engineer Change.