CARRIER ACTION PLAN

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CO-OP

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1. CARRIER OBJECTIVE:

The carrier objective of my life is to gain a technical job in the field of my study. Being a computer programming student, one of the best jobs I prefer are programmer, analyst. I am very ambitious of my carrier goals and have planned a proper flowchart for my daily actions to reach to that higher steps of my job life.

SPECIFIC

Being specific about the carrier option. In know according to my study course I am applicable of doing most of the programming jobs. I have a specific intrust in “system analyst” and will plan my every step to be in the field of intrust.

Applying for the job with updating my resume to the most professional level and completing my course is one step that will make me closer to my goal. These things are very important to be done according to gain the perfect job.

I am very observed according to my carrier plan as of my field of study. I am doing a proper job search as well as preparing for my future interviews as well.

MEASURABLE

To get a job of intrust I have prepared myself by choosing the specific field that will lead me further to the field of intrust. Measurable means that there must be a proper technique of facilities that will lead to the goal.

The factors that matter the most are quality of the job that I will be searching for, frequency that will in total explain me when to consider the good time for taking a major step. Also, the factor of cost that matters because I have planned out many factors and will be considering this as the major priority and lead forward.

There is a proper format that I have learned during my course study that have made a great impact through the guidelines provided to me by the course I am studying in.

ACHIEVABLE

Here comes the biggest question that is the goal achievable or not. It is always better to understand all the objectives and plan in a proper way that will lead me to my goal. As per this question I know that I have the proper course and training in the field that will help me gain the prospective.

I have planned to gain some experience in the field so that at the time when I will be able to get the job, I am fully prepared.

Most of the things that will be matter to achieve my goals is that how I will manage my time frame, the way I will see the opportunities. With the need of all the resources I will be capable of getting the desired job.

RELEVANT

The thing that comes into my mind is that will my decision be appropriate enough to be made on such big platform. Keeping in mind all the effects, it’s always best to know yourself and see if you are capable of the position.

It is relevant to see the study pattern and the subjects that are covered according to the pattern so that there is nothing that can lack behind for me to achieve my carrier goal.

There are factors that will make me confident and relevant about my decision of choosing the specific goal of my carrier.

TIME ORIENTED

It refers to the fact that the carrier goal should include all the instruction so that I am able to make very positive decision for implementing the goal. Every step is properly considered so that I don’t miss any minor steps that I will be needing to reach my carrier goal.

I will make sure that my every step is considered important so that when I reach to the final step I am well prepared and not missing any specific knowledge needed for me to accomplish my goal.

That will also help me to be updated of my goal and I will know that I am going well in my steps while managing all my time.

2. STRATEGIC PLANNING:

**GETTING STARTED**

GOAL #5 APPLY CO-OP

This requires to find the job for the co-op term.

GOAL #4 REFERENCE

Taking help of knowns and applying for jobs as reference.

GOAL #3 LINKEDIN PROFILE

Creating an account to upload all the experiences.

Updating all the information.

GOAL #2 INDEED APPLY

Applying as an employee.

Preparing for the opportunities

GOAL #1 RESUME

Making a professional resume.

Updating all the information.

GOAL #6 CO-OP

In the co-op giving the best to get hired.

GOAL #7 GRADUATING

Completing the course by attaining appropriate GPA.

GOAL #8 JOINING CO-OP JOB

Gaining experience from co-op job and applying for more.

GOAL #9 SYSTEM ANALYST

Getting the desired job and giving the best to be full time.

GOAL #10 HIGHER POST

Being upgraded or finding a job at higher post.

**GOAL ACHIEVED**

3. GOALS AND OBJECTIVE:

GOAL#1 RESUME(MAR 2018)

Updating the resume into a professional one is the most important step to be performed. Adding on all the software and languages that I have knowledge is very important. One of the key reasons that are helpful are being selected for the interview. The resume must include every job experience I have ever had.

GOAL#2 INDEED APPLY(APRIL 2018)

After getting the resume ready one of the important steps comes of applying online for the job itself. This job will include all the subject knowledge till date as per the requirements of the job. This job will be the job with basic programming needs and will help me to gain experience.

GOAL#3 LINKEDIN PROFILE(APRIL 2018)

Creating an account at linkedin is something that can gain attention of many hiring companies. It can be very helpful if some friends or teachers are ready to refer me for the position. It is one of the professional steps that must not be ignored to find a perfect carrier goal. Also mentioning all the past projects and experiences will help.

GOAL#4 REFERENCE(JUNE 2018)

There are some physical factors that work out in business and if I am referred by some employee or a friend or a teacher that can be very helpful to gain additional attraction. Along with the other supporting documents this can help me find my carrier job. If a person is referred that means a lot to the company and they are ready to offer job.

GOAL#5 APPLY CO-OP(JULY 2018)

While I am at my co-op course it is helpful for me to be eligible for the co-op by having good grading in my subjects. This is the step where I have to apply for all the hiring companies of my field and gain some experience. This will be very helpful when I am a student because at that time companies need learning minds and some exceptions can be considered.

GOAL#6 CO-OP(SEP 2018)

When I will get the opportunity to work in a company as a ‘co-op’ I will be having an opportunity to give my best to them. This is the time where I have to show myself what I am capable of and what are the decisions I can make for the company benefits. At this time company can also hire me and give me a job after the completion of my course.

GOAL#7 GRADUATING(SEP 2019)

I have to pay much attention to my academics and perform well to be eligible to attain the job of my dreams. Higher GPA is always a good reflection of who much the person knows about the course. At this time I will be fully prepared and confident about the software and language knowledge that I have studied in my course.

GOAL#8 JOINING CO-OP JOB(OCT 2019)

As now when I am done with all my studies and have achieved my GPA, I am ready to go back to my co-op job that I have been doing at the time of my co-op. This will help me in gaining a lot of experience and knowledge that will help me grow my skills and be ready to join the job of my dreams.

GOAL#9 SYSTEM ANALYST(JAN 2020)

This is the job I have been preparing so long. Being a system analyst in one of the good companies is a very good post as per the field of intrust. Being an IT student I will grow and master many technologies most commonly used in the market. I will gain a lot of experience in this field and job.

GOAL#10 HIGHER POST(MAY 2020)

After clearing the hiring process in the co-op company, my goal will be to learn and experience new technologies and come forward by getting to a higher post. This is the time when I have to show myself what I am capable of and come forward with new innovative ideas that will help me grow in my business.

4. IMPLEMENTATION:

This is the implementation that is followed up by one of my classmates and will help me recognize the evaluation of my goal. It will also help me in attaining my goal.

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| **GOAL** | **DEADLINE** | **ACHIEVED** | **EVALUATION** | **INITIALS** |
| 1. RESUME | MAR 2018 |  |  |  |
| 2. INDEED APPLY | APRIL 2018 |  |  |  |
| 3. LINKEDIN PROFILE | APRIL 2018 |  |  |  |
| 4. REFERENCE | JUNE 2018 |  |  |  |
| 5. APPLY CO-OP | JULY 2018 |  |  |  |
| 6. CO-OP | SEP 2018 |  |  |  |
| 7. GRADUATING | SEP 2019 |  |  |  |
| 8.JOINING CO-OP JON | OCT 2019 |  |  |  |
| 9. SYSTEM ANALYST | JAN 2020 |  |  |  |
| 10. HIGHER POST | MAY 2020 |  |  |  |

NAME: ID: