



A proud partner of the americanjobcenter network

CAREER PLANNING

GOALS & RESOURCES

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

WHAT IS CAREER PLANNING?





WORKFORCE SOLUTIONS



Career Planning Definition

Career planning consists of activities and actions that you take to achieve your individual **career** goals.

Career planning is the ongoing process where you:

- Explore your interests and abilities
- Create your future work success by designing learning and action plans to help you achieve your goals



The Importance of Planning a Career

It's Important to Know:

Where you are now

What is important to you

What motivates you

What your talents are

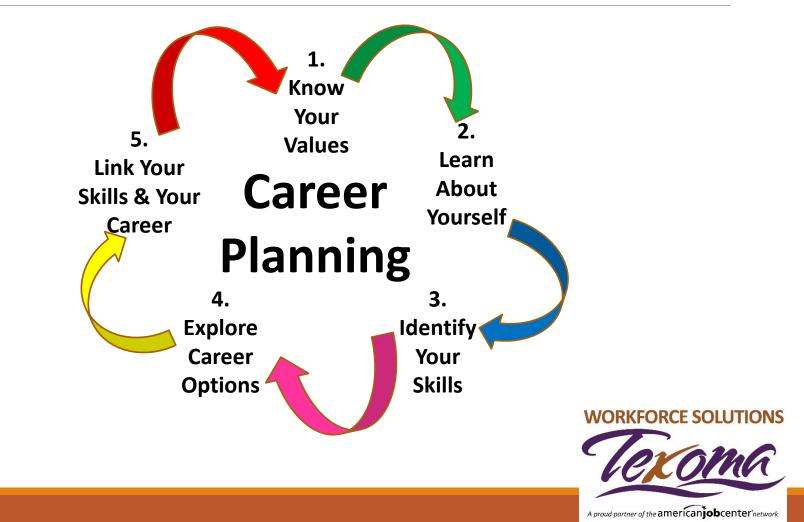
What talents you enjoy using

What you are interested in

WORKFORCE SOLUTIONS



CAREER PLANNING STEPS



Career Planning Resources

www.workintexas.com

Provides:

- Skills Assessments
- Career Matching
- Resume Builder



- Veterans Services
- Job Search
- Labor Market Information

www.myskillsmyfuture.org

Provides:

- Skills Assessments
- Career matching for laid-off workers or those who are exploring a career change





Career Planning Resources cont.

<u>GCFLearnFree.org</u> - Provides free online tutorials for:

- Career Planning
- Computer and Software Skills
- Workplace Skills
- Resume Writing

- Applying for Jobs
- Internet Skills
- Social Media Skills
- Educational Skills

<u>Workforce Solutions Texoma</u> – www.workforcesolutionstexoma.com

- Job Search Resources
- Resume, Application, Interview Preparation
- Career Development
- Training Scholarships for Eligible Individuals
- Traitify Personalized Talent Assessment

- Child Care Assistance
- Employer Services
- Veterans Services
- Rehabilitation Services



Tips for Success

Tailor your resume to each job

- One resume may not fit all jobs you wish to apply for
- Match your skills to the job posting
- Make sure the resume you submit highlights the skills the employer is seeking

Broaden your job search

- Visit your local Workforce Solutions Center
- Register with staffing agencies
- Contact a recruiter
- Use social media and LinkedIn



Tips for Success cont.

Prepare for Interviews

- Practice your answers to the most common interview questions.
- Research the company learn as much as you can about the company before the interview.
- At the end of the interview, ask questions.

Don't forget to thank the interviewer

Email a quick note of thanks that emphasizes your interest and fit with the job and employer.







LOCATIONS

COOKE COUNTY

1311 North Grand Ave.Suite 200Gainesville, TX 76240940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr Bonham, TX 75416 903-640-0222

GRAYSON COUNTY

2415 South Austin Ave. Suite 105 Denison, TX 75020 903-463-9997

1-888-813-1992

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