

Career Planning Basics

Aptitude Inventory/Career and Personality Test

a standardized test designed to estimate a person's ability and interest concerning job-related skills

Job Shadowing

a school supervised activity which exposes a student to an occupation in which the student has an interest and gives him or her the opportunity to experience the workplace atmosphere, to ask questions and to observe procedures

Internship

provide a structured experience combining work and learning; afford the opportunity for hands-on experience and expose students to the academic, technical and personal skills required in specific jobs

Volunteering

the act of voluntarily offering services to an organization; allows for observing job options and can create valuable networking associations

Community or Junior College

offers two-year associate degrees - Associate of Arts or Associate of Science

Vocational Program

possess narrow specialization; offer in-depth, hands-on training which reduces the need for on-the-job training

Colleges and Universities

offer a wide range of programs through various departments and facilities including liberal arts, fine arts, sciences, social sciences and professional programs; offer bachelor's degrees as well as graduate and postgraduate studies

Free Application for Federal Student Aid (FAFSA)

a form used to apply for federal grants, on-campus jobs and student loans

Grant

money provided by the government to a student which does not have to be repaid

Work-study Program

a program in which students typically work 12 to 19 hours each week on-campus, usually for minimum wage

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Student Loan

money provided to a student which must be repaid

Scholarship

money provided to a student by a college, university or other organization because of merit or need; does not have to be repaid

Full-time Job

involves a 40 hour work week, usually has set hours and a set salary and often includes benefits such as insurance, vacation time and sick leave

Part-time Job

allows for flexibility; involves a 20 to 30 hour work week and rarely has benefits associated with it

Temporary Agency

provides temporary employment by matching applicants to a potential employer and instructing them on how to be a success

Hidden Job Market

job openings which are not advertised to the general public but are filled through current employees' recommendations or referrals from trusted associates

Cold Contacting

the process of dropping by, e-mailing or calling without a referral or appointment

Portfolio

a collection of individual work samples which may include essays, drawings, photography, technical designs or products, and other pieces placed together under one cover to illustrate competency in one or more fields

Résumé

a summary of education, skills, accomplishments and experience which should be one page in length; a snapshot of everything you have done

Cover Letter

should be included with a résumé; introduces who you are and explains why you are writing or requesting an interview

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References

people to whom questions regarding character and/or ability can be asked; can include previous employers, teachers or instructors, members of the community and counselors

Interview Etiquette

the use of manners during an interview; includes making eye contact, speaking clearly, listening, being attentive and focused, being respectful and appropriately responding to questions and prompts