

# My Next Best Step

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A step-by-step toolkit  
to develop career  
pathways for Florida's  
Community Health  
Center Workforce

Published by the  
Florida Association of  
Community Health Centers

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Employee Edition





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The Florida Association of Community Health Centers (FACHC) is the state's leading advocate for community-based primary healthcare organizations. The mission of FACHC is to provide the voice, resources, and support for Florida's Community Health Centers (CHCs) in their commitment to ensure access to a quality health care home. We do this by bringing together agencies, policymakers and key people able to affect healthcare issues at state and federal levels.

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Welcome!

Congratulations on taking your “next best step” in developing your career pathway! You will find this book helpful as you begin to explore your short and long term career goals as a Community Health Center employee, increasing your personal value and organizational impact.

As you know, Community Health Centers profoundly impact the health, quality of life, and future of all Floridians, from all walks of life. Your contributions to this work enable quality, primary healthcare for individuals regardless of their ability to pay; this is noble work and you should be proud to take this step to advance your career pathway within your Center.

Throughout this book, you’ll find organized, thoughtful, and concrete tools that can help you examine and fulfill your career aspirations. As you complete these tools, you’ll feel confident about your career options going forward and maintain your commitment to this important work.

Working with your manager and other leaders from your Center, by completing the tools within this book you can begin to take action and make measurable progress for the benefit of your career. This experience will be as rewarding and fruitful as you make it. Invest in yourself to invest in your future – and your Center will invest in you, too.

As your primary care association representing all Community Health Centers throughout Florida, we are proud to provide this book as a resource for you and countless others all over the state.

Again, congratulations on taking this first step and I wish you the best of luck as you continue to build your career within Florida’s Community Health Centers.

Sincerely,

Jonathan Chapman  
President & Chief Executive Officer  
Florida Association of Community Health Centers, Inc.

## Purpose of “My Next Best Step”

This book was developed to support the collective workforce of Florida’s Community Health Centers. The tools that are within this book are derived from evidence-based strategies that enable career pathways for an individual seeking to advance their career.

A career pathway consists of the many different elements that enable an individual to improve their ability to build, navigate, and improve their career. A career pathway helps individuals plan, take action, and measure their progress as they advance throughout their career. In the end, individuals no longer have a series of jobs but instead have a planned, fulfilling career that provides purpose, passion, and impact.

Developing a career can be a daunting task. Competition within the workforce is high, opportunities for advancement can be challenging, and finding fulfilling jobs that serve your individual purpose is as important than ever. This book intends to help you build a career that addresses each of these items.

Throughout this book are a series of tools that should be completed in sequential order. These tools will ask you to be thoughtful about the elements of work that are important to you. In addition, these tools will ask that you use candor and provide honest answers about your skills, abilities, and interests. By engaging authentically with these tools, you can develop a plan of action that will benefit your career for the long term.

This book is designed to be a collaborative effort between you and your manager. While you should take ownership of this process, your manager can also add valuable insight as you complete these tools.

As you begin completing the tools within this book, the following process will unfold:

- First, you will take a high-level look at your current career goals.
- Next, you’ll dive into the details of your interests, skills, and abilities in order to assess your current preparedness for meeting your career goals.
- Then, you’ll assess your strengths, weaknesses, and opportunities as it relates to these career goals.
- And finally, you’ll develop specific action steps that are informed by these tools in order to make progress along your career pathway.

Once you have completed the tools within this book, and by working with your manager, you will have a strong set of organized action plans that you can track along your career pathway.

Good luck and let’s begin!



## O\*Net Online

Building a career pathway requires using evidence to inform your decision making. The more information (evidence) we know about ourselves and the jobs we seek to perform the better we can decide which pathway is right.

This book uses evidence, tools, and resources from O\*Net Online ([www.onetonline.org](http://www.onetonline.org)). This resource is a function of the U.S. Department of Labor's Bureau of Labor Statistics and is the largest jobs database in the world. It includes comprehensive data about 900+ jobs throughout all sectors in the country. Not only does this platform provide valuable wage data about jobs you may be interested in, but it also includes the best data analysis about the different elements of these jobs.

As you build your career pathway, you'll see the importance of understanding the many different elements of a job and how it aligns with your skills, abilities, and interests. O\*Net Online provides comprehensive data about the following:

- The specific abilities required for a job;
- The career interests aligned with a specific job;
- The knowledge required for a job;
- The skills that are essential for a job;
- The activities that make up a job;
- The context that influences the nature of work and its alignment to your interests;
- The work styles that are part of a specific job; and
- The work values that contribute to personal satisfaction within a job.

Because O\*Net Online is driven by data, the information it provides represents the existing jobs marketplace as it is, not as it should be or as someone might want it to be. Therefore the data that this platform provides gives you a realistic sense of a specific job, one that you can count on experiencing in that job. Therefore, using data from O\*Net Online is the best source of occupation information to help develop a career pathway.

As you develop your career literacy, becoming familiar with O\*Net Online should be an important goal. Whether you use it for short term planning or to help you make long term decisions, this platform can aid your decision making and help you navigate your career pathway.

## Resources in this Book

As you progress through the tools in this book, you will encounter the following tools:

- Tools 1-6, which should be completed in sequence.
- O\*Net Online, a platform built on the nation's jobs database.
- O\*Net Online terminology that will help you complete Tool #2.
- A duplicate set of Tools 1-6 that can be completed in the future, as you revisit your career pathway.
- A space for notes after each Step and at the end of the book.

To efficiently and effectively complete the tools within this book, it's important to become familiar with these resources.



## Tool #1

# My Next Best Step

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- Purpose:** Develop a high-level review of your current career choices and your future career goals.
- Inputs:** Personal insight and contributions.
- Outcomes:** An overview of your future career goals that can help aid completion of subsequent tools.

## **My Next Best Step**

### **An overview of your future career goals and aspirations**

\_\_\_\_\_

Name

\_\_\_\_\_


Date

This is the first step in completing the “My Next Best Step” guidebook to develop your career pathway. The purpose of this step is to think about your career goals in a simple manner, giving thought to both what you currently do in your career and what you want to do next. In addition, this step asks that you begin to think about some of the barriers that might prevent you from achieving your career goals as well as some initial steps you can take in short and long term.

For this first step, it’s okay if you don’t know all of the answers to these questions. For some, you might have partial answers or answers that are your “best guess”. Wherever you are starting from as you begin to develop your career pathway, that’s okay. The most important part of this first step is that you begin to think about your career from action-oriented and solutions perspectives.

If you struggle to complete this first step, think about these questions and see if your answers can help you fill in the information on the next page:

- What is a passion of mine that I haven’t yet explored?
- What are the things that make my current job difficult?
- Do I enjoy my current job and want to improve within it or do I want to progress to another job?
- Do I have the ability to change the things that I don’t like in my current job?
- Who is someone that I know that can help me advance in my career pathway?
- What are different resources that I know of that might be helpful for my career goals?
- Do I have the knowledge, skills, and abilities to effectively do my current job? How about a future job?
- Are there personal challenges that prevent me from being fully successful in my career?

First, start here. 

Then complete the next two sections for future jobs. After that, identify your next best steps for your career.

My current job is:	What do I like?	What don't I like?

My next job:	What do I need to get this job? ___ Training ___ Mentorship ___ Credential ___ Experience	What barriers exist? ___ Childcare ___ Transportation ___ Eldercare ___ \$ Resources
	How long do I plan to do this job?	What's the best next step to get this job?

The next job I want is:	What do I need to get this job? ___ Training ___ Mentorship ___ Credential ___ Experience	What barriers exist? ___ Childcare ___ Transportation ___ Eldercare ___ \$ Resources
	How long do I plan to do this job?	What barriers must be addressed to get this job?

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Who/what are my resources in building my career?	What goals should I set for the next 6 months for my career?	What goals should i set for the next 2 years for my career?









## Tool #2

# Self Assessment

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- Purpose:** Complete a self assessment that helps you understand your current interests, skills, abilities, and values related to your career goals and pathway.
- Inputs:** Personal insight and contributions; manager's insight and contributions.
- Outcomes:** Comprehensive self assessment that measures your view of your interests, skills, abilities, and values related to work; this self assessment can then be used to measure your preparedness for specific occupations.

**Self Assessment**  
**Interests, Skills, Abilities,**  
**Work Values/Styles**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

This self-assessment is focused on YOU: what do you like in a job, what are your skills, what are your abilities, and how do you like to work? There is no wrong answer within this self assessment; in fact, the more honest you are with your answers, the better you can build a long-term career within Florida's Community Health Centers. Take time to think about how you will respond to each of these sections; if needed, come back and revisit your responses after giving each of these sections some thought.

**Work Interests** - There are six different types of work interests, which include the type of work environment you desire and the kind of work you want to be involved with. Add a check mark for each interest area based on your personal alignment.

Interest Area	High Alignment	Medium Alignment	Low Alignment
<b>Realistic</b> - designing, building, working with equipment, materials, or structures; physical activity; outdoor activity.			
<b>Investigative</b> - studying/researching non-living objects, living organisms/disease, human behavior.			
<b>Artistic</b> - creating original works of art (music, artwork, performance) or food; applying artistic/design principles.			
<b>Social</b> - helping, teaching, advising, assisting, or providing services to others.			
<b>Enterprising</b> - managing, negotiating, marketing, selling; business settings; political environments.			
<b>Conventional</b> - following procedures/regulations; organize information or data; business settings.			

**Career Skills** - These skills are those that help you perform any job within your career; they help you develop knowledge/abilities and learn job-specific skills. Add a check mark next to each skill based on your strengths.

Career Skills	High Skill	Medium Skill	Low Skill
<b>Active Listening</b> - full attention, asking questions, engaged			
<b>Mathematics</b> - using math to solve problems			
<b>Reading Comprehension</b> - understanding information			
<b>Science</b> - using scientific methods/rules to solve problems			
<b>Speaking</b> - talking to others to convey information			
<b>Writing</b> - using writing to effectively communicate			
<b>Active Learning</b> - understanding information to problem solve			
<b>Critical Thinking</b> - using logic and reason in various scenarios			
<b>Learning Strategies</b> - using appropriate methods to learn/teach			
<b>Monitoring</b> - assessing situations to improve/correct			

**Abilities** - These are cognitive attributes that are inherent to each individual and help you perform your job. Add a check mark based on your strength with each ability.

Abilities	Strength		
	High	Med	Low
Selective Attention - ability to concentrate w/o distraction			
Time Sharing - shift between two or more activities			
Category Flexibility - different rules used for different things			
Deductive Reasoning - apply rules to specific problems			
Fluency of Ideas - generate a number of ideas about a topic			
Inductive Reasoning - combine info to form conclusions			
Information Ordering - arrange items in a specific order			
Originality - generate unusual or clever ideas to form solution			
Problem Sensitivity - know when something is wrong			
Memorization - remember information and data			
Flexibility of Closure - detect patterns that are hidden			
Perceptual Speed - quickly detect similarities/differences			
Speed of Closure - quickly make sense of info/patterns			
Mathematical Reasoning - use formulas to solve problems			
Number Facility - add, subtract, mult., divide quickly/correctly			
Spatial Orientation - know location within environment			
Visualization - imagine result after something is rearranged			
Oral Comprehension - listen/ understand oral information			
Oral Expression - communicate info through speaking			
Written Comprehension - read/ understand written info			
Written Expression - communicate ideas in writing			

**Work Values** - These are the overarching elements of work that an individual requires in order to be satisfied/fulfilled in their current occupation and career. Add a check mark for each value based on how important it is for you.

Work Value	Importance		
	High	Med	Low
<u>Achievement</u> - results oriented, feelings of accomplishment			
<u>Independence</u> - working on own, making decisions			
<u>Recognition</u> - opportunities for advancement, leadership			
<u>Relationships</u> - provide service to and work with others			
<u>Support</u> - environments with supportive management			
<u>Working Conditions</u> - good conditions; job security			

**Work Styles** - These represent the elements of a career that align with your personality, allowing you to achieve/perform well in any job you have. Add a check mark for each work style based on how it fits your personality and its importance.

My Career/Job Should Require...	Fit		
	High	Med	Low
Achievement/Effort			
Initiative			
Persistence			
Adaptability/Flexibility			
Self-Control			
Stress Tolerance			
Attention to Detail			
Dependability			
Integrity			
Independence			
Concern for Others			
Cooperation			
Social Orientation			
Analytical Thinking			
Innovation			
Leadership			

**Manager's Assessment**  
**Interests, Skills, Abilities,**  
**Work Values/Styles**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

Tool #2 is duplicated here for the purposes of engaging with your manager as you develop your career pathway and goals. Having your manager complete this assessment of you is meant to provide additional information and perspective about you and your aspirations. Your manager may or may not complete this assessment in full for you; in any case, use their perspective to help you think about the type of career that is best for you.

**Work Interests** - There are six different types of work interests, which include the type of work environment that an individual desires and the kind of work he/she wants to be involved with. Add a check mark for each interest area based on your perspective as a manager.

Interest Area	High Alignment	Medium Alignment	Low Alignment
<b>Realistic</b> - designing, building, working with equipment, materials, or structures; physical activity; outdoor activity.			
<b>Investigative</b> - studying/researching non-living objects, living organisms/disease, human behavior.			
<b>Artistic</b> - creating original works of art (music, artwork, performance) or food; applying artistic/design principles.			
<b>Social</b> - helping, teaching, advising, assisting, or providing services to others.			
<b>Enterprising</b> - managing, negotiating, marketing, selling; business settings; political environments.			
<b>Conventional</b> - following procedures/regulations; organize information or data; business settings.			

**Career Skills** - These skills help individuals perform any job within their career. Add a check mark next to each skill based on your perspective as a manager.

Career Skills	High Skill	Medium Skill	Low Skill
<b>Active Listening</b> - full attention, asking questions, engaged			
<b>Mathematics</b> - using math to solve problems			
<b>Reading Comprehension</b> - understanding information			
<b>Science</b> - using scientific methods/rules to solve problems			
<b>Speaking</b> - talking to others to convey information			
<b>Writing</b> - using writing to effectively communicate			
<b>Active Learning</b> - understanding information to problem solve			
<b>Critical Thinking</b> - using logic and reason in various scenarios			
<b>Learning Strategies</b> - using appropriate methods to learn/teach			
<b>Monitoring</b> - assessing situations to improve/correct			

**Abilities** - These are cognitive attributes that are inherent to each individual. Add a check mark for strength level of these abilities based on your perspective as a manager.

Abilities	Strength		
	High	Med	Low
Selective Attention - ability to concentrate w/o distraction			
Time Sharing - shift between two or more activities			
Category Flexibility - different rules used for different things			
Deductive Reasoning - apply rules to specific problems			
Fluency of Ideas - generate a number of ideas about a topic			
Inductive Reasoning - combine info to form conclusions			
Information Ordering - arrange items in a specific order			
Originality - generate unusual or clever ideas to form solution			
Problem Sensitivity - know when something is wrong			
Memorization - remember information and data			
Flexibility of Closure - detect patterns that are hidden			
Perceptual Speed - quickly detect similarities/differences			
Speed of Closure - quickly make sense of info/patterns			
Mathematical Reasoning - use formulas to solve problems			
Number Facility - add, subtract, mult., divide quickly/correctly			
Spatial Orientation - know location within environment			
Visualization - imagine result after something is rearranged			
Oral Comprehension - listen/ understand oral information			
Oral Expression - communicate info through speaking			
Written Comprehension - read/ understand written info			
Written Expression - communicate ideas in writing			

**Work Values** - These are the overarching elements of work that an individual requires in order to be satisfied/fulfilled in their current occupation and career. Add a check mark for each value based on your perspective as a manager.

Work Value	Importance		
	High	Med	Low
<u>Achievement</u> - results oriented, feelings of accomplishment			
<u>Independence</u> - working on own, making decisions			
<u>Recognition</u> - opportunities for advancement, leadership			
<u>Relationships</u> - provide service to and work with others			
<u>Support</u> - environments with supportive management			
<u>Working Conditions</u> - good conditions; job security			

**Work Styles** - These represent the elements of a career that align with personality. From a manager's perspective, add a check mark for each work style based on the fit you have observed and its importance to the individual.

My Career/Job Should Require...	Fit		
	High	Med	Low
Achievement/Effort			
Initiative			
Persistence			
Adaptability/Flexibility			
Self-Control			
Stress Tolerance			
Attention to Detail			
Dependability			
Integrity			
Independence			
Concern for Others			
Cooperation			
Social Orientation			
Analytical Thinking			
Innovation			
Leadership			









## Tool #3

# Apply The Self Assessment

---

- Purpose:** Compare your self assessment in Tool #2 with data about occupations you are interested in; determine how your strengths and weaknesses align with a chosen occupation.
- Inputs:** Completion of Tool #2; input from managers/colleagues.
- Outcomes:** Better understand how your strengths and abilities are currently suited for a chosen occupation; better understand what gaps might exist as you explore your career growth.

## Apply The Self Assessment

### What does my assessment tell me about my career goals?

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Once you have completed your self assessment (and your manager's assessment, if appropriate), you can now apply that information to understanding how your career goals are aligned with who you are as an individual. In this section, you will align your self assessment with the work elements of jobs you are interested in. This will give you an initial evaluation of whether or not your personal attributes are aligned to a specific job. Based on that information, you can begin to take action on your career goals, addressing any gaps that might exist.

To show you how to effectively apply your self assessment, on the following page is an example of this tool, using a Medical Assistant job as a sample evaluation.

Source: [www.onetonline.org](http://www.onetonline.org)

To use O\*NET Online, go to [onetonline.org](http://onetonline.org).

- In the top right corner of the page, search for the occupation you are interested in. The example on the next page uses Medical Assistant as the occupation.
- Once you have reached the page for your chosen occupation, you can then click on the heading labeled "Details".
- You will find information about the occupation related to your self assessment, including "Work Interests", "Skills" (use this for Career Skills), "Abilities", "Work Values", and "Work Styles".
- Within each section, you can find the O\*Net Score that will be used to compare against your self assessment. Write each of these relevant scores in the appropriate tables within the worksheet entitled "Apply The Self Assessment".
- For some areas, like "Skills" and "Abilities", only use the items listed in the worksheet for comparison (for example, physical abilities are not included in the self assessment, so if a specific occupation lists those kinds of abilities in the top 10, ignore them until you have 10 abilities that are listed in the self assessment).

As you review this example, pay attention to the following items:

- You will compare the O\*Net Online data with your own self assessment, but remember this is only one single tool as you explore your career options.
- A mismatch in any of the items within this worksheet doesn't automatically mean the job isn't for you. Sometimes we aren't an accurate judge of our own skills or abilities, for example. If you come across a mismatch, compare it to your manager's assessment or ask a colleague for their input.

**O\*NET OnLine**

Occupation keyword search: electrician Go

Help - Find Occupations - Advanced Searches - O\*NET Data - Crosswalks - Share - Sites -

### Medical Assistants

31-9092.00

Bright Outlook Updated 2023

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Sample of reported job titles:** Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Outpatient Surgery Assistant, Registered Medical Assistant (RMA)

Summary Details Custom Easy Read Veterans Español

Contents -

#### Occupation-Specific Information

Tasks Save Table: XLSX CSV

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Importance	Category	Task
94	Core	Interview patients to obtain medical information and measure their vital signs, weight, and height.
94	Core	Clean and sterilize instruments and dispose of contaminated supplies.
93	Core	Record patients' medical history, vital statistics, or information such as test results in medical records.
93	Core	Explain treatment procedures, medications, diets, or physicians' instructions to patients.
92	Core	Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
92	Core	Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
91	Core	Show patients to examination rooms and prepare them for the physician.
91	Core	Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
90	Core	Perform routine laboratory tests and sample analyses.
89	Core	Greet and log in patients arriving at office or clinic.

Technology Skills Save Table: XLSX CSV

10 of 14 displayed

Once you are comfortable and fully understand this example, you can then complete your own evaluation for the two jobs you listed in Tool #1 (page 13).

## Apply The Self Assessment - EXAMPLE

Which job are you comparing? Medical Assistant O\*Net Code: 31-9092.00

Top 3 Work Interests	O*Net Score	My Score	Match
Conventional	89	High	Yes
Social	89	High	Yes
Realistic	56	Low	No

Top 5 Career Skills	O*Net Score	My Score	Match
Active Listening	72	High	Yes
Speaking	72	High	Yes
Reading Comp.	69	Med	Yes
Critical Thinking	66	Med	Yes
Monitoring	63	Low	No

Top 10 Abilities	O*Net Score	My Score	Match
Oral Comprehension	75	High	Yes
Oral Expression	75	High	Yes
Written Comp.	75	Med	Yes
Problem Sensitivity	72	Med	No
Written Expression	69	Low	No
Deductive Reasoning	63	High	Yes
Inductive Reasoning	56	Med	Yes
Info Ordering	56	Med	Yes
Category Flexibility	53	Low	No
Flex of Closure	53	Low	No

6 Work Values	O*Net Score	My Score	Match
Relationships	78	High	Yes
Support	78	High	Yes
Achievement	61	High	No
Working Conditions	53	Med	Yes
Independence	39	High	No
Recognition	39	Med	Yes

Top 10 Work Styles	O*Net Score	My Score	Match
Integrity	95	High	Yes
Attention to Detail	94	High	Yes
Dependability	93	High	Yes
Concern for Others	91	High	Yes
Adapt/Flexibility	88	Med	No
Cooperation	88	High	Yes
Stress Tolerance	88	Med	No
Independence	86	High	Yes
Initiative	80	Med	No
Self-Control	80	High	Yes

How many matches do you have? 23

How many mismatches do you have? 11

What's your match percentage? 68%

### Reactions

Which matches surprise you? List them below.

I'm glad that oral comprehension and oral expression are matches. I feel that is a good way for me to learn and communicate and those skills will definitely help me.

Which mismatches surprise you? List them below.

I like to be independent but sometimes my initiative isn't the best, so that is something to think about. I also want to learn more about some of these abilities and how they apply to me.

## Apply The Self Assessment - JOB #1

Which job are you comparing? \_\_\_\_\_ O\*Net Code: \_\_\_\_\_

Top 3 Work Interests	O*Net Score	My Score	Match

6 Work Values	O*Net Score	My Score	Match

Top 5 Career Skills	O*Net Score	My Score	Match

Top 10 Work Styles	O*Net Score	My Score	Match

Top 10 Abilities	O*Net Score	My Score	Match

How many matches do you have? \_\_\_\_\_

How many mismatches do you have? \_\_\_\_\_

What's your match percentage? \_\_\_\_\_

### Reactions

Which matches surprise you? List them below.

Which mismatches surprise you? List them below.

## Apply The Self Assessment - JOB #2

Which job are you comparing? \_\_\_\_\_ O\*Net Code: \_\_\_\_\_

Top 3 Work Interests	O*Net Score	My Score	Match

6 Work Values	O*Net Score	My Score	Match

Top 5 Career Skills	O*Net Score	My Score	Match

Top 10 Work Styles	O*Net Score	My Score	Match

Top 10 Abilities	O*Net Score	My Score	Match

How many matches do you have? \_\_\_\_\_

How many mismatches do you have? \_\_\_\_\_

What's your match percentage? \_\_\_\_\_

### Reactions

Which matches surprise you? List them below.

Which mismatches surprise you? List them below.









## Tool #4

# Making Sense of Me & My Career

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- Purpose:** Develop a better understanding of your strengths, barriers, and opportunities as it relates to your career pathway goals.
- Inputs:** Tool #3; information about current opportunities at your Center.
- Outcomes:** Comprehensive view of your preparedness for a specific occupation, as it relates to your strengths and barriers.

**Making Sense of Me & My Career**

**Define strengths, barriers, and opportunities for my career.**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

At this point, you have completed the following:

**Tool #1 - My Next Best Step**

This tool helps provide a basic overview of where you want to take your career in the near- and long-term.

**Tool #2 - Self Assessment**

This tool helps guide you in understanding the type of career that is well-suited for you, based on your own self assessment. This tool also engages your manager to get their perspective about your skills, interests, and abilities.

**Tool #3 - Apply the Self Assessment**

This tool helps you understand how your self assessment aligns with or against the actual requirements of a specific occupation for which you are interested. This tool also helps you understand your own self awareness about your interests and abilities, which may or may not be suited for a specific occupation.

Now, you will complete Tool #4 which helps you understand your strengths, barriers, and opportunities related to the two occupations you are interested in (which were listed in Tool #1 and applied in Tool #3). The purpose of this tool is outline what you bring to your career, the areas you can improve upon, and the opportunities that await you now and in the future. Refer back to Tool #2 to complete each section with candor.

**Strengths**

Look at your responses in Tool #2. What do you see about your strengths from each of those 5 areas?

<b>Work Component</b>	<b>What are your strengths?</b>	<b>Are these strengths suited for your current or future occupation?</b>
<b>Interest Area</b>		
<b>Career Skills</b>		
<b>Abilities</b>		
<b>Work Values</b>		
<b>Work Styles</b>		

## Barriers - Professional

Based on Tool #3, examine what barriers might exist based on the mismatches you identified. Are there areas within your skills, abilities, or work styles that you can work on to improve your ability to grow your career? In the table below, list/explain up to 5 mismatches for each component that you believe you can improve upon.

	Career Skills	Abilities	Work Styles
Mismatch Areas			

## Barriers - Personal

Now refer back to Tool #1, where you listed some barriers that you might face as you grow your career. Describe how these barriers are impacting your ability to grow your career.

**Barrier #1:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

**Barrier #2:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

**Barrier #3:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

## Opportunities

Finally, as you complete this tool, think about your strengths and barriers collectively. How do these different elements align with current opportunities at your Community Health Center? Think about different professional development opportunities that are offered, resources that you can access, or job opportunities that you can apply for and that might be helpful for your career goals. Describe each of these below.

**Opportunity #1:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Opportunity #2:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Opportunity #3:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







## Tool #5

# Action Plan - Short Term

---

- Purpose:** Develop a set of measurable of action steps that can be taken in the short term (6 months).
- Inputs:** Completion of Tools 1-4; engagement with manager.
- Outcomes:** A measurable set of action items that can be implemented immediately.



**Action Plan - Short Term**  
**What actions should I take  
over the next 6 months?**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

Now that you have completed Tools 1-4, you can begin to map out specific action steps for the short term. For our purposes, we'll consider the short term to be the first six months after you complete all of the previous tools.

The purpose of this tool is for you to:

- Utilize your thinking from Tool #4 to create action based on your strengths, barriers, and opportunities;
- Think about the specific actions within your control that you can take to make progress within your career;
- Determine what specific action items you and your Community Health Center can take together to make progress; and
- Track progress on your action items in order to achieve your short term goals.

Where possible, you should complete this tool in partnership with your manager. This will help ensure that you are committing to action steps that are both possible and relevant to your current and future jobs. While these action items are YOURS, it's important to describe steps that meet the needs of you as a team member as well as the needs of your organization.

On the table on the next page, think about steps you can take personally and professionally over the short term; in addition, have conversations with your manager about how he/she and your Community Health Center can support these goals. In the final column, you can come back to this Tool over the next six months to track progress and measure your success.

To aid in your thinking, your action items can include the following items (although they are certainly not limited to this list):

- Explore/begin training program(s)
- Develop plan to improve skills/abilities
- Find a mentor
- Complete job shadowing/internship experience
- Build job interview skills
- Build list of references
- Develop a resume
- Solidify transportation (as appropriate)
- Solidify child/elder care (as appropriate)
- Access social services resources
- Develop mental health plan
- Develop work/life balance plan

Month	Personal Action Items	Professional Action Items	Manager/Center Action Items	Progress (Complete over time)
Month 1: _____				
Month 2: _____				
Month 3: _____				
Month 4: _____				
Month 5: _____				
Month 6: _____				

**Your Progress**

At the end of these 6 months, describe your progress. What did you achieve? What remains to be achieved?







## Tool #6

# Action Plan - Long Term

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- Purpose:** Develop a long term plan (2 years) that aligns your goals with specific action items that can be taken.
- Inputs:** Tool #5; engagement with manager.
- Outcomes:** A comprehensive plan of action that aligns short term planning and career goals in order to implement a career pathway.

### **Action Plan - Long Term**

**What actions should I take  
over the next 2 years?**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

Once you have completed Tool #5 outlining your short term action steps, complete this tool to outline your long term action steps, which can occur over the next 2 years.

The purpose of this tool is for you to:

- Utilize your thinking from Tool #4 to create action based on your strengths, barriers, and opportunities;
- Build off your planning from Tool #5 to make sure your continuing to improve your career pathway;
- Think about the specific actions within your control that you can take to make progress within your career;
- Determine what specific action items you and your Community Health Center can take together to make progress; and
- Track progress on your action items in order to achieve your long term goals.

Where possible, you should complete this tool in partnership with your manager. This will help ensure that you are committing to action steps that are both possible and relevant to your current and future jobs. While these action items are YOURS, it's important to describe steps that meet the needs of you as a team member as well as the needs of your organization.

On the table on the next page, think about steps you can take personally and professionally over the long term; in addition, have conversations with your manager about how he/she and your Community Health Center can support these goals. In the final column, you can come back to this Tool over the next 2 years to track progress and measure your success.

To aid in your thinking, your action items can include the following items (although they are certainly not limited to this list). Be sure to be thoughtful about these items so that they are in line with your short term goals; for example, if one of your short term goals is to explore a training program, a long term goal should include starting/completing that training program.

- Explore/begin training program(s)
- Develop plan to improve skills/abilities
- Find a mentor
- Complete job shadowing/internship experience
- Build job interview skills
- Build list of references
- Develop a resume
- Solidify transportation (as appropriate)
- Solidify child/elder care (as appropriate)
- Access social services resources
- Develop mental health plan
- Develop work/life balance plan

<b>Months</b>	<b>Personal Action Items</b>	<b>Professional Action Items</b>	<b>Manager/Center Action Items</b>	<b>Progress (Complete over time)</b>
<b>Months 1-4:</b> _____				
<b>Months 5-8:</b> _____				
<b>Months 9-12:</b> _____				
<b>Months 13-16:</b> _____				
<b>Months 17-20:</b> _____				
<b>Months 21-24:</b> _____				

**Your Progress**

What have you achieved in the first 12 months?

What have you achieved over this 2 year plan?









# Appendices - Additional Resources

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**O\*Net Definitions**

**Duplicate Tool Worksheets**

## **O\*Net Definitions**

### **Work Interests**

*Artistic:* Work involves creating original visual artwork, performances, written works, food, or music for a variety of media, or applying artistic principles to the design of various objects and materials. Artistic occupations are often associated with visual arts, applied arts and design, performing arts, music, creative writing, media, or culinary art.

*Conventional:* Work involves following procedures and regulations to organize information or data, typically in a business setting. Conventional occupations are often associated with office work, accounting, mathematics/statistics, information technology, finance, or human resources.

*Enterprising:* Work involves managing, negotiating, marketing, or selling, typically in a business setting, or leading or advising people in political and legal situations. Enterprising occupations are often associated with business initiatives, sales, marketing/advertising, finance, management/administration, professional advising, public speaking, politics, or law.

*Investigative:* Work involves studying and researching non-living objects, living organisms, disease or other forms of impairment, or human behavior. Investigative occupations are often associated with physical, life, medical, or social sciences, and can be found in the fields of humanities, mathematics/statistics, information technology, or health care service.

*Realistic:* Work involves designing, building, or repairing of equipment, materials, or structures, engaging in physical activity, or working outdoors. Realistic occupations are often associated with engineering, mechanics and electronics, construction, woodworking, transportation, machine operation, agriculture, animal services, physical or manual labor, athletics, or protective services.

*Social:* Work involves helping, teaching, advising, assisting, or providing service to others. Social occupations are often associated with social, health care, personal service, teaching/education, or religious activities.

### **Basic (Career) Skills**

*Active Learning:* Understanding the implications of new information for both current and future problem-solving and decision-making.

*Active Listening:* Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

*Critical Thinking:* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

*Learning Strategies:* Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

*Mathematics:* Using mathematics to solve problems.

*Monitoring:* Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

*Reading Comprehension:* Understanding written sentences and paragraphs in work-related documents.

*Science:* Using scientific rules and methods to solve problems.

*Speaking:* Talking to others to convey information effectively.

*Writing:* Communicating effectively in writing as appropriate for the needs of the audience.

### **Abilities (Cognitive)**

*Category Flexibility:* The ability to generate or use different sets of rules for combining or grouping things in different ways.

*Deductive Reasoning:* The ability to apply general rules to specific problems to produce answers that make sense.

*Flexibility of Closure:* The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

*Fluency of Ideas:* The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

*Inductive Reasoning:* The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

*Information Ordering:* The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

*Mathematical Reasoning:* The ability to choose the right mathematical methods or formulas to solve a problem.

*Memorization:* The ability to remember information such as words, numbers, pictures, and procedures.

*Number Facility:* The ability to add, subtract, multiply, or divide quickly and correctly.

*Oral Comprehension:* The ability to listen to and understand information and ideas presented through spoken words and sentences.

*Oral Expression:* The ability to communicate information and ideas in speaking so others will understand.

*Originality:* The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

*Perceptual Speed:* The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

*Problem Sensitivity:* The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

*Selective Attention:* The ability to concentrate on a task over a period of time without being distracted.

*Spatial Orientation:* The ability to know your location in relation to the environment or to know where other objects are in relation to you.

*Speed of Closure:* The ability to quickly make sense of, combine, and organize information into meaningful

patterns.

*Time Sharing:* The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

*Visualization:* The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*Written Comprehension:* The ability to read and understand information and ideas presented in writing.

*Written Expression:* The ability to communicate information and ideas in writing so others will understand.

## **Work Values**

*Achievement:* Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

*Independence:* Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

*Recognition:* Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

*Relationships:* Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

*Support:* Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

*Working Conditions:* Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

## **Work Styles**

*Achievement/Effort:* Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

*Adaptability/Flexibility:* Job requires being open to change (positive or negative) and to considerable variety in the workplace.

*Analytical Thinking:* Job requires analyzing information and using logic to address work-related issues and problems.

*Attention to Detail:* Job requires being careful about detail and thorough in completing work tasks.

*Concern for Others:* Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

*Cooperation:* Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

*Dependability:* Job requires being reliable, responsible, and dependable, and fulfilling obligations.

*Independence:* Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

*Initiative:* Job requires a willingness to take on responsibilities and challenges.

*Innovation:* Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

*Integrity:* Job requires being honest and ethical.

*Leadership:* Job requires a willingness to lead, take charge, and offer opinions and direction.

*Persistence:* Job requires persistence in the face of obstacles.

*Self-Control:* Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

*Social Orientation:* Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

*Stress Tolerance:* Job requires accepting criticism and dealing calmly and effectively with high-stress situations.



## **My Next Best Step**

### **An overview of your future career goals and aspirations**

\_\_\_\_\_

Name

\_\_\_\_\_


Date

This is the first step in completing the “My Next Best Step” guidebook to develop your career pathway. The purpose of this step is to think about your career goals in a simple manner, giving thought to both what you currently do in your career and what you want to do next. In addition, this step asks that you begin to think about some of the barriers that might prevent you from achieving your career goals as well as some initial steps you can take in short and long term.

For this first step, it’s okay if you don’t know all of the answers to these questions. For some, you might have partial answers or answers that are your “best guess”. Wherever you are starting from as you begin to develop your career pathway, that’s okay. The most important part of this first step is that you begin to think about your career from action-oriented and solutions perspectives.

If you struggle to complete this first step, think about these questions and see if your answers can help you fill in the information on the next page:

- What is a passion of mine that I haven’t yet explored?
- What are the things that make my current job difficult?
- Do I enjoy my current job and want to improve within it or do I want to progress to another job?
- Do I have the ability to change the things that I don’t like in my current job?
- Who is someone that I know that can help me advance in my career pathway?
- What are different resources that I know of that might be helpful for my career goals?
- Do I have the knowledge, skills, and abilities to effectively do my current job? How about a future job?
- Are there personal challenges that prevent me from being fully successful in my career?

First, start here. 

Then complete the next two sections for future jobs. After that, identify your next best steps for your career.

My current job is:	What do I like?	What don't I like?

My next job:	What do I need to get this job? ___ Training ___ Mentorship ___ Credential ___ Experience	What barriers exist? ___ Childcare ___ Transportation ___ Eldercare ___ \$ Resources
	How long do I plan to do this job?	What's the best next step to get this job?

The next job I want is:	What do I need to get this job? ___ Training ___ Mentorship ___ Credential ___ Experience	What barriers exist? ___ Childcare ___ Transportation ___ Eldercare ___ \$ Resources
	How long do I plan to do this job?	What barriers must be addressed to get this job?

---

Who/what are my resources in building my career?	What goals should I set for the next 6 months for my career?	What goals should i set for the next 2 years for my career?

**Self Assessment**  
**Interests, Skills, Abilities,**  
**Work Values/Styles**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

This self-assessment is focused on YOU: what do you like in a job, what are your skills, what are your abilities, and how do you like to work? There is no wrong answer within this self assessment; in fact, the more honest you are with your answers, the better you can build a long-term career within Florida's Community Health Centers. Take time to think about how you will respond to each of these sections; if needed, come back and revisit your responses after giving each of these sections some thought.

**Work Interests** - There are six different types of work interests, which include the type of work environment you desire and the kind of work you want to be involved with. Add a check mark for each interest area based on your personal alignment.

Interest Area	High Alignment	Medium Alignment	Low Alignment
<b>Realistic</b> - designing, building, working with equipment, materials, or structures; physical activity; outdoor activity.			
<b>Investigative</b> - studying/researching non-living objects, living organisms/disease, human behavior.			
<b>Artistic</b> - creating original works of art (music, artwork, performance) or food; applying artistic/design principles.			
<b>Social</b> - helping, teaching, advising, assisting, or providing services to others.			
<b>Enterprising</b> - managing, negotiating, marketing, selling; business settings; political environments.			
<b>Conventional</b> - following procedures/regulations; organize information or data; business settings.			

**Career Skills** - These skills are those that help you perform any job within your career; they help you develop knowledge/abilities and learn job-specific skills. Add a check mark next to each skill based on your strengths.

Career Skills	High Skill	Medium Skill	Low Skill
<b>Active Listening</b> - full attention, asking questions, engaged			
<b>Mathematics</b> - using math to solve problems			
<b>Reading Comprehension</b> - understanding information			
<b>Science</b> - using scientific methods/rules to solve problems			
<b>Speaking</b> - talking to others to convey information			
<b>Writing</b> - using writing to effectively communicate			
<b>Active Learning</b> - understanding information to problem solve			
<b>Critical Thinking</b> - using logic and reason in various scenarios			
<b>Learning Strategies</b> - using appropriate methods to learn/teach			
<b>Monitoring</b> - assessing situations to improve/correct			

**Abilities** - These are cognitive attributes that are inherent to each individual and help you perform your job. Add a check mark based on your strength with each ability.

Abilities	Strength		
	High	Med	Low
Selective Attention - ability to concentrate w/o distraction			
Time Sharing - shift between two or more activities			
Category Flexibility - different rules used for different things			
Deductive Reasoning - apply rules to specific problems			
Fluency of Ideas - generate a number of ideas about a topic			
Inductive Reasoning - combine info to form conclusions			
Information Ordering - arrange items in a specific order			
Originality - generate unusual or clever ideas to form solution			
Problem Sensitivity - know when something is wrong			
Memorization - remember information and data			
Flexibility of Closure - detect patterns that are hidden			
Perceptual Speed - quickly detect similarities/differences			
Speed of Closure - quickly make sense of info/patterns			
Mathematical Reasoning - use formulas to solve problems			
Number Facility - add, subtract, mult., divide quickly/correctly			
Spatial Orientation - know location within environment			
Visualization - imagine result after something is rearranged			
Oral Comprehension - listen/ understand oral information			
Oral Expression - communicate info through speaking			
Written Comprehension - read/ understand written info			
Written Expression - communicate ideas in writing			

**Work Values** - These are the overarching elements of work that an individual requires in order to be satisfied/fulfilled in their current occupation and career. Add a check mark for each value based on how important it is for you.

Work Value	Importance		
	High	Med	Low
<u>Achievement</u> - results oriented, feelings of accomplishment			
<u>Independence</u> - working on own, making decisions			
<u>Recognition</u> - opportunities for advancement, leadership			
<u>Relationships</u> - provide service to and work with others			
<u>Support</u> - environments with supportive management			
<u>Working Conditions</u> - good conditions; job security			

**Work Styles** - These represent the elements of a career that align with your personality, allowing you to achieve/perform well in any job you have. Add a check mark for each work style based on how it fits your personality and its importance.

My Career/Job Should Require...	Fit		
	High	Med	Low
Achievement/Effort			
Initiative			
Persistence			
Adaptability/Flexibility			
Self-Control			
Stress Tolerance			
Attention to Detail			
Dependability			
Integrity			
Independence			
Concern for Others			
Cooperation			
Social Orientation			
Analytical Thinking			
Innovation			
Leadership			

## Apply The Self Assessment - JOB #1

Which job are you comparing? \_\_\_\_\_ O\*Net Code: \_\_\_\_\_

Top 3 Work Interests	O*Net Score	My Score	Match

6 Work Values	O*Net Score	My Score	Match

Top 5 Career Skills	O*Net Score	My Score	Match

Top 10 Work Styles	O*Net Score	My Score	Match

Top 10 Abilities	O*Net Score	My Score	Match

How many matches do you have? \_\_\_\_\_

How many mismatches do you have? \_\_\_\_\_

What's your match percentage? \_\_\_\_\_

### Reactions

Which matches surprise you? List them below.

Which mismatches surprise you? List them below.

## Apply The Self Assessment - JOB #2

Which job are you comparing? \_\_\_\_\_ O\*Net Code: \_\_\_\_\_

Top 3 Work Interests	O*Net Score	My Score	Match

6 Work Values	O*Net Score	My Score	Match

Top 5 Career Skills	O*Net Score	My Score	Match

Top 10 Work Styles	O*Net Score	My Score	Match

Top 10 Abilities	O*Net Score	My Score	Match

How many matches do you have? \_\_\_\_\_

How many mismatches do you have? \_\_\_\_\_

What's your match percentage? \_\_\_\_\_

### Reactions

Which matches surprise you? List them below.

Which mismatches surprise you? List them below.

**Making Sense of Me & My Career**

**Define strengths, barriers, and opportunities for my career.**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

At this point, you have completed the following:

**Tool #1 - My Next Best Step**

This tool helps provide a basic overview of where you want to take your career in the near- and long-term.

**Tool #2 - Self Assessment**

This tool helps guide you in understanding the type of career that is well-suited for you, based on your own self assessment. This tool also engages your manager to get their perspective about your skills, interests, and abilities.

**Tool #3 - Apply the Self Assessment**

This tool helps you understand how your self assessment aligns with or against the actual requirements of a specific occupation for which you are interested. This tool also helps you understand your own self awareness about your interests and abilities, which may or may not be suited for a specific occupation.

Now, you will complete Tool #4 which helps you understand your strengths, barriers, and opportunities related to the two occupations you are interested in (which were listed in Tool #1 and applied in Tool #3). The purpose of this tool is outline what you bring to your career, the areas you can improve upon, and the opportunities that await you now and in the future. Refer back to Tool #2 to complete each section with candor.

**Strengths**

Look at your responses in Tool #2. What do you see about your strengths from each of those 5 areas?

<b>Work Component</b>	<b>What are your strengths?</b>	<b>Are these strengths suited for your current or future occupation?</b>
<b>Interest Area</b>		
<b>Career Skills</b>		
<b>Abilities</b>		
<b>Work Values</b>		
<b>Work Styles</b>		

## Barriers - Professional

Based on Tool #3, examine what barriers might exist based on the mismatches you identified. Are there areas within your skills, abilities, or work styles that you can work on to improve your ability to grow your career? In the table below, list/explain up to 5 mismatches for each component that you believe you can improve upon.

	Career Skills	Abilities	Work Styles
Mismatch Areas			

## Barriers - Personal

Now refer back to Tool #1, where you listed some barriers that you might face as you grow your career. Describe how these barriers are impacting your ability to grow your career.

**Barrier #1:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

**Barrier #2:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

**Barrier #3:** \_\_\_\_\_

Impact on career growth: \_\_\_\_\_

\_\_\_\_\_

Resources to help: \_\_\_\_\_

\_\_\_\_\_

## Opportunities

Finally, as you complete this tool, think about your strengths and barriers collectively. How do these different elements align with current opportunities at your Community Health Center? Think about different professional development opportunities that are offered, resources that you can access, or job opportunities that you can apply for and that might be helpful for your career goals. Describe each of these below.

**Opportunity #1:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Opportunity #2:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Opportunity #3:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Action Plan - Short Term**  
**What actions should I take  
over the next 6 months?**

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Now that you have completed Tools 1-4, you can begin to map out specific action steps for the short term. For our purposes, we'll consider the short term to be the first six months after you complete all of the previous tools.

The purpose of this tool is for you to:

- Utilize your thinking from Tool #4 to create action based on your strengths, barriers, and opportunities;
- Think about the specific actions within your control that you can take to make progress within your career;
- Determine what specific action items you and your Community Health Center can take together to make progress; and
- Track progress on your action items in order to achieve your short term goals.

Where possible, you should complete this tool in partnership with your manager. This will help ensure that you are committing to action steps that are both possible and relevant to your current and future jobs. While these action items are YOURS, it's important to describe steps that meet the needs of you as a team member as well as the needs of your organization.

On the table on the next page, think about steps you can take personally and professionally over the short term; in addition, have conversations with your manager about how he/she and your Community Health Center can support these goals. In the final column, you can come back to this Tool over the next six months to track progress and measure your success.

To aid in your thinking, your action items can include the following items (although they are certainly not limited to this list):

- Explore/begin training program(s)
- Develop plan to improve skills/abilities
- Find a mentor
- Complete job shadowing/internship experience
- Build job interview skills
- Build list of references
- Develop a resume
- Solidify transportation (as appropriate)
- Solidify child/elder care (as appropriate)
- Access social services resources
- Develop mental health plan
- Develop work/life balance plan

Month	Personal Action Items	Professional Action Items	Manager/Center Action Items	Progress (Complete over time)
Month 1: _____				
Month 2: _____				
Month 3: _____				
Month 4: _____				
Month 5: _____				
Month 6: _____				

**Your Progress**

At the end of these 6 months, describe your progress. What did you achieve? What remains to be achieved?

### **Action Plan - Long Term**

**What actions should I take  
over the next 2 years?**

\_\_\_\_\_ Name

\_\_\_\_\_ Date

Once you have completed Tool #5 outlining your short term action steps, complete this tool to outline your long term action steps, which can occur over the next 2 years.

The purpose of this tool is for you to:

- Utilize your thinking from Tool #4 to create action based on your strengths, barriers, and opportunities;
- Build off your planning from Tool #5 to make sure your continuing to improve your career pathway;
- Think about the specific actions within your control that you can take to make progress within your career;
- Determine what specific action items you and your Community Health Center can take together to make progress; and
- Track progress on your action items in order to achieve your long term goals.

Where possible, you should complete this tool in partnership with your manager. This will help ensure that you are committing to action steps that are both possible and relevant to your current and future jobs. While these action items are YOURS, it's important to describe steps that meet the needs of you as a team member as well as the needs of your organization.

On the table on the next page, think about steps you can take personally and professionally over the long term; in addition, have conversations with your manager about how he/she and your Community Health Center can support these goals. In the final column, you can come back to this Tool over the next 2 years to track progress and measure your success.

To aid in your thinking, your action items can include the following items (although they are certainly not limited to this list). Be sure to be thoughtful about these items so that they are in line with your short term goals; for example, if one of your short term goals is to explore a training program, a long term goal should include starting/completing that training program.

- Explore/begin training program(s)
- Develop plan to improve skills/abilities
- Find a mentor
- Complete job shadowing/internship experience
- Build job interview skills
- Build list of references
- Develop a resume
- Solidify transportation (as appropriate)
- Solidify child/elder care (as appropriate)
- Access social services resources
- Develop mental health plan
- Develop work/life balance plan

Months	Personal Action Items	Professional Action Items	Manager/Center Action Items	Progress (Complete over time)
Months 1-4: _____				
Months 5-8: _____				
Months 9-12: _____				
Months 13-16: _____				
Months 17-20: _____				
Months 21-24: _____				

**Your Progress**

What have you achieved in the first 12 months?

What have you achieved over this 2 year plan?













