

## **PROCESS REPORT FORMAT and Job Search Plan (Combined = 40) points total)**

Using this outline as a **guide**, **create a narrative to summarize your findings**. DO NOT submit the outline, rather summarize in an essay, narrative style. Remember to cite your sources using APA standard formatting (no cover page or abstract necessary) but include your name as a header on the document.

- 1) **Personal Assessment** (150 words each\*)
  - i) **What do I do well? (Skills)** (150 words\*)
  - ii) **What do I like to do? (Interests)** (150 words\*)
  - iii) **What is important to me?(values)** (75-150 words\*)
- 2) **Research Organizations**
  - i) Healthcare Org.#1 Mission Statement
    - (1) **Why you are a match** (150 words\*)
  - ii) Healthcare Org.#2 Mission Statement
    - (1) **Why you are a match** (150 words\*)
  - iii) Healthcare Org.#3 Mission Statement
    - (1) **Why you are a match** (150 words\*)
- 3) **Organize your findings**: report on what type of data base system you will use to keep track of your skills, interests, values, and **professional opportunities**. Include a Sample Page or screen shot. Explain how you will track positions you apply to (150 words\*).
- 4) **Clarify Career Options**: **Cut and Paste** 3 job posting announcements for which you feel **qualified**.
- 5) **Evaluate your Findings**: Discuss the positions you selected and why you selected them. Describe what you need to work on now to improve your chances for receiving a job that is a good match to you. (300 words\*).
- 6) **Select Options**
  - a) Identify specific career goals from now for the next 3 years. (150 words\*)
  - b) Determine which job/jobs you will be applying for now, or shortly after graduating. Identify this position and describe(in 100 words\*) why you chose to apply to this position first (should be one of the job announcements in #4)
- 7) **Set into Motion**

Identify the 3 next steps you will take in succession to apply for the identified job position. (100 words\*)
- 8) **Updated Resume** - including internship experience and tailored to the job you selected in 6B

***\* minimum word counts are listed in each section – use these as a guideline to develop your response to the assignment - these are only a guide and DO NOT belong in the final submission.***

**For your reference –**

**Campus Resources:** CSULB Career Center to Go([http://www.careers.csulb.edu/content/online\\_workshops.htm](http://www.careers.csulb.edu/content/online_workshops.htm)), CSULB CDC Job Search Tool Kit (<http://www.careers.csulb.edu/students/index.htm>)

### **Internet Resources:**

- 1) O\*Net: <http://www.onetonline.org/>
- 2) Health Jobs Start Here: <http://www.healthjobsstarthere.com/?gclid=COiV4LiT9KcCFeoZQgod0S5xaQ>
- 3) Career Builder, Indeed, Glass Door, LinkedIn
- 4) Absolutely Healthcare
- 5) <http://www.healthjobsnationwide.com/>
- 6) And many more....you can find via a web search engine.