

Your Personal Inventory

Ask any employer or Clarion alumnus to make recommendations about what your college experience should include, and their advice can be categorized in one of the following areas:

- Career management skills
- Academic preparation
- Involvement
- Experiential education
- Skill development

In the previous section, the Career Action Plan suggested action steps related to these key areas. Now it's time to document, review, and assess your development in these areas.

The first part of this section includes a personal inventory form for each academic year. Use these forms to record and reflect on your academic preparation, involvement, experiences, skills, and achievements. Then discuss the completed forms with your academic advisor or a career counselor. They can help you detect patterns in your interests and determine your strengths. They can also review your academic and career development progress and can suggest additional action steps for establishing or implementing your career goals.



The section also contains a skills inventory. At the end of each academic year, take time to rate your skills and review *how* or *where* you developed each skill. Examine the gaps in your skill development, and seek assistance from your academic advisor or a career counselor to determine what steps are necessary to acquire those skills.