

Chapter 20 Career Planning

Section 20.2 Developing a Career Plan

Section Summary with Key Terms and Academic Vocabulary

Developing a Career Plan After you identify potential careers, you should research them. Research sources include libraries, the Internet, networks, and work. New workers can learn more about careers through job shadowing, internships, and volunteering. They should also be aware of aspects of the working world that might affect them, such as career ladders and outsourcing. Setting short-, medium-, and long-term goals can give you direction. The more specific and realistic your goals are, the more likely you will achieve them and reach your ultimate career goal.

Key Terms _____

networking The practice of building informal relationships with people whose friendship could bring advantages such as job or business opportunities

job shadowing The act of following another worker for a few days on a job

internship A temporary paid or unpaid position that involves direct work experience in a career field

volunteerism Working without pay

entry-level job Job suitable for a worker who is new to a job, field, or subject

outsourcing Using outside sources to do tasks traditionally handled by internal staff

Academic Vocabulary _____

series A number of things or events of the same class coming one after another in spatial or temporal succession

internal Of, relating to, or occurring on the inside of an organized structure

challenging Arousing competitive interest, thought, or action

ultimate Last in a progression or series