

Module 2: Career and Self Development

Student's Name:

Student ID:

Date Started Module:

Career Counselor or Staff Name:

Instructions:

You should have already met with a Career Counselor to receive instructions and requirements

Download this COMPLETED worksheet

Sign and date electronically

Save as a pdf

Upload the signed and dated pdf to Cougar Jobline in respective "Upload File"

Student's Digital Signature:

Date Completed Module:

Introduction and Lesson

Self-development is crucial to achieving career goals. Focusing on self- development leads to building new skills, multi-tasking, awareness of skills and goes hand in hand with career development. When working on self-development it requires realistic expectations. One must remember that there is always room for improvement, and you must continue to gain new skills and knowledge to succeed in a career.

The student will:

1. Learn about career and self-development
2. Practice applying the lessons learned in a brief activity
3. Complete a reflection exercise
4. Schedule an appointment with the Career Development Center to review the completed documents and forms

Please review these online resources:

1. [How personal development can shape your career](#)
2. [Career Development-meaning, planning and resources](#)
3. [Ways to improve personal development skills](#)

Important Note:

This worksheet is for brainstorming and articulating your ideas. This completed document will be uploaded into the "Documents" section of Cougar Jobline. Then the final version will be entered into the "Forms" section of Cougar Jobline.

Step 1—Learn

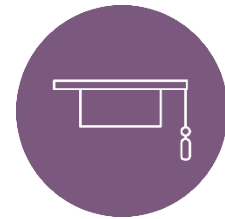
Module 2: Career and Self Development

It's never too early to focus on career and self-development. You can begin by visiting your Career Development Center. The Career Development Center can help you improve skills and therefore prospects for the future through learning experiences and ways to continuing developing hard and soft skills. This type of exploration will help you discover who you are, what you like to do and what you are good at which in turns leads to informed career choices. Without exploration people to tend to settle for what is known, what is in their immediate environment or what is seen in media.

Self-Development = Career Development

Types of Career Development

- Awareness
- Setting Goals
- Preparation through Learning/Training



Why Career Development is Important and Steps to Creating a Career Development Plan

- Assessment
- Exploration
- Setting Goals
- Action

Career Development Tips

- Learn New Skills
- Initiate
- Opportunities
- Network
- Utilize Resources
- Be Curious
- Keep Reassessing & Setting Goals

Step 2 – Activity

Complete the Career Readiness worksheet below: Must be at least 500 words

1. Contact the Career Development Center and take the TruTalent assessments.
2. Use your results from the assessments to answer the following questions.

What type of career are you interested in?

Click here to enter text.

How will you explore this career and gain knowledge of the industry?

Click here to enter text.

What skills will you need to further develop to succeed in that career?

Click here to enter text.

What goals will you set to achieve this type of employment?

Click here to enter text.

How will you achieve these goals?

Click here to enter text.

What will you do if your goal is not reached?

Click here to enter text.

Step 3 - Reflection

Complete the reflection below: Must be at least 500 words

Module 2: Career and Self Development	
A. What specific steps will you take in your Career Development Plan:	B. What skills will you need to further develop to achieve your career goals:
C. What are some strategies you can use to ensure that self development continues once you are employed in your goal industry:	

Step 4 – Schedule Appointment

Login to Cougar Jobline or call 618-650-3708 to schedule your appointment with a Career Counselor. They will review your activity and reflection and provide you with a graded rubric.

Prior to meeting with your appointment, you must upload this completed worksheet into the “Documents” section AND enter the information into the “Forms” section of Cougar Jobline.

Documents are at the top portion of the “Documents and Forms” tab, and scroll to the bottom of the page for the “Forms.” See screenshots below for examples.

Career Readiness Competencies

◀ Back to List

Eddie Cougar

📅 Fall 2026

📅 Submitted for Initial Approval: 09/08/2023, 2:20pm CDT

PENDING INITIAL APPROVAL

Details Hour Log Documents and Forms Approvals

📘 Career Readiness Competencies Modules

*** **This document** contains important information and step-by-step instructions for the modules. Your Career Counselor should discuss this document with you, but please use this as your reference.

Important: Each activity and each reflection requires a response of at least 500 words to meet approval criteria.

Document

Date Uploaded

Ex: Module 1: Career Readiness Competencies Overview Worksheet

Upload File

Form

Status

Acknowledgement

NOT COMPLETED

Module 1: Competencies Activity

NOT COMPLETED

Module 1: Competencies Reflection

NOT COMPLETED

Complete Form

References:

National Association of Colleges and Employers. (n.d.). National Association of Colleges and Employers. <https://www.nacweb.org/>

Southern Illinois University Edwardsville. (n.d.). Career Development Center. <https://www.siue.edu/cdc>