















CAREER CHECKLIST

Here are the activities you need to complete to ensure that you are successful in pursuing your individual career plan.

Adult Basic Education	
The following activities should be completed and updated throughout your work career:	
Create a goal sheet to build your ICAP. 	
Create short-term and long-term goals with SMART goal-setting. 	
Prepare for decision-making and analysis. 	
Create an account on  OKCareerGuide.org or update your account information. 	
Identify interests, skills and work values through surveys. 	
Explore labor market statistics for growing industries. 	
Explore statistics for specific occupations related to your interests. 	
Explore training or education needed for target goal. 	
Discuss budgeting. 	
Determine barriers to securing a job. 	
Identify components of successful and unsuccessful applications. 	
Develop job search tools. 	
Learn how to prepare for and answer common interview questions. 	

Steps to creating an OKCareerGuide.org account

1. Go to Oklahoma Career Guide at www.okcareerguide.org.
2. Select **Create an Account**. In the dropdown menu select “adult job seeker” or “career changer” and click **Next Steps**.
3. If you already have an account use your login information and go to account settings to update to your new adult standing.
4. If you are creating a new account click on “I am a job seeker/career changer.” Then follow the steps 1 through 4.
5. During step 3, you will create a user name and password. Write them here for future reference:
 Username: _____
 Password: _____
6. Click **Sign Me Up** to complete the process.

Name: _____ ABE site: _____