

# Career Navigation Rubric

Identify and articulate one's skills, strengths, knowledge, and experience relevant to career goals and desired positions, and identify areas necessary for professional growth. Navigate and explore job options or graduate/ professional school programs, understand the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace. Build a network of contacts and mentors to guide career growth and create possible future chances.

- Gap Analysis
- Goal Setting
- Action Planning

Components	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Comparing Current Knowledge, Experience, Skills, and Strengths (KESS) to Those Required in Desired Career(s) to Determine Gaps	<ul style="list-style-type: none"> <li>•Does not create an inventory of one's KESS</li> </ul>	<ul style="list-style-type: none"> <li>•Inadequately or partially creates an inventory of one's KESS</li> <li>•Does incomplete gap analysis or only compares KESS to a minimal number of desired careers</li> </ul>	<ul style="list-style-type: none"> <li>•Adequately creates an inventory of one's KESS</li> <li>•Does adequate gap analysis comparing KESS to a moderate number of desired careers</li> </ul>	<ul style="list-style-type: none"> <li>•Thoroughly creates an inventory of one's KESS</li> <li>•Does thorough gap analysis comparing KESS to a considerable number of desired careers</li> </ul>	
Based on Gap Analysis, Creating an Action Plan Including SMART (Specific, Measurable, Attainable, Realistic, Time Bound) Career Goals, SMART Goals for Time While in College, and, If Applicable, SMART Goals for Graduate/ Professional School	<ul style="list-style-type: none"> <li>•Has not created action plan</li> </ul>	<ul style="list-style-type: none"> <li>•Creates inadequate action plan</li> <li>•Does not set SMART goals</li> </ul>	<ul style="list-style-type: none"> <li>•Creates adequate action plan</li> <li>•Sets incomplete or partial SMART goals</li> </ul>	<ul style="list-style-type: none"> <li>•Creates in-depth action plan</li> <li>•Sets thorough SMART goals</li> </ul>	
	<p>[Also see "Action Plan/Personal Development Plan" rubrics from other universities:</p> <ul style="list-style-type: none"> <li>•University of Kansas Career Maturity Rubric</li> <li>•UNC-Wilmington Personal Development Plan</li> <li>•Rollins College Career Preparation Competency Rubric</li> </ul>				

