Career Narrative Essay 
and Budgets, SMART Goals and Cash Flow Assessment

Purpose
After completing the unit of study regarding Budgets, SMART Goals and Cash Flow students will be required to complete the following research-based assessment to show proficiency on the content covered (HS.45. Explain how to prepare a budget that allows for “living within one’s means.”).

In addition, this assignment will be graded as the student’s Career Narrative as required by the Career Ed requirement.

Students will complete the attached Research Outline. Upon completion of this outline students will compose an essay that includes details on all of the following career-related components. Students should exhibit exceptional writing skills (introduction, body paragraphs, and conclusion in addition to showing proper conventions).

Required Content

- Short-Term SMART Goal
  - Create a goal that is related to pursuing a post-high school career (i.e. college related, military, entry level jobs) and provide analyses that include answers to the following questions:
    - How will you know you’ve succeeded?
    - What steps will you take to reach your goal? Include process and associated costs.
    - Why is this goal relevant to you?

- Long-Term SMART Goal
  - Create a goal that is related to your future career and provide analyses that include answers to the following questions:
    - How will you know you’ve succeeded?
    - What steps will you take to reach your goal? Include process and associated costs.
    - Why is this goal relevant to you?

- Budget Analysis
  - Analyze your budgets and provide specific examples and details showing the ways in which your post-high school career income meets your long-term expectations for you future lifestyle (i.e. can you buy a house on this income, can you go on vacations, can you retire early?)
    - Refer to the budgets below that you are creating
  - Create and attach your spending log (budget) for a typical month within the next year (post-high school)
  - Create and attach your budget for a typical month based upon the income of your identified post-high school career

Format
- Double spaced
- 1” margins
- 12pt font
- 2-3 pages
# Career Narrative Research Outline

A career narrative includes the setting of various goals that are career related in addition to creating a budget analysis. Please refer to the Career Narrative Essay handout for further details.

Complete this plan sheet. This information will help you write your Career Narrative Essay.

## Part 1 – Personal Profile
Complete this first part based on what you know about yourself.

### Interests
What do you like to do, what intrigues you, what do you enjoy learning about and doing. This may include hobbies, sports, music, clubs, etc. Be sure to be specific. (Consider completing the Interest Profiler in CIS to help.)

Include a minimum of four interests.

### Skills
What can you do? Are you a good communicator, do you excel at public speaking, can you manage money, are you able to fix things, do you have computer related skills? (Consider completing the SKILLS Assessment or the IDEAS Assessment in CIS to help.)

Include a minimum of four skills.

### Aptitudes
What areas do you have a natural tendency to excel in? Are you good with numbers, communication, working with your hands, solving problems? (Using the SKILLS Assessment or IDEAS Assessment will also help here.)

Include a minimum of four aptitudes.
Personal Characteristics
This includes all of your qualities and personal attributes. Are you patient, a good problem solver, competitive, sincere, a good listener? (Under Assessment Link in CIS, you might consider taking the Self-Directed Search.)

Include a minimum of four personal characteristics.

Values
These are the things you hold deeply and are essential to you. You might include things like: gaining recognition and respect, creating new things, helping others, etc.

Include a minimum of four values.

Work Environment
Describe your preferred work environment. Consider things like: working indoors or outdoors, the type of tasks performed, dress code, working with colleagues or working independently, etc. (The SKILLS Assessment might help with this.)

Include a minimum of three work environment details.

Geographic Preference
Where do you want to live? Big city or small town? Rural or urban? Apartment or house? Stay in Oregon or relocate? Travel frequently?

Include a minimum of three geographic preference details.
Educational Level
How many year of post-secondary education do you want to pursue? ________________
What options for further education are you willing to consider (community college, university, technical school, military, etc.)?

What resources do you have to finance your education (scholarships, loans, savings, parents, jobs)?

Lifestyle Conditions
Describe the lifestyle you would like to have. Being realistic, how much would you need to earn in order to have that lifestyle? (Consider taking the Reality Check within CIS to help answer this.)

Part 2: Career Plan

For this section you need to have a specific career in mind. You will want to complete the Occupation Sort in CIS or at least use CIS to find details related to the career you are interested in.

The career I am planning on pursuing is: _________________________________________________

1. Write a job description for this career. This should include the primary duties and responsibilities.

2. Look back to the interests you listed previously. In what ways is this career related to your interests?

3. Describe the skills and abilities needed for this career. Do you already possess these skills? If not, where are you planning to gain those skills and abilities?

<table>
<thead>
<tr>
<th>Skills and Abilities Needed</th>
<th>Have or Don’t Have</th>
<th>Where I will gain those skills/abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Does this career conflict with any of your values? Why or why not?

5. How well do your personal characteristics fit with this career choice? Explain.

6. How well does the work environment match with your preferences? Explain.

7. What is the required level of education for this career?

8. Are there options for the type of degree, certificate or training you need for this career? What are those options?

9. Where can you get the necessary degree/certificate/training?

10. How long will it take to obtain the degree/certificate/training you need?

11. How much will it cost to get the necessary degree/certificate/training?

12. What plan do you have to pay for your degree/certificate/training?

13. Will this career afford you the lifestyle you desire? What is the pay range you can expect? Are there any special benefits that are common in this job? Are there significant life style choices associated with this career (travel, high stress, long hours, etc.)?
14. Pay Range:
   a. Starting Salary
   b. Average
   c. Top
   d. Are there any special considerations regarding pay?

15. What are the negative aspects or possible disadvantages to pursuing this career?

16. What is the job outlook? Are there any roadblocks that may make it difficult to achieve this goal? How might you overcome these obstacles? Explain.
   a. Job Outlook:
   b. Roadblocks:
   c. Overcoming Obstacles:

17. Overall, does this career seem a good match for you? Explain.

Now that you have thoughtfully considered your future goals relating to your career, use the information to complete the assigned essay.

Use this remaining space to create an outline for how you will organize your paper.
• Website: http://oregoncis.uoregon.edu
• CIS Login
• Try your standard school log-in. If this doesn’t work, try firstinitial.lastname, and your school password with “15” on the end.
• New students or students without a profile will need to create a new profile.
  ▪ On the sign in page enter:
    • Username: grantspass
    • Password: cavemen
  ▪ From there choose “Create ‘My Career Planning Portfolio’”
    • Upper right hand corner
  ▪ And click again on the next page (on the right below the video tutorial)
  ▪ Enter all the information
    • Enter it neatly since this will ultimately be used to create resumes and activity logs for scholarships
  ▪ At the end it asks if you want this to be viewable to others (others meaning someone with a staff log-in) – the answer is yes!
• You can now use CIS

• Suggested Ideas:
• Complete the following surveys
  o SKILLS
  o IDEA
  o Interest Profiler
  o Occupation Sort
  o School Sort
  o Reality Check
• Look up the career you are interested in (from the home page, under the green navigation bar on the left, choose “Occupations”)
  o This will provide you with most of the details needed to complete the career portion of your Career Narrative