

CareerCHART Worksheet

Use in conjunction with the MATRIX CareerEXPLORERSM Process to build your personal CareerCHART Model.

BUILDING YOUR PERSONAL CAREERCHART MODEL

The following five stages will help you define your CareerCHART Model. Once you have completed your CareerCHART Model, you should refer to it frequently during your job search to compare your needs and preferences against the opportunities presented to you. The more closely aligned the position you choose is to your CareerCHART Model, the better chance it will be a satisfying and rewarding career move for you!

CareerCHART Stage One

Goal: Know yourself.

Approach: Explore your strengths, weaknesses, needs, and desires to construct a Personal Profile.

Stage One: Personal Profile

- Strong database skills
- Interest in LAN/WAN
- Approximately \$62,000 compensation
- No telecommunications experience
- Work close to home
- Like low travel
- Etc.

CareerCHART Stage Two

Goal: Define Personal Objectives.

Approach: Translate your Personal Profile into specific Personal Objectives.

Stage Two: Personal Objectives

- Perform database design/development
- Learn new LAN/WAN technologies
- Minimum \$62,000 compensation
- Maximum 20-30 minute commute
- Maximum 20% travel
- Etc.

CareerCHART Stage Three

Goal: Prioritize your Personal Objectives.

Approach: Categorize Personal Objectives as "Absolute Requirements" and "Desirable Elements."

A. Absolute Requirements: What three to four Personal Objectives **must** be met in my next position?

B. Desirable Elements: What three to four Personal Objectives do I **desire** in my next position?

Stage Three: Absolute Requirements vs. Desirable Elements

Absolute Requirements

- Perform database design/development
- Minimum \$62,000 compensation
- Etc.

Desirable Elements

- Learn new LAN/WAN technologies
- Maximum 30-minute commute
- Maximum 20% travel
- Etc.

CareerCHART Stage Four

Goal: Identify the right path to reach your goals.

Approach: Consider available Career Path alternatives.

Stage Four: Alternative Career Paths

- Path 1 - Contract consulting
- Path 2 - Permanent placement
- Path 3 - Management
- Path 4 - Move into sales role
- Etc.

CareerCHART Stage Five

Goal: Finalize your CareerCHART Model.

Approach: Synthesize information from CareerCHART Stages One through Four.

Stage 5: Table of Absolute Requirements, Desirable Elements and Career Paths

	Career Path 1 Contract Consulting	Career Path 2 Permanent Placement	Career Path 3 Management
Absolute Requirements			
• Perform database design/development	Yes	Yes	No
• Minimum \$62,000 compensation	Yes	Yes	Yes
Desirable Elements			
• Learn new LAN/WAN technologies	Low	Medium	Low
• Maximum 30-minute commute	Low	High	Medium
• Maximum 20% travel	High	High	Low

Complete your CareerCHART Model by filling in your Requirements, Desirables and Career Paths. Then, determine the likelihood that your Career Paths will fulfill your Requirements and Desirables. For instance, in the example above, Career Path 2 is the most viable option. Although there is medium likelihood of *learning new LAN/WAN technologies*, Career Path 2 fulfills the needs for *database design/development* and *\$62K compensation*, and offers a high likelihood for *commuting less than 30 minutes* and *traveling less than 20%*.

CareerCHART MODEL

	Career Path 1	Career Path 2	Career Path 3
Absolute Requirements			
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Desirable Elements			
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