

Finding a Job - SMART Goal Example

SMART Goal	Secure/maintain satisfying employment in the healthcare field as a Medical Lab Technician by July 1 st , 2014.	
Outcome/Results	Complete the materials (resume, cover letter, LinkedIn profile) that will support my career advancement.	
<p>Action and Time Line</p> <p>Remember to break these goals in do-able steps. Make sure you consider the SMART goal criteria:</p> <p>Specific</p> <p>Measurable</p> <p>Attainable</p> <p>Realistic</p> <p>Timely</p>	<p>Action Steps</p> <ol style="list-style-type: none"> 1) Complete a least one career interest, one skills, one work values, and one personality assessment. 2) Confirm which career path I will pursue. Know which strengths and areas I need to develop. 3) Seek opportunities to gain leadership experience. Take on more responsibility in my community or volunteer in the health field. Ideas: _____ 4) Connect with a counselor or career professional. Find low-cost career services on campus or in my community. 5) Create a resume, cover letter, and create a LinkedIn profile. 6) Communicate with people in my career network about my job search. Network online using LinkedIn. 7) Set up two informational interviews with people in this career. Use informational interview resources and sample questions. 8) Apply for at least 4 Medical Lab Technician jobs. 9) Prepare for potential interviews by using interview resources and writing responses to at least 10 frequently asked interview questions. 	<p>Time Line</p> <p>Within the next 2 weeks Date: _____</p> <p>Within the next 3 weeks Date: _____</p> <p>Within next 3-4 weeks Date: _____</p> <p>Within next 4-5 weeks Date: _____</p> <p>Within 1 month Date: _____</p> <p>Within 1-2 months Date: _____</p> <p>Within 2-3 months Date: _____</p> <p>Within 2-3 months Date: _____</p> <p>Within 2-3 months Date: _____</p>
Support Network	My college counselor, H2P success coach, and faculty director of Medical Lab Tech program. Other classmates taking college classes for the MLT program.	
Obstacles	High competition for job openings. Lack of experience. Do not currently know many people in the field.	
Adjustments	I will research my opportunities more, develop a networking system, and conduct more informational interviews.	

This worksheet and much more can be found at www.studentsuccesstoolkit.org.
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