



Canadian  
Down Syndrome  
Society

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# Career Action Plan



## **SECTION: 2**

# **Self-Discovery**

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### **Part A: What is Important to You?**

**My Personal Values (From Chart A):**

**My Workplace Values, Likes and Dislikes (From Chart B):**

**My Motivations and What I Need from a Job? (From Chart C):**

## **Part C:**

# **Your Interests and Employability Skills**

**My Interests:**

**My Skills/Strengths:**

**My Employability Skills: (See Employability Tracker)**

## **Part B:**

# **Learning New Skills**

**My Learning Style (from Chart D):**

**Jobs / Environments I Want To Avoid:**

**Needs/Accommodations: (What will I need to do a good job?  
Schedule, coaching, checklists, etc.)**

**Support Network: (Family, friends and professionals who  
can help me reach my career goals)**

## **SECTION: 3**

# **Career Exploration**

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**Career Exploration Activities: (How I've verified my job choices - job shadows, information tours, watching career videos, researching online)?**

**Local Labour Market Considerations: (What jobs are available in my community?)**

**My Top Job Targets:**

**Training / Development Needed to Qualify for My Job Targets:  
(Skills, experience, education).**

## **Job Specifics**

**Full-time / Part-time?**

**Availability – hours and days of the week – (Are there any current important activities or commitments that you don't want to give up for employment?)**

**Location –**

**Transportation – how will you get to and from your job?**

**Work Environment – do you have any sensory or health concerns that affect your job choices?**

## Career Portfolio Checklist:

- 1. Resume
- 2. Cover letter
- 3. Reference list
- 4. Reference letters
- 5. Certificates
- 6. Professional email address