



# CAREER DEVELOPMENT TOOL

**TOOL NAME**

**FORMAT**

**CAREER COMPETENCY**

**DESCRIPTION**

Quick summary of the tool

**GOAL**

**TO CONSIDER**

Thoughts to consider when deciding whether to use this tool

**SUPPLIES & COSTS**

Supplies and potential costs of facilitating this tool

**PREPARATION**

Preparation needed prior to facilitating this tool

**INSTRUCTIONS**

Detailed instructions to facilitate this tool

**DEBRIEF QUESTIONS**

Questions for student employees to think about

**FACILITATOR TIPS**

Tips for facilitating this tool: variations, ways to tailor tool to your staff area