



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