



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