



# 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