

CAREER MANAGEMENT

3.01 KEY TERMS

1. **Attainable:** To achieve especially by effort.
2. **Career plan:** A list of steps including activities, work experience, and education/training needed to reach a career goal; step-by-step plan of action including career information influenced by the ultimate career goal; a written outline (time schedule) of what a person wants to achieve including details of how goals will be achieved.
3. **Critique:** Evaluate (a theory or practice) in a detailed and analytical way.
4. **Domain:** A specified area or discipline
5. **Entry level:** The lowest level in an employment hierarchy, a low-level job in which an employee may gain experience or skills.
6. **Long term:** Involving or in effect for a number of years.
7. **Measurable:** Able to be measured, quantifiable
8. **Medium term goal:** Set to be achieved somewhere between a person's short-term goals and his long-term goals
9. **Personal goal:** Goals that one wants to achieve for himself/herself.
10. **Realistic:** Objects, actions, or social conditions as they actually are; attainable.
11. **Semi-skilled:** Having or needing some, but not extensive, training; having or requiring more training and skill than unskilled labor but less than skilled labor.
12. **Short term:** Involving or occurring over a short period; immediate.
13. **SMART Process:** A S.M.A.R.T. goal is defined as one that is specific, measurable, achievable, results-focused, and time- bound.
14. **Specific:** Concrete terms.
15. **Stepping-stone goal:** Short-, medium-, and long-term goals that can help you reach your ultimate career goal in realistic stages; allow adjustments to be made to the career plan.
16. **Ultimate goal:** The final conclusion.