

Goal Setting Sheet

Establishing Your Goals

1. What job would you like to pursue in the federal government? _____
2. What language skills will you need for this job? _____
 - What language skills do you already have?

 - What are your current proficiency levels in speaking, listening, reading, and writing?

 - How can you gain additional language skills you need for this job?

3. What cultural skills will you need for this job? _____
 - What cultural skills do you already have?

 - What is your current proficiency level in intercultural communication?

 - How can you gain additional cultural skills you need for this job?

4. What other skills will you need for this job? _____
 - What other skills do you already have related to this job?

 - How can you gain additional skills you need for this job?

5. What educational experiences have helped prepare you for this job?

 - What additional educational experiences would be helpful?

6. What work, internship, or volunteer experiences have helped prepare you for this job?

 - What additional work, internship, or volunteer experiences would be helpful?

7. What other extracurricular experiences (e.g., clubs, sports, student government) have helped prepare you for this job?

 - What additional extracurricular experiences would be helpful?

Taking Steps Toward Your Goals

Goal 1: Build language & culture skills to desired levels of proficiency

Deadline: _____

Action items:

- Complete items 1-3 in the “Establishing Your Goals” section of this worksheet
- Meet with a guidance counselor or academic advisor to select relevant classes
- Sign up for classes at your school or a community-based school
- Research immersive experiences like summer programs, study abroad, or residential communities
- Explore ways to use your language skills in the local community

Goal 2: Write a resume that lists and quantifies your knowledge, skills, and abilities

Deadline: _____

Action items:

- Find 3 interesting job descriptions on USAJOBS or specific agency websites
- List the knowledge, skills, and abilities (KSAs) from each job description
- Write down which KSAs you have that match the job descriptions
- List any additional KSAs that you have which are not listed in the job descriptions
- Quantify or qualify each of your KSAs with numbers, percentages, or other performance metrics
- Use the resume builder on USAJOBS to create a resume that incorporates your KSAs

Goal 3: Practice interviewing

Deadline: _____

Action items:

- List a time you have used each KSA from the chosen job description
- Practice describing how you have gained, developed, or used your KSAs
- Do a practice interview with a friend, mentor, or career center counselor
- Update how your KSAs are described in your resume as needed
- Consider how you might change what you say about your KSAs for future interviews

Goal 4: _____

Deadline: _____

Action items:

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Goal 5: _____

Deadline: _____

Action items:

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