HSCI 412 | Medical Care Organization in the U.S. Spring 2020 Dr. Doyle Career Planning Assignment

As you get closer to graduation, you’re probably a little anxious about finding a job. Don’t worry, you’re not alone. This assignment is designed to help lessen this anxiety. While the assignment isn’t all encompassing (for more information you should visit the Career Center), I hope it will help you feel more confident looking at job opportunities. For this assignment, you will discover healthcare jobs that you find interesting. You will find a job opening that is currently available (a.k.a. find an ACTUAL job, don’t tell me theoretically what you would like). The assignment is designed to help you start thinking about your future and where you want to go.

You’ll also think about the steps you have to take to get to these stages – Will you need additional education? Will you need to gain experience using a specific skillset? The assignment has two parts to mirror two different stages of your career: The first job you analyze will be one you could apply for right after graduation. The second job will be one you could apply for in 5-10 years. For each job, you will be expected to adhere to APA (American Psychological Association) format in a 1 – 2 page summary (2 – 4 pages total) that addresses each of the questions below. Please look over the resources provided below to ensure you adhere to this style format.

 Papers are expected to be double-spaced and adhere to proper punctuation, grammar, and capitalization. Points will be deducted if you do not adhere to APA style. You are expected to have a title page for this assignment. In-text citations, reference pages, headers, etc. will be expected where appropriate. There is no need to include an abstract. Resources: APA Citation Quick Guide APA Style Guide APA Sample Paper from Purdue University Use the categories (Introduction, Self-Analysis, etc.) as the headers for your paper. 1. Introduction (at least 2-3 sentences) a. What is the job title? b. What organization is the job with? 2. Self-Analysis a. What specific job tasks (from your proposed job) appeal to you? b. How do your interests, values, skills, personality traits, and strengths fit this job? c. What do you need to learn in order to be competitive for the career you want to pursue? d. How are the skills and competencies you are obtaining from classes and experiences at CSUN helping you prepare for this job? e. What barriers or obstacles stand in the way of you getting this job? How will you overcome them? 3. Organizational Analysis a. What type of healthcare organization is it? b. What services does the organization provide?

c. What are the organizational mission, vision, and values? d. How many people are employed by the organization? e. Where is the organization located? If you find a job in another state or country, would you be willing to move? 4. Job Analysis a. Describe the required and recommended skills for this job. (Don’t just list them) b. Do you possess each of these? If not, how will you obtain them? (Don’t forget to include transferable skills.) c. Are there any state licensures and/or certifications that are required? d. How does your previous work experience help you be competitive in this job? (For jobs after 5 years, please indicate your career trajectory. What jobs do you need to have in between your current job and the future job you are analyzing?) e. What is the estimated salary for this position? This may require some additional research from www.glassdoor.com or other reliable online sources. 5. What are your next steps? What do you need to do today to get to this next job? 6. Sources (in proper APA format – use in-text citations for any sources outside of your job posting) a. Job opportunity b. Salary citation 7. A copy of your job posting (either a screenshot or a PDF copy)