**Career Decision Making Chart**

**Step 1**

In the left hand column, list all of the significant career options that you are currently considering.

**Step 2**

Once you have entered your criteria in the chart, list up to criteria that you will take into account when choosing career options and and enter them in the remaining columns (e.g. new skills, industry experience etc.). Now consider each one in turn in relation to your own criteria and assign them a suitability rating of 1 to 5. Then weight each criterion in terms of importance from 1 to 3 and multiply the weighting by the suitability rating for the overall score.

**Step 3**

You may find that you do not have the necessary information to make an accurate rating for some options on some criteria. This may encourage you to seek more information. Make some notes on the information you need about a particular career and how you might go about getting it.

**Step 4**

When you have completed all of the sections in the diagram, total your scores at the bottom of the chart. Theoretically, your decision should rest with the option that has scored the highest number of “High” ratings. Sometimes, however, you may look at this raw score and feel an instant desire to dispute it. This is a valuable discovery as it may reveal which criteria have a higher weighting than others, as well as the personal issues you might have with existing constraints.

**Step 5**

Once you have thought through, and discussed with your task partner, the issues which arose in Step 4, choose three options which seem to appeal most to you at this point, regardless of final score. So that you are fully aware of the consequences of your choice, rank them in order in the last table, and put your estimation of the “price tag” next to each option.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Decision Making Criteria: | 1. | 2. | 3. | 4. | Total Scores: |
| Career Option 1 | Suitability Rating (1 – 5) |  |  |  |  |  |
|  | Weighting (1-3) |  |  |  |  |  |
|  | Overall Score (Rating by Weighting) |  |  |  |  |  |
| Career Option 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Thinking Points** | **Action Required** (continue on separate page if necessary) |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Choice** | **Price Tag**  (e.g. high rent, etc.) | **Weighting**  (e.g. 1-5) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |