

WHAT IS A CAPSTONE?



CHARTING CAREER GOALS

Name _____

Class _____

OBJECTIVE

To draft a plan of action for meeting the requirements of a job you would like to pursue.

PROCEDURE

1. What is a career path related to aviation that you would be interested in following? What do you think the qualifications and requirements are for this job? Record your answers below.
2. Using a job search engine, search for a job that interests you or is along the career path you envision following. Use as many different search terms as you can and try different job search engines to see what results you get. For example, simply searching for “pilot” may result in jobs that are for managers of “pilot projects” which are simply first attempts at a project or operation—they may have nothing to do with aviation. To obtain results that are more in line with your interests consider adding “aviation,” “captain,” or “first officer.”

Some job search engines are listed below.

- <https://www.indeed.com/>
- <https://www.simplyhired.com/>
- <https://www.ziprecruiter.com/>
- <https://www.monster.com/>
- <https://www.careerbuilder.com/>

3. Read through the entire job posting. List each qualification or requirement for the job in its own row in the first column of the Job Qualifications and Requirements Table, below. You may add additional rows if needed. Some job postings may list qualifications and requirements in distinct sections or lists; other postings may incorporate this information into paragraphs describing the job; other postings may do both.
4. If you have any of the qualifications or requirements that you listed, place a checkmark in the appropriate row in the second column of the table.
5. For each qualification or requirement that you do not have, identify the first step that you would need to take to obtain it. Record this answer in the appropriate row in the third column of the table.
6. For each qualification or requirement that you do not have, identify *additional* steps that you would need to take to obtain it. Record this answer in the appropriate row in the fourth column of the table.
7. Answer the questions that follow the table.

Job Qualifications and Requirements Table

Qualification or Requirement for Job	Do I already have this?	What is the first step to obtain this?	What are additional steps to obtain this?

QUESTIONS

1. How qualified are you currently for the job you researched? Explain using specific data from the Job Qualifications and Requirements table.

2. How qualified do you think you are currently for the career path you chose? What kinds of steps, if any, are you able to take now to work toward meeting these qualifications and requirements?