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 3.01 Key Terms

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| **Across****4.**  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.**9.** Involving or in effect for a number of years.**10.**  Concrete terms.**12.** Object; actions, or social conditions as they actually are; attainable.**13.** The lowest level in an employment hierarchy; a low-level job in which an employee may gain experience or skills.**14.**  Goals that one wants to achieve for himself/herself.**15.** The final conclusion.**16.** to achieve especially by effort. | **Down****1.**  Evaluate (a theory or practice) in a detailed and analytical way.**2.** A specified area of discipline.**3.** A S.M.A.R.T. goal is defined as one that is specific; measurable; achievable; results-focused; and time-bound.**5.**  Set to be achieved somewhere between a person's short-term goals and his long-term goals.**6.** Able to be measured, quantifiable.**7.** Having or needing some; but not extensive; training; having or required more training and skill than unskilled labor but less than skilled labor.**8.**  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.**11.** Involving or occurring over a short period; immediate. |