

Career Development Process

Step 1

SELF ASSESSMENT

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<i>Identify my skills, interests, and values.</i>	<ul style="list-style-type: none"><input type="checkbox"/> Review and identify areas and activities in which I have done well, including academic and extracurricular activities.<input type="checkbox"/> Visit academic departments that seem interesting to me and look at their curriculum.	<ul style="list-style-type: none"><input type="checkbox"/> Make an appointment with a Career Advisor in Career Services.<input type="checkbox"/> Take an interest assessment after meeting with a Career Advisor.<input type="checkbox"/> Talk to my Academic Advisor about resources that are available to me such as activities in which I can get involved to help in my decision making.	<ul style="list-style-type: none"><input type="checkbox"/> Understand and articulate what my strengths and weaknesses are.<input type="checkbox"/> Narrow choices to at least two career areas (I can always change my mind later).<input type="checkbox"/> Gain knowledge of the available majors in areas of interest to me.<input type="checkbox"/> Investigate and explore areas of study that I may not have considered.<input type="checkbox"/> Understand the meaning of work and the importance of work values.

Complete a Skills Checklist!

Sometimes, through skill identification, we discover that we are good at a particular type of activity which may lend itself well to a specific career. For example, if some one excels at calculating numbers and working with a high level of precision, accounting might be a great job choice. Look through the list below, marking the skills you have. For instance, if you have worked in customer service at a department store, you have developed skills like "Listening," "Customer Relations," and "Handling complaints." If you were a lifeguard during the summer, you have skills like "Cooperating" and "Supervising." Share this information with your Career Advisor.

COMMUNICATION SKILLS

- Public speaking
- Listening
- Writing
- Fundraising
- Persuading
- Reading

SOCIAL/INTERPERSONAL SKILLS

- Recruiting
- Negotiating
- Confronting
- Handling complaints
- Mediating

WORKING WITH OTHERS

- Teaching
- Cooperating
- Customer relations
- Demonstrating
- Encouraging
- Facilitating
- Supervising
- Coaching
- Advising

CREATIVE SKILLS

- Abstracting
- Conceptualizing
- Imagining
- Initiating
- Dealing with unknowns
- Predicting
- Adapting
- Designing
- Formulating

INVESTIGATIVE SKILLS

- Classifying
- Researching
- Analyzing
- Investigating
- Interpreting
- Compiling
- Synthesizing
- Evaluating

NUMERICAL SKILLS

- Record keeping
- Measuring
- Calculating
- Updating
- Budgeting
- Working with precision

MANUAL/PHYSICAL SKILLS

- Assembling
- Repairing
- Maintaining equipment
- Constructing
- Operating
- Physical agility/coordination
- Safety operations

MANAGERIAL SKILLS

- Administering
- Planning
- Deciding
- Coordinating
- Action planning
- Organizing
- Managing
- Delegating
- Allocating funds/resources

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Step 2

CAREER AWARENESS

After you have identified your interests, skills and values, you are ready to take a serious look at different academic majors and career fields.

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Explore various career options.</i></p> <p><i>Explore various academic disciplines.</i></p> <p><i>Make a tentative career decision.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Familiarize myself with the resources and services available throughout the College/University. <input type="checkbox"/> Register with Career Services to find relevant work/volunteer experiences (like research projects, internships, and work-study programs in departments that interest me). <input type="checkbox"/> Attend workshops for my areas of interest. <input type="checkbox"/> Read literature on future economic and employment trends. <input type="checkbox"/> Bring my concerns/questions to my Academic or Career Advisor. <input type="checkbox"/> Explore the connection between majors and possible career paths and work opportunities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Visit Career Services' Career Information Centers <input type="checkbox"/> Explore the Internet for career-related information <input type="checkbox"/> Begin seeking informational interviews and job shadow experiences (contact professionals known to me, my family, or my friends, and ask them about their jobs). <input type="checkbox"/> Consider joining an organization in which I am particularly interested, especially one that is career-related. <input type="checkbox"/> Introduce myself to and talk with faculty members, departmental advisors, and upper-class students about different majors and careers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Gain increasingly clear understanding of who I am and what I do well. <input type="checkbox"/> Learn how to effectively prioritize my interests and work values. <input type="checkbox"/> Develop the ability to identify what I want to learn and why.

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Step 3

DECISION MAKING

You have explored different academic programs and career options that complement your personality, skills, interests, and values. Now it is time to make a decision and start down a particular academic path.

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Make a career decision.</i></p> <p><i>Implement my career decision.</i></p> <p><i>Set professional goals.</i></p> <p><i>Determine if graduate or professional school is required for my career goals.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with two or three faculty members about majors, careers, and internships. <input type="checkbox"/> Visit Career Services and/or my particular college (Arts & Sciences, Business, etc.) to gather information about internship opportunities. <input type="checkbox"/> Plan for part-time or summer employment, co-ops, internships, volunteer experiences, or independent research related to my career interests. <input type="checkbox"/> List my responsibilities, what I learned, and my contributions/ accomplishments for each job-related experience. <input type="checkbox"/> Create a personal timeline. <input type="checkbox"/> Set short and long-term goals. <input type="checkbox"/> Begin looking at graduate schools, if you are planning to pursue further study. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Career Services about job opportunities and internships. <input type="checkbox"/> Talk to my academic advisor about course requirements and to make sure I'm on track. <input type="checkbox"/> Maintain good study habits and academic work—contact the Learning Enhancement Center if I need extra help. <input type="checkbox"/> Talk to faculty and graduate students to find out more about the process of applying to graduate schools. <input type="checkbox"/> Evaluate the feasibility of my admission to graduate or professional school. <input type="checkbox"/> Request graduate school catalogs and application materials—don't forget to check for important deadlines for financial aid and tests (GRE, LSAT, MCAT, etc.). <input type="checkbox"/> Have at least three professional references, for example, professors and/or supervisors who know my work and my abilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Gain valuable experience and understanding of the world of work before I graduate. <input type="checkbox"/> Gain a better knowledge of my career options. <input type="checkbox"/> Become informed of graduate/ professional schools.

Scheduling a meeting with faculty?

Here are some questions to ask!

1. What types of internships, practicum, co-op or volunteer experiences are required or suggested?
2. Where have graduates from this major gone after finishing their degree? What professional fields utilize the skills I will be developing in this major?
3. What services or resources does your department offer to assist me in my internship/co-op/job search?
4. Are you aware of other people on campus who may be able to help me with my search for experience or employment?
5. Do you know of any alumni in the area who would be willing to answer questions about careers in this field and help me develop a professional network?

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Step 4

ACTION PLANNING

You have assessed your strengths, explored your interests, researched various majors and careers, and decided on the path you want to take. You are asking “What’s next?” Now it is time to swing into full gear and prepare to find a career. **Networking is extremely important**, as well as developing an initial resume and beginning the job search process.

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Learn how to find meaningful work.</i></p> <p><i>Write a resume.</i></p> <p><i>Prepare for interviews.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Begin forming a network of professionals through my career-related experiences. <input type="checkbox"/> Gather information on potential employers. <input type="checkbox"/> Conduct informational interviews. 	<ul style="list-style-type: none"> <input type="checkbox"/> Register with Career Services for on-campus interviews and job referrals with prospective employers. <input type="checkbox"/> Schedule a mock interview with Career Services. <input type="checkbox"/> Attend workshops on: <ul style="list-style-type: none"> • Resume writing • Job search skills • Interviewing skills <input type="checkbox"/> Attend career fairs sponsored by Career Services, academic colleges, employers, and other organizations. <input type="checkbox"/> Frequently check Career Services' website for information on potential employers and upcoming career-related events. 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare myself for finding a rewarding career in my chosen field. <input type="checkbox"/> Become experienced at writing resumes, interviewing, and obtaining meaningful employment. <input type="checkbox"/> Graduate with a successful career path waiting for me.

Conducting an Informational Interview?

Here are some questions to ask!

1. How did you prepare for this work?
2. What educational experiences (degrees, certifications, licenses) best prepare an individual for this field?
3. A typical day would begin at _____ and end at _____.
4. What is the nature of the job—would I be selling, buying, servicing machines, answering client questions, working independently, etc.?
5. What types of activities and responsibilities would I be involved with on a daily basis?
6. What are some additional job responsibilities in your position?
7. Does this job require financial investment for equipment or special tools or clothing?
8. Are there any non-reimbursed employee expenses?
9. Are there opportunities for further education and/or professional development?
10. Could you describe the everyday working conditions?
11. Is this job primarily indoors or outside?
12. Tell me about the community where the organization is located.
13. What is an average salary for an individual starting out in this field?
14. Are there opportunities for advancement?
15. What do you like most about the job? Least?
16. Has this job met your expectations? Why or why not?
17. What are some of the disadvantages in this career field?
18. How can I learn more about this field?
19. How does one typically go about job searching in this field? Do you have any advice?
20. What professional organizations are connected with this field?
21. Would you recommend this field for me?
22. Could you please provide me with the names of 3-5 other contacts?

School to Work

Extreme Life Makeover: School to Work Top 10

10. Sleep will no longer be a commodity; it becomes a necessity!

Working full-time may require a more normal sleep pattern. Staying up half the night or hitting the snooze button one too many times could potentially find you getting to work late and possibly fired.

9. The freedom to create your own schedule becomes obsolete

The flexibility to create your own schedule may not be a luxury awarded by employers and extra hours may be required to completely understand your first job.

8. Continuous messaging becomes a thing of the past

Most employers do not allow Facebook and MySpace viewing, nor instant messaging or texting while at work.

7. Practice your time management skills

Preparing for projects, tests and assignments at the same time was difficult in college but in the working world your future employer is depending on the time management skills you've acquired.

6. Maintain your independence while becoming a team player

In college independence is required for projects and assignments; the transition to the working world often requires group projects and collaboration among employees.

5. Dress for success

Hoodies, jeans and flip-flops are perfect for class. In the working world you may be required to wear a suit or professional attire. View the attire of managers and leaders within the company and model your look after them.

4. Play nice with others

Upon graduation you may be working with diverse group of colleagues from various backgrounds and various ages. This is where your collaboration skills can be utilized to become an effective team player.

3. Finance 101 goes beyond the classroom

Following graduation you may have to begin paying back student loans and entering the working world often brings along additional bills. Be careful that when you receive that first amazing paycheck not to spend it all in one place. Keep track of expenses and spend wisely!

2. Learning doesn't end after college

With your new role in the company you will be busy learning how to do your job and learning about the company's culture. Remain aware of the world around you; keep up to date on current events and news both inside and outside of your company. These events may affect your everyday life.

1. Adopt a positive attitude

Enjoy your new role in the professional world and have a positive attitude around employers and colleagues. A positive attitude tells the employer that they hired the right candidate for the job and could help you work your way up the company ladder.

Dress for Success

What to Wear to an interview

GENERAL TIPS About Interview Attire

According to the National Association of Colleges and Employers (US), grooming and appropriate interview attire are a must.

Employers were given a list of appearance-related attributes and asked to indicate the level of influence each would have on their opinion of a candidate's suitability for employment within their organization.

Grooming	70% strong influence
Nontraditional interview attire	49% strong influence
Nontraditional hair color	41% slight influence
Body Piercing	43% slight influence
Handshake	44% slight influence
Obvious tattoos	48% slight influence
Unusual hairstyle	45 slight influence
Earring (male)	49% no influence
Beard	78% no influence
Mustache	88% no influence

These are overall tips from our employers:

Even if you want to be on the cutting edge of fashion, and interview may not be the right forum. Once hired, and office protocol allows it, is the time to bring in the trendy clothes.

A suit is more acceptable than any other dress. It is better to be dressed up more than needed than casual for an interview. Basically you want the interviewer to remember you

dressed professionally and appropriately and not distracted by the color, fit or selection of apparel or jewelry. Be sure clothing fits well, not too tight/loose, short/long, or revealing as well as comfortable when standing, walking, and sitting.

Start out a new job by dressing just a little bit better than you believe is the norm in your new workplace to make a good first impression.

So, what do you wear? Men and Women

A conservative suit is best. Wear clean, polished shoes. Don't forget about neatly trimmed fingernails. Little or no fragrance is best. Hair should be clean and well-groomed

FOR MEN	FOR WOMEN
Suits in shades of blue, black or gray	Conservative suit with a jacket and pants/skirt or a tailored dress
Wear clean, polished shoes	Classic pump/dress shoe and a heel height of no more than 3 inches
Choose a white or striped shirt with a conservative tie	If painted nails should be neutral in color and make-up should be kept to a conservative

WHAT IS BUSINESS CASUAL?

Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

Marketing Your Extracurricular Activities to Employers

Why are transferable skills so important?

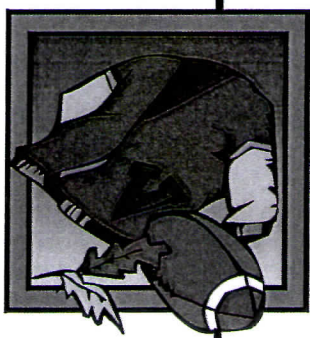
Transferable skills qualify you to enter into many different fields even though you may not have specific education or experience in that area. **The more transferable skills you have, the more marketable you are!**

Currently, the job market is very tight. Employers are extremely vested in the employees they hire. Therefore, they are looking for the overall quality of candidates' skills. Employers are more willing to teach you specific details of a job, but they expect that you have certain abilities as part of your own character and work ethic.

Transferable skills create a better awareness of your current career status. What are some of the tasks you enjoy on a daily basis?

You can better understand what you do well and which skills you may need to improve upon through assessment and evaluation.

Evaluating the transferable skills you possess can help you determine whether you are in the appropriate position for your future plans or whether you may need to gain different experiences.



3 ways to uncover your abilities

You probably have a lot more to offer an employer than you give yourself credit for. The problem is, you don't know where to look for concrete examples of your "soft" skills—skills that can't be readily measured or assessed, such as interpersonal skills, ability to work in a team, etc. Here are some suggestions on how you can uncover your hidden abilities—and bring them to the attention of an employer.

Look at your campus extracurricular activities.

For example, if you are a member of the debate team, participate in a drama club, or work on the campus newspaper, these all can serve to help you showcase your communication abilities, written and oral, as well as other key traits, such as flexibility. Do you play sports? You've got an activity tailor-made to demonstrate your ability to work in a team. If you hold a leadership role in an extracurricular club or activity, be sure to highlight that.

Look at your course work and internship experiences.

You can often find examples of how you've worked in a team (a class project, for example) or used your analytical abilities in your course work. A course that has a public speaking component, or one that requires extensive writing, can also be used to impress an employer with your abilities. Internships can also provide you with examples of how you used your soft skills. Besides giving you valuable practical experience, these work-related experiences are often real soft skill-builders that help you learn how to work with others effectively—which is what employers are looking for when they search for candidates with interpersonal and communication skills who are flexible and able to work in a team.

Look at your part-time jobs and/or volunteer experiences.

While your part-time jobs or volunteer experiences might not be relevant to the career you're seeking, remember that they may well have helped you acquire or hone certain skills that employers prize—such as interpersonal skills (dealing with customers) and analytical skills (how to solve a problem on the job). Even if your flipped hamburgers or punched tickets, for example, you dealt with customers, and that experience can be used to demonstrate critical skills to an employer.

Source: Planning Job Choices 1998, National Association of Colleges and Employers

Transferable Skills Checklist

Check off those skills you already have...

Use these to help build your resume.

- | | | |
|--|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Interpersonal skills
able to interact successfully with a wide range of people; knows how to interpret and use body language<input type="checkbox"/> Oral communication skills
presents information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group); presents opinions and ideas in an open, objective way<input type="checkbox"/> Public speaking skills
able to make formal presentations; presents ideas, positions and problems in an interesting way<input type="checkbox"/> Counseling skills
responds to what others have said in a non-judgmental way ("active listening"); builds trust and openness with others<input type="checkbox"/> Coaching / mentoring skills
gives feedback in a constructive way; helps others to increase their knowledge or skills<input type="checkbox"/> Teaching / training skills
able to help others gain knowledge and skills; able to create an effective learning environment<input type="checkbox"/> Supervising skills
delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others<input type="checkbox"/> Leadership skills
motivates and empowers others to act; inspires trust and respect in others<input type="checkbox"/> Persuading skills
communicates effectively to justify a position or influence a decision; able to sell products or promote ideas<input type="checkbox"/> Negotiating skills
able to negotiate skillfully; knows how and when to make compromises<input type="checkbox"/> Mediation skills
able to resolve conflicts that stems from different perspectives or interests; able to deal with conflict in an open, honest and positive way<input type="checkbox"/> Interviewing skills
asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust | <ul style="list-style-type: none"><input type="checkbox"/> Customer service skills
able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way<input type="checkbox"/> Care-giving skills
able to empathize with others; able to give sensitive care to people who are sick or elderly or who have severe disabilities<input type="checkbox"/> Analytical / logical thinking skills
able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas<input type="checkbox"/> Critical thinking skills
able to review different points of view or ideas and make objective judgments; investigates all possible solutions to a problem, weighing the pros and cons<input type="checkbox"/> Creative thinking skills
able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit and humor effectively<input type="checkbox"/> Problem-solving skills
able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options<input type="checkbox"/> Decision-making skills
able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option<input type="checkbox"/> Planning skills
able to plan projects, events and programs; able to establish objectives and needs, evaluates options, chooses best option<input type="checkbox"/> Organizational skills
able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines<input type="checkbox"/> Advanced writing skills
able to select, interpret, organize and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise and accurate as possible | <ul style="list-style-type: none"><input type="checkbox"/> Research skills
knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report<input type="checkbox"/> Financial skills
able to keep accurate financial records; able to manage a budget (that is, preparing sound budgets and monitoring expenses)<input type="checkbox"/> Language skills
functionally bilingual; able to translate and/or interpret in a given language<input type="checkbox"/> Advanced computer skills
able to use a variety of software programs; knowledge about desk-top publishing or web design<input type="checkbox"/> Technological skills
understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease<input type="checkbox"/> Performing skills
able to make presentations for video or television in an interesting way; able to entertain, amuse and inspire an audience<input type="checkbox"/> Artistic skills
uses color and design creatively; able to design displays and publicity material (print, video, Internet)<input type="checkbox"/> Perceptual skills
able to visualize new formats and shapes; able to estimate physical space<input type="checkbox"/> Mechanical skills
able to install, operate and monitor the performance of equipment and mechanical devices; able to repair mechanical devices<input type="checkbox"/> Adaptability skills
capacity to adapt to new situations and settings and to tolerate change well; flexibility to adapt to the needs of the moment<input type="checkbox"/> Administrative / clerical skills
able to operate computers and other basic office equipment; able to design and maintain filing and control systems |
|--|--|---|