

## **Career Exploration Resource Guide**

### **Introduction**

Many people change both jobs and careers multiple times in their academic and professional lives. If you are exploring your career direction, the Career and Professional Development Center (CPDC) offers one-on-one consulting for both current students and alumni. Our resources include assessments, card sorts, writing exercises and online resources.

### **Assessments**

In terms of assessments, the CPDC offers the *Myers-Briggs Type Indicator*, the *Strong Interest Inventory*, and *StrengthsQuest*.

The *Myer-Briggs Type Indicator* is a personality indicator. It provides an understanding of different ways of being in the world using four scales: Introversion-Extroversion (where we get our energy), Sensing-Intuitive (how we take in information), Thinking-Feeling (how we make decisions), and Judging-Perceiving (how we live our lives).

The *Myers-Briggs Type Indicator* became popular in the 1940's when women were being recruited for a new variety of jobs, and has been used for Career Exploration ever since. There has been a great deal of data collected, so that we have a good idea about the jobs most frequently chosen by people of various types. It has also been used in organizational settings for Team Building, as well as Negotiation & Conflict Management. Other uses include Couples Counseling and Individual Self-Exploration. In Career Exploration, it can help to provide focus.

The *Strong Interest Inventory* uses your likes and dislikes to suggest occupations. It compares your pattern of likes and dislikes to people who have been on their jobs at least 3 years and who like what they do. It is divided in 6 General Occupational Themes (Realistic, Enterprising, Artistic, Social, Investigative and Conventional), 25 Basic Interest Scales, 130 Occupational Scales, and 5 Personal Style Scales. It is useful in generating options.

*StrengthsQuest* identifies your top 5 strengths. It is based on the understanding that you can use your time more effectively by capitalizing on your strengths rather than working to improve your weaknesses. It identifies 34 different strengths in 4 domains: Relationship Building, Influencing, Executing and Strategic Thinking.

In order to take the *Myers-Briggs type Indicator* and/or the *Strong Interest Inventory*, the process is to meet first with your Career Consultant to discuss your current situation. Your Career Consultant will give you instructions about how to take the assessments online, and ask you to schedule another appointment to review the results.

### **Other Strategies**

*What Color is Your Parachute* by Richard Bolles is a career book which uses telling your own stories as a means to discover your top skills. Simple step-by-step worksheets will illuminate

your favorite transferable skills, fields of knowledge, job environments, values and goals, working conditions, and levels of responsibility and salary. Once you've completed the workbook, you'll have a comprehensive picture of your dream job, and be able to target your ideal work situation.

Barbara Sher, in her books including *Live a Life You Love, I Could Do Anything If I Only Knew What It Was*, and *Wishcraft*, uses a series of exercises to discover your passions and move toward them, using a combination of energy, humor, and compassion. Her exercises include *20 Things That You Like to Do (Current and Future)*, *Five Lives*, *Job from Hell*, *Flipping the Negatives*, *Job from Heaven*, *Your Ideal Environment*, *Your Ideal Day*, etc.

*Knowdell Card Sorts* for *Occupational Interests*, *Career Values* and *Motivated Skills* use cards to generate conversation and clarity about key topics in the career exploration process.

### Online Resources

The Career and Professional Development Center website has links to many online resources that are helpful in learning more about occupations that you may be considering.

The [Occupational Outlook Handbook](#) has information on 85% of the jobs in the economy, grouped into 25 categories. It includes the following information: what they do, work environment, education and experience required, pay, job outlook, state and area data, similar occupations, and links to more information.

The [Dictionary of Occupational Titles](#) contains more job titles grouped into 9 categories, but more concise information about each job.

[O\\*NET](#) has information in 16 different categories, including wages by state and employment trends.

[My Next Move](#) allows you to search careers with key words, browse careers by industry, and search based on your personal interests and background.

[What Can I Do With this Major?](#) identifies options by Employers and Information/Strategies grouped by Area.

Our [Salaries and Destinations](#) show jobs, internships and graduate programs selected by our current students and alumni.

### Closing

We may all explore our career options periodically throughout our academic and professional lives. When we do, the Career and Professional Development Center offers one-on-one consulting to students and alumni using a variety of options, resources and strategies to assist in developing clarity and moving toward your goals.