



Career Planning

"What the world needs is more people who know what they really want to do, and who do it at their place of work as their chosen work. The world needs more people who feel true enthusiasm for their work. People who have taken the time to think out what they uniquely can do, and what they uniquely have to offer the world."

-RICHARD BOLLES

Author of *What Color Is Your Parachute?*



MATCH GAME

Effective goal setting and decision making begin with a serious consideration of one's interests, skills, and values. These personal characteristics, when integrated with real world options, become the starting point for career and life planning. Effective career and life planning seeks to match your unique personality with specific job requirements.

Once you have defined the internal realm of your personality, you then must explore the external world of your career options. Through serious assessment of your personal traits and thorough investigation of various job-related factors, you can effectively make a good match and find a good fit.

DECISIONS

Sound decision-making and goal setting is greatly enhanced when you are able to define the setting and circumstances in which you are the most satisfied and productive. When you have a strong sense of self-awareness and a broad knowledge of your options, you are better able to make decisions about things that affect your life. You are able to make important choices concerning such things as academic major, activities, marriage, lifestyle, leisure, and career direction.

WHO ARE YOU?

Knowing yourself prepares you to be more effective in making decisions and setting goals. In attempting to determine where you want to go and what you want to do, it is particularly important to determine who you are. It is vital in career and life planning to gain a clear understanding of yourself and firm determination of who you are.

ACTIVITIES

Think about the activities that you perform on a daily basis. Which ones are your favorite? Which ones are you particularly good at? Which ones do you particularly enjoy? Which ones are the most important to you? Which ones are the most meaningful? These questions are the key to considering how you feel about the activities you're engaged in. Consider three aspects of all activities... Is this activity something I like to do? (Interest)... Is this activity something I am good at doing? (skill)... Is this activity consistent with what I believe is important? (value)...



"We were meant to work in ways that suit us, drawing on our natural talents & abilities as a way to express ourselves & contribute to others. This work is a key to our true happiness & self-expression."

-MARSHA SINETAR

Author of *Do What You Love, The Money Will Follow*

INTERESTS

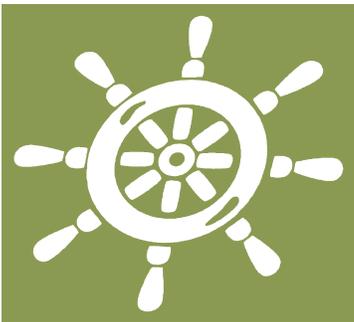
Interests are represented by activities that you like to do. Interests are things you find desirable, enjoyable, fun, or pleasant. Interests are oftentimes reflected in hobbies, recreation, and other leisure pursuits. Interests can be expressed through amusement, sport, diversion, or entertainment. Interests may be defined in terms of pleasure, pastime, relaxation, and avocation.

SKILLS

Skills are represented by activities that you are good at doing. Skills are expressed by ability, strength, talent, and aptitude. Skills determine expertise, competency, proficiency, and dexterity. Skills may be defined in terms of mastery, power, knowledge, and intelligence. Skills are oftentimes reflected in your accomplishments, achievements, and successes.

VALUES

Values are represented by activities that are important to you. Values are reflected in beliefs, priorities, attitudes, feelings, and principles. Values relate to your dispositions, orientations, opinions, and preferences. Values address what really matters most to you in your life and what is essential. Clarifying values provides the criteria by which you determine meaning in your life.



CAREER EXPLORATION

As you begin the process of choosing a career, and avoiding any blunders, it is extremely important to learn as much as possible about various career options. Your decision making process will be greatly enhanced by your ability to gather good information about the world of work. Based on your analysis of your interests, skills and values... Based on your experience and education... Based on what you know of your personality and lifestyle... What career options might you want to explore? In what ways does your personality mesh with the world of work?

SKILL AREA

What gives you the most satisfaction when applying your talents? Which skills do you wish to use in your job? What skills do you primarily want to work with? Would you rather work with data? people? ideas? or things?

DATA. Working with data involves tasks that are numerical, statistical, precise, or mathematical.

PEOPLE. Working with people involves tasks that are social, service-oriented, interpersonal, managerial, or educational.

IDEAS. Working with ideas involves tasks that are creative, conceptual, innovative, artistic, or expressive.

THINGS. Working with things (or animals) involves tasks that are scientific, physical, manual, athletic, mechanical, or technical.

JOB VALUES

What work environments and employment situations are most conducive to you? What kind of people do you like to work with? Are your personal and emotional needs being addressed? Which job-related values relate to you? In a particular career, occupation, or work setting, what features are desirable, most important, or essential?

Contribution to Society - Helping and improving humanity

High Income - Making a lot of money

Independence - Being your own boss, making decisions

Leadership - Directing, motivating and managing others

Leisure - Having a lot of time off

Prestige - Respect, esteem, status, people look up to you

Security - Steady employment and regular income

Variety - Different challenges, activities, people, places

Advancement - Promotions, upward mobility

Challenge - Work keeps you motivated and interested

Easy Commute - Getting to and from work easily

Flexible Hours - Schedule is flexible

Training - Learning new skills on the job

Pleasant Co-Workers - Working with nice people

Staying Put - Finding work without relocating

**“What you can become is the miracle you were born to be
through the work that you do.”**

-KURT VONNEGUT

BSC