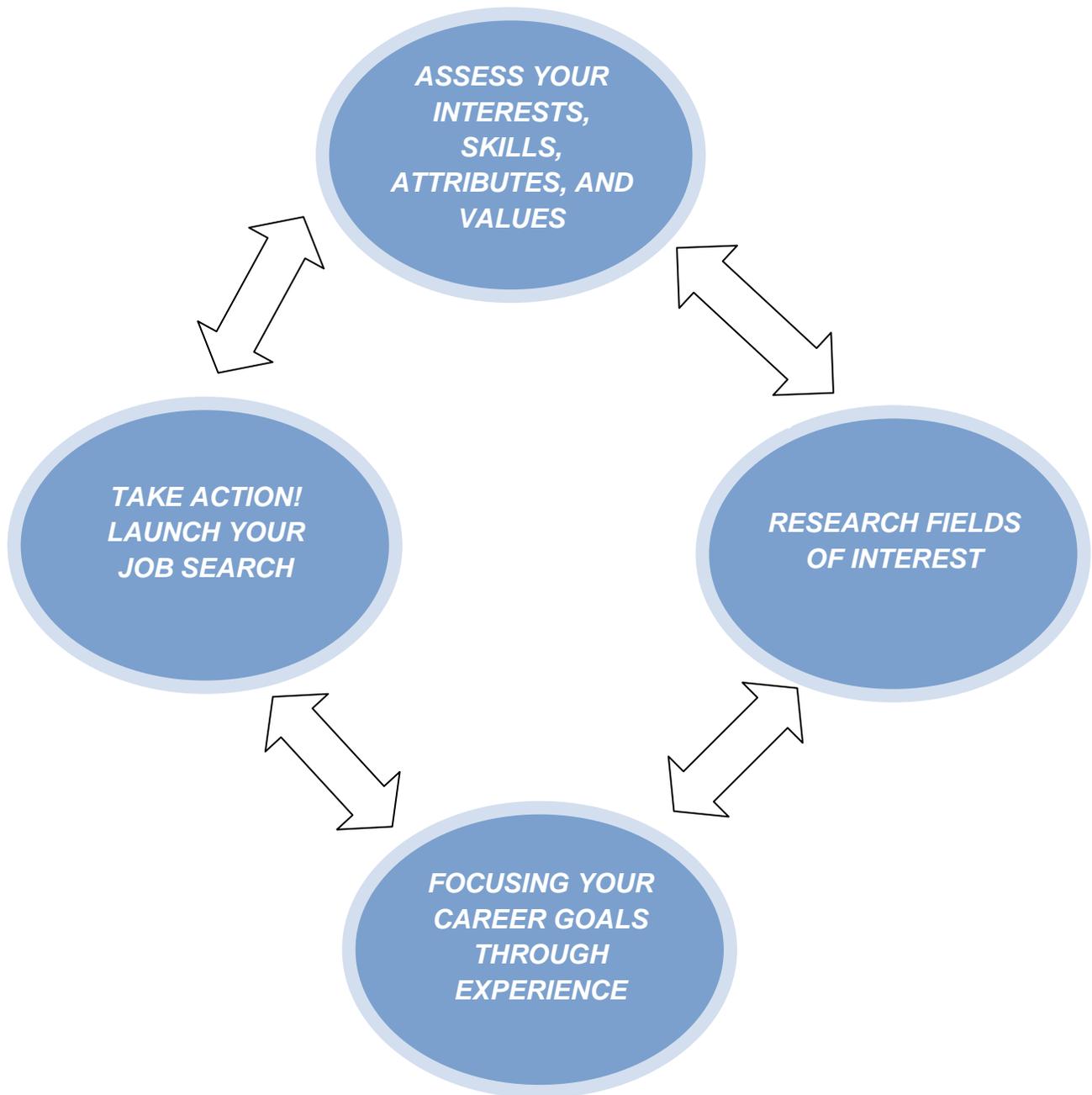


THE ART OF CAREER DECISION-MAKING



In the following pages you will do several exercises to determine your interests, skills, values, and work environment preferences. In addition, you will learn about a career theory that may help you learn where your personality might fit best in the work world. Let's start with your interests.

INTERESTS

List 5 of your favorite courses taken in college and/or high school. Why are these your favorite subjects?

1.

2.

3.

4.

5.

What have you enjoyed most about your part-time/summer jobs, volunteer experiences, leadership experiences, and extra-curricular activities?

What do you do for fun list any activities you really enjoy doing, such as music, sports, art, writing, etc?

Are there career fields in which you are already interested? Please list.

Identify Your Transferable Skills

This exercise is designed to help you identify skills you possess. This task will be particularly useful for marketing yourself to employers in interviews and cover letters.

Instructions:

- 1) Place a check mark next to each skill you feel you possess. Be sure to consider *all* settings in which you might have demonstrated each skill, including your college curriculum, extracurricular activities, organizations/clubs, volunteer work and internship/work experience.
- 2) Review the items you have checked and narrow your list to your 8 strongest skills and rank order them from 1-8.

ANALYTICAL

analyzed
 assessed
 compared
 conceptualized
 critiqued
 devised
 diagnosed
 estimated
 evaluated
 identified
 inspected
 interpreted data
 investigated
 made decisions
 observed
 predicted
 projected
 proved
 reflected
 researched
 reviewed
 screened
 solved problems
 studied
 surveyed
 tested
 thought critically
 validated

COMMUNICATION

communicated
 conveyed
 debated
 defined
 described
 drafted
 edited
 explained
 foreign language
 interacted
 interviewed
 listened

presented
 published
 read
 reported
 responded
 spoke in public
 summarized
 wrote

CREATIVE

acted
 advertised
 authored
 created
 designed
 developed
 displayed
 entertained
 illustrated
 improvised
 innovated
 performed
 produced
 promoted

FINANCIAL

appraised
 audited
 balanced
 budgeted
 calculated
 earned
 invested
 merchandised
 raised funds
 purchased

HELPING

advised
 assisted
 coached
 collaborated
 counseled

fostered
 guided
 informed
 mentored
 served
 supported
 taught
 tutored
 trained
 volunteered

LEADERSHIP

assigned
 authorized
 chaired
 directed
 delegated
 enforced
 facilitated
 founded
 initiated
 hired
 implemented
 managed change
 managed a crisis
 managed people
 managed resources
 presided
 recommended
 supervised

ORGANIZATIONAL

administered
 categorized
 collected
 compiled
 consolidated
 coordinated
 maintained
 managed time
 monitored
 organized
 planned

performed data entry
 prioritized
 processed
 recorded
 ran reports
 scheduled

PERSUASION

encouraged
 influenced
 mediated
 motivated
 persuaded
 negotiated
 recruited
 sold

TECHNICAL

assembled
 constructed
 compiled
 engineered
 installed
 integrated
 operated
 measured
 programmed
 repaired
 upgraded

ADDED VALUE

adapted
 enhanced
 improved
 maximized
 minimized
 shaped
 streamlined
 strengthened
 supplemented
 updated

Identify Your Personal Qualities

This exercise is designed to help you identify qualities and traits you possess. This task will be useful for describing yourself to employers in interviews and cover letters.

Instructions:

- 1) Place a check mark next to each word you feel describes you.
- 2) Review the items you have checked and narrow your list to the 8 words that best describe you.
- 3) Review these 8 items and prioritize them from 1-8.

- | | | |
|---|---|--|
| <input type="checkbox"/> accommodating | <input type="checkbox"/> efficient | <input type="checkbox"/> possess a good sense of humor |
| <input type="checkbox"/> accurate | <input type="checkbox"/> empathetic | <input type="checkbox"/> possess common sense |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> energetic | <input type="checkbox"/> practical |
| <input type="checkbox"/> adventurous | <input type="checkbox"/> enjoy challenges | <input type="checkbox"/> precise |
| <input type="checkbox"/> ambitious | <input type="checkbox"/> enthusiastic | <input type="checkbox"/> process-oriented |
| <input type="checkbox"/> analytical | <input type="checkbox"/> entrepreneurial | <input type="checkbox"/> productive |
| <input type="checkbox"/> appreciate diversity | <input type="checkbox"/> ethical | <input type="checkbox"/> professional |
| <input type="checkbox"/> appreciate feedback | <input type="checkbox"/> fair | <input type="checkbox"/> punctual |
| <input type="checkbox"/> approachable | <input type="checkbox"/> flexible | <input type="checkbox"/> a quick learner |
| <input type="checkbox"/> articulate | <input type="checkbox"/> friendly | <input type="checkbox"/> rational |
| <input type="checkbox"/> assertive | <input type="checkbox"/> generous | <input type="checkbox"/> reliable |
| <input type="checkbox"/> authentic | <input type="checkbox"/> goal-oriented | <input type="checkbox"/> resourceful |
| <input type="checkbox"/> autonomous | <input type="checkbox"/> hard-working | <input type="checkbox"/> realistic |
| <input type="checkbox"/> calm under pressure | <input type="checkbox"/> helpful | <input type="checkbox"/> resilient |
| <input type="checkbox"/> candid | <input type="checkbox"/> honest | <input type="checkbox"/> respectful |
| <input type="checkbox"/> cautious | <input type="checkbox"/> imaginative | <input type="checkbox"/> results-oriented |
| <input type="checkbox"/> cheerful | <input type="checkbox"/> inclusive | <input type="checkbox"/> responsible |
| <input type="checkbox"/> collaborative | <input type="checkbox"/> independent | <input type="checkbox"/> responsive |
| <input type="checkbox"/> compassionate | <input type="checkbox"/> industrious | <input type="checkbox"/> seek challenges |
| <input type="checkbox"/> committed to integrity | <input type="checkbox"/> influential | <input type="checkbox"/> self-aware |
| <input type="checkbox"/> competitive | <input type="checkbox"/> innovative | <input type="checkbox"/> self-motivated |
| <input type="checkbox"/> confident | <input type="checkbox"/> intelligent | <input type="checkbox"/> self-sufficient |
| <input type="checkbox"/> congenial | <input type="checkbox"/> intuitive | <input type="checkbox"/> self-reliant |
| <input type="checkbox"/> conscientious | <input type="checkbox"/> inquisitive | <input type="checkbox"/> sincere |
| <input type="checkbox"/> conservative | <input type="checkbox"/> level-headed | <input type="checkbox"/> spontaneous |
| <input type="checkbox"/> considerate | <input type="checkbox"/> loyal | <input type="checkbox"/> tactful |
| <input type="checkbox"/> consistent | <input type="checkbox"/> mature | <input type="checkbox"/> take direction well |
| <input type="checkbox"/> cooperative | <input type="checkbox"/> methodical | <input type="checkbox"/> take initiative |
| <input type="checkbox"/> cost-conscious | <input type="checkbox"/> observant | <input type="checkbox"/> team-oriented |
| <input type="checkbox"/> creative | <input type="checkbox"/> open-minded | <input type="checkbox"/> tenacious |
| <input type="checkbox"/> curious | <input type="checkbox"/> optimistic | <input type="checkbox"/> thoughtful |
| <input type="checkbox"/> decisive | <input type="checkbox"/> organized | <input type="checkbox"/> thorough |
| <input type="checkbox"/> dedicated | <input type="checkbox"/> outgoing | <input type="checkbox"/> tolerant |
| <input type="checkbox"/> dependable | <input type="checkbox"/> passionate | <input type="checkbox"/> trustworthy |
| <input type="checkbox"/> detail-oriented | <input type="checkbox"/> patient | <input type="checkbox"/> values-oriented |
| <input type="checkbox"/> determined | <input type="checkbox"/> perceptive | <input type="checkbox"/> versatile |
| <input type="checkbox"/> diplomatic | <input type="checkbox"/> persistent | <input type="checkbox"/> visionary |
| <input type="checkbox"/> disciplined | <input type="checkbox"/> personable | <input type="checkbox"/> willing to take risk |
| <input type="checkbox"/> discreet | <input type="checkbox"/> persuasive | |
| <input type="checkbox"/> driven | <input type="checkbox"/> pleasant | |
| <input type="checkbox"/> dynamic | <input type="checkbox"/> poised | |
| <input type="checkbox"/> eager | <input type="checkbox"/> polite | |

Work Values

The following list describes a variety of satisfactions people obtain from their jobs. This list and the following process may help you clarify your values (what is *important* to you) in relation to the world of work.

DIRECTIONS:

1. Read each definition and check the items you would like as part of your ideal job.
2. Review the items you have checked, and identify the 8 items you want most.
3. Review these 8 items and prioritize them from 1-8.

- Help Society:** Do something to contribute to the betterment of communities or the world.
- Help Others:** Be involved in helping people in a *direct* way, either individually or in a small group.
- Esthetics:** Make beautiful things and contribute to the beauty of the world.
- Creativity (general):** Create new ideas, programs, products, organizational structures or anything else not following a format previously developed by others.
- Work Alone:** Do projects by myself, without any significant amount of contact with others.
- Public Contact:** Have a lot of day-to-day contact with people.
- Work With Associates:** Have close working relationships with a group; work as a team toward common goals.
- Friendships:** Develop close personal relationships with people as a result of my work activities, get along well with (perhaps even socialize off hours with) my colleagues.
- Competition:** Engage in activities that pit my abilities against others where there are clear "win" and "lose" outcomes.
- Knowledge:** Engage myself in the pursuit of knowledge, truth, and understanding for knowledge sake.
- Intellectual status:** Be regarded as a person of high intellectual powers or as one who is an acknowledged "expert" in a given field.
- Recognition:** Be recognized by others for my quality of work in some visible or public way.
- Achievement:** Have *personal* satisfaction and a feeling of accomplishment in position.
- Supervisory Relationship:** Have a fair supervisor with whom I get along well.
- Power and Authority:** Work which permits me to plan, lay out, supervise, and be directly responsible for the work activities or (partially) the destinies of other people.
- Make Decisions:** Have the power to decide courses of action, policies, etc.
- Fast Pace:** Work in circumstances where there is a high pace of activity, work must be done rapidly.
- Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.
- Adventure:** Have work duties that involve frequent risk-taking.
- Change and Variety:** Have work responsibilities that frequently change their content and setting.
- Independence:** Be able to determine the nature of my work and how I approach it without significant direction from others; do not have to do what others tell me to do.
- Time Freedom:** Have work responsibilities that I can fulfill according to my own schedule; no specific working hours required.
- Way of Life:** Position that allows me to maintain my own identity in the workplace in terms of dress, speech, decorating my office, listening to music, eating at my desk, etc.
- Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
- Surroundings:** Have an environment (physically) which appeals to me in terms of temperature, noise level, ability for privacy, view from office, cleanliness, newness of building, furniture, decorating, etc.
- Stability:** Have work routine and job duties that are largely predictable and not likely to change over a long period of time.
- Security:** Be assured of keeping my job and a reasonable financial reward.
- Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.

WORK ENVIRONMENTS

Mark an "x" on each continuum below indicating your level of work environment preference for each pair of items. Then, select your top eight preferences and rank-order them by importance for you from 1-8.

Strong Preference	Neutral	Strong Preference
Work Alone _____		Part of a team _____
Mental Challenge _____		Physical Challenge _____
Established Tasks _____		Changing Tasks _____
Competition _____		Cooperation _____
Close Supervision _____		Minimal Supervision _____
Casual Atmosphere _____		Formal Atmosphere _____
Deadlines to Meet _____		No Deadlines _____
Rural Setting _____		Urban Setting _____
Listen to People _____		Tell People What To Do _____
Low Pressure _____		High Pressure _____
Plan Own Work _____		Work Outline _____
Definite Results _____		Intangible Results _____
Small Organization _____		Large Organization _____
Frequent Travel _____		Little Travel _____
Regular Hours _____		Flexible Hours _____
Work with Ideas _____		Work with People _____
Work with Things/Products _____		Work with Ideas _____
Work with People _____		Work with Things/Products _____
Work with Data _____		Work with People _____
Work with Things/Products _____		Work with Data _____
Predictable Work _____		Surprising Work _____
At desk most of the day _____		Out of office most of day _____
Indoors _____		Outdoors _____
Same people daily _____		New people often _____
Friends/Family nearby _____		Live in new area _____
High Structure _____		Low Structure _____
Little Creativity _____		Lots of creativity _____

List any other ideas below that are important to you that are not on this list and add them if you want to:

JOHN HOLLAND'S CAREER THEORY OF OCCUPATIONAL THEMES

John Holland developed a career theory proposing that occupations have certain personality themes and a person can fit their personality to careers that would make them the most happy. The theory says there are six major occupational themes that job descriptions can fit into. Holland proposed, that people can interact in all of the themes, but they will have two or three of the themes that are strongest for their personality. The themes are Realistic, Investigative, Artistic, Social, Enterprising, and Conventional (RIASEC).

On the following pages are descriptions of each of the codes with representative words that describe that theme. See if you can pick out your strongest theme based on your interests, skills, and values. One or two of the others should be somewhat strong so that you have a three letter code like SIA for Social, Investigative, and Artistic. Look at the brief lists of occupations to see if you can find some in which you are interested. There are other resources we can use to find more job titles.

HOLLAND OCCUPATIONAL THEMES

Realistic

People in the realistic theme usually prefer working in areas such as nature, the outdoors, construction, or mechanical activities. They typically prefer working with tools and objects rather than words and people. They are most comfortable in situations allowing casual dress. They are often described as frank, honest, persistent, practical, thrifty, and inclined to take physical risks.

Some typical work activities might include:

- Using tools that require manual dexterity
- Operating or designing equipment and machinery
- Fixing and repairing mechanical and electric machinery
- Doing jobs that produce tangible results

Some skills these individuals might enjoy are:

Assembling	Constructing
Supervising	Mechanical
Mathematical	Physical

Some leisure activities enjoyed might include:

Conservation organizations	Nature photography
Model aircraft building	Model railroading
Woodworking	Bread making
Camping	Flower gardening
Leatherwork	Cabinet making

Some occupations which a realistic person might choose:

Architectural Drafter	Forester	Jeweler
Industrial Arts Teacher	Soil Conservationist	Carpenter
Fish/Game Warden	Environmental Analyst	Tree Surgeon
Surveyor	Engineer	Appraiser
Pilot	Geologist	Optician
Prosthetist	Auditor	Music Librarian
Airbrush Artist	Estimator	Building Inspector
Production Planner	Gemologist	Airplane Inspector
Flight Engineer	Production Supervisor	Sound Mixer
Rerecording Mixer	Orthotist	Research Assistant

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point.

Investigative

People in the investigative theme prefer occupations that are unstructured and that allow freedom in their individual work styles and have a strong scientific orientation. They enjoy activities in which they can collect and analyze information, uncover new facts or theories, or analyze and interpret data. These individuals are often described as analytical, curious, independent, rational, original, creative, and critical.

Some typical work activities might include:

Working independently
Solving problems through critical thinking
Doing scientific projects or laboratory research
Collecting, organizing, analyzing, and interpreting data

Some skills enjoyed might be:

Critical thinking	Computing
Writing	Compiling
Technical	Math/Science
Spatial	

Some typical leisure activities enjoyed might be:

Amateur archeology	Wildlife rehabilitation
Amateur astronomy	Reading science
Solving quizzes and puzzles	Scientific projects
Plant/flower breeding	

Some occupations which an investigative person might choose:

Economist	Pharmacist	Optometrist
Veterinarian	Actuary	Psychologist
Physician	Dentist	Anthropologist
Computer Programmer	Astronomer	Osteopath
Toxicologist	Geneticist	Museum Curator
Neurologist	Technical Writer	Archeologist
Physiologist	Mathematician	Physicist
Biochemist	Research Analyst	Meteorologist
Animal Scientist	Geographer	Zoologist
Botanist	Audiologist	Psychiatrist

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point

Artistic

People in the artistic theme prefer occupations in creative activities such as music, writing, drama, entertainment, and art. They very often prefer unstructured environments and small group activities. Artistic people value high achievement, independence, self-expression, and variety in their work. They are often described as independent, expressive, free-spirited, impulsive, and nonconforming.

Some typical work activities might include:

Composing and writing	Acting and performing
Creating artwork	Playing musical instruments
Working Independently	

Some skills used might be:

Communication ability	Musical ability
Creativity and imagination	Artistic ability

Some leisure activities enjoyed might be:

Calligraphy	Theater history
Picture framing	Ballroom dancing
Ship models	Book reviewing
Ceramics	Community theater
Photography	Print making
Stained glass	Cultural organizations

Some occupations an artistic person might choose:

Drama Teacher	Interior Designer	English Teacher
Journalist	Critic	Fashion Illustrator
Interpreter	Philosopher	Jewelry Designer
Art Teacher	Clothing Designer	Architect
Advertising	Music Teacher	Musician
Artist	Photographer	Cinematographer
Entertainer	Composer	Writer
Playwright	Editor	Actor/Actress
Technical Writer	Media Specialist	Graphic Artist
Archivist	Film Editor	News Editor
Art Director	Screen Writer	Creative Director

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point

Social

People in the social theme are interested in activities that involve training, teaching, helping, or wellness of others. These people enjoy working with people and like to volunteer their time to assist community services. They are often described as friendly, generous, helpful, insightful, responsible, sociable, and understanding.

Some typical work activities might include:

Facilitating a team approach	Teaching or Training
Coaching	Leading discussions
Working on group projects	

Some skills used might be:

Interpersonal Communication	Verbal skills
Empathy	Persuasiveness
Leadership ability	

Some leisure activities enjoyed might include:

Historical organizations	Peace organizations
Hiking	Coaching
Nordic skiing	Civic appointive office
Fund raising	Governmental committees
Political parties	Professional organizations
Service clubs	Trade associations

Some occupations a social person might choose:

Social Worker	Athletic Trainer	Investigator
Job Development	Speech Pathologist	Athletic Director
Political Scientist	Art Conservator	Teacher
Broadcast Announcer	Physical Therapist	Sociologist
Occupational Therapist	Personnel Director	Clergy
Hospital Administrator	Training Specialist	Counselor
Educational Administrator	Librarian	Historian
Director/Social Service	Production Supervisor	Coach
Probation Officer	Foreign Service Officer	Claims Adjuster
Benefits Administrator	Psychologist	Recreation Leader

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point

Enterprising

People in this theme enjoy activities that involve sales and persuasion, and they seek positions of leadership, power and status with a high degree of independence and prestige. They are often described as motivated, ambitious, competitive, adventuresome, risk taking, sociable and persuasive.

Some typical work activities might include:

Selling, purchasing	Managing people and projects
Political involvement	Giving speeches, talks, presentations
Leading committees, groups, organizations, and companies	

Some skills enjoyed might include:

Interpersonal communication
Verbal skills suited to persuading, selling, public speaking, and writing
Leadership and development skills

Some leisure activities they might enjoy are:

Gourmet cooking	Refereeing
Business organizations	Discuss politics
Meet important people	Participate in political campaigns
Influence others	Give talks
Attend conferences	Serve as officer of group

Some occupations an enterprising person might choose:

Product Market Analyst	Controller	Banker
Buyer	Stockbroker	Purchasing Agent
Human Resource Manager	Insurance Sales	Financial Planner
Negotiator	Judge,	Contract Specialist
Attorney	Systems Analyst	Business Manager
Government Official	Marketing Rep.	Sales Rep.
Investment Banker	Consultant	Literary Agent
Bank Examiner	Public Relations	Urban Planner
Museum Director	Zoo Director	Insurance Adjuster
Membership Director	Labor Arbitrator	Music Supervisor

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point

Conventional

People who are strong on the conventional theme prefer occupations in which the duties are clearly defined and require attention to detail and emphasize precision. They typically enjoy tasks of routine nature and the verbal and numerical activities of office work. Conventional people are orderly and systematic. They are often described as conscientious, efficient, careful, conservative, precise, accurate, orderly, calm, persistent, and practical.

Some typical work activities might include:

Keeping records and financial books
Making charts, graphs, and slides
Scheduling, organizing and maintaining office procedures
Writing business reports
Problem solving

Some skills used might be:

Written and verbal communication	Efficiency
Mathematical ability	Organization
Ability to manage systems and data	Patience

Some leisure activities enjoyed might be:

Collecting old books, coins, photographs, prints/maps, musical instruments, sports paraphernalia, toys, tools
Weaving, Cross stitch, Toy making

Some occupations a conventional person might choose:

Editorial Assistant	Financial Analyst	Underwriter
Title Supervisor	Budget Analyst	Bibliographer
Quality Control Coordinator	Museum Registrar	Account Analyst
Internal Affairs Investigator	Title Examiner	Production Mgr.
Librarian	Tax Examiner	Operations Mgr.
Logistics Manager	Accountant	Hotel/Motel Mgr.
Building Supervisor	Building Inspector	Business Educator
Material Cost Analyst	Credit Manager	Auditor

NOTE: This is NOT an exhaustive list of occupations in this theme, but it is a starting point

CHARACTERISTICS OF YOUR IDEAL JOB OR CAREER

In the following boxes transfer the most important items from the previous exercises. To learn more about certain job titles you can research them by finding them on O*NET at www.online.onetcenter.org. You can easily browse for job titles in which you think you are interested and ONET describes them in great detail. In the Job Titles box you don't have to fill out eight titles if you are more focused at this time.

Values

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Skills

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Interests

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Work Environments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Possible Job Titles to Research

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

YOUR NEXT STEPS

1. **Make an appointment with Career Services** to review these exercises and learn more about how to explore your major and career options.
2. **Continue with further self-assessment.** Career Services has other self-assessments that might be helpful in determining your interests, skills and values. Talking with Career Services can clarify your ideas and thoughts.
3. **Research** the job titles or career fields that you have listed. Career Services can guide to resources that can make this a fairly easy task.
4. **Conduct an informational interview** with an alumnus/ae, family member, friend or professional to learn more about the field or organization. Learning how to do effective networking is the most effective way to find jobs and internships. Informational interviews help you learn more and collect information about a specific career field that might help you write more effective resumes, cover letters, and have better interviews. Doing this can often lead to job openings that you would have never known about otherwise. Please do not ask directly for a job, but use it as an opportunity to learn how to best find openings.

WHAT WILL BE YOUR NEXT STEP!!!!

Action Step

Date Accomplished

- 1.
- 2.
- 3.

Contact Career Services:
James Westhoff
Director of Career Services
203 Peabody
207-992-4909
westhoffj@husson.edu
www.husson.edu/careerservices

