

Career Exploration On-Line Workbook



**Developed for FYE by
The Dale Mabry
Career Resource Center**

Table of Contents

PART I	Introduction
PART II	Career Center Visit
PART III	Self-Assessments
PART IV	Career Exploration
PART V	Educational Planning
PART VI	Evaluation

FYE: FIRST YEAR EXPERIENCE

Career Exploration Guide

Hillsborough Community College is proud to introduce you to the career project component of the First Year Experience (FYE) program. Using their expertise and resources, our Career Specialists have developed this project to help you! By actively participating in this project, you will have the opportunity to gain a deeper understanding of your career goals.

The Career Centers at Hillsborough Community College are dedicated to the development and implementation of innovative programs and services that promote life long career management skills for our students. Through cultivation of multi-faceted partnerships and networks, the Career Center and First Year Experience staff is committed to providing you the resources to explore diverse career opportunities.

Special Thanks to Laurie Ragsdale and Lorraine Canalejo for their development and support for the First Year Experience career project.

Title III US Department of Education Strengthening Institutions Grant. For more information, please contact Dr. Karen Owens at (813) 259-6424 or kowens@hccfl.edu or Ms. Natalie Epo at (813) 259-6412 or nepo@hccfl.edu.

CLASS INFORMATION

Fill in the appropriate information for future reference.

1. SLS 1501 – College Success

2. Section Number _____

3. Name of Faculty Mentor _____

4. Faculty Mentor E-mail Address

5. Office Phone Number _____

Your Project Goals

- ◆ **Identify your personal strengths, skills, interests and values in relation to a career**
- ◆ **Make a list of possible job titles/job fields of interest**
- ◆ **Identify two or three careers that you will research**
- ◆ **Connect a college major to career(s) that you might choose to pursue**

Self-Assessment

Making a career decision (and/or selecting a major) can be an overwhelming decision for many students. Finding the right career is no simple task. People who are confident in their career choices make decisions based on what they know about themselves and their connection to the world around them.

This self-assessment section of the Career Project can play a very important role in your career decision-making process. The time you spend on the following assessments will help you learn more about yourself, especially in regards to your interests, abilities and values. The more you learn about yourself, the better equipped you are to make a career decision which will feel comfortable to you.

Have fun with the assessments and don't be afraid to explore careers you may have never considered before!

SELF ASSESSMENT 1

CHOICES INTEREST PROFILER

CHOICES is a computerized career, education, and financial aid exploration and information program that takes you through an interactive process which is designed to increase your self-awareness, help you set priorities, and help you develop career decision-making skills. You can explore information on over 800 occupations based on your interests and abilities.



1. Go to www.facts.org. Under Choose A Link,



2. Move your cursor to Career Planning. **CLICK** on Florida Choices Planner. Go to Adults and Post Secondary. **CLICK** on Create A New Portfolio. **CLICK** on the County you live in, **CLICK** on the HCC Campus you attend. Create your portfolio. Enter your information. **CLICK** on Create Your Portfolio. **CLICK** on Choices Planner.

Write down your Portfolio Name and Password:

Choices Planner
Learn about yourself with our assessments and connect your course plans, post-secondary options and career goals.

6. **CLICK** on *Interest Profiler*. Start the assessment.
7. Once you have completed the Interest Profiler, you will get your results and a graph of your results. **PRINT** them out and place them in your notebook.

What areas were your two highest scores?

CLICK on **CHECK OUT CAREERS MATCHING YOUR INTERESTS**.

8. **PRINT** out your results and place them in your notebook.
9. From your results, list five careers you find to be interesting:

10. On the TOP of the page, **CLICK** on the **Home Tab** and continue to **Assessment 2**.

SELF ASSESSMENT 2

CHOICES WORK VALUES SORTER

1. **CLICK** on **Work Values Sorter**.
2. **CLICK** on *Start Ranking Your Values*.
3. When you have completed the survey, continue to *Work Values Profile*.
4. Place them in your notebook. **CLICK** on *View Careers Matching Your Work Values*. **PRINT** out your results.
5. On the left hand side, you will see What Next? **CLICK** on **Career Finder**. Your Interest Profile results will be checked off. **Go to the Bottom of the Page and CLICK** on *See Your Matching Careers*.

Are the five careers your chose form the Interest Profiler results still on your list? What are they?

6. On the TOP of the page, **CLICK** on the **Home Tab** and continue to **Assessment 3**.

SELF ASSESSMENT 3

CAREER FINDER

1. **CLICK** on **Career Finder**.
2. Follow the instructions. There are five characteristics to choose from: Education, Money and Outlook, Skills, My Characteristics and Career Facts.
3. From the 5 characteristics listed, choose 4 that are the most important to you. As you complete the sections, note on the characteristic column that it will list how many careers match your preferences. Try to get a workable list of at least 20 careers but not less than 10 careers. You may need to complete more characteristics if your results are more than 20 careers. **PRINT** out your results.
4. On the bottom **CLICK** on **See Your Matching Careers**. **PRINT** out your results.

Are the five careers your chose form the Interest Profiler and/or Work Value Sorter still on your list? What are they?

5. Did you have a career(s) that did **not match** your previous results from the Interest Profiler/Work Value Sorter that you find interesting? Please list the career(s) below:

6. On the top **CLICK** on the **WORK Tab**. On the bottom left-hand side **CLICK** on the Video List. Choose video(s) on the career(s) from Question 5. Print out the summary about the career and place them in your folder. Do you still find the career interesting? Is this a career you would consider pursueing? Which career and why or why not?

5. Continue to Assessment 4.

SELF ASSESSMENT 4

Keirsey Temperament Sorter II

The Keirsey Temperament Sorter II was created to help people gain new understanding of their traits, motivations, and behaviors. The Temperament Sorter analyzes one particular aspect of your personality: Temperament. Please continue with the following steps:

1. Go to <http://www.hccfl.edu/dm/studentservices/careercenter/>
2. **CLICK** on *Interest Inventories* on the left navigation bar.
3. **CLICK** on *Keirsey Temperament Sorter II*.
4. **CLICK** on *Take the Keirsey Temperament Sorter*.



5. Type in the requested information. Also, write in the information on this page for your future use. It should look like this:

Please provide the following:

Name: Why?

E-mail:

Verify E-mail:

Create password:

Verify password:

Professional User: Yes No



6. The sorter consists of 70 questions and will take about approximately 10 minutes to complete.
7. Once you have completed the Sorter, please **PRINT** out your results. You will **NOT** need to purchase the results.
8. Review and save your results.
9. Which of the four temperaments are you?

-
- **Artisans** value freedom and spontaneity. They want to be without constraint, at liberty to act on their impulses, play, and create.
 - **Guardians** value belonging to a group or community. They maintain stability through responsible, conservative, traditional behavior.

- **Idealists** value personal growth, authenticity, and integrity. They yearn to develop themselves fully as individuals and to facilitate growth in others.
- **Rationals** value competence and intelligence. They strive to learn, know, predict, and control the resources in their environment.

10. Do you feel that the results are accurate? Explain why or why not?

To learn more about your Temperament, go back to <http://www.keirsey.com/>, on the tool bar, move your cursor to **About Keirsey**. A drop down menu will appear. **CLICK** on **Articles and Essays**. On this page, go to the **WORK** heading and **CLICK** on **MORE**. Read the paragraph **CLICK** on your Temperament. It should look like this:

- **Artisan Interests**
- **Guardian Interests**
- **Rational Interests**
- **Idealists Interests**

11. What are some of the vocational interests for your Temperament?

12. What career(s) do you think would fit in these areas?
Are the careers something that would interest you?

CAREER EXPLORATION

Career Exploration involves researching careers (and majors) based on the results from your self-assessments. At this point, you should try to narrow down the options of careers you wish to research to about two or three careers. Completing the *Career Research Worksheet* for a few careers that interest you will allow you an opportunity to evaluate these careers based on information that will be important to your decision (for example: salary, education requirements, type of work performed, etc.)

It is important to note that no career assessment will tell you what job is best for you; that is a decision you have to make for yourself. However, the information you have received from the assessments, along with the career research you will conduct in this section, will help you make the best decision. So don't skip this part! Learn as much as you can about the careers you have chosen...it will be worth your time and effort!

Career Research Worksheet

This worksheet is an excellent way to organize the career research process. It is a useful activity for those interested in gathering specific information about different fields before making a career decision.

1. What is the career you are interested in pursuing:

2. How many hours would you have to work per day and per week in this career?

3. Describe the working conditions for this career (for example, indoors, outside, evenings, weekdays):

4. What major would you choose to enter this career field?

5. What is the educational requirement for this career?

6. What beginning salary could you expect to start with in this field?

7. List other careers related to this one:

8. What is the job outlook for this career through 2008?

9. What employment opportunities are available in this career?

10. What kinds of activities would you engage in on a day to day basis in this career?

11. List and review two Internet sites that will give you more information about this career. Go to page 26 for some websites you may visit for on-line sites.

12. Name at least three (3) books that you used to conduct your research? Go to page 26 for some websites you may visit for on-line books.

13. Was there anything that surprised you in your research about this career?

14. List five (5) characteristics that you like most about this career:

1. _____
2. _____
3. _____
4. _____
5. _____

15. Now that you have completed your research, are you still interested in this career?

16. What barriers do you face in choosing this career, and how might you overcome them?

17. What could you do now to begin preparing for this career?

18. What more do you need to know about this career before you can make a decision?

Career Research Worksheet

This worksheet is an excellent way to organize the career research process. It is a useful activity for those interested in gathering specific information about different fields before making a career decision.

1. What is the career you are interested in pursuing:

2. How many hours would you have to work per day and per week in this career?

3. Describe the working conditions for this career (for example, indoors, outside, evenings, weekdays):

4. What major would you choose to enter this career field?

5. What is the educational requirement for this career?

6. What beginning salary could you expect to start with in this field?

7. List other careers related to this one:

8. What is the job outlook for this career through 2008?

9. What employment opportunities are available in this career?

10. What kinds of activities would you engage in on a day to day basis in this career?

11. List and review two Internet sites that will give you more information about this career. Go to page 26 for some websites you may visit for on-line sites.

12. Name at least three (3) books that you used to conduct your research? Go to page 26 for some websites you may visit for on-line books.

13. Was there anything that surprised you in your research about this career?

14. List five (5) characteristics that you like most about this career:

1. _____
2. _____
3. _____
4. _____
5. _____

15. Now that you have completed your research, are you still interested in this career?

16. What barriers do you face in choosing this career, and how might you overcome them?

17. What could you do now to begin preparing for this career?

18. What more do you need to know about this career before you can make a decision?

Career Research Worksheet

This worksheet is an excellent way to organize the career research process. It is a useful activity for those interested in gathering specific information about different fields before making a career decision.

1. What is the career you are interested in pursuing:

2. How many hours would you have to work per day and per week in this career?

3. Describe the working conditions for this career (for example, indoors, outside, evenings, weekdays):

4. What major would you choose to enter this career field?

5. What is the educational requirement for this career?

6. What beginning salary could you expect to start with in this field?

7. List other careers related to this one:

8. What is the job outlook for this career through 2008?

9. What employment opportunities are available in this career?

10. What kinds of activities would you engage in on a day to day basis in this career?

11. List and review two Internet sites that will give you more information about this career. Go to page 26 for some websites you may visit for on-line sites.

12. Name at least three (3) books that you used to conduct your research? Go to page 26 for some websites you may visit for on-line books.

13. Was there anything that surprised you in your research about this career?

14. List five (5) characteristics that you like most about this career:

1. _____
2. _____
3. _____
4. _____
5. _____

15. Now that you have completed your research, are you still interested in this career?

16. What barriers do you face in choosing this career, and how might you overcome them?

17. What could you do now to begin preparing for this career?

18. What more do you need to know about this career before you can make a decision?

LINKS

Career One Stop – www.acinet.org - A resource for making informed career decisions. Includes occupation information, industry information and state information. Also includes videos on different careers.

Career Resource Center - www.hccfl.edu/dm/student-services/careercenter/
Check out your Career Center's website for some great on-line resources!

- ◆ **Career Library - Vault**
- ◆ **Vocational Biographies**
- ◆ **What Can I Do With This Major?**

CareerBuilder.com - www.careerbuilder.com - The fastest-growing recruitment and career-advancement source for employers, recruiters and job seekers.

FACTS.org - www.facts.org - Florida's official online student advising system. Students can use the services provided on this website to help plan and track educational progress in Florida. This site is provided free by the Florida Department of Education to help students make informed choices about their education.

Job Hunter's Bible - <http://jobhuntersbible.com> - This website is designed to be a supplement to What Color is Your Parachute? by Dick Bolles. The site contains many interesting articles and research techniques to assist you in your job hunt and career exploration.

Quintessential Careers - www.quintcareers.com - The leader in career and job-search advice! Now with more than 2,200 pages of free college, career, and job-search content to empower your success in life.

Salary.com - www.salary.com - Media services which include the free Salary Wizard and the Salary Wizard HR Edition, the internet's most popular salary comparison tools.

U.S. Department of Labor - Occupational Outlook Handbook - www.bls.gov/oco/ - Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

Click On My Career.com - <http://www.clickonmycareer.com/index.asp> - This site is intended to show you -- our future employees and leaders -- a sampling of what you can expect to find once you are ready to enter the career market.

Educational Planning

Once you have decided on a career, it is important to follow the program requirements for that major. The best way to do that is to follow the steps below:

1. Once you have decided on a Career/Major, see an *Academic Advisor or Counselor*.
2. Be sure to ask them for an *Advising Guide* and review the courses that you have completed and what courses still need to be completed. Place your *Advising Guide* in your notebook. As you continue to complete classes, be sure to check off them off your guide.

3. What type of degree do you need, 2yr, 4yr, certificate, etc?

4. Where can you complete the education needed for this career?

PROJECT EVALUATION

1. Did you find this project helpful in choosing a career and/or major?
2. How much time do you estimate that you spent on this project?
3. Which Career Assessment was most helpful to you?
4. What did you like about the project?
5. What did you least like about the project?
6. Any other comments you would like to share?

**Please be sure to return this form to your Faculty Mentor
when you have completed the project.**