Career Exploration
On-Line Workbook

The Dale Mabry
Career Resource Center
PART I   Introduction
PART II  Career Center Visit
PART III Self-Assessments
PART IV  Career Exploration
PART V   Educational Planning
PART VI  Evaluation
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
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 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.

Go to www.flvc.org.

1. **CLICK** on Degrees & Careers

2. Under Degrees & Careers **CLICK** on Career Planning.

3. **CLICK** on Step 1 Assessments - Florida CHOICES.
4. Go to Adults and Post Secondary. **CLICK** on Create A New Portfolio. Fill in the required information. **CLICK** Create Your Portfolio. **CLICK** on Choices Planner.

   Write down your Portfolio Name and Password:
   ____________________________________________________________

6. **CLICK** the Home Tab on the top and from the WORK Section Choose 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**.
1. **CLICK** the **Home Tab** on the top and from the **WORK** Section choose **Work Values Sorter**.

2. **CLICK** on **Start Ranking Your Values**.

3. When you have completed the survey, **PRINT** out your results and place them in your notebook.

4. **CLICK** on **View Careers Matching Your Work Values**. **PRINT** out your results.

5. Are the five careers you chose from 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
1. **CLICK** the **Home Tab** on the top and from the **WORK Section** choose **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 on the left hand side, 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 you chose from 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 pursuing? Which career and why or why not?

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

5. **Continue to Assessment 4.**
SELF ASSESSMENT 4
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.keirsey.com

2. **CLICK** on the top right hand side of the page.

3. Read the instructions and begin answering the questions.

4. The sorter consists of 71 questions and will take about approximately 10 minutes to complete.

5. Fill in the requested information and **CLICK** on **Score It!**:

7. **PRINT** out your results. You will **NOT** need to purchase the results.

8. Review and save your results in your notebook.

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, **CLICK** on **The Four Temperaments** and choose your particular temperament **CLICK** and then **Overview**.

11. What are some core characteristics of your Temperament?

12. Name two known people who share your Temperament.

13. Write down a Famous Quote of someone who shares your Temperament.

14. What career(s) do you think would fit with your Temperament? Are these career(s) something that would interest you?
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!
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?

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 27 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 27 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?

________________________________________________________________________

________________________________________________________________________
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?

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 27 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 27 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?

__________________________________________________________________________  
__________________________________________________________________________
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?

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 27 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 27 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 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.

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.
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?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
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.