Career Exploration and Self Assessment for Graduate Students
(Presented 10/22/09 by Career Services)

Career Services can help graduate students:
• Assist with all stages of career decision-making
• Develop an effective job search campaign
• Create a CV/resume and cover letters
• Prepare for interviews
• Network at career and job fairs
• Navigate career library and Web resources

Program Goals
• Enhance understanding of career exploration stages:
  o Self-awareness
  o Career awareness
• Assist participants in clarifying career goals, understanding personality type and interest areas
• Identify follow up strategies

Defining Career Goals
• If you could do just one thing all day long in your work, what would it be?
• If you could do any job or full-time activity all the time—without pay—what would it be?
• What sort of work or activity gives you the greatest joy or satisfaction?

Writing Your Goals
• Write down your three most important goals in life right now.
• What are your three most pressing problems or worries right now?
• What would you really want to do with your life if you have no limitations?

Consider your interests, skills, and values. (Different activities were done for each of these)

Personality Types (MBTI)
Understanding your personality can help you…
• Be more successful
• Deal with other people better
• Contribute more to the team
• Reduce stress
• Enjoy your work more
• Get more out of life
Review this website to read more about these four-letter types: [http://typelogic.com/](http://typelogic.com/)

Re-Careering
• Make a list. Write down the elements you'd like to find in your second career:
  • More flexibility?
  • Less administrative burden?
  • More creativity?
  • Less travel?
  • More analytical work?
  • Less writing?
• Ask your friends
• Do your online research
• Visit career-oriented sites like [Vault.com](http://www.vault.com)
• Read job descriptions and more on [Salary.com](http://www.salary.com)
• Find professional associations and join a local branch
• Complete the activities in today’s session and
• Review with Career Services staff
• Consider how old will you be in five years if you don't pursue your dream

Explore Connections
• Between degrees and careers:
  o What can I do with a major in...? web sites
  o FOCUS online career assessments

Resources: Career Library
• Occupational Outlook Handbook
• Great Jobs for ______ Majors
• The Academic Job Search Handbook
• “So What Are You Going To Do With That?” (Finding Careers Outside Academia)

Summary
• Reflect on your results from the exercises—review with family, close friend
• Address any potential/problem issues now
• Determine if elective courses are available to reinforce goals/interests
• Seek volunteer or part-time work to explore options
• Turn to your professional network for advice
• Define your next steps

Recommended Resources
• Career Services: [www.utoledo.edu/utlc/career](http://www.utoledo.edu/utlc/career)
• FOCUS online assessment
• [O*Net Online](http://online.onetcenter.org/)
• Dictionary of Occupational Titles: [www.oalj.dol.gov/libdot.htm](http://www.oalj.dol.gov/libdot.htm)
• Vault career intelligence: [www.vault.com](http://www.vault.com)