



Career Development Process

Step 2

CAREER AWARENESS

After you have identified your interests, skills and values, you are ready to take a serious look at different academic majors and career fields.

<i>What do I need to do?</i>	<i>How do I achieve this?</i>	<i>Where are the resources?</i>	<i>Why should I do this?</i>
<p><i>Explore various career options.</i></p> <p><i>Explore various academic disciplines.</i></p> <p><i>Make a tentative career decision.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Familiarize myself with the resources and services available throughout the University. <input type="checkbox"/> Register with Career Services to find relevant work/volunteer experiences (like research projects, internships, and work-study programs in departments that interest me). <input type="checkbox"/> Attend workshops for my areas of interest. <input type="checkbox"/> Read literature on future economic and employment trends. <input type="checkbox"/> Bring my concerns/questions to my Academic or Career Advisor. <input type="checkbox"/> Explore the connection between majors and possible career paths and work opportunities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Visit Career Services' Career Information Center (CIC) in Student Union 1532—no appointment is needed. <input type="checkbox"/> Explore programs like SIGI and the Ohio Career Information System (OCIS) for career information. <input type="checkbox"/> Explore the Internet for career-related information (especially the Occupational Outlook Handbook). <input type="checkbox"/> Begin seeking informational interviews and job shadow experiences (contact professionals known to me, my family, or my friends, and ask them about their jobs). <input type="checkbox"/> Consider joining an organization in which I am particularly interested, especially one that is career-related. <input type="checkbox"/> Introduce myself to and talk with faculty members, departmental advisors, and upper-class students about different majors and careers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Gain increasingly clear understanding of who I am and what I do well. <input type="checkbox"/> Learn how to effectively prioritize my interests and work values. <input type="checkbox"/> Develop the ability to identify what I want to learn and why.

Student Union 1532 (419) 530-4341
www.student-services.utoledo.edu/career

Computer Research Activity

The Internet is a great resource for career information. Visit the Career Information Center, located in Career Services, Student Union 1532, to utilize the web—computers are available—or search in the comfort of your own room.

1. Go to “<http://www.uncwil.edu/stuaff/career/Majors/>” and click on the majors that interest you. Read about the skills required and the different job titles the major prepares you for after graduation. Choose one of the majors, and write down three job titles that interest you in that major area of study:
 1. _____
 2. _____
 3. _____

2. Locate the Occupational Outlook Handbook online at “<http://www.bls.gov/oco/>”. Search for the job titles that you indicated above. Read about each job title, noticing what kind of academic preparation is required for the job, information about the working conditions, the average salary, and related job titles. Do these jobs still interest you? Write down a few of the jobs that you want to explore further.
 1. _____
 2. _____
 3. _____

3. Remember to bring this information with you when you meet with your Career Advisor.

Career Awareness “To-Do list”

TASK	DATE COMPLETED
Register online with Career Services by signing up with CareerTRAK	
Attend a workshop in my area of interest	
Set up an appointment with my Academic or Career advisor to discuss possible majors	
Visit the Career Information Center at Career Services, Student Union 1532	
Explore the Internet for career information	
Schedule informational interviews with a professionals in the fields that interest me	
Talk to faculty members about possible career fields	
Talk to upper-class students about major coursework and possible career options	