

# 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:
  - Self-awareness
  - 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/>

## 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://Vault.com)
- Read job descriptions and more on [Salary.com](http://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:
  - What can I do with a major in...? web sites
  - 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:** [online.onetcenter.org/](http://online.onetcenter.org/)
- **Dictionary of Occupational Titles:** [www.oalj.dol.gov/libdot.htm](http://www.oalj.dol.gov/libdot.htm)
- **Occupational Outlook Handbook:** [www.bls.gov/oco/](http://www.bls.gov/oco/)
- **Vault career intelligence:** [www.vault.com](http://www.vault.com)

