

Discovering Your Future Career

“The Lord would want you to be successful. He would. You are His sons and His daughters. He has the same kind of love and ambition for you that your earthly parents have. They want you to do well and you can do it.” -Gordon B. Hinckley

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Reflection

What did you want to be when you were younger? Why? _____

What are your dreams? _____

If you could be anything in the world with no chance of failure, what would you want to be? _____

Other thoughts: _____

Goal Worksheet

Goals are an important part of career planning. As you set and achieve goals, you will learn about your strengths and weaknesses and improve your skills. Goals should be specific, measurable-- how will you know when you have reached that goal?--and have a set timeline. Write a specific goal for each of the areas below. (Consider 1-year, 5-year and 10-year goals.) Then start creating your action plan by listing the necessarily steps to achieve that goal.

LIFE

Goal: _____

Measurement: _____

Timeline: _____

Action Plan: _____

CAREER

Goal: _____

Measurement: _____

Timeline: _____

Action Plan: _____

EDUCATION

Goal: _____

Measurement: _____

Timeline: _____

Action Plan: _____

Interest Assessment

Directions: Check off the items you think you would enjoy in each section. Mark as many items that apply.

"R" Section

- Repair a car
- Do wood working
- Refinish furniture
- Explore a forest
- Arrest lawbreakers
- Plant a garden
- Build furniture
- Run a race
- Drive a truck

"S" Section

- Teach children
- Care for a sick person
- Teach a friend
- Interview clients
- Help a person overcome difficulties
- Be a hospital volunteer
- Help a charity
- Make people laugh
- Baby-sit

"I" Section

- Study causes of disease
- Do a science project
- Study human anatomy
- Study insects
- Research solutions to environmental problems
- Collect minerals and rocks
- Study the solar system
- Do math problems
- Talk to a scientist
- Study plants

"E" Section

- Sell cars
- Make a speech
- Be the boss of other workers
- Start a club
- Save money
- Sell things
- Lead a meeting
- Take charge of a project
- Sell magazines door to door

"A" Section

- Sing before the public
- Design clothing
- Decorate a home or office
- Direct a play
- Write a story or play
- Design a poster
- Create a sculpture
- Arrange flowers
- Make videos
- Act in a performance

"C" Section

- Keep detailed records
- Operate business machines
- Organize a work area
- Take telephone messages
- Attend to details
- Balance a budget
- Use a word processor
- Proofread a document
- Create a filing system

Now, go back to the sections. Add up how many boxes you checked in each section and fill in the totals for each in the space provided below.

R _____ I _____ A _____ S _____ E _____ C _____

What the letters mean

Each of these letters represents a personal interest category. The sections you have the most check marks in show where your interests are the strongest. Listed below are some jobs related to each interest type.

Realistic Careers

Mechanic, fire fighter, police officer, forester, chef, carpenter, landscape architect, military, athletic trainer, engineer.

Investigative Careers

Biologist, psychologist, computer programmer, doctor, engineer, pharmacist, mathematician, dietician.

Artistic Careers

Artist, musician, novelist, photographer, lawyer, interior designer, television announcer, actor, disc jockey, art teacher, reporter, architect.

Social Careers

Social worker, counselor, teacher, nurse, minister, school administrator, occupational therapist.

Enterprising Careers

Business owner, manager, sales person, travel agent, public relations, personnel director, real estate agent, florist.

Conventional Careers

Accountant, secretary, banker, bookkeeper, math teacher, treasurer, surgical technologist, dental assistant.

Values Assessment

Identifying your personal values is an important part of a successful career plan. In this context, the word "value" refers to how you feel about the work itself and the contribution it makes to society. Most people who pursue work that is congruent with their values feel satisfied and successful in their careers.

Work values can be divided into two functional categories. Intrinsic values are those that relate to a specific interest in the activities of the work itself, or to the benefits that the work contributes to society. Extrinsic values relate to the favorable conditions that accompany an occupational choice, such as physical setting, earning potential, and other external features. Most people, in order to feel truly satisfied with their work, must find some personal intrinsic value in it.

The following is a list of personal values that many people have identified as being important to them in their careers. To begin exploring your own personal work values, rate each value listed with the following scale and add other values you consider essential to your list. Then select and list your top 5 values.

1 - Things I DON'T VALUE very much

2 - Things I VALUE

3 - Things I value VERY MUCH

_____ Help Society	Do something which contributes to improving the world we live in
_____ Help Others	Be directly included in helping other people, either individually or in small groups
_____ Public Contact	Have a lot of day-to-day contact with the public
_____ Work with Others	Work as a team member toward common goals
_____ Work Alone	Do projects by myself, with limited contact with others
_____ Competition	Engage in activities which pit my abilities against others
_____ Make Decisions	Have the power to decide courses of action and policies
_____ Work Under Pressure	Work in situations where time pressure is prevalent
_____ Influence People	Be in a position to influence the attitudes or opinions of other people
_____ Knowledge	Engage in the pursuit of knowledge and understanding
_____ Work Mastery	Become an expert in whatever work I do
_____ Artistic Creativity	Engage in creative artistic expression
_____ General Creativity	Have the opportunity to create new programs, materials, or organizational structures
_____ Aesthetics	Participate in studying or appreciating the beauty of things, ideas, etc.
_____ Supervision	Have a job in which I am directly responsible for the work of others
_____ Change and Variety	Have work activities which frequently change

_____	Precision Work	Work in situations where attention to detail and accuracy are very important
_____	Stability	Have a work routine and job duties that are largely predictable
_____	Security	Be assured of keeping my job and receiving satisfactory compensation
_____	Recognition	Be publicly recognized for the high quality of my work
_____	Fast Pace	Work in circumstances where work must be done rapidly
_____	Excitement	Experience a high degree of (or frequent) excitement in the course of my work
_____	Adventure	Have work duties which require frequent risk-taking
_____	Financial Gain	Have a high likelihood of achieving very great monetary rewards for my work
_____	Physical Challenge	Do activities that use my physical capabilities
_____	Independence	Be able to determine the nature of my work without significant direction from others
_____	Moral Fulfillment	Feel that my work contributes to a set of moral standards which I feel are very important
_____	Community	Live where I can participate in community affairs
_____	Time Freedom	Be able to work according to my own schedule

Other values which are important to you.

My 5 Most Essential Values

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

Skills Assessment

Skills are developed through paid and unpaid work experiences, volunteerism, hobbies, classroom experiences, and through everyday living. The following is only a partial sample of skills that by no means exhausts your own skills repertoire. You may use this list to initiate your skills assessment. Your goal should be to take an accurate inventory of your skills, to prioritize your skills according to level of interest, and then to assess your proficiencies.

To begin, follow these steps:

1. Put a checkmark by those skills you have used in the past.
(Add additional skills not listed in the spaces provided.)
2. Review your checked skills and circle those that interest you the most.
3. Rate the circled skills according to your level of proficiency.
(1 – Familiar, 2 – Knowledgeable, 3 – Proficient)

abstracting	acting	adapting	adjusting	administering
advertising	advising	analyzing	answering	anticipation
applying	approving	acquiring	arbitrating	arranging
assessing	assigning	assisting	assuring	attaining
auditing	bargaining	briefing	budgeting	building
calculating	charting	checking	classifying	coaching
collaborating	communicating	comparing	compiling	completing
composing	computing	constructing	consulting	coordinating
coping	copying	counseling	creating	deciding
decorating	defining	delegating	demonstrating	detailing
determining	developing	devising	diagnosing	directing
discovering	discussing	displaying	dissecting	distributing
drafting	dramatizing	drawing	editing	eliminating
empathizing	empowering	encouraging	enforcing	estimating
evaluating	examining	explaining	expressing	extracting
facilitating	filing	financing	following	gathering
guiding	handling	helping	hiring	hypothesizing
identifying	illustrating	imagining	implementing	improving

improvising	influencing	initiating	innovating	inspecting
inspiring	installing	instructing	integrating	interpreting
interviewing	inventing	inventorying	investigating	leading
learning	lecturing	listening	managing	manipulating
mediating	memorizing	mentoring	monitoring	motivating
navigating	negotiating	observing	operating	ordering
organizing	originating	participating	perceiving	performing
persuading	photographing	piloting	pinpointing	planning
predicting	preparing	prescribing	presenting	printing
problem-solving	processing	producing	programming	promoting
proofreading	proposing	providing	publicizing	purchasing
reading	reasoning	receiving	recommending	reconciling
recording	recruiting	referring	rehabilitating	reinforcing
relating	reorganizing	repairing	reporting	researching
restoring	reviewing	revising	risking	scheduling
selecting	selling	separating	serving	setting-up
sharing	simplifying	sketching	solving	speaking
sorting	sporting	studying	summarizing	supervising
supplying	synthesizing	talking	teaching	team-building
telling	training	translating	traveling	treating
trouble-shooting	tutoring	understanding	unifying	uniting
verbalizing	visualizing	writing	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Accomplishments/Skills Needed

Another way to assess your skills is to identify significant accomplishments and then list up to 10 talents, skills or character traits required to achieve each accomplishment. Please reference the list below the chart for ideas.

Accomplishment 1:	Accomplishment 2:	Accomplishment 3:
Skills or traits needed for this accomplishment	Skills or traits needed for this accomplishment	Skills or traits needed for this accomplishment
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.

Possible skills or traits:

ability to work with others	forgiving nature	persuasion
adaptability	friendliness	positive attitude
analytical ability	generosity	problem-solving
artistic talent	global expertise	relationship-building
business sense	good character	resourcefulness
caring nature	good judgment	respectfulness
cheerful attitude	gratitude	responsibility
collaboration	honesty	sense of adventure
confidence	industriousness	sense of humor
courage	intelligence	service to others
creativity	intuition	social interaction
decisiveness	kindness	spirituality
dedication	knowledge	teachableness
dependability	leadership	teaching ability
determination	learning quickly	thoughtfulness
endurance	motivation	thrift
enthusiasm	negotiation	tolerance
experience	nurturing	trustworthiness
fairness	organization	understanding
faith	patience	vision
fearlessness	persistence	willingness
flexibility	personal drive	work ethic

“Power” Statements and “Me in 30 Seconds” Statements

Now, take your skills list and write a sentence for 3 of your skills that begins with the words *I am, I have, or I can*. Back up your statement by giving a specific example of when you have displayed this skill. If you can quantify this using numbers or data, feel free to do so. Then, show the results of your ability to apply this skill. Again, you can quantify this with data if applicable. Example: “I am a conscientious worker. For example, I didn’t miss a day of work in the 3 years I worked as an academic advisor. As a result, I was able to deliver critical services to students every day on the job.”

If using power statements in a job search or interview setting, be sure your statement matches the needs or goals of the organization. You can use this formula to craft power statements for every one of your skills.

Use the following grid to help you:

<i>I am. . ., I have. . ., I can. . .</i>	<i>For example. . .</i>	<i>As a result. . .</i>
1.		
2.		
3.		

You can use the same idea to write a Me-in-30-seconds statement, a general statement of introduction that tells others about you. Typically, a Me-in-30-seconds statement is 4-5 sentences that express your talents, interests and values; it helps others to get to know you and understand what “makes you tick”. Write two Me-in-30-seconds statements:

1. Describe yourself personally:

2. Describe your work-related accomplishments:

Adapted from “The Career Workshop” Participant’s Workbook, provided by LDS Employment Resource Services © 2004

My Next Action Steps

1. Get organized. Create a binder, database or spreadsheet to keep all of my career preparation materials.
2. Follow through on assessments. Write down my ideas and responses.
3. Conduct career research on areas of interest to me.
4. Conduct informational interviews with people in career fields that are of interest to me.
5. Think critically. Ask myself: “Do my interests, values and skills align with my goals and realities of the career I am researching?” “Am I willing to invest the time and effort to prepare to be successful in this career?”
6. Write new power statements and Me-in-30-seconds statements for each job or career opportunity. Practice. Say them out loud. Expect to tailor them for each opportunity.