FIND YOUR FUTURE CAREER

The Career Development Process requires that you gather specific information which you can use to determine how your interests, skills, values, personality, and work-related preferences match up with the career fields and jobs. Example: description of daily job you've listed.

When deciding on a major and a career path, it helps to understand yourself. Start by exploring the following areas:

PERSONALITY - Discover your unique personal characteristics, work skills, and aptitudes.

VALUES - Clarify work-related factors and lifestyle preferences important for your career satisfaction.

INTERESTS - Make note of activities, hobbies and academic subjects you enjoy.

SKILLS - Identify natural talents, acquired skills and academic activities in which you excel.

A comprehensive assessment of your interests, skills, values and personality style.

1. RESEARCH
   - Research occupations of interest & obtain the following:
     - Nature of work involved, working conditions, education and training needed.
     - Income and earnings, advancement opportunities, job satisfaction.
     - Required skills, abilities, and interests.
     - Opportunities for growth and development.

2. CONSULT
   - Participate in Cooperative Education or an internship, work as a volunteer, or part-time job.
   - Obtain your professional interview attire.
   - Prepare for your job search.

3. RECORD
   - Create a list of jobs and careers that interest you most.
   - Participate in mock interview.
   - Practice interview skills.

4. PLAN
   - Gather detailed information about each career field and/or join academic student organizations.
   - Learn about specific majors, including the types of courses needed, knowledge requirements for selected majors.
   - Complete the list based on your self-assessment and occupational exploration.

5. DECIDE
   - Evaluate the career fields and jobs that seem to be the best fit for you.
   - Evaluate the offer. Negotiate salary and benefits. Send a letter of acceptance or continue to follow-up as necessary.

You should now be ready to use information from Phases 1 & 2 to determine career options and goals, and decide on a major.

Prepare for your job search:

- Contact targeted list of employers
- Obtain your professional interview attire
- Develop a network of potential employers
- Prepare cover letters
- Research and target preferred
- Communicate package

Re-examine your list periodically.

Step 3 - Get hands-on experience gained from this major and what skills will be developed.

Participate in Cooperative Education or an internship, work as a volunteer or part-time job. Plan strategies for contacting employers. Practice interview skills.

ATTEND CAREER SERVICES events.

Step 1 - Research occupations of interest & obtain the following:

- Use the online career guidance search at www.usf.edu/career-services
- geared toward students, faculty, advisors, employers, family
- necessary and get feedback from
- career counselor.

Step 2 - Consult

- Participate in Cooperative Education or an internship, work as a volunteer or part-time job
- Obtain your professional interview attire
- Prepare for your job search

Step 3 - Record

- Create a list of jobs and careers that interest you most
- Participate in mock interview
- Practice interview skills

Step 4 - Plan

- Gather detailed information about each career field and/or join academic student organizations
- Learn about specific majors, including the types of courses needed, knowledge requirements for selected majors
- Complete the list based on your self-assessment and occupational exploration

Step 5 - Decide

- Evaluate the career fields and jobs that seem to be the best fit for you
- Evaluate the offer. Negotiate salary and benefits. Send a letter of acceptance or continue to follow-up as necessary

For jobs:

- Contact targeted list of employers
- Obtain your professional interview attire
- Develop a network of potential employers
- Prepare cover letters
- Research and target preferred
- Communicate package

Find your future career!