

FIND YOUR FUTURE CAREER

THE CAREER DEVELOPMENT PROCESS

The **Career Development** process outlines the steps to follow to find your future career. Each step paves the way for the next and will help you make an informed career choice or affirm any decisions you have already made.

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

1 CONDUCT A SELF-ASSESSMENT

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

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

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

PERSONALITY - Discover your unique personal characteristics, work preferences and decision-making style.

How to Implement Phase 1

CONSULT
with a career counselor regarding a comprehensive assessment of your interests, skills, values and personality style.

REFER
to Career Services' events and workshops for upcoming opportunities.

USE
online career guidance programs and assessments, surveys recommended by us, then discuss the results with a career counselor.

TAKE CLASSES
related to your field of interest. Get involved in the content!

IDENTIFY & DEVELOP
skills through career-related employment and/or involvement in activities.

2 EXPLORE OCCUPATIONS

This phase of career development requires that you gather specific information on occupations that interest you, including education and training needed.

STEP 1 - Research occupations of interest & obtain the following information:
Nature of work involved, working conditions, education and training needed, job outlook and expected earnings, reported advantages and disadvantages and related occupations.

STEP 2 - Inquire about relevant education
Learn about specific majors, including the types of courses needed, knowledge gained from this major and what skills will be developed.

STEP 3 - Get hands-on experience
Gain career-related experience to test out the career you're considering. Participate in Cooperative Education or an internship, work as a volunteer and/or join academic student organizations.

How to Implement Phase 2

RESEARCH
occupations using Career Services' library collection and internet sources suggested by a career counselor.

SCHEDULE
an informational interview with professionals in the career you're considering.

TALK
with faculty and academic advisors about college majors that fit the careers that interest you.

REVIEW
requirements for selected majors using the USF online catalog.

EXPLORE
graduate and professional school options.

3 CHOOSE A CAREER & MAJOR

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

STEP 1 - Create a list of several career fields & jobs within the field that interest you most
Compile the list based on your self-assessment and occupational exploration. Example: Field - Psychology. Related Jobs - recreation director, counselor, sales, case worker, admissions representative, program coordinator, etc.

STEP 2 - Gather detailed information about each career field and job you've listed
Focus on gathering specific information that will let you determine how your values match up with the career fields & jobs. Example: description of daily activities, salary, geographic location requirements, etc.

STEP 3 - Narrow the list by identifying 2 - 5 of the most appealing career fields & jobs
Rank them based on information about yourself obtained from the Self-Assessment & Occupational Exploration phases.

STEP 4 - Re-examine your list periodically
Evaluate the career fields and jobs that seem to be the best fit for you.

STEP 5 - Decide on a career and then a major that supports your career choice

How to Implement Phase 3

CREATE
a detailed decision making plan.

CONSULT
with a career counselor in Career Services about areas of indecision.

PLAN
ways to get career-related experience while speaking with a career counselor.

CONTINUE
informational interviews if necessary and get feedback from faculty, advisors, employers, family and friends about your plans.

CHOOSE
a career field and select a major that prepares you for your choice.

4 SEARCH FOR EMPLOYMENT

This phase involves developing and carrying out a customized job search campaign to obtain a professional position in your chosen career field.

STEP 1 - Prepare for your job search
Determine a specific "career objective." Create an effective resume. Identify potential employers. Prepare cover letters. Research and target preferred employers. Plan strategies for contacting employers. Practice interview skills. Obtain your professional interview attire.

STEP 2 - Contact targeted list of employers
Submit necessary application documents and follow-up with employers as needed. Schedule interviews.

STEP 3 - Participate in interviews
Send a thank-you letter after an interview. Continue to follow-up as necessary.

STEP 4 - Accept an offer
Evaluate the offer. Negotiate salary and benefits. Send a letter of acceptance or declination.

How to Implement Phase 4

RECORD
your job search plan.

REFER
to Career Services' events and workshops for upcoming opportunities.

TAILOR
your resume and cover letter to complement jobs you are applying for and have these documents critiqued during Career Express.

PARTICIPATE
in practice interviews by using Optimal Interview or scheduling a mock interview.

OPEN
a free EMPLOY-A-BULL account through Career Services to apply for jobs.

NETWORK
and cultivate relationships with employer contacts using tools like LinkedIn.

RESEARCH
employer info using websites, social media, trade journals, and annual reports.

ATTEND
campus employer events like career fairs and info sessions. Participate in Career Services' On-Campus Interview Program.

IT ALL

STARTS HERE

