

Career Assessment

Wenatchee Valley College

Career Center
Wenatchi Hall

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Career Assessment Intake

In an effort to prepare for and maximize our time together, please complete this form and bring it with you to your appointment on _____ at _____ with _____.

Circle the answer that best describes you.

	<i>Not like me</i>		<i>Somewhat like me</i>		<i>Very much like me</i>
I know my strengths.	1	2	3	4	5
I know the field of study I am interested in pursuing.	1	2	3	4	5
I know the steps I need to take to pursue this field.	1	2	3	4	5
I talk about my career choices with family or friends.	1	2	3	4	5
I have contact with people working in fields I find interesting.	1	2	3	4	5
I gain hands on experience that I might use in the future.	1	2	3	4	5
I volunteer in an area that I find interesting.	1	2	3	4	5
I attend presentations, talks, meetings or events related to a career I might find interesting.	1	2	3	4	5
I ask people about what they do for a living or what they are interested in doing.	1	2	3	4	5
I visit places I am interested in working so I can learn more about them.	1	2	3	4	5

What do you want to accomplish in our upcoming session?

What would your dream job be?

What are you passionate about; what energizes you?

Long-Term Goals

While many of the career goals we set are short-term (often because we need to make some career decisions), even those short-term goals are usually building toward long-term ones (at least they should be). Use the worksheet below to record your personal career and life goals.

My dreams for the future: _____

What I'd like to learn: _____

What I want out of life: _____

Skills I'd like to master: _____

Things I want to change about myself: _____

Things I would like to do for my community: _____

Career Exploration Check List

Use this checklist to make your career exploration and planning go smoothly. Please contact Randy Mitchell (rmitchell@wvc.edu, 682.6858) or Kelsay Stanton (kstanton@wvc.edu, 682.6579) in the WVC Career Center for help on any stage in this process.

Gather information about yourself and assess your interests, skills, knowledge, and values.

Learning about yourself helps you make decisions about the career you want to pursue. It helps you expand or narrow your exploration.

- What are your interests? What are you looking for in a job (money, independence, etc.)? What are your strengths and weaknesses? What type of responsibilities would you be happy to perform 8hrs a day/5 days a week? What responsibilities would you prefer not to have? What activities give you the most satisfaction?
- Are there other factors affecting your career exploration? Are there family traditions or expectations? How impactful are these? What are your future life plans?
- Come visit the Career Center in Wenatchi Hall to take some career assessments that might help you learn about your skills and interests for careers.

Explore your career options by researching jobs that interest you.

Once you've narrowed your search to a few careers that interest you, research those professions more thoroughly. While researching job descriptions, try to imagine yourself doing the tasks required.

- What are the occupations in this field? What is the education needed? Is this a career that has prospect for growth in the future?
- What are the day-to-day activities in this profession? Are there similar careers?
- How closely do my work priorities, values, and interests align with this career?

Seek out opportunities to gain exposure to your field and occupations of interests.

Getting practical experience and information from professionals will not only help you decide, but may also be useful when applying for jobs.

- Conduct informational interviews – these short conversations with professionals in your career of interest can help you decide if you'd like to pursue more experience. Visit the Career Center for help setting up informational interviews.
- Job Shadow – if the informational interview goes well and you are still interested in the career, consider asking the professional if you may do a half day job shadow to watch them at their work.
- Collect additional information from professional associations in your career interest.

Select your occupation(s) of interest and plan how you will reach your career goals.

Once you have a good idea about what you want to do, make sure you are on the right track to gain the experience and education you need to meet your goals.

- Evaluate the obstacles you may face and seek resources to help you overcome them.
- Construct a step-by-step education and career plan to help you meet your goals. Revisit this list quarterly to make sure you are on track or to add additional steps.
- Customize your resume to fit your occupation of choice. Write a mock cover letter for the job you'd like when you graduate (hint: search for an actual job posting to reference while preparing your resume and mock cover letter).
- Attend mock interviews and other workshops to help you prepare for the job search and interview processes.

Career Exploration Websites

Use these references to help guide you in your career exploration and job search. To set up a career assessment with the Career Center please contact Randy Mitchell (rmitchell@wvc.edu, 682.6858) or Kelsay Stanton (kstanton@wvc.edu, 682.6579).

Assessing and Research

Jung Personality Type Inventory: <http://www.humanmetrics.com/cgi-win/jtypes1.htm>

Interest Profiler: <http://www.wois.org> site password: sgw450

Skills Survey: <http://www.wois.org> site password: sgw450

Career Interest Areas: <http://wois.org> site password: sgw450

What Can I Do With This Major? :

https://www.wvc.edu/directory/departments/career_services/students.asp Access this website through the link on the Career Center webpage.

Career Cruising: <http://www.careercruising.com> user name: wvc password: Wenatchee

Glassdoor for Students: <http://www.glassdoor.com/Students/index.htm>

FirescienceOnline – Guide to Public Service Careers: <http://www.firescience.org/public-service-careers/>

Online Programs of Interest:

CAREER CRUISING

National information about careers, college/training options

www.careercruising.com

User name: wvc

Password: wenatchee

WOIS

Washington State information about careers, college/training and assessments

www.wois.org

Site password: **sgw450**

COLLEGE CENTRAL

Job Hunting Information. Looking for full-time or part-time work? Students may go online to submit their resume and look at jobs posted on the website. Wonderful resume and portfolio builder.

www.collegecentral.com/wvc

Additional Career Information Sites:

- Occupational Outlook -- <http://www.bls.gov/ooh/>
- O-Net -- <http://www.onetonline.org/>

Please stop by and see us in the Career Center or call or email for an appointment:

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Career Assessment Result Summary

- Myers-Briggs Personality Assessment

- Personality type: _____
- Key characteristics: _____
- Jobs of interest: _____

- Skills

- Top 5 skills _____

- Holland Code highest two categories: _____

- Top ranking Occupational Clusters: _____

- Jobs of interest: _____

- Interest Profiler

- Two highest interest areas: _____
- Jobs of interest: _____

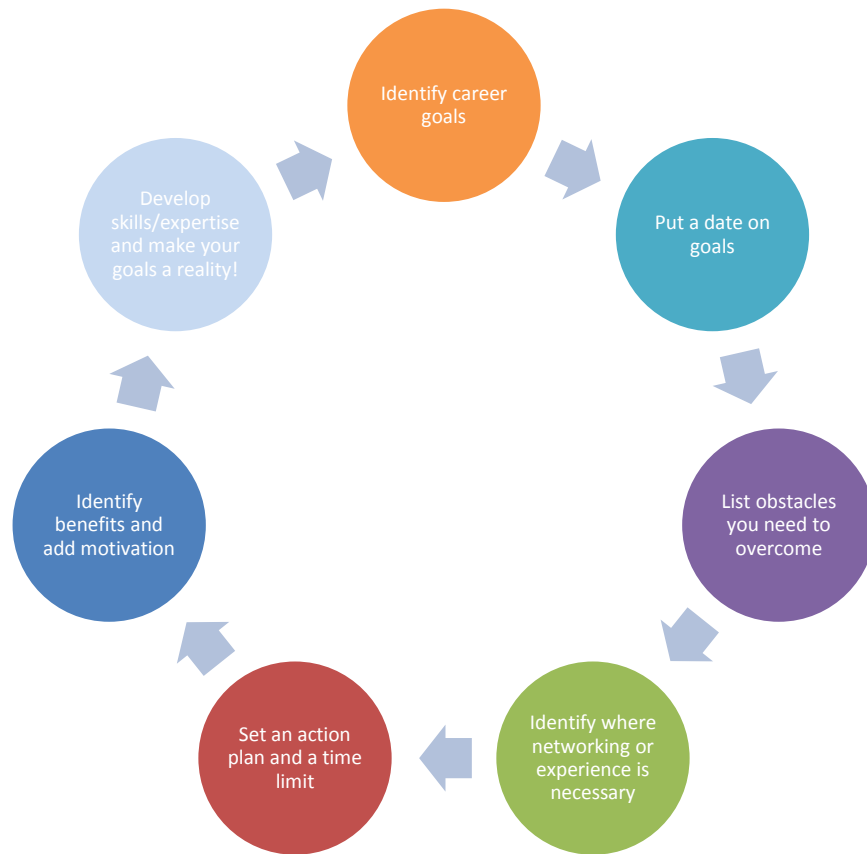
- Career Interest Areas

- Two highest interest areas: _____
- Jobs of interest: _____

- Career Clusters Quiz

- Three highest clusters: _____

- Jobs of interest: _____



What is your action plan?

What challenges do you expect?

What traits or skills do you have that will help you overcome these challenges?

What will you do in the next 24 hours to help you move toward this goal?