



**TO**

# **Career Development**

**Helping you with your Career Decisions**

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# KEY TO SUCCESS

Perhaps the most important element of success in college or in your career is ***planning!*** Planning is essential, be it in selecting a program or choosing a career.

*Proper  
Planning  
Prevents  
Poor  
Performance*

Unless you know what you want from life, you are not likely to stumble across it. How do you know what you want? How do you decide what will be important to you in the future? What options are available to you both in terms of program and career?

The Career Development Office can help you answer these and other difficult questions related to your career development. Perhaps you will spend some time taking self-assessment instruments to help you choose a program or find out more about career fields and your personality preferences. Or you might spend some time with a professional staff member discussing your ideas and dreams (or lack-thereof!) Whatever the case, **PLANNING** is essential.



# The 1-2-3 Career Development Process

1. Knowledge of Self (Interests, Values & Skills)
2. Knowledge of Majors and the World of Work
3. Knowledge of the Job Search Process

Once you have an understanding of YOU,  
you will be able to choose a major and career field that is RIGHT FOR YOU.

## Begin by Assessing Yourself



- What interests you?
- What do you value in your workplace?  
Which of these work values are important to you? Job security, personal achievement, helping others, status and respect, financial security, spontaneity, adventure, creativity, variety, autonomy, managerial responsibility, collaboration
- What skills and experience have you already gained?  
Examine past jobs, volunteer work, hobbies, school and social situations.

## Did You Know?

- Up to 80% of entering college students admit they are not certain what they want to study, even if they have chosen a major
- 70% of students change their fields of study at least once
- Majors require different aptitudes, special talents and interests
- Majors offer opportunity to pursue certain lifestyles
- Majors do not dictate a career – you do!

## Quick Quiz

# Career Decision Making



Respond to the following career-related items with either True (T) or False (F).

- \_\_\_\_\_ 1. Career choice is a one-time event rather than a process.
- \_\_\_\_\_ 2. Your college major predicts your future with a good deal of accuracy.
- \_\_\_\_\_ 3. Your self-concept plays a large role in career choice.
- \_\_\_\_\_ 4. The unexpected has an impact on your career development.
- \_\_\_\_\_ 5. Career choice involves compromise.
- \_\_\_\_\_ 6. Your occupational choice provides you with an identity and determines your lifestyle.
- \_\_\_\_\_ 7. Past accomplishments have an effect on your career choice.
- \_\_\_\_\_ 8. Most employers search for candidates by their college field of choice.
- \_\_\_\_\_ 9. Similar personalities are attracted to similar occupational environments.
- \_\_\_\_\_ 10. The majority of students entering college have decided on an area of concentration and never change their major.

\*\* Answers on next page

# Career Decision Making Answers

1. **FALSE.** Perhaps one of the biggest mistakes made by students in their career planning is the belief that the choice of major or first job will last a lifetime. Research studies have shown that the average worker can expect three to five career (not job, career) changes during a lifetime.
2. **FALSE.** Your choice of major is just one of the initial steps in your career planning. Your choice of major does not automatically equate to only one specific occupation. Instead, the paths open to you will be varied according to your interests and abilities.
3. **TRUE.** It is an accepted view that an occupational choice is a way of implementing your self-concept. In fact, your choice of occupation can be viewed as a kind of measure of what's important to you, how you wish to be perceived by others, and the kinds of values that are important in your life.
4. **TRUE.** No matter how completely and thoroughly you plan, events will happen that will lead you to change your mind. Perhaps a job, volunteer work experience, travel opportunity, or conversations with a professional might open a whole new set of alternatives for your consideration.
5. **TRUE.** Career choice is a process that extends over time. Your career goals may need to be compromised in light of realities of available college curriculum, the availability of jobs upon graduation, money available to pursue further education, graduate or professional school, etc.
6. **TRUE.** Your choice will determine how your time is spent, who your friends will be, what values you embrace, where you live, and what pattern of family living you will adopt.
7. **TRUE.** For the most part, we continue to do the things what we are good at because we get recognition and rewards for them. Being aware of what you can and cannot do (well, or not at all) is an important factor in making a career choice.
8. **FALSE.** After confirming the person has earned the required degree, employers begin to evaluate candidates by their "skill sets"...not major of study.
9. **TRUE.** You know the old saying, "Birds of a feather flock together." The statement has vocational merit. It's a proven fact that certain types of personalities tend to gravitate toward compatible work environments.
10. **FALSE.** The majority of students entering college for the first time are not sure about what they plan to study. Even those students who have declared their major often times are not entirely decided. Also, the majority change their field of study at least once.

## WHAT IS OFFERED

### *Services*

**. Career Counseling**, popular discussion topics include:

- ◆ I have no clue what I want to do!
- ◆ What major is right for me?
- ◆ I'm not happy with the major I've chosen...what should I do?
- ◆ What part-time jobs will help me gain experience and confirm this is what I want to do?
- ◆ How do I get a co-op/internship? What IS a co-op/internship?!
- ◆ What do you do at an internship or job fair?
- ◆ What can I do with this degree once I graduate?
- ◆ What is the job market like in this field?
- ◆ How much do people earn in this field?
- ◆ Should I go transfer to a four-year school? If so, right away or work a while?
- ◆ How do I even begin to job search?
- ◆ I need help with my resume! What is a cover letter?
- ◆ I'm so nervous about interviewing, can you help?
- ◆ What is considered a good benefits package?

**. Numerous Workshops and Presentations** on various career topics

**. Resume & Cover Letter Reviews** to help students present themselves in an effective manner.

**. Personality Inventories or Assessment Tests** which can help you more clearly identify and target your interests, values & skills as well as programs & career fields.

**. Co-op/Internship & Job Fairs** with employment opportunities in all areas....so many employers under one roof!

**. Perhaps the best tool...[www.vhcc.edu/career](http://www.vhcc.edu/career)** where you can find local job postings, create a resume for employers to view, links to websites and local employers, and so much information all in one place!!

## WHAT IS OFFERED

### *Resources*

- **Career Development Office**, an excellent resource – 3 computers are available for students use in writing resumes or job searching, a small career library, and an employer resource section along with a professional career staff. **STOP ON BY!!!**
- **Career Development Section in the VHCC Library** contains approximately 100 volumes. A collection of career related books provide facts on thousands of careers, job search strategies, resume and cover letter instruction, and more.
- **Guidebook Series** on basic topics such as resumes, job search, and interviewing.
- **Website** – [www.vhcc.edu/career](http://www.vhcc.edu/career)...loaded with information and hot links.
- **Employment databases** – Internship and job (FT/PT/Summer) listings, resume database.

# CAREER DEVELOPMENT PRESENTATIONS

## **THE TOP TEN QUALITIES YOU MUST HAVE**

Are you aware of the most important skills that a candidate needs to be considered for employment? In addition to being academically prepared in one's discipline, college students need to possess these top 10 qualities to be marketable and successful in the workplace. Find out what you can do during your time here at VHCC to better prepare yourself...beginning your freshman year!

### **Experiential Education**

How can you be sure what you want to do is really what you want to do? How do you find out what it is really like to be a \_\_\_\_\_? How can you get someone to hire you if you don't have experience? How can you get experience if no one will hire you? Co-Ops/Internships and related jobs are the answers! Discover the ways to "find" those opportunities and make yourself as marketable as you can be!

### **WRITING YOUR RESUME & WRITING YOUR COVER LETTER**

What is the best way to arrange your resume and cover letter on the pages? Which words create the best effect? Which topics should appear...and which ones shouldn't? Find out the key parts of a well-written cover letter, including the "grab-their-attention" middle paragraph. These workshops discuss length, kinds of paper, general do's and don't, and the different types and styles. Learn when & how to send these key marketing materials to obtain that interview!

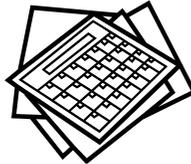
### **JOB SEARCH STRATEGIES THAT WORK**

Find out why a good resume isn't all you need to land that job. This workshop will cover the Six Sure Steps to Success, the art of networking, and locating those "hidden jobs" (it's not just the Sunday classifieds anymore!) Beginning the job search process can seem overwhelming...we'll show you how to break it down into manageable tasks so you meet your goal...your career!

### **SUCCESSFUL INTERVIEWING**

Jobs are WON in interviews; those who interview best, fare the best. Find out what you must do before, during, and after your interview. Learn what to bring with you, including your questions for the employer. Discover how to eliminate surprises, reduce anxiety, and to analyze your strengths and weaknesses. Give yourself the advantage over the competition!

To find out dates, times & locations for the current semester,  
check out our website, call, or stop by!



Open to all students!



# SELF ASSESSMENT



Not sure if your program is right for you?  
Don't know what you'll do with your program?

To assist you in identifying your skills, abilities, interests and values in relation to the career development process, the Career Development Office and/or your counselor offers *assessment instruments*. These "tests" will help you more clearly identify and target both programs & careers. We recommend you take the inventory and then set up an appointment with a staff member to review your personal results. Career exploration pays off...you will develop a clearer view of yourself, the majors and jobs that best fit you!!

1) Virginia Education Wizard ([www.vawizard.org](http://www.vawizard.org))

Let the Wizard help you choose a career, get the information you need to pursue your career, enroll in one of Virginia's community colleges, pay for college, transfer to a four-year college or university, and get answers to your questions about your future.

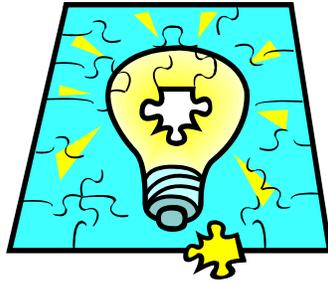
2) THE MYERS-BRIGGS TYPE INDICATOR

This assessment tool is one of the most popular models of personality in the world; it assesses one's psychological type as an explanation to their human personality. The MBTI is used in self-understanding and development; career exploration, development and counseling, and leadership development.

3) On-line Assessments

By going on-line to the Career Planning website ([www.vhcc.edu/career](http://www.vhcc.edu/career)) you can take many web-based assessments such as The Career Key, The Keirsey Temperament Sorter, and Career Zones Work Environments. You can find them under CareerLinks.

# Putting the Pieces Together



These instruments all have a common purpose....they are self-assessments of one's interests, skills, personality and/or values. None should be the sole basis for career decisions. In addition, we suggest the following:

- Students should schedule a follow-up appointment with Career Development to discuss the results of the assessments.
- Faculty advisors are encouraged to use the results of these assessments to assist students in course selection.
- When reviewing the results of any assessment instrument, view the results as a guide, not as "THE" answer to all concerns.
- After completing the assessment instrument, it is important to use the resources available in Career Development to gain further information about particular career fields.

***"The best way  
to predict the future  
is to create it."***  
**~ Unknown**

Okay, after taking these assessments, doing some research in our library, and talking with the professional staff and faculty, it's time for you to take some action! Why not begin speaking with professionals who are actually doing what you are interested in? This is called Informational Interviewing.

# INFORMATION INTERVIEWS

So you have seen the job postings and what is out there in the job market, but you're not too sure about the field or a particular company or a specific position. Well, the best way to learn is to talk with someone involved in that kind of work.

Finding out first-hand what tasks are involved in a position can help you make more informed choices. You can gain contacts several ways...a great source that lists all types of professionals and organizations are the yellow pages in any telephone book. Talk with your professors, family, and friends. They may know someone in the field with whom you could speak.

Remember three things:

1. YOU ARE NOT ASKING FOR A JOB. You are simply asking for information and advice.
2. YOU HAVE THE RIGHT, AND A RESPONSIBILITY TO YOURSELF, to seek advice and information from those who can best help you.
3. A VERY EFFECTIVE ACTION YOU CAN TAKE ON BEHALF OF YOURSELF IS TO DEVELOP MENTORS. Mentors are people, experts in your field, who take an interest in you and your professional development, advise you, help you along, and put you in touch with opportunities. You will also need to develop professional contacts -- people in, or related to, your field -- who help each other out by exchanging information about what's going on, including job opportunities.



Once you have some names, phone numbers and email addresses...Contact them!! It is best to explain who you are, why you are contacting them, and that you would appreciate 15-30 minutes of their time. By asking questions of these people you will gain the most valuable inside information and advice about how to succeed and what steps to take toward your career. Many professionals would be glad to meet and discuss their career.  
***Give it a try!***

## Requesting an Informational Interview in Person or by Phone

People who grant informational interviews are generally willing to share 20-30 minutes of their time to explain their expertise in their field. Please remember to be flexible in your scheduling, as these volunteer interviewees may have prior commitments. If your prospective interviewee seems too busy to talk to you, ask a convenient time when you could call back to discuss scheduling an appointment. Although there are many techniques to requesting the informational interview, the following are good approaches:

1. "Hello, my name is \_\_\_\_\_. I'm conducting career research in your field. I would like to meet and talk with you for about 30 minutes so that I can find out more about your field of expertise."
2. "Hi, my name is \_\_\_\_\_ and I'm a student at Virginia Highlands Community College. You're in a line of work that I'm interested in, and I was hoping that you could help me gain insights into the profession. I'm sure that my questions could be answered in a 20-30-minute informational interview."
3. If you prefer to arrange an appointment in person and cannot get past the front desk, treat receptionists as resources. They hold the key to getting inside the unit or section of that organization if you do not already have an inside contact or referral. Ask them some of your questions. You will usually get good information. Receptionists and other support staff know much more about their company than we often realize. They know how it works, the names of key people, job requirements, etc. It is important that they understand what you want. If you ask them something that they feel could be more fully answered by someone else, they will usually give you a referral.

Most of the time, your prospective interviewee will be more than willing to take 20-30 minutes to answer your questions. Sometimes the person will want to talk over the phone, but often he or she will invite you to his or her workplace. When you can, choose that the interview be at their workplace because you'll learn more and make a stronger connection with the person.

You may want to schedule some of your interviews with managers and supervisors who have the authority to hire. Identify yourself and explain that you are researching careers in the contact's field, and that you obtained the person's name from \_\_\_\_\_(if you were referred).

*~adapted from QuintCareers.com*

## Some Pointers for Information Interviewing

- ~ Be specific about your purpose and intent. Make it clear that you are looking for information, not a job.
- ~ Set a specific time and date. Offer to go to the person's office. Do not ask them to go out of their way for you.
- ~ Do some research about the department and function the person is associated with first, so that you can ask intelligent, informed questions. Your research can be based on reading whatever written material is available or by talking with other people.
- ~ Be prepared with a clear set of questions for the interview (several provided below). You are in a position to guide the conversation through the kinds of questions you ask. Walking in and asking, "Tell me about your work" may not result in getting the information you need. The interviewees may feel you have wasted their time. Your interest, preparation and planning will be remembered by the interviewee.
- ~ Present yourself in the interview as if you were applying for a job. The contact may be invaluable later, so don't miss the opportunity to make a good impression.
- ~ Close the interview by thanking the person for their time and valuable information provided. Ask for the names of other contacts and whether you can use their name for a reference.
- ~ When you get home, take notes from the interview which you can refer to later on. These may help you make some future decisions.
- ~ Send a brief thank you note. It helps to keep the door open for future contact!

### Informational Interview Questions For You to Ask

1. Please describe a typical workday for you.
2. How did you prepare yourself for the work that you do?
3. How much did your (undergraduate) major relate to the work that you do?
4. What is most rewarding about your work?
5. What are your biggest frustrations in this work?
6. Is demand for your kind of work increasing, decreasing or stable?
7. When people leave this kind of work, what usually drives them away?
8. Are there any particular areas of study on which I should concentrate?
9. Is there anything I can do to make myself more qualified for this type of work?

After having discussions with these professionals, you will be able to more clearly understand not only the industry and position...but what you must do over your time at VHCC to prepare. You must begin developing the skills and abilities that will make you marketable in the field.

*What are those, you ask? Keep reading!*

# What All Employers Want

## The Top Ten Skills!

What do employers want to see when they begin evaluating college candidates for employment? The entire package! Extracted from responses to the question, “What are the five most important skills or competencies that a candidate needs to possess in order to be considered for employment?” The “total package” that candidates should possess includes:

**The Total Package:** Candidates need to be academically prepared in their discipline as it pertains to their employment – this is considered a **given** by employers. **Plus** they need to demonstrate:

1. Communication Skills – solid verbal, written, and listening abilities.
2. Computer/Technical Aptitudes – computer ability is now perceived as a given core skill and expected ability levels continue to rise.
3. Leadership – the ability to take charge or relinquish control (followership) according to the needs of the organization/project/team.
4. Teamwork – working cooperatively and collaboratively with different people while maintaining autonomous control over some assignments.
5. Interpersonal Abilities – relating to others, inspiring others to participate, or mitigating conflict between co-workers.
6. Personal Traits – demonstrating a combination of these is also integral:
  - a. initiative and motivation
  - b. flexibility in handling change and ambiguity
  - c. hard-working (work ethic) and reliability
  - d. honesty and integrity
  - e. ability to plan and organize multiple tasks
  - f. ability to provide customer service

**The Wrapping:** Several skills or experiences bind “the package” and are essential to holding it together. Employers believe without these skills, a candidate may not be able to deliver the package.

7. Critical Thinking/Problem Solving – the ability to identify problems and their solutions by integrating information from a variety of sources and effectively weighing alternatives.
8. Intelligence and Common Sense – enough said!
9. Willingness to Learn quickly and continuously.
10. Work-Related Experiences that provided an understanding of the workplace and served to apply classroom learning.

*~ adapted from the Recruiting Trends 03-04 Report,  
Collegiate Employment Research Institute at Michigan State University*

So, how do *YOU* rate?



It is imperative that students  
work on acquiring and improving  
these skills throughout their college experience  
to maximize their candidacy!!!!

# Choosing a Major

## **Myths about majors**

Many college students have misperceptions about majors and the impact that choice will have on their lives. Often these misperceptions hold students back from following their dreams. Here are some common misperceptions.

### **My Major will determine my career.**

**False.** While certain majors such as education, electricity, and accounting prepare student for specific career paths, most majors provide background and skills that are transferable to many career fields.

### **I can ensure employment after graduation by choosing a career in a “high demand” field.**

**False.** The job market moves in cycles. Jobs that are considered “hot” right now may not be “hot” when you graduate. Jobs also change over time. Some current jobs will become obsolete and new jobs will emerge. One way to ensure that you have the “right” skills for the changing job market is to develop transferable skills such as writing, speaking, problem-solving, team-building, and computer skills.

### **It is a good idea to get my general education courses out of the way first and decide on an academic major later.**

**False.** General education requirements can vary greatly from major to major. So, it is essential to begin to explore majors as early as possible in your college career and you work closely with your faculty advisor and counselor each semester to choose your courses. If you plan to transfer, knowing which classes will transfer to your intended four-year college will save you time and money after you transfer.

Remember that any delay in choosing/changing a major may extend your graduation date, especially in majors that have a very structured course sequence.

### **The best way to find a major is by taking courses in different areas until I find one that really interests me.**

**False.** While classes may lead to an interest in a particular career field, exploring majors by sampling courses and eliminating potential majors one course at a time is both time-consuming and expensive. You can learn a lot about majors by reviewing course descriptions and program requirements, talking with faculty and students in various majors, and researching the career fields.

## Did You Know?

Up to **80%** of entering college students admit they are not certain about what they want to major in, even if they have chosen a major.

**50-70%** of all college students change their major at least once.

Being **uncertain** about a major actually puts you in the majority of college students.

Choosing a major is a process that involves assessing, researching, and evaluating your options. Because it takes some time to work through the steps it is important to start this process as soon as possible. The three steps outlined below will guide you through the process.

1. **Learn About Yourself** – knowing yourself well is essential to choosing a major that builds on your skills and complements your interests and values.
2. **Gather Information** – Researching and gathering information about majors, transfer implications, and careers is necessary to make an informed choice.
3. **Evaluate Your Options** – Reviewing and evaluating major, transfer, and career options is important to the decision making process.

## Learn About Yourself

Self-assessment is an essential element in making informed and realistic decisions about your major and career. Refer back to page 9 for some resources to help you identify and explore important aspects of your personality and get a clearer picture of your vocational preferences.

## Reflection

Reflection is defined as fixing your thoughts on something....giving careful consideration. Learning about yourself and your preferences requires some quiet space to reflect on your past experiences and future aspirations. The questions below are designed to help you look at careers and work life in a new way.

- What activities do you engage in or talk about that cause you to lose track of time?
- If money was not a concern, what work would you be willing to do for FREE?
- What ONE thing would you dare to attempt if you knew you could not fail?
- What type of issues, needs, and opportunities really motivate you and seem to give you energy?
- Describe the “perfect job” (not life) in terms of duties and responsibilities.

# Your Personality and Choice of Careers & Majors

According to Dr. John Holland’s theory of vocational choice “your personality is a product of both your heredity and life experiences and that these in turn influence your preferences for a variety of activities and tasks. Your preferences develop into leisure and school interests and later work-related interests that give you pleasure and satisfaction” (Gordon & Sears, 2010).

Dr. Holland identified six vocational personality types or themes. Most people identify closely with two or three of the six types. Select the two or three that best describe you.

- |              |          |               |
|--------------|----------|---------------|
| Realistic    | Social   | Investigative |
| Enterprising | Artistic | Conventional  |

## Realistic Types

Realistic people tend to enjoy activities that include practical, hands-on problems and solutions. They typically enjoy dealing with plans, animals and real-world materials such as wood, tools, and machinery. Typically, they avoid occupations that involve doing paperwork or working closely with others.

Realistic types describe themselves as:	Realistic types have skills in:	Realistic types enjoy these activities:
<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Practical</li> <li>• Athletic</li> <li>• Persistent</li> <li>• Reserved</li> <li>• Thrifty</li> <li>• Well-coordinated</li> <li>• Adventurous</li> </ul>	<ul style="list-style-type: none"> <li>• Making &amp; repairing things</li> <li>• Problem solving with tools and machines</li> <li>• Physical coordination</li> <li>• Handling emergencies</li> <li>• Handling plants and animals</li> <li>• Operating tools, machinery, and computers</li> </ul>	<ul style="list-style-type: none"> <li>• Hiking, camping, or other outdoor activities</li> <li>• Participating in sporting events</li> <li>• Gardening or landscaping</li> <li>• Hunting, fishing, or target shooting</li> <li>• Raising and caring for animals</li> <li>• Repairing cars, machinery, computers, or appliances</li> <li>• Working outdoors</li> <li>• Physical fitness/working-out</li> <li>• Skydiving, mountain climbing, and/or auto racing</li> </ul>

## Career possibilities for Realistic types:

Aircraft Mechanic, Air and Water Quality Technician, Animal Caretaker, Animal Scientist, Appraiser, Architectural Drafter, Athlete, Automotive Engineer, Automotive Mechanic, Baker/Chef, Biological Technician, Biomedical Equip. Technician, Border Patrol Agent, Broadcast Technician, Carpenter, Cartographer, Coach, College Professor (Engineering), Computer Systems Analyst, Computer Repairer, Conservation Scientist, Construction Worker, Construction Manager, Correctional Officer, Customer Service Rep. (Technical), Dental Assistant, Drafter, Emergency Medical Technician, Engineering Technician, Environmental Engineer, Electrician, Electrical Engineering, Electronics Engineer, EPA Inspector, Firefighter, Fire Inspector, Fish and Game Warden, Floral Designer, Forester, GIS Specialist, Horticulturist, Laboratory Technician, Landscaper/Gardener, Machinist, Map Technician, Marine Biologist, Mechanical Engineer, Mining Engineer, Oceanographer, Optician, Painter, Paramedic, Pharmacy Technician, Pilot, Plumber, Police Officer, Production Manager, Project Manager, Property Manager, Quality Control Specialist, Recording Engineer, Safety Inspector, Security Guard, Software Technician, Surveyor, Teacher (Industrial Arts/Agriculture), Wildlife Agent.

## ***Investigative Types***

Investigative people tend to enjoy activities that have to do with ideas and thinking rather than with physical activity. They enjoy searching for facts and figuring out problems mentally rather than persuading or leading people.

<b>Investigative types describe themselves as:</b>	<b>Investigative types have skills in:</b>	<b>Investigative types enjoy these activities:</b>
<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Curious</li> <li>• Intelligent</li> <li>• Observant</li> <li>• Precise</li> <li>• Logical</li> <li>• Independent</li> <li>• Scientific</li> </ul>	<ul style="list-style-type: none"> <li>• Researching</li> <li>• Solving complex calculations</li> <li>• Using microscopes or computers</li> <li>• Writing technical papers</li> <li>• Interpreting formulas</li> </ul>	<ul style="list-style-type: none"> <li>• Playing games of strategy</li> <li>• Using computers</li> <li>• Reading</li> <li>• Sailing and scuba diving</li> <li>• Visiting museums</li> <li>• Solving crossword puzzles</li> <li>• Studying astronomy</li> <li>• Working independently</li> </ul>

### **Career possibilities for Investigative types:**

Actuary, Aeronautical Engineer, Agronomist, Animal Scientist, Anesthesiologist, Anthropologist, Archeologist, Astronomer, Audiologist, Biochemist, Biologist, Botanist, Cartographer, Chemical Engineer, Chemical Technician, Chemist, Chiropractor, Civil Engineer, College Professor (Computer Science, Health Sciences, Mathematics, Physical and Life Sciences), Computer Programmer, Computer Systems Analyst, Criminalist, Curator, Data Base Administrator, Dentist, Ecologist, Economist, Electrical Engineer, Environmental Engineer, Environmental Scientist, Food Scientist, Forensic Scientist, Geneticist, Geodetic Surveyor, Geographer, Geologist, Hazardous Waste Technician, Horticulturalist, Hydrologist, Laboratory Technician, Land Surveyor, Market Research Analyst, Mathematician, Medical Laboratory Technician, Meteorologist, Microbiologist, Nuclear Engineer, Nurse Practitioner, Oceanographer, Pediatrician, Pharmacist, Physician, Physician Assistant, Physicist, Psychiatrist, Psychologist, Radiologist, Research Analyst, Sociologist, Software Engineer, Soil Scientist, Statistician, Surgeon, Surgical Technician, Technical Writer, Translator, Veterinarian, Zoologist.

## ***Artistic Types***

Artistic people tend to enjoy creative activities that deal with forms, designs, and patterns. They tend to prefer self-expression in their work and an environment where work can be done without following a clear set of rules.

<b>Artistic types describe themselves as:</b>	<b>Artistic types have skills in:</b>	<b>Artistic types enjoy these activities:</b>
<ul style="list-style-type: none"> <li>• Creative</li> <li>• Expressive</li> <li>• Emotional</li> <li>• Impulsive</li> <li>• Intuitive</li> <li>• Independent</li> <li>• Idealistic</li> <li>• Imaginative</li> </ul>	<ul style="list-style-type: none"> <li>• Sketching, drawing, or painting</li> <li>• Writing stories, poetry, or music</li> <li>• Designing fashions or decorating</li> <li>• Acting, dancing, or singing</li> <li>• Playing an instrument</li> </ul>	<ul style="list-style-type: none"> <li>• Attending concerts, theatres or art exhibits</li> <li>• Reading fiction, plays and poetry</li> <li>• Taking photographs</li> <li>• Writing poetry, stories, or music</li> <li>• Creating or collecting artwork</li> <li>• Acting and performing, or dancing</li> <li>• Playing a musical instrument</li> <li>• Visiting museums and/or traveling</li> <li>• Decorating</li> <li>• Learning and speaking foreign languages</li> </ul>

### **Career possibilities for Artistic types:**

Actor/Actress, Advertising Art Director, Advertising Manager, Animator, Architect, Archivists, Art Director, Studio/Visual Production Specialist, Author, Book Editor, Broadcast Journalist, Camera Operator, Cartoonist, Choral Director, Choreographer, College Professor (Art, Drama, English, Foreign Languages, Music), Composer, Copywriter, Costume Designer, Creative Director, Dancer, Editor, Exhibit Display Designer, Fashion Designer, Film Director, Film/Video Editor, Graphic Designer, Interior Designer, Illustrator, Journalist/Reporter, Landscape Architect, Lawyer, Lay-out Artist, Librarian, Make-Up Artist, Medical Illustrator, Model, Multimedia Artist, Museum Curator,

Musician, Music Director, News Writer, Orchestra Conductor, Painter, Painting Restorer, Photographer, photojournalist, Poet, Printmaker, Producer, Product Designer, Program Director (Radio, TV), Publication Assistant, Public Relations Specialist, Reporter, Screen Writer, Set Designer, Singer, Speech Writer, Stage Technician/Manager, Teacher (Art, Drama, Music, Foreign Language), Technical Illustrator, Technical Writer, Writer.

### **Social Types**

Social people prefer activities that assist others and promote learning. They enjoy communicating more than working with objects, machines, or data. They particularly like to teach, give advice, help or otherwise be of service.

<b>Social types describe themselves as:</b>	<b>Social types have skills in:</b>	<b>Social types enjoy these activities:</b>
<ul style="list-style-type: none"> <li>• Friendly</li> <li>• Helpful</li> <li>• Responsible</li> <li>• Insightful</li> <li>• Patient</li> <li>• Cooperative</li> <li>• Generous</li> <li>• Tactful</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching others</li> <li>• Listening and understanding others</li> <li>• Expressing yourself verbally</li> <li>• Developing relationships</li> <li>• Mediating disputes</li> <li>• Cooperating well with others</li> </ul>	<ul style="list-style-type: none"> <li>• Doing community service projects</li> <li>• Participating in family or group activities</li> <li>• Playing team sports</li> <li>• Helping others with personal concerns</li> <li>• Making new friends and/or entertaining</li> <li>• Organizing social events</li> <li>• Talking with friends</li> <li>• Attending workshops and conferences</li> <li>• Caring for children and/or the elderly</li> </ul>

### **Career possibilities for Social types:**

Art Therapist, Athletic Director, Athletic Trainer, Child Welfare Worker, Clergy/Religious Worker, Coach, College Professor (Education, Social Sciences), College Administrator/Academic/Student Affairs Professional, Correctional Officer, Counseling/Clinical Psychologist, Counselor/Therapist, Cosmetologist, Dental Hygienist, Detective, Dietician, Director (Radio/TV), Emergency Medical Technician, FBI/CIA Agent, Historian, Human Resources Specialist, Insurance Claims Examiner, Interpreter, Labor/Employee Relations Specialist, Librarian, Marriage and Family Counselor, Mental Health Counselor, Museum Director, Music Therapist, Narcotics/Vice Investigator, Nurse/Mid-wife, Occupational Therapist, Paralegal, Personnel Recruiter, Physical Therapist, Police Officer, Political Scientist, Preschool Teacher, Probation/Parole Officer, Producer (Radio/TV), Radiological (X-Ray) Technician, Real Estate Appraiser, Recreation Leader/Director, Recreation Therapist, Registered Nurse, Rehabilitation Counselor, School Counselor, School Principal, Social Worker, Sociologist, Sports Instructor, Substance Abuse Counselor, Teacher, Welfare Counselor.

### **Enterprising Types**

Enterprising people prefer activities that involve starting up and carrying out projects. They prefer persuading and leading people and making decisions. They also enjoy taking risks for profit and favor action over thought.

Enterprising types describe themselves as:	Enterprising types have skills in:	Enterprising types enjoy these activities:
<ul style="list-style-type: none"> <li>• Ambitious</li> <li>• Sociable</li> <li>• Optimistic</li> <li>• Enthusiastic</li> <li>• Self-confident</li> <li>• Persuasive</li> <li>• Competitive</li> <li>• Adventurous</li> </ul>	<ul style="list-style-type: none"> <li>• Leading a group</li> <li>• Selling things or promoting ideas</li> <li>• Giving speeches</li> <li>• Organizing activities</li> <li>• Initiating projects</li> </ul>	<ul style="list-style-type: none"> <li>• Entertaining and socializing</li> <li>• Discussing politics</li> <li>• Being elected to leadership positions</li> <li>• Attending meetings or conferences</li> <li>• Raising money for community groups</li> <li>• Meeting important people</li> <li>• Watching and/or participating in sports</li> <li>• Making decisions that affect others</li> </ul>

### **Career possibilities for Enterprising types:**

Accountant, Advertising Manager, Advertising Sales Representative, Announcer (Radio/TV), Auditor, Automobile Salesperson, Benefits Manager, Business Manager, Buyer, Chief Executive Officer, Chief Operating Officer, Claims Adjuster, Controller, Convention/Meeting Planner, Correctional Officer, Credit Analyst, Customs Inspector, Department Manager, Educational Administrator, Event Planner, Film/Video Producer, Financial Planner, Financial Manager, Flight Attendant, Food Service Manager, Funeral Director, General Manager, Health Club Manager, Hotel Manager, Insurance Agent, Interpreter, Immigration Inspector, Journalist, Judge, Lawyer, Legislator, Newscaster, News Anchor, Manufacturer's Representative, Operation Manager, Paralegal, Private Investigator, Property Manager, Public Relations Representative, Public Relations Manager, Purchasing Agent, Radio/TV News Director, Radio/TV Station Manager, Records Manager, Restaurant Manager, Retail Sales Person, Retail Sales Service Manager, Safety Inspector, Sales Manager, Security Trader, Security Officer, School Principal, Social Director, Social Services Director, Stockbroker, Tax Accountant, Traffic Clerk, Travel Agent, Treasurer, Underwriter, Urban Planner.

### **Conventional Types**

Conventional people tend to enjoy following set procedures and routines. They like working with details and data rather than ideas. They also prefer working where the lines of authority are clear.

Conventional types describe themselves as:	Conventional types have skills in:	Conventional types enjoy these activities:
<ul style="list-style-type: none"> <li>• Practical</li> <li>• Accurate</li> <li>• Systematic</li> <li>• Structured</li> <li>• Well-organized</li> <li>• Efficient</li> <li>• Obedient</li> <li>• Conscientious</li> </ul>	<ul style="list-style-type: none"> <li>• Collecting things</li> <li>• Playing computer or card games</li> <li>• Managing financial records</li> <li>• Exercising</li> <li>• Arranging and organizing things/events</li> <li>• Working with numbers</li> <li>• Reading magazines</li> <li>• Volunteering for community organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping accurate records</li> <li>• Using a computer</li> <li>• Writing effective business letters and reports</li> <li>• Completing paper work</li> <li>• Organizing information</li> </ul>

### **Career possibilities for Conventional types:**

Accountant, Administrative Assistant, Archivist, Auditor, Benefits Clerk, Bill and Account Collector, Billing Clerk, Bookkeeper, Brokerage Clerk, Budget Analyst, Building Inspector, Buyer, Cashier, Catalog Librarian, Claims Clerk, Collections Agent, Computer Operator, Computer Programmer, Computer Security Specialist, Cost Accountant, Cost Estimator, Court Reporter, Credit Inspector, Customer Service Representative, Customs Inspector, Desktop Publisher, Dispatcher, Financial Analyst, Hospital Records Clerk, Hotel Desk Clerk, Human Resource Specialist, Information/Records Clerk, Insurance Underwriter, Internal Auditor, Legal Secretary, Library Assistant, Loan Officer, Management Analyst, Medical Records Technician, Mortgage Processor, Museum Registrar, Paralegal, Payroll Clerk, Personal Finance Advisor, Proofreader, Purchasing Clerk/Technician, Reservation Agent, Safety Inspector, Securities Sales Agent,

Shipping and Receiving Clerk, Receptionist, Revenue Agent, Statistical Clerk, Stock Clerk, Tax Examiner, Tax Preparer, Ticket Agent, Title Examiner.