Deciding What’s Next: Exploring Your Career Options

Barnard Career Development
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12-1 pm
Career Exploration Process

- Know yourself
  - opening up possibilities

- Research the workforce and careers
  - making your ideas real

- Decide on goals/focus
  - choosing what’s next
Career Shift or Career Change?

- Reflect on Current and Past Jobs
  - what aspects, tasks do you enjoy most? least?
  - what are you best at? worst at?
  - what would you add or take away from your current job to make it better?

- Talk with colleagues and managers
  - where do they see the field going?
  - where will opportunities be in the future?
  - what would be possible next career steps for you?
  - is a shift within the field feasible?
You want to make a change: to what?

- **Exploratory questions**
  - in writing
  - discuss with a friend or family member
  - meet with a career counselor

- **Career assessments**
  - interests
  - personality type
  - skills
  - values
Some Exploratory Questions

- Thinking back to your childhood or adolescence, what's the first thing you remember wanting to be? Why do you think it appealed to you?

- In your volunteer and leadership experiences, what roles do you gravitate toward and enjoy?

- What careers have others suggested for you? What do you think about those suggestions?
More Exploratory Questions

- What occupations/careers have you encountered in fiction or popular culture that draw you in? What’s your sense of the image vs. the reality of those jobs?

- What would be a single descriptor of your most ideal job?

- Is there a job or career you're drawn to or considering, but some part of you says no? What are your reservations?
Exploratory Questions

- Managing negative thoughts
  - Listen for yourself saying “...but I can’t do that” and ask back, “why not?”
  - Try to postpone negative thoughts and practical considerations for now
  - Give yourself permission to consider all options, no matter how “out there” they may feel
    - You’ll get to the practical evaluation of options later!

- Drawing Conclusions
  - Does a theme or pattern emerge?
Career Assessments

- **Personality**
  - Myers-Briggs Type Indicator (MBTI)

- **Interests**
  - Strong Interest Inventory

- **Skills**
  - Various online sites
  - Johnson O’Connor

- **Values**
  - Various checklists/sorts on paper and online
Myers-Briggs Type Indicator (MBTI)

- Results used in a variety of settings
  - Career advising
  - Education
  - Leadership development
  - Team building

- Available through Barnard Career Development
  - Pre-assessment appointment with counselor
    - In-person, phone or Skype
  - $15 fee
  - Taken online, 15-25 minute long series of questions
  - Follow-up appointment to go over the results
Strong Interest Inventory

- Results used primarily for career advising

- Available through Barnard Career Development
  - Short pre-assessment appointment with counselor
    - In-person, phone or Skype
  - $15 fee
  - Taken online, 15-25 minute long series of questions
  - Follow-up appointment to go over the results

- Taking MBTI and Strong together leads to fullest picture
Skills/Aptitude Assessments

- *Motivated* skills are key
  - what you are good at
  - what you *enjoy* doing

- Online sites: self-identified
  - Stewart Cooper Coons motivated skills test
  - Career One Stop skills profiler
  - My Skills My Future transferrable skills finder

- Johnson O’Connor: hands-on testing
  - Three sessions, 7-10 hours total
  - $675-750 fee
Values Assessments

- Can be helpful in clarifying what’s most/least important to you
  - Work-related values such as environment, structure, and motivation
  - Lifestyle-related values such as commute and flexibility in hours
- On-line assessments
  - MyPlan.com values assessment
  - CareerPerfect.com insight work values

- Career Anchors (Harvard Business School)
  - Particularly helpful for career changers
  - Paperback book, available at Amazon.com and Barnes andNoble.com
Ranking Your Values

Rank these three values from most important to least important to you:

- challenging daily responsibilities
- enjoyable daily responsibilities
- predictable daily responsibilities
Ranking Your Values

Rank these three values from most important to least important to you:

- limited or no stress
- fast-paced environment
- independence (limited supervision)
Ranking Your Values

Rank these three values from most important to least important to you:

- security against layoffs/recessions
- easy commute
- high salary
Researching Careers and the Workplace

- “Making it real”
- O*NET and other job information sites
- Using job listing sites for research
- Online salary finders
- Informational interviews
Job/Career Information Sites

- **O*NET OnLine**
  - U.S. Department of Labor compendium of all job titles in the United States
  - Comprehensive profile of each title
  - Related Occupations list particularly helpful in exploring options

- **Occupational Outlook Handbook**
  - U.S. Department of Labor site with information and statistics on job/career prospects

- **Careerzone.ny.gov**
  - New York state government site with career and industry information and tools
Job Listing Sites for Research

- Look for the same job titles you found in O*NET
- See what is actually available
- Assess job descriptions
  - Interesting and appealing to you?
  - Good match for your skills/transferable skills?
- Indeed.com most popular general site at the moment
- Links to additional general and niche sites in our Virtual Library at barnard.edu/cd
LinkedIn for Job Research

- Use advanced search function to enter key words
- Peruse profiles that come up
- Look at people’s work histories, paths to current position
- Click on profiles of companies and organizations of interest
Online Salary Finders

- glassdoor.com
- salary.com
- jobstar.org
- PNP (Professionals for Non-Profits) Staffing Group salary reports
- Additional salary guides listed on Barnard Career Development website
- Check more than one!
Informational Interviewing

• Talk to people in the field(s) you are exploring
  ○ what they like/don't like
  ○ how they got there
  ○ what’s happening in their field
  ○ advice for you
    ▪ What positions within that field would you, or could you, qualify for?
    ▪ What salary range can you expect?
Deciding What’s Next

- After completing your self assessment and career research, narrow your focus to one or two paths

- Gain skills and experience in the new field(s)
  - Add project or volunteer work
  - What training options are available?
    - Skills classes
    - Certification Programs
    - Graduate School Programs

- Time management
  - School/training part time or full time?
  - Work with yourself, not against
Once you have decided on your focus, it’s all about strategy!

- Tailoring your resume, cover letters, and LinkedIn profile to your new focus
- Networking on-line and in-person
- Launching your new job search

(the rest of the series will help you with this!)
Final Thoughts

- Every job search, voluntary or not, is an opportunity to stop and assess/explore what you really want to be doing

- Barnard resources
  - Webinars and workshops
    - Current webinar series January 27– March 2, 2016
    - Next on-campus workshop series April - May 2016
    - Archived PowerPoints and webinars at barnard.edu/cd/alumnae
  - Individual counseling appointments (in-person, phone or Skype)
    - Christine Valenza Shin ’84, Alumnae Counselor
    - Mondays 10am-6pm
    - Wednesdays 9:15am-5pm
    - Thursdays 10am-6pm
    - Call 212-854-2033 to make an appointment
QUESTIONS?