

Kirkwood Community College
Career Services

Career & Education Planning Workbook

**Career Dimensions, Inc.
*All Rights Reserved, 2017***

Table of Contents

Setting up Your FOCUS 2 Career Account	P.3
My Career Planning Readiness Assessment	P.4
Academic Strengths Assessment	P.5
Work Interest Assessment	P.6
Personality Assessment	P.7
Skills Assessment	P.8
Values Assessment	P.9
Leisure Interest Assessment	P.10
Saved Occupations	P.11
Saved Majors	P.12
Combining Assessments to Narrow Down Your Results	P.13
Research Careers	P.14-16
Informational Interviews	P.17-18
Informational Interview Request Letter	P.19
Next Steps	P.20
Career Exploration Steps	P.21

SETTING UP YOUR FOCUS 2 CAREER ACCOUNT

New Users:

Create your account by linking to your college's FOCUS 2 CAREER self-registration page.

<https://www.focus2career.com/Portal/Login.cfm?SID=1443> OR

www.kirkwood.edu/careerservices

Your college's Access Code: **eagles**

USERNAME: _____

PASSWORD: _____

Returning Users:

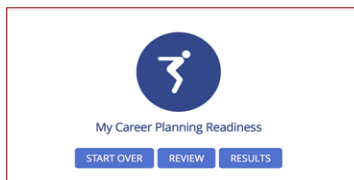
You can log back into your FOCUS 2 CAREER account with your username and password at any time.

If you forget your user name and/or password, go to the FOCUS 2 CAREER login page and click on the link that says "*If you have forgotten your username or password, click here*".

THINGS TO KEEP IN MIND

- FOCUS 2 CAREER always saves your assessment results
- You can change your mind about earlier choices, repeat a section and explore new options
- Your results are stored online and are always available to you and your career counselor/advisor
- **Save the occupations and majors that most appeal to you**
- **Seek the expert advice of your career counselor to enhance your career planning**
- **Please make sure to complete the assessment first, before responding to the questions in your workbook**

MY CAREER PLANNING READINESS ASSESSMENT



The **My Career Planning Readiness** assessment measures your level of involvement in activities that support self-awareness, career exploration and your satisfaction with your career planning. Your results are displayed graphically and verbally.

- **Self-Assessment (Self)** It is important that you are actively involved in self-assessment because it is the most important and the first step in career planning.
- **Career Exploration (Exploration)** It is important that you are actively involved in career exploration because it will help you to discover and understand career options.
- **Career Planning Satisfaction (Planning)** Your career planning satisfaction reflects how ready you are to engage in career planning activities. Obstacles that could interfere with your ability to plan could be financial, family responsibilities, etc. If your **Planning** score is low it would be wise for you to seek help from a career counselor to help you resolve your planning concerns.

After successful completion of the Career Planning Readiness assessment, please respond to the questions below.

What support services are available to you at your college to assist you with career planning readiness?

What action steps will you take to increase your scores in your career planning status assessment?

ACADEMIC STRENGTHS ASSESSMENT

After successful completion of the Academic Strengths assessment, please respond to the questions below.

I do very well in the following:

I do alright in the following:

What is your action plan to take advantage of your academic strengths and address any academic weaknesses that could impact your education plans and future career?

Work Interest Assessment:

The FOCUS 2 CAREER work interest assessment identifies and matches your work interests to occupations and supporting majors at your college.

Historically, the assessment of work interests has been the focal point of the career planning process. The work interest assessment measures your self-reported career interests using a nationally recognized standardized instrument using the RIASEC scales developed by John Holland.

After completing the assessment first, please respond to the following below:

What is your Holland Code? _____

Describe the characteristics of your Holland Code type (top three work interests) and the types of work activities that typically appeal to people with these work interests.

Top Work Interest (description and type of work found appealing)

Second Work Interest (description and type of work found appealing)

Third Work Interest (description and type of work found appealing)

Personality Assessment

The FOCUS 2 CAREER personality assessment utilizes Carl Jung's theory of personality and the research insights surrounding the use of the Myers-Briggs Type Indicator. The assessment measures how a person likes to focus his/her attention, prefers to acquire information, handle information, look at the world, and make decisions.

After completing the assessment first, please respond to the following below:

Describe the characteristics of your personality and the types of work activities that typically appeal to your personality type.

What are your top 3 occupations and why?

1. _____ :

2. _____ :

3. _____ :

Skills Assessment

A skill is defined as the ability to perform an activity proficiently. A skill can be acquired through education, work experience and job training or can be the result of a natural ability. Your skills are matched to occupations and the majors at your college that will support the occupations.

After completing the assessment first, please respond to the following below:

My top three skills:

-
1. _____
 2. _____
 3. _____

What are your top 3 occupations and why?

1. _____ :

2. _____ :

3. _____ :

Values Assessment

An assessment of your values enables you to focus on what is important to you in work and your life. Your values are matched to occupations that you may find satisfying, based on the similarity between your work values and the work values associated with various occupations.

After completing the assessment first, please respond to the following below:

My top three work values:

-
1. _____
 2. _____
 3. _____

What are your top 3 occupations and why?

1. _____ :

2. _____ :

3. _____ :

Leisure Interest Assessment

The leisure interest assessment identifies your top leisure interests and matches your leisure interests to occupations and supporting majors at your college.

After completing the assessment first, please respond to the following below:

Describe your top three leisure preferences and how they relate to occupations.

Top Leisure Interest (description and type of work found appealing)

Second Leisure Interest (description and type of work found appealing)

Third Leisure Interest (description and type of work found appealing)

SAVED OCCUPATIONS:

Ongoing exploration of occupations using the FOCUS 2 CAREER system will help you to make informed decisions about your career and education. Review your saved occupations in your career portfolio. **Be sure to examine the job duties, employment outlook, advancement opportunities, earnings, areas of study and required credentials, etc. associated with an occupation of interest to you.** You can link to professional associations that people in that field are members.

List 5-10 of your favorite occupations that you have saved:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Y___ or N___ Are your preferred occupations in alignment with your assessment results?

Y___ or N___ Are your work interests a good match with the work interests of your favorite occupations? (To answer this question, click an occupation name and examine that occupation's Interest Profile. If you have completed the Work Interest Assessment, the graph will compare your Holland Code to the Holland Code for that occupation)

What questions/comments do you have about the occupation(s) you find appealing?

Do your preferred occupations support your work interests, personality preferences, skills and values? Why are these occupations a good fit for you?

SAVED MAJORS

Review your saved majors in your career portfolio. Click on Make Top Choice to identify the major that is most appealing to you.

List your top choice major and 2-3 other majors that you find appealing:

- _____
- _____
- _____
- _____

Y___ or N___ Do you find the subject matter of your preferred majors appealing?

Y___ or N___ Do you find the occupations associated with your preferred majors appealing?

Y___ or N___ Do your preferred majors match the majors displayed in your self assessment results?

Y___ or N___ Do your preferred majors support your career goals and favorite occupations?

What questions / comments do you have about the major(s) you are considering?

Do your preferred majors support your personality preferences, career interests, skills and values? Why are these majors a good fit for you?

EXPLORE THE POSSIBILITIES:

FOCUS 2 CAREER offers a variety of tools to help you explore occupations and majors:

- Use **What Can I Do with a Major In...?** to learn about the majors offered at your college and the occupations associated with those majors and save those majors that appeal to you
- **Explore Any Area of Study:** Click on any area of study to learn about the specialization areas associated with any major area of study
- **Explore Any Occupation:** Explore over 1,000 occupations
- **Explore Occupations By Job Family:** Explore occupations associated with any industry area
- Use **Compare Any Two Occupations** on the FOCUS 2 CAREER dashboard to compare and contrast occupations

Combining Assessments to Narrow Down Your Results

Combine your assessment results to create a list of best-fit occupations.

Activity: Identify and Explore Occupations that Occur in Multiple Assessments

Complete several of the FOCUS 2 assessments. Click on Combining Assessments and select the assessments that you wish to combine. Print the occupation list that is generated by combining the assessments of your choice and then examine the list.

What are your top 3 occupations and why?

1. _____:

2. _____:

3: _____:

Research

Pick **two careers** you are most interested in researching further. Look at those careers in the OOH and attach a printout of each to this assignment.

Career 1 _____

Career 2 _____

The **Occupational Outlook Handbook (OOH)** is an excellent source of information about careers. Now that you have a list of possible careers from your MBTI results, you will need to use this website to research several careers. Only by reading, researching in-depth and asking questions, can you really begin to understand what each career is about and how each one might “fit” you and your lifestyle choices. To access the OOH and find information about careers:

1. Go to www.bls.gov/oco.
2. When you see this page, you can find the description of careers in several different ways:
 - a. Type the name of the career in the search box (located in the upper right side of the page).

OR

 - b. Use the alphabetical listing to find the title of the career you are looking for (located in the grey box in the middle of the page).

OR

 - c. To find all careers in a general area, click on one of the categories listed on the left side of screen.

The screenshot shows the Occupational Outlook Handbook website. It features a search bar at the top right, a navigation menu on the left, and a main content area with a featured occupation profile for Dentists. Annotations are as follows:

- a.** An arrow points to the search bar at the top right of the page.
- b.** An arrow points to the alphabetical index (A-Z INDEX) at the bottom of the page.
- c.** An arrow points to the Occupation Groups list on the left side of the page.

Career 1: _____

1. How would I spend a typical day at work? What would be the hours? What duties, physical demands, activities, travel, etc. are involved?

2. Training requirements – How long will it take me to get ready to enter the field? What are the education and training requirements?

3. Projections – What is the current and future job market? Are there jobs now and will there be jobs in the future?

4. Salary and benefits – What can be expected?

After reading about this career, how do I feel it “fits” me? **What are the pros and cons of this career for ME?**

Pros	Cons

Career 2: _____

1. How would I spend a typical day at work? What would be the hours? What duties, physical demands, activities, travel, etc. are involved?
2. Training requirements – How long will it take me to get ready to enter the field? What are the education and training requirements?
3. Projections – What is the current and future job market? Are there jobs now and will there be jobs in the future?
4. Salary and benefits – What can be expected?

After reading about this career, how do I feel it “fits” me? **What are the pros and cons of this career for ME?**

Pros	Cons

Informational Interviews

The informational interview is a meeting where you, the job seeker, meet with a professional to obtain advice. The informational interview can be helpful as you make decisions about your potential employers, and expand your professional network. It is best to approach employees in smaller, lesser-known organizations because they generally receive fewer requests for information. Try to schedule your interview with an employee who is in a job close to the one you are seeking. There are a variety of ways to identify who these people might be: ask friends who work for that organization; call the organization and ask for the name of the department head; research the employer using the methods mentioned above; call social and professional associations and ask for names.

Suggested Questions for an Informational Interview

- What was your major in college?
- What academic degrees have you received?
- Would you suggest that a person pursuing this career get additional education?
- What courses have been most useful in your career?
- What was your initial job position after graduating from college?
- Tell me about your path. How many different positions have you held? Is this a typical career path for others in your position?
- Did you have any practical experience, other than college, before beginning your current position?
- What is a typical workday (workweek) like? What kinds of specific activities are you responsible for carrying out?
- What are some of the typical pressure situations you deal with on the job?
- What are the actual number of hours you put in during a typical week?
- Is travel involved with your position?
- Is job relocation frequent in your field?
- What are the major satisfactions of your job? The major frustrations?
- How much flexibility do you have in your job?
- What is the current demand like for this position?
- How is this field likely to be affected by technological changes?
- What personal qualities do you consider important for someone in this field?
- If you could start all over again, in general, would you do anything differently? Different education training? Career? Company?
- Do you know of any other people in this field, who might be willing to visit with me about their experiences?
- What is your job like?
 - A typical day? - What do you do? What are the duties/functions/responsibilities of your job? - What kinds of problems do you deal with? - What kinds of decisions do you make? - What percentage of your time is spent doing what? - How does the time use vary? Are there busy and slow times or is the work activity fairly constant?
 - Why did this type of work interest you, and how did you get started?
 - How did you get your job? What jobs and experiences have led you to your present position?
 - Can you suggest some ways a student could obtain this necessary experience?
 - What are the most important personal satisfactions and dissatisfactions connected with your occupation? What part of this job do you personally find most satisfying? Most challenging? What do you like and not like about working in this industry?

Suggested Questions for an Informational Interview (continued)

- What things did you do before you entered this occupation?
*Which ones have been most helpful? - What other jobs can you get with the same background?
- What are the various jobs in this field or organization?
- Why did you decide to work for this company?
- What do you like most about this company?
- Do you find your job exciting or boring? Why?
- How does your company differ from its competitors?
- Why do customers choose this company?
- Are you optimistic about the company's future and your future with the company?
- What does the company do to contribute to its employees' professional development?
- How does the company make use of technology for internal communication and outside marketing? (Use of e-mail, Internet, intranets, social media, Web page, video conferencing, etc.)
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What is the best way to enter this occupation? - What are the advancement opportunities? - What are the major qualifications for success in this occupation?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- What are the skills that are most important for a position in this field?
- What particular skills or talents are most essential to be effective in your job?
- How did you learn these skills? Did you enter this position through a formal training program? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- How would you describe the working atmosphere and the people with whom you work?
- Is there a basic philosophy of the company or organization and, if so, what is it? (Is it a people-, service- or product-oriented business?)
- What can you tell me about the corporate culture?
- What is the average length of time for an employee to stay in the job you hold?
- Are there incentives or disincentives for staying in the same job?
- Is there flexibility related to dress, work hours, vacation schedule, place of residence, etc.?
- What work-related values are strongest in this type of work (security, high income, variety, independence)?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- What are the typical entry-level job titles and functions? What entry-level jobs are best for learning as much as possible?
- Who is the department head or supervisor for this job? Where do you and your supervisor fit into the organizational structure?
- Who else do you know who is doing similar kinds of work or uses similar skills? What other kinds of organizations hire people to perform the functions you do here? Do you know of other people whom I might talk to who have similar jobs?

Informational Interview Request Letter

377 Collingwood St.
Marion, IA 52302
May 6, 20XX

Terry Brooks
Telecommunications Consultant
D and D Corporation
6621 Lexington Rd
Cedar Rapids, IA 52402

Dear Mr. Brooks:

I'm a recent student at Kirkwood Community College going through the career exploration process and currently researching the field of accounting to better understand if it could be the right career for me. I'm wanting to learn more about what's going on in the field by talking to people who are currently working in the industry. I've researched your company and I'm very interested in meeting with you to learn more about the field of accounting.

It would be great to meet with you and see what you do. You might be able to offer some professional advice for someone who is considering this field as their career. I promise to only take 15-20 minutes of your valuable time. Would you be willing to help me out?

I would greatly appreciate any advice you might be able to give me. I will call you next week to follow up or you may contact me at (319) 378-5454 or by email at lwilson25@yahoo.com.

Thank you for your time.
Sincerely,

Liam Wilson

Liam Wilson

Next Steps:

CREATE A PLAN TO ACHIEVE YOUR OBJECTIVES



To assure systematic progress toward your goals, it is helpful to have an “Action Plan”. **Complete the TAKE ACTION on the FOCUS 2 CAREER Dashboard to record your education plans, professional development plans and experiences you will pursue to support your career development.** As you build your career development plan, you will want to reflect upon your long term goals and the immediate steps you will take in the short term to achieve your goals. Follow these steps to help you work towards your goals:

- Step 1: Define your goal
- Step 2: List specific action steps
- Step 3: Identify resources that can help you achieve your goal
- Step 4: Set deadlines
- Step 5: Identify obstacles
- Step 6: Adapt as needed

Career Exploration Steps:

The Career Exploration Steps are designed to assist you in developing a career that is consistent with your interests, abilities, knowledge, experiences, personality and values. The process involves charting a schedule of action and then adjusting it when new information becomes available. Career planning draws upon five major steps:

1: Self Exploration

It's important to start with asking “**who am I?**” Evaluate your strengths and weaknesses, transferable skills and interests. Resources: *FOCUS 2, Career Coach*

2: Meet with a counselor in the Dean of Students office to interpret information

You should always meet with a Kirkwood counselor after completing the self-exploration process and assessments. They will help to interpret the results of your assessments, and ask you the important questions to help narrow down the list of occupations/careers that are looking like a good fit.

3: Career Exploration

The next question in the process is “**where am I going?**” Do career research such as labor market information and develop some short and long range goals.

Resources: [Career Coach](#), [Inside Jobs](#), [What can I do with this major?](#), [informational interviews](#)

4: Career Affirmation

Meet with a counselor in the Dean of Students office to interpret information and discuss the job shadow/informational interview experience. www.kirkwood.edu/careerservices

5: Career Preparation

The last question to ask yourself is “**how do I get there?**” What is the education and training necessary, the skills to develop and possible obstacles and strategies.

Resources: Attend Kirkwood's career services workshops:
www.kirkwood.edu/careerservices

To make a follow-up appointment with a counselor, at Kirkwood Community College Career Services, stop by Iowa Hall 108, or call 319-398-5540.

Danielle Ebaugh
Career Services Coordinator
319-398-5689
Danielle.ebaugh@kirkwood.edu

Morris Pounds
Career Counselor
319-398-5654
morris.pounds@kirkwood.edu

