

CAREER DEVELOPMENT PACKET

CAS CAREER SERVICES



CAREER SERVICES
College of Arts and Sciences

MAKE APPOINTMENTS AT:
[CAS.OKSTATE.EDU/CAREERS](https://cas.okstate.edu/careers)

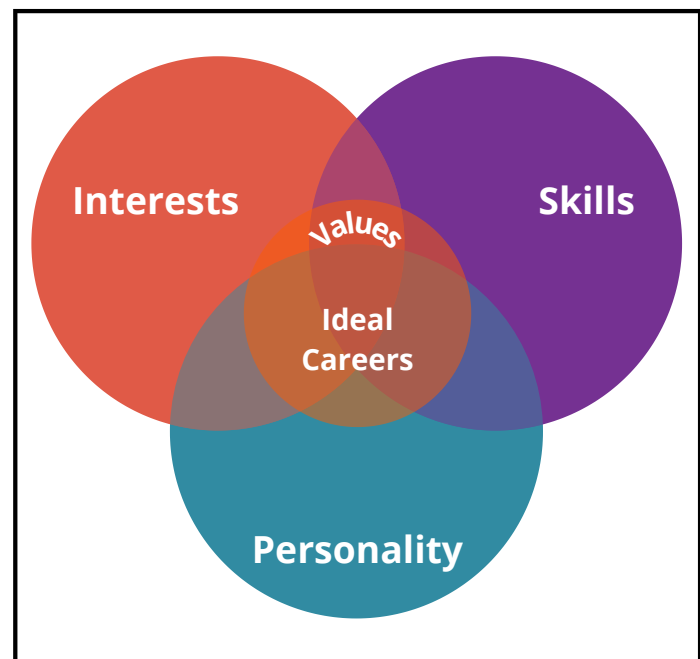
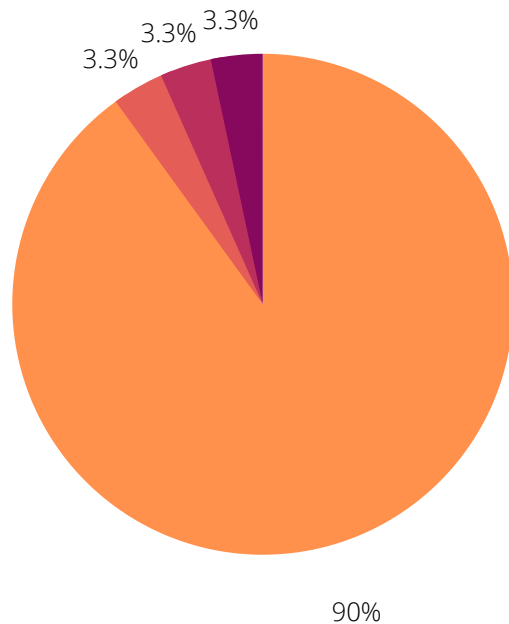
INTRODUCTION

This packet is designed to help you stay organized and to give you some direction in your search for the perfect major or career. It includes introductory information about career development, assessment instructions for each of the **3 FREE assessments** offered by OSU, and space to record and explore your results. It is recommended that you visit with a Career Consultant in order to go over your results and explore other information. We can help guide you through this process so that it is less overwhelming and more effective! If you'd like to make an appointment with us, visit HireOSUGrads.com and click on "**Make an Appointment.**" We look forward to helping you!

MAJOR DECISION

Career Decision Making

| | |
|-------------------|-------|
| Values/Motivation | 90% |
| Interests | 3.33% |
| Skills | 3.33% |
| Personality | 3.33% |



SELF-EXPLORATION

Questions to ask yourself for self-exploration:

- **Interests**

- What activities do you enjoy participating in?
- What topics do you enjoy reading about?
- What do you like to do with your free time?

- **Skills & Achievements**

- What are you good at?
- Are there subjects, topics or tasks that "come easy" to you?
- In what academic areas do you show the greatest level of achievement?

- **Personality**

- How do you best focus your attention & energy?
- How do you best take in information?
- How do you prefer to make decisions?
- How do you see the world around you?

- **Beliefs & Values**

- What is your ideal work environment?
- What do you want to put into and get out of a job?
- What is most important to you in a job?
- What is most important to you at home?

RESOURCES


The following are resources you can utilize to learn more about potential career options, including information about available positions, career descriptions, employment trends, and wages.

- **HireOSUgrads.com**
 - sponsored by OSU Career Services; includes full/part-time, internships, etc.
- **O*NET (onetonline.org) & CareerOneStop.org**
 - sponsored by the U.S. Department of Labor; provides occupation profiles
- **Glassdoor.com**
 - National job postings, company reviews, salary information, etc.

ASSESSMENTS


The following are assessments available through OSU Career Services you can utilize to learn more about your personality, values, interests, and skills/abilities.

| <p>FREE Assessments: You can access on HireOSUgrads.com</p> | <p>Premium Assessments: You can access these by making an appointment with a Career Consultant.</p> |
|--|--|
| <ul style="list-style-type: none"> • Focus2 <ul style="list-style-type: none"> ◦ career & education planning system designed to help you choose a major, build career goals & learn job information • TruTalent <ul style="list-style-type: none"> ◦ personality assessment & learn about the link between personalities and careers • Kuder <ul style="list-style-type: none"> ◦ interest, skills, & work values assessments with portfolio development, & comprehensive education & occupational exploration resources | <ul style="list-style-type: none"> • Strong Interest Inventory <ul style="list-style-type: none"> ◦ assesses interests, not skills or abilities • Myers-Briggs Type Indicator <ul style="list-style-type: none"> ◦ identifies 16 personality types that can be used to describe people. • CliftonStrengths <ul style="list-style-type: none"> ◦ designed by Gallup, gives you the opportunity to develop strengths by building on your greatest talents - the way you naturally think, feel and behave as a unique individual. |




Free
FOCUS 2 is an online, interactive, career and education planning system designed to help you choose a major, build career goals and learn job information.

New User: [Register here](#). Existing User: [Login here](#).



Free
Do you want to find ideas of what you could do and would enjoy based on your personality? Take the TruTalent Personality assessment and learn about the link between personalities and careers.

New User: Obtain your access code [here](#).
Existing User: [Visit the TruTalent site at Human eSources](#).



Free
Kuder Journey is an innovative, internet-based system combining research-based interest, skills, and work values assessments with portfolio development, and comprehensive educational and occupational exploration resources.

To access Kuder Journey, [create a free account at OKCareerGuide](#).
Used Kuder before 10/1/2015? [Access your account here](#).



CREATE YOUR ACCOUNT

- You can click on the "**Explore Careers**" tab on HireOSUgrads.com and scroll down to find the link to Focus2
- New Users will click on the "**Register Here**" link
- Fill out all of the information and click continue
- Select your security questions then click "**Submit**"
- Now you are ready to start the assessments

| | |
|--------------|----------------|
| Access Code: | gopokes |
|--------------|----------------|

| | |
|------------|----------------------|
| User Name: | Preferred: OSU email |
| Password: | |

TAKE THE ASSESSMENTS

3 Career Planning Foundations Assessments

- My Career Planning Involvement
- My Academic Strengths
- Am I Career Ready?

5 Self Assessments

- Work Interest
- Personality
- Leisure
- Values
- Skills

Explore the Possibilities

Use these tools for ongoing career and education exploration

Take Action

Create a road map of your academic and career development activities

REVIEW YOUR RESULTS

- **The Career Planning Foundations** assessments will help you assess where your strengths and weaknesses are so you can focus on development.
- After completing the Self Assessment, select "**Combine Assessments**" to view what occupations are closely related to your skills. You can combine all of the assessments or choose the ones that you identify with most.
- Check out the "**Explore the Possibilities**" section to explore majors and occupations and the "**Take Action**" section to create a career road map.
- It is recommended that you make an appointment with an OSU Career Consultant by clicking "**Make an Appointment**" on HireOSUgrads.com for assistance in reviewing and interpreting your results.

CREATE YOUR ACCOUNT & TAKE THE ASSESSMENT



- Choose "**Explore Careers**" under the students/alumni page on HireOSUgrads.com
- Utilize the "**Visit the TruTalent**" link
- Choose "**Register New Account**"
- Provide access key: _____
- Proceed with registration by providing all information requested.
- Take the assessment.

| | |
|-------------------|--|
| User Name: | |
| Password: | |

REVIEW YOUR RESULTS

- Your results come in the form of a 4 letter personality type indicator. You can see what the letters mean below.
- It is recommended that you make an appointment with an OSU Career Consultant by clicking "Make an Appointment" at HireOSUgrads.com for assistance in reviewing and interpreting your results.
 - Please bring a print out of your results to your appointment.

| | |
|-------------------------------|--|
| Your Personality Code: | |
|-------------------------------|--|

OVERVIEW OF PERSONALITY PREFERENCE

| | | | | |
|--|----------|--|----------|--|
| Where you focus your attention | E | Extroversion People who prefer extroversion tend to focus on the outer world of people & activity. | I | Introversion People who prefer introversion tend to focus on the inner world of ideas & impressions. |
| The way you take in information | S | Sensing People who prefer Sensing tend to take in information through the 5 senses & focus on the here & now | N | Intuition: People who prefer intuition tend to take in information from patterns & the big picture & focus on future possibilities. |
| The way you make decisions | T | Thinking People who prefer Thinking tend to make decisions based primarily on logic & on objective analysis of cause and effect. | F | Feeling People who prefer Feeling tend to make decisions based primarily on values & on subjective evaluation of person-centered concerns. |
| How you deal with the outer world | J | Judging People who prefer Judging tend to like a planned & organized approach to life & want to have things settled. | P | Perceiving People who prefer Perceiving tend to like a flexible & spontaneous approach to life & want to keep their options open. |



CREATE YOUR ACCOUNT

- You can either click on the "**Explore Careers**" tab on [HireOSUgrads.com](https://hireosugrads.com) and scroll down to find the link to Kuder Journey or go to OKCareerGuide at <https://okcareerguide.kuder.com>
- Under "**Get Started Today!**" click "**Create an Account**"
- From the drop down menu select "**I am a college student**"
- Input your current grade level and graduation year
- Choose Public University and Oklahoma State University-Stillwater
- Enter additional information in the following steps
- Create your username and password

| | |
|------------|--|
| User Name: | |
| Password: | |

TAKE THE ASSESSMENTS

- Career Interests
- Skills Confidence
- Work Values Inventory

REVIEW YOUR RESULTS

- It's helpful to know that Kuder Journey categorizes occupations by grouping them into **16 National Clusters**. Each of these Clusters has a number of Pathways and under those Pathways are a number of Occupations or Programs of Study.
- Once you complete the assessments, you can organize your information in the **Results and Reflection** portion of this packet.
- It is recommended that you make an appointment with an OSU Career Consultant by clicking "**Make an Appointment**" on [HireOSUgrads.com](https://hireosugrads.com) for assistance in reviewing and interpreting your results.

RESULTS

| Focus2 (Skills Assessment & top occupation) | TruTalent (Personality Type) | Kuder (Top 2 Interests, Skills, & Values) |
|--|---------------------------------|--|
| Work Code: _____ | _____ | Interests: _____ |
| Leisure Code: _____ | _____ | Skills: _____ |
| Occupation: _____ | _____ | Values: _____ |

PERSONALITY

| | |
|--|--|
| List characteristics from the descriptions of your personality (TruTalent) that sound like you: | List characteristics from the descriptions of your personality (TruTalent) that DO NOT sound like you: |
| | |

VALUES

Choose the **top 3 values** from your Kuder Journey assessment that are most important to you and rank them. Then explain what each value means in your own words.

Value 1: _____ It means: _____

Value 2: _____ It means: _____

Value 3: _____ It means: _____

INTERESTS/SKILLS

Kuder journey categorizes occupations by grouping them into 16 National Clusters. Each of those Clusters has a number of Pathways. Under those Pathways are a number of Occupations or Programs of Study. Kuder Interests and Skills identifies the top 5 Pathways based on your perspective interests and skills.

Which of the **16 Career Clusters** do your Pathways, based on your interests and skills, fall into most often?

Career Cluster 1: _____

Career Cluster 2: _____

Career Cluster 3: _____

INTERESTS/SKILL

Pick 5 Pathways underneath any of the **3 Clusters listed** on the previous page that interest you most and explore the Occupations and Programs of Study. Take notes based on the questions below.

Pathway 1: _____

Pathway 2: _____

Pathway 3: _____

Pathway 4: _____

Pathway 5: _____

- What do these Pathways or Occupations have in common?
- What do I like about each of the Pathways/Occupations? What don't I like?
- Am I clicking on similar Occupations over and over again?
- What did I spend the most time reading about?
- How did I feel when reading about each Occupation?
- Do one or two Occupations stand out to me?

LIST YOUR TOP 5 POTENTIAL CAREER FIELDS OR OCCUPATIONS

1: _____

2: _____

3: _____

4: _____

5: _____