

### Career Exploration & Planning

#### Perform a self-assessment

Consider the following questions:

- What are one's interests: What do you like to do?
- What are one's skills: What do you do well?
- What are one's strengths: What can you offer to an employer?
- What are one's values: What is important to you?
- What are your personality traits: How do they translate into an occupation?
- What are one's job preferences or criteria: What do you want your job "to look like"?

#### Know the types of skills/strengths you have to offer from the following categories

- *Skills you have learned through your major and degree*  
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager  
\*In these professions you tend to be trained in specifics
- *Transferable Skills*: Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.  
Examples: written and oral communication skills; the ability to research, analyze, critique, problem-solve
- *Personal Characteristics*  
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, flexibility

#### Know Yourself and Know Your Career Goals

Interests: What do you like to do?

- What activities were involved in growing up? How do you spend your free time? What are your hobbies? If there are activities you enjoy, then consider these your interests.

Skills: What are you good at doing?

- Sit down and start by making a list of your strengths. What have former supervisors or coworkers complimented you on? When do you feel proud of yourself for a job well-done? What do your friends and family tell you they appreciate about you?

Work Values: What is important to you?

- Think about your next job. Whether it is an internship or full-time position. What will you need in that experience for it to be satisfying?

Some examples may be...

- |                                    |                          |                       |
|------------------------------------|--------------------------|-----------------------|
| - Fit with career goals            | - Distance from home     | - Training program    |
| - Room to grow with company        | - Pay vs. cost of living | - Size of city        |
| - Opportunity to go back to school | - Fit with co-workers    | - Setting/environment |

#### Identify Sources for Job Openings

##### Local

- **211 Impact**

A comprehensive database of information on family, health, and human service resources in Milwaukee County with information on over 4,000 agencies and programs in the greater Milwaukee area. Please send an e-mail requesting the password to: [career.services@marquette.edu](mailto:career.services@marquette.edu)

- **Government:**
  - Federal Government** website: [www.usajobs.gov](http://www.usajobs.gov)  
Official website of U.S. Federal Government. List thousands of job openings. Best to Do a “Key Search.”
  - [www.makingthedifference.org](http://www.makingthedifference.org) – Job information source for Federal jobs and internships. Where to find them, how to get them.
- **Nonprofit Job Sites:** (among many to be found on the internet)
  - **Riley Guide** nonprofit page [www.rileyguide.com/nonprof.html](http://www.rileyguide.com/nonprof.html)
  - **Guidestar** The national database of nonprofits: [www.guidestar.org](http://www.guidestar.org)
  - **One World** <http://us.oneworld.net/>
  - **NGOs and the United Nations Department of Public Information**  
<http://www.un.org/dpi/ngosection/brochure.htm>
  - **Global Policy Forum** <http://www.globalpolicy.org/ngos/research.htm>
  - **Idealist.org** <http://www.idealist.org>

#### Career Gateway ([www.marquette.edu/csc](http://www.marquette.edu/csc))

- **Golden Eagle Search**  
This Job Search Portal has over 5 million *national* job postings that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.
- **Vault Career Library**  
Vault is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. Resources include:
  - 80+ Career Guides
  - 3,000+ Company Profiles
  - 1,100+ Vault Career Advice Articles
  - Industry and Occupational Profiles
  - Access to the Vault
- **Career Alumni Network**  
The Career Alumni Network, can assist you in many ways; whether you are researching career fields or seeking a position in a particular state, industry, or organization.
- **ReferenceUSA**  
Reference USA is a database of 12 million companies and organizations. It is searchable by geographic location, business type, company size, etc.

#### MU Career Manager ([www.marquette.edu/csc](http://www.marquette.edu/csc))

Marquette University Career Services Center’s online system serving MU students and alumni for full-time and internship positions locally and regionally. Students and alumni are encouraged to submit their resume for inclusion in the MU Career Manager program.

#### Set goals and time commitments

Finding a job is a full-time job. It can take between three to six months of ACTIVE job searching to find a position. Set weekly goals for working on your job search. Schedule three-five hours per week. Plan to spend an afternoon in the Career Services Center to conduct research and to keep motivated

#### Know the Four Stages of the Job Search

1. Organizations are always looking for top employees
2. Employers often do not know someone is leaving but friends or staff do

3. Employer know and advertise positions internally first
4. Employer advertises through newspapers, field publications or on the internet

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*Some goals may be...*

- Send “cold letters” to former clinical sites that you enjoyed
- Create a list of contacts in areas to which you are interested in relocating
- Send a cold letter and resume
- Spend time each weekend responding to any new position openings

*Narrow your focus to certain organizations and employers*

- Don’t send 100 letters but rather focus on 20 employers, key organizations that interest you
- Spend several hours researching each organization
- Spend several hours:
  - Networking for information, advice and referrals
  - Developing resumes and cover letters and delivering them to the appropriate hiring personnel
  - Following up with letters, phone calls, faxes and e-mails

### Develop effective interview skills

If an interviewer were to ask one question, would you be ready? “Why Should I Hire You?”

Know what you have to offer and be ready to articulate your strengths, abilities and experience

Be prepared for “behavioral interviewing” questions like:

Tell me about a time when...

- you had a problem and how you dealt with it
- you went above and beyond what was necessary
- you had a problem with a co-worker or a supervisor

Different types of interviews:

- Telephone screening
- Second interview or organization interview (company visit)
- Panel interviews

The best way to be prepared is to anticipate the questions

At the interviews make a good impression verbally and non-verbally

### Follow up within five working days

- Call to see if the organization has received your resume
- Ask when you can expect to hear from them
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

### Start Out on the right foot by “doing the right thing” with your new boss

Send thank you letters.

- Express genuine appreciation for employee trust in you
- Reaffirm your commitment to the organization
- Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization