Step Into Your Career Fit

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“Congratulations! Today is your day. 
You’re off to great places! 
You’re off and away!
You have brains in your head
and feet in your shoes.
You can steer yourself
any direction you choose!”
-Dr. Seuss

Many people spend more time selecting a pair of shoes than they do choosing a career path. Some pursue a direction because it is expected of them. Others decide by the prestige of the job title or the amount of money to be made. Still others simply close their eyes and blindly pick what they hope is a good match. How have you decided in the past and what will you do differently now? You wouldn’t wear shoes that are two sizes too small, so why would you choose a career that doesn’t fit?

There is no magic formula to help you choose a career path that fits who you are. Only you can figure that out. Think of your career growth as a process, much like shoe-shopping. Combine your shopping savvy and career aspirations with the resources and exercises found here and you’re on your way to finding the right career fit!
Determine Your Size

Many of us try to fit into a job, a career, or even a lifestyle which does not accurately reflect who we are, because we don’t know who we are. Are you defining yourself by a job title and the roles that you play (spouse, parent, child, sibling, student, worker, etc) without really knowing your interests, goals, skills, strengths, and values? If you are unaware of what matters most to you, you can’t realistically examine all your options.

Take some to honestly explore who you are and what you have to offer. If you take the time to define yourself now, then finding your fit will be much easier. If you know that you wear a size 9 shoe, you don’t spend valuable time and energy shopping in the size 7 aisle. Instead, you concentrate on all the great choices in and around your size 9 (8 ½, 9 ½) just to be sure.

In order to assist you in identifying your “size,” we have included some exercises here to help you identify your interests, strengths, values, and goals.

Shield Exercise (I am proud…)

I am proud that

I am proud that

I am proud that

Coat of Arms

Without concern for artistic results, fill in the six areas of the drawing on the next page to make your own personal “coat of arms.”
1. Draw two things you do well.

2. Draw your "psychological" home - the place where you feel at home.

3. Draw your greatest success in life.

4. Draw the three people most influential in your life.

Draw what you would do with one year left to live.

6. Write the three words you would like said about you.
The list on this page represents strengths that make a difference in various types of jobs.

1. Check the ones that you think describe you, as you are now.
2. Then, look back over the list and place a star (*) next to those strengths you want to develop.

**MY STRENGTHS**

- able to deal with many details
- accept criticism
- accurate
- active
- adaptive
- adventurous
- affectionate
- alert
- ambitious
- analytical
- argue well
- artistic
- assertive
- attractive
- broadminded
- businesslike
- calm
- capable
- careful
- cautious
- cheerful
- clear thinker
- clever
- competent
- confident
- conscious
- considerate
- cooperative
- creative
- curious
- decision maker
- demonstrative
- dependable
- determined
- dextrous
- dignified
- easy-going
- efficient
- energetic
- enthusiastic
- expressive
- eye for detail
- fair minded
- farsighted
- firm
- flexible
- forceful
- frank
- friendly
- generous
- gentle
- good-natured
- good memory
- healthy
- helpful
- honest
- humorous
- idealistic
- imaginative
- independent
- inquisitive
- inspiring
- intelligent
- inventive
- just
- kind
- knowledgeable
- logical
- loyal
- mature
- methodical
- meticulous
- modest
- motivated
- natural
- obedient
- open minded
- optimistic
- orderly
- organized
- patient
- persuasive
- pleasant
- precise
- problem solver
- purposeful
- quick to act
- realistic
- receptive
- relate to others
- reliable
- reserved
- resourceful
- responsible
- risk taker
- scholarly
- seek change
- self-confident
- sensible
- sensitive
- serious
- sharp witted
- social
- stable
- steadfast
- strong
- stylish
- tactful
- thorough
- thrifty
- tough
- unassuming
- understanding
- verbal
- versatile
- vigorous
- warm
- witty
- expressive
- Other:
3. You may also find it useful and interesting to ask a friend or family member to help you identify your strengths. You may want to learn how others see you, and compare their views with how you see yourself.

What STRENGTHS do you think ______________________________ has?

___ able to deal with many details
___ accept criticism  ___ eye for detail
___ accurate
___ active
___ adaptive
___ adventurous
___ affectionate
___ alert
___ ambitious
___ analytical
___ argue well
___ artistic
___ assertive
___ attractive
___ broadminded
___ businesslike
___ calm
___ capable
___ careful
___ cautious
___ cheerful
___ clear thinker
___ clever
___ competent
___ confident
___ conscious
___ considerate
___ cooperative
___ creative
___ curious
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___ dependable
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___ enthusiastic
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___ persuasive
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___ problem solver
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___ social
___ stable
___ steadfast
___ strong
___ stylish
___ tactful
___ thorough
___ thrifty
___ tough
___ unassuming
___ understanding
___ verbal
___ versatile
___ vigorous
___ warm
___ witty
Other:
___
___
Consider which of your personal characteristics may be impeding your success. What attitudes, beliefs, fears, or behaviors work against you in your professional life and prevent you from achieving your goals? Being aware of positive and negative attributes will enable you either to eliminate characteristics that impede your professional success or to select a job or career in which both your positive and negative attributes are valued and appreciated.

At work it is difficult for me to (check all that apply):

- Control my feelings
- Be open minded
- Stop complaining
- Avoid being defensive
- Compete with others
- Develop reasonable expectations
- Express anger
- Generate alternatives
- Manage details
- Plan ahead
- Relate to others
- Sell myself
- Sustain concentration
- Defer to authority
- Repress envy of others
- Ignore what others think of me
- Stay healthy
- See humor
- Avoid conflict
- Be dependable
- Be neat
- Anticipate problems
- Be involved
- Make decisions
- Manage stress
- Share power
- Hide my anxiety
- Speak up in public
- Accept criticism
- Deal with ambiguity
- Avoid fault finding
- Make commitments
- Act confident
- Admit mistakes
- Value my contribution
- Accept responsibility
- Remain motivated
- Be myself
- Act diplomatically
- Be flexible
- Be patient
- Interact socially
- Accept the “new”
- Resist judging others
- Exhibit enthusiasm
- Forgive others
- Depersonalize things
- Say “no”
- Follow rules
- Understand politics
Personal Interests Inventory
(Adapted with permission from BYU Career Services)

Your interests are a reflection of what gives you enjoyment. This exercise takes into account a number of areas to consider when identifying what is or is not important to you. Please answer these questions as completely as possible and do NOT limit your answers to the space allotted for the response.

1. What would you do with your life is money was not an issue?

2. What organizations or causes would inspire you to contribute generously with your money or time? Why?

3. If time were not an issue, what hobbies or activities would you pursue or like to pursue more frequently? Why?

4. Outside of the required reading for work, what do you regularly read for pleasure? What interests are reflected by this?

5. Looking at your lifestyle (actual or aspired), how do you think it reflects your personal interests?

6. What do you dream about? What interests do your dreams suggest that you have?

7. What are some ways that you can/will maintain your personal interests?
VALUES – Values are beliefs that are held so strongly, they guide your actions. With a little bit of exploring, you will discover that you have your own unique structure of personal values. There are things that you feel are vital for your own career satisfaction, as well as your more general personal satisfaction. If you are able to articulate your value structure and utilize it while choosing jobs, careers, and industries, then you will probably gain greater satisfaction from your work.

Following is a descriptive list and definitions of some basic values that may satisfy people in their work. Rate each value according to the degree of importance it has to you in your life.

1 – not important at all  2 – not very important  3 – reasonably important  4 – very important in my choice

<table>
<thead>
<tr>
<th>Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability utilization</td>
<td>Making full use of learned skills and individual abilities</td>
</tr>
<tr>
<td>Achievement</td>
<td>Getting a feeling of accomplishment, knowing you have done well</td>
</tr>
<tr>
<td>Advancement</td>
<td>Having a chance for promotion and better pay</td>
</tr>
<tr>
<td>Aesthetics</td>
<td>Caring about beauty and harmony</td>
</tr>
<tr>
<td>Affiliation</td>
<td>Belonging to a particular group or organization</td>
</tr>
<tr>
<td>Authority</td>
<td>Having coworkers asking me for direction and advice</td>
</tr>
<tr>
<td>Change and Variety</td>
<td>Having the opportunity to do interesting and changing work, being busy</td>
</tr>
<tr>
<td>Community</td>
<td>Having the opportunity to be involved in community affairs</td>
</tr>
<tr>
<td>Competition</td>
<td>Working in an environment where there are clear win and lose outcomes</td>
</tr>
<tr>
<td>Creativity</td>
<td>Creating new ideas, programs or organizational structures</td>
</tr>
<tr>
<td>Economic Return</td>
<td>Being able to accumulate large amounts of money</td>
</tr>
<tr>
<td>Education</td>
<td>Appreciating learning and the educational environment</td>
</tr>
<tr>
<td>Family</td>
<td>Caring about parents, children, spouse, relatives, pets</td>
</tr>
<tr>
<td>Freedom</td>
<td>Having free choice of thoughts, actions, and lifestyle</td>
</tr>
<tr>
<td>Friendship</td>
<td>Developing close personal relationships with coworkers, getting along well</td>
</tr>
<tr>
<td>Helping</td>
<td>Helping other people in a direct way, contributing to the betterment of society/the world</td>
</tr>
<tr>
<td>Independence</td>
<td>Having a large amount of freedom on the job, working without supervision</td>
</tr>
<tr>
<td>Influence</td>
<td>Being in the position to change attitudes or opinions of other people</td>
</tr>
<tr>
<td>Integrity</td>
<td>Displaying behavior consistent with and illustrative of your personal beliefs</td>
</tr>
<tr>
<td>Intellectual status</td>
<td>Being an expert in a given field</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Having the opportunity to pursue knowledge, truth or understanding</td>
</tr>
<tr>
<td>Location</td>
<td>Living in a community that offers a certain cultural and social experience (urban vs. rural)</td>
</tr>
<tr>
<td>Leisure</td>
<td>Enjoying a lot of free time, traveling, not having to work too long</td>
</tr>
<tr>
<td>Lifestyle</td>
<td>Living in a prestigious and expensive place, in an upscale neighborhood</td>
</tr>
<tr>
<td>Loyalty</td>
<td>Showing devotion to someone or something</td>
</tr>
<tr>
<td>Management</td>
<td>Planning and supervising work, making decisions</td>
</tr>
<tr>
<td>Power</td>
<td>Controlling the work or destination of other people</td>
</tr>
<tr>
<td>Public contact</td>
<td>Having a lot of day-to-day contact with people</td>
</tr>
<tr>
<td>Quality</td>
<td>Producing quality work</td>
</tr>
<tr>
<td>Recognition</td>
<td>Gaining respect and admiration for the quality of my work</td>
</tr>
<tr>
<td>Security</td>
<td>Being assured of steady employment and reasonable pay</td>
</tr>
<tr>
<td>Stability</td>
<td>Having a routine, predictably and lasting job</td>
</tr>
<tr>
<td>Supervision</td>
<td>Directing and being responsible for the work of others</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Having close working relationships with a group, promoting harmony</td>
</tr>
<tr>
<td>Working Conditions</td>
<td>Have good physical working conditions</td>
</tr>
</tbody>
</table>

Now go back through your list and find the values you rated as 4’s (very important). Write them down. (If you have more than ten 4’s, try to cut your list down.)

_________________________  _________________________        _________________________
_________________________   _________________________        _________________________
_________________________  _________________________        _________________________

As you explore various career options, you will find that some industries are more in line with your values than others. Keeping your most important values in mind will help clarify what you truly need out of a work environment.
Each of the following statements represents one of the work values defined above. This exercise will give you the opportunity to identify and prioritize work values. Read each statement carefully, and indicate how important it is to you by circling the appropriate number.

5 means “Very Important”
4 means “Important”
3 means “Moderately Important”
2 means “Of Little Importance”
1 means “Unimportant”

I am most satisfied with work that:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requiring me to solve new problems.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Allows me to help others.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Provides reasonable monetary rewards.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Provides variety.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Allows me to act independently.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Is considered prestigious.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Requires creative ability.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Invokes teamwork</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Provides job security.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Allows me to be myself.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Is evaluated by a supervisor who is fair.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Is in a pleasant setting.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Gives a feeling of having done a good day’s work.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Gives me authority over others.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Allows me to try out new ideas and theories.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Allows me to create original work.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Leaves the feeling that I have done a good job.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Is managed by a reasonable boss.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td>Is unlikely to be eliminated.</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>Adds beauty to the world.</td>
</tr>
<tr>
<td>21</td>
<td>Allows me to make my own decisions.</td>
</tr>
<tr>
<td>22</td>
<td>Provides pay increases even with the cost of living.</td>
</tr>
<tr>
<td>23</td>
<td>Is mentally challenging.</td>
</tr>
<tr>
<td>24</td>
<td>Allows me to use my leadership ability.</td>
</tr>
<tr>
<td>25</td>
<td>Has adequate lounge, toilet, and other facilities.</td>
</tr>
<tr>
<td>26</td>
<td>Allows me a life outside work that I like.</td>
</tr>
<tr>
<td>27</td>
<td>Allows me to form friendships with co-workers.</td>
</tr>
<tr>
<td>28</td>
<td>Is considered important by others.</td>
</tr>
<tr>
<td>29</td>
<td>Does not require repetitive tasks.</td>
</tr>
<tr>
<td>30</td>
<td>Gives me the feeling that I have helped others.</td>
</tr>
<tr>
<td>31</td>
<td>Adds to the well-being of other people.</td>
</tr>
<tr>
<td>32</td>
<td>Allows me to do many different things.</td>
</tr>
<tr>
<td>33</td>
<td>Is respected by others.</td>
</tr>
<tr>
<td>34</td>
<td>Allows good relations with fellow workers.</td>
</tr>
<tr>
<td>35</td>
<td>Allows me to lead the kind of life I enjoy.</td>
</tr>
<tr>
<td>36</td>
<td>Provides good working conditions.</td>
</tr>
<tr>
<td>37</td>
<td>Requires that I organize others.</td>
</tr>
<tr>
<td>38</td>
<td>Requires me to be mentally alert.</td>
</tr>
<tr>
<td>39</td>
<td>Pays me well enough to live.</td>
</tr>
<tr>
<td>40</td>
<td>Allows me to be my own boss.</td>
</tr>
<tr>
<td>41</td>
<td>Work results in quality work products.</td>
</tr>
<tr>
<td>42</td>
<td>Gives alternative job opportunities if present job ends.</td>
</tr>
<tr>
<td>43</td>
<td>Is supervised by a considerate person.</td>
</tr>
<tr>
<td>44</td>
<td>Makes me feel like I have accomplished something.</td>
</tr>
<tr>
<td>45</td>
<td>Allows me to contribute new ideas.</td>
</tr>
</tbody>
</table>
**Scoring instructions for Work Values Inventory**

Record next to each item the number you circled on the corresponding Work Values Inventory Exercise. Next, record below the total of the items for each scale. Finally, list your top three work values (the scales with the top three totals) from highest to lowest. Also, list your bottom three work values.

<table>
<thead>
<tr>
<th>SCALES</th>
<th>ITEMS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creativity</td>
<td>15___ 16___ 45 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Management</td>
<td>14___ 24___ 37 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Achievement</td>
<td>13___ 17___ 44 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Surroundings</td>
<td>12___ 25___ 36 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Supervisory Relations</td>
<td>11___ 18___ 43 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Way of life</td>
<td>10___ 26___ 35 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Security</td>
<td>9___ 19___ 42 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Associates</td>
<td>8___ 27___ 34 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Aesthetics</td>
<td>7___ 20___ 41 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Prestige</td>
<td>6___ 28___ 33 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Independence</td>
<td>5___ 21___ 40 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Variety</td>
<td>4___ 29___ 32 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Economic Return</td>
<td>3___ 22___ 39 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Altruism</td>
<td>2___ 30___ 31 ___</td>
<td>_____</td>
</tr>
<tr>
<td>Intellectual Stimulation</td>
<td>1___ 23___ 38 ___</td>
<td>_____</td>
</tr>
</tbody>
</table>

**TOP THREE WORK VALUES**

1. ________________________

2. ________________________

3. ________________________

**BOTTOM THREE WORK VALUES**

1. ________________________

2. ________________________

3. ________________________
This exercise focuses on **Transferable Skills** which are general competencies utilized in the performance of daily tasks and which can be readily applied to a wide range of work contexts. This exercise will furnish you with a “measuring stick” so that you will have a sense of the degree to which you feel competent in your skills and the degree to which you enjoy utilizing various skills.

**Scoring**

*Competency levels for each listed skill have been assigned these values:*

4 means you feel **VERY CONFIDENT** about your ability.
3 means you feel your ability to perform is **COMPETENT**.
2 means you feel **CAUTIOUS** about your ability.
1 means you feel your ability is **UNTESTED = CANNOT ASSESS**.

*Adjustment for Enjoyment Level: Add the value of 1 if a high level of satisfaction or pleasure is associated with the performance of the skill. Subtract the value of 1 if you strongly dislike using the skill. Otherwise, no adjustment is necessary. Record your totals for the various skill cluster areas. Do not limit your vision of the future based solely on your past. With focus and work, these skills can be improved.*

**Evaluation**

<table>
<thead>
<tr>
<th>Written Communication</th>
<th>TOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence (answering/initiating letters, soliciting business)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative/Expository Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing (reports, memos, proposals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translating (foreign language, American Sign Language)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verbal Communication</th>
<th>TOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching/Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persuading/Promoting/Selling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explaining</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articulating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Chatting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpersonal</th>
<th>TOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interviewing (obtaining information)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling Complaints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confronting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mediating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Facilitating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Getting Along with Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Functioning well with office politics
“Reading” Others

### Organizational
- Anticipating/ Estimating
- Prioritizing
- Coordinating/ Arranging (events)
- Compiling/ Gathering Data
- Classifying/ Ordering Information
- Programming
- Planning and Scheduling
- Record Keeping
- Meeting Deadlines

### Intellectual
- Conceptualizing
- Analyzing (events, data, people)
- Theorizing (drawing generalizations)
- Comprehending Materials Read Quickly
- Comprehending Highly Technical Materials
- Predicting or Forecasting Trends
- Planning and Scheduling
- Experimenting
- Remembering Information

### Managerial
- Supervising or Leading
- Organizing/ Coordinating
- Motivating Others
- Initiating
- Risk Taking
- Delegating
- Exercising Good Judgment
- Accepting Responsibility
- Deciding

### Problem Solving
- Examining
- Reviewing
- Assessing (the performance of others)
- Evaluating (programs/services)
- Appraising (values)
- Applying Knowledge (to improve a situation or to benefit others)
- Troubleshooting
- Resolving Conflicts

### Coping
- Working Effectively and Calmly under Pressure
- Managing Time
- Tolerating Delays/ Waiting

TOTAL ________________
Persevering
Accepting Criticism
Working through Problems
Adjusting to Changes, Flexibility
Competing with Others

Numerical
- Accounting/ Bookkeeping
- Allocating Resources
- Managing Budgets
- Using Computational Abilities
- Estimating/ Projecting (costs, income)
- Developing Mathematical or Economical Models
- Working with Precision
- Financial Record Keeping
- Inventorying
- Using Statistical Abilities

Presenting
- Exhibiting or Setting Up
- Displaying Ideas in an Artistic Form
- Dramatizing (ideas, social concerns)
- Designing Exhibits
- Making Layouts (media print, public displays)
- Representing (an idea to the public)
- Meeting the Public

Creativity
- Inventing
- Imagining
- Designing
- Applying Theory
- Being an "Idea" Person
- Displaying
- Constructing or Building
- Assembling
- Fixing

Playing
- Music (singing, composing, playing an instrument)
- Dancing
- Drawing, Painting, Sculpture
- Competing at Sports
- Acting
- Using Humor
- Other "Play"
Review the factors below. You will refer to them in the exercise that follows:

1. **Recognition**: Acts or statements that show your supervisor the quality of your work.
2. **Achievement**: Seeing the results of your work such as the completion of a project or finding the solution to a problem.
3. **Possibility of Growth**: How you judge opportunities to rise in the organization.
4. **Advancement**: Actual changes in your status in the organization.
5. **Salary**: Your current compensation and increases you have received.
6. **Interpersonal Relations**: How you get along in the working situation with your associates and people who work under you.
7. **Technical Supervision**: The knowledge and ability of your supervisor to judge your work fairly and help you do it better.
8. **Supervisory Consideration**: The extent to which you feel your supervisor thinks of you as a human being rather than just someone to get the work done.
9. **Influence on Decision Making**: The opportunities you have to participate in making decisions that affect your work.
10. **Responsibility**: How much authority you have over your own work and work of others.
11. **Company Policy and Administration**: How well you feel the organization does as a whole in setting policies for personnel and carrying them out.
12. **Working Conditions**: How you feel about physical conditions such as lighting and ventilation and getting the equipment that you need.
13. **Hours of Work**: How comfortable you feel with the usual schedule of work and any need for work outside the regular schedule such as overtime, evening or weekend work.
14. **Effect on Personal Life**: How the job affects you through travel, transfer policy, and other matters that directly affect your life outside of work.
15. **Status**: Any aspects of your job such as having a private secretary, a corner office, or the key to the executive restroom, which set you above or below others in the organization.
16. **Job Security**: Company policy on tenure and the stability or instability of the company.
17. **Work of the Job**: How you feel about the tasks or responsibilities you carry out.
18. **Interest in the Job**: How bored or stimulated you feel during the actual carrying out of your job duties.
19. **Control of Work Methods**: How much freedom you have to carry out your job in the way you feel works best.

20. **Use of Skills and Abilities**: How much of your talents, knowledge, skills and abilities are used in carrying out your work.

The exercise that follows asks you to evaluate your current or most recent job in terms of the extent to which the above factors have impacted your level of job satisfaction. The objective is to evaluate whether those factors that you have identified as being most important to you have been satisfied.

Review the list and identify the:

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<tr>
<th>Factors Most Important to Me</th>
<th>Degree to Which I Was Satisfied by My Job</th>
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Can I Just Take That Test That Tells Me What I Should Be?

Oh, if it were only that easy! Then you could leave your fate in the hands of a test, rather than choosing for yourself. However, no person, test or thing knows you better than you!

Career assessments are an option that many people choose to assist them with clarifying interests, goals, personality preferences, values, etc. Some people refer to them as career tests, but they really are assessments because there are no right or wrong answers.

Career assessments are one tool to tap into and you must understand what they can and cannot do.

Assessments can:

- Help identify areas that are important to you
- Provide suggestions for career areas you may want to explore
- Assist you in developing a plan for exploration
- Reaffirm career options you may have already been considering

Assessments cannot:

- Pinpoint the perfect career area for you
- Tell you what to do
- Predict the future

Should you be interested in taking an assessment, please set up a time to talk with Cathy to determine the appropriate assessment(s) for your needs. Call 570-577-1238 to schedule a convenient time.

We’ve spent a lot of time looking at who you are, because it is the most important step in your journey. Investing the time now will save you discomfort in the future. You’ve done a great job finding your “size,” now let’s explore all that it has to offer!
Explore the selection

Now that you know your size, it's time to explore all the varieties in your "aisle."
Once you have determined the career areas that match your interests, goals, values, and strengths, begin to sort through your options. Some will really catch your attention, while you'll steer clear of others. Knowing what you want is helpful, but knowing what you don't want is essential!

Below are some great website links and other resources to give you more information about career areas, industries, employers, etc. Now is the time to collect as much information as possible. You can't make an informed decision without getting all the details. Take some time to really research your areas of interest.

The Vault Online Career Library - full of insider information on careers, industries and employers, is now available free of charge to Bucknell alumni on the Career Services tab of myBucknell [http://www.bucknell.edu/myBucknell_login.html]. There's a reason why Fortune recently called Vault "The best place on the Web to prepare for a job search." Full of downloadable industry guides and employer profiles, as well as tons of career research and profiles, this new resource is highly recommended by Alumni Career Services - check it out!

CDC's Career/Industry Research Resources
http://www.bucknell.edu/About_Bucknell/Offices_Resources/Career_Development_Center/Students/Making_Career_Decisions/Various_Web_Resources.html

CareerSearch - a powerful on-line employment research tool with a database of a million employers from every major sector of the business, nonprofit and academic worlds.
http://www.bucknell.edu/About_Bucknell/Offices_Resources/Career_Development_Center/Students/Employment/CareerSearch.html

AboutCareerPlanning - a significant part of our lives revolve around work. We choose a career, train for it, find a job, and then spend many hours at work. Through a variety of resources, the Career Planning Site will help you make informed decisions about your career.
http://www.about.com/careers/

America’s CareerInfoNet - resource for making informed career decisions by providing industry, occupation, and state information.
http://www.acinet.org/acinet/

Occupational Outlook Handbook - a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.
http://www.bls.gov/oco/home.htm
Career Development Manual – brought to you by the University of Waterloo. Nicely lays out the steps in the career development process, along with specific exercises to help you along. http://www.cdm.uwaterloo.ca/steps.asp


Monster Career Resources – all kinds of information on kinds of careers (and what people DO in them); tips on all aspects of resumes, interviewing, negotiating, compensation, relocating and more; ideas for people in special circumstances (executives, mid-career, independent workers, military transition, non-profit careers and more); also chat rooms and newsletters. http://content.monster.com/

Franklin Covey Mission Statement Builder
"Creating a Personal Mission Statement will be, without question, one of the most powerful and significant things you will ever do to take leadership of your life. In it you will identify the first, most important roles, relationships, and things in your life--who you want to be, what you want to do, to whom and what you want to give your life, the principles you want to anchor your life to, the legacy you want to leave. All the goals and decisions you will make in the future will be based upon it. It's like deciding first which wall you want to lean your ladder of life against, and then beginning to climb. It will be a compass--a strong source of guidance the stormy seas and pressing, pulling currents of your life." - Dr. Stephen Covey. Use this Web site to help you through a step-by-step process on this important topic. http://www.franklincovey.com/missionbuilder/index.html?

Guidestar – a searchable database of more than 640,000 nonprofit organizations in the United States. You can search geographically, by size, by area of service-plus lost of other useful info like the board members, and recent projects. A great place to research potential employers! www.guidestar.org

Hoover’s Online – a searchable database of over 14,000 public and private companies. You can get a corporate capsule, financials and newsclips. Also has career development information. http://premium.hoovers.com/subscribe/

Idealist.org – 20,000 organizations in 140 countries. A project of Action Without Borders. "Every nonprofit job site and directory we could find, arranged by country and state." And more. http://www.idealist.org/
**The Riley Guide** - When they say topics from A to Z, they aren't kidding. Look here when you feel like giving up. A wonderful compendium about every career field you can think of. Specific information on career planning, managing, changing as well as job searches. Practical, easy to use. Also has resources for specific industries and occupations. Good links to non-profits and social sciences. Bookmark this site!  [http://www.rileyguide.com/](http://www.rileyguide.com/)

**Partnership for Public Service**
A national initiative, “A Call to Serve: Leaders in Education Allied for Public Service,” is designed to educate a new generation about the importance of a strong civil service, help re-establish links between federal agencies and campuses, and provide folks with information about federal jobs. [http://www.ourpublicservice.org/workforusa/workforusa_list.htm?cat_id=43](http://www.ourpublicservice.org/workforusa/workforusa_list.htm?cat_id=43)

**Books**

- *The Pathfinder: How To Choose Or Change Your Career For A Lifetime Of Satisfaction And Success* by Nicholas Lore.
- *The Seven Habits of Highly Effective People* by Stephen Covey.
- *I Could do Anything if Only I Knew What it Was* by Barbara Sher
- *Let Your Life Speak* by Parker Palmer
- *Now, Discover Your Strengths* by Buckingham, Marcus et al
- *Career Change: Everything You Need to Know to Meet New Challenges and Take Control of Your Career* by David P. Helfand.
- *The Career Chase: Taking Creative Control in a Chaotic Age* by Helen Harkness.
- *Do What You Are* by Paul Tieger and Barbara Barron-Tieger.
- *From Work to Retirement* by Marion E. Haynes.
- *It’s Only Too Late If You Don’t Start Now : How to Create Your Second Life at Any Age* by Barbara Sher.
- *The Pathfinder: How To Choose or Change Your Career For a Lifetime of Satisfaction and Success* by Nicholas Lore.
- *Starting Out, Starting Over* by Linda Peterson.
- *Work With Passion* by Nancy Anderson.
- *Discover What You’re Best At* by Linda Gale and Barry Gale
- *I Don’t Know What I Want, but I Know It’s Not This* by Julie Jansen
Try them on

Now that you have 3 pairs of shoes in your hands, what do you do? See how they fit, of course! You wouldn’t buy a pair of shoes without trying them on, so why choose a career without “trying it on”? Talk with people in your field of interest, discover what a typical day looks like - find out the things they don’t tell you on CareerBuilder.

Chances are you don’t have the luxury of quitting your job so you can do an internship in your field of interest. Instead, connect with people who are doing what you want to do, and get some in depth information. Visit the “Career Services” tab on myBucknell (username and password available through the Alumni office - 570-577-2586, mybucknell@bucknell.edu or www.isr.bucknell.edu/Ask_ISR/myBucknell_help.html.

The myBucknell Alumni Directory lets you find a classmate, or network with other alums in your geographic area, or your area of interest.

CareerNet is the CDC’s database of alumni and parent volunteers who are willing to talk with you about their positions, careers, organizations, and industries. These are people that you could do informational interviewing with -

Please remember that this is confidential information and should not be shared with anyone else or used for purposes other than career information.

When speaking with people in your career interest areas, prepare well-thought-out questions so the time spent will be productive for both of you. When ending the conversation, make sure to ask the person if there is someone else they would recommend that you speak with, or websites they would encourage you to visit for more information. Make sure to thank the person for his or her time and follow up with them.

This process may take some time - don’t rush it. And if you find out that the fit isn’t right for you, celebrate! It is better to find this out now, instead of taking a job in or making a career change to the wrong field!
Decisions, decisions, decisions! Now that you have invested valuable time exploring yourself and your options, it is time to narrow the possibilities and decide on the path to follow.

Deciding can be an intimidating task. Sometimes decisions can be easy, such as choosing a TV channel or which line to choose at the grocery store. These decisions have little impact on the way you live your life. Other decisions have a bigger influence on your life, such as picking a spouse or determining where you want to live. These types of choices may make you hesitant to decide; what if you choose incorrectly and wind up being miserable?

Let’s take some time to examine decision-making styles, tasks associated with the decision-making process, and some career myths that can interfere with effective decision making when it comes to choosing a career.

What Kind of a Decision-Maker are you?

Decision-Making Styles
Not all individuals approach decision making in the same manner. There are different styles of decision-making. There are “Inner Reliant” decision makers who take responsibility for their decisions and “Outer Reliant” decision makers who try and transfer the responsibility to others for their decisions. The following list identifies a number of different decision making styles. As each of these styles is described, examine your own style of decision making.

Impulsive Decider - One who takes the first alternative that is presented:

“Decide now; think later. Don't look before you leap.”

Fatalistic Decider - One who leave the resolution of the decision up to the environment or fate:

“Whatever will be will be.”

Compliant Decider - One who goes along with someone else’s plan rather than making an independent decision, especially when that plan doesn’t agree with one’s own beliefs.

“If it's OK with you, it's OK with me.” “Anything you say.”

Delaying Decider - One who delays thought and action on a problem.

“I’ll think about it later.”

Agonizing Decider - One who spends much time and though in gathering data and analyzing alternatives only to get lost amidst the data gathered.

“I can't make up my mind. I don't know what to do.”

Intuitive Decider - One who decides based on what is felt, but cannot be verbalized.

“It feels right.”
**Paralytic Decider** - One who accepts the responsibility for decisions, but is unable to do much toward approaching it.

"I know I should, but I just can’t get with it. I can’t face up to it."

**Escapist Decider** - One who avoids a decision or makes up an answer to end the discussion. For example, if asked by a relative about a career path, this type (although still undecided but considering teaching), would respond, “I’m thinking about business.” This allows the escapist to give a socially acceptable answer without taking responsibility.

**Play-it-safe Decider** - One who almost always picks the alternative with the perceived lowest level of risk.

“I like anthropology, but can get a job in accounting.”

**Planner**

One whose strategy is based on a rational approach with some balance between the cognitive and emotional

“I am the captain of my fate; I am the master of my soul.”

If you are currently satisfied with your style, Congratulations! If you feel a need to make some changes, now is the time to begin. For example, the next time you are asked, “what would you like to do?” offer your opinion rather than avoid a commitment. Ultimately, making decisions and taking a stand are ways of expressing your identity. Whenever you make statements about yourself (ex: I am an executive), you define yourself for you and others.

Whatever the decision, the following 7-step Career Decision Making Model will help give you a pattern to follow while working through your decision.

**Career Decision Making Model**

**Step 1: Identify the Decision to be Made**

Before you begin gathering information, it is important that you have a clear understanding of what it is you are trying to decide. Some decisions you might be facing could include:

- What career change do I want to make?
- Where do I want to relocate?

**Step 2: Know Yourself (Self Assessment)**

Before you begin exploring careers which will prove satisfying, you must first develop a true understanding of yourself; your skills, interests, values, and personality characteristics.

In the self assessment section of this handout you learned about your interests, skills, and values. We encourage you to meet with a career counselor to further explore these dimensions and how they relate to your career plans.

**Step 3: Begin Identifying Options (Career Exploration)**

To continue gathering information and researching careers, you will need to start identifying
options. Question you might ask yourself are:
- At this point in time, what career paths am I considering?
- What other types of options am I considering?

**Step 4: Gather Information and Data**
If you completed the first sections, you should have an idea of the career areas that you plan to explore and research in more depth. You will now:
- Examine the information and resources you already have.
- Seek out and utilize new information.

**Step 5: Evaluate Options**
If you have completed your career research, you are now ready to evaluate each of the options you have identified.
- Identify the pros and cons of each career.
- Explore how each career relates to your values, interests, and skills.
- Imagine future consequences for each career choice.

**Step 6: Select One of the Options**
Based on the information you have gathered and analyzed, you should now be able to choose one of the options.
- Do you have enough information to choose one option over another? If not, you need to collect more.

**Step 7: Make a Plan and Implement the Decision**
Having chosen one of the options, you can begin developing and implementing a plan of action. Ask yourself:
- What information or resources do I need to follow through on my decision?
- What are the obstacles to implementing my decision and how can I overcome them?

In this step you will update your resume and cover letter, and begin the job search. Refer to our other online booklets for assistance in these areas, and check out these resources:

- *Case Interview: The Vault.com Guide to the Case Interview* by Vault Reports, Inc.
- *Networking for Everyone: Connecting with People for Career and Job Success* by Michelle Tullier.
- *Networking Your Way to a New Job* by Randall S. Hansen, Ph.D.
Some Final Thoughts about Career Decision Making

You need to monitor your decision so that you can assess whether you are achieving your goals. Reevaluating your decisions allows you to make adjustments and to see if your desired outcomes are being achieved. This does not mean that your initial decision was “bad.” You may have learned more or things may have changed so that a different decision is required. Change is becoming a “constant” in our day and age. Everyone must be willing to reexamine, readjust, and remain flexible. Reevaluation may lead to slight changes in your career choices or total revisions.

Should you find that you are unable to identify career options at this time, or you are having problems implementing your decision, we recommend you schedule an appointment with the Program Director of Alumni Career Services. You can do this by phone at 570-577-1238, email at ACS@bucknell.edu, or IM us at BUalumnicareer (Mondays and Fridays 9-11 am and Thursdays noon - 2 pm).

Just remember that career choice (like shoe shopping) is a lifelong processes – you need a new one every once in awhile to make sure that you always have the right fit!

Now, put your best foot forward and find that fit!!