

Career Exploration

The Career Exploration website is available to provide quick, easy, and no cost tools for employees to use to get to know themselves and how they relate to the world of work. Having a job that fits has a direct impact on your satisfaction with your job, your performance, your feelings about the future, and your life. Just follow the four steps!

The links provided here are not all inclusive. Many sites exist that provide helpful information. Most of these sites are not affiliated with HonorHealth so HonorHealth is not responsible for their content. They are provided solely for the convenience of our employees.



Step 1 Self-Discovery

Knowing yourself is the first step in finding a meaningful career. Identifying your interests, skills, values, and personality traits will help you identify a job that fits you.

Identify Interests

Find out what you like to do and how your interests relate to the world of work.

- Free Interest Inventory: My Next Move

 http://www.mynextmove.org/explore/ip
- Free "Finding Your Career Passion" Tutorial
 http://www.guintcareers.com/career passion tutorial/open mind.html

Identify Skills/Abilities

Identify your skills and abilities to help you find a good job fit!

- Free All-around Assessment: CareerLink
 http://www.mpcfaculty.net/CL/cl.htm
- Free Assessment of Skills, Abilities & Competencies: JobDiagnosis
 A career assessment where students, career-changers, job-seekers, retirees people of any age and experience -- take a short test to assess your interests,
 skills, abilities, and competencies to see what career path you should follow.
 ohttp://www.jobdiagnosis.com/registration.htm

Identify Values

When you identify the values you consider to be the most important, you can determine whether or not your values match those of your employer. This has a direct impact on your satisfaction with your job.

- Free Values inventory: Workplace Values Assessment o http://www.guintcareers.com/workplace_values.html
- Free Values inventory: Work Preference Inventory
 http://www.careerperfect.com/content/career-planning-work-preference-inventory

Identify Personality Characteristics

There is a correlation between personality type and job success. By identifying your personality characteristics, you can explore careers and occupations most suitable for your personality type.

- Free Personality assessment: The Keirsey Temperament Sorter (KTS-II)
 The Keirsey Temperament Sorter[®]-II (KTS®-II) is a widely used personality
 instrument. It is a powerful 70 question personality instrument that helps
 individuals discover their personality type. The KTS-II is based on Keirsey
 Temperament Theory™.
 - o http://www.keirsey.com/
- Free Personality assessment: Jung Typology Test
 Obtain your 4-letter type formula according to Carl Jung's and Isabel Briggs
 Myers' typology, along with the strengths of preferences and the description of
 your personality type. Discover careers and occupations most suitable for your
 personality type, along with examples of educational institutions where you can
 get a relevant degree or training.
 - http://humanmetrics.com/cgi-win/JTypes1.htm

Free Personality assessment: CareerFitter
 10-page Career Report includes summary of test-taker, personality chart, career choices for test-taker, occupational factors, primary characteristics, the test-taker at work, potential weaknesses, personality details, business points, communication method, ideal environment, team-building approach, management practice, and famous people like test-taker.
 http://careerfitter.com/

Check Attitude

The following articles identify how your attitude affects your job search and which attitudes lead to success.

- Your Attitude is Key to Your Job Search
 http://mashable.com/2012/08/26/attitude-job-search/
- The Job Seeker's Guide to a Good Attitude
 http://careerrocketeer.com/2013/01/the-job-seekers-guide-to-a-good-attitude.html
- Your Attitude: 6 Things You Need to Know for Your Job Search
 http://www.hcareers.com/us/resourcecenter/tabid/306/articleid/1117/default.aspx



Step 2 Exploring Options

Learn about possible careers. Effective career planning requires information about job titles, job functions, the job market, and occupational trends. Identifying available options can help you make an informed decision.

Research Industries, Job Titles and Job Functions

Learning about what job options are out there and what people with those job titles do can help you find out what *you* want to do.

- - The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O*NET OnLine, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.
 - My Next Move http://www.mynextmove.org/
 My Next Move is an interactive tool for job seekers and students to learn more about their career options. My Next Move has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the O*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.
 - Occupational Outlook Handbook Online http://www.bls.gov/ooh/
 The profiles featured in the OOH cover hundreds of occupations and describe What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes employment projections for the 2010–20 decade.
 - America's Top 300 Jobs: A Complete Career Handbook Authored by the U.S. Department of Labor [paperback]

Based on the latest edition of the "Occupational Outlook Handbook" by the U.S. Department of Labor, this is an unbeatable combination of job information and job search advice in one time-saving volume. Readers find everything they need to research careers; learn about pay, outlook, and education and skills needed for about 300 jobs; and take seven steps to land a good job in less time. This book provides thorough, current, and interesting descriptions for 260+ major jobs, covering about 90 percent of the workforce. Each description includes skills required, pay, growth projections, education and training needed, advancement opportunities, and more.

Goodwill Career Centers

Goodwill Career Center locations (14 in AZ) have full-time staff to provide assistance with any type of job search. Career Centers are equipped with computers, printers, Internet access, telephones, and fax machines to provide services at no cost to the community.

For more information, go to: http://www.goodwillaz.org/job-training/ or call 602-535-4000.

Gather Information about the Job Market and Occupational Trends

These sites help you plan for the future by predicting whether or not the need for a given job title will be increasing or decreasing.

- O*NET Center:
- o http://online.onetcenter.org
- Occupational Outlook Handbook online:
- o http://www.bls.gov/ooh/
- Healthcare Workforce Outlook to 2022
- o http://www.nasrecruitment.com/uploads/files/healthcare-workforce-outlook-to-2022-72.pdf

Career Resources

More resources—both published and online

- A collection of the best career and job search books
- o http://www.quintcareers.com/career_books.html
- Online resources (in addition to those listed in the Exploring Options section)
- o http://www.quintcareers.com/
- The 100 Best Jobs
- http://money.usnews.com/careers/best-jobs/rankings/the-100-best-jobs

Informational Interviewing

An informational interview involves talking with people who are currently working in the field to gain a better understanding of an occupation or industry -- and to build a network of contacts in that field.

- Take a tutorial on informational interviewing
 http://www.quintcareers.com/informational interviewing.html
- Questions to ask at the informational interview
- o http://www.quintcareers.com/information_interview.html



to reach your goals.

Step 3 Set Your Career Objective

After you understand your interests, skills, values, personality, and job options, it's time to make some decisions. Determine a focused career direction, set goals to move in that direction, and develop a plan

Evaluate options

Use the information you learned about yourself and the information you learned about the world of work to narrow career options down to just a few.

Make a decision

Determine a focused career direction.

Click the options below for decision-making tools and tips.

- http://www.mindtools.com/pages/main/newMN_TED.htm
- http://www.businessballs.com/problemsolving.htm

Make a plan

Set goals and timelines based on your career objective.

• Click here for guidelines to develop a written career development plan



Step 4 Implement Your Plan

Need more education or training? Find out how and where to get it. Review your plan periodically to make sure you stay on track.

Educational Resources

Once you know the type of program you're looking for, search for programs at schools near you—or wherever you plan to go to school.

- HonorHealth Tuition Assistance Program
 - o http://intranet/template_departments.cfm?content=content_department&depart ment id=195
- HonorHealth College and University Partnerships
 - o Click here to view local colleges and universities
- Is my potential educational institution accredited?
 - o http://ope.ed.gov/accreditation/
- Federal Student Aid
 - o http://studentaid.ed.gov/redirects/collegegov?WCM_PORTLET=PC_7_AP8RB8N41GS170IC101I0F10G0000000_WCM <u>&WCM_GLOBAL_CONTEXT=/wps/wcm/connect/college/college/howtopay/ho</u> wtopay

Training

- Conferences and Workshops
 - Funding may be available for employees to attend conferences and workshops.
 - o Discuss potential conference or workshop participation with your manager
 - o Click here to view Outside Education Information

Webinars

The term "webinar" is short for Web-based Seminar, and refers to a presentation, lecture, workshop or seminar that is transmitted over the Internet. Webinars can be collaborative and include polling and question & answer sessions to allow full participation between the audience and the presenter. While some webinars charge participants a fee, many are available at no cost. You can find out about available webinars numerous ways. A few of these ways are: by entering a topic into a search engine (like Google), through e-mails from professional organizations, by contacting organizations that provide online learning in your field, from co-workers, bulletin boards, etc.

Goodwill Community Foundation
 This resource provides over 750 free lessons in the areas of Computer Skills,
 Reading, Math, and Life Skills. This is an excellent resource for individuals with
 limited English language skills.
 http://www.gcflearnfree.org/

Experiential learning

Experiential learning means you learn through experience. Three of the most common ways are listed below:

- Internships
 Give high-school and college students the opportunity to work in their career
 field. Internships can be paid or unpaid but either way they offer valuable
 work experience.
- Volunteering
 Can provide experiences and develop skills that transfer to paid positions
- Military Service
 Provides a variety of experiences and builds skills that transfer to civilian occupations

Feeling overwhelmed by the process or by what you've discovered about yourself?

 HonorHealth's Employee Assistance Program (EAP) is here to help. EAP's licensed counselors are trained to help and guide you as you address life's challenges. For more information, or to make a confidential appointment, call 480-882-4599.