

## Sample Assignment

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### Researching Your Career Options

**Objective:** Assist students with their career exploration to identify academic majors, lucrative career opportunities, and industry clusters

**Learning Outcomes:** Students will demonstrate knowledge of interests, values, and skills as they related to careers

#### **Directions:**

Knowing about your values, interests, skills, assumptions and work style will help you focus your research and explore career options that might provide the most satisfaction.

There are so many possibilities that it will be helpful to know early on where to focus more energy and what you might want to rule out. Completing a thorough self-assessment will generate some possible careers to explore that reflect who you are.

#### **Why Use Career Assessments:**

Assessments will help students identify career-related interests, abilities, values and other personality characteristics that might affect career decision-making. They are designed to discover the skills, aptitude and talents of an individual. A self-assessment can be a useful tool in assessing the areas in which a candidate has strengths and limitations. The results can be useful in helping candidates to choose a career that is in tune with their goals and talents.

#### **Ways to Research after an Assessment:**

##### **Read**

Getting some background information can help you understand what a job is really like – everything from salary to qualifications, training and daily responsibilities. Having summary information about careers can also help you present yourself in the best possible light to people you might want to connect with in the field. Some great resources is the Occupational Outlook Handbook (OOH) and the O\*Net. Links to these and other online resources are available at [www.fresnostate.edu/careers/students/exploration/resources.html](http://www.fresnostate.edu/careers/students/exploration/resources.html)

##### **Talk to People**

Have you already done some preliminary research and still not sure whether an occupation is a good fit? Nothing beats going directly to the source. Learn about what a typical day is like on the job, training requirements, salary information and the best strategies to get started by talking to someone in the field. Meeting with people is not only an efficient way of getting advice and information, but your contacts can also link you to job opportunities. Learn more about informational interviewing at <http://www.fresnostate.edu/careers/students/preparation/practice.html>

##### **Reality Test**

Sometimes the only way to understand what a job is like is to get a first-hand experience through internships and volunteer work. Pre-professional work experiences can help you find out whether you might enjoy the career you are considering and also help you develop skills and build a network of professional contacts. Go to <http://www.fresnostate.edu/academics/ces/> for more information regarding community service.

## Career Fields

To help you get a sense of what's out there, you can look at careers in 16 primary career clusters:

- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology, & Communications
- Business, Management, & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, & Security
- Manufacturing
- Marketing, Sales, & Service
- Science, Technology, Engineering, & Mathematics
- Transportation, Distribution, & Logistics

## CAREER ASSESSMENT ASSIGNMENT

### Step #1 Complete Kuder Journey registration

- Go to the Kuder Journey at <http://www.kuderjourney.com> and complete the registration process.

### Step #2 Taking an Assessment

The first step in the educational and career planning process is learning about yourself.

- Click on **Assessments** from the top navigation menu.
  - Choose **Take an Assessment** and click on one of the assessment titles. **You will complete ALL THREE ASSESSMENTS.** To get started, please select the desired education level/degree that you plan to attain.
- Once you complete **ALL 3** assessments, go to Step #3

#### Take an Assessment

These are the three assessments that you can take inside of the system. Take a look at the descriptions and then start with whatever one works best for you. Afraid that you won't have the time to finish? Don't worry – you can save your progress and come back later.

#### kuder Career Interests Assessment™

Connect your top interests with career clusters. Choose what activity you like to do the most, the next most, and the least. When you're finished, your highest interests will be matched with careers that you may enjoy.

#### kuder Skills Confidence Assessment™

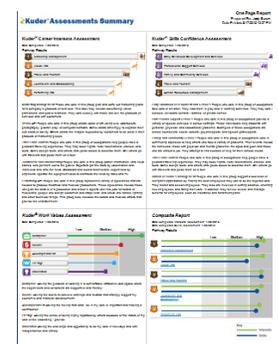
What do you believe you're good at doing? Rate how confident you are that you can accomplish each activity. When you're finished, review the skills you have and explore careers that need those skills.

#### kuder Work Values Assessment

Learn what's most important to you. Rate how important work-related values are to you. When you're finished, your values will be matched with careers that you may enjoy.

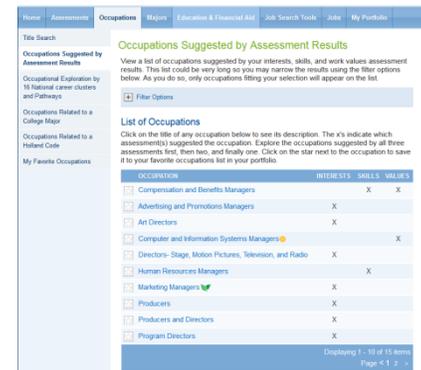
### Step #3 Print Assessment Results

- Click on the "Assessment" tab on the top navigation panel
- Choose "One Page Summary Report" – Print this page and submit with homework assignment following the "Single Occupation Worksheet" on last page.



### Step #4 Review Occupations Using Your Assessment Results

- Click on the “Occupations” tab on the top navigation panel
- Choose “Occupations Suggested by Assessment Results”
- Filter Options using the various tabs “Education Level” you want to obtain, “Cluster” an area you have interest in and “Salary” you wish to earn.
  - If no results appear, change salary to the lowest amount.
- **Print the first page of your occupations**
  - **List TOP 3 tasks that you feel describes things you**
  - **and submit with homework assignment.**



### Step #5 Choose an Occupation You Would Like to Learn More About

- Choose an occupation from the list above.
- Click on the video and watch the quick 2-minutes about the career. This is required since you will be writing about your thoughts about what you learned in this video for the paper due with this assignment.
- Click “Print Full Preview” - **Print all pages (about 5 pages) and submit with homework assignment.**



### Step #6 Write a Paper

- Type a minimum one-page (typed, double-spaced, 1” margin, 12-font, Times New Roman or Calibri) paper explaining the following:
  - *Why did you choose this career?*
  - *Include past experience you may have (related to this career).*
  - *Skills you have acquired that is needed/required for this career option.*
  - *Overall interest in the field and why?*
  - *Comment about the video you watched about occupation (refer to Step #5). What did you find most interesting about the video?*
  - *Do you want to continue to research about this career or do you want to continue to research other opportunities?*
- **Include this typed paper with your assignment.**

### Step #7 Networking Brainstorm

Every person you meet has the ability to connect you to (potentially) hundreds more people. The reality is... we don't know who everyone else knows. Our best bet is to have genuine, useful relationships with as many people as possible. Anyone can be a lead, give you a lead, or offer you a resource about the occupation of your choice.

For example, you're planning on going into **Business with the option in Human Resources**. You have an *uncle that works at a large business*. That business undoubtedly will have a *Human Resource department since there are a lot of employees*. Therefore your **uncle can "give you a lead"** to meet up with a person working in Human Resources at the company. That **person he refers you to be "be a lead"** since they work in Human Resources. Then you go to your local Starbucks and grab a coffee. You know the *manager, CJ, and ask her about the corporate office* and if she can **"give you a lead" for someone in Human Resources**. Later that day, you go to church and ask the *pastor if they have any connections with anyone working in Human Resources*. At the end of his sermon, he *tells the congregation of 100+ that you are seeking leads into Human Resources*. Afterwards people hand you *dozens of business cards of connections they know*. The **cards are from people who "can give you a lead," "be a lead," or "offer you a resource."** Lastly, the following Monday you're walking on campus, you stop by *Fresno State's Human Resource Department* and *grab business cards of the various employees*. They **can all be "leads."**

- Brainstorm people you know and think who can be a lead, give you a lead, or offer you a resource about the occupation you're researching.
- On a separate sheet of paper, unless you add it to the backside of your paper you typed in Step #6
  - **List three (3) people you know that will assist you in Networking.**
    - Name (First and Last name); Occupation; Employer; Phone #
  - **After phone number - list if they will be a "lead," "give you a lead," or "offer you a resource" to further your networking.**
  - **Include a short paragraph on how each of the 3 individuals can help you and why you believe they can be of assistance.**

**Assignment due:** \_\_\_\_\_ (worth 30 points)

**List your name and date on the top page.**

**Place the documents in the following order:**

- Typed Paper (1-page) - (10 pts)
- List of 3 people to Network with (1-page or on the back of typed paper) - (5 pts)
- One Page Summary Report (1-page printed from assessment site) - (5 pts)
- Occupation List print-out (1-page printed from assessment site) - (5 pts)
- Single Occupation - Occupations Tasks and Conditions from Step 5 (5-page printed from assessment site) - (5 pts)
  - Follow the **Single Occupation Worksheet** template and include the typed outline in packet

## Single Occupation Worksheet – Template

**Remember:**

Do not use this as a fill-in the blanks. This is to be used as a guideline when TYPING this information from **Step #5**

**Answer the following on a typed document!****Occupation:**

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**Tasks: (List top 3 tasks that you feel describes things you enjoy doing and WHY?)**

1. \_\_\_\_\_  
○ WHY? \_\_\_\_\_
2. \_\_\_\_\_  
○ WHY? \_\_\_\_\_
3. \_\_\_\_\_  
○ WHY? \_\_\_\_\_

**Skills I Have:**

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**Skills I Need to Obtain:**

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**Education Requirement (Education, licenses, certificates, credentials):**

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**Salary:****Median Yearly Salary for California:** \_\_\_\_\_**Created by:**

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