ASSESSING THE “WHOLE PERSON” TO DECIDE ON A CAREER PATH

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AGENDA

• INTRODUCTIONS
• CAREER PATHWAYS
• GOALS
• SKILLS
• PERSONALITY
• VALUES
• GUIDANCE
• CAREER PLAN
• QUESTIONS & ANSWERS
DIFFERENT CAREER PATHS
CAREER PATHWAYS

IN 5 YEARS, WHAT WILL I BE DOING?
GOALS

S - Specific
M - Measurable
A - Attainable
R - Relevant
T - Time Based
5 GOLDEN RULES OF GOALS

1. Set goals that motivate
2. Set S.M.A.R.T. Goals
3. Set Goals in writing
4. Make an Action Plan
5. Stick with it!
5 PRINCIPLES OF GOAL SETTING

1. **Clarity** – Clear goals, measurable, unambiguous, and behavioral
2. **Challenge** – Level of challenges (motivated by achievement); balance between challenging and realistic
3. **Commitment** – Goals are understood and agreed upon; “buy-in” needed
4. **Feedback** – Clarification of expectations; accountability
5. **Task Complexity** – Sufficient time to complete; prevent being overwhelmed
BARRIERS TO ACHIEVING GOALS

**External Barriers**

- Financial ability
- Lack of time
- Social norms
- Lack of resources

**Internal Barriers**

- Personal fears
- Lack of motivation
- Lack of self-esteem
- Self-limiting belief
GOAL SETTING ACTIVITIES

Backward Goal Setting
• Write down ultimate goal
• Write down the milestone right before that goal
• Work backward
• Repeat…..
• Repeat…..
• Repeat…..

1. Name a personal goal
2. What is the finish line of that goal?
3. How many steps will it take for you to reach it?
4. What is the milestone before you get to that finish line?
5. What is the milestone before that?
6. Ditto…………
GOAL SETTING APPLICATIONS

- Productive Habit Tracker
- Strides Goal & Habit Tracking
- Todolist: To-Do Lists & Tasks
SKILLS ASSESSMENT
SKILLS VS. TRANSFERABLE SKILLS

Determine what skills the client currently possess:

• Education
• Job History
• Work Experience
• Volunteering
• Memberships
• Personal

Determine the skills needed for chosen career path:

• Education
• Industry
• Job Description
• Company or Organization
## TRANSFERABLE SKILLS ACTIVITY

**TransferableSkillsWorksheet-1**

### Got Skills? Identify Your Transferable Skills

As you begin your job search, it is important that you are aware of the transferable skills you have developed over time. This process begins by reflecting on all of your relevant experiences that may include work experience, academic, extracurricular activities, and life experiences. Prospective employers are looking for candidates to apply those relevant skills in their work environment.

### Vertical Communication • Initiative • Strong Work Ethic • Teamwork • Analytical • Interpersonal • Problem-solving

FLEXIBILITY/ADAPTABILITY • COMPUTER SKILLS • DETAIL ORIENTED

Review the NACE TOP 10 PERSONAL QUALITIES/SKILLS employers seek:

- Verbal Communication
- Initiative
- Strong Work Ethic
- Teamwork
- Analytical
- Interpersonal
- Problem-solving
- Flexibility/Adaptability
- Computer Skills
- Detail Oriented

### Visual Communication

- Speaking effectively
- Writing clearly
- Listening attentively
- Expressing ideas
- Facilitating discussion
- Providing appropriate feedback
- Negotiating
- Making presentations
- Editing
- Reporting information
- Perceiving numerical/managerial
- Describing feelings

### Initiative

- Doing what needs to be done without being told what.
- Generating ideas
- Initiating new projects
- Solving problems:
  - Identifying the problem
  - Developing a creative solution
  - Dealing with obstacles

### Strong Work Ethic

- Practices that promote efficient and effective work environment
  - Organizing
  - Meeting goals
  - Cooperating
  - Being punctual
  - Being flexible
  - Delegating responsibility
  - Handling tasks
  - Materializing ideas
  - Identifying improvement areas
  - Determining policy
  - Setting priorities

### Analytical

- Ability to visualize, and solve complex problems and concepts
- Identifying resources
- Thinking critically
- Evaluating and comparing
- Developing and formulating
- Making decisions
- Synthesizing data
- Creating ideas
- Defining needs
- Evaluating
- Determining alternatives
- Making recommendations

### Teamwork

- Positive human relationships in group interactions
- Managing conflicts
- Helping resolutions
- Cooperating
- Listening
- Motivating
- Providing support and care
- Respecting others
- Delegating
- Holding team accountable
- Facilitating
- Making decisions
- Receiving feelings:
  - Accepting feelings
  - Determining alternatives
  - Making recommendations

### Work Experience

<table>
<thead>
<tr>
<th>Transferable Skill</th>
<th>Work Experience</th>
<th>Academic Project</th>
<th>Extra-curricular Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presented marketing research findings to management team</td>
<td>Created presentation on communication strategies with team</td>
<td>Presented to group of 20 high school students on the importance of goal-setting in daily life</td>
<td></td>
</tr>
</tbody>
</table>

### Demonstrate how some of your top skill areas were used in a job, class or extracurricular activity.

- Example:
  - Presenting
  - Audience
  - Group interaction

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Southern Methodist University, Hegi Family Career Development Center
PERSONALITY MATTERS

"Your Personality Can Transform Your Future"
PERSONALITY

*Noun*

1. *The combination of characteristics or qualities that form an individual’s distinctive character*

According to 16personalities.com, there are:

- 4 Personality Categories and 16 Personality Types
- Their philosophies are based on two different philosophies: Jung’s theory of psychological types and Katharine Cook Briggs’ Myers-Briggs Type Indicator.
5 Personality Aspects

- **Mind** (Aspects shows how we interact with our surroundings)
  - (I) Introvert
  - (E) Extravert

- **Energy** (determines how we see the world and process information)
  - (S) Observant
  - (N) Intuitive

- **Nature** (determines how we make decisions and cope with emotions)
  - (T) Thinking
  - (F) Feeling

- **Tactics** (reflects our approach to work, planning and decision making)
  - (J) Judging
  - (P) Prospecting

- **Identity** (underpins all others, showing how we are in our abilities and decisions)
  - (-A) Assertive – self-assured, even-tempered and resistant to stress
  - (-T) Turbulent – self-conscious and sensitive to stress

https://www.16personalities.com/personality-types
CAREER INTERESTS ASSESSMENTS

1. 16personalities.com
   https://www.16personalities.com/free-personality-test

2. O*Net Interests Profiler
   https://www.mynextmove.org/explore/ip

3. R.A.I.S.E.C.
HOLLAND’S SIX PERSONALITY TYPES
(O*NET INTEREST PROFILER & R.A.I.S.E.C.)

**REALISTIC**
- **Doers**
  - People who have mechanical ability, prefer to work with objects, machines, tools, plants, or animals; like to work independently or outdoors; frank, hands-on, practical

**CONVENTIONAL**
- **Organizers**
  - People who like to work with data, have clerical or numerical ability, like structure, like carrying things out in detail or following through on others’ instructions; may enjoy working at a desk or office; careful, conforming

**INVETERATE**
- **Thinkers**
  - People who like to observe, learn, investigate, analyze, research, evaluate, or solve problems; enjoy science or math; analytical, reserved, independent, scholarly

**ENTERPRISING**
- **Persuaders**
  - People who like to work with people; direct, influence, persuade, perform, lead, or manage; organizational goals or economic gain; adventurous, outgoing, energetic

**ARTISTIC**
- **Creators**
  - People who have artistic, innovative, or creative abilities; like to work in unstructured situations, using their imagination or originality; creative, expressive

**HELPERS**
- **Helps**
  - People who like to help people – to inform, enlighten, teach, train, develop, or cure them; are skilled with words; concerned with the welfare of others, compassionate

**SOCIAL**
- **Organizers**
  - People who like to work with data, have clerical or numerical ability, like structure, like carrying things out in detail or following through on others’ instructions; may enjoy working at a desk or office; careful, conforming

This diagram illustrates the six personality types as described by Holland, each type having distinct characteristics and preferences.
It’s important for clients to know their personality type when choosing a career path. It may not necessarily influence the industry that they choose, but it may change the specific job within that industry.

EXAMPLE:
Industry: Health Care
Personality Type: Social/Conventional
Desired Job: Medical Assistant
Job within the Healthcare Industry that fits their personality: Lead Medical Assistant
PERSONALITY CAREER MATCH

- Personal Accountant
- Teacher’s Assistant
- Graphic Art Designer
- Auto Mechanic
- Sioux Chef
- IT Coding Manager

- Analysts – embrace rationality and how things work; data driven
- Diplomat – embrace diplomacy and counseling; socially driven
- Sentinel – embrace order and stability; logically driven
- Explorer – embrace spontaneity and action; persuaders and masters of tools and techniques
VALUES

When you think of the work “VALUE” what is the one word that comes to mind?

Values are the foundation of who we are. They are an inner compass that helps us navigate our actions and life experiences.
VALUES ACTIVITY

- Spirituality/Religion
- Personal time
- Loyalty

- Health/Fitness
- Integrity
- Independence

- Success
- Kindness
- Safety
- Financial

- Security
- Community
- Personal Development

- Family
- Intellect/Education

- Partner/Relationship
- Social Justice
- Happiness

- Wealth/Money
- Creativity
- Peace

- Strong Work Ethics
- Friends
- Being Dependable

- Honesty
- Responsibility
HOW DO VALUES AFFECT CAREER CHOICES?

• Career Path
  – Industry
  – Job Description

• Company/Organization
  – Mission
  – Goals

• Job/ Duties
  – Expectations
  – Services/Actions
CAREER GUIDANCE

WHICH PROCESS IS BEST FOR MY CLIENT?

Individual Needs Assessment

- Career Advising
- Career Coaching
- Career Counseling
CAREER ADVISING

“Helps students understand how their academic and personal interests, abilities, and values might relate to the career fields they are considering, and how to form their academic and career goals accordingly.”

NACADA (National Academic Advising Association)

- Students
- Expansive Work History/ Experience
- Background in Career Services or Employment Services
CAREER COACHING

“Focuses on solutions, insight, and action. It is a positive approach that focuses on a client’s capabilities, helping him or her to practice and hone skills needed in the job search. Coaching is active, focused, positive, and outcome-oriented.”

National Association of Colleges & Employers

• ABS Learner or ELL
• Little to NO Work History
• Intermittent Work History
• Career Transition
CAREER COUNSELING

“Focuses on establishing a therapeutic and confidential alliance with clients using core counseling techniques requiring adherence to all state and federal regulations related to counseling.”

*National Association of Colleges & Employers*

- Returning Citizen
- Recent Traumatic Experience (i.e. COVID-19)
- History of Termination
- High Job Turn-over
THE STATE OF CAREERS IN 2020

HTTPS://FORTUNE.COM/2020/04/17/CORONAVIRUS-JOBS-CAREER-COACH-THERAPY/
CAREER PLAN

Short Term

• New to workforce
• Career Transition
• Career Advancement
• Specific career goals

Long Term

• New to workforce
• Little to no work history
• No specific career path
CAREER PLAN SAMPLE

ABE/ CTU Career Plan
Client Name: Michael Barber
Client Email Address: MB??@gmail.com

Career Goals:

The employee aims to achieve the following goals:

- To increase basic Literacy and Computer skills by December 2020
- To obtain a certificate in Healthcare Services by January 2021
- To become a regular, full-time employee in Healthcare Services by March 2021

S.W.O.T. Analysis (Strengths, Weaknesses, Opportunities, Threats)

<table>
<thead>
<tr>
<th>STRENGTH</th>
<th>WEAKNESSES</th>
<th>OPPORTUNITIES</th>
<th>THREATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked in hospital as custodial worker</td>
<td>Literacy skills assessed at 10th grade level</td>
<td>Enrolled in WIOA or CTU program</td>
<td>Recently laid off</td>
</tr>
<tr>
<td>Work history of 7 years</td>
<td>Low digital literacy skills</td>
<td>Free tutoring and digital literacy classes</td>
<td>Limited access to technology</td>
</tr>
</tbody>
</table>

Strategy
The client aims to achieve the following goals:

To increase basic Literacy and Computer skills by December, 2020
To obtain a certificate in Healthcare Services by January, 2021
To become a regular, full-time employee in Healthcare Services by March 2021.
**CAREER PLAN SAMPLE CONT.**

**ACTION PLAN**

**Short Term:** To increase basic literacy and computer skills by November 2020

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ASSIGNED TO:</th>
<th>DEADLINE</th>
<th>PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in ABE Tutoring</td>
<td>Career Coach</td>
<td>October 1, 2020</td>
<td>Upcoming</td>
</tr>
<tr>
<td>Enrolled in Digital Literacy class</td>
<td>CTU Instructor</td>
<td>October 1, 2020</td>
<td>Upcoming</td>
</tr>
</tbody>
</table>

**Mid Term:** To obtain a certificate in Healthcare Services by January 2021

<table>
<thead>
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<th>ASSIGNED TO:</th>
<th>DEADLINE</th>
<th>PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in WIOA training program</td>
<td>Career Coach</td>
<td>October 2020</td>
<td>Upcoming</td>
</tr>
<tr>
<td>Complete Healthcare Services certification</td>
<td>CTU Instructor</td>
<td>January 2021</td>
<td>Upcoming</td>
</tr>
</tbody>
</table>

**Long Term:** To become a regular, full-time employee in Healthcare Services by March 2021

<table>
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<tr>
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<th>ASSIGNED TO:</th>
<th>DEADLINE</th>
<th>PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete WIOA job readiness training program</td>
<td>Career Coach</td>
<td>November 2020</td>
<td>Upcoming</td>
</tr>
<tr>
<td>Complete apprenticeship in Healthcare Services</td>
<td>Career Coach</td>
<td>February 2021</td>
<td>Upcoming</td>
</tr>
</tbody>
</table>
RESOURCES

Organizations:
- NACADA
- Women Employed: Career Foundations

Website links:
- https://www.16personalities.com/free-personality-test
- https://www.16personalities.com/personality-types
- https://www.mynextmove.org/explore/ip
- https://www.NACE.com
- https://www.Youtube.com

Handout:
- TransferableSkillsWorksheet-1 (www.smu.edu)