CCE Career Development Model

This model serves as a visual guide for understanding the steps we encourage you to take to move your career journey forward and the resources available at CCE for support. Begin by reflecting on where you are in your journey, and then explore CCE resources outlined. Learning how to engage with each piece of this model will ensure that you are equipped with the knowledge, skills, and support to design your next steps over your lifetime.

> EXPLORE

Develop self-awareness of your identities, preferences, strengths, and interests. Learn about potential career options to make meaningful choices in your academics, activities, and job search.

- Career Counseling on Self and Career Exploration
- Industry Exploration Resources
- Employer and Alumni Events
- Major-to-Career Resources
- Career Pathways for PhDs

> PREPARE

Create tailored resumes and cover letters, practice interviewing skills, build a professional online presence, research employers, and develop a plan of action for your search.

- Career Counseling to Get Ready for the Job and Internship Search
- Mock Interviews with Counselors and Alumni
- Tailored Career Skills Workshops
- Clothing Closet

> EXPERIENCE

Pursue opportunities like student clubs, internships, jobs, research, volunteering, and/or activities to develop skills, connections, and insight on your preferences, workplace etiquette, and potential career options.

- CCE-Sponsored Internship and Externship Programs
- LionSHARE and On-Campus Interviews
- Career Fairs and Industry Showcases
- Alumni Mentors through CCE-Sponsored Programs
- Alumni Mock Interview Night
- LinkedIn Workshops and Profile Reviews
- Career Counseling on Networking Strategy and Informational Interviewing

> CONNECT

Grow your network of support with peers, faculty, alumni, and other industry professionals to gather information and advice.

- Career Fairs, Industry Showcases and Employer Site Visits
- Networking Events such as Alumni Dinners and Panels
- Alumni Mentors through CCE-Sponsored Programs
- Alumni Mock Interview Night
- LinkedIn Workshops and Profile Reviews
- Career Counseling on Networking Strategy and Informational Interviewing

EXPLORE

Identify Your Interests, Values, Personality Traits, and Skills

How do you figure out which career is right for you? At CCE, we know that the career exploration process can be daunting. While it may feel intimidating at first, there are steps you can take to start making progress towards self-awareness and understanding career options that may be a fit for you.

Self-assessment is the first step. The more you understand yourself and your motivations, the more informed and productive your career search process will be. Start by reflecting on your interests, values, skills and personality traits, as well as key experiences you have enjoyed. Research shows that people most satisfied in their careers are those who are working in jobs that closely align with these areas. Use the following activities to think about these areas and how they connect to potential career options. Complete them on your own or discuss them with a CCE career counselor.

Identity:

Identity is important to career exploration because it represents you as you define yourself. It is not another’s perception of you or who you should be. Knowing who you are and being confident in that identity will help you stay grounded as you explore the next phase of your life. You may think of yourself in terms of many identities and aspects of yourself that intersect. Some of these identities may be grounded in the communities of which you are a part and the life experiences you have had. Your identities may be closely tied to your values, interests, social contexts and self-image. In the exercise below try to reflect deeply on your core self, that which is part of you regardless of who you are with.

Describe yourself in the lines below. Try using a mix of demographic descriptors (age, gender, sexual orientation, religion, race, ethnicity, etc.), adjectives, or communities in which you consider yourself a member (first-generation college student, military veteran, etc.) in order to paint a full picture of who you are.

At my core, I am…

1. 
2. 
3. 
4. 
5. 

Keep these aspects of your identity in mind as you move forward with the self-assessment exercises in this section, as they often influence other elements of career exploration such as your interests and values. jot notes in the chart on page 11.

> REFLECT

Reflect on your core self and the potential career options that align with it. Use this reflection to guide your self-assessment exercises in this section.
Values:
Values play an integral role in career satisfaction. Of the following list, prioritize the ten career values that are most important to you now (they may change over time) by circling them, and cross out the ten that are least important. Add any other values that are missing from your list.

- Achievement
- Advancement and promotion
- Adventure
- Arts
- Challenging problems
- Change and variety
- Close relationships
- Community
- Competence
- Cooperation
- Country
- Creativity
- Decisiveness
- Democracy
- Ecological awareness
- Economic security
- Effectiveness
- Efficiency
- Ethical practice
- Excellence
- Excitement
- Fame
- Fast pace
- Financial gain
- Flexibility
- Freedom
- Friendships
- Growth
- Having a family
- Helping other people
- Helping society
- Honesty
- Independence
- Influencing others
- Inner harmony
- Integrity
- Intellectual status
- Involvement
- Job tranquility
- Knowledge
- Leadership
- Loyalty
- Meaningful work
- Merit
- Money
- Nature
- Order
- Personal development
- Physical challenge
- Pleasure
- Power and authority
- Privacy
- Public service
- Purity
- Quality
- Recognition
- Religion
- Reputation
- Responsibility and accountability
- Security
- Self-respect
- Serenity
- Sophistication
- Stability
- Status
- Supervising others
- Time freedom
- Truth
- Wealth
- Wisdom
- Work under pressure
- Working with others
- Working alone

Now, scan through your list. What trends or topical themes appear throughout? Use the following theme descriptions to identify patterns and circle or highlight two or three that describe your interests. Note which theme contains activities that are most engaging, not necessarily the highest number of items.

Activities involving:
- athletic or mechanical ability; working outdoors or with machines, tools, plants or animals
- observing, learning, investigating, analyzing, evaluating, or problem solving
- imagination and creativity; artistic, innovative, or intuitive abilities; or unstructured environments
- working with people to enlighten, inform, help, train or cure; skill with words
- working with people to influence, persuade, perform, lead, or manage for business goals or economic gain
- organizing, clerical, or numerical ability; step by step tasks, details and data

Write some keywords from the themes that most describe your interests in columns 1 of the chart on page 11.
Interests:

Interests represent things you like to learn about or do as hobbies, but may also give clues to the kinds of careers and jobs you would enjoy. In the spaces below, list 10–20 things that you really like to do or enjoy learning about. Use the following questions to brainstorm ideas:

- What have been your favorite courses?
- In your previous jobs, internships, or extracurricular experiences, what tasks did you enjoy most?
- What are the things you find yourself doing and enjoying, even though you don’t have to do them?
- What local, societal or world problems interest you?
- If you were an excellent writer, what subjects would you want to write about?
- If you could teach a course on any subject, what subjects would you teach?
- What do you do for fun? To relax and unwind?

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**Activities involving:**

- Athletic or mechanical ability; working outdoors or with machines, tools, plants or animals
- Observing, learning, investigating, analyzing, evaluating, or problem solving
- Imagination and creativity: artistic, innovative, or intuitive abilities; or unstructured environments
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Now, prioritize your top ten values by considering which could be compromised if necessary and which cannot be compromised. After completing this exercise, write your top five values into the chart on page 11.

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
</tr>
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<tbody>
<tr>
<td>6.</td>
<td>7.</td>
<td>8.</td>
<td>9.</td>
<td>10.</td>
</tr>
</tbody>
</table>
Personality:

Personality can be defined as a combination of qualities that form an individual's distinctive character, which influence how you see, experience, and interact with the world. We all have certain innate preferences and personality characteristics that feel more comfortable and natural, such as how we gain energy, perceive information, make decisions, and organize our external environments.

Below are just eight aspects of your personality to consider. For each row, check off the one option that most describes you. While you may relate to both descriptions, think about which is most comfortable, or the option you would choose first.

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<tr>
<th>People and Interaction</th>
<th>Gain energy by being with other people; tend to be sociable, seek out others, enjoy interacting</th>
<th>Time Alone</th>
<th>Gain energy by spending time alone; enjoy social interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk and Participate</td>
<td>Talk more than listen, think out loud, focused on outside world of people and things</td>
<td>Listen and Reflect</td>
<td>Listen more than talk, reflective, like to think and then respond, focused on inner world of ideas</td>
</tr>
<tr>
<td>Practical and Concrete</td>
<td>Value realism and common sense, practical solutions, practical matters, concrete information, immediate action</td>
<td>Creative and Abstract</td>
<td>Drawn to imagination, creative new ideas, different ways of doing things, innovative solutions to problems</td>
</tr>
<tr>
<td>Details</td>
<td>See the trees in the forest and then the trees, given detailed descriptions, patient with routine details, precise step by step instructions</td>
<td>Big Picture</td>
<td>See the forest and then the trees, give more global descriptions, impatient with routine details want to know the purpose of projects and general goals</td>
</tr>
<tr>
<td>Logic</td>
<td>Prefer analysis and putting things together in logical order</td>
<td>Harmony</td>
<td>Prefer harmony and empathy, gathering consensus</td>
</tr>
<tr>
<td>Impartial Standards</td>
<td>Value one standard for all</td>
<td>Personal Analysis</td>
<td>Value exceptions to the rule and consider the effect of actions on people and feelings</td>
</tr>
<tr>
<td>Closure</td>
<td>Prefer to have matters settled. Happiest when there is a plan and clear structure, like to bring closure to the external world</td>
<td>Open-Ended</td>
<td>Prefer flexibility. Happiest when time is unstructured, like to stay open to all possibilities</td>
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<tr>
<td>Control and Organization</td>
<td>Organized, enjoy making lists of tasks and subtasks, prioritize effectively, attached to calendars, goal sheets, and outcomes</td>
<td>Unexpected and Go with the Flow</td>
<td>Enjoy variety and the unexpected, comfortable with ambiguity and last minute changes, open to new information</td>
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</tbody>
</table>

Of those that you checked, select 3–5 that describe you best or resonate the most with you, and write them in the chart on page 11.

Skills:

Throughout the course of your life, you have gained competencies in many areas. In which of the following do you excel? This list will help you to realize your strong points. Apply them to career decision-making and when transitioning to different fields. Check off the skills that you have demonstrated inside and outside of the classroom. Then, go back and circle those skills you most enjoy using and cross off those that you do not enjoy using.

Communication Skills
- Present information to large and small groups
- Handle complaints in person/over the phone
- Sell ideas, products, or services
- Listen carefully and attentively
- Develop rapport easily with diverse individuals and groups of people
- Read or speak another language
- Edit and proofread written material
- Write clearly and concisely

Counseling, Serving, and Interpersonal Relations Skills
- Counsel, advise, consult, guide others
- Demonstrate empathy, sensitivity, and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathetically and with objectivity
- Create positive, hospitable environment
- Encourage, empower, advocate for people

Creative and Innovative Skills
- Visualize concepts and results
- Brainstorm and make use of group synergy
- Design materials, products, or services
- Express ideas through a form
- Use computer software for artistic creations
- Write poetry, fiction, plays

Cultural Respect Skills
- Understanding differences
- Global mindset
- Sensitivity
- Openness

Financial Skills
- Develop/stay within a budget
- Eye for profit
- Recognize money making opportunities
- Manage resources/make money grow
- Set financial priorities
- Develop cost cutting solutions
- Negotiate financial deals
- Understand economic principles

Leadership, Management, and Administrative Skills
- Envision the future and lead change
- Establish policy and/or procedures
- Set goals and determine courses of action
- Create innovative solutions to complex problems
- Develop and facilitate work teams

Life Skills
- Flexibility
- Adaptability
- Initiative
- Accountability
- Work ethic
- Responsibility

Mechanical and Technical Skills
- Invert
- Assemble/build/install
- Perform precision work
- Operate hand/power tools
- Troubleshoot/diagnose problems
- Drafting/mechanical drawing
- Understand manuals/diagrams
- Learn new technology easily
- Program/Code
- Using technology to identify information

Numerical Skills
- Solid ability with basic arithmetic
- Multiply numbers in your head
- Figure out percentages
- Recognize patterns and relationships in numbers
- Gain valuable information from graphs, tables, and charts

Numerical Skills (Continued)
- Quickly spot numerical errors
- Make decisions based on numerical data
- Make rough calculations/estimates in your head
- Analyze statistical data

Planning and Organizing Skills
- Identify and organize tasks or information
- Coordinate and organize people, activities, processes, systems, and programs
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Plan and manage events

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In the chart on page 11, write down 5–8 of the skills that you feel are your strongest and would most like to use in a career.

According to a 2016 survey conducted by the National Association of Colleges and Employers (NACE), the top qualities/skills employers seek in hires are:

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problems
4. Ability to plan, organize, and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

Year after year employers report looking for the same transferable skills, which are listed above. Remember these types of skills are developed both through studies, extracurricular activities, clubs, internships, study abroad, and life experiences unique to you!

**Problem-Solving Skills**
- Anticipate/solve problems
- Bring order to a chaotic situation
- Determine root causes
- Select most effective solution
- Improve under stress
- Help a group identify solutions
- Handle difficult people
- Stay calm in emergencies

**Research and Analytical Skills**
- Identify appropriate information sources
- Hypothesize and test for results
- Compile numerical and statistical data

**Training and Teaching Skills**
- Use a variety of media for presentations
- Develop educational curriculum and materials
- Create and administer evaluation plans
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions

Use this chart to record the interests, values, personality traits, identities, and skills you have identified through the previous exercises. Also note potential career options you have considered, or any careers that may connect to some of your preferences which you would like to explore further. Next, move to page 12 to learn about how to connect the information below to possible careers.

**Likes and Dislikes:**

Complete the activity below to reflect on how you have enjoyed or not enjoyed your previous experiences. When listing your likes and dislikes, be sure to think about the job tasks, skills you used, work environment, people you worked with, your boss/supervisor, the company culture and politics, hours, pay, perks, benefits, socialization, friends, resources available to complete the job, commute, professional development/opportunities for growth, travel, etc. Also, consider what was going on in your personal life at the time of each job—do you think that had any influence on the satisfaction of this particular job?

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<tr>
<th>Job Title, Company/Organization and Brief Description</th>
<th>What I Liked about Job</th>
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**> RELATED ASSESSMENTS**

**STRONG INTEREST INVENTORY (SII)**
The Strong Interest Inventory can help you discover your interests, preferences, and personal styles. It identifies themes and specific areas of interest, and it compares your interests with those of individuals in a variety of occupations. It can also help you identify new career, academic, or extracurricular options to investigate.

**CAREER VALUES CARD SORT**
The Career Values Card Sort is a quick, simple tool that allows you to prioritize your career-related values. This assessment is an effective tool for providing a deeper understanding of what you intrinsically need out of a career.

**MYERS-BRIGGS TYPE INDICATOR (MBTI)**
The MBTI can help you identify your personality preferences and provide insight into how you make decisions, interact with people, gather information, and get energized. The MBTI does not measure aptitudes, but helps you better understand your motivations, strengths and potential areas of growth, and career areas for exploration.

**MOTIVATED SKILLS CARD SORT AND SKILLSCAN CARD SORT**
The Motivated Skills and SkillScan are two Card Sort assessments that help you identify the skills that you most want to use in a career. Both of these assessments have you rate a number of skills based on both how much you enjoy using the skills and how much you want to use it in a career. This information can be used to identify potential careers that value these skills and areas for further development.

If you want to further explore your interests, values, personality, and skills, make an appointment with a CCE career counselor.
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