

Basic Steps of Career Decision-Making

start Here!

Identify Values

1. Become Aware of the Need To Make A Decision

Clearly state the concern which requires that a choice be made. If you are unaware that you must make a decision, you may be unconsciously making decisions which are self-defeating

2. Identify What You Value and Determine If More Information Is Required

If you have already completed a self-assessment, you should be able to identify your basic life values. If you have not-do so now you should develop an understanding of your self including values, interests, aptitudes, abilities, personal traits, and desired life style, and become aware of the interrelationship between self and occupational choice.

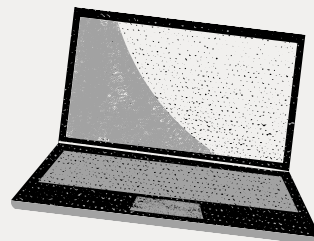
3. Gather Additional Information You Believe Is Needed In Order To Make a More Informed and Wise Decision

Gather info

Some of the additional information may be obtained through the personal self-assessment, other information may be acquired from sources outside yourself (books, magazines, people, etc.).

Questions that need to be answered are:

- What do I enjoy doing?
- What are my personal goals?
- Do I have enough information to make a wise choice?
- If not, what information is needed?
- WHERE and HOW do I get the information I need...



4. After You Have Gathered The Information You Believe You Need Consider The Possible Results Of Each Alternative

Which alternative appears to have the best possibility of helping you to better realize your SELF-ASSESSMENT PROFILE and/or most cherished values? Which one offers the least possibility?

5. Select The One Alternative You Believe Will Most Appropriately Complement Your Self-Assessment Profile and/or Help You To Best Realize Your Most Cherished Values

Questions that need to be answered are:

- Which alternative appears to be closest, realistically, to my SELF-ASSESSMENT PROFILE and/or most cherished VALUES?
- Which alternative will I go through the most "storms" (pain or difficulty) in order to "make it happen?"

6. Develop and Implement A Plan of Action dev

Basically, what you are doing here is carrying through with your decision. After choosing an alternative, act on it. The actions you take will normally consist of setting and attaining short-term and intermediate GOALS which, in turn, moves you closer to your long-term Goal.

A GOAL can be defined as a genuine indicator of something which has been attained or is to be achieved. GOALS are like accomplishments which you periodically work on in hopes of achieving the goal.

From a career planning perspective, goals should be viewed as "Junction Stops" or steps in a series aimed at helping you to increasingly complete who you are and what's most important in your life.

For example, one might say, "My decision is to pursue a Bachelor of Science degree in Nursing. Therefore, I must take biology and chemistry and pass both classes with at least a "B." And, also plan to job shadow, intern, volunteer or work part-time at a hospital or healthcare facility while in college to gain experience.

ANALYSIS: The short-term goal, although not cited, might be to get an "A" on today's chemistry quiz. The intermediate goals are to pass both biology and chemistry with at least a "B" and gain experience. The long-term goal is to obtain a Bachelor of Science degree in Nursing. Several underlying values might be health skill and helping others.



Repeat steps 1 - 6



7. SHOULD SIGNIFICANT INFLUENCING FACTORS MAKE IT NECESSARY, REVIEW AND REPEAT STEPS 1 THROUGH 6.

NOTES:

Schedule an appointment with your Student Career Counselor to discuss ways to make good career decisions.

CAREER OPPORTUNITIES & VOLUNTEER SERVICES
Student Union, 2nd Floor, Room 2218 (Behind Starbucks)



CAREER OPPORTUNITIES & VOLUNTEER SERVICES

VALDOSTA STATE UNIVERSITY