

# Exploring Majors and Careers



## Contents:

- Step One: Self-Assessment
- Step Two: Exploring Options
- Step Three: Narrowing Options
- Step Four: Career Search Process



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UNIVERSITY

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## **OHIO UNIVERSITY CAREER SERVICES**

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### **MAJOR AND CAREER ADVISING**

- Individual advising by scheduled appointment or during Walk-In Hours (9:00 - 11:30 a.m., Monday - Thursday, 1:00 - 4:00 p.m., Monday - Friday)
- Self-assessment exercises
- Computerized career guidance programs: CareerBeam® and FOCUS
- Seminars on a wide range of career topics including Résumé Writing, Interviewing, Career Search Strategies, Business Etiquette & Professional Dress, etc.

### **JOB SEARCH ASSISTANCE**

- Personal advising on job search strategies
- Résumé and cover letter critiques
- Résumé and Interviewing Techniques seminars
- Mock Interview Program
- On-campus interviewing for winter break and summer jobs
- Monthly Online Summer Jobs and Internships Bulletin (January - May)
- Career fairs and networking events (see schedule below)
- CareerBeam® (Over 18 million employer leads)
- VAULT® Online Career Library

### **CAREER RESOURCE CENTER**

- Career guides
- College and graduate school information
- Graduate admissions tests registration materials
- Computer lab

### **BOBCAT ONLINE JOB SEARCH PROGRAM**

#### **For Current Year Graduates and Alumni**

(You must register for these services - ask for more information.)

- Résumé Referrals
- Online Job Postings
- On-Campus Interviewing for Career Positions

### **CAREER FAIRS, 2007 - 2008**

- |                                      |            |
|--------------------------------------|------------|
| • Ohio University Fall Career Fair   | October 3  |
| • Ohio University Winter Career Fair | February 5 |
| • Teacher Recruitment Consortium     | April 11   |

### **CAREER SERVICES WEB SITE**

- <http://www.ohio.edu/careers>

## Exploring Majors and Careers

Commencement will be here sooner than you think, so it's not too early to start planning for your future career. In fact, it's best to start early in your college experience so that you can use your time as a student to make wise decisions. The Career Services staff is here to help you with all aspects of your career planning!

Career planning is the ongoing process of choosing a career that fits with your own unique set of interests, abilities, and values. In other words, it means selecting a career that matches who you are and taking the steps necessary to prepare for that career. Career planning is a four-step process which takes place during your entire college experience.

There is no single major or career which is the best for you—each person has abilities which can be applied to a wide variety of career fields. Most of us will work for approximately 10 different employers during our lifetime, have at least 3-4 different careers, and spend an average of 3.5 years in each position. The challenge is to find majors and careers which combine as many of your interests as possible. The key in a rapidly changing workforce is to have transferable skills that you can apply to a range of careers.

According to NACE, the National Association of Colleges and Employers, a list of the key transferable skills employers are seeking in employees includes:

1. Communication Skills—Written and Verbal
2. Motivation
3. Initiative
4. Teamwork
5. Leadership
6. Academic Achievement/Grade Point Average
7. Interpersonal Skills
8. Flexibility
9. Adaptability
10. Technical Skills
11. Honesty/Integrity
12. Work Ethic
13. Analytical/Problem Solving Skills
14. Computer Skills.

## Step One—Self-Assessment

Self-assessment means learning about your skills and interests so you can make decisions regarding majors and careers. Here is a list of what you can do for the self-assessment phase of career planning.

- Take CareerBeam®, an online self-assessment inventory, which matches personal attributes with career options. A link to CareerBeam® is on the Career Services' web site [www.ohio.edu/careers](http://www.ohio.edu/careers).
- After taking the assessment, schedule an appointment with a Career Services advisor to go over your results.
- Complete the “Career Choice Checklist” then schedule an appointment with a Career Services advisor—checklist is available on Career Services' web site.

- Take classes such as UC 115, the University Experience, or EDCE 201, Career and Life Planning.
- Other online self-assessment surveys include the Keirsey Temperament Sorter [www.keirsey.com](http://www.keirsey.com) or Myers Briggs [www.humanmetrics.com](http://www.humanmetrics.com) then click on “Take the Jung Typology Test.” Also, the FOCUS online assessment is available through Career Services’ website. There are many resources in the Career Resource Center that may assist you in using your self-assessment for career selection.

## Step Two—Exploring Options

Exploring options involves researching majors and careers based on your self-assessment findings. There are many ways to explore your options at Ohio University!

- Visit the Career Services Resource Center and look through the *Great Jobs for \_\_\_\_\_ Majors* series and the *Opportunities in \_\_\_\_\_* series.
- “What Can I Do with a Degree in \_\_\_\_\_” handouts available online or hard copy in the Career Resource Center.
- Continue to meet with a Career Services advisor.
- Participate in informational interviews and career shadowing where you meet with professionals to gain more information and insight.
- Talk with professors and/or advisors.
- Maintain your GPA as this will allow you to remain competitive with career and graduate school options.
- Join student organizations which relate to various majors.
- Attend campus events like employer information sessions, career fairs, etc. to gain more information about majors and career paths.
- Explore CareerBeam® or VAULT® Online Career Library on Career Services’ web site.

## Step Three—Narrowing Options

Narrowing options means you are identifying majors and careers which captured your interest during the Exploring Options step. You need to evaluate these majors and careers based on criteria that are of importance to you such as salary, lifestyle, location, etc. Below are some steps you can take to narrow your options.

- Plan several major and career options—don’t get locked into one “career” idea.
- Identify your top three options just in case one doesn’t work out.
- Continue to participate in informational interviews and career shadowing.
- Participate in co-ops or internships.
- Consider a PACE (Program to Aid Career Exploration) position, which provides experience relevant to your major. PACE students work in an office at Ohio University performing activities relevant to their major and career goals. Contact the Office of Financial Aid for more information.
- Continue to meet with a Career Services advisor.
- Continue to attend career-related campus events.

## Step Four—Career Search Process

Eventually, you will be ready to plan and conduct your search. When career searching, make sure you consider the following guidelines.

- Develop your résumé, cover letter, and reference sheet.
- Register with Career Services for the Bobcat Online Job Search Program.
- Explore the CareerBeam® career searching resources.
- Learn about the career search process.
- Develop your career search strategy.
- Attend Career Services' seminars on various career-related topics.
- Continue to meet with a Career Services advisor.
- Identify and research potential employers.
- Prepare for interviews.
- Participate in a Mock Interview through Career Services.
- Plan and apply for graduate school if that is the next step.
- NETWORK!
- Do not wait until late into your final year to begin the career search process—early fall quarter is the best time to begin even if you're not graduating until June.
- Check to make sure you do not have inappropriate information accessible in Facebook®, My Space®, other online blogs, or Google®.

The attached checklist provides even more ideas for career planning!

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• **First Year: Self-Assessment** •

- **Check out the Career Services' Web site ([www.ohio.edu/careers](http://www.ohio.edu/careers))**  
An opportunity to keep up-to-date with events and services.
- **Use CareerBeam® Self-Assessment (link with instructions on [www.ohio.edu/careers](http://www.ohio.edu/careers))**  
CareerBeam® is a comprehensive career development system that offers on line assessments as well as career exploration information.
- **Print-out College/Career Choice Checklist ([www.ohio.edu/careers](http://www.ohio.edu/careers))**  
A self-assessment tool that can be completed and brought to an individual counseling appointment.
- **Schedule an Individual Advising Appointment for Major/Career Exploration**  
Make a counseling appointment to explore possible majors and careers according to your interests.
- **Explore Career Resource Center**  
The Career Resource Center offers a variety of resources, organized by major and career fields, which are directly related to particular areas of study and work.
- **Pick-up a copy of *What Can I Do with This Degree?* (Career Resource Center or online at [www.ohio.edu/careers](http://www.ohio.edu/careers))**  
An outline of common career areas, typical employers, and strategies designed to maximize career opportunities for a variety of majors.
- **Explore VAULT® Online Career Library**  
Link and password accessible through Career Services' web site.
- **Stop by the Majors Fair (Held Fall Quarter)**  
An opportunity to research the various majors that Ohio University has to offer.

• **Sophomore Year: Exploring Options** •

- **Check out the Career Services' Web site ([www.ohio.edu/careers](http://www.ohio.edu/careers))**  
An opportunity to keep up-to-date with the events and services Career Services has to offer.
- **Schedule an Individual Advising Appointment for Major/Career Exploration**  
Make a counseling appointment to explore possible majors and careers according to your interests.
- **Attend Résumé Writing Seminar (Fall, Winter, and Spring)**  
Make a strong first impression with effective résumés and cover letters.
- **Attend Career Fairs (Held in October and February)**  
An opportunity to job and internship search; network on campus with local, regional, and national organizations.
- **Check out the Opportunities to Interview for a Seasonal Job**  
Local and regional organizations offer opportunities to interview on-campus for seasonal positions in various areas.
- **Check out the Summer Jobs and Internships Bulletin ([www.ohio.edu/careers](http://www.ohio.edu/careers))**  
Up-to-date postings January-May for nationwide summer positions and internships.
- **Explore Career Resource Center**  
The Career Resource Center offers a variety of resources, organized by major and career fields, which are directly related to particular areas of study and work.

• **Junior Year: Narrowing Options** •

- **Check out the Career Services' Web site ([www.ohio.edu/careers](http://www.ohio.edu/careers))**  
An opportunity to keep up-to-date with the events and services Career Services has to offer.
- **Attend Résumé Writing Seminar**  
Make a strong first impression with effective résumés and cover letters.
- **Schedule a Résumé and Cover Letter Critique**  
Suggestions and tips on résumé /cover letter design, content and format.
- **Attend Interviewing Techniques Seminar (Fall, Winter, and Spring)**  
Learn all the basic skills and tips for a winning interview.

— **Participate in a Mock Interview**

The Mock Interview Program is an invaluable opportunity to polish your interviewing skills.

— **Attend Career Fair Etiquette Seminar**

Provides information and tips on preparing for a career fair.

— **Attend Career Fairs (Held in October and February)**

An opportunity to job search and network on campus with local, regional, and national organizations.

— **Attend Planning for Graduate School Seminar ([www.ohio.edu/careers](http://www.ohio.edu/careers))**

Understand what goes into applying for graduate study and when you need to begin the process.

— **Check out Graduate School Information and pick-up Test Registration Materials**

Check out the Resource Center to research possible graduate programs, graduate schools, and test materials for the GRE, LSAT, GMAT and Praxis.

— **Attend Career Search Strategies Seminar ([www.ohio.edu/careers](http://www.ohio.edu/careers))**

Learn how to implement a multi-faceted career search, develop career search etiquette, and utilize the Internet.

— **Schedule an Individual Advising Appointment to Explore Career Opportunities**

Make a counseling appointment to explore career possibilities according to your interests.

• Senior Year: Career Search Process •

— **Check out the Career Services' Web site ([www.ohio.edu/careers](http://www.ohio.edu/careers))**

An opportunity to keep up-to-date with the events and services.

— **Schedule an Individual Advising Appointment to Explore Career Opportunities**

Make a counseling appointment to explore career possibilities according to your interests.

— **Register for the Bobcat Online Job Search program early Fall Quarter**

This service provides you with the benefits of résumé referrals, online job postings, and on-campus interviewing. It is highly recommended that you register early Fall Quarter.

— **Schedule a Résumé and Cover Letter Critique**

Suggestions and tips on résumé/cover letter design, content and format.

— **Attend Career Search Strategies Seminar ([www.ohio.edu/careers](http://www.ohio.edu/careers))**

Learn how to implement a multi-faceted search, develop career search etiquette, and utilize the Internet.

— **Attend Advanced Interviewing Seminar ([www.ohio.edu/careers](http://www.ohio.edu/careers))**

Learn how to manage second interviews, on-site interviews, and negotiate an offer.

— **Go to CareerBeam® Web site (accessible through Career Services' web site)**

CareerBeam® is a net-based employer research system containing a database of over 20 million organizations. Contact Career Services for username and password.

— **Participate in a Mock Interview**

The Mock Interview Program is an invaluable opportunity to polish your interviewing skills.

— **Attend Career Fair Etiquette Seminar (Fall and Winter)**

Information and tips on preparing for a career fair.

— **Attend Career Fairs (Held in October and February)**

An opportunity to job search and network on campus with local, regional and national organizations.

— **Attend Teacher Recruitment Consortium TRC (Held in April)**

The TRC is a career fair especially for educators and others eligible to work in school systems, which brings school systems from around the country to campus.

— **Attend a Business Etiquette Seminar**