

Career Decision-Making and Career Planner



Caltech Career Development Center

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<http://www.career.caltech.edu>

This planner is a very brief introduction to the key elements of making career decisions. You may have already completed many of the steps, or may need to start from the beginning. The steps are usually not taken sequentially, but generally it helps to start with self-exploration (Who am I?), then career exploration (what am I going to do with who I am), and finally, job getting (how can I get there?). The Career Development Center invites you to make an appointment to discuss your career questions and plans with a career counselor in order to work together to make your dreams come true.

The Career Cycle

REFLECTION

- Personality
- Skills
- Values
- Interests
- Goals

DIRECTION

- Exploring Careers
- Researching & Projects
- Setting Tentative Goals
- Volunteer at Caltech
- Networking
- Elective courses/training



TRANSITION

- Graduating
- Adjusting to new job
- Adapting to Grad school
- Re-evaluating goals

CONNECTION

- Job Search
- Networking
- Resume
- Interviewing
- Applications

The 7 Steps to Successful Career Decisions:

These steps will prepare you for your next career move. Web resources are listed to help you complete each section as fully as possible. Want assistance? - - career@caltech.edu

Step 1 Personal Analysis	Resources: Start with these links for inventories, exercises, information, and help
<p>a. Skills Identification These are My Top 7 work skills:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>You must be able to describe your top skills and give examples or stories about when and how you utilized these skills. You should think about what kind of skills the employer is looking for and then highlight those in your resume, during interviews, in your cover letter, and as a way to decide if an opportunity is a good fit for you (using your best, most enjoyable skills). Skills play a central role in qualifying for a career and for long-term satisfaction.</p> <p>http://web.mit.edu/career/www/workshops/finding/skills.pdf</p> <p>http://online.onetcenter.org/</p>
<p>b. Defining Personality Style 5 words that best describe my personality:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Employers want to know your personality dimensions; how you work in groups, leadership potential, preferred working style, etc. The tests below give you language and categories to describe personality traits. The second link has personality and career information. Try these, they are fun.</p> <p>http://haleonline.com/psychtest/index.php</p> <p>http://www.typelogic.com/</p> <p>http://www.princetonreview.com/cte/quiz/career_quiz1.asp</p>
<p>c. Determining Career Goals 3 jobs that I'm tentatively interested in</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Goals can be tentative or temporary for now, but it is usually better to name two or three top choices at this moment. These can be clarified as you work with a Career Center counselor, advisors, and others.</p> <p>www.nycareerzone.org/graphic/index.jsp</p>
<p>d. My current/tentative choice(s) of a specialty or academic option:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Remember, career choices are not permanent. Take a tentative choice, try it out, and change when it is needed.</p> <p>http://www.cdm.uwaterloo.ca/Step3_5.asp <i>how to set a goal and achieve it.</i></p> <p>http://www.uncwil.edu/stuaff/career/Majors– <i>What can I do with a major in...?</i></p>
<p>e. Preferred people interactions</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>-Do you prefer to work in groups, alone, in consultation, as a leader? Describe your preferred work environment.</p> <p>http://www.queendom.com/ <i>register and go to” tests and profiles” then,” career tests” and then to the “complete list of tests.” Take the teamwork and communication tests. Sample results are fine, you don’t need to purchase profile results</i></p>
<p>f. My personal motivators/Values</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>We are all motivated by different things. What motivates you? Values are extremely important for career decisions. Register with a site and take the free values test. Try a test below, but you don’t need to purchase results...the free stuff is fine</p> <p>http://www.testingroom.com/logon.jsp</p> <p>http://www.assessment.com/StartMAPP.asp</p>

Step 2 Career Exploration

<p>a. Preferred work environment</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>This is related to the preferred people interactions box above. The better you clarify your ideal working environment, the better you can tell whether a particular career, organization or job will be compatible.</p> <p>http://www.jobhuntersbible.com/library/hunters/pickafield.shtml</p>
<p>b. Career research</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Research is important. The more you know about careers the more likely your decisions will be the best.</p> <p>http://www.alumni.caltech.edu/ <i>Contact Caltech Alumni</i> Job Hunters Bible http://www.jobhuntersbible.com/ xInt resource – Bolles is an ex-chem E from MIT, top expert in field JobWeb The NACE site helpful for college students http://www.rileyguide.com/ <i>A top set of links for career issues</i></p>
<p>c. Industry research</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Career Guide to Industries http://www.bls.gov/opub/ooq/2002/spring/art01.htm Hoovers Online http://www.hoovers.com/ Vault http://www.vault.com/ <i>articles, books, possible to purchase and read on-line</i></p>
<p>d. Analyzing career options</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Apply your excellent analytical skills to your career planning. But don't forget the importance of emotional/personal issues. Career decisions should explore cognition and the gut.</p> <p>http://www.jobweb.com/Resources/Library/Career_Pursuit/default.htm</p>
<p>e. International job hunting?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>http://www.transabroad.com/ Transitions Abroad http://www.overseasjobs.com/ Overseas Jobs http://www.goabroad.com/ Go Abroad http://www.studyabroad.com/ http://www.forumusa.org/ France</p>

Step 3 Developing Competency Through Experience

<p>a. Internships</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>http://www.monstertrak.com/ http://www.internships.com/ http://usinterns.com/ <i>U.S. Interns</i> <i>Intern Web</i> http://www.campjobs.com/ <i>online source for camp job opportunities, summer or full-time employment.</i></p>
<p>b. Jobs(There are MANY job listing sites)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>MonsterTRAK – <i>largest in the country, and Institute supported – best university site</i> http://www.headhunter.net/ http://hotjobs.com/ http://www.collegegrad.com/ http://www.idealists.org/</p>

Step 4 Job Search Strategies

<p>a. Networking List 10 or more people you can call for advice</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>-Networking personifies the Pareto 80/20 rule: 80% of your opportunities will be the result of networking (typically 20% of effort). Research consistently reveals that this is the single most effective and important part of any career move. Take this seriously. Read about networking strategies, talk to a Career Center counselor about it, and do it. It pays off.</p> <p>http://career.berkeley.edu/Plan/InfoInterview.stm <i>Informational Interviewing</i> – Berkeley did a nice job explaining this IMPORTANT process in career research. This is a MUST for career seekers. Visit the site.</p> <p>http://www.rileyguide.com/netintv.html http://www.career.fsu.edu/ccis/guides/infoint.html http://static.monstertrak.com/careerguide/inside_resume.html</p> <p>http://www.alumni.caltech.edu They have a list of Caltech Alumni who have agreed to speak with students, Postdocs and other alumni about their careers. If you need further assistance call the Alumni Association at 626. 395-6593</p>
<p>b. Developing a plan My next 3 steps in job search process</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>You will take many paths in your career, and most importantly, you need to take action. Take steps. Write down tasks to accomplish from this chart, give yourself a deadline, and start today. Procrastination is your worst career enemy.</p>

Step 5 The Resume, Cover Letter, and Curriculum Vitae (CV)

<p>a. The quality checklist. The type of resume(s) I have chosen to use:</p> <p>_____</p> <p>_____</p>	<p>http://web.mit.edu/career/www/workshops/resumes/section2acc_om_resume.htm</p>
<p>b. How the Resume or CV is used I will use my resume for these applications</p> <p>_____</p> <p>_____</p>	<p>http://static.monstertrak.com/careerguide/inside_info.html several articles on Resume, job search, etc.</p>
<p>c. Selecting and providing references People who will serve as references for me:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>You need 3 or 4 of these. For Grad school you need to get faculty recommendations. If you are unsure about what the recommender will say, talk to them first. Ask if they feel comfortable saying positive things. If you are applying to industry you can also use non-faculty. If you have questions about this, contact the CDC and we can help you brainstorm.</p>
<p>d. Cover Letters I will develop a unique cover letter draft by the following date: _____</p>	<p>Cover letters are important. Write a draft and get it proofed.</p> <p>http://web.mit.edu/career/www/workshops/resumes/section4cl_resume.htm http://www.careerbuilder.com/</p>
<p>e. The personal statement/essay I will develop a draft by (date): _____</p>	<p>http://www.rpi.edu/dept/llc/writecenter/web/gradapp.html http://www.quintcareers.com/graduate_school.html</p>

Step 6 Interviewing

Things you need to know for the interview:

- a. The interview process
- b. Types of questions they ask
- c. Formula for answering interview answers
- d. Explaining strengths and weaknesses
- e. Your 3 minute Science Presentation
- f. Overcoming Objections
- f. Getting practice - mock interviews

Interviews make or break your opportunities. Don't skip on preparation. The CDC can do mock interviews with you for practice and feedback. Know how to answer questions, how to anticipate interview situations and practice.

<http://web.mit.edu/personnel/irt/compquick/compinterviewtips.htm> *this is the MIT Human Resources guide to behavioral interviews. Nice example of how they are run and evaluated.*

<http://www.rileyguide.com/interview.html> *several sites to explore on all types of interviewing situations.*

a. Salary negotiation

The salary and/or benefits I want to negotiate for:

Lots of tips on negotiating salaries. Read a couple of these articles and prepare a salary negotiating plan that works for you.

<http://static.monstertrak.com/careerguide/>

<http://www.rileyguide.com/offers.html>

<http://vault.com/>

http://www.careerweb.com/rescen/car_advice/salary/30_salary_mstkes.html 30 typical mistakes in salary negotiation

<http://www.careerjournal.com/salaries/negotiate/>

Step 7 Career Transition

FINAL CHOICE

These are the opportunities/choices I currently have

Which one will you select at this time?

This is the step you have been working toward. To complete this step you take what you have learned from all the prior steps and make a decision for your next career move. Use the information you gained about your skills, values, personality, preferred industry and working environment to choose your next step. This does not have to be a permanent life-long commitment. What you are doing is making a choice based on what you know about yourself, the job market, and possible futures. Things may change as you collect more information and gain further experience. After you have done the paper exercise, it's always good to talk with a friend, counselor, etc. to give you feedback and help you see anything you may have missed. Moral support and honest feedback are priceless.

b. First month in the new organization

3 things I need to do when I start my next job/program:

Prepare to start your new job. Learn expectations about dress, interaction with boss, co-workers, how productivity is measured, common mistakes, etc.

http://www.jobweb.com/resources/library/Workplace_Culture/Build_for_the_Future_198_01.htm *The first year on the job Succeeding in the workplace*

WORK AND LIFESTYLE VALUES

WORK VALUES Section:

WORK TASKS	Very Important	Quite Important	Somewhat Important	Not Important
Produce a product I can see at the end of the day				
Work on a project that takes a long time to complete				
Complete tasks by the end of the day				
Perform different tasks every day				
Perform similar tasks routinely				
Engage in adventuresome/risky tasks				
Work with hands or hand tools				
Work with numbers				
Help people who have needs				
Influence the opinions or decisions of others				
Engage in physical tasks				
Engage in intellectually stimulating tasks				
Engage in creative tasks				
Engage in research				

WORK SETTING	Very Important	Quite Important	Somewhat Important	Not Important
Indoors, in my own office				
Indoors, in a large office with many colleagues				
Indoors, other than an office				
Outdoors				
Combination of indoors & outdoors				
Work in an urban/suburban setting				
Work in a rural setting				
Home-based work setting				

WORK HOURS	Very Important	Quite Important	Somewhat Important	Not Important
Regular shift of 8 hours per day with no overtime or work to take home				
Irregular length day, sometimes working overtime or taking work home				

PRESSURE	Very Important	Quite Important	Somewhat Important	Not Important
Little or no pressure				
Fast-paced environment				
Competitive environment				
Pressure due to responsibility for physical/emotional well-being of others				

TRAVEL	Very Important	Quite Important	Somewhat Important	Not Important
Little or no travel required				
Significant local travel required				
Significant long-distance travel required				

INTERPERSONAL ASPECTS	Very Important	Quite Important	Somewhat Important	Not Important
Work independently with no supervision (own boss)				
Work independently with some supervision				
Work with one or more colleagues as a team				
Plan work for and supervise others				
Be supervised by a good supervisor/boss				
Work with supportive co-workers				
Meet new people regularly				
Do not have to meet new people often				

PAY, BENEFITS, REWARDS	Very Important	Quite Important	Somewhat Important	Not Important
Good benefits package				
Work for a high base salary				
Work on a commission basis				
Job security				
Average starting salary upon graduation				
Opportunity to obtain large salary increases				
Receive immediate public attention for accomplishments				
Social prestige/respect/recognition				

PROFESSIONAL DEVELOPMENT	Very Important	Quite Important	Somewhat Important	Not Important
Opportunity to advance within the same organization				
Opportunity to advance by changing organizations				
Opportunity to participate in professional organizations				

EDUCATION	Very Important	Quite Important	Somewhat Important	Not Important
No more than bachelors degree required				
Graduate study required				
Ph.D. required				

LIFESTYLE VALUES Section:

Lifestyle Values	Very Important	Quite Important	Somewhat Important	Not Important
Live close to work				
Own your own home				
Live in a rural setting				
Live in a city				
Live in a suburban setting				
Live close to cultural and entertainment opportunities				
Travel frequently				
Live in a moderate climate				
Live in a warm climate				
Live where the weather changes from season to season				
Have time to pursue your interests				
Live near relatives				
Have friends near by				
Participate in family-oriented activities				
Have time to yourself				
Spend time with your neighbors				
Do volunteer work				
Be active in religious work				
Do things often with friends				
Go out to eat often				
Go to movies, plays, and concerts often				
Be involved with sports of your choice				
Do things alone or with your spouse				
Live in a stable neighborhood				
Spend time with arts or crafts				
Go places on weekends				
Stay at home on weekends				
Be very involved in social activities				

YOUR PRIORITIZED VALUES

Work Values
(In priority order)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Lifestyle Values
(In priority order)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Now ask yourself the following questions and note your answers:

1. Does your life right now reflect your values? Is the way you spend your time consistent with your priorities?
2. If the way you spend your time is not consistent with your priorities, how can you make it so?
3. Are there some parts of your life that you would like to change but cannot right now? If so, what is your timetable for bringing your lifestyle more into harmony with your values?
4. How do you think your most important personal values will affect your career choice?

Skills-assessment exercise

Arrange skills in rows and columns based on the following instructions.

Step 1. Cut out the skills cards found on the sheet below and place them face up so you can read them.

Step 2. Place each skill word in the appropriate box on the chart below. The columns represent how much you enjoy or dislike using that skill, and the rows indicate how good you are at that skill. You end up with several cards on some boxes and few or no cards on other boxes. Don't try to distribute them evenly.

Step 3. After you distributed all the cards save the cards from squares 1, 2, 5, and 6 and discard the rest.

The saved cards are the skills you enjoy and are best at. The purpose is to try to rank order more or less these top skills by your enjoyment and competence.

The career implication is that you should look for a career, job or opportunity that matches your good and interesting skills. If you don't, then you either must learn new skills or use ones that you don't particularly enjoy. Learning new skills may be enjoyable or drudgery depending on your interests. Using skills you don't enjoy will lead to boredom. Every job requires that you do some drudgery or boring work. The point is to find work that maximizes on what you enjoy and are good at because you will succeed in that kind of environment.

Can you think of any careers, jobs, or work environments that will use your best and most enjoyable skills? Jot down your hunches, then explore them further.

	I am very good at this	A strength I have	I have little ability	I have no ability
Enjoy doing the most. Delightful	1	5	9	13
I Enjoy doing this	2	6	10	14
Neutral: neither enjoy nor dislike	3	7	11	15
I dislike doing this	4	8	12	16

Step 4. Now rank the remaining cards in order based on BOTH criteria: The skills you enjoy the most and are best at. You should have no less than 10 cards, and no more than 15. Some skills may feel equally enjoyable or you may rate them equal in ability. For the purpose of this exercise, force yourself to rank order them. These can always be re-sorted at a later time.

Step 5. Jot down the skill words you selected in the order you ranked them.

My ranking based on skills I enjoy most and have the greatest ability in

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

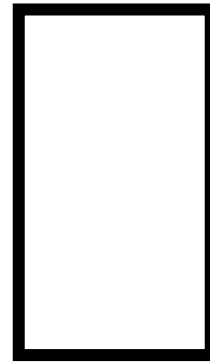
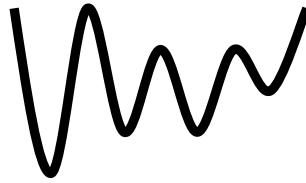
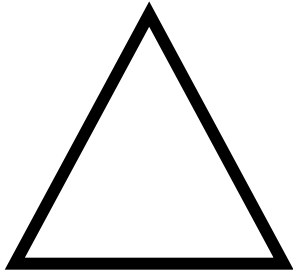
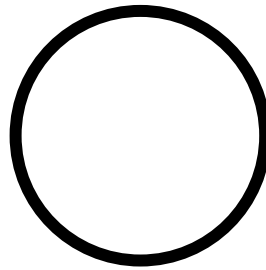
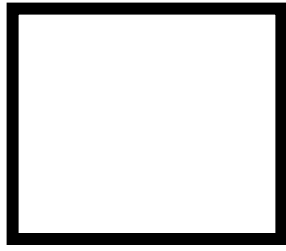
Skills Card Sort

(Cut the out squares below (following page) and place in the sorting chart above)

Advertising	Analyzing	Budgeting	Communicating	Computing
Conflict Management	Consulting	Cooperating	Coordinating, Making Arrangements	Counseling
Decision-making	Designing	Drawing, Painting	Editing	Encouraging
Evaluating	Goal Setting	Group Facilitating	Influencing Others	Instructing
Interviewing	Manual Dexterity	Mediating	Meeting Deadlines	Mentoring
Modeling, Remodeling	Motivating	Multitasking	Negotiating	Observing, Inspecting
Perceiving Intuitively	Dealing with Feelings	Skilled Crafting	Reading for information	Other:
Organizing	Performing, Staging	Photography	Physical Agility, Strength	Planning
Playing a Musical Instrument	Precise Tolerance Standards	Problem Solving	Project Planning	Public Speaking
Monitoring	Initiating Change	Helping Others, Assisting/Nursing	Acting as Liaison	Testing
Hosting	Expediting, Streamlining	Interviewing Others	Classifying, Categorizing	Record Keeping
Observing, Examining	Implementing Plans	Teaching, Training	Proofing, Editing	Writing
Researching	Running Meetings	Selling	Playing, Singing, Performing	Strategic Planning
Supervising	Synthesizing	Tolerating	Visualizing	Other:

Psychogeometrics

Look at the 5 shapes below. Choose the shape you feel is *you*, or the one you were originally attracted to. Then rank the remaining 4 shapes in order of preference to you

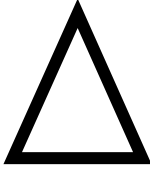


Description of leadership style preference based on the geometric shapes

	Strengths	Weaknesses	Typical Jobs
<p>BOX</p> <p>(SJ)</p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 10px auto;"></div>	<p>Authority</p> <p>Belong</p> <p>Dutiful</p> <p>Judicious</p> <p>Organized</p> <p>Parental</p> <p>Practical</p> <p>Perseverance</p> <p>Predictable</p> <p>Responsible</p> <p>Sensible</p> <p>Serious</p> <p>Service</p> <p>Structure</p> <p>Useful</p>	<p>Administrator vs. Manager</p> <p>Analytical</p> <p>Conservative</p> <p>Detail-Oriented</p> <p>Determined</p> <p>Follow plans</p> <p>Hard Worker</p> <p>Knowledgeable Likes to know rules</p> <p>Logical</p> <p>Need predictability</p> <p>Organized</p> <p>Patient</p> <p>Perfectionist</p>	<p>Complaining</p> <p>Cool & aloof</p> <p>Loner</p> <p>Meticulous</p> <p>Nit-picking</p> <p>Procrastinating</p> <p>Resist change</p> <p>Accountant</p> <p>Administrator</p> <p>Author/editor</p> <p>Bank teller</p> <p>Business</p> <p>Computer</p> <p>Programmer</p> <p>Construction</p> <p>Doctor-specialist</p> <p>Engineering</p> <p>Government Worker</p> <p>Inspector</p> <p>Manual laborer</p> <p>Medicine</p> <p>Paper processor</p> <p>Secretary</p> <p>Selling</p> <p>Teacher</p> <p>Truck driver</p>

TRIANGLE

(NT)



Strengths

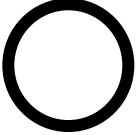
- Abstract
 - Controlling
 - Critical
 - Innovation
 - Intelligence
 - Logical
 - Perfection
 - Power
 - Precision
 - Skeptical
 - Systematic
 - Vision
- Ambitious
 - Athletic
 - Bottom-line
 - Competitive
 - Competency
 - Decisive
 - Focused on goal
 - Hierarchical
 - Leadership
 - Left-brain
 - Political
 - Wisdom


Weaknesses


- Dogmatic
- Driven
- Impatient
- Overloaded
- Political
- Self-centered
- Status oriented

Typical Jobs

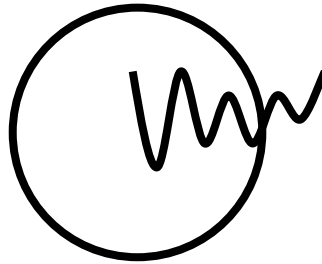
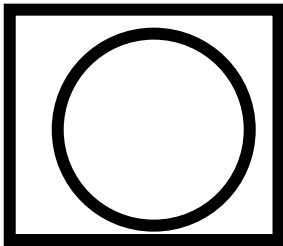
- Administrator
- Analysts
- Architecture
- Business owner
- Conductor
- Consulting
- Design
- Economists
- Entrepreneur
- Executive
- Law firm partner
- Manager/supervisor
- Math
- Military officer
- Orchestra
- Pilot
- Politician
- Teacher/Professor
- Union organizer

	Strengths	Weaknesses	Typical Jobs	
CIRCLE				
(NF)				
	Caring Empathetic Honesty Idealistic Imaginative Integrity Lovers Peacekeepers Relations Romantic Searching Spiritual Unique Unity	Creative Empathic Friendly Generous Harmony Integration/ holistic Listeners Nurturing Persuasive Pleasers Problem solvers Sensitive Stabilizing Reflective Team players	Apolitical Emotional Gossipy Indecisive Lazy Manipulative Melancholy Over personal Self-blaming	Acting Advertising Analyst Camp leaders Consultant Consulting Counselor Historians Housewife Human resources Medical Minister PR Sales Sales Secretary Teacher Teaching Waiter Writing

	Strengths	Weaknesses	Typical Jobs	
SQUIGGLE (SP) 	Action Adventurer Competitive Motivating Creativity Endurance Bold Fun motion Open-ended Physical Spontaneous Risks Sensuous	Conceptual Excitable Future Oriented Impulsive Independent Innovative Integrative Right brain Start-up Stimulation Variety Witty	Disorganized Eccentric Evangelistic Illogical Impractical Naïve Uninhibited Unrealistic	Agent Artist/performer Astrologist Decorator Entrepreneur Evangelist Independence Inventor Musician New product specialist Professor Promoter/PR Researcher Sales Tools: instruments, carpentry, etc.

	Strengths	Weaknesses	Typical Jobs
RECTANGLE 	Change Transition in life Dissatisfied Confused Growing Unpredictability Searching Learning Exciting Inquisitive Courageous	Confused Low self-esteem Inconsistent Gullible Not genuine Unpredictable	New bosses Entry-level Recent graduate Newly promoted Life crisis Adolescents Entrepreneurs Performers new retirees

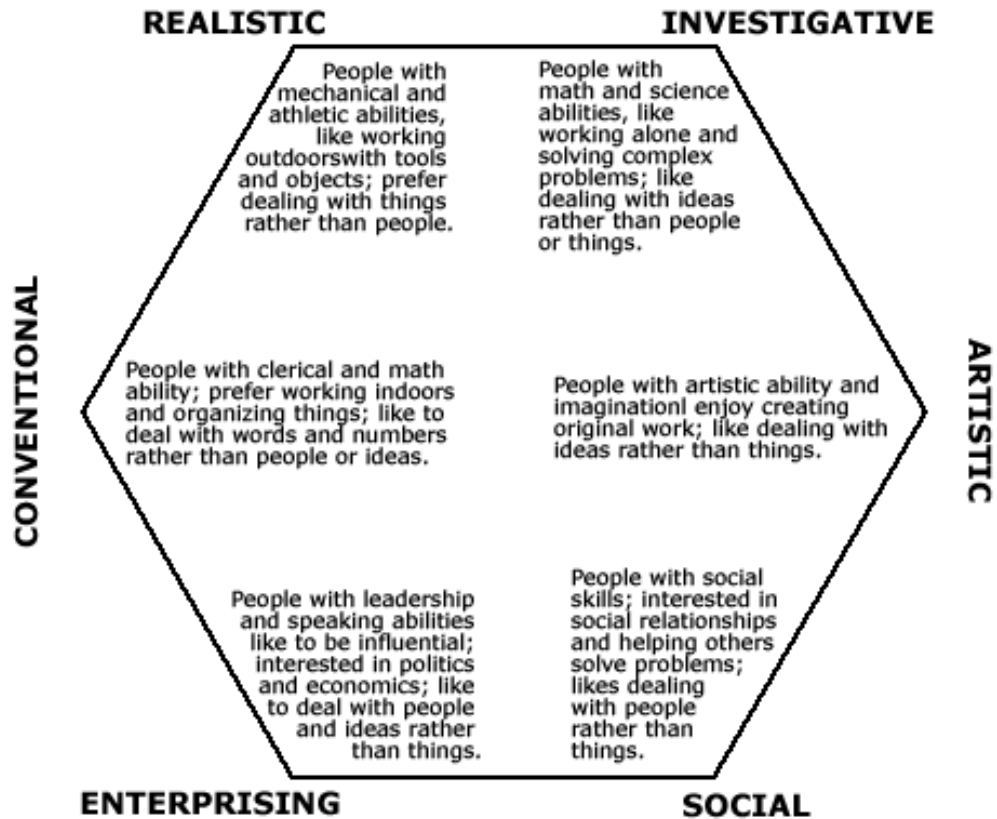
Sample of Style Combinations



Explore your Interests

The Party Game

Imagine walking into a room in which the six groups of people below are already interacting. Read the descriptions of each group and list the group you would be drawn to first, then your second choice, and finally your third choice. Write down your first 3 choices



This exercise is based on Dr. John Holland's theory that people and work environments can be loosely classified into six different groups. Different peoples' personalities may find different environments more to their liking. While you may have some interests in and similarities to several of the six groups, you may be attracted primarily to two or three of the areas. These two or three letters are your Holland Code.

An example: with a code of RES you would most resemble the **Realistic** type, somewhat less resemble the **Enterprising** type, and resemble the **Social** type even less. The types that are not in your code are the types you resemble least of all. Most people, and most jobs, are some combination of two or three of the Holland interest areas.

THEME SAMPLE JOB TITLE CODE

REALISTIC	Horticulturist	REI
INVESTIGATIVE	Geologist	IRA
ARTISTIC	Medical Illustrator	AIR
SOCIAL	Physical Therapist	SIR
ENTERPRISING	Elected Public Official	ESA
CONVENTIONAL	Nursing Home Administrator	CES

Holland illustrates the concept of consistency through the use of a hexagon model. Each of the six themes is represented at each corner of the hexagon based on how closely one theme correlates to the other.

Adjacent corners have the highest degree of correlation while opposite corners (R and S, I and E, A and C) correlate the least. A person with a primary type of Social, a secondary type of Artistic, and a tertiary type of Investigative, would have a consistent type (or “Holland Code”). An individual whose Holland code is “SRI” would be considered inconsistent because Social and Realistic themes are opposite.

Holland suggests that sound career decisions be based on an individual’s accurate knowledge of his or her personal modal orientation and accurate occupational knowledge. Without such knowledge, individuals are unable to base career decisions on congruent relationships between their personal orientations and their occupational environments.

Holland developed an occupational classification system that categorizes job titles according to the six themes. Once an individual understands his or her modal personality orientation or Holland code, exploration may occur using a number of resources including the Holland Dictionary of Titles, to investigate specific occupations that are congruent with personality type. Examples of Holland occupational codes include:

Activity: Holland Occupational Themes Inventory

Based on the theory of John Holland, Ph.D., people with the same or similar interests are often found in the same work environments. To discover the work environments suited to your interests, abilities and personality, consider the following categories/themes.

Step 1: For each theme, check those items which describe you.

REALISTIC						R Total =
Are You:		Can You		Like To:		
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Practical	<input type="checkbox"/>	Fix electrical things	<input type="checkbox"/>	Tinker with mechanics	
<input type="checkbox"/>	Athletic	<input type="checkbox"/>	Solve mechanical problems	<input type="checkbox"/>	Work outdoors	
<input type="checkbox"/>	Straight forward	<input type="checkbox"/>	Pitch a tent	<input type="checkbox"/>	Be physically active	
<input type="checkbox"/>	Mechanically inclined	<input type="checkbox"/>	Play a sport	<input type="checkbox"/>	Use your hands	
<input type="checkbox"/>	A nature lover	<input type="checkbox"/>	Read a blueprint	<input type="checkbox"/>	Build things	
<input type="checkbox"/>	Operate tools and machinery	<input type="checkbox"/>	Work on cars	<input type="checkbox"/>		

INVESTIGATIVE						I Total =
Are You:		Can You		Like To:		
<input type="checkbox"/>	Inquisitive	<input type="checkbox"/>	Think abstractly	<input type="checkbox"/>	Explore ideas	
<input type="checkbox"/>	Analytical	<input type="checkbox"/>	Solve math problems	<input type="checkbox"/>	Use computers	
<input type="checkbox"/>	Scientific	<input type="checkbox"/>	Understand physical theories	<input type="checkbox"/>	Work independently	
<input type="checkbox"/>	Observant	<input type="checkbox"/>	Do complex calculations	<input type="checkbox"/>	Perform lab experiments	
<input type="checkbox"/>	Precise	<input type="checkbox"/>	Use a microscope	<input type="checkbox"/>	Read scientific or technical magazines	
<input type="checkbox"/>	Operate tools and machinery	<input type="checkbox"/>	Work on cars	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	Analyze data	<input type="checkbox"/>		

ARTISTIC

A total =

Are You:		Can You		Like To:	
	Creative		Sketch, draw, paint		Attend concerts, theaters, art exhibits
	Intuitive		Play a musical instrument		Read fiction, plays, poetry
	Imaginative		Write stories, poetry, music, sing, act, dance		Work on crafts
	Innovative		Design fashions or interiors		Take photographs
	An individualist				Express yourself creatively

SOCIAL

S Total =

Are You:		Can You		Like To:	
	Friendly		Teach/train others		Work in groups
	Helpful		Express yourself clearly		Help people with problems
	Idealistic		Lead a group discussion		Participate in meetings
	Insightful		Mediate disputes		Do volunteer service
	Outgoing		Plan and supervise an activity		Work with young people
	Understanding		Cooperate well with others		Play team sports

ENTERPRISING

E Total =

Are You:		Can You		Like To:	
	Self-confident		Initiate projects		Make decisions affecting others
	Assertive		Convince people to do things your way		Be elected to office
	Sociable		Sell things or promote ideas		Win a leadership or sales award
	Persuasive		Give talks or speeches		Start your own political campaign
	Enthusiastic		Organize activities and events		Meet important people
	Energetic		Lead a group		

CONVENTIONAL

C Total =

Are You:		Can You		Like To:	
	Well groomed		Work well within a system		Follow clearly defined procedures
	Accurate		Do a lot of paper work in a short time		Use data processing equipment
	Numerically inclined		Keep accurate records		Work with numbers
	Methodical		Use a computer terminal		Type or take shorthand
	Conscientious		Write effective business letters		Be responsible for details
	Efficient				

Realistic

The "Do-ers"

ARE YOU:	CAN YOU:	LIKE TO:
practical athletic straightforward/frank mechanically inclined a nature lover thrifty curious about the physical world stable concrete reserved self-controlled independent ambitious systematic persistent	fix electrical things solve electrical problems pitch a tent play a sport read a blueprint plant a garden operate tools and machinery	tinker with machines/vehicles work outdoors use your hands be physically active build things tend/train animals work on electronic equipment

HOBBIES:

Refinishing furniture, Growing plants/flowers, Playing sports, Hunting/fishing, Woodworking, Coaching team sports, Building models, Repairing cars, equipment, etc., Target shooting, Landscaping, Taking exercise classes

CAREER POSSIBILITIES(Holland Code):

Aerospace Physiologist (RSE) Air-Conditioning Mechanics (RIE) Aircraft Mechanic (RIE) Appliance Mechanics (RIE) Aquaculturist (REI) Architectural Drafter (RCI) Automobile Body Repairer (RIE) Automotive Engineer (RIE) Automobile Mechanic (RIE) Baker/Chef (RSE) Bookbinder (RES) Bricklayer (RSE) Busdriver (RES) Butcher (RSE) Carpenter (RCI) Cement Worker and Terrazzo Worker (REC) Compositor (RSI) Construcion Worker (REC) Corrections Officer (RES) Dental Assistant (RES) Dental Laboratory Technician (REC)	Diesel Mechanic (REI) Drafter (RCI) Electrical Engineer (RIE) Electrician (REI) Electroplater (R) Excercise Careers (RES) Farm Equipment Manager (RES) Farmer (RIS) Farm Manager (RES) Fiber Optics Technician (RSE) Firefighter (RES) Fish Hatchery Manager (RES) Floral Designer (RAE) Forester (RIS) Furnace Installer (RES) Geodetic Surveyor (RIE) Glazier (RES) Groundskeeper (RCE) Industrial Supervisor (REI) Instrument Repair and Maintainence (RIE) Jeweler (REC)
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[Dental Technician](#) (REI)
[Electroplater](#) (R)
[Excercise Careers](#) (RES)
[Farm Equipment Manager](#) (RES)
[Farmer](#) (RIS)
[Farm Manager](#) (RES)
[Fiber Optics Technician](#) (RSE)
[Firefighter](#) (RES)
[Fish Hatchery Manager](#) (RES)
[Floral Designer](#) (RAE)
[Forester](#) (RIS)
[Furnace Installer](#) (RES)
[Geodetic Surveyor](#) (RIE)

[Laboratory Technician](#) (RIE)
[Line Installer](#) (RSE)
[Logger](#) (RES)
[Glazier](#) (RES)
[Groundskeeper](#) (RCE)
[Industrial Supervisor](#) (REI)
[Instrument Repair and Maintainence](#) (RIE)
[Jeweler](#) (REC)
[Laboratory Technician](#) (RIE)
[Line Installer](#) (RSE)
[Logger](#) (RES)

Investigative

The "Thinkers"

ARE YOU:		CAN YOU:	LIKE TO:
inquisitive analytical scientific observant precise scholarly cautious intellectually self- confident	introspective reserved broad- minded independent logical complex curious	think abstractly solve math problems understand scientific theories do complex calculations use a microscope or computer interpret formulas	explore a variety of ideas use computers work independently perform lab experiments read scientific or technical journals analyze data deal with abstractions do research be challenged

HOBBIES:

Book club, Astronomy, Crossword puzzles/board games, Preservation of endangered species, Computers, Visiting museums, Collecting rocks, stamps, coins, etc., Amateur Radio, Recreational flying

Actuary (ISE) Agronomist (IRS) Anesthesiologist (IRS) Anthropologist (IRE) Archeologist (IRE) Biochemist (IRE) Biologist (ISR) Cardiopulmonary Technician (IRE) Cartographer (IRE) Chemical Engineer (IRE) Chemical Technician (IRE) Chemist (IRE) Chiropractor (ISR) Civil Engineer (IRS) Computer Engineer (IRC) Computer Programmer (IRC) Computer Systems Analyst (IER) Dentist (ISR) Ecologist (IRE) Economist (ISA) Electrical Engineer (IRE) Geographer (IRE)	Geologist (IRE) Hazardous Waste Technician (IRS) Horticulturist (IRS) Industrial Arts Teacher (IER) Management Consultant (ICR) Marketing Research Analyst (IAS) Mathematician (IER) Medical Lab Technologist (IRE) Medical Technologist (ISA) Meteorologist (IRS) Nurse Practitioner (ISA) Pharmacist (IES) Physician, General Practice (ISE) Physician Assistant (ISA) Psychologist (ISA) Research Analyst (IRC) Software Engineer (IRE) Statistician (IRE) Technical Writer (IRS) Veteranarian (IRS) Web Site Developer (IRE)
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Artistic

The "Creators"

ARE YOU:		CAN YOU:	LIKE TO:		
creative intuitive imaginative innovative unconventional emotional independent expressive original	introspective impulsive sensitive courageous open complicated idealistic nonconforming	sketch, draw, paint play a musical instrument write stories, poetry, music sing, act, dance design fashions or interiors	attend concerts, theatres, art exhibits read fiction, plays, and poetry work on crafts take photographs express yourself creatively deal with ambiguous ideas		
HOBBIES: Refinishing furniture, Growing plants/flowers, Playing sports, Hunting/fishing, Woodworking, Coaching team sports, Building models, Repairing cars, equipment, etc., Target shooting, Landscaping, Taking exercise classes Photography, performing, Writing, stories, poems, etc., Desktop publishing, Sewing, Taking dance lessons, Visiting art museums, Designing sets for plays, Travel, Playing a musical instrument, Homemade crafts, Painting, Speaking foreign languages					
CAREER POSSIBILITIES(Holland Code):					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Actor/Actress (AES) Advertising Art Director (AES) Advertising Manager (ASE) Architect (AIR) Clothing/Fashion Designer (ASR) Copywriter (ASI) Dancer (AES) Choreographer (AER) Drama Teacher (ASE) English Teacher (ASE) </td> <td style="width: 50%; vertical-align: top;"> Fashion Illustrator (ASR) Furniture Designer (AES) Graphic Designer (AES) Interior Designer (AES) Journalist/Reporter (ASE) Landscape Architect (AIR) Medical Illustrator (AIE) Museum Curator (AES) Music Teacher (AES) Photographer (AES) Writers/Editors (ASI) </td> </tr> </table>				Actor/Actress (AES) Advertising Art Director (AES) Advertising Manager (ASE) Architect (AIR) Clothing/Fashion Designer (ASR) Copywriter (ASI) Dancer (AES) Choreographer (AER) Drama Teacher (ASE) English Teacher (ASE)	Fashion Illustrator (ASR) Furniture Designer (AES) Graphic Designer (AES) Interior Designer (AES) Journalist/Reporter (ASE) Landscape Architect (AIR) Medical Illustrator (AIE) Museum Curator (AES) Music Teacher (AES) Photographer (AES) Writers/Editors (ASI)
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SOCIAL

The "Helpers"

ARE YOU:	CAN YOU:	LIKE TO:
friendly helpful idealistic insightful outgoing understanding cooperative generous responsible forgiving patient empathic kind persuasive	teach/train others express yourself clearly lead a group discussion mediate disputes plan and supervise an activity cooperate well with others	work in groups help people with problems participate in meetings do volunteer work work with young people play team sports serve others
Hobbies Volunteering with social action groups. Writing letters, Joining campus or community, organizations, Helping others with personal concerns, Meeting new friends, Attending sporting events, Caring for children, Religious activities, Going to parties, Playing team sports		
CAREER POSSIBILITIES(Holland Code):		
Air Traffic Controller (SER) Athletic Trainer (SRE) Chaplain (SAI) City Manager (SEC) College Professor (SEI) Community Planner (SEA) Counseling Psychologist (SIA) Counselor/Therapist (SAE) Cosmetologist (SEA) Cruise Director (SAE) Dental Hygienist (SAI) Detective (SER) Dietitian (SIE) Elementary School Teacher (SEC) Executive House Keeper (SCE) Family and Consumer Scientist (SAE) Hairstylist (SER) High School Teacher (SAE) Historian (SEI) Home Economist (SEA) Home Economics Teacher (SAE) Homemaker (S)	Occupational Therapist (SRE) Paralegal (SCE) Park Naturalist (SEI) Personnel Recruiter (SEC) Personnel, Training, and Labor Relations Specialist (SEC) Physical Therapist (SIE) Physical Therapy Aide (SIR) Police Officer (SER) Preschool Worker (SEA) Professional Athlete (SRC) Probation and Parole Officer (SIE) Public Health Educator (SEA) Radiological Technologist (SRI) Real Estate Appraiser (SCE) Recreation Director (SER) Recreational Therapist (SEC) Registered Nurse (SIA) Relocation Counselor (SAE) Retirement Counselor (SAE) School Counselor (SAE) School Principal-Administrator (SEI) Secondary School Teacher (SAE)	

[Hospital Administrator](#) (SER)
[Ind./Organizational Psychologist](#) (SEI)
[Insurance Claims Examiner](#) (SIE)
[Librarian](#) (SAI)
[Mail Carrier](#) (SRC)
[Medical Assistant](#) (SCR)
[Medical Record Administrator](#) (SIE)
[Minister](#) (SAI)
[Priest](#)(SAI)
[Rabbi](#)(SAI)
[Nurse/Midwife](#) (SIR)

[Social Worker](#) (SEA)
[Sociologist](#)(SIA)
[Special Education Teacher](#) (SEC)
[Speech Pathologist](#) (SAI)
[Teacher's Aid](#) (SIC)
[Business Teacher](#)(SAE)
[Ticket Agent](#) (SCE)
[Vocational Agricultural Teacher](#)(SEC)
[Vocational-Rehab. Counselor](#)(SEC)
[X-Ray Technician](#) (SRI)

ENTERPRISING

The "Persuaders"

ARE YOU:	CAN YOU:	LIKE TO:
self-confident assertive sociable persuasive enthusiastic energetic adventurous popular impulsive ambitious inquisitive agreeable talkative extroverted spontaneous optimistic	initiate projects convince people to do things your way sell things or promote ideas give talks or speeches organize activities lead a group persuade others	make decisions affecting others be elected to office win a leadership or sales award start your own service or business campaign politically meet important people have power or status
HOBBIES: Discussing Politics, Reading Business Journals, Watching the Stock Market, Attending Meetings and Conferences, Selling Products, Leading Campus or Community Organizations Operating a Home Business		

CAREER POSSIBILITIES(Holland Code):

[Advertising, marketing, and public relations managers](#)

[Advertising Sales Representative](#) (ESR)

[Automobile Sales Worker](#) (ESR)

[Financial Planner](#) (ESR)

[Barber/Hairdresser](#) (ESR)

[Bartender](#) (ERC)

[Benefits Manager](#) (ESA)

[Financial Manager](#) (ESA)

[Buyer](#) (ESA)

[Insurance Adjuster](#) (ESR)

[Computer Operator](#) (ESI)

[Cook/Chef](#) (ESR)

[Credit Analyst](#) (EAS)

[Credit Manager](#) (ERS)

[Dental Assistant](#) (E)

[Educational - Training Manager](#) (EIS)

[Educational Administrator](#) (ESA)

[Emergency Medical Technician](#) (ESI)

[Flight Attendant](#) (ESA)

[Food Service Manager](#) (ESI)

[Foreign Service Officer](#) (ESA)

[Funeral Director](#) (ESR)

[Health Services Manager](#) (ECR)

[Hotel Manager](#) (ESR)

[Housekeeper](#) (ESR)

[Industrial Engineer](#) (EIR)

[Insurance Agent](#) (ECS)

[Interpreter](#) (ESA)

[Journalism](#) (EAS)

[Lawyer/Attorney](#) (ESA)

[Lobbyist](#) (ESA)

[Manufacturer's Representative](#) (ESA)

[Office Manager](#) (ESR)

[Public Relations Representative](#) (EAS)

[Real Estate Agent](#) (ESR)

[Restaurant Manager](#) (EAS)

[Retail Sales Person](#) (ESR)

[Retail Store Manager](#) (ESR)

[Sales Manager](#) (ESA)

[Sales Representative](#) (ERS)

[Social Service Director](#) (ESA)

[Stockbroker](#) (ESI)

[Tax Accountant](#) (ECS)

[Traffic Clerks](#) (ESC)

[Travel Agent](#) (ECS)

[Urban Planner](#) (ESI)

CONVENTIONAL

The "Organizers"

ARE YOU:	CAN YOU:	LIKE TO:
<p>well-organized accurate numerically inclined methodical conscientious efficient conforming orderly practical thrifty systematic structured polite ambitious obedient persistent</p>	<p>work well within a system do a lot of paper work in a short time keep accurate records use a computer terminal write effective business letters</p>	<p>follow clearly defined procedures use data processing equipment work with numbers type or take shorthand be responsible for details collect or organize things</p>
HOBBIES:	CAREER POSSIBILITIES(Holland Code):	
<p>Collecting memorabilia Arranging and organizing household or workshop, etc. Playing computer or card games Collecting any related objects Keeping club or family records and files Reading home magazines Studying tax laws Practicing Clutter's Last Stand Writing family history</p>	<p>Abstractor (CSI) Accountant (CSE) Accounting Clerk and Bookkeeper (CSR) Administrative Assistant (ESC) Bank Teller (CSE) Budget Analyst (CER) Building Inspector (CSE) Business Teacher (CSE) Cashier (CSE) Catalog Librarian (CSE) Clerk (CSE) Computer Operator (CSR)</p>	

	<u>Cost Accountant</u> (CES) <u>Court Reporter</u> (CSE) <u>Customs Inspector</u> (CEI) <u>Data processing worker</u> (CRI) <u>Electronic Mail Technician</u> (CSR) <u>File Clerk</u> (CSE) <u>Financial Analyst</u> (CSI) <u>Insurance Adjuster</u> (CSE) <u>Insurance Underwriter</u> (CSE) <u>Internal Auditor</u> (ICR) <u>Key Punch Operator</u> (CSE) <u>Kindergarten Teacher</u> (CSE) <u>Legal Secretary</u> (CSA) <u>Library Assistant</u> (CSE) <u>Medical Records Technician</u> (CSE) <u>Medical Secretary</u> (CES) <u>Safety Inspector</u> (RCS) <u>Service Station Attendent</u> (CER) <u>Tax Consultant</u> (CES) <u>Telephone Operator</u> (CSE) <u>Typist</u> (CES)
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<http://career.missouri.edu/article.php?sid=146> <http://www.careerstorm.com/>

Step 2: Total the items checked for each theme/category. Identify the top 3 categories/themes which create the most accurate picture of you..

My Top 3 categories/themes are: _____, _____, _____.

Step 3: How accurately do you believe your (3) top themes describe your personality and interests?

Good Websites on career exploration:

<http://gwired.gwu.edu/counsel/CareerCounseling/CareerDevelopmentandExplorationSelfHelp>