

Career Development Plan and Workbook

Do you know what careers are best fitted to you and your unique personality? Are you uncertain about your career options? The objective of this workbook is to provide you with a well-rounded approach to career planning. The workbook consists of three exercises that deal with important topics in career planning: Values, Interests, and Skills. Follow this plan to assist you in the career planning process:

Values Inventory: Read page two. Using the values listed on page three of this workbook, list your values under each section. Choose the top five values under “Always Value” column and list these under the Values section of your Career Assessment Worksheet located on page 15 (last page of this workbook).

Interests Inventory: Read page four and complete the Interest Inventory on pages 5 and 6. Once you have checked the activities that you find interesting, select your top five and list these on the Interests section of the Career Assessment Worksheet (last page of this workbook). *Please note: The five activities are those listed under each Holland type (e.g. Pursuing ideas and scholarly activities – under Investigative).*

Skills Checklist: Using pages seven and eight, check the skills you are good at (or wish to be good at). Choose your top ten skills and list these under the Skills section of the Career Assessment Worksheet (last page of this workbook).

Occupational Choices: Using your top three interests again, read the occupational titles under those three areas found on pages nine through fourteen. Choose three occupations which interest you and write these under #1, #2 and #3 of the Options section on the Career Assessment Worksheet.

Career Assessment Worksheet: For each occupation in the Options section, look at the Values, Interests and Skills areas. Rate each value, interest and skill under the occupational title. If the occupation uses that value, interest, or skill 50% or more of the time, rate it a “+”. If the occupation uses that value, interest or skill less than 50% of the time, rate it a “-“. If the occupation does not use that value, interest or skill at all, rate it a “0”. If you are uncertain and do not know, rate it a “?”. Complete this for all three occupations.

Review your Career Assessment Worksheet: If you have numerous +’s under an occupational title, chances are you will be satisfied with that career. If you have many -’s or 0’s, you should assess whether you will be satisfied in the career field since it does not meet your values, interests or skills. If you have a number of question marks (?), you need to do more research on that occupation. Meet with your career adviser to discuss your results and implement a career development plan.

Values Inventory

For your work to be satisfying, it must be compatible with your values. For some people, money, power, prestige and status are what it takes for a job to be rewarding. Other may have these extrinsic rewards in their work and find it unsatisfying. Read through the values on the next page. Do you find these values important to you or unimportant? List each value under one of the following categories:

Always Value

Often Value

Sometimes Value

Seldom Value

Never Value

ADVANCEMENT

Opportunities for growth and promotion

ADVENTURE

Exciting work which may involve risk

AESTHETICS

Work in a physically pleasing environment or be involved in creating or studying beauty

CHALLENGING WORK

To be stretched to achieve your work tasks, to be a problem solver as part of your work

CHANGE AND VARIETY

To have many different experiences, responsibilities, and activities as a part of your work.

CREATIVITY

Conceive new ideas, programs, structures; thinking “outside of the box.”

EXPERTISE

Demonstrate a high degree of proficiency in job skills and knowledge.

EXCITEMENT

High degree of stimulation or frequent novelty or drama on the job.

FRIENDSHIPS

Opportunity to develop close personal relationships with people at work.

LIFE/WORK BALANCE

Workplace supports employees spending time with family and other personal activities.

HELP OTHERS

Contributing to helping people directly, either individually or in small groups.

HIGH EARNINGS

Offers potential to accumulate large amounts of money.

INDEPENDENCE

Not having to follow instructions or conform to regulations. Responsible for making decisions about your work.

CALM ATMOSPHERE

Minimal pressure and avoid the “rat race.”

LOCATION

Located in a town or area conducive to my lifestyle and personal needs and desires.

MORAL FULFILLMENT

My work contributes to values that are very important to me.

LEADERSHIP / AUTHORITY

Being in charge, leading others, organizing event and activities or being the prime decision-maker.

STATUS

Impress or gain respect of friends, family and community by nature or level of my work.

RECOGNITION

Receive credit for work well done.

SECURITY

Not having to worry whether your employment will continue at the same or at a better level.

STRUCTURED ENVIRONMENT

Work routine and duties are largely predictable and not likely to change.

FLEXIBILITY

I have a flexible work schedule

WORK ALONE

Do projects by myself with minimal contact with others.

TEAMWORK

Work with others towards a common goal.

HELP SOCIETY

Do something that contributes to the betterment of the world.

DECISION MAKING

Making choices about what to do and how to do it.

PERSONAL GROWTH

Job provides opportunities for me to grow as a person and learn new ideas, skills, etc.

BELONGING/AFFILIATION

Be recognized as a member of a particular organization and feel a sense of belonging.

COMPETITION

Use my abilities to surpass the performance of others.

CUTTING EDGE

Work at the frontiers of knowledge.

Interests Inventory

Read the interests and put check marks beside those that interest you. Choose your top 5 interests and enter them on the Career Assessment Worksheet, the last page of this workbook. *Choose your favorite 5 interests from those listed under major headings below.*

(e.g. "Pursuing ideas and scholarly activities" is an interest under the **Investigative** heading.)

Social (Social Services/Education, Helpers)

People who like to work with people. People who enjoy helping others and being of service.

Interests include:

- Teaching, explaining
- Enlightening, guiding, coaching
- Helping or serving others
- Selecting, training and supervising others
- Solving problems through interaction and leading discussions
- Counseling
- Healing/treating people with illnesses
- Communicating ideas, concepts or knowledge
- Exploring spiritual concerns
- Making a difference in other people's lives

Realistic (Technical, Doers)

People who like to work with things. People who enjoy action.

Interests include:

- Being athletic, working outdoors and/or being physical
- Being practical
- Working with things rather than people
- Mechanically inclined
- Solving problems by doing something physical
- Producing tangible results or achieving concrete and observable rewards
- Working with straightforward examples and expectations
- Being with co-workers who have a concrete approach to problem solving
- Building, assembling, fixing and producing things
- Prefer being active rather than sitting for long periods of time

Investigative (Science, Thinkers)

People who like to work with ideas and things. People who enjoy using their minds. Deals with facts and information.

Interests include:

- Pursuing ideas and scholarly activities
- Strong scientific or technical orientation
- Seeks to achieve expertise and knowledge
- Enjoys working on independent projects
- Performing ambiguous or abstract tasks
- Solving problems through thinking
- Conducting research or analysis
- Observing, collecting and organizing data
- Doing scientific or laboratory work
- Questioning why things happen or work the way they do

Artistic (Arts, Creators)

People who like to work with ideas and people. People who enjoy expressing ideas and feelings through dance, music, art, design, writing, acting, film and other outlets.

Interests include:

- Participating in musical or theatrical performances
- Composing music
- Writing stories and articles
- Creating artwork, projects and new ideas
- Working independently
- Playing musical instruments
- Seeing possibilities and expressing them in creative ways
- Decorating and designing
- Reading books
- Coming up with ideas or different points of view

Enterprising (Business Contact, Persuaders)

People who like to work with data and people. People who enjoy selling ideas or things.

Interests include:

- Leading and managing people, committees, projects, organizations or companies
- Solving problems by taking risks
- Achieving financial goals
- Influencing others
- Communicating
- Selling and purchasing
- Giving talks, speeches, presentations
- Promoting products or services
- Taking on competitive and challenging projects or people
- Political maneuvering or persuasion

Conventional (Business Operations, Organizers)

People who like to work with data. People who enjoy taking care of details.

Interests include:

- Organizing complex accounting, computer, office or production systems
- Developing office or production procedures
- Streamlining operations and increasing efficiency
- Writing business reports and/or making charts and graphs
- Solving problems using a logical or systematic approach
- Keeping accurate records, financial books and/or budgeting
- Creating structure out of chaos
- Understanding bureaucratic systems and functioning well within them
- Handling logistics, scheduling and monitoring
- Utilizing talent for working with data and details

Skills Checklist

Put checkmarks by the skills you are good at and enjoy using, or that you think you would enjoy and would like to learn. Then pick your favorite 10 and enter them on the Assessment Worksheet

Skills Working with People

- | | | |
|--|---|--|
| <input type="checkbox"/> advocating | <input type="checkbox"/> handling emergencies | <input type="checkbox"/> mentoring |
| <input type="checkbox"/> administering | <input type="checkbox"/> helping or caring for others | <input type="checkbox"/> providing hospitality |
| <input type="checkbox"/> counseling/advising | <input type="checkbox"/> interviewing | <input type="checkbox"/> utilizing diplomacy |
| <input type="checkbox"/> guiding group discussions | <input type="checkbox"/> selling | <input type="checkbox"/> supervising others |
| <input type="checkbox"/> diagnosing/treating | <input type="checkbox"/> exercising compassion | <input type="checkbox"/> listening |
| <input type="checkbox"/> representing others | <input type="checkbox"/> motivating | <input type="checkbox"/> negotiating/mediating |
| <input type="checkbox"/> evaluating/screening people | <input type="checkbox"/> teaching/training | <input type="checkbox"/> coaching |
| <input type="checkbox"/> persuading | <input type="checkbox"/> providing advice/consulting | <input type="checkbox"/> communicating |
| <input type="checkbox"/> managing conflict | <input type="checkbox"/> collaborating | <input type="checkbox"/> acting as a liaison |
| <input type="checkbox"/> perceiving intuitively; understanding | <input type="checkbox"/> exercising tact or sensitivity | <input type="checkbox"/> confronting others
setting limits for others |

Skills Working with Data & Information

- | | | |
|---|--|---|
| <input type="checkbox"/> analyzing data | <input type="checkbox"/> implementing policies | <input type="checkbox"/> accounting |
| <input type="checkbox"/> researching | <input type="checkbox"/> calculating/computing | <input type="checkbox"/> observing/inspecting |
| <input type="checkbox"/> classifying things or data | <input type="checkbox"/> comparing/contrasting | <input type="checkbox"/> compiling |
| <input type="checkbox"/> taking inventory | <input type="checkbox"/> keeping records | <input type="checkbox"/> evaluating information |
| <input type="checkbox"/> investigating | <input type="checkbox"/> estimating | <input type="checkbox"/> forecasting |
| <input type="checkbox"/> keeping track of details | <input type="checkbox"/> meeting deadlines | <input type="checkbox"/> budgeting |
| <input type="checkbox"/> managing money/resources | <input type="checkbox"/> programming/computing | <input type="checkbox"/> conducting library research |
| <input type="checkbox"/> systematizing | <input type="checkbox"/> maintaining websites | <input type="checkbox"/> editing/proofing |
| <input type="checkbox"/> synthesizing/classifying information | <input type="checkbox"/> locating information
retrieving data | <input type="checkbox"/> auditing / checking for accuracy |

Skills Working With Things

- | | | |
|--|--------------------------------|--|
| ___ assembling/building | ___ tending with animals | ___ repairing |
| ___ using manual dexterity | ___ preparing food | ___ observing/inspecting |
| ___ handling/distributing | ___ cultivating plants | ___ setting up/installing |
| ___ creating things from wood, clay, etc. | ___ using mechanical ability | ___ demonstrating equipment |
| ___ operating or utilizing tools, machinery or complex equipment | ___ driving/operating vehicles | ___ utilizing instruments or complex equipment |

Creative Skills

- | | | |
|--|---|--|
| ___ writing | ___ communicating verbally | ___ editing & proofreading |
| ___ generating new ideas | ___ designing | ___ inventing |
| ___ making presentations | ___ dancing, body movement | ___ playing an instrument |
| ___ creating videos, films | ___ illustrating | ___ composing |
| ___ performing, acting or entertaining | ___ conceptualizing/visualizing | ___ creating videos, software |
| ___ expressing artistic/design talent | ___ producing or directing performances | ___ imagining/developing original ideas/thoughts |

Leadership Skills

- | | | |
|---|---|-----------------------------------|
| ___ delegating | ___ making decisions | ___ planning |
| ___ supervising/managing | ___ running meetings | ___ promoting ideas |
| ___ achieving results | ___ evaluating others | ___ exhibiting self-motivation |
| ___ motivating/inspiring others | ___ negotiating | ___ mediating |
| ___ setting organizational goals | ___ facilitating meetings/groups | ___ taking risks/ being a pioneer |
| ___ trouble shooting & solving problems | ___ initiating new tasks/ ideas/changes | ___ convincing/influencing others |

OCCUPATIONAL CHOICES

ARTISTIC (A)

Actress/Actor	Public Relations Representative
Advertising Executive or Manager	Radio Program Writer
Advertising Media Planner	Reviewer/Critic
Announcer, Radio or TV	Technical Illustrator
Architect	Theatrical Director
Arts Manager	Therapist, Art or Music
Cartoonist	Teacher or Professor:
Cinematographer	Art
Commercial Artist	Dance
Computer Animator	Drama
Conservator	English
Critic	Literature/Writing
Curriculum Developer	Music
Designer	Visual Effects Technician
Director	Writer:
Drama Coach	Fiction
Dramatist	Journalist
Editor	Magazine
Entertainer	Newspaper
Event Planner	Reporter
Fashion Designer/Artist	Screenwriter
Fashion Model	
Film Maker	
Foreign Language Interpreter	
Furniture Designer	
Graphic Designer	
Interior Designer	
Jewelry Designer	
Medical Illustrator	
Music Arranger	
Music Composer	
Musician	
Orchestra Conductor	
Painting Restorer	
Photo Journalist	
Photographer	
Product Designer	

OCCUPATIONAL CHOICES

CONVENTIONAL (C)

Accountant; Public Management Government	Librarian Loan Officer Market Researcher Officer Manager Operations Supervisor Payroll supervisor Production Manager Quality Control Manager Real Estate Appraiser Secretary Technical Writer/Documentation Specialist
Actuary Administrative Assistant Auditor Bank Customer Service Rep. Manager Teller Bookkeeper Certified Public Accountant Computer Programmer Compensation Analyst Computer Consultant Computer Systems Analyst Controller Credit Analyst Credit Manager Court Reporter Data Base Manager Dietitian Editor/Proofreader Electronic Data Processing Auditor Estimator Executive Assistant Financial Analyst Financial Expert Financial Manager Foreign Trade Clerk Insurance Underwriter Internal Revenue Agent Law Clerk	Technical Support Representative (Computer) Time Study Analyst Teachers/Trainers: Business education Mathematics Computer Skills Software Applications Title Examiner Webmasters

OCCUPATIONAL CHOICES

ENTERPRISING (E)

Attorney
Banker
Branch Manager
Business Manager:
 Restaurant
 Office
 Traffic
 Personnel
 Production
Buyer/Retail Management
CEO
Consultant
Contractor
Director of Student Affairs
Entrepreneur
Financial/Market Analyst
Foreign Service Officer
Government Official
Industrial Engineer
Industrial Relations
Insurance
Agent or Manager
Claims Adjuster
Underwriter
Investments Manager
Judge
Labor Arbitrator
Marketing Manager
Managing Editor-Newspaper
Personnel Director
Political Campaign Organizer
Politician
Public Agency Administrator
Public Relations Representative
Real Estate Salesperson or Broker
Sales Engineer
Salesperson - Technical products
Sales Representative
Sales Manager
Salary and Wage Administrator
Securities Salesperson
Small Business Owner
Stock Market Trader
Strategic Planning Consultant
Travel Agent
Travel Guide
TV/Radio Announcer
Warehouse Manager

OCCUPATIONAL CHOICES

INVESTIGATIVE (I)

Anesthesiologist
Anthropologist
Archaeologist
Art Appraiser
Astronomer
Biochemist
Biologist
Biophysicist
Botanist
Chemical Laboratory Manager
Chemist
Chiropractor
Coroner
Curator
Data Base Administrator
Dentist
Dietitian, Research
Engineer (Research)
 Aerospace
 Agricultural
 Biomedical
 Chemical
 Civil
 Electrical
 Hydraulic
 Marine
 Mechanical Research
 Nuclear
 Software
Entomologist
Environmental Analyst
Ethnologist
Forensic Scientist
Geneticist
Geographer
Geologist
Geophysicist
Information Resources Director
Laboratory Manager
Laser Technician
Management Information Systems
 Director
Market Research Analyst
Medical Officer
Medical Technologist, Chief
Meteorologist
Mathematician
Microbiologist
Mineralogist
Museum Curator
Neurologist
Physician
Sociologist
Pharmacist
Programmer, Engineering & Scientific
Psychiatrist
Psychologist
 Experimental
 Industrial-Organizational
Psychometrist
Research Assistant
Research Worker, Social Welfare
Scientific linguist
Seismologist
Sociologist
Surgeon
Teacher:
 Geology
 Math
 Science
Toxicologist
Translator
Veterinarian
Zoologist

OCCUPATIONAL CHOICES

REALISTIC (R)

Architect
Athletic Coach
Athletic Trainer
Building Inspector
CAD Draftsman
Commercial Photographer
Computer repair technician
Electrician
Engineer:
 Aeronautical and Aerospace
 Architectural
 Automotive
 Computer
 Civil
 Electrical
 Communications
 Flight
 Geological
 Materials
 Mechanical
 Mining
 Ocean
 Optical
 Recording
Exercise Physiologist
Facilities Manager or Technician
Fish and Game Warden
Forester
Geologist
Health Club Manager
Health Technicians
 Biomedical Equipment
 Electrocardiograph
 Radiologic
 Nuclear Medicine
 Radiation Therapy
 Surgical/Operating Room
 Diagnostic Medical Sonography
 Prosthetics
 Ultrasound Technologist
Industrial Manager
Instrumentation Technician
Laboratory Technician
Landscape Architect
Laser and Optical Technician
Lighting & Sound Technician
Military Officer
Optometrist
Optical Technician
Orthotist
Park Ranger
Parking Analyst
Pilot
Police Detective
Production Manager
Prosthetist
Radio Station Operator
Solar Energy Systems Designer
Sound Technician
Surveyor
Teacher
 Industrial Arts
 Vocational Agriculture
Traffic Technician
Veterinarian
Videographer
Wildlife Biologist
Wildlife Manager
Water Quality and Wastewater
 Treatment Manager

OCCUPATIONAL CHOICES

SOCIAL (S)

Academic Advisor
Athletic Trainer or Instructor
Audiologist
Caseworker
Chiropractor
City Manager
Clinical Psychologist
Community Relations Representative
Correction Officer
Counselors:
 Career
 Guidance
 School
 Rehabilitation
Dean of Students
Detective
Dietitian
Education Administrator
Educational Program Director
FBI Agent
Feature Writer
Hotel Manager
Human Resources Professionals:
 HR Manager
 Personnel Assistant
 Benefits Administrator
 Compensation Manager
 Employment Interviewer
 Employment Recruiter
Paralegal
Professional Recruiter
Labor Relations Specialist or Manager
Labor Union Representative
Librarian
Loan Officer
Human Services Program Director
Industrial Relations Director
Marriage Counselor
Minister
Nurse
Occupational Therapist

Pediatrician
Police Officer
Probation or Parole Officer
Physical Therapist
Psychiatrist
Public Relations Professional
Public Health Educator
Public Health Administrator
Recreation Program Director
Recruitment Supervisor
School Principal
Speech Pathologist
Sports Physician
Social Worker
Teacher:
 Preschool
 Elementary
 Liberal Arts
 Social Science
 Foreign Language
 Special Education
Training & Development Specialist
TV Director
Special Education Director

CAREER ASSESSMENT WORKSHEET

In the “Career Options” row below list three occupations that sound interesting or you’d like to explore.

Values: List your top five values from page 2

Interests: List your top five interests from page 4 & 5

Skills: List your top ten skills from pages 6 & 7

Rating Scale: + means the occupation uses that value, skill or interest 50% or more of the time

- means the occupation uses that value, skill or interest less than 50% of the time

0 means the occupation does not use that value skill or interest at all

? means you are not sure whether that value, skill or interest is used in the occupation

Complete this for your three occupations.

CAREER OPTIONS	#1	#2	#3
VALUES	+ - 0 ?	+ - 0 ?	+ - 0 ?
1			
2			
3			
4			
5			
INTERESTS			
1			
2			
3			
4			
5			
SKILLS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Review your Career Assessment Worksheet: If you have numerous +’s under an occupational title, chances are you will be satisfied with that career. If you have many -’s or 0’s, you should assess whether you will be satisfied in the career field since it does not meet your values, interests or skills. If you have a number of question marks (?), you need to do more research on that occupation. Meet with your career adviser to discuss your results and develop a plan for the next steps you can take.

