



CAREER TOOLS TO HELP STUDENTS FIND DIRECTION, INSPIRATION, & MOTIVATION

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SEPTEMBER 18, 2018



OUR STUDENTS

- May feel lost about their future, directionless, unmotivated, or searching for the right path
- May be pursuing a field that does not interest them
- Often lack a long-term career goal

- Students need to give more attention to their own interests and personality to pick a field that suits them best!

SELF-EXPLORATION

- Help students move past these feelings
 - Walk through some simple, unthreatening, self-exploration tools
 - Identify career categories where students might find satisfaction and success
- Research shows that the better a job (or major!) appeals to a worker's interests, the higher satisfaction, success, and longevity the worker has in that job.
- Personal experience at UNM-LA
 - “Business or engineering”
 - Brady
 - Lydia

FOR YOU TODAY

- Tangible and technology-based tools to start this exploration process with students
- Resources & referrals for students to take the next steps
- Related majors/career clusters, if students are currently pursuing a field that doesn't match their skills

- *What are your priorities?*
- *What needs are you seeing?*
- *What do you feel is your least-confident area?*

SELF-EXPLORATION TOOLS

- Informal Assessments

- Surveys
- Interviews
- Card sorts
- Guided imagery

- Formal Assessments

- Strong Interest Inventory
- Myers-Briggs Type Indicator
- Many others

KNOW THYSELF

- Interests
- Preferences
- Abilities & Skills
- Values
- Personality

INTERESTS

- **Holland Codes** (John Holland, psychologist)
 - **Realistic** – Work with hands; produce tangible results, be outdoors
 - **Investigative** – Generate ideas, theorize, experiment, evaluate data
 - **Artistic** – Express creativity, esp. from oneself; do their own thing
 - **Social** – Work with others, teach, heal, help, serve
 - **Enterprising** – Take action, persuade, lead, take risks
 - **Conventional** – Follow procedures, organize data, focus on details

TOOLS FOR INTERESTS

- Career Construction Interview (Savickas)
- O*Net occupational database: www.onetonline.org
- Occupational Interests Card Sort (Knowdell)
- RIASEC Color Cards (Willerton, *draft*)

TOOLS FOR INTERESTS

- Career Construction Interview (Savickas)
 - A) How can I be useful to you?
 - 2) What are your favorite TV shows, magazines, websites, etc.? What do you like about them? How do you use them?
 - 1) Whom did you admire growing up (real or fictional)? What do you like about them?
 - 4) What is your favorite saying or motto right now?

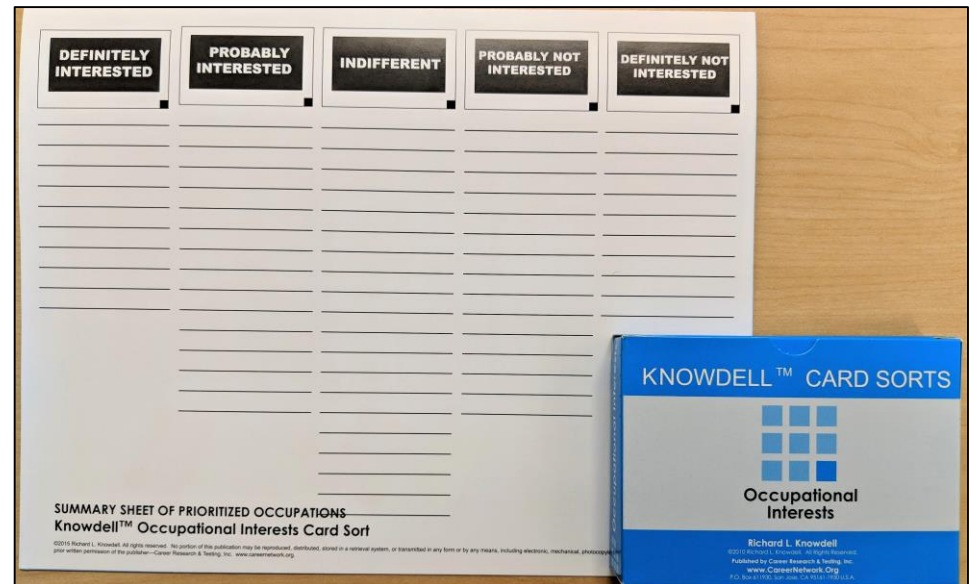
TOOLS FOR INTERESTS

- O*Net occupational database: www.onetonline.org
- O*Net Interest Profiler: www.MyNextMove.org
- Keyword search
- Advanced Search
→ Interests
- Available in Spanish

The screenshot shows the O*NET OnLine website homepage. At the top, there is a navigation bar with the O*NET logo and the text "O*NET OnLine". To the right of the logo is an "Occupation Quick Search" input field. Below the navigation bar are links for "Help", "Find Occupations", "Advanced Search", and "Crosswalks". The main content area features a large banner with a construction crane and the text "Build your future with O*NET OnLine." Below the banner is a "Welcome" message and a "What is O*NET?" button. To the right of the banner are several promotional boxes: "What's New?" with a "Learn More" button, "I want to be a..." with a "Find It Now" button, and "ATTN: VETERANS" with a "Get Started" button. At the bottom, there are three main search categories: "Find Occupations" with a "Bright Outlook" dropdown, "Advanced Search" with a "Browse by O*NET Data:" dropdown, and "Crosswalks" with an "Apprenticeship" dropdown. A "Hot Technologies" box is also visible at the bottom right.

TOOLS FOR INTERESTS

- Occupational Interests Card Sort (Knowdell)
 - Sort a deck of occupation titles
 - “Who would you choose to talk to?”
 - Includes possibilities students may not have considered
 - Reveals clusters, themes, and patterns of Holland Codes



TOOLS FOR INTERESTS

- RIASEC Color Cards (Willerton, *draft*)
 - Word cloud: Identify which traits & activities sound most like you
 - List of common job tasks: if they sound interesting or consistent with you, look at some occupations in that Holland Code.



Conventional	Accountant	Employee benefits specialist	Loan officer
<u>Job Tasks:</u>	Actuary	Estate planner	Mail clerk
• Organizing	Administrative assistant	Estimator	Medical assistant
• Keeping records	Banker	Event coordinator	Medical transcriptionist
• Filing & typing	Beautician	Family economist	Office manager
• Managing finances	Business teacher	File clerk	Orthodontic technician
• Writing reports	Purchasing agent	Film laboratory technician	Paralegal
• Making charts & graphs	CPA	Financial analyst	Physical therapy assistant
• Collecting	City/state employee	Foreign trade clerk	Postal Inspector
• Building models	Claims clerk	High-speed print operator	Proofreader
• Manual dexterity	Computer operator	Hospital administrator	Quality control technician
• Efficiency	Court reporter	Hotel clerk	Real estate appraiser
	Credit manager	Inventory controller	Reservation agent
	Customs inspector	Investments manager	Safety inspector
	Data entry operator	IRS agent	Statistician
	Dental assistant	Legal secretary	Stenographer
	Editorial assistant	Library assistant	Underwriter

TOOLS FOR PREFERENCES

- Guided imagery
 - Miracle question: “If you could do anything...”
 - A day in your dream job...

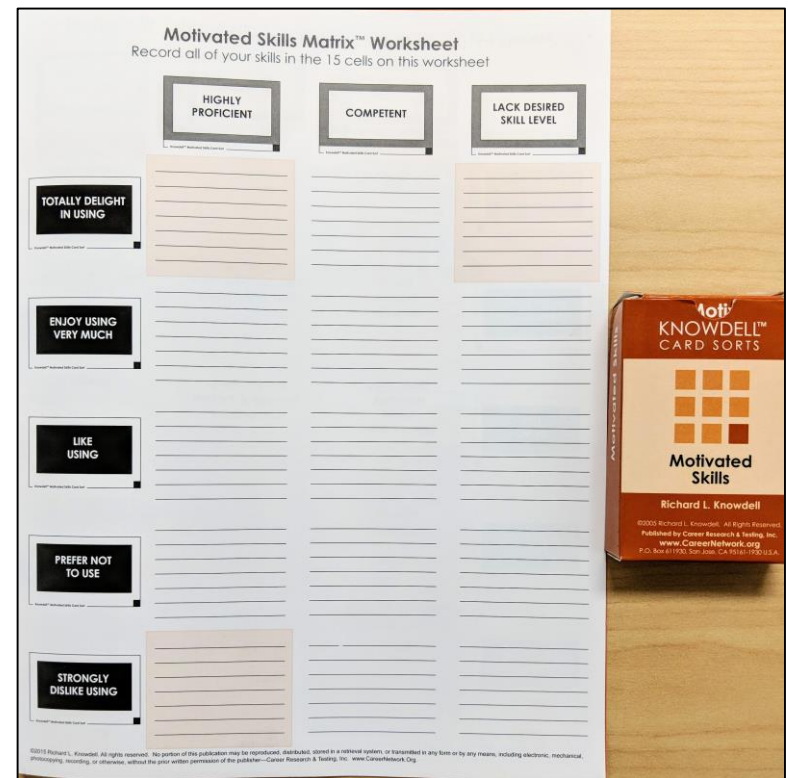


TOOLS FOR ABILITIES & SKILLS

- Motivational Interests Card Sort (Knowdell)
- Transferrable Skills Card Sort (Willerton, *draft*)
- NM Workforce Connection: www.jobs.state.nm.us
- CareerOneStop: www.careeronestop.org

TOOLS FOR ABILITIES & SKILLS

- Motivational Skills Card Sort (Knowdell)
 - Sort common tasks by your enjoyment of the tasks and your skill level.
 - Identify your skills that are
 - Motivator skills (good at these and enjoy doing them)
 - Burnout (good at but don't enjoy)
 - Areas for further development (not as skilled but enjoy them)



Motivated Skills Matrix™ Worksheet
Record all of your skills in the 15 cells on this worksheet

	HIGHLY PROFICIENT	COMPETENT	LACK DESIRED SKILL LEVEL
TOTALLY DELIGHT IN USING			
ENJOY USING VERY MUCH			
LIKE USING			
PREFER NOT TO USE			
STRONGLY DISLIKE USING			

Motivational Skills Card Sort
Richard L. Knowdell
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Published by Career Research & Testing, Inc.
www.CareerNetwork.org
P.O. Box 617000 San Jose, CA 95161-1700 USA

TOOLS FOR ABILITIES & SKILLS

- Transferrable Skills Card Sort (*Willerton, draft*)
 - Sort a deck of tasks that demonstrate transferrable skills, based on how frequently you have performed them
 - Identify your strongest skills
 - Use wording for resumes, interviews, etc.
 - Can highlight self-identified strengths

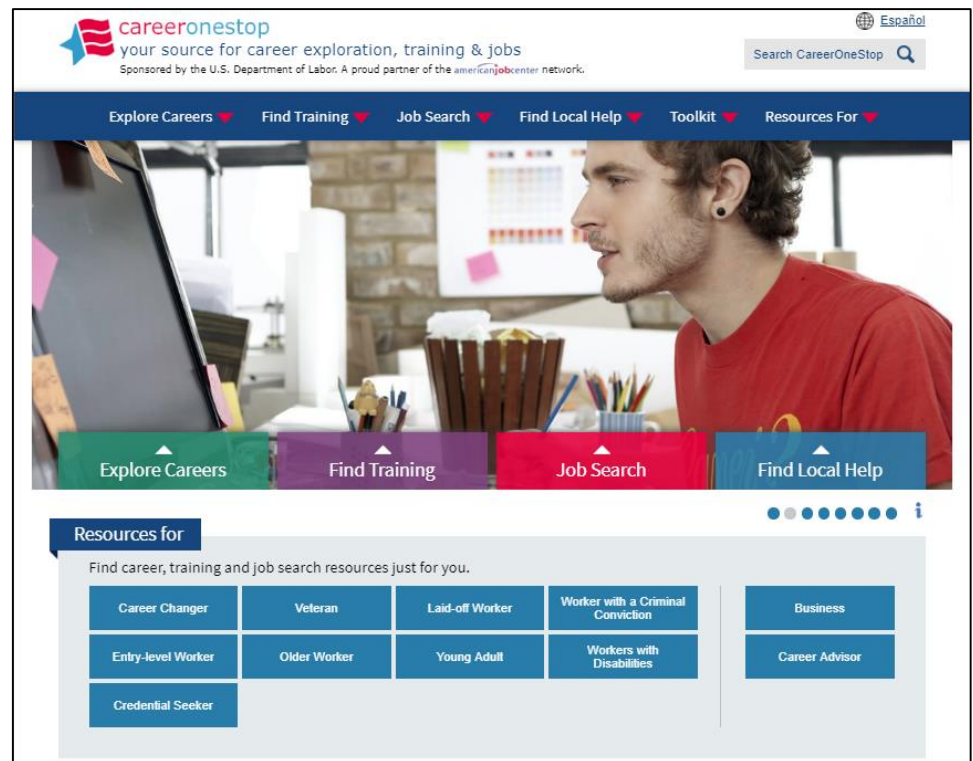
TOOLS FOR ABILITIES & SKILLS

- NM Workforce Connection: www.jobs.state.nm.us
 - NM Dept. of Workforce Solutions
 - Create a personal account
 - Take informal assessments for job-, personal, and technology skills (as well as work values and interests)
 - Build multiple resumes
 - Research occupations & labor market
 - Search for & apply to jobs

The screenshot displays the New Mexico Workforce Connection website. At the top left, the logo reads "New Mexico Workforce Connection" with the tagline "A Proud Partner of the American Job Center Network". On the top right, there is a login section with fields for "Username" and "Password", a "SIGN IN" button, and links for "Forgot Username/Password?", "Register Now", "En Español", and "Staff Login". Below the login section is a large banner with the text "Find a Job" and "Welcome to the New Mexico Workforce Connection". The banner also includes a sub-header: "New Mexico's official online portal to virtual job matching services, employment resources, the Unemployment Insurance system, and much more." Below the banner is a "Search for a Job" section with input fields for "Keyword (e.g. Accountant)", "City", "ZIP Code" (with "87131" entered), and "Radius" (with "10 miles" selected). A "SEARCH" button is located to the right of these fields. On the right side of the search section, there are three buttons: "INDIVIDUALS" with a person icon, "EMPLOYERS" with a briefcase icon, and "LABOR MARKET INFORMATION" with a bar chart icon. At the bottom of the page, there are three navigation links: "Services for Job Seekers" with a person icon, "Services for Businesses" with a person icon, and "Additional Resources" with a wrench icon.

TOOLS FOR ABILITIES & SKILLS

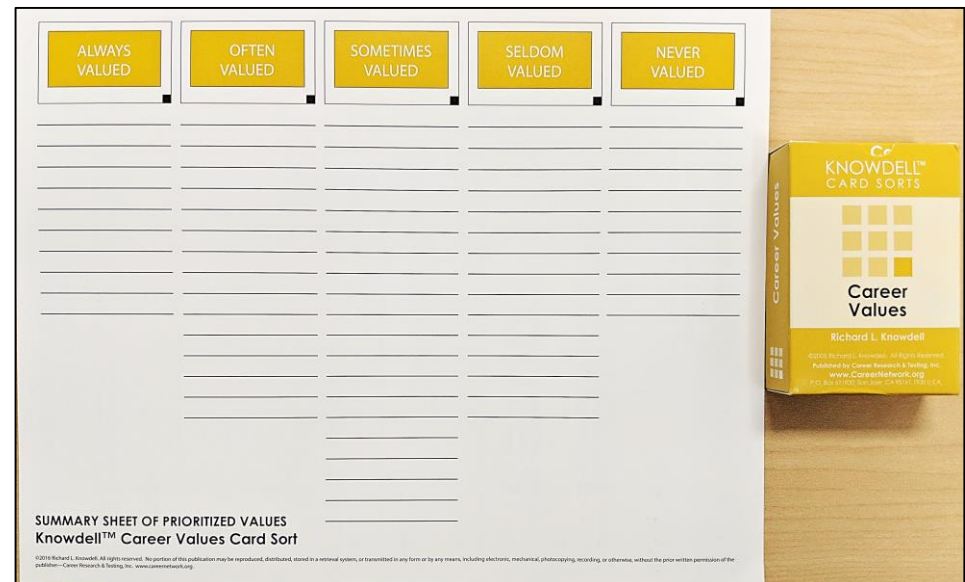
- CareerOneStop: www.careeronestop.org
 - US Dept. of Labor
 - Explore career salaries, descriptions & skills
 - Take assessments
 - Find training facilities
 - Search for jobs
 - Available in Spanish
 - GetMyFuture – user-friendly resources



The screenshot displays the CareerOneStop website. At the top, the logo features a stylized American flag and the text "careeronestop" in blue, with the tagline "your source for career exploration, training & jobs" and "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." in smaller text. A search bar on the right contains the text "Search CareerOneStop" and a magnifying glass icon. Below the header is a dark blue navigation bar with white text and red downward-pointing chevrons for "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area features a large photograph of a young man with a beard, wearing a red t-shirt, looking at a laptop in an office setting. Below the photo are four colored buttons: "Explore Careers" (green), "Find Training" (purple), "Job Search" (red), and "Find Local Help" (blue). Underneath these is a "Resources for" section with a sub-header "Find career, training and job search resources just for you." and a grid of blue buttons for "Career Changer", "Veteran", "Laid-off Worker", "Worker with a Criminal Conviction", "Entry-level Worker", "Older Worker", "Young Adult", "Workers with Disabilities", "Credential Seeker", "Business", and "Career Advisor". A "Español" link is visible in the top right corner.

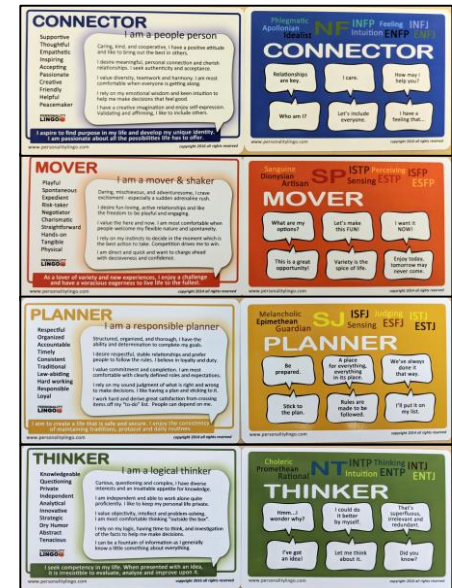
TOOLS FOR VALUES

- Career Values Card Sort (Knowdell)
 - Sort a deck of factors that may be in your work environment (i.e., recognition, upward mobility, investment in people, flexibility, etc.)
 - Identify which are most important to you
 - Invaluable for job satisfaction:
 - can identify what you consider a reward; what makes your effort worthwhile



TOOLS FOR PERSONALITY

- Myers-Briggs Type Indicator – MBTI (CPP)
- Introvert (I) – Extrovert (E): Receive energy
- Sensing (S) – Intuition (N): Process information
- Thinking (T) – Feeling (F): Make decisions
- Judging (J) – Perceiving (P): Approach outside world
- Personality Lingo cards (PersonalityLingo.com)



WHEN 15 MINUTES IS NOT ENOUGH...

- This is a *process*. It takes time and research from the student.
- Refer them to UNM Career Services! career.unm.edu
 - Strong Interest Inventory – SII (CPP)
 - MBTI – as a single assessment or in combination with SII
 - Individual consultation using all these tools and more
 - Job-search references (resume, cover letter, interviewing, etc.)
 - References / connections to employers
 - Job and Internship fairs
 - Training for you: GCDF!

CONTACT INFO & REFERENCES

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- www.PersonalityLingo.com
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