



Career Exploration Guide

Step 1: Explore your interests, skills, personality and work values

Make an appointment with a career counselor to explore your career interests. The Career Center offers FOCUS 2 assessments.

My FOCUS 2 Results

Interests: _____

Values: _____

Skills: _____

- What exactly do I want to do for daily tasks and responsibilities? (Review Focus 2 Interest/Personality Results)
- What occupations could be a fit?

Step 2: Explore what you can do with different majors

- Learn more about UNC Pembroke's majors: <https://www.uncp.edu/academics/browse-majors-minors>
- Visit "What Can I Do With This Major?": <https://whatcanidowiththismajor.com/major/>

My top major choices: 1.) _____ Why? _____

2. _____ Why? _____

Step 3: Research occupations

Research job duties, tasks, education requirements, salary, wages and job outlook on **O*NET** <http://www.onetonline.org/> and **Occupational Outlook Handbook**: <http://www.bls.gov/ooh/>

Occupations that interest me:

Job Title 1: _____ Education required: _____

Job outlook/growth: _____ Average salary: _____

I like this occupation because: _____

Job Title 2: _____ Education required: _____

Job outlook/growth: _____ Average salary: _____

I like this occupation because: _____

Job Title 3: _____ Education required: _____

Job outlook/growth: _____ Average salary: _____

I like this occupation because: _____

Step 4: Find sample job postings

Use job search sites such as indeed.com, CareerShift, Handshake, CareerBuilder, etc.

Job Title 1: _____ Employer: _____

Requirements I meet: _____ /don't meet: _____

I like this job because: _____

Job Title 2: _____ Employer: _____

Requirements I meet: _____

Requirements I meet: _____ /don't meet: _____

I like this job because: _____

Step 5: Ask the experts

- Get advice from faculty and current students in your academic department of interest.
- Arrange **Informational Interviews** with professionals in occupations of interest: [add link](#)
 - Attend Career Panels, networking events and other campus programs where you can learn more about career paths for Liberal Arts students; look for upcoming events: <https://studentaffairs.uncp.edu/career-center/>
- Create your LinkedIn profile and find professionals in your field of interest. <http://university.linkedin.com/linkedin-for-students.html>
- Use LinkedIn to find professionals in your field of interest and read more about their career paths.
- 3 people I would like to ask for information: _____, _____, _____
- 3 events I could attend at UNCP or in the community: _____

Step 6: Give the job a trial run

Consider job shadowing experiences, part-time work, internships or volunteer opportunities to identify what you enjoy doing, test jobs, and build your network.

2 things I will explore doing now: _____
and _____.