

Career Exploration Workshop

Worksheet

Talk to a WorkSource Career Specialist if you are interested in finding out more about these services:

Workshops

The following workshops are offered at all WorkSource Portland Metro Centers:

- Career Exploration
- Computer Skills
- Interview Skills
- Job Search
- Job Club
- Math Skills
- Training Preparation
- Resume Workshop
- Workplace English

Your WorkSource staff can also provide for one-on-one interview coaching, job search, resume and application assistance, job referrals, Career Mapping and Resource Coordination, WorkSource Advising, Veteran's Services and information about the Self-Employment Assistance Program.

Skills Training

Limited funding is available for tuition assistance for customers interested in occupations in high-demand industries. These priority industries include: healthcare, green building, distribution and logistics, bioscience, metals manufacturing, renewable energy and clean technology, and software. If you are looking to upgrade a skill or are interested in training for a new career, check in at your WorkSource Center for information about:

- Occupational Skills Training
- On-the-Job Training
- Short-term skill upgrades

www.worksourceportlandmetro.org

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Career Exploration

Conscientiously exploring career options can help you make better short-term decisions, and help you develop a career plan that includes professional growth in a field you enjoy.

This workshop introduces a career exploration process that can be used whenever you find yourself at a career crossroads. First, you'll analyze what you're uniquely suited to bring to a job. Then based on what you've identified as your interests, work values and skills, you'll identify occupational areas that might be a good fit. Finally, you'll learn about market demand and potential job growth for the occupations you're considering.

3 Components of Career Exploration

A productive exploration begins with you. It's important to take stock of your interests, your values and your skills when you're considering work options.

Interests

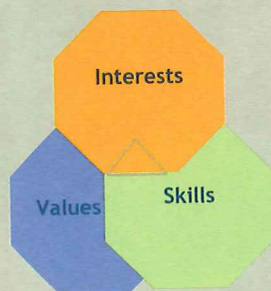
By thinking about what you like to do and what truly interests you, you'll get a better idea about which career paths to target.

Work Values

Values are those guiding principles that are important to us. Clarifying your work values will help you identify the type of work environment where you can be happy and successful.

Skills

Whether you're beginning your career or have been in the job market for years, it's helpful to take a look at the things you do well.



Dear Career Seeker,

While many factors affect your career choices, developing these five competencies will help you become a more competent career explorer.

Self Awareness includes knowing your interests, values, and lifestyle and understanding what those mean in the workplace.

Continuous learning helps you negotiate change as well as discover opportunity.

Developing a future focus prepares you to assess employment trends and needs, and their potential affect on you.

Building Connections to other professionals and developing a network of contacts provides a resource for collaboration and support when you need it.

Flexibility is key to career problem-solving. It helps you adapt to situations you can't control, and follow interesting opportunities. It may even help you reframe past experience in a new light.

The Career Exploration Workshop introduces methods to foster these competencies. We hope they will be valuable to you any time you're making career decisions.

Happy exploring,
Your WorkSource Staff

Holland Code Interest Clusters

Developed by vocational psychologist John Holland, *Holland Codes* have become a widely used method for matching interest clusters to job categories. By considering what you like to do, identify the three interest clusters that sound

▲ Realistic

You prefer practical, hands-on problems. You enjoy dealing with plants, animals and real-world materials, like wood, tools and machinery. You enjoy outside work and tend not to like jobs that involve paperwork or working closely with others.

▲ Enterprising

You like activities that have to do with starting up and carrying out projects, especially business ventures. You like persuading and leading people, making decisions and taking risks for profit. You tend to prefer action to thought.

▲ Artistic

You prefer work that deals with form, design and patterns. Self-expression in your work is important to you and you like settings where work can be done without following a clear set of rules.

▲ Investigative

You like work activities that have to do with ideas and thinking more than with physical activity. You like searching for facts and to figure out problems mentally rather than to persuade or lead people.

▲ Conventional

You prefer to follow procedures and routines. You like working with data and detail. You like your work to be guided by precise standards rather than your judgment and prefer working where there are clear lines of authority.

▲ Social

You like activities that assist others and promote learning and personal development. You prefer communication-related activities to working with objects, machines or data. You like to teach, give advice, help, or otherwise be of service to people.

Adapted from the Oregon Career Information System

My Work Values

List your work values below in order of priority, with the value most important to you in first place.

Values List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To further explore Work Values and the occupations associated with specific values visit: http://online.onetcenter.org/find/descriptor/browse/Work_Values/

My Interests

Write the first letter of the Holland code that you most identify with in the first box below.

Then, write the letter representing the cluster that you identify with next in the second box. Finally, write the letter for the third cluster you have an affinity for in the third box.

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Using your three letter code, list occupations that seem to match and might interest you in the circle to the right.

To find a robust list of occupations that match your Holland code cluster visit: <http://online.onetcenter.org/find/descriptor/browse/Interests/>.

List occupations that interest you and align with your values:

List occupations that interest you and align with your interests:

Target

on Worksheet

My Skills

List past activities and accomplishments related to jobs, classes, projects, hobbies and even sports to identify skills that may transfer to a new career. For example: presentation skills, verbal ability, arithmetic, project coordination, etc.

The ISEEK Skills Assessment identifies skills in five areas and matches them to occupations. Complete the assessment online. Then, in your own words, list your skills in these areas.

<http://www.iseek.org/careers/skillsAssessment>

Basic Skills

Management Skills

People Skills

System Skills

Technical Skills

et Occupations

List occupations that interest you and align with your skills:

Prosperity Planner

The *Prosperity Planner* is WorkSource Portland Metro's online budget and career planning tool. Developed to help you understand the income you need to meet basic monthly expenses, it provides useful information when considering your career direction.

Your *Self-Sufficiency Wage* is the amount of income you need to earn to support you and your family based on the county where you live. The *Prosperity Planner* also lets you create budgets to test whether the occupation you're considering will pay enough to support you.

If you don't have a copy of your *Prosperity Planner* budget handy, sign on to www.worksourceportlandmetro.org. Sign in with your WorkSource username and password and select the *Prosperity Planner*. Navigate to the final report page and find the self-sufficiency wage.

Enter your self-sufficiency wage from *Prosperity Planner* here:

Enter the wage ranges for the occupations that interest you most.

Consider Your Career Options

Occupation 1

Common titles for this job:

Projected number of openings per year?

Projected rate of growth of new jobs?

The wage range for this job is:

What do people in this job do?

What training, beyond what I have, do I need to perform this job?

What excites me most about this job?

Occupation 2

Common titles for this job:

Projected number of openings per year?

Projected rate of growth of new jobs?

The wage range for this job is:

What do people in this job do?

What training, beyond what I have, do I need to perform this job?

What excites me most about this job?

Occupation 3

Common titles for this job:

Projected number of openings per year?

Projected rate of growth of new jobs?

The wage range for this job is:

What do people in this job do?

What training, beyond what I have, do I need to perform this job?

What excites me most about this job?

I am:	What barriers might I face in getting this job?	How might I overcome these barriers?
<input type="checkbox"/> More excited about this job than other jobs I'm considering.	• _____	_____
<input type="checkbox"/> Intrigued about the opportunities in this job more than other jobs I'm considering.	• _____	_____
<input type="checkbox"/> Able to picture myself performing and enjoying tasks related to this job.	• _____	_____
<input type="checkbox"/> Willing, if necessary, to juggle finances and look for additional support to transition to this career.	_____	_____

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Action Plan: What Phase are You in Now?

I've decided! I know what career I want to pursue.

I've narrowed my choices, but I still need more time to decide.

I need more time to explore my options. (Check all that apply.)

- I plan to do more self-assessment.
- I plan to research careers online.
- I plan to attend association or networking meetings in a field or industry that intrigues me.
- I will: _____

_____.

What do I need to know before I decide which career I want to pursue?

List specific actions you can take to pursue this career.

By the end of the next 48 hours I will have:

During the next 30 days I will:

During the next 3 to 6 months I will:

During the next 1 to 2 years I will:

Resources and Helpful Links:

Log-in to **WorkSource Portland Metro** <http://worksourceportlandmetro.org> to access Oregon's Career Information System (CIS) and the Oregon Labor Market Information System (OLMIS)

- CIS provides access to an Interest Profiler and detailed information on a number of occupations. To use you'll need the ID and password from this class. My CIS Log-in ID: _____ My Password: _____
- OLMIS enables you to see job postings that the Oregon Employment Department has associated with an occupation.

Other resources:

- Career One Stop: <http://www.careeronestop.org>
- Career Voyages features information about in-demand careers and provides access to other career exploration tools: <http://www.careervoyages.gov>
- The Beehive provides online access to information and resources about money, jobs and school: <http://pdx.thebeehive.org/jobs>
- Vocational Information Center <http://www.khake.com/page2.html>

Local libraries, newspapers and business journals are also great resources for identifying business and employment trends.

If you are considering short-term training to prepare for a new career, find out if support might be available through WorkSource Portland Metro. Start by reviewing the list of eligible training programs at <https://www2.worksourceportlandmetro.org/etpl>. If the training program you are interested in is listed, you can learn how to apply for short-term occupational skills training support at a Training Preparation workshop.