# **Career Planning Process**

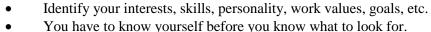
#### 1. Become aware of the need to make career decisions.

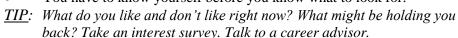
- Something inside you says you have to make a change.
- Usually an event or feeling: graduation, job fatigue, retirement, etc.

TIP: Don't panic! We all go through this many times in our lives. It can be very uncomfortable. Use this feeling as motivation to act.



## 2. Learn about and/or reevaluate yourself.







### 3. Identify occupational alternatives.

- Don't limit yourself yet—just explore the possibilities. See what suits you.
- Careers have "personalities," too (e.g., hands-on; detail-oriented; creative)

TIP: Resources like ONet.org and MyNextMove.org can help you identify careers you might not have thought of.

### 4. Obtain information about identified alternatives.

- From your list of alternatives, pick a few to investigate more deeply.
- Find out what these careers really look like day-to-day.

<u>TIP:</u> Research the job market. Talk to several people in the field. Shadow someone. Get an internship!

## 5. Make tentative choice from among available occupations.

- Choose one occupation or narrower field to pursue.
- Remember, you don't have to do this the rest of your life!
- TIP: Make a list of positives and negatives. How will this fit your lifestyle? How do you feel about identifying yourself with it? What do your friends and family think?



#### 6. Make educational choices.

- Find out what you'll need to be <u>competitive</u> in your chosen field.
- Pursue degrees, certifications, job or volunteer experience, leadership opportunities, etc.

TIP: Look at job postings of the occupation you want. What do they <u>require</u> in a qualified applicant? What do they <u>prefer</u>? Start developing your skills to meet all of their expectations.

## 7. Get and keep a job.

- Develop your elevator speech for networking.
- Customize your resume & cover letter specifically for every job postings.
- Prepare stories of when you have demonstrated your skills.
- Build your "soft skills": attitude, self-confidence, communication, etc.

TIP: Include your best, concrete examples of success in your resume/cover letter. Ask friends, classmates, family, and other connections to help you contact people working in the field.

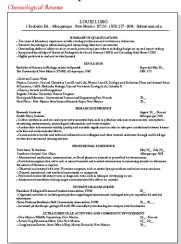


## Career Resources at UNM-LA

### **Career services from UNM-LA Student Services:**

- Advising for choosing a major
  - o Career Cluster survey, card sorts, etc.
- Resume & cover letter reviews
- Job board of recent job postings
- References for internships
- Mock interviews
- Professional clothing closet (in development)
- GNST 193 Career Readiness 1-credit class
- Workshops on career readiness skills:
  - o Writing resumes
  - Writing cover letter
  - o Composing elevator speeches
  - Networking
  - o Interview skills
  - o Professionalism in the workplace

#### Resume Examples



### **STeP Program:**

- Grant-funded program to assist students in STEM degrees to transfer to 4-year programs
- Primary relationship with New Mexico Tech
- Paid stipends and travel expenses to visit their campus
- Career fair & Student Research Symposium trips
- Early advising for transferring students
- Paid internships and research opportunities after transferring!

## **Career Resources Online**

- UNM Career Services: <a href="http://www.career.unm.edu/">http://www.career.unm.edu/</a>
- Bureau of Labor Statistics: http://www.bls.gov/home.htm
- BLS Operational Outlook Handbook: <a href="http://www.bls.gov/ooh/">http://www.bls.gov/ooh/</a>
- O\*Net occupation database: http://www.onetonline.org
- My Next Move: <a href="http://www.mynextmove.org/">http://www.mynextmove.org/</a>
- O\*Net Interest Profiler: http://www.mynextmove.org/explore/ip
- WAGE Project Salary Wizard: http://wageproject.salary.com/SalaryWizard/LayoutScripts/Swzl\_NewSearch.aspx

