

Your career search should be a time to orient and organize your life. It can be a time when you look deeply at yourself and what you have been doing. The career search can lead you to question how you intend to spend your life: to aspire or not to aspire to certain positions - all with a view toward greater life enrichment. Essentially, the comprehensive career search involves:

1. **SELF ASSESSMENT**- examining your needs, wants, interests, values, roles, and skills;
2. **CAREER EXPLORATION** - researching careers, identifying job market trends, conducting informational interviews with people in careers that interest you, and developing tools for the job hunt (e.g. writing resumes, letter of application, and conducting interviews*).
3. **THE FINAL ANALYSIS** - making your final decision: setting realistic goals, developing a strategy for action, and reviewing the whole picture to make sure your choice fits your value system - your philosophy of life and work.

***Note:** The office of Career Services, CMU 114, offers workshops throughout the year on writing resumes, conducting interviews, writing letters of application, and has a wealth of job market information in its resource room.

SERVICES AND PROGRAMS

The Counseling and Personal Growth Center offers a number of services and programs to assist you with your career search. As you begin to examine potential majors and career paths, it is important to utilize all of the services. Taking advantage of all our career programs will provide you with the most comprehensive information.

ONE-TO-ONE COUNSELING - A counselor can help you through the career exploration process. Together you can generate ideas, evaluate career assessment tests, identify resources, and evaluate options.

PERSONAL DEVELOPMENT 103 - CAREER/LIFE PLANNING - This one credit course can help you evaluate your abilities, values, and interests; examine the job market; develop career search skills; and explore the many academic programs at MSU. PDEV 103 is offered every semester and can be found in each semester's schedule under Personal Development.

CAREER EXPLORATION CENTER (CEC) (BR 265) - This room is stocked with information on careers, training programs, MSUM departments, and professional and graduate schools. The CEC is open for browsing during Counseling Center regular hours, and a trained assistant is available to help you find and use materials. Hours the assistant is available are posted weekly outside the door.

COMPUTER ASSISTED CAREER SEARCH (BR 265) - DISCOVER is a computerized guidance system that provides up-to-date career information. It allows you to take different inventories helping you to organize information about yourself. You can also use a search component to find careers and schools in your particular area of interest. The CEC also has identified many career related web sites and has computers with internet access available for your career search.

CAREER INTEREST AND PERSONALITY TESTS - The Counseling Center maintains a complete testing file to help you assess your abilities, interests, and values. A counselor will help you select the appropriate inventories for your needs, and help interpret your results. Tests are available at a minimum charge and include the Myers-Briggs Type Inventory, Self-Directed Search, Career Thoughts Inventory and a skills card sort. Two of our most popular interest inventories include:

- **Strong Interest Inventory** - This inventory asks you to indicate "liking", "disliking", or "indifference" to 325 items dealing with occupations, occupational activities, hobbies, amusements, school subjects, and types of people. Your answers are analyzed by a computer in three ways: first, for general overall trends; second, for 23 basic interest areas; and third, for the degree of similarity between your responses and the characteristic responses of men and women employed in a wide range of occupations.
- **Career Occupational Preference System** - The COP System Interest Inventory will help you compare the relative strengths of your interests in activities performed in a great many different occupations. The COPS measures interests in several broad occupational areas: Science, Technology, Outdoors, Business Computation, Communication, Arts, and Service.

