

FRESHMAN: ASSESSMENT

Preparing for your career doesn't begin during your senior year. In fact, it has already begun! The decisions you make and the things you do as a freshman and sophomore greatly impact your ability to reach your career goals as a graduating senior. Remember, you control your career destiny. Don't wait until your senior year to start realizing your goals. Your career train is on the move. Jump on board now so you can reach your destination!

— Bob Orndorff

1. Self-Assessment

- Career Preparation Survey: You can access several different surveys at the Montana Career Information Systems job search page <http://www.smartaboutcollege.org/get-to-college/mcis-logon-options.jsp>
- Develop a plan (goals, deadlines, priorities) for freshman year.
- Register with Career Services/Internship Services – activate by completing the on-line form at <http://www.umt.edu/career/recruiting/ermain.htm>
- Myers-Briggs Type Indicator & Interpretation – understanding how personal characteristics such as interests, values and skills influence career development. This assessment is available at Career Services for a fee. Call 406.243.2022 to schedule an appointment.
- Keirsey Temperament Sorter – assess your personality and how it relates to the world of work. You can access it at <http://www.keirsey.com/sorter/register.aspx>

2. Choosing a Major and Career Planning

- Take responsibility and be proactive in your personal career planning. Own your career! Career development is a lifelong process with choices and transitions along the way. Apply proactive goal setting skills in career development. **Spend more time on this than you do researching which computer/phone/car to buy!**
- A Career Genogram is a “family tree” consisting of the professions of your ancestors. They can be quite helpful in choosing a career. To create a career genogram of your own, go to <http://plaza.ufl.edu/cpence/extras/SampleGenoSociogram.pdf> for a sample. Donald Super pioneered the Family Career Role Model – looking at central family values regarding work, mobility, education, family career dreams. Go to <http://faculty.tamu-commerce.edu/crrobinson/512/super.htm> to learn more about Mr. Super’s work.
- Write a personal autobiography (look at family values regarding work, mobility, education, family career dreams) – ask questions of your family members and map it out. See what you learn about your own interests by hearing these stories.
- Identify possible majors and occupations that relate to your values, interests, personality traits, abilities, aptitudes, academic training, past employment, life experiences, and lifestyle preferences. <http://www.umt.edu/career/careerplanning/buslinks.htm>

3. Career Background Check: Where do you fit in?

- Do research to increase awareness of occupations of interest and organize it according to majors and careers.
- Complete a personal SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats). Do a Gap Analysis (where do you want to be in 5yrs and what do you need to do to get there?) and write a 4-yr graduation plan.
- Write a Personal Career Action Plan with goals statement. Be sure to integrate your interest inventory findings.
- Take a tour of Career & Internship Services: visit with a counselor, browse through the Career Resources Library, look at online resources, and see what they can do for you. You'll find them in Lommasson 154 and <http://www.umt.edu/career/>
- Begin collecting information for a Personal Marketing Portfolio – descriptive summary of your experience, resume, letters of reference, work samples, certificates/awards, and other examples of accomplishments.
- Take elective courses outside your area of interest to help explore overlooked options.

4. Learning through Experience and Meeting People in Possible Career Field Options

- Attend Career and Part-Time Job Fairs and Employer Information Sessions. See <http://www.umt.edu/career/>
- Conduct an Informational Interview with two mentors from Ask-An-Alum program – After the interview, write up results and send a thank you note. See <http://www.ito.umt.edu/askalum/>
- Attend Career Services workshops and programs, Pre-Fair Employer workshops, and SoBA Career Development workshops. See <http://www.umt.edu/career/> and <http://www.business.umt.edu/career/>
- Attend Employer Panel & Recent Alum Presentations and Events – “in the trenches advice” tailored to where you are at in the process.
- Attend SoBA's Academic Expo held each fall and/or speak to representatives from academic departments directly about the majors you are interested in. Obtain information and investigate what classes each major involves and the potential career paths they can lead to.
- Visit Associated Students of the University of Montana (ASUM) or Office of Student Involvement in the UC to find out which clubs and organizations to join and help build a broad background of college experiences, including meeting new people. Explore community service and volunteer opportunities as well.
- Acquire work experience through a part-time job while in school or a summer job. Check out the career fields you are interested in first-hand. Develop a strong work ethic and skills to function successfully within this work environment.