

FIRST YEAR: SELF-ASSESSMENT



The suggestions that follow serve as an outline for you throughout your first year. By doing this now, you will put yourself right on track to a successful college career. If you are beyond your first year, don't worry; it's never too late to begin!

Identify the following, on your own or with assistance from the Career Services Office.

- Past accomplishments, skills, and abilities
- Career-related hobbies and interests
- Personality type
- Work and life values
- Take a self-assessment*

* The Myers-Briggs Type Indicator (MBTI) is a widely-used measure of personality dispositions and preferences. It helps to identify compatible work settings and career opportunities. This knowledge provides the opportunity for greater decision-making ability. Amount of time involved: 30 minutes to complete; 1-hour interpretation with Director of Career Services.

Use Focus2

Focus2 is a program that helps individuals make important career and educational decisions. Focus 2's guidance process provides the information individuals need to choose a career area that matches their personal profile.

- Assessments of interests, abilities, and job value.
- Data for suggested occupational areas
- Career Planning tools, that can be utilized during your entire time at Clarke

Get acquainted with the Career Services staff and resources.

Through the first-year Cornerstone classes, all new students will be introduced to the office and its resources.

Job Shadow

Job shadowing is one of the most popular work-based learning activities because it provides opportunities to

gather information on a wide variety of career possibilities before deciding where you want to focus your attention. Job shadows involve brief visits to a variety of workplaces, during which time you "shadow," observe, and ask questions of individual professionals. This program is beneficial to all students, first year to senior level, as you explore, define, and finally pursue your career interests.

Talk with parents, friends, and professors about different kinds of work.

Take time to ask questions you may have about the world of work. Most people are more than happy to talk about their careers. A handout on how to do informational interviewing is available in Career Services.

Build skills and leadership through co-curricular and volunteer activities.

Begin developing skills while becoming involved in the Clarke experience. There are endless possibilities available to you through Student Life and Campus Ministry. Stop by these offices to find out how you can become involved.

WHERE TO FIND OUT MORE . . .

All materials referenced are available in the **Clarke University Career Services Office** at no cost to Clarke students or alumni. Many of the services are available by simply stopping by our office; however, some services require an appointment. Please call ahead to schedule a time that is convenient for you.