

Andrews University

Career Center

Career Planning

Purpose of Career Planning

Career Planning is learning about yourself and the job market – and then making choices based on what you have learned. It can help you decide what type of job you want, determine the skills you need, and discover ways to get those skills. Career planning also provides an opportunity to engage in a purposeful life. Careful planning may also help you focus on the career path that is right for you.

Career Planning Steps

STEP 1: Self-Assessment

STEP 2: Exploration

STEP 3: Action

STEP 1: Self-Assessment

Self-Assessment is the starting point in career development. It allows an individual to identify their skills, personality, values, and interests and how they inform career choices. To begin self-assessment, take some time alone and ask yourself and answer these following questions:

- What do you value? What is important to you? Think in broad terms at first. What do you value in your personal life? Your academic/professional life? Spiritual life?
- What are your interests? What are the things are you passionate about in life? What do you enjoy doing? If you could have any job you wanted what would that be? What would that look like? What areas are you interested in exploring?
- What are your skills? What are you good at? Where are your skills, abilities, and talents? What tools are you interested in exploring? Think about skills you may have gained through past jobs, volunteer work, hobbies, school, social activities, etc.
- What is your desired lifestyle? What kind of lifestyle do you want to have? Where do you want to live? How do you want to live? What kind of house and car would you like to own? What size family do you envision having? How will you support this kind of lifestyle?
- What is God's Will for your life? Is God a factor in your decision? How are you involving him in this process? What choices can you make to ensure that you are following God's will? What talents has he specifically given you?

Self-Assessment Tools:

[What Can I Do With This Major:](#) Learn typical career areas and types of employers that hire in these fields, as well as strategies to make you a more marketable candidate.

[CareerOneStop](#): Assess your skills, interests, and work values for free.

[MyPlan](#): Whether you're deciding on what college to go to, choosing a major, planning ahead for your first career, or thinking about making a career change, MyPlan.com can help you explore options and bring clarity and insight into figuring out what's right for you. The Values assessment is free.

[Career Decision-Making Difficulties Questionnaire](#): Identify the career decision-making difficulties you may have and get recommended ways to overcome them.

[Test Your Emotional Intelligence](#)

[InSight™ Values / Work Characteristics Inventory](#): clarify and prioritize your values as they pertain to your working life

[Jung Typology Test](#): Get an accurate description of who you are and why you do things the way you do.

[O*Net Interest Profiler](#): find out what your interests are and how they relate to the world of work. Also find out what kinds of careers you might want to explore.

[Career Key](#): Explore various education paths, career options and compensation options, and real-world work environments. Narrow down your options with our unique decision tool, and open the door to substantial career and life well-being.

CliftonStrengths (formerly StrengthsQuest): This assessment measures 34 research-validated talent themes and then guides the development of those talents into strengths with resources tailored for students. CliftonStrengths is available to students in the AU Counseling and Testing Center. To schedule this test, email ctcenter@andrews.edu or call 269.471.3470.

Strong Interest Inventory: The Strong Interest Inventory® assessment provides robust insight into a person's interests, so you can help them to consider potential careers, their educational path and the world of work. This assessment is available to students in the AU Counseling and Testing Center. To schedule this test, email ctcenter@andrews.edu or call 269.471.3470.

Self-Assessment Action Steps:

- Take a free online assessment or visit the Counseling & Testing Center in Bell Hall, Room 123 to take the CliftonStrengths or Strong Interest Inventory.
- [Book an appointment](#) with a Career Coach to develop a career plan based on your assessment results.

STEP 2: Exploration

Career Exploration allows an individual to gather information about themselves and their environment to determine their career preferences that will lead to satisfying careers. It is an active process that requires time and effort and recommended to take place during your Sophomore year.

Exploration Strategies

- Follow the [AU 4-year Career Plan](#)

- Use people as a resource: Obtain and review information with career coaches. Talk to professors, co-workers, friends, neighbors, relatives, and even previous employers. They may be able to tell you about different job opportunities, skills needed to perform the job, or simply provide additional resources.
- Job shadow, set up informational interviews and volunteer: Volunteer work in the particular area and or position you are interested in will allow you to not only network but to also get an in depth look at the job of choice. Informational interviews allow you to create a career network, discover employment opportunities, and gain insight into what individuals who are currently in the field of interest like, dislike, recommend, say related to the corporate culture, and describe nature of job to be.
- Use the following steps will help you set up/conduct and informational interview:
 - Identify the major/occupation/company/industry you would like to learn more about.
 - Identify contacts: talk to friends, family, neighbors, and faculty. Use [Andrews Network](#) to locate and identify alumni.
 - Arrange the interview through email, phone, personal contact, letter, or through someone who knows the person.
 - Prepare for the interview: research the chosen major/occupation/company and develop questions about "What do I need to know to help me to better understand if this field is for me?"
 - Interview: Dress appropriately, arrive on time, and be professional. The interview may be held virtually, but still ensure that you are dressed appropriately.
 - Follow Up: Immediately following the interview take some time to put together a thank you note expressing your positive thoughts regarding the interview.

Exploration Tools

[Andrews Network](#): An online networking, mentoring and jobs board platform exclusive to the Andrews community. The Andrews Network provides a place where alumni can connect with each other and with current students. You control how involved you want to be—you can simply join and connect with a few classmates, or you can grow into an engaged mentor who offers advice and assistance to current students. As it is protected by a globally recognized privacy and security framework, you can rest assured that the Andrews Network is a secure platform. Continue scrolling below to read more about the features of the Andrews Network.

All students are encouraged to register and actively become a user on the Andrews Network. Register [here](#).

[WhatCanIDoWithThisMajor](#): Learn typical career areas and types of employers that hire in these fields, as well as strategies to make you a more marketable candidate.

[Occupation Insight](#): Get information on the skills needed for your career of choice and how your current major at Andrews University is preparing you to acquire those skills.

[LinkedIn](#): LinkedIn in the world's largest professional network, providing access to 830 million professionals in more than 200 territories. Successful utilization of this platform provide you with a robust network to gain insight into a vast array of industries and professions. Contact the [Career Center](#) to begin learning how to set up and optimize your LinkedIn profile today.

[O*Net Online](#): This platform has detailed descriptions of the world of work for use by students and job seekers. Find, search, or browse across 900+ occupations based on your goals and needs. Then use comprehensive reports to learn about requirements, characteristics, and available opportunities for your selected occupation.

[BLS Occupational Outlook Handbook](#): A publication of the United States Department of Labor's Bureau of Labor Statistics that includes information about the nature of work, working conditions, training and education, earnings and

job outlook for hundreds of different occupations in the United States. The publication can be accessed online for full exploration.

STEP 3: Action

After exploring career options based on the results of your self-assessment, the next steps in the career planning process are to make a decision on your career of choice, create goals, and create an action plan for achieving your goals.

Making a decision

The self-assessment and exploration phases would have provided necessary information to make a decision on your choice of career path. To ensure that you've successfully utilized each process, consider the following questions:

1. Have you gathered relevant information about yourself and possible career paths that might best suit you through self-assessment and career exploration exercises?
2. Have you identified and explored alternatives to your top interest?
3. Have you carefully explored the benefits and challenges of each option, seeing yourself from the beginning stages to the height of that career path?
4. Have you ranked each option based on your conclusions from the questions above?

Creating goals

Once you have ranked your options and feel confident in their ranking, you'll then be able to choose the top option or a combination of the top options and begin creating specific goals toward that career achievement. You'll want to determine S.M.A.R.T goals.

S.M.A.R.T goals

S.M.A.R.T goals are a five-tiered approach toward developing, implementing, and evaluating successful goals.

S-pecific	Define what is to be accomplished and the actions to be taken to accomplish it
M-easurable	Ensure that your goals surround a quantifiable object that will be used to track progress toward achieving it
A-chievable	Ensure that the goal is realistically attainable – something that can be accomplished
R-elevant	Your goal must have a benefit
T-ime-bound	Your goal must have a concrete deadline

Creating and implementing an action plan

Once you've identified your goals it's time to create a plan of action. What specific steps will you take to achieve your goals? The [AU 4-year career plan](#) is a great resource in helping you determine the steps that need to be taken each year toward your career goal. A career coach is also available to help you customize that even further into an individual career plan.

Career Action Tools

Networking

[Andrews Network](#): An online networking, mentoring and jobs board platform exclusive to the Andrews community. The Andrews Network provides a place where alumni can connect with each other and with current students. You control how involved you want to be—you can simply join and connect with a few classmates, or you can grow into an engaged

mentor who offers advice and assistance to current students. As it is protected by a globally recognized privacy and security framework, you can rest assured that the Andrews Network is a secure platform. Continue scrolling below to read more about the features of the Andrews Network.

Experiential Learning

AU Innovation Center: The Andrews University Office of Innovation & Entrepreneurship provides students with opportunities for experiential learning through innovation. Opportunities include on-campus internships, capstone and senior design projects, and certificate courses in innovation. Learn more about experiential opportunities from the Office of Innovation & Entrepreneurship on their website here.

Job and internships

[LinkedIn Jobs](#): LinkedIn features a job board which lists tons of job and internship opportunities each day. Use this resource to search for jobs and internships.

[O*Net Online](#): Along with industry information, O*Net also provides a job feed with advanced search features for geographic locations.

[Parker Dewey](#): A platform that provides paid, short-term, professional projects called micro-internships. Registration is easy and you'll have a chance to gain practical experience.

[Forage](#): provides virtual, simulated work experience programs that are 100% free, open-access and self-paced for students of all majors. Get started by visiting their [website](#).

Other Internships

- www.internshipprograms.com
- www.collegerecruiter.com
- www.ziprecruiter.com
- www.andrews.edu/agenda
- www.andrewsnetwork.org
- www.internships.com
- www.idealists.org
- www.workforgood.org
- www.netimpact.org/jobs

On-campus employment

- www.andrews.edu/admres/jobs
- www.andrews.edu/agenda
- www.andrewsnetwork.org

National Employment

- www.onetonline.org
- www.indeed.com
- www.glassdoor.com
- www.careerbuilder.com
- www.monster.com
- www.ziprecruiter.com

- www.linkedin.com/jobs

Social Service/Non-profit jobs

- www.socialservice.com
- www.philanthropynewsdigest.org
- www.devex.com
- www.bsr.org

State/Local Employment

- www.miworks.org
- www.southwestmichiganjobs.com
- www.ziprecruiter.com