

Career Exploration

The Career Exploration website is available to provide quick, easy, and no-cost tools for employees to use to get to know themselves and how they relate to the world of work. Having a job that fits has a direct impact on your satisfaction with your job, your performance, your feelings about the future, and your life. Just follow the four steps!

The links provided here are not all inclusive. Many sites exist that provide helpful information. Most of these sites are not affiliated with Scottsdale Healthcare so Scottsdale Healthcare is not responsible for their content. They are provided solely for the convenience of our employees.



Step 1 Self-Discovery

Knowing yourself is the first step in finding a meaningful career. Identifying your interests, skills, values, and personality traits will help you identify a job that fits you.

Identify Interests

Find out what you like to do and how your interests relate to the world of work.

- Free Interest inventory—My Next Move
<http://www.mynextmove.org/explore/ip>
- Free “Finding Your Career Passion” tutorial
http://www.quintcareers.com/career_passion_tutorial/open_mind.html
- Free interest inventory—LiveCareer
<http://www.livecareer.com/lp/st03.asp?tag=121007165908368&hitlogid=120365825&cobrand=CLEAR&tag=121007165908368>
(basic results free, deluxe report \$15)

Identify Skills/Abilities

Identify your skills and abilities to help you find a good job fit!

- Free Skills inventory—Transferrable Skills Survey
<http://wed.siu.edu/surveys/skills/Start.htm>
- Free all around assessment—CareerLink
<http://www.mpcfakulty.net/CL/cl.htm>
- Free assessment of skills, abilities & competencies—JobDiagnosis
A career assessment where students, career-changers, job-seekers, retirees -- people of any age and experience -- take a short test to assess your interests, skills, abilities, and competencies to see what career path you should follow.
<http://www.jobdiagnosis.com/registration.htm>

Identify Values

When you identify the values you consider to be the most important, you can determine whether or not your values match those of your employer. This has a direct impact on your satisfaction with your job.

- Free Values inventory—Workplace Values Assessment
http://www.quintcareers.com/workplace_values.html
- Free Values inventory--Work Preference Inventory
<http://www.careerperfect.com/content/career-planning-work-preference-inventory>

Identify Personality Characteristics

There is a correlation between personality type and job success. By identifying your personality characteristics, you can explore careers and occupations most suitable for your personality type.

- Free Personality assessment—The Keirsey Temperament Sorter (KTS—II)
The Keirsey Temperament Sorter®-II (KTS®-II) is a widely used personality instrument. It is a powerful 70 question personality instrument that helps individuals discover their personality type. The KTS-II is based on Keirsey Temperament Theory™.
<http://www.keirsey.com/>
- Free Personality assessment--Jung Typology Test
Obtain your 4-letter type formula according to Carl Jung's and Isabel Briggs Myers' typology, along with the strengths of preferences and the description of your personality type. Discover careers and occupations most suitable for your personality type, along with examples of educational institutions where you can get a relevant degree or training.
<http://humanmetrics.com/cgi-win/JTypes1.htm>

- Free Personality assessment—CareerFitter
10-page Career Report includes summary of test-taker, personality chart, career choices for test-taker, occupational factors, primary characteristics, the test-taker at work, potential weaknesses, personality details, business points, communication method, ideal environment, team-building approach, management practice, and famous people like test-taker.
<http://careerfitter.com/>

Check Attitude

The following articles identify how your attitude affects your job search and which attitudes lead to success.

- 5 Attitudes that Lead to Job Search Failure Plus 5 that Lead to Success
 - <http://www.careerbuilder.com/Article/CB-2888-Job-Search-Strategies-5-attitudes-that-lead-to-job-search-failure/>
 - Your Attitude is Key to Your Job Search
 - <http://mashable.com/2012/08/26/attitude-job-search/>
 - Job Search Attitude
 - http://www.streetdirectory.com/careers/career_advice/job_hunt/the_job_search_attitude
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Step 2 Exploring Options

Learn about possible careers. Effective career planning requires information about job titles, job functions, the job market, and occupational trends. Identifying available options can help you make an informed decision.

Research Industries, Job Titles and Job Functions

Learning about what job options are out there and what people with those job titles do can help you find out what *you* want to do.

- **O*NET Center:** <http://online.onetcenter.org>
The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O*NET OnLine, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.
- **My Next Move:** <http://www.mynextmove.org/>
My Next Move is an interactive tool for job seekers and students to learn more about their career options. My Next Move has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the O*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.
- **Occupational Outlook Handbook online:** <http://www.bls.gov/ooh/>
The profiles featured in the OOH cover hundreds of occupations and describe What They Do, Work Environment, How to Become One, Pay, and more. Each profile also includes employment projections for the 2010–20 decade.
- **America's Top 300 Jobs: A Complete Career Handbook**
Authored by the U.S. Department of Labor [paperback]

Based on the latest edition of the "Occupational Outlook Handbook" by the U.S. Department of Labor, this is an unbeatable combination of job information and job search advice in one time-saving volume. Readers find everything they need to research careers; learn about pay, outlook, and education and skills needed for about 300 jobs; and take seven steps to land a good job in less time. This book provides thorough, current, and interesting descriptions for 260+ major jobs—covering about 90 percent of the workforce. Each description includes skills required, pay, growth projections, education and training needed, advancement opportunities, and more.

- **Goodwill Career Centers**

Goodwill Career Center locations (14 in AZ) have full-time staff to provide assistance with any type of job search. Career Centers are equipped with computers, printers, Internet access, telephones, and fax machines to provide services at no cost to the community.

For more information, go to: www.goodwillaz.org/job-training or call 602-535-4000

- **SHC Job Descriptions:** [Click here to view job descriptions](#)

Gather Information about the Job Market and Occupational Trends

These sites help you plan for the future by predicting whether or not the need for a given job title will be increasing or decreasing.

- O*NET Center: <http://online.onetcenter.org>
- Occupational Outlook Handbook online: <http://www.bls.gov/ooh/>
- 2012 Healthcare Jobs Outlook: <http://career-advice.monster.com/job-search/company-industry-research/healthcare-jobs-outlook-2012/article.aspx>

Career Resources

More available resources—both published and online

- A collection of the best career and job search books: http://www.quintcareers.com/career_books.html
- Online resources (in addition to those listed in the Exploring Options section): <http://www.quintcareers.com/>

Informational Interviewing

An informational interview involves talking with people who are currently working in the field to gain a better understanding of an occupation or industry -- and to build a network of contacts in that field.

- Take a tutorial on informational interviewing http://www.quintcareers.com/informational_interviewing.html
- Questions to ask at the informational interview http://www.quintcareers.com/information_interview.html

Step 3 Set Your Career Objective



After you understand your interests, skills, values, personality, and job options, it's time to make some decisions. Determine a focused career direction, set goals to move in that direction, and develop a plan to reach your goals.

Evaluate options

Use the information you learned about yourself and the information you learned about the world of work to narrow career options down to just a few.

Make a decision

Determine a focused career direction.

Click the options below for decision-making tools and tips.

- http://www.mindtools.com/pages/main/newMN_TED.htm
- <http://www.businessballs.com/problemsolving.htm>

Make a plan

Set goals and timelines based on your career objective.

- Click here for guidelines to develop a written career development plan
<http://www.career-development-help.com/career-development-plan-template.html>



Step 4 Implement Your Plan

Need more education or training? Find out how and where to get it. Review your plan periodically to make sure you stay on track.

Educational Resources

Once you know the type of program you are looking for, search for programs at schools near you—or wherever you plan to go to school.

- SHC Tuition Assistance Program
http://intranet/template_departments.cfm?content=content_department&department_id=195

- SHC/College and University Partnerships
[Click here to view local colleges and universities](#)

- Is my potential educational institution accredited?
<http://ope.ed.gov/accreditation/>

- Federal Student Aid
http://studentaid.ed.gov/redirects/college-gov?WCM_PORTLET=PC_7_AP8RB8N41GS170IC101I0F10G0000000_WCM&WCM_GLOBAL_CONTEXT=/wps/wcm/connect/college/college/howtopay/howtopay

Training

- SHC Classes
 - [Click here to view the SHC Course Catalog](#)
 - [Click here to view the SHC Professional Nursing Web Site](#)
 - [Click here to view the Leadership Toolbox](#)

- Conferences and Workshops
Funding may be available for employees to attend conferences and workshops.
 - Discuss potential conference or workshop with your manager
 - [Click here to view Outside Education Information](#)

- Webinars
The term “webinar” is short for Web-based Seminar, and refers to a presentation, lecture, workshop or seminar that is transmitted over the Internet. Webinars can be collaborative and include polling and question & answer sessions to allow full participation between the audience and the presenter. While some webinars charge participants a fee, many are available at no cost. You can find out about available webinars numerous ways. A few of these ways are: by entering a topic into a search engine (like Google), through e-mails from professional organizations, by contacting organizations that provide on-line learning in your field, from co-workers, bulletin boards, etc.

- Goodwill Community Foundation
This resource provides over 750 free lessons in the areas of Computer Skills, Reading, Math, and Life Skills. This is an excellent resource for individuals with limited English language skills. <http://www.gcflearnfree.org/>

Experiential learning

Experiential learning means you learn through experience. Three of the most common ways are listed below:

- Internships
Give high-school and college students the opportunity to work in their career field. Internships can be paid or unpaid but either way they offer valuable work experience.
- Volunteering
Can provide experiences and develop skills that transfer to paid positions
- Military Service
Provides a variety of experiences and builds skills that transfer to civilian occupations

Feeling overwhelmed?

- Scottsdale Healthcare's Employee Assistance Program (EAP) is here to help. EAP's licensed counselors are trained to help and guide you as you address life's challenges. For more information, or to make a confidential appointment, call 480-882-4599.

Please click on the link below to give us your feedback about this site:

[Click here to take survey](#)

If you experience problems with any of these sites, please contact Nancy Brandon in Organizational Development at 480-323-4577.
