

WHICH DESCRIBES YOU BEST?

- * I have NO idea what career to pursue.
- * I know what career I want, but I don't know what major will get me there.
- * I know what career and major I want, but I don't know what classes to take.
- * I think I know what career I want, but I want to be sure it's a good "fit" for me.
- * I know what career I want, but I need to know about labor market demand.

ELEMENTS OF CAREER CHOICE:

It's a major life decision: we'll be working for many years. We want to choose the "right" career for us. (Most of us will change careers several times, but making our first or second choice carefully can save retraining time later.)

What are STEPS to a good career decision?

Know Yourself

- * Interests
- * Personality traits
- * Natural skills and talents
- * Attitude, needs, motivation
- * Values, "Non-negotiables"
- * Decision making style
- * Limitations: time, finances etc.

Know Your Career Choices

- * Career descriptions and details
- * Labor market trends
- * Related Careers
- * Education/training needed
- * Internships and other opportunities

Know How to Determine the "Fit"

1. Determine how the career fits with who you are and what you need.
2. Develop a "filter" to narrow down career choices to a few that fit you.
3. Create and follow an Action Plan, which might include career research and reality testing through Internships.



WAYS TO COMPLETE THESE STEPS

(Begin the college enrollment process at Enrollment Services, first floor of Lynnwood Hall, 425-640-1458.)

1. Take a Career Class!

If you feel very undecided about a career path, or if you are changing careers due to choice or necessity, register for ONE of EdCC's 3 career planning classes.

A class guides you through the major exploration steps in a structured, sequential way and includes interest and personality inventories.

Take ONE of these Classes:

✓ **CCLS 111-Career/Life Planning**

A quarter-long career/life planning class that provides a CORE of career planning tools: interest and personality inventories, examination of values, skills, labor market trends, group interaction and sharing of ideas, and a whole quarter to research, process, discuss, and explore for a thorough career plan. 3-credits

✓ **CCLS 105-Career Transitions**

Offers the SAME CORE of career planning tools as in COPS 111, including the interest and personality inventories, etc. Applies them in a **shorter format** and with a focus on how career changes impact us—whether we are transitioning by choice to change careers or move on from high school, or because of layoff, divorce, or other life-changing events. Also looks at non-traditional careers and Workplace expectations. 2 credits

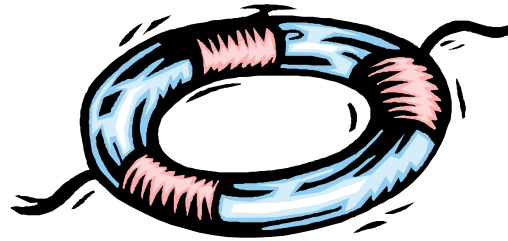
✓ **CCLS 106-Express Career Planning**

Gives you a very late-quarter jump-start on career planning, using the SAME CORE of career planning tools as above, including inventories, in CONDENSED format, to devise an Action Plan for successful career planning. 1 credit

2. ***If you know what career you want***, you can meet with an Academic Advisor, or use materials in the Transfer Center in Enrollment Services (LYN HALL) or the Career Action Center (MLT HALL) to find out what majors would prepare you for this career.

3. **If you know that you want to transfer to a 4-year school (or that you definitely don't!) but don't have a major in mind**, you can meet with an expert Enrollment Services *Academic Advisor* to get started on a certificate or degree. Advisors might recommend general transfer classes, math and English classes, the CCLS 100-Steps to Success orientation class, office technology or computer literacy classes, and—if you're very undecided—a career planning class.
4. **If you have a definite major (or majors) in mind**, you can still start with Enrollment Services' *Advisors*. Then meet with your *Faculty Advisor* each quarter to keep your educational plan on track. If you're undecided, *Advisors* can also help you compare requirements for several majors. Knowing the requirements helps in decision-making! Even if you've picked a major, confirming your choice through a career planning class and/or research about the career field is wise.
5. **To research career descriptions and occupational outlook**, use the *Career Action Center*. The WOIS (Washington Occupational Information System) is a great up-to-date resource. You can also research occupations and Washington labor market information online at www.wois.org (which features a quick interest inventory). Visit the CRC for password.

6. **For additional assistance and resources, meet with a *counselor*** in the *Counseling and Resource Center, Mountlake Terrace Hall, Rm. 145*. Call (425-640-1358). Counselors might recommend a **career planning class and/or** short-term **career counseling** or interest and/or personality inventories, and can help you develop an Action Plan, (including research in the Career Action Center), and provide decision-making assistance.
7. Use one of the many available Career Planning books, such as What Color is Your Parachute by Richard Bolles. (Available at EdCC bookstore.)



Prepared by the trained Navigators
in the Edmonds CC
Counseling and Resource Center
and the Career, College, and Life
Success (CCLS) Department
<http://ccls.edcc.edu/>

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FEELING ADRIFT IN A SEA OF CAREER CHOICES?



WE CAN HELP YOU
STAY AFLOAT
&
CHART YOUR COURSE!

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