Visit Early & Often to:
explore MAJORS & CAREERS

- take TESTS & PREPARE FOR GRAD SCHOOL
- obtain STUDENT EMPLOYMENT & INTERNSHIPS
- succeed IN YOUR CAREER

DROP-IN
for a quick edit/chat with a Career Coach
Monday-Wednesday: 1:30 pm to 3:30 pm
Thursday & Friday: 9:30 am to 11:30 am

CAREER Services
435.797.7777
www.usu.edu/career
University Inn, Ground Level 102
Explore Majors & Careers
Learn more about majors and career options that fit your skills, values, interests, and personality. Access Focus for online career exploration and have your results interpreted by a Career Coach. Consider enrolling in PSY 1220, Career and Life Planning, to further explore your interests as they relate to major and career choices.

Obtain Student Employment & Internships
Explore both on- and off-campus student employment opportunities, including Work-Study, via Career AGGIE.

Gain career-related experience with an internship. Earn academic credit and experience employers are looking for. Over 60% of students receive full-time job offers from their internship employers.

Take Tests & Prepare for Grad School
Select testing on the Career Services website for scheduling, tests offered, and additional information.

Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Succeed in Your Career
Meet one-on-one with your Career Coach to:
• Discuss internship and career search strategies;
• Build your network of alumni and employers;
• Develop and effective LinkedIn profile and personal brand;
• Create customized resumes and cover letters;
• Participate in mock interviews;
• Negotiate job/salary offers; and
• Review graduate school applications.

Interview at Career Services with employers for internships and career employment. Attend employer Information Sessions to learn about opportunities, receive tips for application success, and to meet recruiters.

Access Career AGGIE, Career Services’ online job posting and networking system to:
• Apply for student employment, Work-Study, internship, and career positions;
• Create a customized “Search Agent” to receive email alerts for jobs/internships
• Network with over 12,700 employer contacts; and
• Schedule on-campus interviews.

2016-2017 Fair Dates

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<th>Fall</th>
<th>Spring</th>
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<tr>
<td>Graduate School Fair- September 19, 2016</td>
<td>Summer Job Fair- January 25, 2017</td>
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<td>STEM Fair- October 13, 2016</td>
<td>Career Fair- February 25, 2017</td>
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<td>Career Fair- October 25, 2016</td>
<td>Northern Utah Teacher Fair- March 22, 2017</td>
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<td>Last Chance Fair- March 29, 2017</td>
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</tbody>
</table>

Career Services Staff- For Appointments Call 435-797-7777

Career Coaching
Donna Crow
NR & Alumni/Returning Students
Donna.Crow@usu.edu

Suzanne Sumson
Engineering
Suzanne.Sumson@usu.edu

Jillian Morley
CAAS/Education/Human Services
jillian.morley@usu.edu

Dannon Loveland
Human Services/ Business
dannon.loveland@usu.edu

Krystn Clark
Humanities & the Arts
krstyn.clark.usu.edu

Sophie Bassett
Science
sophie.bassett@usu.edu

Employer Relations
Diana Maughan
Fair & Recruiting Coordinator
diana.maughan@usu.edu

Suzanne Sumsion
Science
suzanne.sumsion@usu.edu

Employer Relations
Sophie Bassett
Employer Relations
sophie.bassett@usu.edu

Student Employment
Paula Johnson
Paula.Johnson@usu.edu

Brenda Bohm
brenda.bohm@usu.edu

Testing Services
Eric Jensen
eric.wj@usu.edu

Matt Smith
matt.smith@usu.edu
EXPLORE: 1st YEAR
Enroll for Orientation
  - Attend SOAR
  - Sign-up for Connections
Get to know your academic advisor
Select courses that allow you to explore a variety of disciplines and meet general education requirements
Take CLEP and other exams to earn academic credits
Explore careers and majors at Career Services by:
  - Completing career interest inventories (access Focus for online career exploration)
  - Taking USU 1220- Career and Life Planning
  - Connecting with alumni via Student Alumni Mentor Network and LinkedIn
  - Completing your Career AGGIE profile- your online internship/career posting site
Get involved with campus and community organizations
  - Develop an intentional plan of service and leadership to USU and the community

ACCESS: 2nd YEAR
Continue to explore interests and abilities in order to declare a major
Enroll in courses that fulfill general education requirements and major requirements
Discuss potential majors with your Career Coach at Career Services who can recommend
  - Professionals and alumni in your field (via Career AGGIE and LinkedIn)
  - Faculty and advisors

FOCUS: 3rd YEAR
If you have not done so, now is the time to select a major
Apply for internship opportunities, international study abroad programs, and undergraduate research
Meet with your Career Coach to:
  - Create targeted employment documents (resume/cover letter)
  - Develop a network of potential employers and alumni through social media including LinkedIn
  - Research organizations
  - Prepare for and attend fairs/expos
Take a leadership role in student organizations
Consider a “Service Learning” experience
Research graduate schools and prepare for entrance exams (GRE, GMAT, MCAT, LSAT, MAT, etc.)
Use Career AGGIE to apply for internships and to network with alumni and employers

IMPLEMENT: 4th YEAR
Apply for graduation
Join the Student Alumni Association
If you are seeking career employment, visit Career Services to:
  - Receive one-on-one coaching
  - Update and edit your resume/cover letter and prepare for interviews
  - Participate in on-campus recruiting with various regional, national, and global organizations
  - Attend all job fairs and expos well prepared with an introduction and targeted documents
If you are continuing education:
  - Work with your Career Coach to create graduation and professional school applications (for Health Professions, see Pre-Health Advising)
  - Take entrance exams in the Career Services Testing area
  - Investigate the variety of programs available at USU and nationwide at the Graduate School fair
Complete Career Services’ annual Graduation Survey to report your plans
Career Exploration


The ability to choose a potential career path is a key decision-making skill – and not always easily done. When we are not clear about our feelings, it is an indicator that we need more information either about ourselves, about our options, or both. Perhaps the most important issue regarding career/major exploration is to understand that being passive will not produce results – action is required. Start checking off as many of these activities as you can, and you’ll find yourself on the way to choosing a great career.

Step 1: Clarify Your Goals – “Know Yourself”

☐ I have used the O*NET OnLine “Advanced Search” section to filter through careers by my interests (Holland Code/themes).
☐ I have taken FOCUS assessments designed to help me learn more about my work interests, personality, skills, values, and leisure interests.
  ☐ I have gone to the “Narrow and Refine Your Results” section to review a list of occupations that appear in more than one of my completed assessments.
☐ I have completed the SIR/TV Decision-Making Matrix.
☐ I have worked with my Career Coach on completing my Individual Career Action Plan.

For students fulfilling University Advising Assignment Only:

☐ I have met with _______________________________ from Career Services and completed all of the items listed in Step 1.  (Name of Career Coach/Peer)

_________________________________________________  ______________________________________
(Career Coach/Peer Signature)  (Date)

Step 2: Research Opportunities – “Know the World of Work”

☐ I have engaged in various exploration/networking activities such as:
  ☐ Participating in Job Shadows
  ☐ Conducting Informational Interviews
  ☐ Attending Career Fairs to network with employers obtain more information about careers of interest
  ☐ Joining Social Media resources such as LinkedIn to network with professionals
☐ I have met with Career Services Career Coach to learn more about the variety of careers that correlate with my major/interests.
☐ I have attended the USU Major Fair typically held in October.
☐ I have enrolled in USU 1220, Career and Life Planning (3-credit) offered Fall/Spring.
☐ I have conducted research on the websites below to obtain more information about my career options:

FOCUS........................................................................................................usu.edu/career
O’NET OnLine ................................................................................................online.onetcenter.org
What Can I Do With This Major? ........................................whatcanidowiththismajor.com/major
Degree Finder....................................................................................................usu.edu/degrees
Occupational Outlook .........................................................................................bls.gov/oco
Career AGGIE..................................................................................................usu.edu/career/htm/career-aggie

Step 3: Declare Your Major – “Take Action”

☐ I have created my “Individual Career Action Plan” and have started working towards those goals.
☐ I have met with the Academic Advisor for my major of interest for details about the curriculum and how to declare the major.
Making Sense of the World of Work: The Holland Code

What is the Holland Code? The Holland Code is a strategy for organizing information about the three “worlds” of career planning: World of Self, World of Work, and World of Education.

How does it work? There are six general themes (see below) which can be used to describe people, jobs, and educational environments. Since people and environments are complex, it usually takes 2 or 3 themes to describe them.

Over 12,000 occupations have been coded using this method. These codes are based on statistical analyses of data collected over a long period of time involving very large numbers of people. Read below to informally assess your Holland Code. As you go through the process of thinking about which themes describe you the best, you will be doing one of the most important parts of the career planning process – trying to understand and define yourself.

WHICH THREE THEMES DESCRIBE YOU BEST? ______  ______  ______  TIP: search with these on O*Net

REALISTIC
Career Motivator: Using Physical Skill
• Values work with tools and objects rather than with people and words
• Wants to see practical results from their work
• Likes a physical or outdoor component
• Acquires technical, mechanical, athletic skill
• Apt to be reserved, traditional, concrete, genuine; often cool to radical new ideas and creative arts
Typical jobs: engineer, forester, farmer, skilled laborer, truck driver, pilot, soldier, aircraft mechanic, protective services, technical fields

CONVENTIONAL
Career Motivator: Organizing
• Values accuracy, organization, company policy, practicality, security, stability, dependability
• Likes to process data, manage information, collect things, play board games, work with numbers
• Apt to be orderly, careful, thrifty, respectful, efficient, persevering
Typical jobs: banker, accountant, credit manager, actuary, building inspector, IRS agent, paralegal, proofreader

ENTERPRISING
Career Motivator: Persuading and Influencing
• Values risk-taking, status, competition
• Enjoys selling, managing, persuading
• Apt to be ambitious, competitive, persuasive, self-confident, goal-directed, fast-paced
Typical jobs: HR director, life insurance salesperson, manager, buyer, financial planner, marketing executive, realtor, politician, caterer, CEO (or want-to-be’s)

INVESTIGATIVE
Career Motivator: Analyzing
• Values math, scientific inquiry, intellectual effort
• Wants to understand and predict physical, biological, or cultural phenomena and practices
• Likes to work with theories, do research, test ideas
• Apt to be analytical, cautious, independent, curious, introspective, critical, studious
Typical jobs: psychologist, chemist, veterinarian, geneticist, college professor, social scientist, geologist, dentist, curator, dietician, physician, statistician, systems analyst

ARTISTIC
Career Motivator: Expressing Creativity
• Values independence, self-expression, unstructured methods, new ways of doing things, aesthetic beauty
• Use creativity, imagination, intuition
• Appreciates the artistic work of others in museums, theaters, and books
• Apt to be open, impractical, original, nonconforming, sensitive, idealistic, complicated, expressive
Typical jobs: artist, musician, writer, architect, reporter, librarian, English/art teacher, lawyer, corporate trainer, translator, sociologist, broadcaster

SOCIAL
Career Motivator: Helping Others
• Values helping, nurturing, caring for others
• Uses human relations competencies
• Prefers social context, seek personal meaning
• Apt to be agreeable, cooperative, friendly, warm, patient, tactful, responsible
Typical jobs: elementary school teacher, high school counselor, social worker, nurse, recreation leader, minister, physical therapist, midwife, school administrator
I. O*NET OnLine

The O*NET system serves as the nation’s primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. The O*NET database houses this data and O*NET OnLine provides easy access to that information.

A. Go to [http://online.onetcenter.org](http://online.onetcenter.org)
B. Find Occupations: Learn about career options categorized by Career Cluster, Industry, Bright Outlook, Job Family, and more.
C. Advanced Search: Filter through careers by knowledge, skills, abilities, interests, and work values.

II. Focus 2

FOCUS 2 is a self-paced career and education planning system designed to help you select the right major, clarify your career goals, and provide you with valuable occupation information.

**Focus Provides:**
- Career Assessments
- Occupational Advice
- Videos About Various Career Fields
- Career Planning Tools
- Career Options by Education Level
- Side-by-Side Occupation Comparisons

**Focus Answers the Questions:**
- What can I do with a major in …?
- How can I prepare now for my future career?
- What is the job outlook for my chosen career field?

How to gain access and use this system:

Go to the Career Services Homepage ([www.usu.edu/career](http://www.usu.edu/career)) and click on the “Focus 2 Assessment” button on the left hand side, underneath the large “Career AGGIE” button.

Click on “Create a new account” and generate a profile using “aggies” as your access code. Write down your username and password for future use, and for access during the interpretation appointment with your career coach.

Complete all five assessments in the Self-Assessment section.

Go to the “Narrow and Refine Your Results See Your Top Career Choices” found in the Self-Assessment section. This report looks at your completed assessments. If an occupation appeared in more than one of your assessment results, it will appear in the list. Start at the top of the list, as those occupations appeared most frequently. You can click on any occupation to learn more.

- **NOTE:** Don’t think an occupation has less relevance to you because it appears in the bottom half of your top choices. It can still be a great match for you once you consider all your options.

Use the ![Save This Occupation](icon) icon to save desirable occupations.

Schedule an appointment with a Career Coach to review your results by calling Career Services at (435) 797-7777.

**Access Code:** Aggies  **User Name:** _________________ **Password:** _______________
Use to compare and contrast occupations or majors using SIR/TV factors.

Directions:
1. Complete steps 1 – 4 in the table below
2. Use O*NET OnLine (online.onetcenter.org) and FOCUS (www.usu.edu.career found in the “Great Resources” section) for your research.
3. Self-awareness is an on-going process; change your ratings if the rankings don’t feel right.
4. If you have a tie in total ratings, make a choice between the two and rank the tie so you don’t have two careers with the same ranking.
5. If you aren’t clear about your feelings, this is an indicator that you need more information either about yourself, about the option, or both.

Step 1. Identify five Careers/Majors you are interested and list them in the row below.

<table>
<thead>
<tr>
<th>Careers or Majors →</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
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Step 2. Research each factor (Skills, Interests, Realities, Temperament, and Values) typically associated with the careers/majors listed in Step 1 using Focus and O*NET Online. Then rate each factor 1 – 5 (1 = “not a good fit” and 5 = “perfect fit”). Put ratings in the boxes below.

<table>
<thead>
<tr>
<th>Skills: Do you have or can you learn the skills required? Consider the skills you prefer using.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tr>
<td>Interests: Do you have a history of interest in this area or a related area (preference for working with people, things, ideas, data)?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Realities: Factors outside of you which influence your decision: time to graduate, salary, family, advancement, labor market (Look at Outlook, Earnings, &amp; Areas of Study).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>Temperament: Personality traits: i.e. creative, practical, extrovert, logical, etc. (Look at Working Conditions).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Work Values: Prestige, variety, creativity, leadership, high achievement, physical activity, purposeful, independence, work w/ mind</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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Step 3. Add your scores →

Step 4. Rank your results → (highest: 1st - lowest: 5th)
GOAL: ____________________________________________
_________________________________________________
_________________________________________________

<table>
<thead>
<tr>
<th>Activities to Help Me Reach My Goal</th>
<th>People or Information Resources Needed</th>
<th>Date</th>
<th>✓</th>
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Informational Interviewing

Skillfully used, an informational interview is one of the most valuable sources of occupational information and may present opportunities for an intimate and flexible inside view of a job field unmatched by other sources. The informational interview communicates the first hand experiences and impressions of someone in the occupation and is directed by your questions.

How to find people:
Being referred by someone is a lot easier than making a cold call. Ask a friend, family member, or career coach if they know anyone who works in your area of interest. Don’t be afraid to take a risk! Here’s a list of places to start:

- Current/past employers
- Your doctor/dentist/healthcare provider
- High school teacher and/or college professors
- Heads of a local companies – large or small
- Somebody famous in the region
- Well-known cultural leaders
- A person who has the most unusual job you can think of
- The Web and Yellow Pages of your telephone book
- An ambassador at a local foreign embassy
- A celebrity or radio/TV personality
- Utah Business magazine
- Career AGGIE employer contacts
- LinkedIn (connect with USU alumni by going to https://www.linkedin.com/edu/alumni)
- USU Career Fairs

Arranging the Interview:
Call the contact person directly and explain your objective of gathering information in a particular career field. Ask for 30 minutes or less and be courteous. You might say:

“Hello, my name is [Joe Shmoe]. I’m a sophomore at Utah State University majoring in Communications. I am in the process of researching and exploring the marketing field. At this point in my research, I am interested in speaking with someone currently employed in the field. Would it be possible to meet with you to ask some questions about the marketing industry? Or, is there someone else that you would recommend I talk to?”

Preparing for the Interview:
Prepare for the informational interview by creating specific questions in advance of the interview. Consider asking the following types of questions:

1. What is a typical day like in your line of work?
2. How did you get started in this field?
3. What is your specific background and experience?
4. What entry-level jobs are best for learning as much as possible in this field?
5. What skills must someone absolutely have to succeed in this field?
6. What is the typical career path for advancement?
7. What do you like best about your work? Least?
8. How many hours a week do you usually work?
9. Can you describe your working environment?
10. What are the obligations outside of work?
11. What salary can someone expect at entry level?
12. What types of changes are occurring in this field?
13. What is the employment outlook in this field over the next ten years?
14. As you look back on your first few years after college, what would you do differently?
15. What other occupations are closely related to this one?
16. Are there other people you suggest I should talk to?
17. What general advice would you have for someone considering this field of work?

Conducting the Interview:
Your interview can be face-to-face or over the telephone. Be courteous and limit the interview to 30 minutes; start and end the interview on time.

Follow-up Right Away:
Not only do you want to let the professional know you appreciate the time he or she spent with you, but you may also want to use this individual as a valuable contact in your career search. Send a thank-you email/letter within 48 hours of your interview.
Job Shadowing

There is an extraordinary amount of career information available to you in books, websites, and assessment tools. However, impersonal descriptions can't match the realism of actually watching someone do a job for a short period of time. That's what job shadowing is about and why it is such a unique opportunity to get a firsthand glimpse of a future career.

**How to dress for the Job Shadow:** Business casual dress is recommended; nice pants and a button down shirt or blouse is usually appropriate.

**During the Job Shadow:** Begin with a handshake. Smile and introduce yourself, using your first and last name and the name of the University you are attending. Inform your Job Shadowing host that you'll be taking notes for this assignment.

**Respect Time:** Arrive on time! Factor in traffic and unexpected delays. When you job shadow a person at their place of employment, it is likely that they are putting aside other work to talk to you. Respect their generosity.

**Be Prepared:** Prior to participating in a job shadowing experience, gather information about the organization. It is critical that you research the facts about what type of industry the organization is, what products or services it offers, the organizational structure, and other pertinent information you can locate. Have a research sheet and questions ready. It's impressive to show that you've taken time to prepare.

**Be Professional:** Ask your questions precisely -- don't ramble. Bring your questions in a Job Shadow folder. Remember to dress appropriately for a business setting.

**Listen:** Listen to all of your host's responses before writing a brief summary in your notes. If you don't completely understand, say so and ask for more details.

**Don't Be Afraid:** Your host understands that it takes time to get notes down properly. A little quiet as you write demonstrates respect for what they have said. Don't worry about the quiet space.

**Be Courteous:** Because you are in a place of employment, you need to time your questions appropriately and do not interrupt potential business or customer needs.

**End Thankfully:** Ask your host if there is any additional information they would like to give you before you leave. Everyone you meet is a potential connection to another opportunity. It is very appropriate to send a thank you card/email to your host. You never know when you might return to ask for a job or internship.

**Potential Questions to Ask During the Job Shadow:**

1. How did you get into this work? Get started in this job?
2. How did you prepare yourself for this job/profession?
3. What degree, major, and classes can I take to prepare myself for this career field?
4. Knowing what you know now, would you accept the same job again? Why or why not?
5. What do you like most/least about your career?
6. What do you find most rewarding about your work?
7. What skills or personal qualities are necessary in this career?
8. What do you do in a typical day?
9. What type of people do you work with?
10. What is the “culture” of your workplace?
11. What are the essential skills (i.e. leadership, communication, etc.) employers will look for in this industry?
12. What are other occupations in this career field?
13. How do you feel when you’re at your job? Are there high times, low times?
14. What is your organization trying to accomplish?
15. What, in your opinion, is the job outlook in this career field?
16. Others:
Career AGGIE has great resources to utilize while you are exploring careers. You can look at job descriptions to see if certain jobs sound appealing. Over 10,000 employers are in Career AGGIE for you to send questions to and connect with. You can also attend a variety of events to learn about different career options. Social Media is a great way to connect with employers.

1. Completing Your Profile

2. Searching for Jobs
   a. Select Jobs/Internships on the toolbar then Jobs & Internships to view opportunities. If you have been approved for Work-Study, a Work-Study option will be available to you.
   b. Select Advanced Search to customize your job search.
   c. For a customized search, choose Position Type and Major(s), make your selections, and click [Search].
   d. Click on the Job ID number to view the job posting.

3. Applying for Jobs & Uploading Documents

4. To Receive Emails of Customized Jobs—Create Job Agent(s)

5. Viewing On-Campus Interview Schedules

6. To Apply for Open Schedules

7. To apply for Pre-Screen Schedules

8. Researching Employers
   a. You may research employers to obtain information for contacts within the organization you have an interest in networking with for student employment, internships, or career employment.
   b. Select Employer Directory and enter an Organization Name (if known). Use various capitalizations and spacing to receive an organization match, as it must be an exact match based on how the employer entered it.
   c. Use Advanced Search to customize your employer search.
   d. For a customized search choose Employer Industry, make your selections, and click [Search]. You can choose City or State but this may eliminate some employers who have multiple corporate locations or whose offices are not in the Intermountain West.
   e. Click on the Employer to view Details, Openings, and Contact(s).

9. Searching Career Events
   a. Select Career Events and all events will automatically be displayed. Choose a Category to refine your search.
   b. To research employers attending Career Fairs, select the appropriate Fair and click View Employers.

10. Searching Career Resources

11. Networking with Alumni Via Social Media
   a. Showcase your skills as they relate to employers’ needs, via USU Career Services Facebook and LinkedIn pages while building your network of Aggies. Follow step 10 a above.

12. Uploading a Transcript