CAREER Services

JOIN THE COMMUNITY

VISIT WITH YOUR CAREER COACH TO:

EXPLORE
Majors & Careers

EXPLORE
Majors & Careers

OBTA IN
Student Employment & Internships

TAKE
Tests & Prepare for Grad School

SUCCEED
In Your Career

DROP-IN FOR QUICK EDITS:
Mon - Wed 1:30 - 3:30p m  |  Tues 1:30 - 3:00p m  |  Thurs 9:30-10:00a m  |  Fri 9:30am - Noon

Come Say Hello!
435.797.7777
University Inn, Ground Level 102
career-services.usu.edu

CONNECT WITH YOUR CAREER COACH ON:
Connect with your Career Coach to:

**Explore Majors & Careers**
Learn 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 USU 1220, Career and Life Planning, to further explore your interests as they relate to major and career choices.

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

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

**Prepare for Grad School & Take Tests**
Your Career Coach can help in reviewing your options for graduate school and your application/personal statement.

Select testing on the Career Services website for scheduling, tests offered, and additional information.

**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 an effective LinkedIn profile
- create customized resumes and cover letters
- participate in mock interviews
- negotiate job/salary offers
- 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 AGGIE Handshake** (formerly Career AGGIE), your job posting and networking system to:
- view jobs, events & fairs based on your interests
- apply for student employment, work-study, internship and career positions
- network with employers and alumni
- schedule interviews with regional/global employers

---

### Career Fair 2017-2018 Schedule:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall STEM Career Fair</td>
<td>9.28.17</td>
<td>3:00-7:00 pm</td>
</tr>
<tr>
<td>Graduate School Fair</td>
<td>10.3.17</td>
<td>10:00am-2:00pm</td>
</tr>
<tr>
<td>Fall Career Fair</td>
<td>10.4.17</td>
<td>9:00am-2:30pm</td>
</tr>
<tr>
<td>Summer Job Fair</td>
<td>1.24.18</td>
<td>9:00am-2:00pm</td>
</tr>
<tr>
<td>Spring STEM Career Fair</td>
<td>2.14.18</td>
<td>3:00-7:00pm</td>
</tr>
<tr>
<td>Spring Career Fair</td>
<td>2.28.18</td>
<td>9:30am-2:30pm</td>
</tr>
<tr>
<td>North Teacher Fair</td>
<td>3.21.18</td>
<td>9:00am-2:00pm</td>
</tr>
<tr>
<td>Last Chance Fair</td>
<td>4.5.18</td>
<td>9:00am-2:00pm</td>
</tr>
</tbody>
</table>

---

### Career Services Staff by Specialty - For Appointments, Call 435-797-7777

**Career Coaching**
- Donna Crow
  - Natural Resources & Alumni
donna.crow@usu.edu

- Krystn Clark
  - Humanities & the Arts
  krystn.clark@usu.edu

- Suzanne Sumsion
  - Engineering
  suzanne.sumsion@usu.edu

- Sophie Bassett
  - Science
  sophie.bassett@usu.edu

**Dannon Loveland**
- Business & Human Services (Ed)
dannon loveland@usu.edu

**Jillian Morley**
- Teaching (Ed) & Agriculture
jillian.morley@usu.edu

**Employer Relations**
- Jan Lyons
  - Employer Relations
  & Recruiting Coordinator
jan.lyons@usu.edu

**Sophie Bassett**
- Career Fair Coordinator
sophie.bassett@usu.edu

**Student Employment**
- Paula Johnson
  paula.johnson@usu.edu

- Brenda Bohm
  brenda.bohm@usu.edu

- Kathryn Hadfield
  kathryn.hadfield@usu.edu

**Testing Services**
- Eric Jensen
  eric.w@usu.edu

- Matt Smith
  matt.smith@usu.edu
Career Success
Your 4-Year Career Plan

EXPLORE: 1st YEAR
☐ Enroll for Orientation
  o Attend SOAR
  o 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:
  o Completing career interest inventories (access Focus for online career exploration)
  o Taking USU 1220- Career and Life Planning
  o Connecting with alumni via Student Alumni Mentor Network and LinkedIn
  o Completing your Handshake profile- your online internship/career posting and networking site
☐ Get involved with campus and community organizations
  o 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
  o Professionals and alumni in your field (via Handshake and LinkedIn)
  o 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:
  o Create targeted employment documents (resume/cover letter)
  o Develop a network of potential employers and alumni through social media including LinkedIn
  o Research organizations
  o 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 Handshake 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:
  o Receive one-on-one coaching
  o Update and edit your resume/cover letter and prepare for interviews
  o Participate in on-campus recruiting with various regional, national, and global organizations
  o Attend all job fairs and expos well prepared with an introduction and targeted documents
☐ If you are continuing education:
  o Work with your Career Coach to create graduation and professional school applications (for Health Professions, see Pre-Health Advising)
  o Take entrance exams in the Career Services Testing area
  o 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
Aggie Handshake ..................................................................................usu.joinhandshake.com

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

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

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)

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. 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
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 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) 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.
  o “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 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: _______________
SIR/TV Decision-Making Matrix

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. |
| Careers or Majors → | 1. | 2. | 3. | 4. | 5. |

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

| Step 3. Add your scores → |
| Step 4. Rank your results → (highest: 1st - lowest: 5th) |
### Individual Career Action Plan

**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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
- Handshake 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.
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:
AGGIE Handshake is your exclusive online resource to:

- View jobs & events based on your interests
- Apply for student employment, work-study, internship, and career positions
- Network with employers, alumni
- Schedule interviews with regional/global employers

Access AGGIE Handshake:

- Go to: usu.joinhandshake.com
- Select the Students/Alumni login option
- You will login with your USU SSO Login

The following headings reflect options on the toolbar <these>

1. Completing Your Profile
   a. In the <My Profile> tab you will be able to fill in important information such as, your name, grade, work experience, extracurricular activities, courses taken, projects, skills, personal information, and write a short biography for employers to see. You also will be able to see if any employers have viewed your profile.
   b. Make sure to upload a resume and any other important documents in the <Documents> tab.
   c. Also fill out the <Career Interests> survey, this will affect the jobs you will see later on when you begin your search.

2. Searching for Jobs
   a. Go to the <Jobs & Internships> tab, here you can see jobs that have been posted that go along with your career interest. Also you can narrow the search with the filters on the side. If you have work study the information should already be in so you should be able to see those jobs as well.
   b. If you are looking to work under a certain employer, you can go to the <Search Employers> tab and find the employer and any open positions that way.

3. Applying for jobs and On-Campus interviews
   a. Begin by clicking on the job you are interested in applying for. If you match the employer’s preferences, you should see a button in the middle of the screen approximately that will say <Apply Now> upon clicking that button you will need to choose the proper documents to upload. If you do not have any uploaded, you can do so in the <Documents> tab.
   b. If you have applied for a job and need to schedule an interview that will take place on campus you will need to go in the <On-campus Interviews> tab and find a time and date that works for you. If you must cancel be sure to be responsible and contact the employer to tell them you are doing that.

4. Viewing past Job Applications
   a. To view jobs you have applied for go to the <Applications> tab. Here you can view the jobs you have applied for.

5. To find upcoming events
   a. Go to the <Events> tab. This will show all upcoming events that have been posted on AGGIE Handshake.
   b. If you are looking for a certain event or fair go to the <Search Events> or the <Search Fairs> tab.