

# Career Connections Series

## Six Steps of Career Decision Making

### Explore Capabilities and Interests

- Identify and prioritize aptitudes, abilities and transferable skills.
- Identify and prioritize educational, career and personal interests.
- Identify and prioritize personal values and work values.
- Understand the relationship between interests, values and abilities.

### Understand the World of Work and Education

- Become aware of potential array of careers.
- Become aware of major fields of study.
- Identify information useful in selecting possible careers and educational programs.
- Relate educational course work to jobs and careers.
- Learn consequences of various career choices and educational preparation.

### Understand and Develop Decision-Making Skills

- Understand the need to make decisions in developing career objectives.
- Identify steps involved in decision making.
- Practice making decisions related to future career choices.
- Identify where to obtain information for making career decisions.

### Learn How Stereotyping, Bias and Discrimination Limit Choices Opportunities and Achievement

- Understand stereotyping as it relates to work and education.
- Identify limitations placed on people by stereotyping.
- Identify changing work patterns for males and females.
- Identify opportunities regardless of past stereotyping or discrimination.

### Develop a Career Plan

- Finalize current priorities of needs, interests, skills and values.
- Generate options for careers or major field of study based on needs, interests, skills and values.
- Acquire information about career educational options.
- Apply decision-making skills and weigh alternatives in order to make a tentative decision.
- Identify training, educational and experience requirements.
- Develop short- and long-term career goals.
- Develop a plan for periodically re-evaluation career decision.

### Develop Employability Skills

- Develop positive work attitudes and behaviors.

- Prepare resume.
- Conduct informational interviews.
- Develop interviewing techniques.
- Understand benefits, rights and labor laws.
- Conduct a job search.
- Complete job application.
- Understand the transition from school to work.