



CAREER EXPLORATION



Workforce
Boulder County



CAREER EXPLORATION QUESTIONS

If I could be anything I wanted to be in the next 5 years – what would I do?

When you were a child, what did you want to be when you grew up? Why?

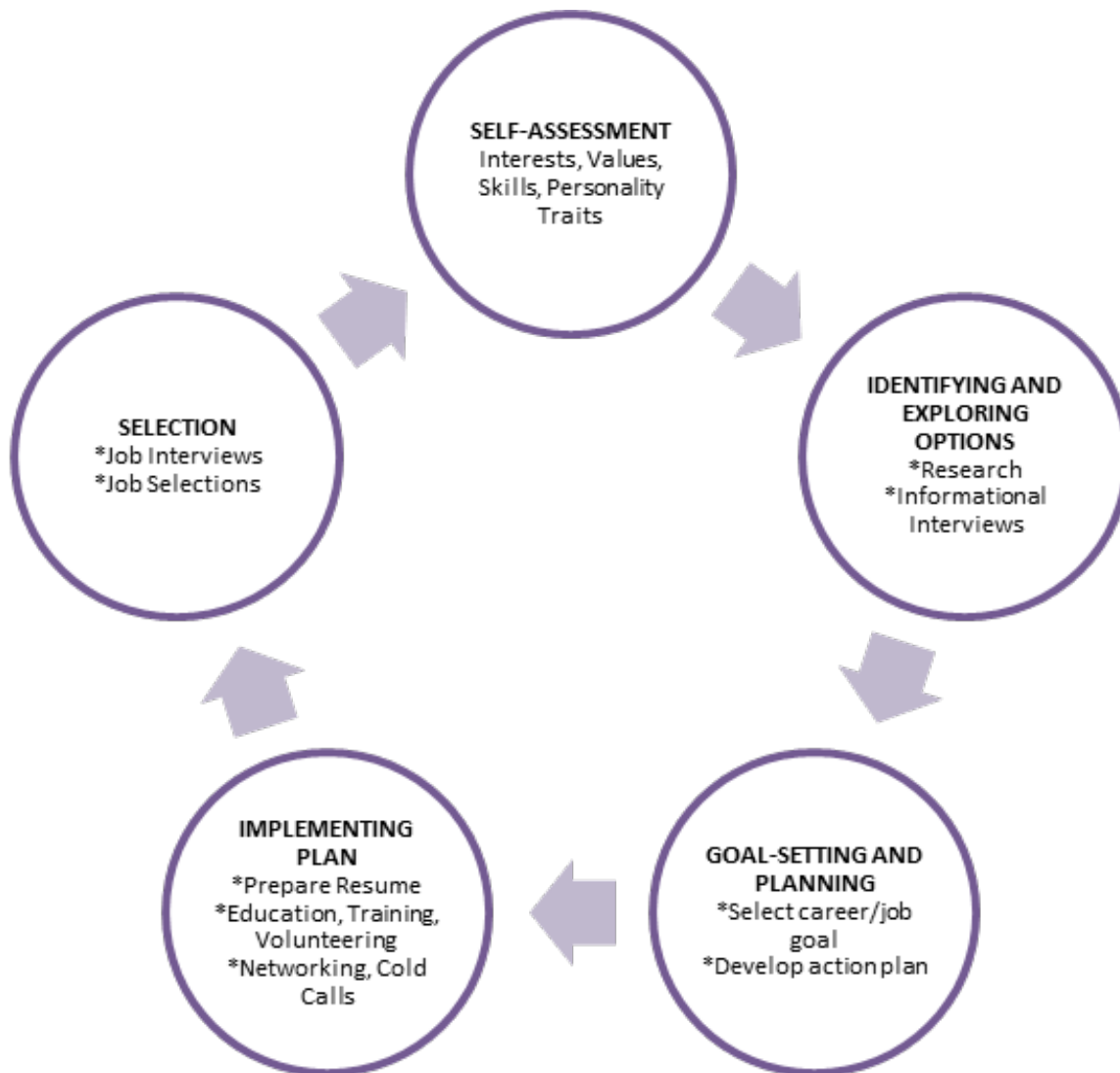
If you could be/do anything and get paid for it, what would it be?

If a miracle happened one evening and I awoke the next morning with my fantasy career waiting, what do I see myself doing that day?

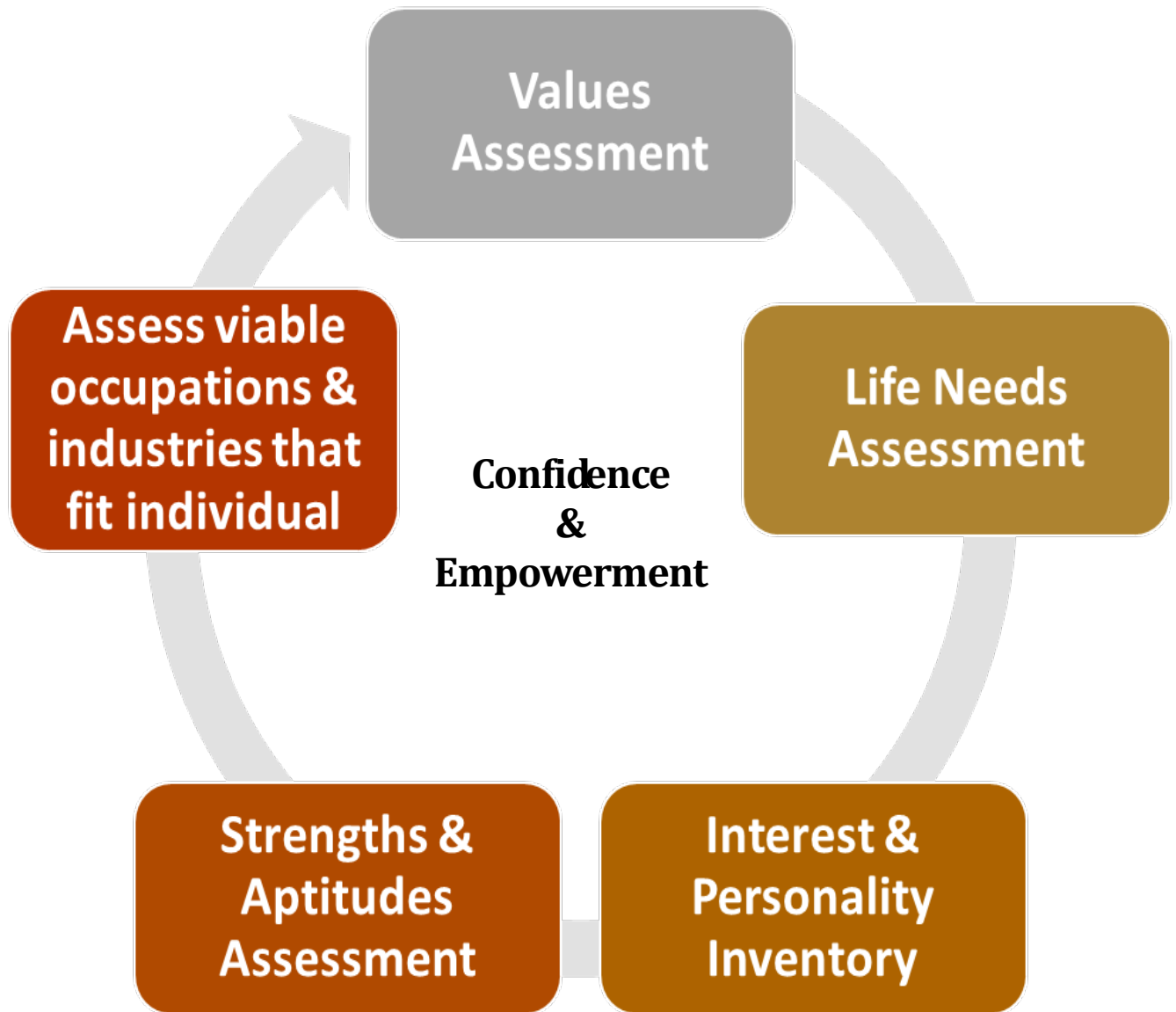
Who do I admire? Why?

One thing I have always done well is...

CAREER CYCLE



Self - Assessment



Values List

Select Your top 20, then narrow it down to your top 10, top 5 and finally your top 3!

Abundance	Art	Carefulness	Connection	Delight
Acceptance	Articulacy	Celebrity	Consciousness	Dependability
Accessibility	Artistry	Certainty	Conservation	Depth
Accomplishment	Assertiveness	Challenge	Consistency	Desire
Accountability	Assurance	Change	Contentment	Determination
Accuracy	Attentiveness	Charity	Continuity	Devotion
Achievement	Attractiveness	Charm	Contribution	Devoutness
Activeness	Audacity	Chastity	Control	Dexterity
Adaptability	Availability	Cheerfulness	Conviction	Dignity
Adoration	Awareness	Clarity	Conviviality	Diligence
Adroitness	Awe	Cleanliness	Coolness	Direction
Advancement	Balance	Clear-mindedness	Cooperation	Directness
Adventure	Beauty	Cleverness	Cordiality	Discipline
Affection	Being the best	Closeness	Correctness	Discovery
Affluence	Belonging	Comfort	Country	Discretion
Aggressiveness	Benevolence	Commitment	Courage	Diversity
Agility	Bliss	Community	Courtesy	Dominance
Alertness	Boldness	Compassion	Craftiness	Dreaming
Altruism	Bravery	Competence	Creativity	Drive
Amazement	Brilliance	Competition	Credibility	Duty
Ambition	Buoyancy	Completion	Cunning	Dynamism
Amusement	Calmness	Composure	Curiosity	Eagerness
Anticipation	Camaraderie	Concentration	Daring	Ease
Appreciation	Candor	Confidence	Decisiveness	Economy
Approachability	Capability	Conformity	Decorum	Ecstasy
Approval	Care	Congruency	Deference	Education

Effectiveness	Fascination	Health	Introversion	Mellowness
Efficiency	Fashion	Heart	Intuition	Meticulousness
Elation	Fearlessness	Helpfulness	Intuitiveness	Mindfulness
Elegance	Ferocity	Heroism	Inventiveness	Modesty
Empathy	Fidelity	Holiness	Investing	Motivation
Encouragement	Fierceness	Honesty	Involvement	Mysteriousness
Endurance	Firmness	Honor	Joy	Nature
Energy	Fitness	Hopefulness	Judiciousness	Neatness
Enjoyment	Flexibility	Hospitality	Justice	Nerve
Entertainment	Flow	Humility	Keeness	Noncomformity
Enthusiasm	Fluency	Humor	Kindness	Obedience
Environmentalism	Focus	Hygiene	Knowledge	Open-minded
Ethics	Fortitude	Imagination	Leadership	Openness
Euphoria	Frankness	Impact	Learning	Optimism
Excellence	Freedom	Impartiality	Liberation	Order
Excitement	Friendliness	Independence	Liberty	Organization
Exhilaration	Friendship	Individuality	Lightness	Originality
Expectancy	Frugality	Industry	Liveliness	Outdoors
Expediency	Fun	Influence	Logic	Outlandishness
Experience	Gallantry	Ingenuity	Longevity	Outrageousness
Expertise	Generosity	Inquisitiveness	Love	
Exploration	Gentility	Insightfulness	Loyalty	Partnership
Expressiveness	Giving	Inspiration	Majesty	Patience
Extravagance	Grace	Integrity	Making a	Passion
Extroversion	Gratitude	Intellect	difference	Peace
Exuberance	Gregariousness	Intelligence	Marriage	Perceptiveness
Fairness	Growth	Intensity	Mastery	Perfection
Faith	Guidance	Intimacy	Maturity	Perkiness
Fame	Happiness	Intrepidness	Meaning	Perseverance
Family	Harmony	Introspection	Meekness	Persistence

Persuasiveness	Recognition	Security	Spunk	Truth
Philanthropy	Recreation	Self-control	Stability	Understanding
Piety	Refinement	Selflessness	Status	Unflappability
Playfulness	Reflection	Self-reliance	Stealth	Uniqueness
Pleasantness	Relaxation	Self-respect	Stillness	Unity
Pleasure	Reliability	Sensitivity	Strength	Usefulness
Poise	Relief	Sensuality	Structure	Utility
Polish	Religiousness	Serenity	Success	Valor
Popularity	Reputation	Service	Support	Variety
Potency	Resilience	Sexiness	Supremacy	Victory
Power	Resolution	Sexuality	Surprise	Vigor
Practicality	Resolve	Sharing	Sympathy	Virtue
Pragmatism	Resourcefulness	Shrewdness	Synergy	Vision
Precision	Respect	Significance	Teaching	Vitality
Preparedness	Responsibility	Silence	Teamwork	Vivacity
Presence	Rest	Silliness	Temperance	Volunteering
Pride	Restraint	Simplicity	Thankfulness	Warmth
Privacy	Reverence	Sincerity	Thoroughness	Wealth
Proactivity	Richness	Skillfulness	Thoughtfulness	Willfulness
Professionalism	Rigor	Solidarity	Thrift	Willingness
Prosperity	Sacredness	Solitude	Tidiness	Winning
Prudence	Sacrifice	Sophistication	Timeliness	Wisdom
Punctuality	Sagacity	Soundness	Traditionalism	Wittiness
Rationality	Saintliness	Speed	Tranquility	Wonder
Realism	Sanguinity	Spirit	Transcendence	Worthiness
Reason	Satisfaction	Spirituality	Trust	Youthfulness
Reasonableness	Science	Spontaneity	Trustworthiness	Zeal

My Top 3 Values are:

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It's important spend some time defining each of your values. What does this value mean to you? How does honoring this value play out in your life?

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WORKPLACE PREFERENCES

Read the definitions of the workplace preferences listed in three categories below. Rate each preference according to your personal degree of importance. Use the following scale to assign your ratings:

-
- 1 = unimportant in my choice of career
2 = somewhat important in my choice of career
3 = very important in my choice of career
-

Place the number corresponding to your rating in the appropriate space to the left of each workplace preference.

A. Work Conditions. The conditions of work involve:

- _____ Independence/Autonomy-doing what you want to do without much direction from others.
- _____ Time Flexibility-arranging your own hours, working according to your own time schedule.
- _____ Change/Variety-performing varying tasks in a number of different settings.
- _____ Change/Risk-performing new tasks or leading new programs that challenge the established order and may be initially resisted.
- _____ Stability/Security-performing regular, predictable tasks in a job you are assured of that pays you reasonably well.
- _____ Physical Challenge-performing dangerous tasks that challenge your physical capabilities and involve risk.
- _____ Physical Demands-performing physically strenuous, but relatively safe activities.
- _____ Mental Challenge-performing demanding task that challenge your intelligence and creativity.
- _____ Pressure/Time Deadlines-performing in a highly critical environment with constant time deadlines.
- _____ Precise Work-performing prescribed tasks that leave little room for error.
- _____ Decision Making-making choices about what to do and how to do it.

B. Work Purposes. The purpose of work is to:

- _____ Truth/Knowledge-pursue knowledge and understanding.
- _____ Expertise/Authority-seek recognition as an acknowledged expert or leader in a particular area.
- _____ Creativity/Innovativeness-develop new and different ideas, programs, and/or structures.
- _____ Aesthetic Appreciation-seek out the appreciation of beauty in all of its various forms.
- _____ Social Contributions-seek to improve the human condition.
- _____ Material Gain-acquire and accumulate money or other material objects.
- _____ Achievement/Recognition-seek public recognition for your work contributions.
- _____ Ethical/Moral-act in accordance with a set of moral and ethical standards.
- _____ Spiritual/Transpersonal-seek beyond ordinary consciousness to a more spiritual plane.

WORKPLACE PREFERENCE CLARIFICATIONS (CONT)

C. Work Relationships. The relationships at work entail:

- _____ Work Alone-doing assignments by yourself with minimal contact with other people.
- _____ Public Contact-interacting in predictable ways with a continuous flow of people.
- _____ Close Friendships-developing strong interpersonal relationships with the people at work.
- _____ Group Membership-belonging to a group with a common purpose and/or interest.
- _____ Helping Others-assisting other people directly to obtain information and/or resolve problems.
- _____ Influencing Others-affecting others in ways designed to change attitudes or opinions.
- _____ Supervising Others-being in a position to oversee the work of other employees.
- _____ Controlling Others-maintaining some control or power over the destinies of other people.

List all the preferences below that you rated as a “3” for each of the following categories. Add any others that are important and may not be covered above.

<i>Work Conditions</i>	<i>Work Purposes</i>	<i>Work Relationships</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Consider Your Current Life Needs

- Do you use daycare? What time is drop off and pick up?
- Do you have any current physical limitations that may inform the work you can do?
- How many hours a week do you want to work?
- Does it need to be on the bus line? How far are you willing to travel?
- Does it need to accommodate a school schedule?
- How close to the kid's school do you need to be?
- Would you consider a swing schedule? Can you work nights or weekends?

O*NET

<https://www.onetonline.org/>

The O*NET program is the nation's primary source of occupational information. It contains information on hundreds of standardized and occupation-specific descriptors. The database is continually updated by surveying a broad range of workers from each occupation. It is an interactive application for exploring and searching occupations.

MIT Living Wage Calculator

<http://livingwage.mit.edu/counties/08013>

MIT developed a living wage calculator to estimate the cost of living in your community or region based on typical expenses. The tool helps individuals, communities, and employers determine a local wage rate that allows residents to meet minimum standards of living.

DATA USA

<https://datausa.io/>

Data USA puts public US Government data in your hands. Data USA can be a powerful input to economic and workforce development in your area.

LMI Gateway

www.colmigateway.com

A powerful labor market information system. The system provides fast access to a complete set of labor market research tools on one web site.

Job Search Budget

Income		
Source	Planned	Actual
Total Income	\$	\$

Results		
Total Income	\$	\$
<i>minus</i>		
Total Expenses	\$	\$
<i>Surplus or Shortfall</i>	\$	\$

Expenses		
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Housing & Utilities	sub-total	\$	\$
Rent or Mortgage			
Rent or Mortgage			
HOA			
Property Insurance			
Property Taxes			
Home Repairs/Maintenance			
Electric			
Gas			
Water			
Trash			

Entertainment & Misc.	sub-total	\$	\$
Cable TV			
Internet			
Cell Phone			
Netflix, Hulu, etc.			
Hobbies			
Cigarettes			
Beer, Wine, Alcohol			
Gifts			
Storage Unit			
Movies, Concerts, Sports			
Travel			
Gym			
Other			

Transportation	\$	\$
Auto Loan(s)		
Auto Insurance		
Gas		
Maintenance/Repairs		
Registration/Tags		
Bus, Uber/Lyft		
Food	\$	\$
Groceries		
Dining Out		

Children	\$	\$
Child Care, Education		
Diapers, Formula		
Activities, Sports		
School Lunches & Fees		
Allowance, Spending Money		
Other		

Medical	\$	\$
Medical Insurance		
Doctor Co-Pays		
Medications		
Dentist		
Glasses		

Pets	\$	\$
Food, Toys, Treats		
Vet, Grooming, Boarding		

Personal Care	\$	\$
Clothes		
Laundry/Dry Cleaning		
Haircuts		
Toiletries		

Education	\$	\$
Tuition, Books, Lessons		

Debts	\$	\$
Taxes		
Credit Card		
Credit Card		
Credit Card		
Collections		
Personal Loan		
Student Loans		
Pay Day Loan		
Other		

Insurance	\$	\$
Disability Insurance		
Life Insurance		

Legal	\$	\$
Attorney		
Child Support		

Donations	\$	\$
Religious, Charity		

Savings	\$	\$
Savings		
Retirement		

TOTAL EXPENSES	\$	\$
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CREATING AN ACCOUNT IN COLLEGE IN COLORADO

www.collegeincolorado.org

Find the turquoise colored box on the right side of the page

Click on **Create an Account**

Who are you? Choose **Adult**

Your school, workforce center.

- For some reason, **Workforce Boulder County** isn't listed.
- Click on **My school/program is not on the list** (which is below the box)

Username and Password

- **The username must be unique to College in Colorado.** Chances are that someone else has used your favorite username at some point in the past.
- **Suggestion:** Use the first letter of your first name and your entire last name, all lower case, followed by the month and day of your birthday.

Example: Jane Smith, April 7, would be **jsmith0407**

(write in your info below)

Account (User) Name: _____

Password: _____

Complete all Additional Information

Choose **Yes** or **No** on Scholarship info—your choice

Check the **Privacy Policy** box

Click on **Submit** – congratulations, you've created your account!

NEXT - take some CAREER PLANNING assessments

- Click on **CAREER PLANNING**
- Then click on **>Learn About Yourself** to see the choice of assessments
- Take the **Interest Profiler, Career Cluster, and Transferrable Skills** and any others that appeal to you. On your **results** page, click on the **Matching Careers** button to see what matches!

Review your Assessment Results at a later time

Click on **CAREER PLANNING**, then click on **Learn About Yourself**, then click on assessment results you want to view (For example: **>Interest Profiler**), just as if you were going to take the assessment again. Look for and click on the **completion date** or **See your results now** linke to see your results.

INFORMATIONAL INTERVIEWS

An informational interview is a way to gain information about a particular job by talking to people who are working in that field. It is NOT a job interview. After research, it is the best way to learn about a position and gather information that often couldn't be learned any other way.

An informational interview helps you decide if you want to do that type of work. Because companies, practices, and policies differ, it is important to talk with several people. Many interviews will help you to get specific information and compare facts. Plan to set up several interviews during your career search process.

How to Start

- Ask friends and relatives if they know people who are working in a field that interests you. Ask them to connect you via email, text, or phone to introduce you to the person they know.
- Respond to the email or text if this is person's preferred method of contact. If you call, make sure to tell them who suggested you contact them.
- Have your calendar ready to plan and confirm dates.
- Ask for a day and time to come in and talk to them for 15 to 20 minutes.
- Prepare your questions in advance and take them with you to the interview in a notebook or folder. It is okay to take notes while you are conducting the interview.

Conducting the Interview

- Arrive a bit early and take note of the time the interview actually starts.
- Introduce yourself and thank them for the time. You are making a first impression with someone who could be a contact for future job applications. Building a professional rapport is important.
- Ask questions from your prepared list of questions.
- Feel free to take notes, just be sure to ask if the person minds.

Closing the Interview

- Since you set up the interview, you are responsible for closing it. Watch the time. When the 15-20 minutes are up, thank the interviewer for his/her time.
- Remember to ask for a business card, which will give you the correct spelling of her/his name and an email address for a thank you note (if you don't already have it).
- Ask if there are other people in the industry they suggest you speak with. Be sure to ask if you can use their name when emailing or calling. You may also ask if it would be okay for you to email or call back if you have additional questions.

After the Interview

It is important to sort out information and write it down immediately after the interview. Ask yourself questions like:

- What did I learn?
- Why is this person successful?
- What did I like about the career?
- What did not appeal to me?
- Is this the kind of work environment I want?
- Who do I need to email or call next?

Be sure to send a thank you note within 24 hours of the interview. You may e-mail your note or write it on a plain "Thank You" card, but it should be sent immediately.

Do as many networking informational interviews as you need to make a good decision. This process can also help you to decide on any additional training you may need, give you insight into the industry as well as practice for when you start doing job interviews.

SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

Here are some questions you may want to ask. Pick only the ones appropriate for each interview.

- * How did you get into this field/industry/position?
- * What qualifications/key skills are needed to do this job well?
- * What training/education/volunteer experience is helpful?
- * What personality traits do you think are needed to be effective in this job?
- * What are your duties and responsibilities?
- * What kind of tasks do you spend most of your time doing?
- * What do you like best about this job?
- * What is the most difficult aspect of this job?
- * Is your schedule flexible or set?
- * What types of work setting or work conditions are there?
- * What is a typical workday like?
- * How can people advance in this field and how far?

SAMPLE INFORMATIONAL INTERVIEW QUESTIONS continued

- * What are some things you would need to do to continue to grow in your field?
- * What is the average starting salary in this field?
- * What surprised you about this position?
- * Do you ever utilize interns in this office?
- * What major changes do you see ahead in this field?
- * What advice would you give to someone wanting to break into this field?
- * Is there anyone else you can suggest I might talk to in this field?
- * What would you do differently if you had it to do over again?

INFORMATIONAL INTERVIEWING TIPS

- Email or call friends and family to get a name of someone in the industry.
- When you get a name, ALWAYS ask permission to use their name as a referral.
- Write and practice a script for each email or call/voice mail. Include your name, who referred you, why you are emailing or calling, and what you need.
- PRACTICE, PRACTICE, PRACTICE
- SMILE when you talk to someone on the phone or leaving a voice mail.
- Always be polite and always keep your cool.
- If the person answers the phone, ask if they have a few minutes now. If not, ask for a good time to call back.
- Sometimes people will need to think about names or other ways they can help. That's OK. Ask for a call back time. Be sure and follow up with them at that time. It is your job to follow up.
- Send a thank you email!

DO NOT TAKE REJECTION PERSONALLY!

ADDITIONAL ASSESSMENTS

STRENGTHS FINDER 2.0

Why focus on your strengths? When we focus on strengths, we are *6 times more likely to be engaged in our work*. When people are more engaged at work, they have greater productivity and satisfaction. When people are more satisfied with their work, it positively impacts their relationships at work, at home and within the community. We believe this is the most important application of StrengthsFinder™ – its impact on relationships. Taken from: <http://www.leadershipvisionconsulting.com/why-strengthsfinder/>

Overall Clifton Strengths explanation: <http://strengths.gallup.com/110440/about-strengthsfinder-20.aspx>

Link to purchase the Top 5 CliftonStrengths assessment (Cost is \$19.99):
<https://www.gallupstrengthscenter.com/product/en-us/10108/top-5-cliftonstrengths-access?category=assessments>



Myers Briggs is a popular personality assessment that can direct you to possible career fits. It's also a great tool to help you speak about yourself in interviews. The assessment specifically helps identify your communication, change management, and conflict navigation methods.

Interested in taking the StrengthsFinder or Myers Briggs workshop? Email Jenn Underwood junderwood@bouldercounty.org or Claire Benton at cbenton@bouldercounty.org to register.



YouScience uses “proven science and algorithms encourage self-discovery and more confidence in your post-secondary choices. By combining aptitudes (what you naturally do well) AND interests (what you like doing), we match you to your best-fit personalized career path. Forget the personality and interest “tests” your parents took in school. Those are a thing of the past. Today there’s better technology to give you more personalized results.” WfBC started piloting using YouScience in fall of 2017 as a tool for helping clients get focused on where they want to be in their career and gain impactful guidance on how to get there.

ADDITIONAL RESOURCE MATERIALS

VIA free survey: <http://www.viacharacter.org/Survey/Account/Register>

FREE version of Strengths Finder through Via Survey

Overall VIA explanation: <http://www.viacharacter.org/www/Character-Strengths/VIA-Classification>

Keirsey Temperament Sorter

www.keirsey.com

Personality questionnaire; free for limited results, a fee for expanded results.

16 Personalities

<https://www.16personalities.com/>

Free personality assessment

Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type by Barbara Barron and Kelly Tieger

Based on the 16 personality types

College in Colorado

www.collegeincolorado.org

A free website dedicated to providing adults and students with an interest assessment and other tools to help decide on a career focus. Also included is information on choosing and applying to colleges and obtaining financial aid.

Workforce Boulder County Website Career Resources

<http://www.wfbc.org/career-resources/>

More than 100 useful links to help you with every aspect of your job search.

Additional Career Exploration workshops

Strengths Finder and/or the **Myers Briggs** workshops are available by special request. Email Jenn Underwood junderwood@bouldercounty.org or Claire Benton at cbenton@bouldercounty.org to register.

POSITIVE PSYCHOLOGY / DARING WAY

Positive Psychology

Positive psychology refers to a branch in psychology that focuses on helping people to lead happy, healthy and prosperous lives. Positive psychology uses scientific evidence to implement interventions that promote the flourishing of families and communities.

Positive psychology is a relatively new discipline that deals with topics such as mindfulness, optimism, hope, resilience, human virtues, character strength and positive thinking. Research in positive psychology reveals that spending money on others causes feelings of well-being and happiness. Strength of character and social relationships help people to overcome challenges and disappointments. Positive psychology is also based on evidence that engaging in meaningful and purposeful work makes people happier. People are happier when they show gratitude and humanity.

Authentic Happiness

Research, information, resources (books, etc.), assessments, videos, etc.:

<https://www.authentichappiness.sas.upenn.edu/home>

Happy Secret to Better Work

We believe we should work hard in order to be happy, but could we be thinking about things backwards? Psychologist Shawn Achor argues that, actually, happiness inspires us to be more productive.

TED Talk by Shawn Achor:

https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work?language=en

Brené Brown

Books:

Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead

Rising Strong

Website: <http://brenebrown.com/>

TED Talks: <http://www.ted.com/talks?q=brene+brown&sort=newest> and search for all Brené Brown videos to find more

MAKE IT HAPPEN

GOAL SETTING

GOAL

01 DECLARE IT: I Will...

02 VALUE IT: What values are motivating this change?

03 BREAK IT: What steps will have to happen to make this a reality?

04 TIME IT:

01: How long will it take to accomplish this goal?

02: How long will it take to know if the goal is working?

05 SUPPORT IT:

Cheerleader

Problem Solver

Tough Love

06 WALK IT:

What am I going to do tonight so tomorrow when I wake up I already started changing my life?



START HERE

CAREER EXPLORATION PROCESS – WHERE DO I GO FROM HERE?

Trust Yourself to Know the Best Path for You

Spend time in the research process.

Keep an open mind. Research all the job titles that came up as an interest for you.

Look at each job title on Onetonline.org to see the related job titles listed for that position. Those job titles may be of interest to you as well.

Decide if this is a career job or a survival job (if you are considering a survival job).

Be sure and check the Money & Outlook section on collegeincolorado.org to make an informed decision regarding the number of openings available in the field.

Remember to check your work situations and match those to the job you are researching. How good a fit is the job in that regard?

How well does the career path or job match your personality type?

WHEN You Have a Few Job Titles/Careers Picked Out

Schedule informational interviews with several different people in each field.

Prepare questions to ask in the interview that will help you decide if this career is for you. Use this opportunity to fill in the holes in your knowledge (including education & salary).

Check to see if you can volunteer in this field or with a specific company to determine if it's a good fit.

Start Forming a Plan

If you find you need training, start that process. Check with an Employment Advisor to see if grant money is available for the training.

Once you have a clear job target it is good to get your resume up to date. Sign up for a class now.

Make sure your LinkedIn profile matches your new career focus.

Start networking! If you are unsure about how to do that, sign up for the Job Search Safari.

Remember, jobs are found through networking. Limit your time applying online, get out of the house, and talk to people within your industry. Make sure to do something that builds your confidence each day.

Good Luck!