Career Exploration Checklist

Thinking about your career path can be daunting and/or exciting!

Career exploration is meant to be a dynamic process with movement back and forth between stages, so the process below might be a helpful structure for you.

Whenever you consider a career change, you can employ these same steps!
The details may differ but the process is essentially the same, so start practicing it now.

Step One: Self-Reflection

Self-reflection provides an essential foundation for career decision-making. Thoughtful self-reflection helps you to focus on opportunities compatible with your goals, and enables you to market yourself knowledgeably and confidently.

When choosing a career, it is important to consider the following:

Your Skills

What are you good at?

Your Interests

What energizes and motivates you?

Your Values

What is important to you?

To help you answer these questions, consider using the CAPD Skills and Values inventories: **https://bit.ly/capdhandbook**

Step Two: Research

The goal is to use your research to get a sense of the types of careers that are out there, the companies that you could and want to work for, and the skills you need to get there.

Here are some ways you can research:

Use Databases:
- O'Net Online (onetonline.org)
  - Descriptions of different occupations across all industries
  - Includes job tasks, technical skills, abilities, etc.
- Major Exploration Sheets
  - Use these to learn more about common career possibilities in your major

Research on specific companies
- Review the company's website
  - Mission/Values
  - News Articles and social media
- Glassdoor reviews (glassdoor.com)
- Review job descriptions
  - Indeed.com
  - Handshake

Other job search engines & UPOP internship search resource

Step Three: Use Your Network

- Talk to alumni and friends
- Connect with your UPOP Milestone and TTW mentors
- Conduct informational interviews with industry professionals and your professors
  - Sign up for MIT Advisor's Hub
  - Join the UPOP Community on LinkedIn (1000+)
    - **https://bit.ly/upoplinkedin**

For more information

Scan the QR code to see all Career Exploration Resources on UPOP's Canvas

References:
MIT CAPD Career Development Handbook