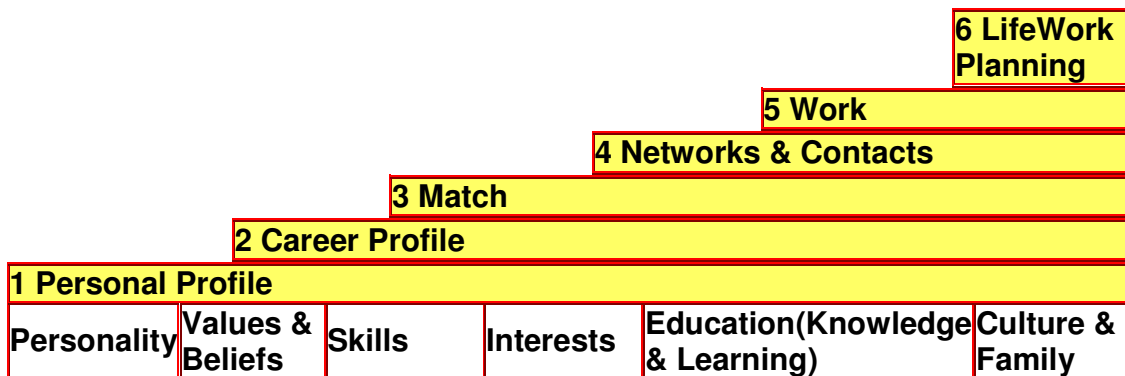


## Career Development Process A Step-by-Step Guide



### Step 1: Personal Profile - Self Assessment

The first step to career success is to know yourself (develop self-knowledge) and to get an idea of your personal profile. By doing so you will develop a true understanding of yourself before you begin exploring careers and trying to identify jobs that will prove satisfying.

Questions you should ask yourself:

#### **Skills (What am I good at?)**

- What can I do best?
- What are my strengths and weaknesses?
- What are my most prominent skills and abilities?
- What skills do I want to use in a job?
- What skills do I need to acquire?

#### **Interests (What do I enjoy doing?)**

- What am I interested in?
- What activities have I enjoyed most?
- What kinds of people would I like to work with?
- What kind of job settings would I enjoy?



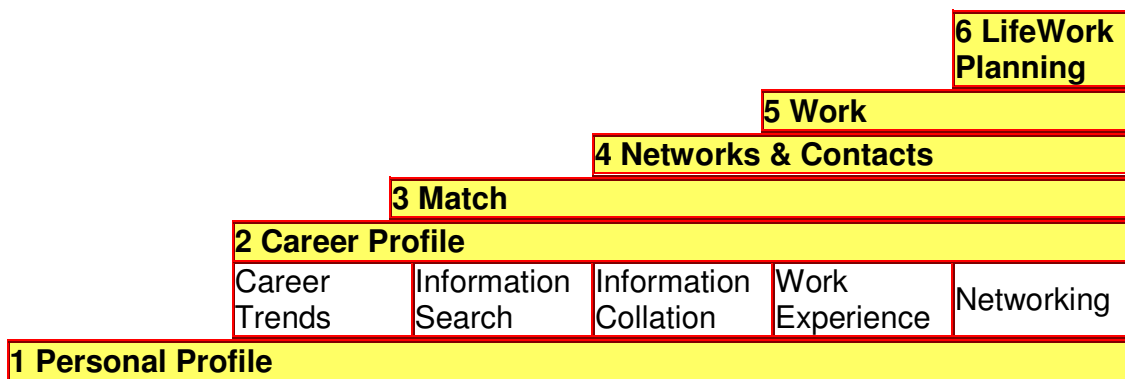
### Values (What are my values and beliefs?)

- What satisfaction do I seek in a career?
- How would I like to be challenged and rewarded in the job?
- In what type of work environments would I be happy?

### Personality (What kind of a person am I?)

- What personal qualities do I possess that will help me in the job?
- How will my personal style influence my career choice?
- How will I get along with my supervisor and / or my co-workers?

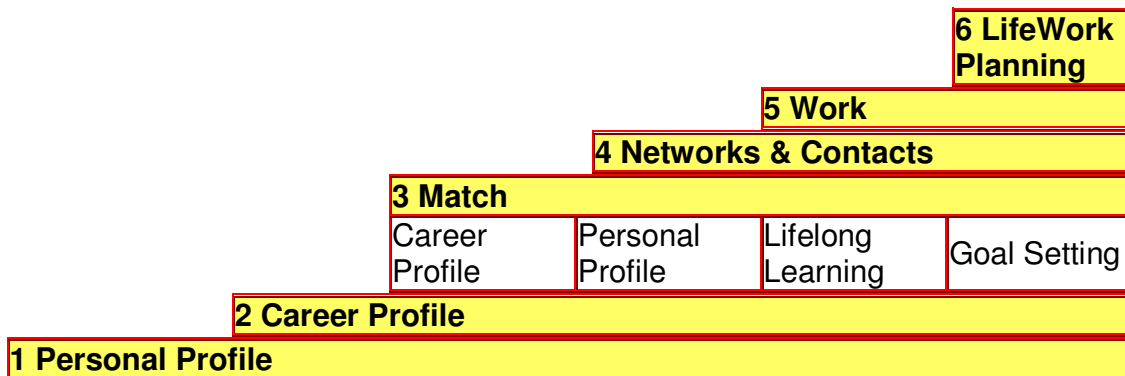
### Step 2: Career Profile - Research



In step two, you will identify what specific aspects a job would have to contain in order for you to be satisfied. You will consider different types of jobs and be encouraged to do research and get some experience in different working environments. This will help you make an informed decision on what you would like to do. You will also learn how to use your network to seek out potential work opportunities.

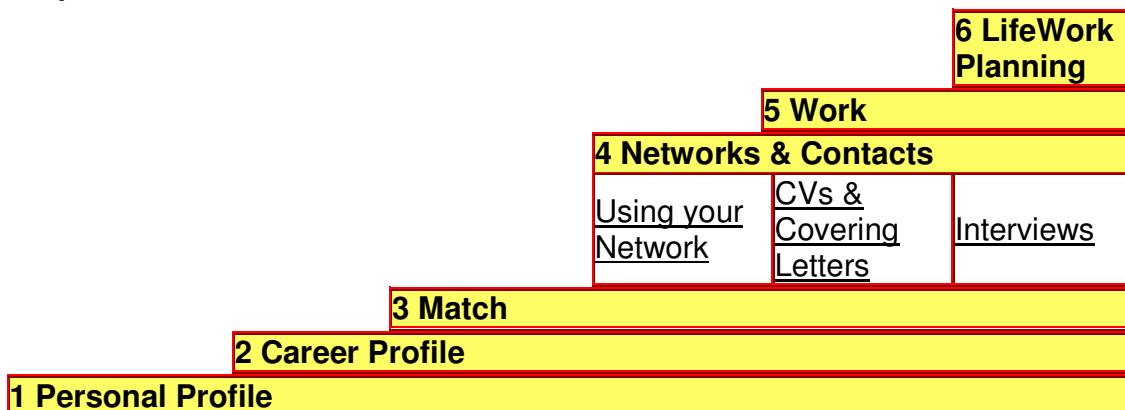


### Step 3: Match



Once you have identified the type of job that you would like to pursue (by considering both your personal and career profiles) you will work with your Adviser to devise a realistic plan that will help you to achieve your desired outcome. Your Adviser will help you to assess what steps are required by you (e.g. work experience, training, further study) to ensure that you have developed the appropriate skills and knowledge that will enable you to seek positions in your chosen field.

### Step 4: Networks & Contacts

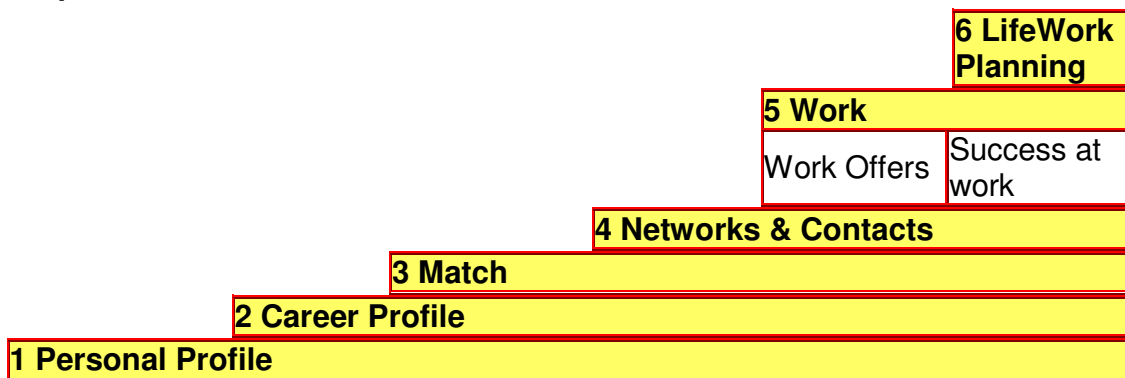


Once your plan is in place you will need to develop your job searching skills so that you can successfully search for an appropriate position. It is important that you know 'how' and 'where' to look for positions.



It is also important that you have an up-to-date CV that is relevant for the positions that you are applying for, that you know how to apply for a job and that you can also prepare yourself appropriately for the interview process. Your Adviser can help you develop these skills so that you increase the likelihood of obtaining the position that you desire.

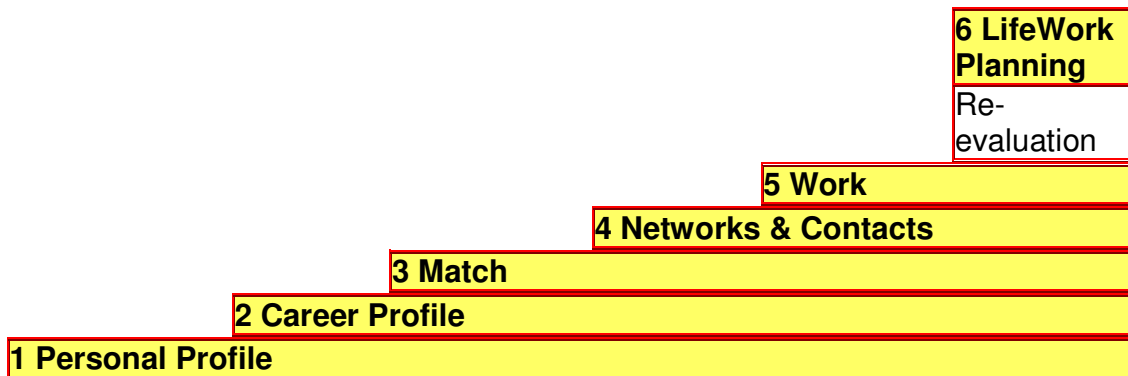
**Step 5: Work**



Looking for employment is one of the most challenging jobs you will ever have. Finding ‘**your**’ job rather than ‘**a**’ job is important, as work plays a big role in contributing to the sense of satisfaction in your life. The more satisfied you are with your chosen job, the more success your work is likely to bring you. In step 5 of the career development process you will be challenged to think about whether your chosen route is something that you will truly enjoy and feel passionate about. It will also enable you to clarify your thoughts and make any changes to your plans if and when necessary.



## **Step 6: LifeWork Planning**



As you begin to look for positions it is important that you think about how they will fit in to your overall career and life plans. You will need to take actions on an ongoing basis to build a successful career over time. Your Adviser can help you to make a long-term career plan, and will also help you to re-evaluate this on a regular basis to ensure that you are moving in the right direction and maintaining your satisfaction.