

CAREER PLANNING STUDENT GUIDE

FIND A MAJOR | CHOOSE A CAREER



[TJC.EDU/CAREERPLANNING](https://tjc.edu/careerplanning)



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CAREER PLANNING INTRODUCTION

Become empowered to pursue the ultimate career for you because **you are worth the investment of time and effort**. Career Planning is here to help you choose a college major and find the best career for you.

YOUR VALUES

WHY YOUR VALUES MATTER

Your values are your personal guidelines for ultimately being satisfied with your career.

+

YOUR SKILLS

WHY YOUR SKILLS MATTER

Your skills are the framework on which your future success is built.

+

YOUR INTERESTS

WHY YOUR INTERESTS MATTER

Your interests determine the direction of your career journey.

+

YOUR DESIRED LIFESTYLE

WHY YOUR DESIRED LIFESTYLE MATTERS

Your desired lifestyle is a product of the dream that you have for the future.

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CHOOSE A COLLEGE MAJOR AND FIND THE BEST CAREER FOR YOU

STEPS TO SELECTING A CAREER TARGET

Career Planning can help you decide what you want to do and how to get there. **Start thinking about your road to success** with some of our helpful tips to help you select a career target.



YOU ARE A BIG DEAL AND SO IS THIS PROCESS.

You are going to work over 8,000 days in your career, so it needs to be something you will be successful in and satisfied doing. Everyone is smart, just in different areas! Discover what category of smart you are with the first inventory in this guide.

WHAT DO YOU THINK IS IMPORTANT?

Complete the Career Values Inventory to see what your dream job needs to fulfill within you to make you happy.

EMBRACE YOUR STRENGTHS, KNOW YOUR CHALLENGES.

Complete the Career Skills Inventory and let it identify your 5 Strongest Career Skills. On the other hand, it is also a great idea to know what you need to challenge yourself to strengthen.

BE DECISIVE AND HONEST WITH YOURSELF.

Determine what interests you and what doesn't in a potential career. After all, no one else knows "you" better than you. Complete the Career Interest Inventory to discover the career fields that match your interests.

REVIEW YOUR RESULTS.

Use your knowledge to fill in the Career Target Action Plan document, but don't stop there. Continue to learn about and research career options online. Visit with professionals in those careers. Utilize the free career inventories and information at tjc.edu/careerplanning.

REMEMBER, YOU HAVE RESOURCES.

Do you need further assistance selecting a college major or a career target? Do you need information about the career you selected? Remember that help is available, and a processed TJC application is not necessary. **A Career Planning Specialist is available to encourage and assist you at 903-510-3346 or sherry.fuller@tjc.edu.**



WHAT CATEGORY OF SMART ARE YOU?

Being smart is not just about high grade averages, it can be seen in other ways too.

Everyone is smart, just in different areas. Below, check off the areas that fit you.

The section with the most checks may be your type of smart!

SELF SMART

- I easily identify how I feel emotionally
- I have very specific goals and plans for the future
- I manage to regulate emotions well
- I am very independent in nature
- I communicate my feelings to others easily

PEOPLE SMART

- I am good at “reading” faces
- I help others feel better emotionally
- I enjoy meeting new people
- I become a group leader easily
- I often settle problems between other people

NATURE SMART

- I feel like outdoors are peaceful
- I have extensive knowledge about the outdoors
- I participate in multiple outdoor activities
- I enjoy learning about animals and nature
- I spend as much time outside as possible

PICTURE SMART

- I enjoy puzzles, completing hidden object games, etc.
- I am great at putting things, parts and pieces together
- Memories are like photos in my mind
- I doodle, draw, paint or like anime
- I see projects in my mind before creating them

WORD SMART

- I have a great memory for facts, names, etc.
- I enjoy listening to others
- I like to learn new vocabulary
- I like to teach others or give information
- I have an extensive vocabulary

LOGIC SMART

- I easily solve math problems, Sudoku, etc.
- I analyze situations easily and solve them
- I provide out-of-the-box answers
- I think in steps and sequences
- I am very detailed and organized

MUSIC SMART

- I play an instrument or sing
- I often hum, sing or tap rhythm on desks, etc.
- I can easily name tunes without words
- I have great knowledge of music titles, singers, etc.
- I can write lyrics or music on my own

BODY SMART

- I fidget, tap or move hands or feet excessively while sitting still
- I like to feel or touch the textures of items
- I have great physical balance, strength and coordination
- I play sports, cheer and/or dance well
- I move my hands around and make faces when I talk

CAREER VALUES INVENTORY

1. Rate how important each career value is for you by placing a check mark under the appropriate column.
2. Select your five most important career values and write them down, starting with the most important to you. Write them in the middle section.

| ENVIRONMENTAL VALUES | NEVER | SLIGHTLY | VERY |
|--------------------------|-------|----------|------|
| Work with Others | | | |
| Helping Others | | | |
| Influencing Others | | | |
| Supervising Others | | | |
| Friendships at Work | | | |
| Working alone | | | |
| Advancement | | | |
| Competition | | | |
| Physically Challenging | | | |
| Structure/Predictability | | | |
| Working Indoors | | | |
| Wearing a Uniform | | | |

| LIFESTYLE VALUES | NEVER | SLIGHTLY | VERY |
|-----------------------|-------|----------|------|
| High Wages | | | |
| Status at Work | | | |
| Status in Community | | | |
| Recognition of Work | | | |
| Family Time | | | |
| Location of Job | | | |
| Time for Self | | | |
| Having Standard Hours | | | |
| Not Bring Home Tasks | | | |

| INWARD VALUES | NEVER | SLIGHTLY | VERY |
|------------------------|-------|----------|------|
| Learning New Things | | | |
| Challenging Problems | | | |
| Moral Fulfillment | | | |
| Spirituality | | | |
| Fun and Humor | | | |
| Creativity | | | |
| Fast-Paced | | | |
| Adventure | | | |
| Working Under Pressure | | | |

YOUR CAREER VALUES

1. _____
2. _____
3. _____
4. _____
5. _____



CAREER SKILLS INVENTORY

Recall activities or projects that allowed you to feel most successful at work or school. What strengths did you utilize to make them successful? First, read the skill categories and place a check mark by the strengths you use frequently. Next, from the checked items, **select your five strongest career skills and write them down.**

CREATIVE SKILLS

- Creates and designs
- Produces and performs
- Adjusts ideas easily/imagines
- Develops new concepts/ideas
- Imagines/thinks symbolically
- Experiments

ACADEMIC SKILLS

- Solves equations/problems
- Retains facts/details
- Writing/responding
- Analyzes/assesses
- Learns by listening
- Learns by reading
- Learns by seeing
- Learns by doing

TECHNOLOGICAL SKILLS

- Uses sound, audio and video equipment well
- Creates/handles electrical components
- Uses platforms to create or print projects
- Uses tech devices/programs
- Develops animation/games
- Codes, programs and networks
- Develops apps/websites
- Creates robotic elements

COMMUNICATION/ INTERPERSONAL SKILLS

- Expresses things calmly
- Relates, adapts and builds relationships
- Listens and responds appropriately
- Comfortable meeting new people
- Clearly communicates/speaks
- Speaks well in front of groups
- Relays information well
- Helps, assists and mediates
- Empathetic/sympathetic

PHYSICAL/HANDS-ON SKILLS

- Building, repairing, maintenance or remodeling
- Physical coordination/strength
- Piloting planes/helicopters
- Driving large equipment
- Mechanics, installation or repairs
- Handling materials
- Farming/ranching
- Agility/quickness
- Outdoor abilities
- Welding

LEADERSHIP SKILLS

- Shows initiative/works independently
- Responsible/high level of integrity
- Organizes, plans events and projects
- Sells, promotes ideas and negotiates
- Guides, coaches and mentors self/others
- Sets guidelines and priorities
- Professional appearance
- Motivates/team builder
- Attention to detail/problem solver

MY FIVE STRONGEST CAREER SKILLS:

1. _____
2. _____
3. _____
4. _____
5. _____

CAREER FIELD INTEREST INVENTORY

Consider how you like to spend your time and what you think is interesting. Rate each activity according to your interest level with a 0, 1 or 2. Add the numbers in each box. The highest totals reveal the career fields in which you are most interested. Circle 3 boxes with the highest totals to research for specific jobs.

- Provide medical care for sick or injured people
- Learn/read about healthcare topics
- Deal with bodily fluids
- Work in a hospital, ER or clinical environment
- Assist with medical procedures/operations
- Perform first aid in an emergency situation

TOTAL FOR HEALTH SCIENCE CAREERS

- Farming with vegetables, fruits or plants
- Spend time at state parks
- Spend time caring for the environment
- Ranching/raising animals
- Provide daily care for animals
- Provide medical care for animals

TOTAL FOR AGRICULTURAL CAREERS

- Work in a creative/competitive environment
- Budget, track, oversee funds and expenditures
- Use information technology programs
- In charge of committees and people
- Develop and present information and campaigns
- Provide customer service

TOTAL FOR BUSINESS/FINANCE/MARKETING CAREERS

- Tutor, instruct and help others learn
- Assist others with technology, academics and skills
- Present information to a group
- Manage a classroom or group
- Work in a group or classroom setting
- Plan curriculum and materials for a group

TOTAL FOR EDUCATION AND TRAINING CAREERS

- Enjoys food prep, cooking, baking, serving, tourism or hospitality activities
- Oversee recreation or manage a hotel/restaurant
- Cosmetology, barbering or spa services
- Work with public and support their needs
- Plan educational or rec activities, trips or services
- Provide guided tours or lessons, instruction or service

TOTAL FOR HOSPITALITY, TOURISM AND RECREATIONAL CAREERS

- Learn about scientific events and topics
- Visit museums, planetariums or tech forums
- Study elements of numbers or computers
- Perform experiments, projects or figure equations
- Study space, motion, chemicals, elements, numbers or coding
- Excel in comparison to peers in science, technology, engineering and math (STEM) areas

TOTAL FOR SCIENCE, ENGINEERING AND MATH CAREERS

- Coordinate services or assistance for others
- Provide counseling or guidance
- Listen and care about others' difficulties
- Provide solutions to others' difficulties
- Learn about human behavior and life stages
- Work with families and/or children

TOTAL FOR HUMAN SERVICES CAREERS

- Write/read virtual information, articles or reviews
- Utilize talents to communicate info to others
- Attend public events or perform in them
- Create media projects, campaigns or productions
- Dancing, acting, singing, painting, sculpting or creating
- Gaining inspiration from graphics, art or other media elements

TOTAL FOR ARTS AND COMMUNICATION CAREERS



- ___ Repair computers or devices
- ___ Develop or install computer programming
- ___ Design apps or webpages
- ___ Learn about cybersecurity or computer systems
- ___ Utilize computer animation and graphics
- ___ Design graphic layouts with computer programs

___ **TOTAL FOR INFORMATION TECHNOLOGY CAREERS**

- ___ Safely operate equipment and industrial tools
- ___ Weld or build items/projects to standard code
- ___ Remodel or build according to blueprints
- ___ Use computer software to create designs
- ___ Able to perform construction math
- ___ Oversee purchase/use of project materials

___ **TOTAL FOR ARCHITECTURE AND CONSTRUCTION CAREERS**

- ___ Awareness of effects and causes of the energy industry market's status
- ___ Use physical labor to work on natural energy sites
- ___ Learn about the equipment/process related to energy
- ___ Comply with inspection requirements at sites
- ___ Run or be a part of a crew related to an energy site

___ **TOTAL FOR ENERGY AND NATURAL RESOURCES CAREERS**

- ___ Set up or repair electrical controls/wiring
- ___ Fix appliances, electrical monitors or electronics
- ___ Build robots/electronic devices
- ___ Make or use blueprints/instructions
- ___ Operate machinery
- ___ Work with hands-on tools and items

___ **TOTAL FOR MANUFACTURING CAREERS**

- ___ Learn about city, state or federal laws/policies
- ___ Enforce or perform methods that serve the public
- ___ Protect and/or serve the public over yourself
- ___ Write reports that document public services given
- ___ Learn about historical court cases
- ___ Use technology equipment related to public service

___ **TOTAL FOR LAW ENFORCEMENT AND PUBLIC SERVICE CAREERS**

- ___ Work on vehicles, boats, planes or equipment
- ___ Arrange transportation of products or people
- ___ Drive vehicles, boats, planes or equipment
- ___ Learn about computers used to repair vehicles
- ___ Personally deliver products or items
- ___ Drive heavy equipment or lifts

___ **TOTAL FOR TRANSPORTATION AND DISTRIBUTION/LOGISTICS CAREERS**

REFLECTION QUESTIONS

● List your three highest-ranking career fields below.

1. _____
2. _____
3. _____

● Within those career fields, what specific jobs are you interested in? _____

CAREER TARGET ACTION PLAN

Congratulations! You're almost there! Once you have finished this last activity, you will have completed the first steps in a journey that will ultimately allow you to step into the career that you are meant to have. **Be proud. Be encouraged. Be empowered.**

THINGS TO THINK ABOUT

- Review your results in the areas of values, strengths and interests
- The reason I am interested in this career is _____
- My motto for difficult days _____
- Research two potential careers using the charts below

CAREER #1

Career field: _____

Specific job: _____

Does it match your values, strengths and interests?

Yes No

How many years/months of education required after high school? _____

Wage per year? _____

Will it provide the lifestyle you want?

Yes No

How many job openings were in this career last year in the area you want to live in? _____

Whom can you communicate with to gain more information? _____

Where can you get this degree/certificate? _____

Other information: _____

CAREER #2

Career field: _____

Specific job: _____

Does it match your values, strengths and interests?

Yes No

How many years/months of education required after high school? _____

Wage per year? _____

Will it provide the lifestyle you want?

Yes No

How many job openings were in this career last year in the area you want to live in? _____

Whom can you communicate with to gain more information? _____

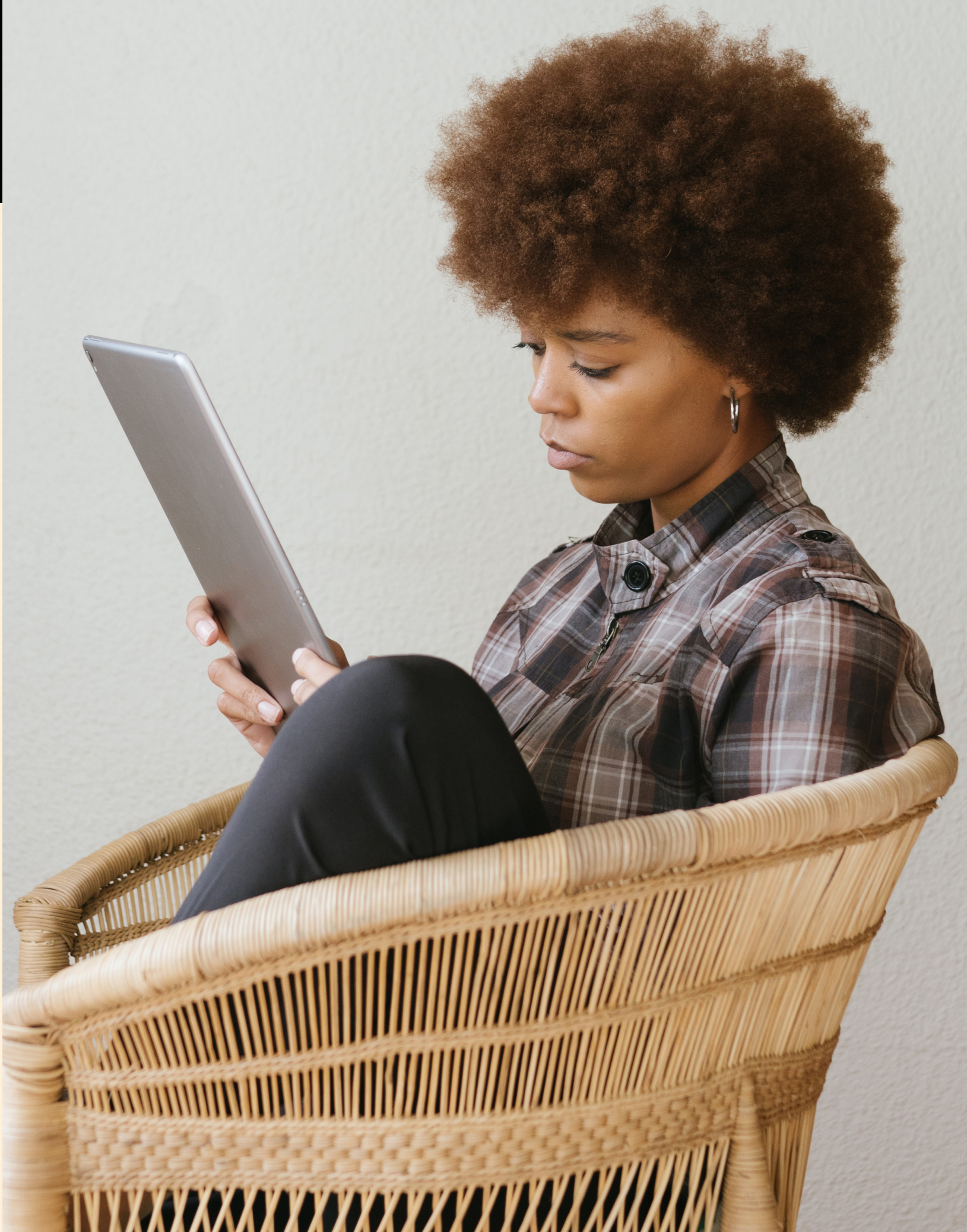
Where can you get this degree/certificate? _____

Other information: _____

FINAL REFLECTION

● What are your next steps? _____

● What are your long-term career goals? _____





MAKE AN APPOINTMENT

Career Planning appointments are available 8 a.m.-5 p.m. Monday-Friday.
Walk-ins are welcome.

Career Planning is located in White Administrative Services Center.

To make an appointment, call 903-510-3346.

CONTACT US

For more information, contact our Career Planning Specialist,
Sherry Fuller, at 903-510-3346, sherry.fuller@tjc.edu or visit

[TJC.EDU/CAREERPLANNING](https://www.tjc.edu/careerplanning).

