
CAREER EXPLORATION PROCESS

Prior to attending your career exploration experience:

- Register on ECconnect.com
- Look up the professional's job using ECconnect.com "Short-cuts" by selecting...
 - Occupational Outlook Handbook and
 - O*Net
- Research the company the professional works for
 - Do they have a web-site?
- Things to consider while talking with your professional
 - Roles and responsibilities of the position
 - Personal attributes that compliment the position
 - Education requirements
 - Technology involved
 - Related jobs and careers
 - What types of experiences would help you in securing this type of job
- Setting up the experience
 - Set a time and date that is mutually agreeable with you and the professional
- Things to consider prior to attending the experience:
 - What do you hope to gain from the experience?
 - What expectations do you have?
 - What do you hope to learn?

Meeting with your professional:

- Be prepared
 - Have a list of questions to ask the professional
 - Dress appropriately - if not sure what to wear ask the professional what is appropriate office attire for their place of employment
 - No t-shirts, shorts, jeans, flip-flops, tennis shoes or "typical" college attire
 - Yes to dress shirts, ties, blouses, slacks, modest length skirts/dresses, closed toe shoes, dress shoes
 - Be on time – 10 minutes early is considered on time
 - Ask for business cards from professionals you come into contact with

After meeting with your professional:

- Reflect on the experience
- Complete the on-line Career Exploration Assessment Survey that will be emailed to you
- **Thank your professional**
 - **Send a written thank you note to the professional – NOT AN EMAIL!**

CAREER EXPLORATION TIPS SHEET

The following is a list of questions you may ask your career exploration professional.

1. ***A Little History of Career or Field***
How has the field evolved--past, present, and looking into the future?
2. ***Roles and Responsibilities***
What do you do? Who do you work with? What do you like best about your job?
3. ***Personal Attributes***
What kind of personal traits, interests, and styles match this job?
4. ***Career Ladder***
What does the career ladder in your field look like from entry jobs to professional levels?
5. ***Education Requirements and Opportunities***
What is the basic education and training required for entry to professional levels? What education or training is needed or available to advance and grow in the field?
6. ***Technology***
How does technology impact and serve as a tool in your job and in the field in general?
7. ***Related Jobs and Careers***
What other jobs and careers could you go into? What other industries or fields could you work in?
8. ***Learning More About This Career***
What volunteer/internship or work experience would help me learn more? What studies, classes, degrees, and training programs would you suggest?
9. ***Professional's Experience***
What do you value and enjoy about your job or career?
How does your job or career impact being a parent or family member?
Has the job or career helped you make a difference in your community?
10. ***Money Questions***
It is okay to ask questions about salary range for the position. You may also want some information on how they financed their Masters degree.
11. ***Personal Questions***
If you choose to ask the professional personal questions, accept what the professional is comfortable sharing with you.