Choosing a career or major can seem like a difficult task. At times, the pressure to decide may seem overwhelming. Remember, career decision-making is a process, not a sudden enlightenment. It involves several steps and stages depending upon the individual. The Office of Career Services can assist you with these steps and help you make effective career decisions. Career decision-making is a life-long process, so these steps may be repeated several times during your lifetime.

**Know Yourself**

How do your interests, abilities, skills and values relate to the career or major you choose? Your personality will have a major impact on the careers in which you will succeed and find rewarding. This step is often overlooked but is very important in the decision-making process.

**Services:**
- Individual counseling appointments.
- Personality assessment instruments.

**Understand the World of Work**

What occupations are actually out there? How do they relate to your major? With over 22,000 job titles in the United States alone, it is difficult to answer this question without gathering some information. Many individuals have embarked on satisfying career paths they never would have known existed unless they did some research.

**Services:**
- Individual counseling appointments.
- “What Can I Do With This Major?” website.

**Evaluate Your Information**

Now what do you do with the information you have gathered from the first two steps? How did the occupations you looked into relate to the information you gathered about yourself? Which career areas continue to interest you? As you answer these questions, you can start to concentrate on a few areas.

**Services:**
- Individual counseling appointments.

**Check It Out**

How will you know if you really like a certain career? It’s time to check it out. Take classes in areas of interest. Job shadow a professional in those fields. Get some kind of related experience, such as an internship, summer job, part-time job or volunteer position.

**Services:**
- Individual counseling appointments.
- Job shadowing and informational interviews.
- Internships & co-ops.

The Office of Career Services
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