

# CONNECT UW TO CAREER

## STRENGTHS & SKILLS

Consider the tasks and duties you would want to do in a job every single day. What are you good at? What doesn't feel like "work" or what are you doing when you lose track of time?

A "best fit" match encompasses your personal interests but plays into your capabilities, skills & strengths

## INTEREST AREAS

Think about when and where you find enjoyment. How do you like to spend your time outside of school or work? Is there an industry or organization that is exciting or fun to you?

## Major doesn't equal career

Your major is preparing you for a wide variety of career paths. In your major, you are learning specific disciplinary methods and content as well as developing versatile general skills. These may include the ability to think analytically, to view issues from multiple perspectives, to address societal implications, communicate complex ideas and more.

## Major skills = marketable skills

Employers might not know that they need to hire your major—it's up to you to convince them! Be able to articulate the types of skills you gained in your education. For example, a Comparative Literature major could share how their studies taught them to identify themes and messages from cryptic or lengthy information.

## 3 categories of jobs

1. Your **major is required or preferred**, and the job's primary responsibilities *directly relate* to your major (Ex: Engineer, Nurse)
2. Your **major is required or preferred**, but the job's primary responsibilities are *not directly related* to your major (Ex: Market Research Analyst, Business Analyst)
3. Your **major is not required or preferred**, but your other *transferable skills make you highly qualified* (Ex: Community Outreach Coordinator, Recruiter)

## Self-awareness

You should also think about what motivates and makes you happy in your work or other pursuits. Career choice should take into account your: **Values + Interests + Strengths.**

*The next pages are designed to help you identify your values, interests and strengths.*

### Ask yourself:

*What energizes you?*

*What gives you joy?*

*What situations bring out your best?*

*What is a source of pride for you?*

### Top 5 skills employers look for:

1. Clear communication
2. Interpersonal & teamwork skills
3. Problem-solving & decision-making
4. Able to find & process info
5. Skills in planning, organization & prioritization

# REFLECT ON VALUES

## How do values help me with career choice?

Your values are *the things that you believe are important in the way you live and work*. Values can play a significant role in deciding what type of work you want to do and in what type of environment that work will happen.

### 1a. Identifying my values:

Circle the values (beliefs, principles and things) that are important to you

Accomplishment	Cleanliness	Diversity	Happiness	Order	Self-reliance
Achievement	Comfortable life	Economic Security	Health	Love	Service
Activity	Community	Effective	Helpfulness	Loving	Stability
Advancement	Companionship	Equality/Fairness	Honesty	Nature	Status
Adventure	Competiveness	Excitement	Hope	Peace	Self-respect
Affection	Compassion	Faith	Independence	Personal development	Sincerity
Affiliation	Competent	Fame	Improving society	Pleasure	Social justice
Ambition	Conformity	Family happiness	Innovation	Polite	Spirituality
Assisting others	Contentedness	Family security	Integrity	Power	Spontaneity
Authority	Contribution to others	Financial security	Intellectual	Pride	Status
Authenticity	Control	Flexibility	Involvement	Professional respect	Success
Autonomy	Cooperation	Forgiveness	Imagination	Rational	Symbolic
Beauty	Courageous	Freedom	Joy	Recognition	Taking risks
Belonging	Courteous	Friendship	Learning	Reliability	Teamwork
Broad/Open-minded	Creativity	Fun	Leisure	Religion	Tolerance
Caring	Dependable	Genuineness	Logical	Reputation	Tranquility
Challenging	Disciplined	Growth	Obedience	Respectful	Trust
Cheerful				Responsible	Truth
				Self-controlled	Wealth
					Other:

Do you see the values you identified reflected in the choices you have made at UW? Think about clubs, jobs, classes, social group, volunteering and other ways you have been involved during your time at UW.

### 1b. My 10 most important values:

From the circled list above, **narrow it down to the 10 you consider most important to you personally:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

From this list of ten, **rank your five most important values**, with "1" being the most important value to you. Think about how you could discuss these with an employer or interviewer.

### Values-at-Work case study

See how Alison's top 5 values are connected to her work as an adviser and educator:

1. *Independence* – she works in an autonomous office with freedom to make decisions
2. *Helping others* – she meets regularly with clients to provide advice
3. *Friendship* – she works in an environment that promotes collaboration and camaraderie
4. *Self-respect* – she is proud and confident in her work, and her organization places emphasis on respecting diverse points of view
5. *Fun* – she incorporates dynamic activities into the class she teaches

# EXPLORE INTEREST AREAS

Because careers encompass more than a specific college degree, it's important to consider more than just your major in your career exploration. Consider factors like your interests, skills, goals, life circumstances, strengths, personality and more. To get started, reflect on how you have spent your time at UW so far.

## 2. Reflect on your personal activities and interests

Write a list of your favorite 5 activities, classes, projects, jobs, volunteer experiences or ways you spend your time outside of school. What are all the things you enjoyed or not about each activity? What tasks or actions were positive or brought deep engagement? What parts didn't feel like "work"? Specifics are good! Try to cover both academic and non-academic experiences.

	Activity or Experience	Likes	Dislikes
1.			
2.			
3.			
4.			
5.			

# IDENTIFY STRENGTHS & SKILLS

Now, looking at your list from the previous page, are there any similarities in the likes column? Any similarities across the dislikes? Note those in box 3a. Can you think of other activities where you've been able to have many "likes"? Looking for patterns and themes across experiences provides insight into possible interests, tasks and skills you might like to carry over into a career.

## 3a. Identify patterns or themes in your interests from your "likes" and "dislikes"

Look for patterns! They can relate to anything! Do you see patterns related to an interest in: *helping & supporting; problem solving; creating & designing; research & investigation; leading & influencing; analysis & evaluation?*

Examples of skills or strengths may include: *analyzing, communicating, collaboration, management, researching, developing systems/procedures, writing*

## 3b. Can you identify strengths or skills you used in those themes?

### Additional assessments

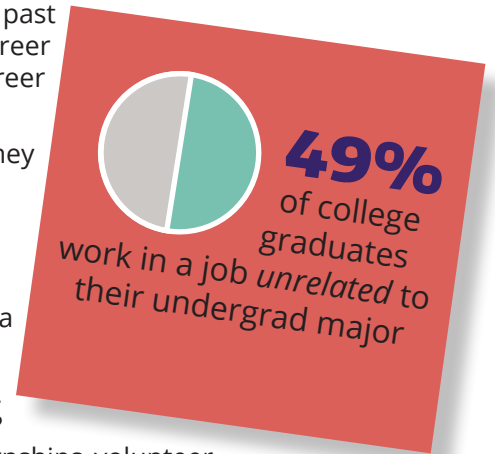
- 1. Dependable Strengths:** self-directed method through which you identify multiple Good Experiences (things you: 1. did well, 2. enjoyed, and 3. are proud of) and use those detailed stories to identify repeated, or "dependable," strengths you used. Take the assessment at **WOIS.org (sitekey: fgv271)**, attend a **strengths workshop** at the Career & Internship Center or discuss with a career coach.
- 2. Strong Interest Inventory:** helps you explore your interests and generate related career options. Take the assessment at the UW Counseling Center.
- 3. Myers-Briggs Type Indicator:** helps you understand your natural preferences, personality and explore related job families. Visit the UW Counseling Center to take it.

# CONNECT TO CAREERS

After you have developed some ideas about your skills and interests from past experiences, you can use those factors as a way to search for and test out career options. To get started, we recommend small experiments to try out career ideas. Some examples are:

- Informational interviews (ask a professional about the skills and tasks they use! What do they like? Does it match with your list?)
- Shadow a professional for a few hours or a day at their job
- Attending a Career & Internship Center workshop on that career area
- Reading blogs and articles about the industry (start with interest area blog posts at [www.careers.uw.edu](http://www.careers.uw.edu))

As you conduct small experiments, check in with yourself to see how it goes. What have you learned about career options? What ideas are still intriguing? Then, try testing out your career interests through larger commitments: internships, volunteer experiences, senior research projects & papers, and more!



## 4. "Career Challenge" - research and investigate the world of work

1. *What employers have missions/values/products/services that appeal to you? Identify 2-3 possible good-fit industries or organizations and list them below.*
2. *Do 1-2 informational interviews with a professional from one of the organizations you listed above in the next month. Write down questions you would like to ask a professional about strengths, skills and values in their work based on your self-reflection from the previous pages,*
3. *Brainstorm ways you could gain experience developing the skills or abilities this professional recommended to you. Internship, part-time job, extracurricular involvement, student activity, research, volunteering, etc.?*