

Career Assessment Guide



ufv.ca/counselling



Introduction

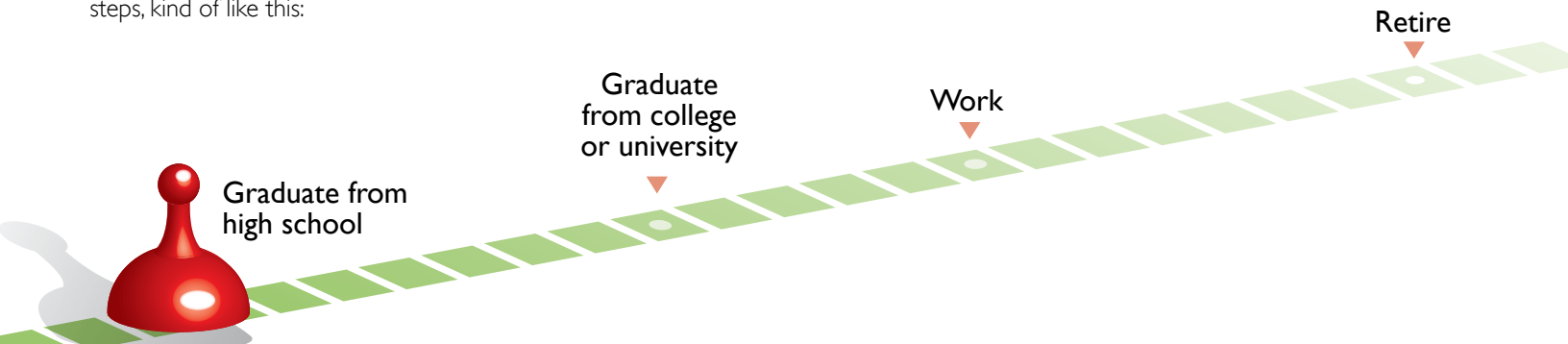
Throughout most of your elementary and even high school years you likely moved along a fairly straightforward path. Like most of your friends, you went from one grade to another and progressed as a group through much of the same classes and milestones. Then came high school graduation and the straightforward path you once knew, perhaps even enjoyed, came to an end. Everyone around you went in different directions, started making different choices, and suddenly you were faced with decisions you had perhaps never been asked to make before. You may have cheered, "Cool, let's go!" Perhaps you stressed, "Ummm. What do I do now?" Either way, there were big changes happening! Sound familiar?

Undecided? It's okay.

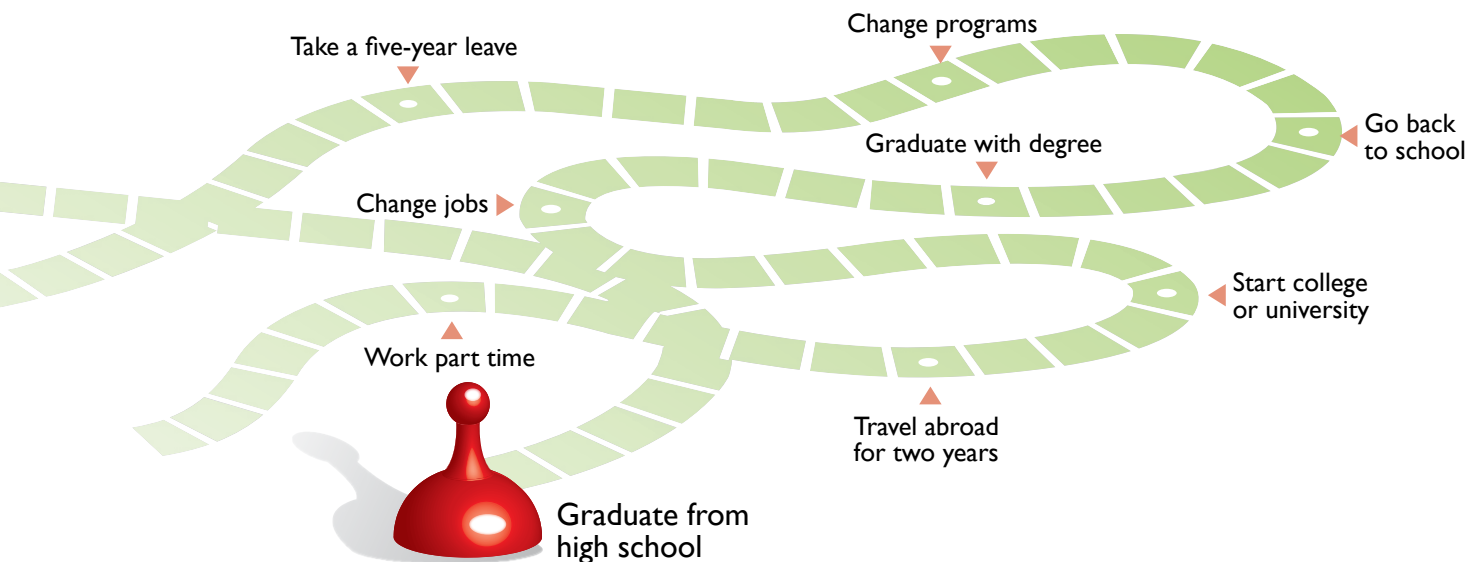
First of all, feeling undecided or uncertain about your future is okay. In fact, it is more than okay - it is perfectly normal and we have all (yes, all) been there at some point. In fact, did you know that 60% of post-secondary students graduate from a different program than the one they start in? (Campbell, Ungar, & Dutton, 2008). So hey, it is okay to be unsure, to take some time to experiment with different opportunities, and to try different things on. It's all a part of figuring out who you are, where you fit, and what you want out of life.

Bye-bye cookie cutter.

Your career will in all likelihood not follow a step-by-step, turn-by-turn map. There are no finite checklists, infallible formulas, or rock-solid guarantees. (Heads up - this may disappoint you, excite you, or perhaps unnerve you. Either way, we felt it was better you know this truth now than 20 years down the road!). Some still think your career should develop in a linear path made up of a sequence of predictable steps, kind of like this:



The reality, however, is very different. Things have changed and for most young people today figuring out their career direction is one part plan, one part evolution and maybe even one part luck. Their path, and perhaps yours, may instead look something like the picture below. You might also be seeking help now, because you are somewhere in the middle of this path; that too is very normal!



The cool thing though is that all the twists, turns, side roads, and valleys that life will throw at you can end up being some of the MOST important (and enjoyable) experiences in helping you discover and understand your place in the world. In fact, 70% of high school and university students reported that at least one 'chance event' influenced their educational or career path (Campbell et al., 2008). Unexpected opportunities to study abroad, volunteer, take on a 'way out there' summer job, or learn a new language can be life changing experiences. For some, even losing a job or not getting into their program of choice can be a blessing in disguise.

The reality is that conventional, linear career paths are quickly being replaced by ongoing exploration, development, growth, and insight where people are continually assessing and adapting the role work plays in their lives. So although the decisions you make at this point are important, there will always be room to adapt, shift, and evolve. From radio producer to real estate agent, systems analyst to security guard, playwright to parole officer, exploring a variety of opportunities and experiences offers the potential for wonderful career defining moments. With each experience, you gain clarity and insight. This is the essence of career development.

Think of it as a puzzle waiting to be created.

Essentially, creating your future is really about figuring out who you are, learning about your options, making choices, setting some goals, and then going for it. These steps rarely unfold in this exact order and some are repeated over and over.

This puzzle sometimes gives people a nice visual to think about. Notice how all the pieces are about the same size. How, as a circle, the pattern is continuous. Well, this is because throughout your career every stage is equally important and, just as we mentioned earlier, your career development is ongoing - a continuous cycle of exploration, development, growth and insight. Also, it is not unusual for a person to 'walk around' this circle several times throughout their career. In fact, an important part of creating your career involves ongoing evaluation and assessment of the fit between you and your work. Because of this, being adaptable and resilient is probably one of the best things you can do to build a successful career.



It begins with you.

As we mentioned earlier, feeling undecided, uncertain, overwhelmed or confused about your future and the choices before you is perfectly normal. Choosing to continue to feel that way, however, is likely not the best plan. To get to where you want to be, you need to start figuring out who you are, where you want to go and how to get there.

Identifying your work and lifestyle preferences is a very important part of the career development process. What types of work would you enjoy? What kinds of people do you like to be around? How do you define success? These are all important and sometimes difficult questions. Being able to answer these questions, however, will help you establish clear career goals and make informed decisions about who you want to be. This is why we wrote this guide: to get you started on the path to discovering who you are and what you might want your career to look like as it unfolds.

This is why we wrote this guide: to get you started on the path to discovering who you are and what you might want your career to look like as it unfolds.

How this guide works.

The following pages contain a collection of six different career self-assessments. Each one is designed to offer you insight into different aspects of your personality, interests, skills, and values. We have included assessments that are pretty simple to work with but they will take some time and thought on your part. Some may be more interesting and perhaps offer more insight than others, but all are equally important and deserve your attention.

Your Career Blueprint

As you work through these assessments, all of your responses are automatically captured on page 14–16 to create your own personal Career Blueprint. This will serve as a summary of all your preferences and ideas. Then, at the very end, we will explore possible next steps including resources for researching occupations, finding a job, and getting advice or support.

Some quick tips to get you started...

Here are some pointers to help you make the most of this guide:

- **Make a commitment.** Defining and reaching your career goals is not going to happen overnight. Some pieces may fall seamlessly in place, but deciding on where you want to go and then getting there is going to take some time and self-reflection. Altogether, it should take you about 2-3 hours to complete all the exercises in this guide.
- **Trust yourself.** If you feel drained and bored at your job in retail but can spend hours talking to people about history, pay attention. This can be a powerful message about the types of work that will feed your mind and soul. In the words of Confucius “Choose a job you love and you will never have to work a day in your life”.
- **Be honest with yourself.** If you feel pressured to become a doctor but watching Grey’s Anatomy makes you queasy, you may have some thinking to do. As you discover your true needs and goals, you may uncover a whole new world of options that you never even dreamed were possible.
- **Save it as a PDF.** As your future unfolds, there will be a lot of choices and options to explore. The ideas you capture in this guide can serve as a great resource to help you navigate these decisions. Plus, if you seek the support of a career counsellor or academic advisor, or even just want to talk with your parents about your career direction, this guide will help you get a lot more out of those conversations.
- **Have fun!** Spending time exploring your future can be a really exciting time in your life. It can be a great chance to learn amazing things about yourself, talk to wonderful people, and have some really cool experiences. Enjoy!

My Personality



**Time
Commitment**

5 MINUTES

Your personality is essentially a collection of distinct qualities, traits, and characteristics that define you as an individual. When people create a career direction that aligns with their personality, they are more likely to enjoy their work and feel like they can 'be themselves'.

As you read through the following list, select words that you feel describe you well and capture the kind of person you are. If you have trouble with this section, ask for input from someone you trust who also knows you well.

My name is _____

I AM...

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Independent | <input type="checkbox"/> Energetic | <input type="checkbox"/> Inspiring |
| <input type="checkbox"/> Serious | <input type="checkbox"/> Competent | <input type="checkbox"/> Spontaneous | <input type="checkbox"/> A negotiator |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> A performer | <input type="checkbox"/> Active | <input type="checkbox"/> Cooperative |
| <input type="checkbox"/> Practical | <input type="checkbox"/> A perfectionist | <input type="checkbox"/> Involved | <input type="checkbox"/> Determined |
| <input type="checkbox"/> Realistic | <input type="checkbox"/> Dramatic | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Empathetic |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Adventurous | <input type="checkbox"/> Fun | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Logical | <input type="checkbox"/> Tolerant | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Knowledgeable |
| <input type="checkbox"/> Orderly | <input type="checkbox"/> Flexible | <input type="checkbox"/> Appreciative | <input type="checkbox"/> A risk-taker |
| <input type="checkbox"/> Organized | <input type="checkbox"/> An observer | <input type="checkbox"/> Supportive | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> An analyzer | <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Efficient | <input type="checkbox"/> Outspoken | <input type="checkbox"/> People-oriented |
| <input type="checkbox"/> Committed | <input type="checkbox"/> Kind | <input type="checkbox"/> Resourceful | <input type="checkbox"/> Perseverant |
| <input type="checkbox"/> Thorough | <input type="checkbox"/> Respectful | <input type="checkbox"/> Strategic | <input type="checkbox"/> Assertive |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Idealistic | <input type="checkbox"/> Systematic | |
| <input type="checkbox"/> Loyal | <input type="checkbox"/> Moral | <input type="checkbox"/> Forceful | |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Curious | <input type="checkbox"/> Warm | |
| <input type="checkbox"/> Sensitive | <input type="checkbox"/> Seeking harmony | | |
| <input type="checkbox"/> Thoughtful | <input type="checkbox"/> Open-minded | | |
| <input type="checkbox"/> Visionary | <input type="checkbox"/> Understanding | | |
| <input type="checkbox"/> Insightful | <input type="checkbox"/> Accepting | | |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Theoretical | | |
| <input type="checkbox"/> A motivator | <input type="checkbox"/> Abstract | | |
| <input type="checkbox"/> Original | <input type="checkbox"/> Adaptable | | |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Focused | | |
| <input type="checkbox"/> Goal-oriented | <input type="checkbox"/> A problem-solver | | |
| <input type="checkbox"/> Theoretical | <input type="checkbox"/> A critical thinker | | |
| <input type="checkbox"/> Skeptical | <input type="checkbox"/> Conceptual | | |

**Looking
for
more?**

**Talk to a counsellor at UFV about the
Myers-Briggs Type Indicator (MBTI®).**

**The MBTI® can help you better
understand your personality as
well as the types of jobs, roles,
and work environments that
may be a good fit for you.**

My Personality is adapted from Amundson, Poehnell, and Pattern (2005)

My Interests



**Time
Commitment**

Your interests are the activities, tasks, and topics that are a source of enjoyment and fulfillment for you.

They are often the things that you enjoy in your spare time, like to be involved in, or find difficult to pull yourself away from! Your career does not need to include all your interests - many people who love music, for example, never become professional musicians. People who create a career based on at

least one area or activity of interest, however, are generally happier and more fulfilled in their work.

As you read through the following list, select words that you feel describe the things in which you are interested. Remember, we are not evaluating your skill in these areas, just whether or not you would enjoy them.

10 MINUTES

I am interested in...

Doing

- ☐ Producing tangible results
- ☐ Fixing, constructing, or building
- ☐ Using tools
- ☐ Being outdoors
- ☐ Making things work
- ☐ Action-oriented activities
- ☐ Working with my hands
- ☐ Hunting, camping, hiking
- ☐ Solving concrete problems
- ☐ Repairing, refinishing
- ☐ Physically demanding activities
- ☐ Operating equipment or machinery
- ☐ Operating recreational vehicles

Analyzing

- ☐ Solving abstract or intellectual problems
- ☐ Analyzing information
- ☐ Conducting research
- ☐ Learning new facts, ideas, theories
- ☐ Collecting and organizing data
- ☐ Complex and detailed activities
- ☐ Figuring out how things work
- ☐ Academic achievement
- ☐ Developing knowledge
- ☐ Designing systems or processes
- ☐ Exploring theories
- ☐ Working in a lab or scientific setting
- ☐ Investigating and exploring

Creating

- ☐ Composing music
- ☐ Acting or performing
- ☐ Decorating
- ☐ Playing musical instruments
- ☐ Designing
- ☐ Going to museums or galleries
- ☐ Attending the theatre or concerts
- ☐ Writing poetry, plays or stories
- ☐ Reading
- ☐ Collecting art
- ☐ Dancing or yoga
- ☐ Drawing, sketching, or painting
- ☐ Taking photographs
- ☐ Cooking and entertaining
- ☐ Self-expression and imagination

Helping

- ☐ Working in groups
- ☐ Supporting people
- ☐ Building relationships
- ☐ Communicating with people
- ☐ Listening to others' needs or problems
- ☐ Sharing responsibilities
- ☐ Collaborating with others
- ☐ Encouraging
- ☐ Empowering
- ☐ Helping, nurturing, or caring for others
- ☐ Training, instructing, or coaching
- ☐ Teaching or explaining
- ☐ Organizing social events
- ☐ Leading discussions
- ☐ Volunteering or community service
- ☐ Entertaining others
- ☐ Interacting with others

Leading

- ☐ Speaking in public
- ☐ Fund-raising
- ☐ Debating ideas
- ☐ Persuading or convincing
- ☐ Chairing committees, groups or organizations
- ☐ Competing against others
- ☐ Managing people and projects
- ☐ Taking risks and being adventurous
- ☐ Asserting ideas
- ☐ Marketing ideas, products or services
- ☐ Entrepreneurial ventures
- ☐ Negotiating contracts
- ☐ Earning money and acquiring wealth
- ☐ Building power, influence, status
- ☐ Following politics
- ☐ Investing in or following the stock market

Organizing

- ☐ Using or creating databases, spreadsheets
- ☐ Preparing and reading statements
- ☐ Keeping records and files
- ☐ Making charts and graphs
- ☐ Writing reports
- ☐ Activities that require accuracy and attention to detail
- ☐ Using computer software
- ☐ Conducting financial analysis
- ☐ Collecting and organizing information
- ☐ Creating and using efficient methods and strategies
- ☐ Organizing office procedures
- ☐ Performing calculations
- ☐ Following clear rules



**Looking
for
more?**

**Talk to a counsellor at UFV about the
different types of assessments you can
take on Career Cruising.**

My Values

Values are the things you believe in and that you feel are important. They guide your behavior and can heavily influence the choices you make in how you live your life. If your values are in conflict with your career, you may end up feeling frustrated or uncomfortable and lose interest in your work. Your career will not necessarily align with all of your values, but identifying options that are a good fit with the things that are most important to you is critical for developing a satisfying career. Read through the following list and rank how important each is to you using the following scale:

Very Important = This is absolutely essential to you (a must have).

Important = You would like this; It would be good/nice to have.

Neutral = Undecided or don't care; You feel no strong emotion towards this one way or the other.

Not Important = This is something you could easily do without or may in fact choose to avoid.



**Time
Commitment**

I value...

10 MINUTES

	Not Important	Neutral	Important	Very Important
Security – confident that you can get and maintain a job				
Variety – frequent changes in your work tasks				
Independence – working with little or no supervision				
Competition – opportunity to test your skills or match your performance against others				
Recognition – acknowledgement and appreciation				
Freedom – managing your own schedule/workload				
Status – a position that is admired, respected, prestigious				
Money – significant financial benefit, making a lot of money				
Creativity – being expressive, imaginative, and original				
Decision-making – ability to decide how things are done				
Contact – regular contact with colleagues, customers, clients, students, patients, etc.				
Helping society – benefiting society as a whole, working for the greater good				
Helping others – helping individuals or groups				
Excitement – lots of activity and action				
Belonging – feeling that you are a part of a group/team				

	Not Important	Neutral	Important	Very Important
Working alone – doing things on your own, not a lot of involvement with others				
Leadership – ability to direct and influence others				
Expertise – being known as someone with special knowledge, skill and ability in a specific area				
Stability – steady and predictable work opportunities				
Relationships – having personal and/or professional relationships with people				
Balance – Ability to pursue interest and fulfill commitments outside of work				
Fun – finding pleasure and enjoyment in your work				
Beauty – appreciating art, nature, and design; aesthetics				
Technology – using computers, electronic equipment, and technical software				
Structure – clear hierarchy, expectations and work arrangements				
Affiliation – being a part of a recognized group, organization or association				
Individuality – being unique, follow your own preferences				
Learning – gaining new knowledge and acquiring new skills				
Spiritual – fulfilling, feeding your soul				
Serenity – calm, not a lot of pressure or stress				
Kinesthetic – using your hands and body; physical activity				
Problem-solving – opportunities to solve problems and develop solutions				
Location – Ability to work and/or live where you want (e.g. urban, rural, overseas)				
Physical challenge – requiring strength, speed, or agility				

Looking for More?

Choose 5 of your “very important values” from above and ask yourself how you would know you were living by them? What would your life look like? Take out a journal and write about this!

My Values is adapted from Government of Alberta (1999) and Amundson et al. (2005)

My Skills

Your skills are the things that you do well. As skills often evolve from interests (people usually don't take the time to develop skills in things which hold little interest for them), understanding your skills will likely give you an indication of the types of careers that may be a natural fit for you. Remember, skills are acquired not only in the paid workplace; you can also develop them at school, while volunteering, while traveling, in your spare

time and in your day-to-day interactions with the people around you.

As you read through the following list, select words that describe the things you are good at and naturally tend to do well.

The goal of this activity is to help you better understand where your strengths, gifts, and talents lie.



**Time
Commitment**

10 MINUTES

My skills are in the areas of...

Leading

- ☐ Advising
- ☐ Appointing
- ☐ Assigning
- ☐ Authorizing
- ☐ Chairing
- ☐ Conducting
- ☐ Controlling
- ☐ Coordinating
- ☐ Deciding
- ☐ Delegating
- ☐ Designating
- ☐ Directing
- ☐ Enforcing
- ☐ Establishing
- ☐ Facilitating
- ☐ Governing
- ☐ Initiating
- ☐ Overseeing
- ☐ Prioritizing
- ☐ Planning
- ☐ Recommending
- ☐ Restructuring
- ☐ Supervising
- ☐ Strategizing

Doing

- ☐ Adjusting
- ☐ Assembling
- ☐ Building
- ☐ Constructing
- ☐ Cultivating
- ☐ Cutting
- ☐ Drilling
- ☐ Driving
- ☐ Growing
- ☐ Installing
- ☐ Lifting
- ☐ Loading
- ☐ Measuring
- ☐ Moving
- ☐ Mixing
- ☐ Operating
- ☐ Repairing
- ☐ Replacing
- ☐ Sewing
- ☐ Sorting
- ☐ Spraying

Helping

- ☐ Advising
- ☐ Advocating
- ☐ Aiding
- ☐ Assisting
- ☐ Attending
- ☐ Caring
- ☐ Coaching
- ☐ Counselling
- ☐ Demonstrating
- ☐ Empathizing
- ☐ Encouraging
- ☐ Facilitating
- ☐ Guiding
- ☐ Helping
- ☐ Instructing
- ☐ Listening
- ☐ Mentoring
- ☐ Motivating
- ☐ Referring
- ☐ Saving
- ☐ Serving
- ☐ Supporting
- ☐ Teaching

Creating

- ☐ Acting
- ☐ Carving
- ☐ Cooking
- ☐ Composing
- ☐ Conceptualizing
- ☐ Creating
- ☐ Decorating
- ☐ Designing
- ☐ Drawing
- ☐ Entertaining
- ☐ Generating
- ☐ Imagining
- ☐ Improvising
- ☐ Inventing
- ☐ Performing
- ☐ Visualizing

Financial

- ☐ Administrating
- ☐ Allocating
- ☐ Analyzing
- ☐ Appraising
- ☐ Auditing
- ☐ Balancing
- ☐ Budgeting
- ☐ Calculating
- ☐ Estimating
- ☐ Evaluating
- ☐ Forecasting
- ☐ Inspecting
- ☐ Projecting
- ☐ Reconciling
- ☐ Reducing
- ☐ Tracking

Researching

- ☐ Analyzing
- ☐ Assessing
- ☐ Clarifying
- ☐ Collecting
- ☐ Compiling
- ☐ Developing
- ☐ Designing
- ☐ Diagnosing
- ☐ Evaluating
- ☐ Focusing
- ☐ Interpreting
- ☐ Investigating
- ☐ Organizing
- ☐ Planning
- ☐ Preparing
- ☐ Reviewing
- ☐ Summarizing
- ☐ Surveying
- ☐ Theorizing

Administrating

- ☐ Arranging
- ☐ Cataloguing
- ☐ Charting
- ☐ Classifying
- ☐ Coding
- ☐ Collating
- ☐ Compiling
- ☐ Documenting
- ☐ Filing
- ☐ Generating
- ☐ Monitoring
- ☐ Organizing
- ☐ Processing
- ☐ Recording
- ☐ Retrieving
- ☐ Sending
- ☐ Sorting
- ☐ Tabulating
- ☐ Updating

Communicating

- ☐ Corresponding
- ☐ Drafting
- ☐ Explaining
- ☐ Editing
- ☐ Formulating
- ☐ Influencing
- ☐ Interpreting
- ☐ Motivating
- ☐ Negotiating
- ☐ Promoting
- ☐ Recruiting
- ☐ Speaking
- ☐ Translating
- ☐ Writing

Technical

- ☐ Calculating
- ☐ Computing
- ☐ Devising
- ☐ Engineering
- ☐ Examining
- ☐ Inspecting
- ☐ Navigating
- ☐ Operating
- ☐ Processing
- ☐ Programming
- ☐ Remodelling
- ☐ Solving
- ☐ Surveying
- ☐ Testing
- ☐ Troubleshootir
- ☐ Upgrading
- ☐ Fixing

Looking for More?

It can be helpful to ask someone who has worked with us or knows us well, what they see as our skills. Ask a co-worker, friend or family member to list what they see as your best skills. Sometimes other people see things we don't see!

My Skills is adapted from Amundson and Poehnell (2005)

My Best

Your best is simply you at your highest quality. Your finest. Those moments when you shine. With this in mind, take some time to complete the following statements. Each explores the qualities and characteristics that exemplify you at your best. When writing your answers try to use as much detail as you can. Point form is just fine. This activity might be a little challenging; it's okay to take some time to reflect and ponder. If you get stuck, ask for ideas from someone who knows you well or simply come back to it later.



**Time
Commitment**

30 MINUTES

My Best

1. I am at my best when ...

2. I am naturally really good at...

3. The best things about me are...

4. I most enjoy...

5. The best time of my life was...

6. I do my best learning when...

7. My most fulfilling life experience was...



**Time
Commitment**

My Career Blueprint

30 MINUTES

A Career Blueprint

gives you a chance to pull things together, and begin to look at the big picture for patterns coming through that can help guide your direction. Just like a traditional blueprint can help you design and construct a house, a Career

Blueprint can help you design and create your career. As you completed each of the previous pages, your responses were captured here to give you a personalized summary of your personality, interests, values, skills, and strengths. And remember, this is a blueprint, not a 'set in stone' map - you will likely adjust things quite a bit as you go along.

Career Blueprint for _____

I AM....

Career Blueprint for _____

I LIKE....		I VALUE....
Doing	Helping	
Analyzing	Organizing	
Creating	Leading	

Career Blueprint for _____

I AM GOOD AT....

Leading

Financial

Doing

Technical

Helping

Researching

Creating

Administrating

Communicating

I SHINE WHEN.....

1. I am at my best when ...

2. I am naturally really good at...

3. The best things about me are...

4. I most enjoy...

5. The best time of my life was...

6. I do my best learning when...

7. My most fulfilling life experience was...

Where do I go from here?

If you made it all the way through this guide and have your Career Blueprint in hand, well done!

We know that sometimes this type of self-reflection can be challenging. We hope this experience helped you learn more about yourself and how you want to approach your career. If you skipped the past sixteen pages and just jumped right to here, we forgive you. Either way, there is still a lot to learn and the University of the Fraser Valley is here to help. In no particular order, here is a list of some of the supports and services that students have found to be quite helpful.

STOP! Before you read on, be sure to save a copy of this guide. If you click on any of the links below without saving this document first, all your responses may be gone when you return.

Additional Career Assessments.

As we mentioned in several places throughout this guide, the University of the Fraser Valley Counselling Department offers a number of career assessments. In addition to this guide, current University of the Fraser Valley students and alumni can also access other assessments on the Career Cruising® website. The assessments on Career Cruising can be a great complement to what you may have discovered through the self-assessments in this guide and can help you to develop a deeper understanding of the types of career directions that may fit well with your personality, interests, values, and strengths. Contact the University of the Fraser Valley Counselling Department for more information about taking these assessments.

Career Counselling.

Meeting with a career counsellor is a great idea if you have questions about your direction, want to review your Career Blueprint, or just feel like you are struggling to figure out where to go next. The University of the Fraser Valley Counselling Services offers free career counselling to all University of the Fraser Valley students. Our career counsellors are knowledgeable, friendly, and ready to help! We recommend that you complete the Career Blueprint and bring it to your first meeting with a University of the Fraser Valley counsellor.

Academic Advising.

Maybe you have an idea of what you might like to study here at the University of the Fraser Valley, but just need some guidance on how to make it happen. You may be wondering: What prerequisites do I need to complete before taking a course? In what order should I take certain courses? What courses will I need to graduate from my program? What courses will prepare me for grad studies? Academic Advising plays an important role in answering these and other questions related to your course of studies. Connecting with an advisor early in your university experience can be a major factor in your success. Staying in contact can help avoid serious difficulties later. For more information on setting up an appointment with an academic advisor in your area of study, please visit www.ufv.ca/advising/contact/

Get Experience.

Are you ready to get out there? For some students, hands-on learning through paid or volunteer opportunities is the best way to get a feel for what they like, dislike, need, and want in a career. The Career Centre offers University of the Fraser Valley students and alumni a whole host of job search resources including our very own job posting system, and a great collection of additional job search sites. To get you started, we can also help to write your cover letter, perfect your resume, and prepare for an interview.

Co-operative Education.

Co-operative Education is a learning model that allows you to gain work experience in your chosen field while enrolled in your academic program. You get to apply your classroom skills in the workplace and bring your workplace skills back to the classroom! It is a great opportunity to try something out before making a big commitment. There are co-op and internship opportunities available through many of the programs offered at the University of the Fraser Valley.

Drop by the UFV Counselling Department.

And last but not least, if you have any questions about your career or job search, please visit the staff at your University of the Fraser Valley Counselling Department. Helping students is what we love about our jobs!

Abbotsford Campus	Chilliwack Campus
Room B214	CEP Building, Room A1318
Tel: (604) 854-4528	Tel: (604) 795-2808
Hours: Monday-Friday 9:00am-4:30pm	Hours: Monday-Friday 9:00am-4:30pm



My next steps:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Special thanks to the University of Saskatchewan and Camosun College for allowing us to revise and reissue this document for the University of the Fraser Valley.

References

Alberta Employment and Immigration (1999). Multiple choices: Planning your career for the 21st century. Edmonton, AB: Government of Alberta.

Amundson, N., & Poehnell, G. (2005). Career Pathways (3rd Edition). Richmond, BC: Ergon Communications.

Amundson, N., Poehnell, G., & Pattern, M. (2005). Careerscope: Looking in, looking out, looking around. Richmond, BC: Ergon Communications.

Campbell, C., Ungar, M., & Dutton, P. (2008). The decade after high school: A parent's guide. Toronto, ON: The Canadian Education and Research Institute for Counselling (CERIC).

The Gallup Organization (2006). Career activities: Quick activities to help students communicate their strengths in interviews, resumes and conversations. Princeton, NJ: The Gallup Organization.