

Career Decision-Making Steps

Making a career decision, or any decision for that matter, can be very easy or very difficult depending on the amount of information you have about your choices. In choosing your career path it is important to think about many factors. Use the steps below to guide you through your career decision making process.

Step One: Identify the Decision to be Made

Before you begin gathering information, it is important that you have a clear understanding of what it is you are trying to decide. Some decisions you might be facing could include:

- Should I have pursued a college or university education?
- What should my major be?
- Do I want to be a full-time or part-time student?
- How soon do I want to transfer to university?
- What do I want to do when I finish my education?

Step Two: Know Yourself (Raise Consciousness)

To make an informed career decision and prior to any exploration of the world of work, it is important to have a good understanding of your own personal attributes. Think about some of these questions;

Interests:

- What do I enjoy doing?
- What activities do I enjoy the most?
- What kinds of people would I like to work with?
- What kind of job settings would I most enjoy?

Skills:

- What can I do best?
- What are my strengths and weaknesses?
- What are my strongest skills and abilities?
- What skills do I want to use on the job?
- What skills would I like to acquire?

Values:

- What kinds of things are important to me in a career?
- In what ways must I be challenged and rewarded on the job?
- What types of work environments would make me happy?

Step Three: Identifying Options and Gathering Information (Explore Options)

To continue gathering information and researching careers, you will need to start identifying your options. Some things to think about are:

- At this point in my life, what choices do I have?
- Do I have a strong interest in specific careers?
- What other types of careers should I be considering?
- What information do I already have about my career preferences?
- How can I get more information and access more resources about the career(s) I am interested in?

Step Five: Evaluate Options that will Solve the Problem

After completing your research, you are now ready to evaluate each of the options you have been exploring.

- Identify the pros and cons of each option.
- Identify the values and needs that are being satisfied by each option.
- Identify the risks involved with each alternative.
- Vision the probable future consequences of selecting each option.

Step Six: Select One of the Options

Based on the information you have gathered and analyzed, you should now be able to choose one of the career options and start creating a plan of action.

Good luck with making your career decision!!