KNOW YOURSELF

This section will help you identify your interests, values, skills, and certain aspects of your personality that have developed through your studies, extracurricular activities, and work experience. Knowing these things will help you decide on a major and occupation. It will also help you when you prepare for an interview for an internship or job.

You will learn

- What is included in a career plan.
- How to identify your interests, values, and skills.
- How to choose possible careers and majors.
Your Career Success Plan
The career success plan outlines steps for every year you are in college to help you develop into a qualified and competitive job candidate upon graduation.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CAREER PLANNING</th>
</tr>
</thead>
</table>
| FRESHMAN: Explore Majors and Careers | Learn about University Career Services (UCS) programs and services.  
Ask for an orientation of the Career Library and use the resources to explore majors and career fields.  
If undecided about your major, refer to “Explore Possible Majors and Careers” in this section.  
See a career counselor designated for undeclared students. |
| SOPHOMORE: Seek Opportunities to Gain Career Experience | Meet with a career counselor for help with deciding on or confirming your major.  
Consider taking the 2-credit course UNIV 200 Decide/Confirm Major.  
Use HireMason to research and identify career-related internships and part-time jobs.  
Attend the Career Fair and other events to make initial contacts with employers and learn about opportunities.  
Set up informational interviews or shadowing experiences with Mason alumni. Use Mason Career Network to contact alumni.  
Join campus organizations and consider taking on leadership positions to gain experience and develop skills. |
| JUNIOR: Evaluate Decisions and Commit to Goals | Obtain experience through internships, co-ops, or part-time jobs.  
Take the 1-credit course UNIV 300 Internship/Career Readiness.  
Network with alumni and professionals in your field of interest.  
Develop a resume that highlights your skills, knowledge, and experience as they relate to your future goals and have it reviewed by your career counselor. Import your resume into HireMason.  
Attend the Career Fair and other events to speak with employers recruiting for internships, co-ops, and seasonal job opportunities. |
| SENIOR: Prepare for the Transition to Career | Meet with your career counselor and/or industry advisor to discuss job search or graduate school preparation.  
Update your resume and have it reviewed by your career counselor.  
Find out about the On-Campus Interviewing program and other employer events.  
Attend appropriate employer presentations and receptions.  
Use HireMason, social media, and other web resources to identify and research employers and locate job openings, including co-ops and internships.  
Develop a job search action plan. Prepare for your job interviews.  
Attend a workshop on interviewing skills and view the interviewing videos.  
Take the 1-credit course UNIV 400 College to Career or College to Graduate School.  
Consider joining an appropriate professional or trade association.  
Identify faculty or work supervisors who will provide favorable references.  
Participate in local and regional job fairs and other career events in the area. |
| GRADUATE STUDENTS: Continue to Move toward Your Career Goals | Follow the same steps as indicated for seniors.  
Join and actively participate in professional or trade associations and clubs. Assume a leadership position.  
Network with key faculty members. Assist faculty with their research. |
Know Yourself Exercises

EXERCISE 1. HOLLAND INTEREST INVENTORY

According to the vocational theory developed by John Holland, the activities people engage in and the work environments in American society can be categorized by a set of common characteristics. The more compatible a person’s interests are with the work environment, the greater success and satisfaction the individual is likely to experience.

Follow the directions to complete the Interest Checklist to identify your preferred Holland Interest Themes.

1. Circle the activities that sound appealing to you whether you have done them or not. Do not consider your skill, only your interest in the activity.
2. Review the categories and identify your first, second, and third most appealing themes. This is your Holland Code.
3. Read the descriptions of each theme.

For an interactive version of the Holland Interest Inventory, visit bit.ly/LFnZuT.

INTEREST CHECKLIST

<table>
<thead>
<tr>
<th>REALISTIC &quot;Doers&quot;</th>
<th>INVESTIGATIVE &quot;Thinkers&quot;</th>
<th>ARTISTIC &quot;Creators&quot;</th>
<th>SOCIAL &quot;Helpers&quot;</th>
<th>ENTERPRISING &quot;Persuaders&quot;</th>
<th>CONVENTIONAL &quot;Organizers&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use carpentry tools to build items with wood</td>
<td>Solve math problems or quizzes</td>
<td>Design posters, flyers, or brochures</td>
<td>Take a course in interpersonal relations</td>
<td>Make a speech or presentation</td>
<td>Fill out income tax forms</td>
</tr>
<tr>
<td>Plant a garden</td>
<td>Work with a chemistry set</td>
<td>Take photographs</td>
<td>Provide care for children</td>
<td>Meet influential people</td>
<td>Take the minutes of a meeting</td>
</tr>
<tr>
<td>Repair stereos, computers, or small appliances</td>
<td>Read and solve mysteries</td>
<td>Work independently in an unstructured environment</td>
<td>Belong to clubs or attend conferences and networking meetings</td>
<td>Lead a work project or committee</td>
<td>Keep the books or records for a club</td>
</tr>
<tr>
<td>Refinish antique furniture</td>
<td>Read scientific books or magazines; watch scientific TV programs</td>
<td>Conceptualize new ways to solve problems or accomplish tasks</td>
<td>Help someone new become acquainted with others and make friends</td>
<td>Sell items or services</td>
<td>Reorganize a filing system to make it more efficient</td>
</tr>
<tr>
<td>Hunt or fish</td>
<td>Work in a laboratory</td>
<td>Sketch, draw, paint, or sculpt</td>
<td>Teach a class</td>
<td>Participate in a political campaign</td>
<td>Write business letters, memos, or reports</td>
</tr>
<tr>
<td>Raise or train animals</td>
<td>Use or discuss computers and software</td>
<td>Read or write poetry</td>
<td>Meet and get to know new people</td>
<td>Help settle disputes</td>
<td>Work with numbers and financial data</td>
</tr>
<tr>
<td>Work independently, solving concrete, practical problems</td>
<td>Compare and analyze budget figures</td>
<td>Dance or act in a play</td>
<td>Learn about different cultures and groups of people</td>
<td>Be a member of the debate team</td>
<td>Collect and organize such items as stamps, coins, or baseball cards</td>
</tr>
<tr>
<td>Develop film in a darkroom</td>
<td>Observe behavioral or scientific phenomena</td>
<td>Attend a play, opera, or concert</td>
<td>Listen to your friends’ personal problems and try to help solve them</td>
<td>Own or operate a small business or service</td>
<td>Operate computers and other business machines</td>
</tr>
<tr>
<td>Spend time browsing in a hardware store</td>
<td>Develop a survey questionnaire for a research project</td>
<td>Read articles or watch movies with an artistic or musical theme</td>
<td>Do volunteer work to benefit the elderly, needy, or sick</td>
<td>Manage a fund-raising campaign for an organization</td>
<td>Balance a checkbook or manage personal finances</td>
</tr>
<tr>
<td>Serve in the military</td>
<td>Use a microscope or telescope</td>
<td>Write a creative story for fun or publication</td>
<td>Entertain friends in your home</td>
<td>Entertain business clients</td>
<td>Make charts and graphs</td>
</tr>
<tr>
<td>Repair or tune up bikes, cars, or motorcycles</td>
<td>Play chess or other strategy games</td>
<td>Visit an art museum</td>
<td>Chaperone a youth group dance</td>
<td>Serve as a club officer</td>
<td>Take or keep an inventory of supplies</td>
</tr>
<tr>
<td>Operate a sewing machine</td>
<td>Analyze and solve abstract problems</td>
<td>Play a musical instrument</td>
<td>Lead a discussion group on social justice</td>
<td>Supervise a staff of people</td>
<td>Organize items in your room, garage, or attic</td>
</tr>
<tr>
<td>Drive a bus or truck, or operate large machines</td>
<td>Collect data for an experiment</td>
<td>Design a dress, piece of jewelry, or furniture</td>
<td>Work on group projects</td>
<td>Persuade others to accept your ideas</td>
<td>Develop and follow efficient work routines</td>
</tr>
</tbody>
</table>

Your Holland Code: First __________ Second __________ Third __________
**About Your Holland Interest Inventory Code**

Work environments can be divided into the six broad interest areas: **Realistic, Investigative, Artistic, Social, Enterprising,** and **Conventional.** Knowing your unique combination of interests can assist you in determining jobs that suit you best.

**Link Your Interests to Occupations**

To learn more about your Holland Code and how to use this information when considering a major or occupation:

- Schedule an appointment with a career counselor.
- Refer to the *Dictionary of Holland Occupational Codes* or the Occupations and Interest Themes Binder in the Career Library to identify occupations that relate to your Holland Code.

**HOLLAND THEMES**

<table>
<thead>
<tr>
<th>AREA</th>
<th>DESCRIPTION</th>
<th>STUDENT ACTIVITIES (that may be of interest)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REALISTIC</td>
<td>(Expresses interests and solves problems by doing)</td>
<td></td>
</tr>
<tr>
<td><strong>DOER</strong></td>
<td>Enjoys working with machines, tools, objects, and animals. Practical, reserved, and physical Likes to work outdoors on concrete problems and see tangible results.</td>
<td>ROTC Instramural and club sports The Geo Club Event production activities.</td>
</tr>
<tr>
<td>INVESTIGATIVE</td>
<td>(Expresses interests and solves problems by thinking)</td>
<td></td>
</tr>
<tr>
<td><strong>THINKER</strong></td>
<td>Enjoys researching, exploring ideas, collecting data, analyzing, inquiring, and using instruments. Methodical, original, and logical</td>
<td>Honors Committee Biology Club Student engineering organizations Student government</td>
</tr>
<tr>
<td>ARTISTIC</td>
<td>(Expresses interests and solves problems by creating)</td>
<td></td>
</tr>
<tr>
<td><strong>CREATOR</strong></td>
<td>Enjoys being original, independent, introspective, self-expressive, innovative, and unstructured. Develops skills in music, art, drama, language, and writing.</td>
<td>Program Board Student publications Mason Cable Network, Storytellers Club, and Music Educators National Conference.</td>
</tr>
<tr>
<td>SOCIAL</td>
<td>(Expresses interests and solves problems by helping)</td>
<td></td>
</tr>
<tr>
<td><strong>HELPERS</strong></td>
<td>Enjoys working with people to inform, train, enlighten, or cure. Perceptive, responsible, empathic, and patient</td>
<td>Sororities and fraternities Campus ministry Peer advisors Mason Ambassadors Orientation leaders or RAs</td>
</tr>
<tr>
<td>ENTERPRISING</td>
<td>(Expresses interests and solves problems by persuading)</td>
<td></td>
</tr>
<tr>
<td><strong>PERSUADER</strong></td>
<td>Seeks to use mind, words, and feelings in dealing with people to motivate, persuade, manage, and sell things or promote ideas. May like taking personal or financial risks. Assertive, sociable, ambitious, enthusiastic, influential, and goal oriented</td>
<td>Student Funding Board Debate Team Model United Nations American Marketing Association Management and activists clubs</td>
</tr>
<tr>
<td>CONVENTIONAL</td>
<td>(Expresses interests and solves problems by organizing)</td>
<td></td>
</tr>
<tr>
<td><strong>ORGANIZER</strong></td>
<td>Enjoys activities that permit organization of information in a clear, orderly manner. Likes structured settings. Detail-oriented, responsible and conforming</td>
<td>Accounting Club Student Government DMIS Club Student Elections Commission</td>
</tr>
</tbody>
</table>
EXERCISE 2: VALUES
Values are a set of standards that determine attitudes, choices, and action. Mapping your value priorities can help lay important groundwork for making sound career decisions that fit your unique pattern of values, interests, and talents. Work-related values underlie our choices about work. Some people value creativity; others place a premium on income or contributing.

- For a values worksheet, visit careers.gmu.edu.
- The Values Card Sort helps you identify your work-related and life values.
- Take the interactive version at bit.ly/I4MxAu.

EXERCISE 3: SKILLS
Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you have and most enjoy using can help you focus on positions that would fit your talents and provide more satisfaction.

- For a skills worksheet, visit careers.gmu.edu.
- The Skills Card Sort helps you pinpoint your strengths and skill preferences. It provides you with words for help in defining your skills, resumes and cover letters, and your own career decision making.
- Take the interactive version at bit.ly/I5jT2W.

Career Self-Assessment Inventories
University Career Services offers students and alumni the opportunity for formal and informal assessment of personality, skills, and interests as a part of the major and career exploration process. All assessments include a one-hour interpretation session with a counselor.

Cost (Strong Interest Inventory or the Myers-Briggs Type Indicator)
Current students and recent alumni $15
Alumni who graduated more than six months ago $40 for one or $60 for both assessments

The Skill Scan and Self-Directed Search are offered to current students and alumni at no cost. If you are interested in any of these career assessments, please make an appointment with your career counselor. Your career counselor will help you to decide the assessment(s) that will address your specific needs.

Quick Links
Skills Profiler
bit.ly/Mmgتز0
Identifies skills and matches them to jobs.

O*NET’s Ability Profiler
bit.ly/MD6CtQ
Matches strengths with occupations.

O*NET’s Interest Profiler
bit.ly/L8Jt2e
Identifies broad interest areas.

O*NET’s Work Importance Locator
bit.ly/L8JCTo
Identifies job features that are important to you.

Employability Checkup
bit.ly/No4gnc
Provides a snapshot of your employability

Exploring Majors and Careers
Many students begin college undecided about a major. Whether you are considering a few ideas, wide open to possibility, or somewhere in between, there are resources to help you choose and confirm your choice of major.

EXPLORING MAJORS CHECKLIST
- Describe the program of study for the major you are considering.
- Identify course requirements and read descriptions of required courses.
- Identify graduate and professional school opportunities for this major.
- Identify opportunities for gaining career-related experience in this major.
- Identify and contact alumni who pursued this major to find out what they are doing.
- List potential careers for this major.
- Based on your research, identify the advantages and disadvantages of this major for you.

EXPLORING CAREERS CHECKLIST
- Identify the nature of the work including the required skills.
- Identify the education or training that is required to enter and progress in the field.
- Identify opportunities for advancement.
- Research the projected outlook and trends in this field. Visit bls.gov/oco.
- Find the salary range and types of benefits you can expect.
- Consider nonmonetary rewards.
- Identify the personal characteristics that are required of someone in this occupation.
- Based on your research, determine how well the nature of the work suits your interests, values, skills, and personality.
- List the advantages and disadvantages of this occupation for you.
Join organizations that have programs that feature professionals in your field of interest. Information on student organizations and programs is available at sa.gmu.edu or the Student Involvement office in SUB I.

Professionals in Careers You Are Exploring/
Mason Alumni Affairs
alumni.gmu.edu/get-involved/alumni-chapters.html
Some alumni will permit you to shadow them for half a day or more.

Professional Associations
Identify associations related to career fields of interest and contact them for information on local chapter meetings, networking events, career trend information, lists of graduate or professional training programs, special certifications and more.

Career Advice Sites and Social Media
The following are examples of career-related websites to use as resources. You can also visit them on Facebook and follow them on Twitter.

O-NET: onetonline.org
Occupational Outlook Handbook: bls.gov/oco/
WetFeet: store.wetfeet.com/collections/industries-and-careers

Quick Links
Mason Course Catalog
catalog.gmu.edu
Explore major requirements, course descriptions, and course syllabi.

Mason Academic Advising Office
advising.gmu.edu
Pick up course planning sheets for majors you are considering.

Textbooks for required courses
Skim through texts at the George Mason University Bookstore to get a feel for the subject matter.

Career Library (SUB I, Room 3400)
Use the “Where to Start...Career Resources” lists to identify the materials that relate to the majors or occupations in which you are interested.

Mason Website Links
Explore majors links: “Exploring Majors” at advising.gmu.edu/current-students/research-majors and “What Can I Do with This Major” at careers.gmu.edu/resources/majorsutk/majors/index.html.

HireMason
Research jobs and internships to identify tasks associated with occupations and majors, skills, and knowledge required. Take advantage of research projects, internships, co-ops, part-time or summer jobs, volunteering, or study abroad to learn more about a particular subject area.

Mason Academic and Professional Student Organizations
gmu.collegiatelink.net/organizations
Join organizations that have programs that feature professionals in your field of interest. Information on student organizations and programs is available at sa.gmu.edu or the Student Involvement office in SUB I.