



Guide to Career Decision-Making

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This package was created by the Healthy U program at the University of Manitoba. Healthy U is a UM student group made up of a team of friendly volunteers who are trained student health educators.

We provide students with validated health information through our health packages and outreach events, online resources, and one-on-one support. Health topics that we provide resources on include mental health, sexual health, physical health, substance use, social and cultural wellness, and finding a balance.

Please reach out to us if you have any questions at:
healthyu@umanitoba.ca

Career Services

474 UMSU University Centre

Career Services offers many ways to assist you in finding and working towards your desired career. Make an appointment with a career consultant, who can...

- Answer your questions
- Help you with career planning and decision-making
- Make career suggestions based off your interests
- Discuss your options if you didn't get into your desired faculty
- Direct you to other useful resources.

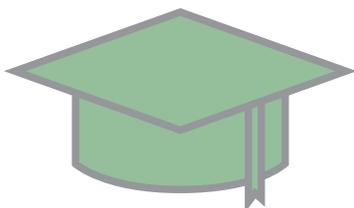
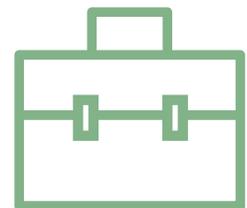
Career Services also offers Career fairs. Check out their websites for dates and further information.

<http://umanitoba.ca/careerservices>

39%

of U of M students found career-related issues very difficult to handle, in the past year.

Data collected from NCHA Spring 2019 survey



60%

of students graduate from a different program than the one they originally entered.

Source: students.usask.ca

Questions to consider when making a career decision:

- Are there obstacles between you and your desired career? If so, is it possible to overcome these obstacles? How?
- Are there risks involved in working towards your desired career? Are you willing to take these risks?
- What impact will the time spent in school and the financial investment have on your current and future life?
- What opportunities does your desired career offer in terms of leadership, personal development, further education, and travel?
- Will your career require you to relocate?
- Will this career use and involve your interests, abilities, skills, values, and goals?
- What impact will your career choice have on your family, friendships, and intimate relationships?
- Will your career allow you to achieve what is most important to you?
- Are you choosing your career to please yourself or someone else?



What else do I need?

Your career options are based on more than just your degree.

Potential employers will also look at your experiences (i.e. work, volunteering, student group involvement), the skills you developed through those experiences, and your personality in order to assess how well you'll do in a job and how well you'll fit into their organization.

Have a plan for how to make yourself a better candidate or to open more doors for yourself. For example, a wide variety of experiences may let you work in different fields.

Even if you don't like the idea, have a plan for what you'll do if you don't get into your desired faculty or get hired with your degree. The career advisors at Career Services are able to help you plan for this.



UM Resources

Career Decision Making

Career Services

Career support for undergraduate and graduate students with their career planning and job search, offering a wide range of help throughout a student's career journey. They also support recent alumni in their job search, and help employers with their recruitment needs.
474 UMSU University Centre
204-474-9456
cs.receptionist@umanitoba.ca
<https://www.umanitoba.ca/career-services/>

Academic Learning Centre (ALC)

ALC offers academic resources for graduate and undergraduate, full and part-time students at UM.
201 Tier
204-480-1481
academic_learning@umanitoba.ca
<https://umanitoba.ca/student-supports/academic-supports/academic-learning>

Academic Advisors

Talk to your faculty-specific academic advisors about your path as a student.
<https://umanitoba.ca/student-supports/academic-supports/academic-advising>

Student Counselling Centre (SCC)

The SCC provides students with supports for their mental wellness. The offer offers individual counselling, workshops, and groups.
474 UMSU University Centre
204 474-8592
<https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc>

Health and Wellness

The Health and Wellness Educator is a Registered Psychiatric Nurse and available to talk about health and wellness topics.
469 UMSU University Centre (within the SCC)
204-295-9032
healthandwellness@umanitoba.ca
<https://umanitoba.ca/student-supports/health-wellness>

Healthy U

Healthy U provides students with health and wellness resources.
healthyuofm@umanitoba.ca
<https://www.healthyuofm.com/>

Off Campus Resources

Career Decision

Manitoba

[Government of Manitoba Career Planning and Job Search Supports](https://www.gov.mb.ca/wd/ites/tes/)

<https://www.gov.mb.ca/wd/ites/tes/>

Making

Online

[Career Services Career Planner](https://umanitoba.ca/sites/default/files/2019-11/Career_Planner.pdf)

https://umanitoba.ca/sites/default/files/2019-11/Career_Planner.pdf

[Career Services Explore Occupations](https://www.umanitoba.ca/career-services/career-planning/explore-occupations)

<https://www.umanitoba.ca/career-services/career-planning/explore-occupations>

[Set your Course Manitoba](https://www.setyourcourse.ca/)

Discover career options and search Manitoba's job bank

<https://www.setyourcourse.ca/>

LET'S START WITH YOU

Before we begin in-depth self-exploration, let's warm up with an overview of what you already know about yourself. There are no wrong answers and it is okay to leave a box blank: we will go into each of these areas in more detail later on.

MY CAREER IDEAS: PAST AND PRESENT

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MY SUPPORT SYSTEM AND RESOURCES

Who is in my support network?	What on campus supports might I use?	Do I have enough financial support?	Do I have enough academic support?

SCHOOL

How do I like to learn?	My Favourite & Least Favourite Classes	Subjects I Want To Try	How do I feel about school? My GPA?

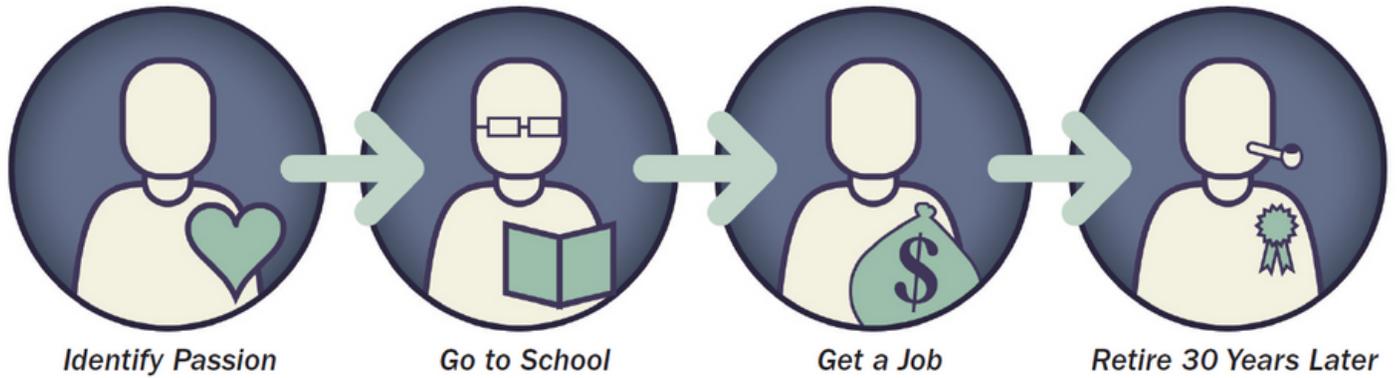
ME, MY INTERESTS, MY FEELINGS

My Interests (activities and topics most engaging for me)	My Personal Qualities (individual differences, how I think, feel, behave))	My Values (ex: creativity, salary, independence)
My Gifts and Talents	What difference do I want to make? What problems do I want to solve?	Do I feel confident or hopeful about my career?

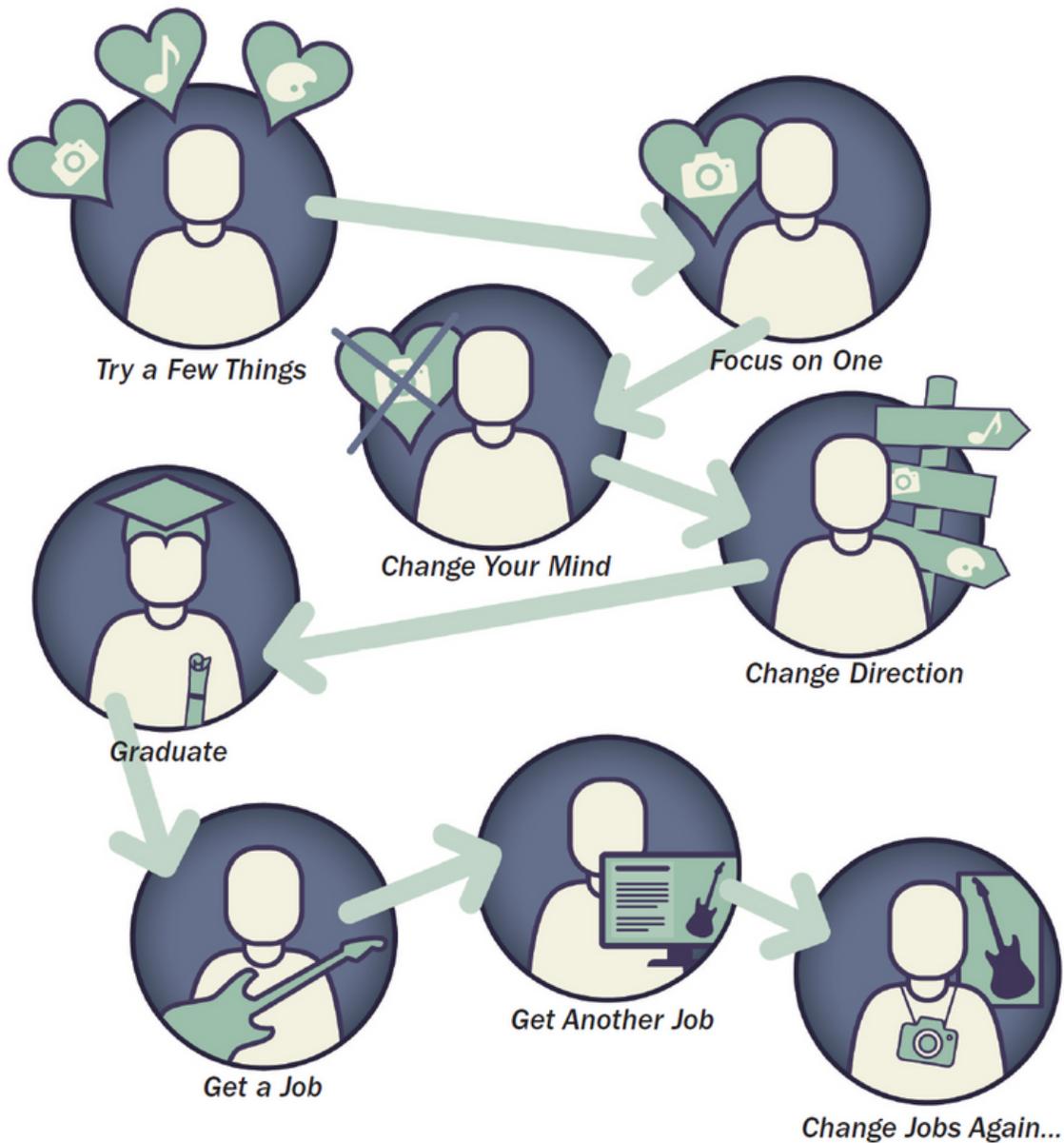
LET'S GET CREATIVE

Write a metaphor to describe how you feel about your career.	Draw a picture or diagram to represent your career reflections: use a separate piece of paper.
	Use magazines and pictures to make a vision board of what you want for your future.

People often think that career paths work like this:



If only it were that easy! In reality, it looks more like:



See where this is going?

Career paths are messier than a lot of people realize. And if you enjoy nonlinear, surprisingly, challenging, but incredibly creative and interesting stories, you're in luck!

To be successful, you need to know yourself- really, really well-. This is not a topic isolated to the self-help section of the bookstore! You will be faced with roughly 297 major decisions in your life, and the only way to make a "right" decision is to know what you want/need/do well.

But let's start small, with your first job. We will deconstruct what makes you **successful**, and what makes you **happy**.

Job

This is the obvious part. This is what you do every day. It includes creating, communicating, leading, organizing, designing, producing, counting, organizing, writing, reporting, troubleshooting...

If you are **HAPPY** and **SUCCESSFUL** in your job, it means that you are both **INTERESTED** in most of the tasks you do, and your **SKILLS/STRENGTHS** align with those tasks.

Work Environment/Company

This is the setting in which you work. It includes factors like the size of the company, how formal or creative the culture is, your boss, your coworkers, and how structured your day is. To be happy and successful, there needs to be fit with your **PERSONALITY**.

Work/Life Interaction

This is your life! This includes everything else you do- including your family, your hobbies, your location, and in particular, how these factors interact with your **JOB**. To be happy and successful, there has to be a **VALUES** match.

Together Now

The four ingredients necessary to career success are:

Interests: what tasks do you like to do?

Personality: what is your style and how does that fit in different work environments?

Values: what is important to you? What do you need to get out of a job to be happy?

Skills/Strengths: what can you do? What are your natural strengths, and what skills have you built over time?

Career Decision Making Worksheet

Directions: Write the names of three occupations you have been considering in the occupation boxes below. Read about each occupation using O*NET online (<http://online.onetcenter.org>) or the Occupational Outlook Handbook (<http://www.bls.gov/oco>). If the occupation matches an important characteristic, place an X in the appropriate box. If you are unsure, place a "?" in that box.

Important Characteristics	Sample: Zookeeper	Occupation #1 :	Occupation #2:	Occupation # 3:
Would enjoy the nature of work/tasks	x			
Would enjoy work context/ conditions	x			
Already have necessary skills				
Desire to develop necessary skills	x			
Seems to fit my personality	x			
Industry expected to grow	x			
Years of education acceptable	?			
Opportunity for advancement	x			
Potential income is desirable	?			
Matches my top five work values* List work values below	x			

Top five values:

- 1.
- 2.
- 3.
- 4.
- 5.

Interpreting the Table

1. Looking at the question marks in the table, what information do you still need?
2. Looking at the X's in the table, does one occupation seem to meet your needs better than another? What do you consider to be the benefits and drawbacks of each occupation?

3. Are there additional occupations that interest you? You may want to complete another table using additional occupations.

4. To help narrow your career options, consider doing one or more of the following:

- Share your list with family, friends, and/ or your advisor.
- Make an appointment with a career counselor (especially if you feel very anxious about choosing a major or career path)
- Create a pro and con list for each occupation of interest
- Take an introductory course in the subject(s) of interest
- Speak to a faculty member who teaches the subject(s) of interest
- Interview a professional with the occupation(s) of interest
- Job shadow a professional with the occupation(s) of interest
- Attend a workshop or seminar related to exploring majors or careers

Source: Academic and Career Information Center, Kansas State University