INCORPORATING CAREER ADVISING INTO ACADEMIC ADVISING

FLOW CHART

1. Does the student have a major?

   YES
   2. Has the student selected a career path to pursue?

   YES
   FIND OUT WHAT THEY NEED IN ORDER TO MAKE THAT DECISION:
   - Better understanding of their interests, abilities, and values?
   - Experiences - opportunities to be exposed to career options and/or learn what they like?
   - Information about what careers are available?
   - Specific information about careers of interest?
   - Job market information?
   - Out-of-class opportunities to experience/test out careers of interest?
   - Information about career paths they can pursue with their chosen major?
   - Assistance navigating specific obstacles or conflict?

   CONNECT THE STUDENT TO APPROPRIATE RESOURCES
   - Virtual Career Center
   - Virtual Workshops: Modules 1, 2, & 4
   - What Can I Do With This Major?
   - Career Information Databases: Idaho Career Information System (eCiS), Occupational Outlook Handbook, Career OneStop, O*NET
   - States’ Department of Labor Websites
   - Career and Job Market Research Webpage
   - Referral to Career Counselor

   NO

   3. Does the student have a career preparation plan?

   (Do they know the educational requirements, professional and technical skills, and out-of-class experiences they’ll need, and have a plan for how to obtain those, as well as build a professional network?)

   YES
   Commend the student’s hard work and remind them of the VIRTUAL CAREER CENTER and CAREER COUNSELORS available at the Career Center if they need further assistance.

   NO
   FIND OUT WHAT THEY NEED IN ORDER TO CREATE ONE:
   - Information about the requirements of their chosen career?
   - Assistance locating or connecting with professionals in their career field for informational interviews?
   - Information about the out-of-class opportunities available to gain experience, skills, and a professional network?
   - Guidance in selecting appropriate career preparation activities?
   - Assistance navigating specific obstacles or conflict?

   CONNECT THE STUDENT TO APPROPRIATE RESOURCES
   - Virtual Career Center
   - Virtual Workshops: Modules 7, 2 & 1
   - Critical Skills Videos
   - What Can I Do With This Major? (Strategies section)
   - Career Information Databases: Idaho Career Information System (eCiS), Occupational Outlook Handbook, Career OneStop, O*NET
   - States’ Department of Labor Websites
   - Internship Webpage
   - BroncoJobs
   - Appropriate website or contact info for student organizations (SILC), Service Learning, undergraduate research, Study Abroad
   - Referral to Career Counselor
HELPFUL QUESTIONS TO ASK STUDENTS

These questions are examples of things you might discuss with students as appropriate. Use these example questions to help you move through or expand upon the topic areas on the flow chart of the reverse side of the page.

Regardless of the specific questions you ask, remember that it’s important to always talk with the student about WHAT they want to do, WHY they want to do it, and HOW they’re going to do it!

WHAT

- What classes do you enjoy, and what do you enjoy about them? What classes do you dislike, and why?
- What classes do you do well in? What do you not do well in?
- What did you want to “be” when you were little? What was appealing about it?
- What things are important to you in a future career?
- What are your hobbies? Would you like to make a career out of your hobby if you could? Why or why not?
- What do friends and family say you are good at? What types of things do they come to you for help with?
- What is your dream career? Do you think it’s realistic? Why or why not?
- What have you enjoyed and not enjoyed about past jobs, internships, volunteer experiences, extracurricular activities, etc.?

WHY

- Why did you choose your major? Tell me the story of how you chose it. What do you like about it? Are there any concerns you have?
- Why did you choose the career path you have selected? Tell me the story of how you chose it. Why do you think it’s the right fit for your interests, abilities, values, and personality type? What experiences have you had that have helped you learn this is the right fit (informational interviews, job shadows, internships, jobs, volunteer experiences, activities, etc.)?
- Why do you want to change your major? What do you not like about your current/previous major? Tell me about the process you went through to choose your current/previous major. What do you think you’ll need to do differently this time in order to make a better decision?
- Why are you undecided about your major and/or career path - what information do you need in order to make a decision?

HOW

- How are you going to prepare for your career - do you know the educational requirements, the skills you'll need, the experiences outside the classroom that will be required, and who will need to be in your professional network? Do you have a career preparation plan?
- How will your major prepare you for your career? Are there any additional things you’ll need to do to meet the educational requirements-specific electives, minor, grad school, etc.?
- How do you plan to get the experience required for your career? What types of opportunities (internships, volunteering, jobs, service learning, research, student organizations, study abroad, professional organizations, etc.) will you take advantage of?
- How will you develop the professional and technical skills required for your career? What types of opportunities will you seek out to allow you to demonstrate those skills outside the classroom?
- How will you set yourself apart from and make yourself competitive for the jobs you want - What do employers in your field value most?