CAREER ASSESSMENT TOOLS FOR ALUMNI

Let us ask . . .

- Are you feeling uncomfortable or confused about your current career path?
- Have you reached a plateau in your role and are not sure what to do next?
- Do you feel insecure about your ability to choose something you will like and be challenged as well?
- Does frustration set-in as you think you’ve never had a role that really matched your interests or best skills?
- Do you believe you have skills that can transfer to different roles but you are overwhelmed decided what roles?
- Are you considering returning to school as part of a career change plan?

Recognizing such uncertainty or indecision is a good thing!! There are moments in your life when you can expect career stumbling blocks because you’re not quite sure which of several options to choose. Or you may have been pursuing a selected career path when something happened to make you question your direction. At such moments, it is important to take stock of your interests, skills, and values and then apply this information in your decision making. Taking stock can lead you to an array of career self-assessments. Self-assessment plays a crucial role in career and academic decision-making. To make the best decisions about future career paths, you need to:

"KNOW WHO YOU ARE"

Interests, Dislikes, Skills, Personality Traits, Natural Behaviors. Favorable Work Environments

Gaining a thorough understanding of yourself will allow you to articulate this information to peers, professional contacts, employers, friends and relatives – all key resources in your career development. The knowledge will help you gauge your fit for certain careers or your next role. Knowing who you are will lead to career choices that can be a natural extension of who you are. Career counseling and self-assessment can be very helpful at these times.

WHAT ARE THE TYPICAL AREAS OF SELF-ASSESSMENT?

There are quite a few areas you can explore in personal assessment, including: personality type, occupational interests, skills, experiences and values. An understanding of these pieces of information will add up to a comprehensive picture of yourself and what is important to you in life, which you can then apply in determining career fit.

There are three primary assessment instruments available in Alumni Career Services. Each assessment takes about 30 minutes to complete and all are free of charge to URI Alumni. Together, you and an Alumni Career Counselor will determine which will be most helpful. Access instructions for each will be provided by your Alumni Career Counselor.
Assessment Results
Results for the **Strong Interest Assessment** and the **Myers-Briggs Type Indicator®** are provided electronically or in hard copy by your Alumni Career Counselor, who will be prepared to interpret the results by phone or in person. Results for the third instrument, **TypeFocus™**, are provided within the **TypeFocus™** on-line self-service program.

**A Caution about “User Expectations”**
Assessments and inventories are not meant to direct you to a specific career (e.g., “rocket scientist”). They are a means to gather information about yourself which can then be applied in a thoughtful consideration of career decisions. Career planning and development is a lifelong process; you are likely to continue to re-evaluate your goals and career. The effort you invest in these decisions now will help to establish the foundation for your future.

**Applying Your Learnings**
Yes! There is homework as a result of your assessment! Collecting data and information about yourself is very interesting and quite useful. There will be obvious conclusions made about your interests and potential connections to a career path or roles. As well, there will be less obvious conclusions to be made until you do some digging. There are terrific resources and exercises to examine once you have assessment information. Your Alumni Career Counselor will connect you to them. These resources and activities include but are not limited to:

- ONet – an online resource to examine a broad range of careers and roles resulting from your Strong assessment
- “What Will You do With This Career?”- a career aid linking you to professional associations and job boards specific to careers of interest
- MBTI® Readings – Myers Briggs offers a wealth of books, articles and workbooks to further explore your type
- Job Board exercises – using your results to creatively examine and learn about roles displayed on various job boards
- Informational Interviews or Meetings – established to explore areas of interest that arise from assessment results
- Occupational Outlook Handbook – an online tool displaying multiple layers of statistics and facts, by state, of job roles
- Transferable Skill Inventory – based on your assessment results, building an inventory of skills from past and present roles associated with areas of high interest

*The best way to start is by scheduling a meeting with an Alumni Career Counselor at Alumni Career Services by calling 401 874-9404. We look forward to working with you!*
AN INTRODUCTION TO TYPEFOCUS CAREERS from TypeFocus™ Internet Inc.

How does TypeFocus Careers Work?
This program assesses personality type and generates customized reports, which help people understand themselves better so they can choose more effective career strategies. Each user sets up his or her own username and password, which guarantees confidentiality.

As the user works through the reports, information from one section is automatically incorporated into the next section. For example, when a user identifies a career they are interested in within the career choice section, the program will also save the educational requirements needed for this career within the education section.

Besides saving information, the program is interactive. Users add their own information, (e.g., values, skills, focus) which is stored and automatically incorporated into their reports. Eventually the user has a set of five reports that form a holistic approach to self-awareness and career success. The program is flexible and allows users to re-assess their personality or change it so it fits with their self-perception.

THE FIVE REPORTS:

• **Self-awareness Report: Who am I . . . really?**
  By understanding yourself better, you'll find work that will be satisfying in the long run. As you understand yourself better, you'll clarify your values, skills and interests and become more focused. This report will help you discover satisfying careers that work with your strengths.

• **Setting Goals Report: Where am I going?**
  This report will help you develop a focus and passion, create a roadmap for your career goals and put it all into context with your life goals.

• **Success Factors Results Report: Where should I focus?**
  How do factors like self-esteem, taking responsibility, goal persistence, ability to reach out, and willingness to compete influence your success? Find out where your hidden strengths and areas of development lie.

• **Getting the Job Report: Gaining an Advantage**
  What will separate you from the others in the race for jobs? One answer is that you've taken the time to understand yourself so you can be of more value to your future employer. This report will help you use your personality strengths in your job search. Online career portfolio and resume writer are included in this section.

• **Succeeding at Work Report: Now that I've got the job, how do I succeed?**
  Working relationships, dealing with conflict, team work and understanding your learning style, will all help you to be successful in your new job.

Free, confidential, career counseling is available to all URI alumni, no matter when you graduated.
Please contact Karen Rubano or Lisa Kuosmanen, URI Alumni Career Advisors, at 401 874 9404 or at krubano@uri.edu or lkuosmanen@uri.edu.