

# CareerSMARTZ (CS11)

*A highly effective career success strategy built around “Find a need and fill it.”*



## Task 5: Select a Tentative Career Goal

**Note:** All underlined words are hyperlinks to Internet websites and will only function when viewing this document on your computer.

### Objective

Your objective in this guide is to select a tentative career goal – an occupation that you believe best matches your career criteria that you listed on CS2 (My Ideal Career Criteria).

**Note:** Consider the career that you select here to be a “tentative” decision – one that later with the advice of a professional career counselor **may** stay the same or change depending upon how well your choice matches your career criteria.

For many individuals, selecting a career goal is a difficult and confusing task. With thousands of occupations to choose from, how do you pick the right one? The authors of the **CareerSMARTZ** program believe that the answer lies in following the four steps below:

1. First, define your ideal career selection criteria, such as your Interests, Skills and Aptitudes, Values and Needs, and Behavioral Traits.
2. Second, identify occupations that best match your Interests and Skills.
3. Third, research your occupations to discover the true nature of each option – specifically, what are the problems and needs of each occupation and what talent will be demanded of you to be successful in each occupation.
4. Fourth, compare your career criteria to each occupation to determine which occupation best matches your criteria.

Fortunately, you have already completed steps 1-3 above when you completed Tasks 1 (Define Your Ideal Career Criteria) through 4 (Identify The Talent Needed For Your Top 3 Career Options). Now, it is time to complete the 4<sup>th</sup> step above by determining which occupation **you believe** is best to choose as your tentative career goal.

### Before you begin, keep this in mind

Whatever career direction you select, it is not cast in concrete, so you can change it if circumstances require you to do so. And most importantly, you’re not making a decision that will last a lifetime. If you’re young, don’t try to figure out a career direction for the rest of your

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life. In today’s world, you’re likely to change your career direction several times over the course of your lifetime. So, just concentrate on selecting a career direction for the near future.

## **Future use**

The career choice you make in this guide will help determine (in later guides) your career mission, the kind of education and/or training that you will need to qualify for employment, and how and where you will look for employment. It will also have a bearing on the kind of lifestyle you will experience, ***so give this step the proper attention it deserves.***

## **Materials needed**

- CS11 (The document that you are reading now)
- A blank printed copy of CS12 (My Tentative Career Goal)
- Your completed copies of:
  - CS2 (My Ideal Career Criteria)
  - CS8 (My Top 3 Career Options)
  - CS10 (My Talent Requirements)
- Access to the Internet

## **Follow the steps below to complete this guide.**

1. Gather the following materials that you have previously completed:
  - CS2 (My Ideal Career Criteria)
  - CS8 (My Top 3 Career Options)
  - CS10 (My Talent Requirements)
  - All the occupational profiles, help-wanted ads, and informational interview notes for your top 3 career options that you completed in Task 4 of this program.
2. Obtain a blank, printed copy of CS12 (My Tentative Career Goal).
3. Copy the following information from CS2 (My Ideal Career Criteria) to the same section on CS12 (My Tentative Career Goal):
  - Your 3 Interests
  - Your 3 Skills and Aptitudes
  - Your 3 Values and Needs
  - Your 3 Behavioral Traits

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4. On CS8 (My Top 3 Career Options), note the occupations that you checked as having the three highest total scores. Copy these 3 job titles to lines (1), (2) and (3) on CS12 (My Tentative Career Goal).

Note: For each occupation that you list on CS12 (My Tentative Career Goal), there is a corresponding column labeled with the same number. For example, when you compare your career criteria to occupation (1), you will place your rating scores in column (1).

**Note:** What should you do if you have more than 3 occupations with the highest top 3 scores? Answer: Use an additional blank, printed copy of CS12 (My Tentative Career Goal) to evaluate your additional career options.

5. **Evaluate your Interests.** Look at your first Interest listed on your CS12 (My Tentative Career Goal). Ask yourself, “How well does this interest of mine match the main duties of occupation (1)?” If necessary, refer to the Occupational Profile, Help-Wanted Ads, and Informational Interview notes that you previously prepared for this occupation in Task 4.

Determine your level of Interest in this occupation. (Note your answer options displayed below.)

**Answer options:**

**10 = Strong match**

**5 = Moderate match**

**1 = Weak match**

**0 = No match**

Record the number of your answer selection under column (1) on the same line as your first interest.

For example, if you were to conclude that your first Interest **Strongly** matches the main duties of occupation (1), then you would record a 10 under column (1) on interest line 1. See the example below.

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## My Tentative Career Goal

### Top 3 Occupations:

(1) Social Services Family Counselor

(2) High School Guidance Counselor

(3) Registered Nurse

(A) Career Criteria (as listed on CS2)			
	(1)	(2)	(3)
<b>Interests</b>			
How well do my interests below match the main duties and talented needed for each occupation?			
10 = Strong match    5 = Moderate    1 = Weak    0 = No match			
1. I enjoy helping people solve serious personal problems	10		
2.			
3.			

- Repeat the above procedure comparing your second and third Interests to occupation (1).
- Next, compare your three Interests to occupations (2) and (3).

### Repeat, repeat, repeat...

- Repeat the same procedure that you followed above to compare your Skills and Aptitudes, Values and Needs and Behavioral Traits to occupations (1), (2) and (3).

**Be patient!** This may take some time. If you prefer, spread the work out over several sessions. Give each comparison careful thought! ***This is a very important step in the CareerSMARTZ program!***

- Total your scores.** Sum together all the scores that you placed in column (1) and place the total score at the bottom of column (1). Repeat this process for columns (2) and (3).

### Finally...

- Examine your 3 Total Scores and select a career goal!

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Total Scores are usually a very good indicator of how well each occupation can match your ideal career selection criteria and often the highest total scoring occupation is the one that many individuals will select as their tentative career goal.

However, depending upon how much importance that you place on any particular criteria (interests, skills, etc.) when evaluating career options, your highest total score may not always reflect the best occupation for you to select as a tentative career goal.

For example, you might conclude that matching your interests is far more important than matching any of your other criteria. Therefore, the occupation that best matches your interests - regardless of its total score – might be the best career option for you.

Career selection is often a balancing act where you have to weigh the importance of an occupation that can best match your most important career selection criteria against other occupations that can less match your most important criteria, but who have higher total scores.

**Finally, examine the three columns (1), (2) and (3) on CS12 (My Tentative Career Goal). Next, note which criteria are most important to you and how well each occupation matches those criteria. Now decide which occupation is best capable of matching your career criteria. Once identified, ask yourself, “Do I want to select this occupation as my tentative career goal?”**

## **If all else fails...**

What should you do if you run into a “Dead End” and none of the 3 occupations are appealing?

**Answer:** Return to CS5 (Identify Possible Career Options) and select a new group of occupations to evaluate as possible career goals, and continue the program from that point forward.

## **Finally, make a decision!**

Remember, decisions can be changed, so make the best decision that you can at this time. Don't stay in the undecided zone. If you don't make a decision, your career future will be left up to chance, and that usually spells disaster!

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Once you’ve made your decision, smile and relax! This is no easy task! You’ve done an excellent job and you did it the smart, intelligent way

## **What’s your next step?**

Move on to Task 6 (Define a Tentative Career Mission) to define your career mission.

**Need more help?** Visit the [Contact US](#) page at [www.CareerSMARTZ.com](http://www.CareerSMARTZ.com).