

ACADEMIC & CAREER EXPLORATION GUIDE

1. Visit OTC's Career Employment Services to: explore careers, research job descriptions, current wages, and the future outlook; review job listings from local employers; receive help in writing a resume or filling out a job application. The department offers career counseling services free-of-charge. Career counseling can include the following: 1) career assessment; 2) thorough review of assessment results; 3) discussion of career researching techniques; and, 4) exploration of effective career decision-making methods. Call or email to set up an appointment.
2. Take a variety of career assessments to identify careers that match your interests, values, aptitudes and personality preferences. Our staff recommends beginning with the comprehensive career assessment, FOCUS 2, which can be accessed from the OTC website at <http://www.otc.edu/careerservices/18322.php>. You may also want to check out the following sites for a variety of online career and personality assessments:
 - My Next Move <http://mynextmove.org/>
 - Keirsey Temperament Sorter <http://keirsey.com/>
 - Personal DNA <http://www.personaldna.com>
3. Develop a list of careers that you would like to learn more about. If you have taken OTC's FOCUS 2, there will be numerous careers that have been identified for you based on your personal test results. FOCUS 2 will give you the opportunity to electronically save these careers for further exploration. If you take additional career assessments, write down every career about which you would like to learn more and add these careers to the ones you have saved inside FOCUS 2.
4. Research your saved careers OBJECTIVELY. The following online resources are exceptional.
 - MERIC (Missouri Economic Research and Information Center): <http://www.missourieconomy.org>
 - O'NET OnLine: <http://www.onetonline.org/>
 - Bureau of Labor Statistics Publications <http://www.bls.gov/opub/home.htm>
 - This site is also home to the Occupational Outlook Handbook <http://www.bls.gov/oco/home.htm>
 - COIN Career Library (For information on careers, scholarships, and colleges). This program is available to OTC students. Please login to MyOTC and click on the RESOURCES tab. Scroll down to the Career Library link and click!
 - Vocational Information Center www.khake.com (Explore vocational/technical careers)
 - www.ehow.com/careers/
 - College Catalogs (look at course requirements, course summaries, transfer information. College catalogs can be accessed through the Internet). Don't forget that Transfer Advisors from Missouri State and Drury University are available to answer your questions about their programs. Please visit our transfer advising web pages for details: <http://www.otc.edu/advising/transfer-resources.php>
5. Research your saved careers SUBJECTIVELY.
 - Take classes related to your field(s) of interest. These might be credit or non-credit courses.
 - Speak to people who work in your field(s) of interest, to instructors about their programs, or job shadow/volunteer.

Additional resources for career, college major and education exploration

WHAT ARE YOU WORTH? http://www.salary.com/	COLLEGE BOARD CAREER SEARCH http://www.collegeboard.com/html/careerbrowser.html
AMERICA'S JOB BANK http://www.jobbankinfo.org/	CAREERS.ORG (4,000 links to jobs, ed. info. & career svcs.) http://www.careers.org
CAREER ADVICE (articles & career search tips) http://www.careerjournal.com	USA TODAY JOB CENTER (w/salary/cost of living wizard, job search/placement info) http://usatoday.com/money/jobcenter/front.htm
WORLD WIDE LEARN (Online Directory of Education) http://www.worldwidellearn.com	NAT'L ASSOCIATION OF COLLEGES & EMPLOYERS http://www.naceweb.org
PETERSON'S (college searches, test prep & financial aid) http://www.petersons.com/	ADVANCING WOMEN CAREER CENTER http://www.advancingwomen.com/awcareer.html
STATE JOBS (links to all 50 states' government jobs) http://www.statejobs.com	THE RILEY GUIDE (career choice website) http://www.rileyguide.com/prepare.html
CAREER CHOICE/SUCCESS AND MUCH MORE http://www.princetonreview.com/careers-after-college.aspx?uidbadge=%07	ONESTOP COACH http://www.careeronestop.org
US NEWS' CAREER CENTER http://www.usnews.com/career	JOB HUNT http://www.job-hunt.org
THE VAULT http://www.vault.com/index.jsp	SALARY CALCULATOR (relocation/cost of living comparison) http://www.homefair.com/
JOBSTAR CENTRAL – CAREER GUIDES INDEX http://jobstar.org	EMPLOYMENTGUIDE.COM (career links and advice) http://www.employmentguide.com/careerservices.html
OTC's Career Coach http://otc.emsicareercoach.com/ccindex.php	About.com: (from career assessment to job information) http://about.com/careers/