



MY CAREER EXPLORATION WORKBOOK





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Introduction

Welcome to your Career Exploration Workbook! This is where you can reflect on what you've learned, build your Career Profile and Career Statement, generate career options, start exploring fields and occupations that interest you, and develop an action plan to move you forward in your career.

Reflection Questions

WHAT CAN I DO WITH MY DEGREE?

After completing the What Can I Do with My Degree? module, answer the following questions:

What does it mean to you to learn that your degree does not have to determine your career direction?

How does this affect how you think and feel about your future career direction?



Reflection Questions

MAKING CAREER DECISIONS

After completing the Making Career Decisions module, answer the following questions:

What does it reveal to you to learn that you are the most important part of making a career decision?

Given your new understanding of career decision making, how could you gain more clarity as to some career options that might suit you?

MY PERSONALITY

After completing the My Personality module, answer the following questions:

Using the concepts from the My Personality module, what did you learn about yourself?

Building on your new knowledge of the MBTI, describe some characteristics of the kind of career you may want to pursue?



Building a Career Profile

You are now ready to start building a clear picture of who you are and what is most important to you in your career, by creating your Career Profile. This includes your DAITA, which stands for Desires, Abilities, Interests, Traits and Assets. This valuable tool can help you to generate career options, guide you in researching them and provide criteria for evaluating your options.

1. Start by capturing career ideas you are curious about below.
2. Then work through each of the parts of your DAITA, on pages 5 - 11.
3. Once you decide on your Top Desires, Abilities, Interests, Traits, Assets and Other Factors, they will automatically transfer to your Career Profile on page 12 of this workbook.

Remember that this is a work in progress! You can come back at any time to add, revise and reflect.

Career Curiosities

What career and further education ideas are you curious about?



Desires

Career Desires represent what is important to you in your career, that will bring you satisfaction, meaning or joy.

What are your Career Desires?

Use the following questions and [examples](#) to help generate ideas about your desires, and include them in the My Desires section below.

1. Think of a job, volunteer position or school project that you enjoyed and/or in which you felt a sense of purpose. What were the most satisfying or meaningful aspects of it?
2. It is sometimes easier to think of what you don't want in your career, than what you do want. E.g. You may not want a career with a lot of routine. Instead you may want a variety of tasks in your work. Think about what you don't want in your future career, then turn these around and identify what you do want (desires).

My Desires

Prioritize – Review your career desires above, **bold** those desires that are deal breakers or must haves, and place those that are very important, but not essential, in *italics*. Note that some will likely not warrant any emphasis.

My Top Desires

Place your Top Career Desires here, in order of importance, if possible. They will automatically transfer to your Career Profile on page 12

Abilities and Skills

Abilities and skills are your natural capabilities, along with those strengths and areas of knowledge you've acquired through instruction and training. Many abilities and skills are transferable to different types of tasks and fields.

Know Yourself - Skills and Abilities (n.d.) - Retrieved from <https://career.berkeley.edu/Plan/Skills>

What abilities and skills do you most like to use?

Use the following questions and [examples](#) to help generate ideas about your abilities and skills, and include them in the My Favourite Abilities and Skills section below.

1. Think of an activity (from work, volunteer, cocurricular activities or a school project) that you really enjoyed doing. What abilities or skills did you use in this activity?
2. Choose your top career ideas located [here](#). Think about the abilities and skills, that you would enjoy being able to use in these careers.

My Abilities and Skills

Prioritize – From the abilities and skills above, **bold** the ones that are deal breakers or must haves for your work, and place those that are very important but not essential, in *italics*. Note that some will not warrant any emphasis.

My Favourite Abilities and Skills

Place these in order of importance. They will automatically transfer to your Career Profile on page 12. Place a “**D**” beside those skills you want to develop further.

Becoming YU – Link your experiences at York to the skills you are developing, through meaningful reflection, and track your progress as you move towards graduation and beyond.



Interests

Your interests are those topics, subjects or activities, that you highly gravitate towards, and that may bring you joy.

What are your interests?

Use the following questions and the interest inventory below, for ideas, then include them in the My Interests section below.

1. Think of activities that you enjoy doing so much that you lose track of time (e.g. helping others, playing basketball, planning events).
2. What are those subject areas or topics that you love to immerse yourself in and just can't get enough of? Think of topics from your academic courses, co-curricular activities, personal life along with hobbies (E.g. sustainability, sports, or visual arts). Can you think of career fields or industries that relate to these?

Want more examples of interests and some new career ideas? Complete [this assessment](#) and make note of any new career ideas that you find interesting on [page 14](#).

My Interests

Prioritize – Review your Interests in the section above, and **bold** those that you most want to use in your work activities, and the topics or fields in which you most want to be involved. Note that some will not warrant any emphasis.

My Top Interests

Place your top interests in order of importance, if possible. They will automatically get transferred to your Career Profile on page 12.



Traits (Personality)

Personality traits reflect people's characteristic patterns of thoughts, feelings and behaviours.
Adapted from Introduction to Psychology, Chapter 16 Personality, Diener, E., Cummings, A. and Lucas, R.

What are your Personality Traits?

Use the following questions and examples to help generate ideas about your Traits, and include them in the My Personality Traits section below.

1. Think of someone who was a role model for you when you were a child. This could be a person in your life, a famous person, or a fictional character. What were some of their characteristics that you particularly admired? Which of these traits do you share?
2. Which adjectives would you use to describe yourself? If you need some assistance, ask a friend or family member to name some adjectives they would use to describe you . Which ones do you agree with?

My Personality Traits

Prioritize – In your traits above **Bold** those personality traits that describe you best. Note that some will not warrant any emphasis.

My Top Personality Traits

Place your Top Personality Traits in order of importance in the field below, they will automatically get transferred to your Career Profile on page 12.



Assets

Your assets refer to your educational achievements, work and life experience, in addition to the qualities and skills that set you apart from others (E.g. speaking a second language)

What are your assets?

Use the following questions to help generate ideas about your Assets and include them in the My Assets section below.

1. List your educational accomplishments below. E.g. diplomas, degrees (including those in progress), certificates, licenses, certifications and awards.
2. Which work, volunteer or life experiences are you are most proud of? Which do you think will be most helpful to you in the future?

My Assets

Prioritize – Review your assets in the section above, and **bold** those that you feel will be of most benefit to you in your career. Note that some will not warrant any emphasis.

My Top Assets

Place your Top Assets here, in order of importance, if possible. They will automatically transfer to your Career Profile on page 12.



Other Factors

These are the factors that may impact your career decision making. These can include significant people in your life, family responsibilities, health, disability, finances, along with your culture or religion.

What other factors do you need to consider?

Use the following questions for ideas and include them in the My Other Factors section.

1. Who are the people in your life that may influence your career decisions? E.g. partner, children, your community, close family members. What impact could they have on your decisions? E.g. I am very close to my family, so I want to find work close to home.
2. Which of the following factors may have an impact on your career decisions? Culture, religion, health, disability, finances, job market, economy, political and environmental. What impact will they have on your decisions? E.g. Finances – I will need to earn money first before going on to graduate school.

My Other Factors

Impact on Career Choices / Needs

Prioritize – Review your other factors in the section above and **bold** those other factors that will have the most impact on you career. Note that some will not warrant any emphasis.

My Most Important Other Factors

Place the factors in order of importance, if possible. They will automatically get transferred to your Career Profile on page 12.



My Career Profile (DAITA)

Desires

Abilities and Skills

Interests

Traits

Assets

Other Factors



My Career Statement: Emerging Clarity

Using your [Career Profile DAITA](#) and the questions below, form a Career Statement that captures your current vision of your desired career. Doing so will help you to clarify your thoughts, and develop your ability to articulate it to others.

Keep refining your statement, until it sounds like you, when read aloud. It is meant to be **continuously revised** as you explore options and learn more about yourself.

WHO am I? (From Traits)

WHO do I want to work with? (From Interests or possibly Desires)

WHAT do I want to be doing in my work? (From Abilities and Skills, Interests and possibly Desires)

WHAT kinds of topics do I want to be immersed in? (Interests)

WHAT are the top assets I bring with me? (Assets)

WHY do I want to work? What factors will make me feel happy, satisfied or feel a sense of purpose or meaning in my work. (From Desires, possibly Traits and Other Factors)

WHERE do I want to work? I.e. What kinds of fields or industries do the topics or subjects I enjoy, point to? (from Interests) What kinds of environments would I work best in? (Possibly from Desires)

WHEN do I want to work? I.e. How soon after my undergraduate degree do I want to be in the workforce? What kinds of hours do I want to work? (Possibly from Desires or Other Factors)

HOW do I want to work? (From Traits and possibly Desires)

WHICH of your career curiosities best fit with the above? Or, what career curiosities can you generate from the above?



Career Curiosities

Take a good look at your Career Profile and Career Statement. What are the career ideas from [here](#) or from your Personality assessment and [Interest assessments](#), that best fit with these? What new ideas do they give you for your future work and learning?

Work

Occupations and Fields, self-employment, short-term and long-term career ideas

Learning

Education & Training Programs (Degrees, Diplomas, Certifications) and Volunteering

Gathering the Perspective of Others

- Present your Career Profile and/or Career Statement to a few people close to you, who support you.
- Then together, ask them to brainstorm career ideas that would suit you.
- Add any new career ideas that you like, to the Career Curiosities section above.



Exploring My Options

Were you able to come up with some new ideas from your Career Profile and Career Statement? If not, don't worry! This can also be done in the career exploration process. You can research your [career ideas](#), or browse websites to generate more ideas.

Internet Research

Make a note of any new career ideas you discover, in your Career Profile and Career Statement nearby as you research, so you can assess your fit for the careers you explore. Jot down any more career ideas you discover, in your [Career Curiosities](#) section.

[What Can I Do with My Degree?](#) Career options, plus core and transferable skills gained, by major.

[Career Cruising](#) Canadian database of careers and educational options with full job descriptions, earnings, career path, interviews, professional associations and more.

[Job Bank](#) Search by Field of Study - Labour market information and job categories by major.

[Canada's National Occupational Classification](#) (NOC) - Search occupations by title or click on Hierarchy and Structure to see occupational categories.

[Labour Market Trend Analysis](#) - Research job descriptions, wages, prospects, jobs, requirements, skills and job postings.

[Canada's Best Employers for Recent Graduates](#) - Find employers hiring new grads with your educational qualifications.

[Talent Egg](#) – Canadian Career Guides plus job and internship postings for students and new grads.



Exploring My Options

Narrowing My Options

At this point you may have a number of options. Before moving on to people research, you'll likely want to narrow them down. This [Career Decision Making Grid](#) can help.

People Research

Look into one or more of these options below for people research. Which one would you want to start with?

- [Informational Interviews](#) – If you know someone who works in your field of interest, you can engage in a strategic discussion about the reality of their work.

Career Centre Programs for Conducting People Research

- [TASTE Mentoring Program](#) - The Career Centre sets up the informational interview for you! Choose from a list of Alumni for some bite-sized mentoring.
- [Career Conversations Panels](#) - Hear career stories from alumni and professionals in a variety of occupations, within a sector of interest.
- [Career Conversations Videos](#) - If you can't attend in person, we've videotaped many of our past panels for your convenience.

Real World Experience

Which of these do you want to learn more about? Use any of the following to "reality test" your favourite career ideas.

- Join [York Student Clubs](#)
- Consider becoming a [Volunteer](#)
- Explore [Work/Study Programs](#) or [part-time](#) jobs
- Find out about [Experiential Education](#)

Career Decision Making Grid

The Career Decision Making Grid can help you narrow down your career options and make career decisions. Click [here](#) to access a template.



Next Steps

We've given you a wealth of information, resources, activities and tips in the Career Exploration Guide and Workbook. However, remember, you don't need to know all the answers right away. Just your next step!

Here are some great next steps to take:

- [Contact us](#) at the Career Centre for help!
- [Career Lounge](#)
- [Career Exploration Workshops](#)
- [Career Counselling](#)
- [Job Search](#)

Action Plan

What are 1 to 3 next steps you want to take?

1

2

3

"A journey of a thousand miles begins with a single step" - Lao Tzu



Appendix: DAITA Examples

Desires

1. Help Society
2. Autonomy
3. Make Decisions
4. Influence People
5. Expertise
6. Creativity
7. Security
8. Fast-Paced Environment
9. Time Freedom
10. Moral Fulfillment
11. Physical Challenge
12. Precision Work
13. Supervision
14. Produce tangible results
15. Solve problems
16. Work-life balance
17. Making a difference
18. Hands on work
19. Mentoring others
20. Influencing others
21. Adventure/fun
22. Competition
23. Intellectual challenge
24. Variety of tasks
25. Active/moving

Abilities and Skills

1. Building Rapport
2. Analyzing
3. Calculating
4. Counselling/Coaching
5. Composing
6. Computer Programming
7. Coordinating/Planning
8. Decision Making
9. Designing
10. Drawing or Painting
11. Editing
12. Generating Ideas
13. Persuading
14. Investigating
15. Active Listening
16. Managing or Supervising
17. Negotiating
18. Presenting/Public Speaking
19. Managing Projects
20. Promoting or Selling
21. Researching
22. Strategic Thinking
23. Teaching, Training
24. Teamwork/Working with Others
25. Writing

Traits

1. Quiet
2. Adventurous
3. Energetic
4. Hard-Working
5. Practical
6. Organized
7. Responsible
8. Friendly
9. Humorous
10. Visionary
11. Decisive
12. Serious
13. Kind
14. Respectful
15. Open-minded
16. Adaptable
17. Dependable
18. Problem-solver
19. Spontaneous
20. Resourceful
21. Determined
22. Sociable
23. Risk-taker
24. Confident
25. Outspoken



Notes and Reflections



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