

## Career Counseling Guide

### Before the Session (Steps 1-5)

1. Set up a one-on-one appointment with the student allowing 15-20 minutes.
2. Review the Personal Career Profile and formal assessments before the meeting.
3. Be ready to discuss a variety of careers related to their high interest areas.
4. Have available the student's current schedule, a progress report from each class and transcripts.
5. Other resources recommended for the session include:
  - DOT-Dictionary of Occupational Titles, Occupational Outlook Handbook
  - Access to the Internet
  - High school course description catalogue and graduation requirements
  - College catalogues

### During the Session (Steps 6-10)

6. Be prepared to listen and support.
7. Go over each section of the student's Personal Career Profile. Talk about the results of the Profile and the formal assessments. Help student analyze the results for consistency to determine if the interest and aptitude areas on the formal assessment match those on the Profile. Ask student if she/he agrees with the results.
8. If student agrees, go to step 9. If student disagrees, discuss why. Work with student to go back over the information from the Profile to find interest areas that are agreeable. Now go to step 9.
9. Discuss specific careers from step 7 and step 8. Help students narrow the field to three career choices that are realistic at this time

If the student's career choices do not appear to be realistic consider one of the following approaches to guide the student.

Strong-willed students who will not consider seemingly appropriate options can be encouraged to go through a discovery process to determine if this is the best career for them by using the Career Research materials from Lesson 18 (interview an employee, job shadow and collect information about the requirements of the job). Students will discover that they have not found a good job match and will look for another option or they will realize that they must work harder to attain this goal.

Students who are open minded listeners will more openly listen to your opinion. Help them to realise that their grades are low for the career they have selected and/or they have not taken some of the required courses.

## Career Counseling Guide

page 2

Explain that they could consider a related field, find a job and then go to school to work toward the original goal. Find out what motivates and interests the student and let this student discover their best options. Use the Standard Occupational System (SOC) or O-Net (online) to find careers related to their original career choice.

Students who are shy and lack confidence need to talk and express opinions about choices being made. Carefully look at their Profile and assessments. If their career choice seems unrealistic, you can take an indirect approach. Tell this student that he/she will need to explore further by job-shadowing and interviewing people in the field. Examine together the SOC or O-Net to read and discuss the educational requirements.

Some students will rethink their career choice at this point. If the student persists with an unrealistic choice, have them explore one or two related options. To find related job/career options that require less education, use the SOC or O-Net for ideas.

10. Once the student has selected several careers to research, have them write these on their Personal Career Profile in section 12. Students will begin career research in Lesson 18

### After the Session (Steps 11-12)

11. Respect and support the student's choice and support their exploration and research.
12. After the student completes the research, meet again to review the results. If they have not found a career they want to pursue, continue the process.

The greatest thing in this world is not so much where we are,  
but in what direction we are moving.

O. W. Holmes

### Reflection Notes

---

---

---

---

---