

GWYNEDD-MERCY COLLEGE

-CAREER SERVICES-

Your journey to career success begins here...

THE CAREER DEVELOPMENT PROCESS

1. Career Self-Assessment

The theme for this stage in the career development process is **SELF KNOWLEDGE**.

Outcome for Stage 1:

- Create a profile of yourself (including your values, interests, personality/work-style, and strengths (VIPS)).

Services & Resources:

- *One-on-one career counseling/advising*
- *Career-assessment instruments*

2. Career Exploration

The theme for this stage in the career development process is the stimulation of your **CURIOSITY**.

Outcome for Stage 2:

- Explore your options
- Match your “profile” with the requirements/description of the positions you’re interested in pursuing
- Identify and research organizations with these positions

Services & Resources:

- *One-on-one career counseling/advising*
- *Information on what you can do with your major*
- *Websites for in depth information on career paths of interest*
 - [Occupational Outlook Handbook](#)
 - [Dictionary of Occupational Titles](#)
- *Job market information & job descriptions, including the Occupational Outlook Handbook, Dictionary of Occupational Titles, & Occupational Outlook Quarterly*
- *Internship opportunities*
- *Graduate School information*

3. The Job Search

The theme for this stage is **MARKETING**.

Outcome for Stage 3:

- Create the necessary documents you need for the job search (resume, etc)
- Prepare for interviewing
- Develop an “outreach” strategy to create interviews

Services & Resources:

- *One-on-one career counseling/advising*
- *Career-related workshops including [resume writing](#), [interviewing techniques](#), and the [job search](#)*
- *[A computerized job posting system](#)*
- *[Specialized Career Fairs](#)*
- *Job Search Documents including models & samples of resumes, cover letters, follow up/thank you letter, and references.*
- *Interviewing techniques*
- *[Job search/outreach strategies](#)*

4. Success On-The Job

The theme for this stage is **PROFESSIONALISM**.

Outcome for Stage 4:

- Develop an understanding of professionalism, politics in the workplace, and paying dues
- Identify the balance you need among your career, family, & personal life
- Cultivate ways to manage your stress

Services & Resources:

- *One-on-one career counseling/advising*
- *Experiential Learning opportunities*
- *Related Workshops*

“Stay curious and enjoy the journey.”