

CAREER EXPLORATION



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Finding your “Career Sweet Spot” is a journey of identifying the intersection of:

- who you are
- what you’d like to do
- what you would be good at
- what the world needs

It’s a journey that requires self-reflection and a little bit of work on your part. However you don’t need to do it alone, it will be a guided process.



To answer the question “what is the career that best fits my unique self?” our career counselling journey will explore many of the following components:

Values-What matters to you

Personality-How you interact with the world

Interests-What holds your attention

Aspirations-What is the impact you want to have

Cultural context-Expectations of your social context (ethnic, familial and generational contexts)

Skills and Abilities-What you do well

Life and Work Experiences-including education

“Bottom line” Needs-income, work hours, stage of life needs.

So let the journey begin.....

ALWAYS
VALUED

OFTEN
VALUED

SOMETIMES
VALUED

SELDOM
VALUED

NEVER
VALUED

SUMMARY SHEET OF PRIORITIZED VALUES

Knowdell™ Career Values Card Sort

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Attributes and Strengths: Choose 10 from each column

Personal Traits	Work Traits	Social Traits
Adaptable	Analytical	Approachable
Adventurous	Articulate	Charming
Affectionate	Attentive to detail	Diplomatic
Ambitious	Broad-minded	Encouraging
Assertive	Clear communicator	Fair-minded
Attentive	Competitive	Forgiving
Authentic	Composed	Generous
Brave	Conscientious	Good listener
Calm	Consistent	Gracious
Caring	Critical thinker	Humble
Charismatic	Decisive	Imaginative
Cheerful	Disciplined	Inspiring
Compassionate	Efficient	Loyal
Confident	Ethical	Nurturing
Considerate	Fast learner	Others-oriented
Cooperative	Focused	Respectful
Courageous	Goal-oriented	Responsible
Creative	Hands-on learner	Self-aware
Curious	Independent thinker	Self-confident
Decisive	Initiative-driven	Self-disciplined
Dependable	Insightful	Self-motivated
Determined	Intellectually curious	Sensible
Diligent	Logical	Sensitive
Easygoing	Meticulous	Sincere
Empathetic	Motivated	Sociable
Energetic	Open to feedback	Spontaneous
Enthusiastic	Organized	Supportive
Expressive	Passionate	Sympathetic
Extroverted	Patient	Thoughtful
Friendly	Persuasive	Tolerant
Generous	Practical	Trustworthy
Hardworking	Precise	Understanding
Honest	Proactive	Versatile
Humorous	Problem solver	Visionary
Expressive	Productive	Warm-hearted
Intuitive	Quick thinker	Welcoming
Optimistic	Rational	Wise
Persistent	Reliable	Youthful energy
Resourceful	Resilient	Zealous

Occupational Review (pg 1 of 2)

Below, make a list of every job you've had (paid and unpaid!)
In the far left column, place a star beside the three jobs which you felt had elements about them that you enjoyed the most.

Occupational Review (Page 2 of 2)

List your “top three” job titles and write down three things that you enjoyed most about that job.

Job Title	
Three things I enjoyed most about that job:	
•	
•	
•	
Comments:	

Job Title	
Three things I enjoyed most about that job:	
•	
•	
•	
Comments:	

Job Title	
Three things I enjoyed most about that job:	
•	
•	
•	
Comments:	

Three “Special Moments” Stories

- 1) Tell me about a time when you were involved with something, did something, or achieved something that you feel good about. It doesn't matter if it's work related, or an example from the rest of your life. Describe it in as much detail as you can....

[illegible]

- 2) Tell me about a time when you were involved with something, did something, or achieved something that you feel good about. It doesn't matter if it's work related, or an example from the rest of your life. Describe it in as much detail as you can....

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Three “Special Moments” Stories *(cont’d)*

- 3) Tell me about a time when you were involved with something, did something, or achieved something that you feel good about. It doesn’t matter if it’s work related, or an example from the rest of your life. Describe it in as much detail as you can....

Personal Reflections *(Page 1 of 2)*

Complete the following statements. There are no “right” or “wrong answers here, it’s just about what is true for you.

1. The kind of work that brings out the best in me is ...
2. The abilities and talents I have received the most praise and recognition from employers and co-workers include:
3. One thing I liked about my last job was ...
4. If I was a book, this is how I would describe myself in my opening paragraph:
5. If you asked my friend(s), they would say I am:

Personal Reflections *(cont'd; page 2 of 2)*

6. I had a sense of accomplishment when _____.

7. Past experiences—work, school, or personal—that I remember most fondly.

8. If I could do anything I wanted to do, I would _____.

9. I felt most confident and capable when I was _____. My strengths I was using were_____.

10. If I could design my ideal workday, what activities would I be doing, and what skills would I be using?

11. When I did something I didn't think I could do, but did anyway, I developed the following abilities:

Themes: What have I learned about myself so far?

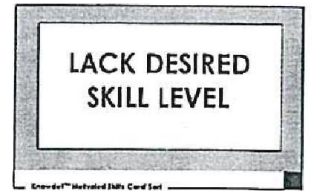
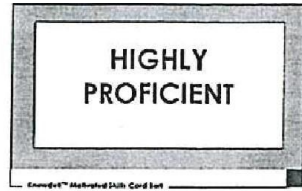
Homework from our first meeting:



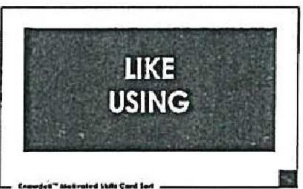
Great job! This is a good place to stop, and we'll continue at our next meeting!

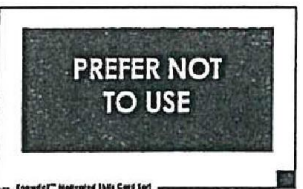
Motivated Skills Matrix™ Worksheet

Record all of your skills in the 15 cells on this worksheet











Pieces of the Puzzle Exercise

List your top Puzzle Pieces here. Then, drawing from pages 7, 8, 16, and 19, list the appropriate values, attributes & strengths, skills, and themes **that you feel fit each Puzzle Piece**, and **why**.

Puzzle Piece	

Puzzle Piece	

Puzzle Piece	

Pieces of the Puzzle Exercise

List your top Puzzle Pieces here. Then, drawing from pages 7, 8, 16, and 19, list the appropriate values, attributes & strengths, skills, and themes **that you feel fit each Puzzle Piece**, and **why**.

Puzzle Piece	

Puzzle Piece	

Puzzle Piece	

Themes: What have I learned about myself so far?

[illegible]

**DEFINITELY
INTERESTED**

**PROBABLY
INTERESTED**

INDIFFERENT

**PROBABLY NOT
INTERESTED**

**DEFINITELY NOT
INTERESTED**

SUMMARY SHEET OF PRIORITIZED OCCUPATIONS
Knowdell™ Occupational Interests Card Sort

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Discoveries...



Now that you've gone through the career exploration process, let's pause for a moment and take stock. This is your chance to step back and think about what's changed — in how you see yourself, your strengths, and your future. Writing it down often helps connect the dots in ways we might miss when it's all just in our heads. There's no "right" answer — just be honest and curious about what's come up for you along the way. Feel free to write in point form, full sentences, or whatever feels natural to you.

When you think about where you were before starting this process, how did you feel about your career future? For example: What were your expectations, emotions, or beliefs?

Tell me about any moments that surprised you. Perhaps something you discovered about yourself, a possibility you hadn't considered, or a realization that shifted your thinking.

Was there an activity, conversation, or insight that stuck with you the most? What made it so memorable?

What do you understand about yourself now that you didn't before? Think about your values, motivations, strengths, or needs.

What are you feeling more confident about now? This could be a decision, a next step, or simply a new way of thinking.

Are there any next steps you're considering or excited about exploring further?

What kind of environment or support do you now know you'll need to do your best work?

Imagine a friend or family member was feeling lost about their career. What would you tell them about doing this kind of exploration?

Is there anything else about your experience that you'd like to share — something that might inspire someone else, or even your future self?

TypeFocus Personality Assessment (MBTI®)

Regular signature:_____

Signature using other/non dominant hand:_____

MBTI® Type

Self-assessment:

TypeFocus

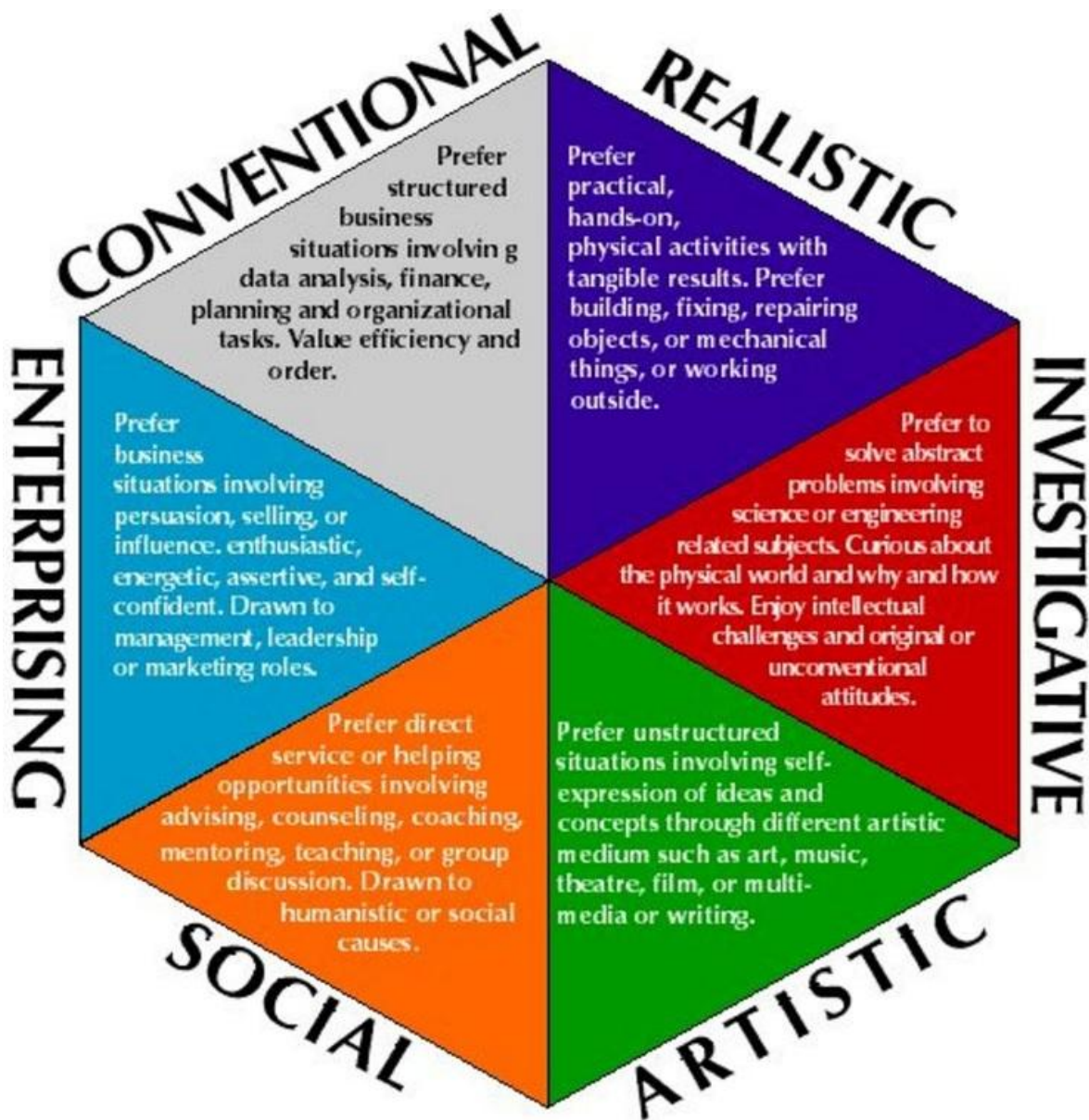
Verified

What insights have you gained?

Next steps: Note career interests

- Review the career interests that Type Focus has suggested for your personality type
- Go to <https://www.truity.com/page/16-personality-types-myers-briggs> to learn more about your MBTI® Type, and review
- Take a look at the careers section and note any suggested career options that interest you here: <https://www.truity.com/search-careers/personality-type>

Notes:



Pick your top three interest groups, the three which resonate most closely with you?

Self-assessed: _____

TypeFocus Results: _____

Holland Codes/RIASEC explanation of each letter code: (sources: TypeFocus and Psychometrics Inc.)

Realistic (the Doers)

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

The doers. They like to work primarily with objects, machines, tools, plants, animals, or in the outdoors. They want to see the physical results of their work, and do their best in work environments that are organized, clear in lines of authority, and manufacturing/industrial. They are often skilled at fixing and repairing, mechanical dexterity, physical coordination, and handling emergencies.

Enterprising (the Persuaders)

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

The persuaders. They like to work primarily with people, directing, influencing and leading others toward organizational goals and economic success. They value status, ambition, and material possessions, and do their best work in environments that are business-oriented, entrepreneurial, fast-paced, and competitive. They are often skilled at public speaking, persuading and selling, managing people and projects, and maintaining a profit focus.

Artistic (the Creators)

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

The creators. They like to work primarily with things and ideas, using their imagination and creativity to create art forms or products, or being spectators of art and music. They value beauty and aesthetics, and do their best work in environments that are self-expressive, flexible, and non-conforming. They often have ability in music and drama, writing, and/or the visual arts.

Social (the Helpers)

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

The helpers. They like to work primarily with people, helping, empowering, instructing, and caring for others. They value relationships, cooperation and consensus, and do their best work in environments that are friendly, team-oriented, supportive, and concerned with the welfare of others. They are often skilled at verbal communication, teaching and explaining, understanding others, and solving problems through discussion.

Investigative (the Thinkers)

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

The thinkers. They like to work primarily with information, analyzing and evaluating it to solve problems. They value their independence, and do their best in work environments that are unstructured, research-oriented, scientific, and intellectual. They are often skilled at scientific investigating, writing technical documents, and solving complex problems.

Conventional (the Organizers)

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

The organizers. They like to work primarily with information, recording, ordering, arranging, and managing written and numerical data. They value order, efficiency, accuracy, and security, and do their best work in organizations that are structured, stable, and predictable, with clearly defined chains of command. They are often skilled at managing systems and data, working with numbers, keeping track of detailed information, allocating resources, and using their time efficiently.

Putting it all Together!



Putting it all Together!

MBTI type: _____

RIASEC/Holland Code: _____

What this means to me:

Why do I want to work? What do I value?

What do I want to do?

I'd enjoy spending my work time doing....

Where do I want to do it?

my ideal work environment...

My top four career choices:

Why:

1.	
2.	
3.	
4.	

Occupation Comparison Charts

Values:

Occupations I am Considering:	
1.	2.
3.	4.

VALUES SUMMARY	1	2	3	4
My personal values				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Don't Value:				
1.				
2.				
3.				
4.				
5.				
6.				

Occupation Comparison Charts

Skills:

Occupations I am Considering:	
1.	2.
3.	4.

TASK / SKILLS SUMMARY	1	2	3	4
Work tasks/skills I enjoy:				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Work tasks/skills I would rather not do:				
1.				
2.				
3.				
4.				
5.				
6.				
Work tasks/skills I would like to learn:				
1.				
2.				
3.				
4.				
5.				
6.				

Ideal Working Conditions/Workplace Culture

Occupations I am Considering:	
1.	2.
3.	4.

	1	2	3	4
1. % of time spent working alone vs with others <div style="text-align: center;">/</div>				
(Circle your preference) 2. A) I prefer to take charge B) I prefer to take a back seat C) I prefer to lead by example				
3. A) I make quick decisions and take risks B) I consider my options and take some risks C) I have a low tolerance for risk				
4. The salary I want to make is: \$_____ to \$_____	\$_____ to \$_____	\$_____ to \$_____	\$_____ to \$_____	\$_____ to \$_____
5. The hours I want to work are: from _____ to _____				
6. Additional personal needs/factors to be considered: 				

Labour Market Information

Occupations I am Considering:	
1.	2.
3.	4.

	1	2	3	4
7. Education required 1 _____ 2 _____ 3 _____ 4 _____				
8. Education I bring a _____ b _____ c _____ d _____				
9. Education Gaps 1 _____ 2 _____ 3 _____ 4 _____				
10. The labour market outlook for this field is: <div></div>	GOOD FAIR LIMITED	GOOD FAIR LIMITED	GOOD FAIR LIMITED	GOOD FAIR LIMITED
RESULTS				

Notes:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.