

Career Assessment Tools

BJL's Employment Directions Program uses a number of Career Assessment Tools to assist clients in mapping out their future. The tools we use are explained in detail below.

John Holland's Self Directed Search (SDS)

SDS is an excellent resource for those who are considering an occupation but are unsure if it's the right choice or those that need ideas about where to start when researching work options. This form of *paper based* career assessment tool is used to discover your personality type and how this best 'fits' your chosen career path.

The SDS was developed by Dr. John Holland, whose theory of careers is the basis for most of the career inventories used today. Holland's theory states that most people can be loosely categorised with respect to six types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Occupations and work environments can also be classified by the same categories. People who choose careers that match their own types are most likely to be both satisfied and successful. Your SDS report can help you to understand more about yourself and how your individual skills and interests are related to your career choice.

Taking the Self-Directed Search will determine your 3-letter Holland code to help you find the careers that best match your interests and abilities. You can then explore the careers you are most likely to find satisfying based upon your interests and skills. Your SDS code will assist you in proceeding through your career development and decision-making process. No one assessment can tell you what career to pursue. Only you can make that decision. You should consider your SDS results in combination with other sources of career and labour market information.

Time frame: 2 hours in total

- One hour to complete the SDS paper based tool
- One hour appointment with an EDN Project Officer

Career Builder

Career Builder is a computer based career guidance tool designed to create positive break-throughs for clients who are undecided on which career path to take. A wide range of relevant personal factors (including skills, experience, interests, personality, values, aspirations and personal circumstances) together with relevant social, economic and labour market influences are considered. Possible barriers to decision making and goal achievement are also identified and explored.



The program is easy to use. It gathers, analyses and integrates information about the client's strengths, preferences and personal circumstances and generates a wide range of likely compatible career options for consideration. Career Builder incorporates a unique general-to-specific career exploration approach that develops lateral thinking and decision making skills. The exploration from Industries to Career Clusters to Occupations encourages this lateral thinking. All educational/occupational levels are covered.

A comprehensive and integrated report is automatically generated, together with an Action Plan. Consistencies and inconsistencies between personal strengths, preferences, circumstances, preferred options and career/ personal goals are highlighted in the report as well as restrictive skills deficits.

Career Builder encourages clients to take responsibility for their own careers. Clients learn the skills needed to make well considered career decisions, to set goals and to plan action steps to achieve their goals.

This software program is only accessible from the EDN public access computers, via the client's MyGuide login. This program requires basic computer literacy

Time frame: 2 hours in total

- 45 minutes-one hour to complete the Career Builder software program
- One hour appointment with an EDN Project Officer.

Card Sorts

Card Sorts can assist people to discover individual preferences that can impact on career choices. This is achieved through the use of Card Sorts assessment tools, which uncover the unique wants and needs of people, across a range of work and life elements. These assessment tools include:

- Career Constraints
- Occupational Work Settings
- Preferred Skills
- Work Satisfiers
- Workplace Values

Card Sorts are a well established paper based assessment tool used by clients to self-reflect on their interests, skills and values. This tool can be a helpful learning resource for promoting self-awareness, articulation of personal attributes, and personal development/career planning.

Clients are invited to sort occupations physically (listed on cards) into those they like, dislike or are neutral about. These cards once "sorted" are used by the EDN Project Officer to encourage and



stimulate discussion with client on their choices and issues, reviewing options, action planning and prioritising career exploration activities.

Time frame: 2 hours

- Two hours to complete the card sorts with an EDN Project Officer



My Future Career Action Planning

The *My Future* Career Action Planning tool is a web based career exploration activity which assists you to explore your career direction and plan your future. Activities and articles are presented to you as a set of steps in a maze. Steps are set out as follows:

- **Preparing/reviewing: Understanding your career needs.**
This step assists you to reflect on your career and understand your current career needs. It provides an explanation of what makes up your career and articles for you to read and consider.
- **Identifying: Building your personal profile.**
This step assists you to describe your interests, likes and experiences. You will need to complete questionnaires and activities to build your personal profile.
- **Exploring: Generating career ideas.**
This step allows you to use your personal profile to generate career ideas. You can explore information about these ideas and then select the ones you like as your career favourites.
- **Deciding: Sorting your career favourites.**
In this step you can sort, organise and/or compare your favourites. You can also view information about industries, occupations, courses and contact organisations related to your career favourites.
- **Summarising: Setting your career direction.**
This step provides you with a summary of your personal profile and your most preferred career favourites. You are encouraged to reflect on your summary, record your thoughts and feelings and then use your summary to describe your career direction.
- **Planning: Creating your career pathway.**
In this step you can read about career pathways and use a set of activities to set your career goals and action steps. This step will assist you to create your own career pathway plan. You can also follow your progress against the plan over time.
- **Doing: Implementing your plan.**
This step provides you with a range of articles that will assist you to develop your career pathway plan and put it into action.

This website is accessible via the EDN open access computers or any other computer with internet access. This program requires basic computer literacy.

Time frame: 3 hours

- Approximately two hours to complete the MyFuture My Guide career exploration
- One hour appointment with an EDN Project Officer.

