A Career Decision Making Model

1. **Assess Yourself**
   - Values
   - Strengths
   - Skills
   - Characteristics/Personal Style
   - Needs/Preferences
   - Interests/Passions
   - Goals/Ambitions/Objectives

2. **Opportunity Awareness**
   - Job requirements – skills, knowledge and attributes
   - Further study requirements – extension of knowledge and skills
   - Labour (Job) Market trends

3. **Evaluate Options**
   - Combine Self Assessment and Opportunity Awareness to make informed career choices

4. **Find Work Opportunities**
   - Look for specific positions and/or
   - Be open to where you can use your knowledge, skills and attributes
Resources to help with the Career Decision Making Process

As a university graduate, you will have a range of career choices. Through academic study you will have developed valuable knowledge and skills, including the ability to think and communicate effectively and a proven ability to learn.

Take the time to work out what your career choices are and what you really want to do, as making an informed decision will contribute to a successful and satisfying career path.

Career choice is an active process and should be a rewarding experience in its own right. Exploring the possibilities involves analysing yourself – what you want and what you have to offer – and finding out about different jobs in the labour market. The Career Decision Making Model provides a framework to help you discover your options.

The resource suggestions listed below can help you with this process.

1. Assess Yourself

• Book an express appointment or Career Consultation session with a Career Consultant on UC CareerHub (www.careerhub.canterbury.ac.nz).
• Use the career planning card sorts available in the Careers Resource Area.
• Borrow a career planning book.

2. Opportunity Awareness

• Log onto UC CareerHub (www.careerhub.canterbury.ac.nz) and learn more about Student and Graduate Recruitment, and immediate job vacancies.
• Attend Employer Recruitment Presentations on campus as advertised on UC CareerHub under the Events section.
• Talk with people who work in jobs you would like to do. (See ‘Informational Interviews’ on page 13).
• Refer to New Zealand and International based career planning and job search websites including:
  • www.canterbury.ac.nz/careers
  • www.prospects.ac.uk
  • www.canterbury.ac.nz/careers/documents/Graduate-Destination-Survey.pdf
  • www.careers.govt.nz
  • www.graduatecareers.com.au
  • www.prospects.ac.uk
  • https://online.goinglobal.com/

3. Evaluate Options

Some possible ways to evaluate your options in relation to what you know about yourself and your opportunities:

• Identify the pros and cons of each career choice
• Complete S.W.O.T. (strengths, weaknesses, opportunities, threats) analysis exploring each option
• Notice your ‘gut feeling’ and tap and tappin into your intuition to guide your decision
• Think about what decision making strategies you have used successfully in the past to make important decisions and apply those strategies now
• Visualise yourself having made the decision. Imagine yourself in the type of jobs you might like to do. Notice how this makes you think and feel.
• Talk with people you trust to help you make the decision e.g. parents, siblings, lecturers, career consultants, friends etc.

4. Find Work Opportunities

• Browse job websites and notice any skill shortages, demands or gaps.
• Identify an area you could contribute to, or niche in.
• Scope the news for employers/organisations.
• Talk to industry professionals for advice (see page 13).

Co-curricular Record (CCR)

Develop your work-readiness skills by participating in the Co-curricular Record (CCR). The CCR prepares you with the skills employers seek from graduates and provides a record of your involvement in pre-approved activities outside of your academic study. By participating in the CCR you’ll not only improve your chances when looking for job opportunities, scholarships and study abroad experiences, but you’ll also have fun while developing your skills in teamwork, leadership, communication, problem solving, etc. Every 12 quality hours of active participation in an activity can be claimed. The CCR is a great way to show employers how you have gone beyond study and engaged with UC and the wider community.

Career Activator Career Activator is a CCR activity option that focuses on increasing students’ employability and career management skills. The programme offers one-on-one appointments, seminars and online modules to suit individual needs. Participants are also encouraged to seek work experience. Full details on the CCR and all activities are available on the CCR webpages: www.canterbury.ac.nz/ccr

You can register with the CCR, apply to join activities and submit a claim for recognition on your Co-curricular Record through CareerHub: www.careerhub.canterbury.ac.nz