



Careers, Counselling & Pathways Service

CHOOSING A CAREER – THE STEPS

Looking at yourself:

- Goals
 - Work, educational, social, health, financial, spiritual, sporting/other interests.
- Interests
 - Include hobbies
- Abilities and skills
 - There are some generic skills desirable in most occupations:
 - Communications, interpersonal, team, computing.
- Work values and personal values
 - Include the desired balance between work and non-work activities.
- Personality
- Job-seeking skills
- How much training you are prepared to do
- How long you are thinking of working for.

Looking at the environment:

- The labour market
 - In general; In the area you want to live in NB: There needs to be a balance between your interests and the availability of work.
- Family and lifestyle factors
 - These may influence choices eg transport, sporting commitments, religious beliefs (affecting days of work), partner working shifts, family commitments.

Where to find information:

- Career markets & open days
- *Job Guide* or online at www.jobguide.deewr.gov.au
- Centrelink's Career Information Centre
- Careers websites such as www.myfuture.edu.au
- Career Voyage computer programme (Book in at the TAFE Counselling & Careers Service)
- Newspaper advertisements & Newspaper articles
- Jobsearch websites eg www.seek.com.au
- Talking to people in industry
- Talking to friends and family (Ask for the facts. Be aware of differences in interests etc between you and them)
- Doing voluntary work or work experience
- Centrelink
- Job Services Australia agencies
- Private employment agencies.