What is career planning?
Career planning and decision making are ongoing, lifelong processes that take time, energy and commitment. It involves developing an awareness of your skills, abilities, values, strengths and interests and learning about the various types of occupations that exist and their requirements.

Does MCC offer career planning assistance?
Yes! Career counselors are available to guide students in selecting an academic program; choosing potential career paths, and preparing for co-op/internships, and full-time jobs. Numerous career resources are available to assist you with the career planning and discovery process.

Meet with a career counselor who will assist you with the available career decision resources. If you are unsure or undecided about your career and academic program, get connected with Career Services (Brighton Campus, Building 3, Room 108) early in your academic career. Visit the Career Services website at www.monroec.edu/go/career and learn how we can help you find a career, search for jobs, create a resume and prepare for an interview.

Career Counseling and how it can help.
Meeting with a career counselor can assist you with the process of career planning and decision making. Here are some examples of when a career counselor may be helpful:

- “I am undecided about a career and I’m not sure which academic program to select.”
- “I have so many interests that it’s difficult for me to narrow down my options to just one.”
- “What kinds of careers can this major will lead to?”
- “I’m not really interested in the courses I am taking for my major. What should I do?”
- “I like writing a lot and am very out-going. What kinds of careers fit with these characteristics?”
- “I am unsure about salaries and employment outlook for my selected academic program.”
- “I just completed an internship and now I’m unsure about pursuing that as a career.”
- “How can I get information on a career and job search strategies?”

Where do I begin?
Start by considering the following questions:

- What are my interests?
- Do I know what my strengths are academically?
- What are some possible career directions I could take?
- How can I gain the skills and experience necessary to get hired?

Where are you in the career planning process?
Below is a list of selected strategies to assist you in getting started in the career planning process. Select those activities that are most relevant for you and begin to take action early!

Learn About Yourself.
This step involves gathering information about yourself to assist in making a decision about a career. Here, you develop an understanding of who you are and become more aware of your values, interests, abilities, aptitudes, personal traits and lifestyle, and the interrelationship between self and careers.
The following is a list of activities to start the career development process.

- Visit the [Career Services Office](#) to explore your career interests, discuss your ideas and your goals.
- Take [career-related assessments](#).
- Take a career planning course at MCC: [CDL 100 - Career Development and Planning](#), 1 credit
- Ask friends, family, instructors/professors what they see as your strengths.
- Think about the skills and values reflected in activities and jobs you have previously enjoyed.
- Participate in campus clubs/activities to further involve your skills and abilities.
- Attend workshops and presentations relevant to your career exploration.
- Take courses that interest you while fulfilling your academic goals.

**Explore Career and Academic Programs.**

Investigate the world of work in greater depth, or narrow a general career direction into a specific one through an informed decision-making process, or selected program of study. Strategies may include:

- Visit the [Career Library](#) to begin researching careers and majors/academic programs, with access career-related books, journals, websites, etc.
  - Explore our Career Profiles (career information sheets on a variety of MCC’s academic programs/majors).
- Conduct [informational interviews](#) with professionals in your field(s) of interest.
- Job shadowing: spend a day on the job with a professional in a career you are considering.
- Make an appointment to meet with a career counselor in Career Services to discuss career plans.
- Attend [career events and workshops](#) to learn about various career opportunities.
- Choose course electives to compliment your career goals.
- Consider studying abroad for a semester.
- Discuss career options with faculty members.

**Gain Practical Experience and Prepare for a Job.**

You can evaluate occupational choices and gain practical experience by exploring the following options:

- Visit [Career Services](#) to gather information on potential opportunities for hands-on learning experience related to your interests.
- Investigate volunteer opportunities and participate in career related on-campus clubs/activities.
- Utilize [Purple Briefcase](#), MCC’s online listing of regional jobs for students/alumni.
- Attend annual on-campus [Job/Career Fairs](#).
- Learn more about on resumes, interviewing, cover letters, and job searches on the [Career Services site](#).
- Submit your resume for our [72-hour Resume Critique](#).
- Work in part-time positions/summer jobs to acquire transferable skills and experiences.
- Establish connections with instructors/supervisors.

**Researching a Career**

As you begin your career journey you will need to learn more about specific types of careers, job responsibilities, training and education requirements, career tracks, salary and wages, basic skills needed, challenges, etc. Visit the Career Services site for resources with [reliable and detailed career planning information](#), including advice from professionals in the field.

**Utilize the Resources in the Career Library**

The Career Library includes a collection of career planning books, periodicals, and other resources with information on current career outlooks, salaries, educational requirements, and other occupational information. These resources are available to help you explore careers, including those occupations requiring bachelor and graduate degrees.