Career Planning Steps

Freshman Year

1. Assess yourself & explore majors.
   a. MCIS, ISEEK, MN Careers, O*NET – all computerized, interactive programs with interest and values assessments that match up with careers.
   b. Strong Interest Inventory and the Myers-Briggs Type Indicator - $35.00 each. Interest and personality style assessments with 1.5 hr interpretations by our counselors. Call the Career Center for information at 952.358.8638 or 8261.
   c. Meet with our career and academic planning counselors by appointment.
   d. Take general education courses – eg. Minnesota Transfer Curriculum or AA degree. The variety of classes may help you identify career interests and strengths.
   e. Use the Career Center library and the interactive computer programs to pinpoint careers that might suit you. Computer programs also contain information on job description, outlook, salary, and education.
   f. Start researching colleges and looking at transfer guides – all of this info is available in the Career Center.
   g. College visits – meet with college reps. Three large visits per year from the U of M, Minnesota State Universities and Private Colleges. Watch for announcements in bulletin and around Career Center.
   h. Choose a major at the end of your freshman year or the beginning of your sophomore year.

Sophomore Year:

1. Select a major and develop career goals
   a. Continue to meet with college reps during their visits to Normandale.
   b. Make sure your academic classes support your pre-major courses.
   c. Continue to use the Career Center to further research a career.
   d. Meet with our career & academic planning counselors for guidance.
   e. Volunteer for organizations that are related to your career of interest – volunteer experience will also be a plus when you are applying to a four-year college and future employment.
   f. “Job shadow” professionals in your field of interest.
   g. Arrange “Information Interviews” with people who work in your field of interest - info in Center.
   h. Talk to your professors.
   i. Continue to research colleges and utilize transfer guides in the Center.
   j. Meet with our career & academic planning counselor or advisors to do a graduation check for courses completed.