

CAREER RESEARCHING GUIDE

1. Take a variety of career assessments to identify careers that match your interests, values, aptitudes and personal preferences. OTC's Counseling & Career Resources department offers career counseling services free-of-charge for members of the OTC community. Career counseling can include the following: 1) career assessment; 2) thorough review of assessment results; 3) discussion of career researching techniques; and, 4) exploration of effective career decision-making methods. All of our services are provided in a private setting by our staff of counseling professionals. You may also want to check out the following sites for a variety of self-scorable career assessments:
 -The Keirsey Temperament Sorter <http://keirsey.com/>
 -JobStar-Free On-line Career Tests <http://jobstar.org/tools/career/career.cfm#Dol>

2. On a separate piece of paper, write down **every** career about which you would like to learn more. These might be careers that have been identified from your career assessment results and/or careers that you have already been considering.

3. Research careers OBJECTIVELY
 - Occupational Outlook Handbook <http://www.bls.gov/oco/>
 - O'NET OnLine <http://online.onetcenter.org/>
 - COIN Career Guidance System (For information on careers, scholarships, and colleges. This program, labeled "Coin Career Library," is located on the Learning Resource Center's (library) homepage beneath Reference Databases. <http://library.coin3.com/ReportDetails.cfm?DF=1&URLPATH=%2Fmain%2Ecfm%3Fbrowser%3D>
 - Vocational Biographies (Username= Ozark TCC; Password= 6WFU) <http://www.vochiosonline.com/index.php>
 - College Catalogs (look at course requirements, course summaries, transfer information. Most college catalogs can be accessed through the Internet).

4. Research careers SUBJECTIVELY
 - Take classes related to your field(s) of interest. These might be credit or non-credit courses.
 - Speak to people who work in your field(s) of interest.
 - Speak to instructors about their programs.
 - Visit OTC's Career Employment Services to: research job descriptions, current wages, and the future outlook; review job listings from employers that have called OTC; access hundreds of job openings on the Internet; receive help in writing a resume or filling out a job application. Call their office to set up an appointment: 417-447-6964.
 - Job Shadow/Volunteer

Additional resources for career exploration

WHAT ARE YOU WORTH? http://www.salary.com/	COLLEGE BOARD CAREER SEARCH http://www.collegeboard.com/html/careerbrowser.html
AMERICA'S JOB BANK http://www.jobbankinfo.org/	CAREERS.ORG (4,000 links to jobs, ed. info. & career svcs.) http://www.careers.org
CAREER ADVICE (articles & career search tips) http://www.careerjournal.com	USA TODAY JOB CENTER (w/salary/cost of living wizard, job search/placement info) http://usatoday.com/money/jobcenter/front.htm
College Recruiter (for job and school seeking individuals) http://www.collegerecruiter.com	NAT'L ASSOCIATION OF COLLEGES & EMPLOYERS http://www.naceweb.org
PETERSON'S (college searches, test prep & Fin. Aid) http://www.petersons.com/	ADVANCING WOMEN CAREER CENTER http://www.advancingwomen.com/awcareer.html
MSU CAREER CTR. (What Can I Do With This Degree?) http://careercenter.missouristate.edu/WhatCanIDoWithMajor.htm	Information on high growth, in-demand occupations along with the skills and education needed to attain those jobs. http://www.careervoyages.gov/index.cfm
CAREER CHOICE/SUCCESS AND MUCH MORE http://www.princetonreview.com/careers-after-college.aspx?uidbadge=%07	AMERICA'S CAREER INFONET (demographic by state) http://www.acinet.org/acinet/
UNIV OF MISSOURI CAREER CENTER WEBPAGES http://career.missouri.edu/students/explore/	XAP STUDENT CENTER http://www.xap.com/
CAREER EXPLORATION LINKS http://www.uhs.berkeley.edu/Students/careerlibrary/index.shtml	CAREER EXPLORATION: The Personal Side of Work http://www.jobprofiles.org
THE VAULT http://www.vault.com/index.jsp	SALARY CALCULATOR (relocation/cost of living comparison) http://www.homefair.com/
JOBSTAR CENTRAL - CAREER GUIDES INDEX http://jobstar.org	EMPLOYMENTGUIDE.COM (career links and advice) http://www.employmentguide.com/careerservices.html
Business Week Career Exploration (job search/career info) http://www.businessweek.com/careers/index.html	About.com: (from career asses. to job info-comprehensive!) http://about.com/careers/
MISSOURI CAREER SOURCE https://www.missouricareersource.com	OTC's Career Employment Services http://www.otc.edu/students/offices/employment/index.php

Please call us when questions arise during your career exploration process!

OTC's Counseling Services 417-447-6974 <http://www.otc.edu/students/offices/counseling/index.php>

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