

CHOOSING A CAREER

*If you can imagine it,
you can achieve it.
If you can dream it,
you can become it.*

This brochure may help the reader to make an informed decision in choosing a career and be successful. It aims at helping a person to make a start by outlining some stages to be considered while making a career choice. It is just an introduction and will need study of resources to find more.

Career once associated with paid employment in a single occupation or job, is now recognised to have many stages. It may include further study, volunteer work, part time work, self-employment, etc. An individual is therefore likely to undergo many changes in their work and status, and may have to change employer(s) during the course of their career. To manage these changes positively, an individual should be prepared to keep learning throughout the career.

Success in life may mean differently for different people. Webster defines success as, anyone who is rich, respected or famous. Some people agree while others may consider to see it differently. Some may think it to be the happiness derived from good relationships and achieving personal goals. So every individual may define success in life or career, based on his/her experiences.

Career Success cannot be defined in standard terms for all. However, some of the following factors could determine the career success for an individual, i.e., if one is:

- ✓ Happy to do that work majority of time
- ✓ Earning enough to live respectably and is financially stable
- ✓ Getting promoted on regular basis
- ✓ Having enough flexibility and freedom of action
- ✓ Allowed independence, social interaction and has challenges and creativity in ones career.

STAGES OF CAREER PLANNING

A multi-stage model is usually followed in Career Planning, which includes the following:

SELF-AWARENESS

This is the most important aspect of oneself that one needs to know while making career choices. One can improve and gain greater understanding of one's interests, values, skills, aptitude and other personality traits, etc., by identifying some or all of the following parameters:

- **Self-Interests:** Personal Interest impacts significantly while making life choices. Likewise, it plays a pivotal role while deciding about a career. The word also is used for work related interest and way of working.
- **Personal Values:** Are things that one considers important and is motivated to perform. Effort, commitment, and motivation that a person brings into a job have direct relationship to the perceived values in it.
- **Personality Type:** Personality is a complex attribute. The aspect of personal preference has a proven relevance to the career decision making. Discovering and understanding one's personality type can help relate to the career choice.
- **Personal Skills:** Are crucial in enabling an employee to work effectively. A range of employability skills should be studied and areas of weakness be addressed to become prominent in competition.
- **Personal Circumstances:** This factor is beyond one's control but has to be taken into account while making a career choice. It could be family obligations, social responsibility, some kind of disability or financial circumstances etc.

OPPORTUNITY AWARENESS

After due cognisance of self in terms of interests, values, personality, skill and personal circumstances, one can start to relate themselves with their careers and jobs. Opportunity awareness is an important step to decide future course of action which may involve: -



- **Start looking for a job based on graduation**, relevant to the subject and personal self. An individual can take help from web pages, old alumni network, industry job fairs etc.
- **Depending upon personal circumstances and interest**, decide to opt for higher studies in local universities and abroad. In most careers, further academic or professional qualifications are essential or an advantage, detailed understanding however is important before venturing.
- **Self-employment is also a trendy option**, many fresh graduates are entering into this field and are doing well in a variety of sectors. However, it largely depends on the values and skillset of the graduates.
- **Taking Time Out is also an option where while taking a break**, one could improve qualifications, gain specialised experience, improve skill set confidence etc.

CAREER EXPLORATION

Exploration of careers is the next step for career planning and involves the following steps: -

- **Researching Career:** Career research helps explore possible career pathways, get behind any superficial impression of a career, and identify any potential issues which need to be tackled for success. Some useful information may involve: -
 - ✓ What does the job really involve?
 - ✓ Skill and qualifications that an employer is looking for
 - ✓ Do I need further study or training?
 - ✓ How to get relevant work experience?
 - ✓ Job vacancies advertised and where?

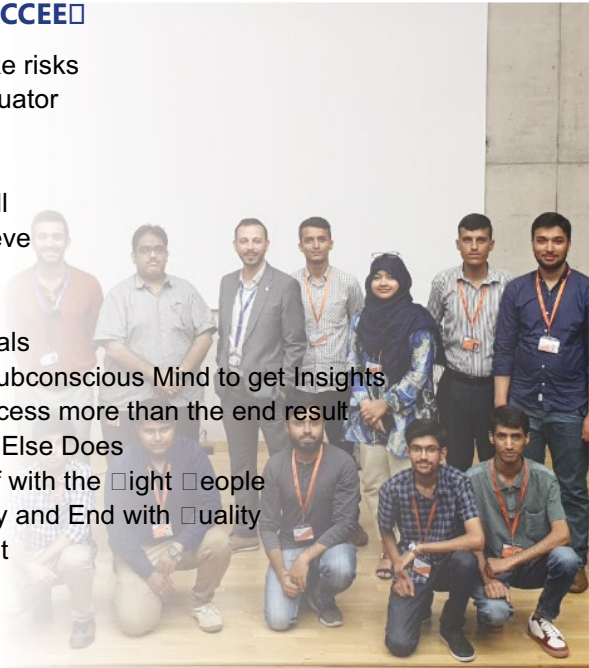
- **Networking:** This involves using personal contacts to meet people who could share information about the job one is interested in or refer to people they know who work in the target occupation. Make use of their friends, relatives, teachers, past and present employers and people they might know.
- **Work Experience:** Any work experience like part time work, internship, campus role or even volunteering, etc., can be valuable in assessing its suitability for long term career option. Finding what is right for an individual is equally suitable as knowing what is suitable. Reflecting on the work experience can greatly help to know what one learnt and gained from it.

DECISION MAKING AND TAKING ACTION

The final stage is bringing everything learnt about self and the opportunities together to choose a career. There are many openings and opportunities, but it takes time and effort to find a way through. The decision making should be done after due consultation with a qualified person, may be a Career Counselor/Advisor. The decision is always personal, however, the career advisor could identify an individual's skills and interest, offer advice on how to research options and give tips on how to search and apply for a job.

10 TIPS TO SUCCEED

- ✓ Take initiative, take risks
- ✓ Be your own evaluator
- ✓ Be ready to learn
- ✓ Anticipate needs
- ✓ Communicate well
- ✓ Set goals to achieve
- ✓ Show, don't tell
- ✓ Gain trust
- ✓ Set Ambitious Goals
- ✓ Transform your Subconscious Mind to get Insights
- ✓ Focus on the Process more than the end result
- ✓ Work like no One Else Does
- ✓ Surround yourself with the Right People
- ✓ Start with Quantity and End with Quality
- ✓ Expand and Adapt



Career Selection and Success in career is a result of correct mindset. Success has a different connotation for each individual. However, only those people succeed who set high and long term objectives for themselves, and work vigorously to achieve them. This Brochure is to act as simulator to invigorate you to define your own meanings of success in life, set your own objectives and thrive to achieve them to Succeed in Career and Life.

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