

Summary of the Career Exploration Coaching Process

1. At the start, you are working with the client to create two lists for Career Exploration:
 - **Possible Positions** (derived from what they have thought of in the past, interviewing of or discussion with the client, inventories, exercises, lists)
 - **Criteria** for Evaluation of Possible Positions (derived from Assessments, and your interview of / discussions with the client, Client Activities)
2. Sources of items for these lists include:
 - Interviewing the client – Both
 - Assessments
 - VIA Signature Strengths - Both
 - Keirsey Temperament Sorter or Myers-Briggs Inventory (MBTI) - Both
 - Desired Career / Business Characteristics Inventory – Criteria
 - Learning Style Inventory - Both
 - Holland Code (RIASEC) – Possible Positions
 - Activities
 - Barnes & Noble Career Exploration Activity – Possible Positions
 - Ask Your Friends Activity – Possible Positions
 - Your Ideal Job Exercise – Both
 - Career Lists – Possible Positions
3. Add the **Criteria List** to the **Criteria** spreadsheet in the second column in the **Career Matrix**.
4. Next, look for duplicates in the **Criteria** list and eliminate them
5. Next look for double negatives and rewrite them as necessary.
6. Help the client apply **Criteria Weights** (1 [low is not important], 3, 5, 7, 9 [high is important]) to the **Criteria** (e.g., Prestigious, Not at a Desk, Social) based on which is most important to them.
7. Next, review the **Possible Positions List** and help the client eliminate occupations that aren't feasible or not truly desirable.
8. In the **Matrix** spreadsheet of the Excel **Career Matrix**, in the first white space add the client's Current Position as a baseline. (That way they can compare their current position's score to the that of the **Possible Positions'** scores).
9. In the **Matrix** spreadsheet of the **Career Matrix**, add the **Possible Positions** to the left column, in the white horizontal boxes, one every other line.
10. Help the client rate their current position against each Criteria.
For Example, for Engineer, "How much Prestige does it have (1 [not much], 3, 5, 7, 9 [a great deal])?"
Note: Help the client see, for their current position, the low ratings that might be company or boss specific. Start with the first job, and do at least 3 examples with the client, if not all of them. Help the client rate how much of each Criteria each position has.
11. Help the client identify which **Possible Positions** have highest scores (the spreadsheet multiplies the **Criteria Weight** with the **Possible Position Rating** to create a score for that **Criteria**, then add all the **Criteria Scores** together for that job for a **Total**).
12. Next, help the client see if they are truly interested in the Top 3-5 highest scoring **Possible Positions**.
13. Help the client decide on at least 3 top positions to do research on or start applying for.