GW | School of Engineering & Applied Science
W. SCOTT AMEY CAREER SERVICES CENTER

The first step in finding what is the best career for you is learning about yourself. This guide will help you identify, analyze and create an action plan for your career exploration. We start this process by reflecting on ourselves and our goals; however, at any point in this process, you can schedule a 1:1 advising appointment with one of our career advisors through Handshake.

Step 1: Beginning the Exploration

Before starting to look for jobs, you might consider looking what are the skills, interests, and values that guide you.

- Skills: Throughout your life, you have acquired competencies that will be useful at the workplace. These competencies can be hard skills (ie. Javascript, Mathlab,SQL, Python, AWS, MySQL, etc.) or soft-transferable skills (Communication, Teamwork, Critical Thinking, Adaptability, etc.). For the soft skills, you can ask a friend for help identifying them.
- Values or beliefs we develop from early childhood from our family, culture, education, and other socialization we endure. Once you identify your values, you can ask yourself:
- Interest: Reflect on activities (school, work, or leisure) you participated in the last year. What did you enjoy about each one? What will you do again?
- Personality Traits: Can define your experience and interact with the world. Knowing your personality traits can help you understand your career path preferences.

Example

Skills What talents and skills come naturally to you?	Values What is important to me? What would a perfect day look like?	Interest What courses and topics spark your interest? What about them do you enjoy?	Personality Traits What adjectives would your friends or family use to describe you?
Autocad	Stability and security	Investigate	Communicative
Amazon Dynamo DB	Collaborate	Hands-on jobs	Honest
Mathlab	Autonomy	Investigate	Logic
Communicative	Result oriented	Working with numbers	Perseverant
Autonomous	Feeling accomplishment	Develop new things	Open to new ideas

Using a Personal SWOT Analysis can help you assess your values, interests, and skills. This tool can help you identify and analyze your strengths, weakness, opportunities, and threats. Additionally, it can help you recognize your talents and find new opportunities to develop your skills.

Step 2: Job Catalogues

In the section, you can include as many jobs as you desire to explore and populate each section to better understand the targeted jobs. To complete these sections, you can go to O*Net OnLine or select three job ads and include in the section the commonalities found.

For salary overview, you can go to website career outcome in each program tab, Glassdoor, Payscale, Levelsfyi, or any other salary data website. Remember that this site is to benchmark, and some discrepancy is expected within each job, company, or industry.

Example:

Job name: Data Scientist

Description: Develop and implement techniques or analytics applications to transform raw data into meaningful information using data-oriented programming languages and visualization software. Apply data mining, modeling, natural language processing, and machine learning to extract and analyze information from large structured and unstructured datasets. Visualize, interpret, and report data findings. May create dynamic data reports.

Task	Skill Needed	Salary
- Analyze, manipulate, or process large sets of data using statistical software. - Apply feature selection algorithms to models predicting outcomes of interest, such as sales, attrition, and healthcare use. - Apply sampling techniques to determine groups to be surveyed or use complete enumeration methods. - Clean and manipulate raw data using statistical software. - Compare models using statistical performance metrics, such as loss functions or proportion of explained variance. - Create graphs, charts, or other visualizations to convey the results of data analysis using specialized software. - Deliver oral or written presentations of the results of mathematical modeling and data analysis to management or other end users.	**Technical:** - Analytical or scientific software: IBM SPSS Statistics; SAS; The MathWorks; Matlab - Database management system software: Apache Hadoop; Apache Hive; NoSQL. - Database user interface and query software: Amazon Web Services AWS software; PySpark; PyTorch; Structure query languages SQL. - Development Environment software: Microsoft Azure Software; Scikit -learn - Object or component-oriented development software: C++; Oracle Java; R, Scala **Behavioral Competences** - Communication - Business Acumen - Critical Thinking - Teamwork - Adaptability - Intellectual Curiosity	$000000 to $0000000 **Target Industry/Companies** - Booz Allen Hamilton - Deloitte - Leidos - World Bank **Sources to research about the job** - Academic Data Science Alliance - Institute for Operation Research - ESOMAR

Step 3: Career Action Plan

Once you have established the job/s you want to pursue, you might consider developing an action plan to leverage skills that might be missing or need further development.

What steps do I need to take to leverage the gaps I have for my targeted jobs?

Status	Goal	Task	To be completed
Done	By June 30, 2022, complete the certificate to attain SQL and Bigquerry credentials to enhance my skills.	From Data to Insights with Google Cloud in Coursera	June 30, 2022
Pending	Scheduled at least 4 networking meetings by December 2022 to boost chances to get interviews in targeted companies	• Look for people in LinkedIn • Write email • Scheduled meeting • Write fallow up email	December 31, 2022

To write your objective, you can consider using a SMART method to make it as effective and actionable as possible.

Specific: What needs to be accomplished? What action needs to be taken?
Measurable: What data will measure my goal? (How much? How many? How often?)
Achievable: Is the goal doable?
Relevant: How well does this align with my broader goal?
Time Bound: What is the time frame to accomplish the goal?

Career Exploration Sheet

Step 1: Beginning the Exploration

Skills What talents and skills come naturally to you?	Values What is important to me? What would a perfect day look like?	Interest What courses and topics spark your interest?	Personality Traits What adjectives would your friends or family use to describe your?

Step 2: Job Catalogues

Task	Skill Needed	Salary
		Target Industry/Companies
		Sources to research about the job

Step 3: Career Action Plan

Status	Goal	Task	To be completed