



## CHANGING CAREERS: STEPS TO EXPLORING A NEW CAREER

### QUESTIONS TO ASK YOURSELF

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- What are my reasons for needing a change?
- Do I want a new occupation or a new industry doing the same job?
- Am I willing to complete more education/training?
- What skills do I have that may transfer to another occupation?
- Am I willing to possibly take a step backwards, both in level and salary?
- Am I willing to relocate?

### SELF-EXPLORATION

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- Define interests, skills, and values that you want to take with you to your new position
- Career Assessments (MBTI, Strong Interest Inventory, FOCUS 2)
- Define your “ideal job”
- Review previous performance reviews

### CAREER EXPLORATION

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- O\*NET <https://www.onetonline.org/>
- Bureau of Labor Statistics <http://www.bls.gov/>
- Informational interviews with people in careers of interest

### COMPANY/INDUSTRY RESEARCH

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- Hire-A-Muskie <https://xavier-csm.symplcity.com/>  
*Online job search database offered through Career Development*
- Hoovers (<http://www.hoovers.com/>)
- Local newspapers, current events

### NETWORKS

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- Friends, family, co-workers
- Xavier alumni
- Hyde Park Job Search Focus Group <http://www.jobsearchfocusgroup.com/>
- LinkedIn <https://www.linkedin.com/>
- Volunteer to help the community and gain skills/experience
- Xavier University Career Fairs  
*Fall Career Fair (September), Spring Career Fair (February), Southwest Ohio/Northern Kentucky Education Career Fair (April)*