

Tips for Using MyPlan

- If an occupation you have been considering is not among the top choices on your CareerMatch list, don't despair! It doesn't mean that occupation is not a good option for you. The main thing is to research any potential occupation until you can make a truly well-informed decision. Knowing your personality type, occupational interests, preferred skills, and work values (assessment results) can be helpful in any occupation you choose.
- If you want to research an occupation that is not on your CareerMatch list, click on the "Careers" tab and type the name of the occupation in the career database box. This will bring up a list of occupations in that category. Then click on the occupation you want to explore.
- Be sure to look at **all** the pages of occupations on your CareerMatch results. The default on the program is set to display 20 occupations per page, and there may be many pages to show your matches. You can change the number of occupations displayed by using the display box on the lower right of the first page of your CareerMatch results.
- To see additional occupational lists you can use the settings box on the CareerMatch page to adjust the % of each of the assessments that is used to produce your list. For example, if you would like to see an occupational list based 75% on your personality and 25% on your values you can type those percentages into the boxes and formulate a new list. If you want to see a list based on a single assessment use the "Which Test?" box to choose that assessment.
- If your CareerMatch list has a lot of industrial occupations and these are not of interest to you, try eliminating the Skills assessment from the composite score as described above.
- Another way to see additional occupational lists is through the "What Level of Education?" box. Here you can see what occupations come up when you choose "4 Year Degree", or "Graduate Degree or Higher", etc.
- We highly recommend you read all the information on any occupation you want to consider. Looking at the second page of an occupation, you will find (among other things) the actual job duties and activities (skills). This information is very helpful when it comes to deciding whether or not an occupation is a good match for you, writing a good resume with appropriate skills words, and knowing the correct vocabulary when interviewing for a position.
- We also encourage you to have fun with the community, video, Top Ten Lists, and other features on this comprehensive website! After completing MyPlan, if you are still unsure about your major or career path, contact us for individual career coaching at 651-2345. We have more tools available and will work together with your specific situation to determine steps you can take toward making the best possible choice.
- Once you have determined your major and some occupational targets, take advantage of our additional services to support your success. These include: internships, job shadow opportunities, coaching on the essentials of effective job search, résumé and interview assistance, on-campus interviews, career fairs, and others.