

CAREER SERVICES CENTER

Seattle Central Community College

High School Completion – International Education Programs Gateway to Career Development Project Instructions

The Career Services Center at Seattle Central Community College encourages you to visit our office (BE 1102E) to obtain assistance with each of these steps. More information is also available on our website: www.seattlecentral.edu/careercenter. You must complete each of the following steps and then bring it to the Career Services Center for an evaluation.

1. Complete at least three assessments on WOIS, the Washington Occupational / Career Information System: www.wois.org.
 - a. On the left hand tool bar, click “Assessments.” Complete three out of the four assessments, including the Career Interest Areas, the Interest Profiler, the Skills Assessment, and/or the Work Importance Locator.
 - b. Print the summaries from each of these assessments.
 - c. Note: You do not need to create a portfolio in WOIS.
2. Complete a Myers-Briggs based personality test: www.oswego.edu/plsi/.
 - a. On the left hand tool bar, click “Take the PLSI.” Carefully read the instructions and complete steps 1 through 4.
 - b. Make an appointment in the Career Services Center to have your results interpreted and to receive a personality type informational packet.
3. Create an outline or list of careers that come up as trends from the various assessments you have completed.
4. Meet with the program supervisor in the Career Services Center to discuss the outcomes.
 - a. Take notes at this meeting outlining your next steps.
5. Create a resume
 - a. Pick up a step-by-by instructional handout at the Career Services Center.
 - b. Make an appointment to have your resume critiqued by one of the staff in the Career Services Center. Make sure your reviewer signs your draft as proof of a completed critique.
 - c. Include your first and final draft of your resume in your portfolio.
6. Write a reflection paper which explains, in detail, the steps you have taken for this assignment, what you have learned, and plans you have made towards your academic and career goals. Be specific and do not forget to include what your plans are for after you have completed your studies at Seattle Central Community College. (1-2 pages, double spaced, 12 font)
7. Enclose all of your above work into an attractive portfolio. Include a brief cover letter explaining its contents and your hopes/dreams for the future.
8. Make an appointment in the Career Services Center, BE 1102E, for a final evaluation of your completed Gateway to Career Development portfolio.