

The New Advisor Guidebook: Mastering the art of advising

Chapter 7 - Career Advising: The intersection of internal and external information

Reader Learning Outcomes

The reader will:

- Apply Gordon's 3-I model to determine the types of information needed for effectively advising students
- Understand Amundson's model of skillful interviewing for clarifying students' basic decision-making challenges
- Identify current, timely, and accurate sources of occupational information
- Be able to explain the benefits to students of integrating career and academic advising

Aiming for Excellence discussion questions and activities

- To connect and become comfortable with career development and career advising, first accept that everyone goes through the process. Writing about your own career journey may help you connect with others sorting out the same or similar issues. It will also help you connect with tasks involved in career advising. Begin by writing your own career autobiography and consider the reasons you liked or disliked certain jobs. Identify the most satisfying work-related experiences. Think about influential people in your work choices and pinpoint the reason they exerted an impact. Determine career-related questions or struggles that remain unanswered or unresolved. Identify obstacles overcome or in your current path.
- Conduct a scavenger hunt on campus to discover the available career-related resources. Visit identified units to learn more about their role, scope, and mission. Ask permission to observe or audit one or more career classes to build your career knowledge base.
- Sign up with Career Services to learn about the career development process as students experience it. Become familiar with the assessment instruments used and the educational requirements (if any) for administering them to students. If pencil-and-paper assessment tools are not used, request access to any online career assessment and exploration programs used by your institution (e.g., Focus2, Kuder, SIGI³). Pretend to be in the process of making important decisions: You may reconnect with an ignored calling.
- Practice administering one of your favorite assessments with a willing colleague (or family member). Your practice should include helping students prepare for the assessment, administering the instrument (if part of the advising role), interpreting the results, and helping the person understand ways to use the output in making important decisions. Investigate information sources that can help answer the ubiquitous question "What can I do with a degree in ___?" Review the data until you can easily name 5 to 10 of the most common jobs associated with any given major and typical employer types (e.g., federal or state agencies, retail stores, private firms, major hospitals, hotels and restaurants, entertainment). Become familiar with key personality characteristics for each of the common jobs because they relate to high levels of job satisfaction.
- Become a member of NACADA to gain access to all published and online materials. Join an electronic mailing service (e.g., Listserv) that deals with career advising and development to

communicate with a broad community about situations, concerns, and questions. Share and compare best practices. Networking with others across institutional types proves an ancillary benefit as you become a recognized commodity in a professional organization. Get involved!

- Register in a career development course with the aim of equipping academic advisors with career advising skills.