

The Seven Steps of the Career Advsing Process within the Umbrella of Gordon's 3-I Process

Inquire

- 1) Establish Rapport/build working relationship with student
 - a. How is your Semester going? What are your thinking about today that I can assist with?
- 2) Determine student's knowledge base and assess needs. Remember to consider what is not being said.
 - a. I understand that you would like to choose some classes. Are you willing to explore a little to find options for free electives that tie in with future goals?

Inform

- 3) Explaing and help students understand the valuable connections that exist between self-awareness, educationa choices, occupational information, and academic and career planning.
- 4) Explain and help students select interventions to assist in self, major, and career planning
- 5) Set career advsing goals with the student. Help student to see the outcomes that will result from set goals.
 - a. So, tell me about your plans for this major and how you would like to use it after graduation.
 - b. What are the ares of work that interest you?
 - c. Have you thought about your values as they relate to the work world?
 - d. May I tell you about some resources that you can use to investigate various jobs related to your major?
 - e. Are you willing to use some of the resources to explore careers and then we can tie some of your course selections to your ideas for the future?
 - f. Let's summarize what you plan to accomplish before our next appointment.

Integrate

- 6) Review and integrate gathered information including intepretation of exploration results and affirm or formuatle thoughts and choices about major and career plan.
- 7) Evaluate and plan any short or long term follow up with the student.
 - a. I am glad you are here to share the results of your exploration, lets take a look.
 - b. Which jobs are most interesting to you? What did you learn when you researched them?
 - c. How does your research tie in with the cours you are thinking about?
 - d. Would you like to return to discuss this again?