Summary of Self-Assessment 7 Step Approach, 7 Steps to Building Your Environmental Career, and Six Strategies to Find Your Green Career

Self – Assessment- 7 Step Approach (Taken from “Great Jobs for Environmental Studies Majors” by Julie Degalan and Bryon Middlekauf; Julie Phillips Power Point Presentation)

1) **Authors developed a Self Assessment Tool:**
   a) You must acknowledge that you are a blend of experiences, values, needs, educational experiences and goals
   b) This provides the foundation for planning your further education and career options

2) **7 Step Approach Self – Assessment:** To develop strategies for further education and career opportunities, you should:
   a) Assess & understand your personal traits (your unique personality - accurate, active, aggressive, artistic, cautious, confident, critical, persuasive, polite, precise, problem solver, quiet, reliable, resourceful, spontaneous, tactful, verbal, etc.)
   b) Identify your personal (work) values (principles that you hold in high regard & qualities that are important and desirable: autonomy, cooperation, effectiveness, achievement, humor, moral fulfillment, risk, security, status, etc.)
   c) Calculate economic needs (develop realistic budget, examine starting salary, etc.)
   d) Explore your long-term goals (jobs fulfill basic “lower level” needs but as we change, our expectations of our work changes - people often grow more than their job – need “higher level” fulfillment)
   e) Assess your skill base (capabilities that can be developed in school, at work or through volunteer work and then used in job setting). General skills include reading and writing skills, basic computation ability, thinking critically & communicating effectively.
   f) Recognize your preferred skills (skills you are most interested in using - which do we want to use within our job)
   g) Assess skills needing further development (define the “gap” between qualifications required for a specific job and skills you possess). Skills you do not currently possess. Skills you can develop on-the-job or through further education.

7 Steps to Building Your Environmental Career (Taken from “The Eco Guide to Careers That Make a Difference” by The Environmental Careers Organization)

1) **Authors discuss seven steps to build your environmental career:**
   a) **Know yourself:** Various analyses such as methods used by guest lecturer Esther Sylvan.
   b) **Get focused:** What do you want to create in the world? Narrow down your search, get started.
   c) **Know what’s going on in the world around you:** Four major categories: economic/social trends, issue-specific trends (i.e., Interest in global warming? Need information on leading policy, action, funding, research), sector-specific trends, employer-specific trends (information about organizations of interest to you)
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d) **Start growing your career network** - reciprocity = give more than take; referrals; quality - the right people; get out there - meetings, admire someone’s work? Send a note, call; thank you note; maintain relationships

e) **Get the targeted skills and experience you need** - communication, collaboration, creative, innovative, broad environmental science understanding, analytical/critical thinking/problem-solving, positive attitude/willingness to work hard, information technology skills (i.e., GIS), leader, occupation specialty, “customer” orientation

f) **Master the job search basics** - career centers

g) **Be a great performer** - for career advancement

**Six Strategies to Find Your Green Career** (Taken from “Six Strategies to Find Your Green Career” by Carol McClelland, PhD.) [www.GreenCareerCentral.com](http://www.GreenCareerCentral.com)

1) **Author states that making a successful career change takes strategy so that you can work efficiently and effectively as you embark on your adventure.**
   a) **Identify Your Green Niche** - Where do your talents, passions, and personal style come together in a career that fits your personal and professional needs? Remember a niche is specific and focused. Your best strategy is to list all of your green and non-green interests. (As a starting point, return to the topics you marked during the Green Career Tour). See what patterns and themes surface.
   b) **Picture Your Ideal Work Setting** - What kind of work setting makes you feel most satisfied and fulfilled (outside, office, moving around, what about commuting)?
   c) **Explore Your Possibilities** - Learn as much as you can about your desired green career and the related industries. Clarity will help you stay focused during your research (online research, informational interviews, volunteer, intern, committee member, part-time job).
   d) **Choose Your Path** - Create a plan to take you from where you are now to where you want to be in the future. The details of your next step depend on your situation and your goals. You'll need to determine whether your next step is to get some more experience, get a position in a sustainable company, give back to your community, get more education (degree, certificate). Create an action plan!
   e) **Build Your Network** - Remember, who you know can make all the difference in your quest. Make a list of all the people you know—from all areas of your life, get productive leads by articulating your goals clearly and simply (so they remember your needs if a good match comes up), interview people about their work, company, or education.
   f) **Take Action!** - Your actions will depend on the action plan you created: greening own work habits, being of service in your community, internship, part-time job, volunteer position, apply to the school of your choice, actively search for your green job, search for a sustainable company that matches your interests, implement your green business plan. Remember that making a career change is more of a journey than an event. Don’t get discouraged if you can’t move directly into your ideal green career immediately. Stay informed about the current trends in your immediate industry and the green economy. Nurture your network contacts.