4-STEP
CAREER
DEVELOPMENT
PROCESS
INTRODUCING.....

THE 4-STEP CAREER DEVELOPMENT PROCESS AT GRCC

The 4-Step Career Development Process currently being used at GRCC is a compilation of information and activities geared to help a person make good decisions. The process is based on the traditional 4, 5 and sometimes 6-step career planning models that have been commonly used for many years by career counseling professionals.

After a great deal of “trial & error,” personal research and input, the process presented here represent what we believe to be an “easy-to-understand” and use model for college students as well as adults, in general. Also, with a few modifications, the model can and has been adapted for students at both the middle and high school levels.

On page 4 & 5, each of the steps are briefly described and then presented in a colorful and more pictorial form. The model has been incorporated into multiple media formats (handouts, booklets, display boards, video clips, PowerPoint, etc.)

Space will not allow for elaboration on the reason behind the different colors. However, each color and format represents an extra effort to help the population being served to eventually make realistic and accurate decisions that can result in a more fulfilling life for the person as well as contribute to the vitality and positive growth of our community.
4-STEP CAREER DEVELOPMENT PROCESS

"An easy-to-use model for more effective decision making"

Why is this needed?

* A significant number of individuals who enroll into college are unaware of how to make good career decisions and/or have made poor decisions in the past.

* Too many who select inappropriate courses or programs of study tend to gradually lose motivation, become discouraged and too often, eventually drop out of college.

* To minimize the tendency of many to become overwhelmed and frustrated due to the volume of information a person may have to "sort through" before making a career decision.

* To incorporate a simple and realistic approach, while being careful not to become superficial, as it relates to decisions about occupational, academic and overall career/life direction.

* Could save countless number of people thousands of dollars as well as months and even years of time and effort in pursuits that turn out to be going in the "wrong direction!"

* The basics learned in this process can be applied to all of life’s major decisions and should prove to be beneficial for both the individual and society.
4-Step Career Development Process

What's Involved?

STEP 1 INSIDE
(Self-Assessment)

The process of identifying characteristics that represent your inside is commonly referred to as a *self-assessment*. It is considered the starting point of our 4-Step Career Development Process. The main goal of Step 1 is to determine who you are and what's most important in your life. However, it would be wise, once you have answered these two questions, to identify any quality you want to manifest more/less of. Once you have accurately completed this step, the summary of the self-assessment it represents should help you to make or confirm an appropriate career or college major choice.

STEP 2 OUTSIDE
(Career Exploration)

Step 2 is often referred to as career *exploration*. The main goal of Step 2 has been summarized below.

*To explore the World-Of-Work, suitable occupational fields and their entry requirements, working conditions, job outlook, salary, and other factors you will need to consider before a career or college major selection is made.*

*To become aware of other significant influencing areas outside of you that influence major decisions such as family, faith, education, politics and leisure.*

STEP 3 CLOSER LOOK
(Decision Making)

Step 3 is sometimes called *decision making*. It is at this point you take what you have discovered in the first two steps and conduct more detailed research.

The main goal is to narrow down possible options and, after considering significant influencing factors, eventually select the career or college major you believe to be the best fit for you. In addition, *setting goals* and writing out a *career plan* are important components of Step 3.

STEP 4 MATCHING UP
(Taking Action)

Step 4 can also be called *taking action*. The main goal is to actually do what needs to be done in order to acquire, achieve or obtain the goal(s) you have set in Step 3 (e.g.; occupation, college major, program of study, apprenticeship, military, etc.).

As you can see, going through this 4-Step Career Development Process will take time. The results of taking action can have a widespread and life changing impact. Therefore, it is strongly recommended before you take action, that you confirm your career or college choice with a professional counselor.
# 4-Step Career Development Process

## Step 1
**INSIDE**  
*Self-Assessment*

**Who am I? Who do I want to become?**
- 1. Physical & Personal Attributes
- 2. Temperaments
- 3. Abilities & Aptitudes
- 4. Strengths & Weaknesses
- 5. Attitudes

**What's Important to Me?**
- 1. Life & Work Values
- 2. Interests
- 3. Life Mission

(LIFE DIRECTION is established/confirmed)

## Step 2
**OUTSIDE**  
*Career Exploration*

Consider & explore supportive and non-supportive components of the following:
- *Family, friends, etc.*
- *Faith/Beliefs*
- *Occupation(s)*
- *Education and/or training*
- *Laws, rules, & policies*

(LIFE DIRECTION is connected)

## Step 3
**CLOSER LOOK**  
*Decision Making*

Detailed inspection of step 1 and step 2. Narrow down to “best fit”

*Usually includes:*
- *Decision Making*
- *Goal Setting*
- *Career Plan*

*May include:*
- *Research*
- *Informational Interviewing*
- *Job Shadowing, Internships/Externships*
- *Volunteer Work*
- *Part-Time Work, etc.*

(LIFE DIRECTION becomes realistic)

## Step 4
**MATCHING UP**  
*Taking action*

Take action on decisions made in steps 1-3

*Usually includes:*
- *Job Hunting*
- *Cover Letters*
- *Resumes*
- *Interviewing*

*May include applying for:*
- *Job(s)*
- *Financial Aid*
- *College or Vocational/Technical School*
- *Military*
- *Peace Corp*
- *Etc.*

(LIFE DIRECTION is practically applied)