

TITLE: CAREER DECISION MAKING

Introduction

Choosing a career is one of the most important decisions people make in life. This decision is not an easy one, especially for young people, for a number of reasons such as;

- Varied careers to choose from
- Different entry requirements
- Skills and talents needed
- Lack of career information
- Lack of opportunities of job shadowing
- Job Market
- Negative attitude towards certain careers

Career planning is very essential; it should not be left until one is in the final year of school. The aspects of career planning need to be thoroughly researched to come up with a good career match. In a career planning journey one needs to consider:

Self awareness

It is very important to know who you are in order to realize your potential and raise the level of satisfaction in the chosen career by assessing the following:

- **Values** - beliefs that one feels can be met by the career of their choice for example; job security, service to others, power, socializing, independence, status.
- **Interests** - things people enjoy doing most of the time. Your interests tell you what direction to take in career decision making.
- **Personality** - characteristics and qualities of the individual. They are important factors of Career decision making. Examples include tolerance, patience, perseverance, shyness, orderliness.
- **Skills** - ability to do something exceptionally well, for example artistic, interpersonal, presentation or numerical. Skills help determine one's success.

Abilities - things we do well and with ease. They determine the career one eventually chooses.

What you need to know about the Career

It is important to find more information about your career choices such as:

- **Job Title** - brief description of the job, skills, personal qualities required and the application process(es) involved.
- **Job description** - tasks performed or services offered. Research on skills and abilities required, including personal traits.

- **Training Requirements** - for example is the training required academic, military or will it be done on the job or apprenticeship basis.
- **Working conditions** - how are the hours of work? Are they regular or irregular i.e. is it shift work or not? The places of work - is it an office or outside or underground job?
- **Job benefits and rewards** - what are the rewards in terms of salary and benefits such as medical aid, bonus, pension, car/house loan(s)? A good job offers insurance and medical coverage.
- **Future Prospects** - what prospects are there for career development/advancement?
- **Job security** - find out if it's a long or short term career.
- **Job market** - what are the job opportunities available? Is it worthwhile pursuing a programme that would lead into such a career?
- **Surroundings** - explore the safety of the surroundings and availability of other resources such as fire extinguishers, exit channels, disability accessibility.

Career resources

Find more information on the careers that you have chosen from the following and other sources:

- Libraries
- Career Resource Room
- Newspapers
- Magazines
- Television and Radio
- Career Fairs
- Cultural and Sport events
- Visit to workplaces
- Internet
- Attachment

Conclusion

With all the information searched about oneself and the different careers one should be able to match with some careers.

If still in doubt seek career guidance - at the Careers and Counselling Centre.

For further information, contact:

Careers and Counselling Centre

University of Botswana

Private Bag 0022

Gaborone, Botswana

Location: The Centre is in Block 244 H

Consulting Hours : Consultation is from 8:30-13:00 and 14:00 to 16:00 hours. Clients can be assisted after these hours on request.

Telephone: (267) 355 + Extension

Reception Ext. 2290/2291

To call each extension of staff directly from outside the University, please dial 355 and any of these extension numbers: 2293, 2312, 2452, 5208, 2313 and 2315.

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