



# Instructions on Using Clarifying Career Choices Cardsorts with Clients

## USING CLARIFYING INDUSTRIES OF CHOICE

### Facilitator Question:

- Consider the industry or set of related industries described on each card and decide if they are of potential interest to you – suspend reality.
- You do not need to have prior experience in the industry, just an innate or gut instinct that it is of interest to you.

### Process:

Take the cards that are of interest & sort them into the category headings described on the base line of each card:

- creative
- health
- hospitality . tourism . entertainment
- information communication technology
- land . outdoors
- law . language . communication
- manufacture . production . distribution
- numeric . finance . financial
- people . social . support
- regulatory . protection . inspection
- sales . marketing . trade
- science
- sport . recreation
- technology . engineering
- trades
- transport . construction . property
- contexts e.g. small business, local government etc

Lay these clusters in vertical rows & record on the master sheet (provided by email on purchase of the card sorts and reusable)

**Discuss Insights:**

- Ask the client to discuss the clusters of industries that are of most interest.
- Be aware that the cards are not numerically weighted therefore a category of very few cards could be of equal interest to one containing many cards.
- Leave these cards on the table before commencing the Clarifying Jobs of Choice card sort

## USING CLARIFYING JOBS OF CHOICE

**Facilitator Question:**

- *Consider each of the job title cards & decide if this job or set of related jobs is of potential interest to you – suspend reality?*
- *You do not need to have prior experience in the job, just an innate or gut instinct that it interests you.*

**Process:**

Take the cards that are of interest and sort them into the category headings described on the base line of each card.

The category headings are the same as the Industries cardsort minus contexts, plus roles e.g. employee, contractor etc and business management and administration . clerical etc

Lay these clusters in vertical rows below the **Clarifying Industries of Choice** cards & record on the master sheet

**Discuss insights:**

- Ask the client to think about which job clusters interest them the most.
- Look for patterns that are now forming – e.g. the client is interested in the creative and health industries & also likes the jobs found in those industries.
- However they may have identified a number of generic business management or administrative jobs of interest that could be related to any of the industries that are identified as being of interest.

## USING CLARIFYING SKILLS OF CHOICE

**Facilitator Question:**

- *Consider each skill statement & ask yourself – do I want to use this skill at work in the future?*
- *Suspend reality - You can ignore skills that you are good at but don't enjoy using or include skills that you have never used or have little competency in but know intuitively that you would like to use them at work in the future.*

**Process:**

Take the cards of interest and sort them by the category headings described on the base line of each card:

- business management
- people . interpersonal
- critical thinking
- creative thinking . innovation
- research . information management
- customer service . sales
- hands on creative
- hands on physical

Record each skill statement.

**Note:** If the client has cards in the creative thinking . innovation & critical thinking categories ask them this question; *Do you want to use these skills as quite separate functions or are they problem solving skills?* If they feel it is the right language place the red card, labelled problem solving, above both vertical lines of thinking skills.



- **Workstyle**
- **Label the smaller circle Personal Life**

Top left of the page write **Contexts**

Top right of the page write **Conclusions**

Bottom quarter of the page write **Action Planning**

**Analysis and recording:**

Go back to the **industries** master sheets and ask the client to identify the top 5 clusters (not individual industries) of interest and list them under Contexts e.g. health or creative.

Go back to the **jobs** master sheets and ask the client to identify their final list of jobs of interest and list them under Contexts e.g. project manager, graphic designer

Go back to the **skills summary circle** and record it on your master sheet, attached to the Job circle.

Now use the circle to evaluate which of the jobs on your master list fits well with the pie chart. Write all of these jobs at the bottom of the Contexts side of the paper labelled **Top Jobs of Interest**. Here is an example of the type of content you may have on your summary page for the client:

**Contexts:**

**Industries:**

- creative
- health
- people
- sport . recreation
- trades

**Jobs:**

- Graphic designer
- Project manager
- Business manager
- Stylist
- Audiologist
- Medical imager
- Multi media, digital, web designer

**Jobs that fit well with skills of interest pie chart:**

- Graphic designer
- Stylist
- Multi media, digital, web designer

**Values:**

Take the top 10 values cards and write the values statement into the appropriate circle using the bottom line of each card e.g. **Job, Culture or Environment, Workstyle, Personal Life**

You could now include any other activity, instrument, test or resource outcome that has been used in the decision making process and add the information into the appropriate circle.

**Conclusion:**

Discuss with the clients any conclusions or insights that are obvious to them and write them down the right hand side on the page e.g.

- I am most interested in work involving practical hands on skills
- I like working with people
- I need highly autonomous roles
- It seems tertiary training is inevitable

At this point you can explore with the client which of their **Top Jobs of Interest** are going to be the focus for their research and reality testing stage.

**Action Planning:**

Now go to the Action Planning section and discuss with the client:

- In summary what are the jobs or industries that I need to focus my research and reality testing on?
- What information do I need to find out and where can I find it?
- Who could I talk to and reality test these jobs?
- What work sites could I visit to test my interest first hand?
- Where are the gaps in my information and how can I access that data?