The Career Transfer Center provides career assessment, employment services assistance, reentry services and transfer support services to students.

The mission of the Career Transfer Center is to enhance student self-knowledge and refine skills in seeking and processing information, analyzing career concerns, formulating creative solutions, choosing the most favorable career opportunities and implementing plans to accomplish goals that integrate personal, academic and career endeavors.

Services are intentionally designed to incorporate all phases of the career decision making process, providing student assistance from the college admissions process, through retention to the job seeking process and/or support for students transferring to a four-year university.

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**Career Center**

The Career Center provides students the opportunity to learn about themselves, the world of work, how to gain valuable work experience and how to be successful in finding a job. Various printed and computerized resources are available to assist students with the decision-making process of selecting a career that best fits them.

The career life planning process goes beyond helping individuals overcome immediate career uncertainty as it helps them acquire skills necessary to manage their own career development over a lifetime.

The center is a place where students come to investigate, explore and obtain occupational information, such as job descriptions, specialties, work environment, personal characteristics, educational requirements, and salary ranges.

**Courses and materials are designed to assist with:**

- Gathering information about oneself
- Linking occupation to education and job choice
- Compiling information to select a college major
- Exploring occupations and the world of work
- Listing of job opportunities
- Networking through informational interviews

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**Transfer Center**

The Transfer Center serves to facilitate a smooth transition to a four-year university through various transfer activities. Students are provided the opportunity to meet with visiting representatives, participate in on-the-spot admissions, develop transfer admission agreements, and receive specialized transfer advising. The Center offers workshops on admission requirements, application procedures, as well as support on writing personal essays and applying for scholarships. Annual events such as the Transfer Day/College Night program, Spring Transfer Fair, and regular campus visits by four-year university representatives give students the convenience to personally connect with university personnel on-campus. Our resource library includes a collection of college catalogs for two-year colleges, CSU, UC and private and independent universities. Additional publications on admissions, articulation, financial aid, housing and academic programs are also available.

**Program features include:**

- Transfer counseling
- Major preparation and advising
- Transfer Admission Guarantee (TAG)
- Field Trips
- On-Campus visits by representatives from CSU, UC & Private/Independent Universities
- Workshops
- Transfer Day/College Night
- CSU and UC applications and materials

The Transfer Center is located in DeRicco 219, (209) 954-5151 ext. 6219
Employment services are available to assist students with creating employment portfolios, i.e. resume, master application, cover letter, interview questions and techniques as well as how to access the applicable websites and job postings. This service will provide the necessary information to allow students to manage their employment changes as effectively as their career issues. Employment services assistance is available to all current students. Services also include: Job listings, CalJobs, access to the internet job search sites, employment bulletins, resume development assistance, employment information workshops, classroom presentations, and Job Fairs.

Job Readiness Reference Materials
➢ Videotapes and handouts regarding interviewing techniques
➢ Employment trends information
➢ Business and Industrial Directories
➢ Computerized resume writing programs
➢ Reference books, resume, cover letter, interviewing information

Employment services is located in DeRicco 219, (209) 954-5151 ext. 6219

Reentry services are designed to ease the transition of those returning to the educational world after an extended absence. Information, support services, and networking are provided to assist students in accomplishing their goals.

Services include:
➢ Orientation programs and campus tours
➢ Assistance with enrollment and registration process
➢ Financial aid application assistance and scholarship information
➢ Childcare referral and information
➢ Campus and community referral

Reentry Services is located in DeRicco 219, (209) 954-5151 ext. 6338

GUIDANCE 8  Educational and Interpersonal Growth  3 Units
This course is designed to foster personal development through a decision making process which includes value systems, self-awareness, changing lifestyles, patterns of communication, and how these factors impact the student's education, growth, and goals. (CSU)

GUIDANCE 11  New Student Orientation  0.5 Unit
This course is an overview of the registration process, student services and the campus. Students create a first semester course plan with a counselor. (CSU)

GUIDANCE 19  Intro. To College & Educational Planning  1 Unit
This course is especially designed to provide orientation, counseling information, and support to reentry people whose formal education has been interrupted by family and/or job responsibilities. Course topics include building self-esteem; becoming more assertive, exploring concerns relative to the student in transition. (CSU)

GUIDANCE 20  Transition to University Life  1 Unit
This course is designed to assist community college students with transferring to a four-year university. Students explore transfer options from academic, financial, and personal development perspectives. The course provides students with information on private and public universities such as the University of California (UC) and California State University (CSU). Topics include identifying majors, understanding admission processes, identifying financial aid resources, and housing options. Students will build an individual Student Education Plan (SEP) based in their educational and career goals. (CSU)

THE ABOVE COURSES TRANSFER TO ALL CALIFORNIA STATE UNIVERSITIES AS ELECTIVES
EUREKA: is the only computerized California based career information system. Explore more than 3,000 careers and related occupations, there is a description including job duties, pay, employment outlook, preparation needed, and a list of the industries, which employ people in an occupation. Educational information includes: a description of degree programs and a list of schools offering the program plus degree titles. The Financial Aid Guide contains a scholarship search database, college costs, financial aid, grants, loans, and special aid programs. The Job Search Guide covers preparing a resume, completing job applications, preparing for a job interview, letters of introduction and networking.

CAREER CAFÉ: is the virtual career center for CA community colleges. There are assessments to help identify your strength, define and match your personality to careers. Helps uncover who you are and what you want to be. Explore 15 career pathways with good job opportunities. Practice and build workplace skills with steps to help find you a job.

CA CAREER ZONE: helps customize your career exploration; options to assess yourself by exploring Job Families, and get a Reality Check. The Job Families looks at broad sectors that can help find related occupations within an area that you might enjoy. The Reality Check helps students who are right out of high school to find out how much money they will need in the future and which occupations will pay for all their needs.

CA OCCUPATIONAL GUIDES: includes job duties, working conditions, job outlook, wages, benefits, education and other requirements, and training search by choosing a county.

MYERS-BRIGGS TYPE INDICATOR: The Myers-Briggs Type Indicator (MBTI) is the most widely used instrument in business and education that measures personality dispositions and preferences. This assessment helps a person understand their interactions with others and heightens self-awareness as it relates to career decision-making. You will receive printed results with a counselor interpretation. *Fee required.

STRONG INTEREST INVENTORY: The Strong Interest Inventory (SII) is an assessment of your interests. Scores can help you identify general areas of interest as well as specific activities and occupations that you might want to further explore. The Strong measures your interests, not your abilities, aptitudes and values. It tells you about your pattern of interests and how your interest compares with those of people from a wide variety of occupations. Keep in mind that choosing an occupation is not a single decision, but a series of decisions. Your results on the Strong Interest Inventory can help you identify options that may lead you to a satisfying career. You will receive printed results with a counselor interpretation. *Fee required.

Occ-U-Sort: a 36-item questionnaire within Eureka designed to help you to identify occupations that may be of interest to you. Measures your works preferences and attitude on the following categories: temperaments, aptitudes, data, people, things, skills, environmental requirements and entry-level wages. No fee for registered students.

O*NET: is a comprehensive database of work attributes and job characteristics. As the replacement for the Dictionary of Occupational Titles (DOT), O*NET will be the nation's primary source of occupational information. The database contains information about knowledge, skills, abilities (KSAs), interests, general work activities (GWAs), and work context. O*NET data and structure will also link related occupational, educational, and labor market information databases to the system.

COLLEGE SOURCES: a virtual library representing 70,971 college catalogs. It offers: cover-to-cover college catalogs, 2-year colleges, 4-year universities, graduate schools, hyperlinked table of contents and index, full printing capacity, and weekly updates. Users can find colleges using search features by topic: major, enrollment, tuition, degrees, state, and affiliation. The site also includes links to: college home pages, international college home pages, career information, and financial aid information.

MICROSKILLS INVENTORY: enables students to develop a personalized list of enjoyable job skills, organizes the user's job skills by Holland's six occupational clusters, and created a list of at least 30 occupations which match with desired skills. This program is especially helpful to students wishing to explore their transferrable job skills.

TRUE COLORS: True Colors is a way of looking at your personality and how it may relate to possible careers. Careers and occupations are created by people and have personality characteristics like we do. True Colors helps you see these relationships. True Colors is not a test! It gives you the opportunity to look at your personality from your own perspective.

CARD SORTS: The Knowdell™ Career Values Card Sort is a simple tool that allows your clients to prioritize their values in as little as five minutes. Fifty-four variables of work satisfaction—such as time freedom, precision work, power, technical competence and public contact—are listed and described. This is an effective tool for job seekers, those fine-tuning their present jobs and career changers at all ages and stages.

Please note: Counselor interpretation is required for the Myers-Briggs Type Indicator and the Strong Interest Inventory. Students are encouraged to seek counselor assistance to select the appropriate assessments.

*Contact Career Transfer Center for applicable fee.
Career Life Planning

… is a continuous lifelong process of identifying and reappraising your options in regard to the changing job market and your personal needs as you experience life’s transitions.

### 1. SELF ASSESSMENT
Gather information about yourself

**Identify:**
- Skills
- Interests
- Values
- Achievements
- Employability Skills
- Transferable Skills
- Knowledge
- Lifestyle
- Preferences

**Sources:***
- **Course – Guidance 30**
  - Career Interest Inventories
  - Personality Assessment
  - Computerized Inventories
  - Self Scoring Inventories

### 2. EXPLORE OCCUPATIONS
Gather information about the world of work

**Identify:**
- Career Options
- Written Resources
- Fields of Interests
- Career Contacts
- Requirements
- Employment Outlook
- Related Occupations

**Sources:**
- **Course – Guidance 31, 32**
- Career Exploration
- Computerized Career Databases
- Career Resource Library
- Video Reference Library
- Internet Access

### DECISION MAKING PROCESS
- Define the issue
- Gather relevant information
- Generate alternatives
- Consider consequences
- Make a decision
- Implement the decision
- Assess and evaluate the decision

### SET GOALS
- Set realistic goals
- Specific and measurable
- Motivated
- Good job fit
- Compatible with values

**SOURCE**
- **Course - Guidance 8: Education**
- Interpersonal Growth
- Computerized Information
- National & State College Database
- Scholarship Search Databases
- Set timeline

**Written Resources**
- College Catalogs
- Vocational Education Programs
- Linking Titles

### 3. EXPERIENCE WORK-BASED LEARNING OPPORTUNITIES
Gain hands-on work experience

**Identify:**
- Practical Job Skills
- Transferable Skills
- Relationship of Classes To Career Choice
- Work Experience
- Job Objective

**Source:**
- **Course – Guidance 32**
  - Internet Research
  - Employment Resource Library
  - Job Listings
  - Work Experience
  - Video Reference Library

### 4. PLAN JOB SEARCH CAMPAIGN
Take steps towards a successful job hunt

**Identify:**
- Employers
- Specific Job Titles
- Resume Formats
- Career Paths
- Investigate the Hidden Job Market
- Interviewing Techniques

**Source:**
- **Course – Guidance 33**
  - Job Seeking Skills
  - Internet Access
  - Computerized Job Search
  - Information Company Files
  - Job Listings
  - Employment Resource Library
  - Video Reference Library

Consult a student program specialist to participate in any of the above steps through Guidance 34, Extended Activities

**Next Step:** Attend a one hour Career Transfer Center Orientation.

San Joaquin Delta College
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