



Mission Health Career Exploration Guide

Step 1: Explore your interests, skills, personality, and work values

- What skills can I contribute?
- What motivates me to be my best?
- What exactly do I want to do (daily tasks and responsibilities)
- What departments do I want to work for?

A variety of self-assessment tools are also available online, including: CFNC.org, [Career Onestop](http://CareerOnestop), or [NC Works](http://NCWorks). NC Works also offers in person appointments at their career centers- find yours at www.NCworks.gov!

Step 2: Explore what options are available at Mission

- Learn more about Mission's service areas: www.missionhealth.org and click "Services and Treatments" to view different service lines, and explore the Departments area on MOD as well.
- Visit Mission-Health.org to see our current job openings: www.careers.mission-health.org
- Look at the full Role Descriptions of positions you may be interested in on MOD (navigate to Departments > Human Resources > Leadership Resources > Role Descriptions)

Top Possibilities:

1. _____ Why? _____
2. _____ Why? _____
3. _____ Why? _____
4. _____ Why? _____

Step 3: Research Occupations

Research job duties, tasks, education requirements, salary, wages, and job outlook on O*Net (www.onetonline.org) and Occupational Outlook Handbook (www.bls.gov.oo)

Job Title 1: _____ Education required: _____
Job Outlook/Growth: _____ Average Salary: _____
I like this occupation because: _____

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Step 4: Ask the Experts

- Get advice from employees and managers
- Use your own personal and professional network to make connections and set up [informational interviews](#) with managers and employees of departments you may be interested in – use the Informational Interview Guide to help plan these conversations.
- Attend in house events- search HealthStream for classes, remembering that in person local classes will start with NCDV. etc.
- Create your [LinkedIn profile](#) and research professionals in your field of interest to [build your network](#)
- Consider joining professional organizations in your field of interest, or councils at Mission (Nursing Councils, Employee Advisory Council, IT GoLive committees, etc.)

3 People I would like to ask for more information:

3 events I would like to attend at Mission or in the community:

Step 5: Give the job a trial run

Consider job shadowing experiences. Current employees can request to observe or shadow in other departments. Keep in mind that this exploratory time would be unpaid, since it is not required for your current role- but you would still be expected to adhere to all policies and procedures, since observations are an employee benefit.

Use the questions from our Informational Interview Guide or search the web to come up with additional ones- you want to make the most of out of this experience! Treat it like the networking opportunity it is, and use your best professional soft skills.

Afterwards, send a thank you note to anyone who supported your observation. Connect with them on LinkedIn!