INSTRUCTIONS AND TIPS FOR UBE 101

MyPlan is a tool designed to help you think about your career interests & occupational options. Before using MyPlan, please read the following instructions to help you make the best use of this tool.

Step 1: Set up Your Free Account

- Log on to buffalo.myplan.com and click on the “Create Free Account” button.
- Complete the account information and click “Continue”.
- Input your information and enter the license code DYBV6Z7M when requested.
- Be sure to check the box to “Share Results” and then click “Submit Registration”.

Step 2: Take the 3 MyPlan Assessments

- Click on the “Take an Assessment” button.
- Take each of 3 licensed assessments: Career Interest Inventory, Career Skills Profiler, and Career Values Assessment.

Step 3: Record your Results

- Upon completing each assessment, click the “Printable View” button and print all 3.
- After completing all 3 assessments click “Composite Score” on the left-hand toolbar to related careers.
- Use the following response sheet to record your results and offer your reflection.

Step 4: Attend a MyPlan Debrief during your assigned UBE 101 class

This satisfies the MyPlan career component for Finish in 4 students

- You must bring your printed results from all 3 assessments to your MyPlan Debrief.

Step 5: Consider meeting with Career Services or your Advisor

- In addition to attending the in-class debrief, you may wish to continue your academic and career exploration by meeting 1-on-1 with a career counselor. To make an appointment, call Career Services at 645-2231 or stop into 259 Capen.
- Your information will be saved in MyPlan, but you may wish to print pages of interest and bring those with you to your appointment if you choose to make one.
- Be sure to meet with your advisor afterwards to learn about majors that relate to your interests, skills, and values.

Additional Resources:

- Search the Career Database and Video Library for more information on occupations of interest.
- Click on Browse Industries to learn about occupations you can find within particular industry areas.
- Click the Majors tab to research over 1,200 majors and find out what you can do with each degree.
- For a complete list of majors available at UB, review the UB Undergraduate Catalog at: undergrad-catalog.buffalo.edu.
MyPlan SUMMARY RESPONSE WORKSHEET

EXPLORING PERSONAL INTEREST AREAS
Use the boxes below to identify your top two interest areas (Realistic, Investigative, Artistic, Social, Enterprising, & Conventional). Identify what words in the descriptions of those interest areas best describe you.

Interest Area #1

As you read the description of this interest area what words resonate most with you?

Interest Area #2

As you read the description of this interest area what words resonate most with you?

IDENTIFYING YOUR SKILLS
Complete the following table using your “Skills Test” report. Identify your top 5 Career Categories (found at the top of the test report), the top 5 skills you rated the highest, and the bottom 5 you rated the lowest.

<table>
<thead>
<tr>
<th>Top 5 Career Categories</th>
<th>Top 5 Rated Skills</th>
<th>Bottom 5 Rated Skills</th>
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UNDERSTANDING YOUR WORK VALUES
When reviewing your Work Values Cluster on the “Values Test” what was your top value? Write about a time when your actions were influenced by this value. Was it easy or difficult to come up with an example?

Value:

YOUR NEXT STEPS
What is at least one action step you could take as a result of your MyPlan debrief?