



Career Services

CAREER

GUIDE



Creating Opportunities. Changing Lives.

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RCC Career Services

RCC Career Services encourages student career development by linking students to comprehensive services that educate and empower students to make excellent career decisions through career exploration and job search skills and strategies. Selecting a career path is one of the most significant decisions a person will make in life. Career planning is a multistep process that includes self-assessment, exploration, selection, and employment. Understanding one's own preferences, transferable skills, work values, and personality is critical in the process. Each student's situation and needs are unique; as a result, the process and format may vary.

As part of the admissions process at RCC, students complete a Career State Inventory (CSI) survey. This survey helps determine your level of confidence in your career and major choice.

Please visit the RCC Career Services webpage at <https://www.randolph.edu/student-success/career-services.html> for more information and links to many career resources.

Step-by-Step Process

Deciding on a career is a step-by-step process. It is not an exact science. You probably won't wake up one day and know exactly what you want to do for the rest of your life. Making an informed decision, based on extensive reflection and research on your part, will help save you time, money, and frustration in the long run.

The first thing you want to do in your career planning process is spend some time getting to know yourself better. What makes you tick? What will make you feel content and satisfied at the end of your work days? Positives are just as important as negatives. You want to think about what you do, and don't, want in your workplace culture.

You can start with good career and values assessment exercises. Remember as you go through each step of your career exploration, you will get as much out of the experience as you put into it. This process can be done quickly or over an extended period of time; your results, and your satisfaction with them, will depend on how diligent you are to fully engage in the experience.



Choosing Your Major

Step 1: Complete career and work values assessments: <https://randolph.emsicc.com/>. Click on Sign Up to create an account. Complete required fields to create Profile, agree to Privacy Policy (RCC stakeholders may have access to general information about your results), then click on Assessment and complete the 60 question assessment. You will have immediate access to your results and can see your work style traits in order and your career cluster matches in order, as well as do lots of career exploration and research on this site. Specific pathways and jobs within the clusters link to RCC programs. Please see sections below entitled “Holland Code Guide” and “RCC RIASEC to Program Map” for further information.

<https://www.myplan.com/assess/values.php>

Take the free test. You will be asked to set up an account to receive your results. Print these out or be prepared to log in and share them when you meet with Career Services.

https://www.onetonline.org/find/descriptor/browse/Work_Values/ You can explore careers that match up with your work values and your work style traits. Career Services can help you navigate all the information available through O*Net and other career exploration sites.

Step 2: Review RCC majors: <https://www.randolph.edu/college-majors.html>

Step 3: Schedule an appointment with Career Services to discuss your results and any questions you still have: <https://randolph.as.me/?appointmentType=11694635>. We can help you link your results to a major and help you set up a default educational plan.

Holland Code Guide

Your Career Coach Holland Code results are based on Dr. John Holland's theory that people and work environments can be loosely classified into six different groups. Sometimes called RIASEC codes, the six groups are Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Different people's personalities may find different environments more to their liking. While you may have some interests in and similarities to several of the six groups, you may be attracted primarily to two or three of the areas. These two or three letters are your "Holland Code." For example, with a code of "RES" you would most resemble the Realistic type, somewhat less resemble the Enterprising type, and resemble the Social type even less. The types that are not in your code are the types you resemble least of all. Most people, and most jobs, are best represented by some combination of two or three of the Holland interest areas. In addition, most people are most satisfied if there is some degree of fit between their personality and their work environment.

[Career Coach](#) matches you to career clusters and individual career pathways and jobs by your Holland Code results. [Career Services](#) can show you how to link your Holland code and values assessment results to strong career matches in [O*Net](#), and show you other resources for career exploration.

Links:

Career Coach – <https://randolph.emsicc.com/>

Career Services – <https://www.randolph.edu/student-success/career-services.html>

O*Net - <https://www.onetonline.org/find/>

The charts below give you additional information regarding Holland Code and career matches.

Realistic (Doers)

People who score high in Realistic generally have athletic ability, prefer to work with objects, machines, tools, plants, or animals, or to be outdoors.

Characteristics

Practical
Straightforward
Mechanically inclined
Stable
Concrete
Reserved
Self-controlled
Independent
Ambitious
Systematic

Abilities

Fixing things
Solving problems
Playing sports
Reading blueprints
Planting
Operate tools/machines
Reserved
Electrical repairs
Building

Interests

Working on machines
Working outdoors
Physical activity
Using hands
Tending animals
Equipment
Vehicles
Training animals
Electronics

Career Matches (Holland Code):

Air Traffic Controller (SER)	Landscape Architect (AIR)
Archaeologist (IRE)	Mechanical Engineer (RIS)
Athletic Trainer (SRE)	Optician (REI)
Commercial Airline Pilot (RIE)	Petroleum Geologist (RIE)
Commercial Drafter (IRE)	Police Officer (SER)
Corrections Officer (SER)	Practical Nurse (SER)
Dental Technician (REI)	Property Manager (ESR)
Farm Manager (ESR)	Recreation Manager (SER)
Fish and Game Warden (RES)	Service Manager (ERS)
Floral Designer (RAE)	Software Technician (RCI)
Forester (RIS)	Ultrasound Technologist (RSI)
Industrial Arts Teacher (IER)	Vocational Rehabilitation
Laboratory Technician (RIE)	Consultant (ESR)

Artistic (Creators)

People who score high in Artistic like to innovate and work in unstructured situations using imagination and creativity.

Characteristics

Creative
Imaginative
Innovative
Unconventional
Emotional
Independent
Expressive
Original
Introspective
Impulsive
Sensitive

Abilities

Sketching
Drawing
Painting
Music
Writing
Singing
Acting
Dancing
Express creativity
Designing

Interests

Attend concerts
Theatre
Art exhibits
Reading
Poetry
Crafts
Photography
Fashion

Career Matches (Holland Code):

Actor (AES)	Journalist/Reporter (ASE)
Copy Writer (ASI)	Photographer (AES)
Interior Designer (AES)	Art Teacher (ASE)
Medical Illustrator (AIE)	Entertainer/Performer (AES)
Advertising Art Director (AES)	Landscape Architect (AIR)
Dance Instructor (AER)	Writer (ASI)
Intelligence Researcher (AEI)	Artist (ASI)
Museum Curator (AES)	Fashion Illustrator (ASR)
Advertising Manager (ASE)	Librarian (SAI)
Drama Coach (ASE)	Graphic Designer (AES)
Music Teacher (ASI)	
Architect (AIR)	
English Teacher (ASE)	

Social (Helpers)

People who score high in Social like to work with people to enlighten, inform, help, train, or cure, and are skilled with words.

Characteristics

Friendly
Helpful
Idealistic
Insightful
Outgoing
Understanding
Cooperative
Generous
Responsible
Forgiving
Patient

Abilities

Teaching
Training
Leading groups
Conflict resolution
Plan activities
Supervision
Collaboration

Interests

Group work
Problem solving
Volunteer work
Working with young people
Serving others

Career Matches (Holland Code):

City Manager (SEC)	Appraiser (SCE)
Historian (SEI)	Probation Officer (SEC)
Park Naturalist (SEI)	Voc-Rehab. Counselor (SEC)
Teacher (SAE)	Consumer Affairs (SER)
Clinical Dietician (SIE)	Counselor (SAE)
Hospital Administrator (SER)	Volunteer Director (SEC)
Physical Therapist (SIE)	Medical Assistant (SCR)
Social Worker (SEA)	Recreation Director (SER)
College Faculty (SEI)	Therapist (SAE)
Psychologist (SEI)	Minister/Priest/Rabbi (SAI)
Police Officer (SER)	Registered Nurse (SIA)
Librarian (SAI)	Paralegal (SCE)
Speech Pathologist (SAI)	
Community Director (SEA)	
Insurance Claims (SIE)	

Enterprising (Persuaders)

People who score high in Enterprising like to work with people, influencing, persuading, leading, or managing for organizational goals or economic gain.

Characteristics

Self-confident
Assertive
Energetic
Adventurous
Popular
Ambitious
Agreeable
Talkative
Extroverted
Spontaneous
Optimistic

Abilities

Project leadership
Persuasion
Sales
Public speaking
Organization

Interests

Decision making
Leadership
Entrepreneurship
Political campaigns
Meeting important people
Power/status

Career Matches (Holland Code):

Advertising Executive (ESA)	Lawyer (ESA)
Credit Analyst (EAS)	Business Manager (ESC)
Foreign Service Officer (ESA)	Emergency Med. Tech. (ESI)
Politician (ESA)	Social Service Director (ESA)
Advertising Sales Rep. (ESR)	Lobbyist (ESA)
Customer Service Mgr. (ESA)	Buyer (ESA)
Funeral Director (ESR)	Entrepreneur (ESA)
Interpreter (ESA)	Office Manager (ESR)
Banker (ESR)	Stockbroker (ESI)
Education & Training (EIS)	Chamber of Commerce (ESA)
Insurance Manager (ESC)	Personnel Recruiter (ESR)
Sales Mgr. (ESA)	Tax Accountant (ECS)
Public Relations Rep. (EAS)	
Branch Manager (ESA)	
Retail Store Manager (ESR)	

Conventional (Organizers)

People who score high in Conventional like to work with data, have clerical or numerical ability, carry out tasks in detail, or follow through on others' instructions.

Characteristics

Well-organized
Accurate
Numerically inclined
Methodical
Conscientious
Efficient
Conforming
Practical
Thrifty
Systematic
Structured
Polite
Ambitious
Obedient
Persistent

Abilities

Working in a system
Working quickly
Keeping accurate records
Computer skills
Writing skills

Interests

Following procedures
Data processing
Numbers
Typing
Details
Collecting/organizing

Career Matches (Holland Code):

Claims Adjuster (SEC)	Congressional-District Aide (CES)
Elementary School Teacher (SEC)	Court Reporter (CSE)
Medical Records Technician (CSE)	Business Manager (ESC)
Accountant (CSE)	Insurance Underwriter (CSE)
Computer Engineer (CSR)	Auditor (ICR)
Financial Analyst (CSI)	Credit Manager (ESC)
Paralegal (SCE)	Safety Inspector (RCS)
Museum Registrar (CSE)	Travel Agent (ECS)
Administrative Assistant (ESC)	Programmer (CRI)
Budget Analyst (CER)	Librarian (CSE)
Cost Accountant (CES)	

RCC RIASEC to Program Map

What is your RIASEC score?

Many programs have transfer options; please work with your advisor. All RIASEC categories may include AA/AS transfer programs.

Career research indicates that people are more satisfied with their career choice if it corresponds to their higher RIASEC scores.

Realistic (R)

Automotive Systems Technology, Collision Repair & Refinishing Technology, Computer-Integrated Machining, Electrical Systems Technology, Manufacturing Technology, Mechatronics Engineering Technology, Photographic Technology: Commercial Photography, Photographic Technology: Photojournalism, Photographic Technology: Portrait Studio Management, Radiography, Welding

Social (S)

Cosmetology, Cosmetology Instructor, Early Childhood Education, Early Childhood-Infant Toddler, Healthcare Management Technology, Human Services Technology, Human Services Technology/Substance Abuse Concentration, Manicuring/Nail Technology, Medical Assisting, Medical Office Administration, Nursing

Investigative (I)

Automotive Systems Technology, Collision Repair & Refinishing Technology, Criminal Justice Technology, Human Services Technology/Substance Abuse Concentration, Information Technology, Mechatronics Engineering Technology, Nursing

Enterprising (E)

Accounting and Finance, Advertising & Graphic Design, Agribusiness Technology, Business Administration, Business Administration: Human Resource Management, Healthcare Management Technology, Interior Design

Artistic (A)

Advertising & Graphic Design, Cosmetology, Cosmetology Instructor, Early Childhood Education, Early Childhood-Infant Toddler, Human Services Technology/Substance Abuse Concentration, Interior Design, Manicuring/Nail Technology, Photographic Technology: Commercial Photography, Photographic Technology: Photojournalism, Photographic Technology: Portrait Studio Management

Conventional (C)

Accounting and Finance, Business Administration, Business Administration: Human Resource Management, Computer-Integrated Machining, Criminal Justice Technology, Electrical Systems Technology, Healthcare Management Technology, Human Services Technology, Information Technology, Mechatronics Engineering Technology, Medical Assisting, Medical Office Administration, Radiography, Welding

Next Steps

You will do additional career exploration in your ACA Student Success class your first semester at RCC. Establishing career goals and working toward them is an important contributing factor to your success.



As you move through your program at RCC, you will learn about networking in your field, work-based learning opportunities, and mentoring and informational interviewing strategies. Career Services can assist you in making the most of all of these growth opportunities.

As you approach graduation, you will learn how to prepare a field-specific resumé and cover letter. Career Services offers additional assistance with these skills, as well as job search and interviewing skills and strategies and more. You can schedule an appointment here: <https://randolph.a15s.me/careerservices>.



The Armadillo Career Coach

Find a good career with local data on wages, employment, job postings, and our associated education and training opportunities at: <https://randolph.emsicc.com/>.



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For more information or assistance,
visit randolph.edu/student-success/career-services
or call **336-633-0200!**