

Explore



Decide



# Thumbs Up

A Self-help Tool



## Introduction

When you are researching careers, it can be easy to lose track of your findings. This tool gives you an easy way to record the key things you find, and reflect upon what you are learning. It is particularly suitable for someone who is at the initial stages of researching a number of careers, or someone who wants to summarise a lot of careers research that they have done.

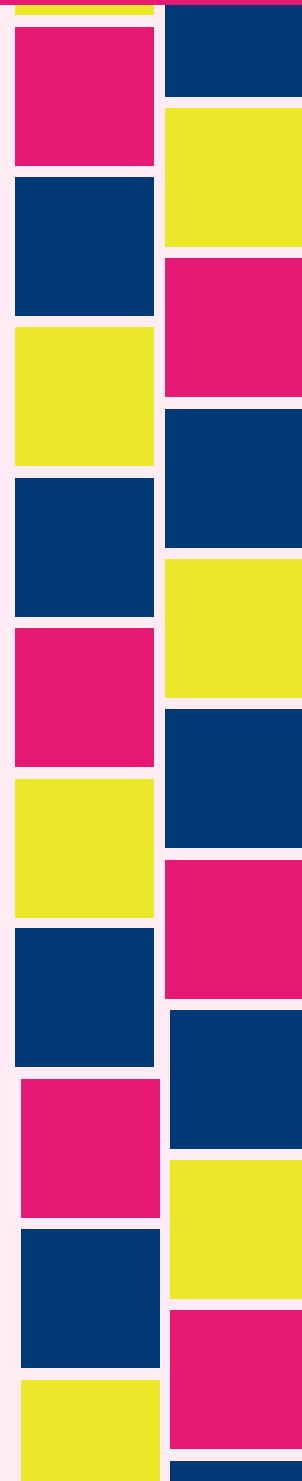
**Please note that it is not intended to resolve complex or difficult choices; please see the References and Selected Resources section at the end for these.**

## This tool is designed to...

- Capture key learning from your careers research.
- Enable you to quickly see the benefits and drawbacks of each career, based on your initial reactions.
- Give you a quick way to sort out which options appeal from those that do not.

## Consider using this tool if you...

- Are researching a number of careers and want to keep a 'bird's eye view' of your findings.
- Want a quick way to note down your findings.
- Want an easy way to see which look promising targets for in-depth future research.

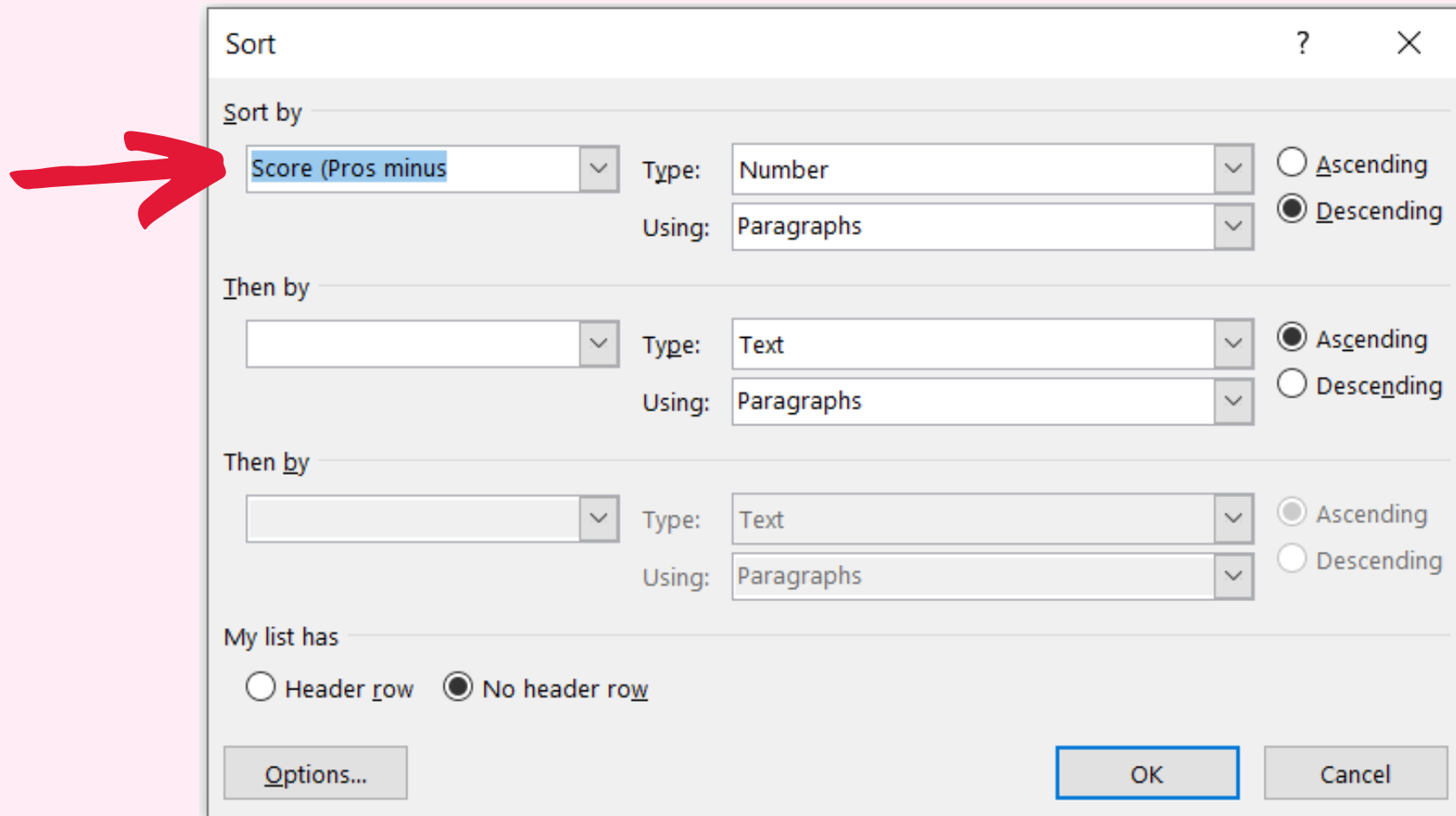








Set the A-Z function as shown below. Then click OK. This will sort your careers into those with the highest scores at the top.



The image shows a 'Sort' dialog box with the following settings:

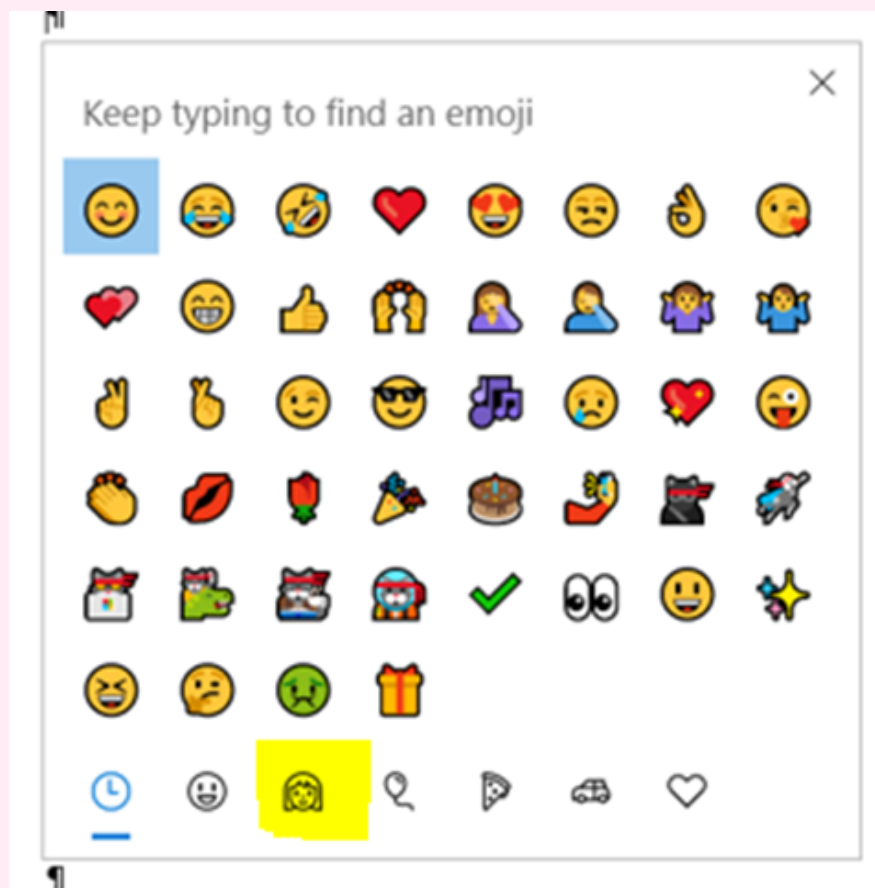
- Sort by:** Score (Pros minus) (indicated by a red arrow).
  - Type: Number
  - Using: Paragraphs
  - Order:  Descending
- Then by:** (empty dropdown).
  - Type: Text
  - Using: Paragraphs
  - Order:  Ascending
- Then by:** (empty dropdown).
  - Type: Text
  - Using: Paragraphs
  - Order:  Ascending
- My list has:**  No header row

Buttons: Options..., OK, Cancel

Finally, give your top careers a thumbs-up emoji rating.

You can find these using the Windows Key + Colon key, or if you are on a Mac, you can press Fn-E or -E.

The thumbs-up/down are in the 'People' selection. Or you can type the word, and the keyboard will automatically filter relevant emoji symbols for you.



## Pause, Reflect, Act.

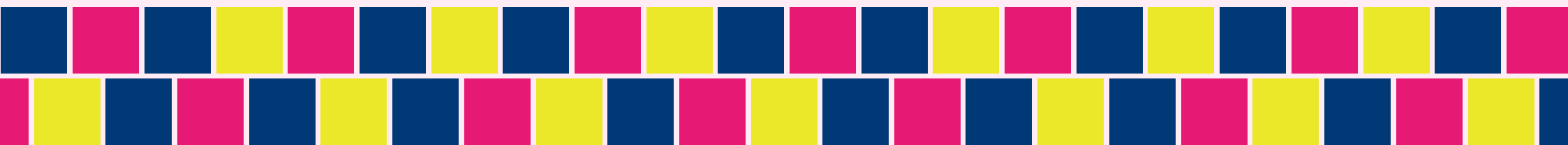
- Which careers came out on top?
- What were the big surprises for you?
- What are the key insights you have taken from this Self-help Tool?
- Which do you want to look at in more depth?
- What actions do you need to take now to build on this exercise?
- Who could help you with this?
- Are there other related Self-help Tools you'd like to use as well?



Other tools which you can use to look more in-depth at career decisions include:

- Personal Construct Theory (seeing what career differences matter to you).
- Find the Fit (carefully comparing the weight of pros and cons between different choices).
- Must Have Decision Making (a way of using your non-negotiables to clarify your career choice.)

NB: Because everyone is different, this tool may not work for you, so please also look at our other Self-help Tools as well.





If this exercise has been uncomfortable to complete, or has simply raised issues you wish to consider further, you are welcome to talk through your feelings with a member of the Careers and Employability Service in a confidential setting, by booking a careers appointment via the CES website, or by using the Wellbeing Services.

## References and Resources

- Prospects.ac.uk provides the widest range of graduate career profile and information on different job sectors.
- Target Jobs provides a wide range of graduate careers information.
- **Dave Stanbury, Feb, 2023**



If you are a member of staff from another educational organisation and want to use a limited number of our Self-help Tools with your students, we'd love to hear from you and share good practice. We'd ask that you retain references to University of Huddersfield as a matter of courtesy, and acknowledge the other sources we've used. Thank you.