

Career Counseling and Services: A Cognitive Information Processing Approach

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Chapter Three

Helping Persons Make Employment Choices

Chapter Organization

- [Making Employment Choices](#)
- [The Nature of Employment Problems](#)
- [The Pyramid of Information Processing Domains and the CASVE Cycle](#)
- [Case Example](#)

Making Employment Choices

- An employment choice involves
 - choosing and applying for a **position**
 - with an **employer**
 - in an **industry**
 - that is in a sector of the **economy**
- An employment choice is the final outcome of career decision making as well as a starting point for future decisions

Nature of Employment Problems

- Problem solving
 - Resolving a gap between the real and ideal
 - Where you are and where you want to be
 - Ends with an employment choice
- Decision making
 - making a commitment to follow through with an employment choice

Pyramid of Information Processing and the CASVE Cycle

- The Pyramid of Information Processing Domains
 - The **content** of an employment choice
 - What people need to **know**
- The CASVE Cycle
 - The **process** of an employment choice
 - What people need to **do**

Pyramid of Information Processing and the CASVE Cycle

- Knowledge of self
- Knowledge of employment options
- Knowledge about decision-making
 - Communication, Analysis, Synthesis, Valuing, Execution, and Communication
- Understanding how thoughts influence decisions

Knowledge of Self

- **Values** –
 - Identify job targets and potential employers that match values
- **Interests** –
 - Identify job targets or specific positions with enjoyable activities
- **Skills** –
 - Identify job targets or specific positions with the opportunity to complete activities that can be successfully performed

Knowledge of Self

- **Reevaluating values, interests and skills**
 - Review employer recruitment and position information and complete job interviews
- **Employment preferences**
 - Desired salary level, commuting time, physical demands, environmental conditions of work, hours of work, travel requirements
- **Family situation**
 - Live close to family members, employment of spouse, fiancée, or partner, the preferences (or bias) of family members, family employment contacts, or family business

Knowledge of Employment Options

- Knowledge of **specific** industries, employers, and employment positions
 - Briefly review occupational information prior to reviewing specific position information
 - Clarify employer literature, ask more focused questions in interviews, and demonstrate needed skills for a position
 - Use multiple sources of information

Knowledge of Employment Options

- Knowledge of employer **classifications**
 - Quickly find and organize needed information
 - Standard Industrial Classification

Knowledge About Decision Making

- **Communication**
 - Awareness that an employment decision needs to be made
- **Analysis**
 - Clarifying self knowledge and enhancing knowledge of employment options
 - Critical for evaluating job offers
- **Synthesis**
 - Expand and narrow employment options
 - Use aspirations or directories or job banks

Knowledge About Decision Making

- Valuing
 - Make an employment choice
 - Specifying job targets, identifying positions, selecting employers, choosing a job offer
 - Impact on self, significant others, cultural group, community, or society at large
 - Prioritize options and make a tentative choice

Knowledge About Decision Making

- **Execution**
 - Identifying specific organizations for sending resumes
 - Informing an employer that a position offer has been accepted and declining other offers
 - Planning for a transition to new employment
 - Beginning employment or an employer-delivered training program
- **Communication**
 - Has the original gap been closed?

Understanding How Thoughts Influence Decisions

- **Self-talk**
 - Silent conversations persons have about their past, present, and future capability to complete tasks
 - Employment choices may be more anxiety producing than occupational choices because they are more specific and imminent
 - Rejection by an employer may be perceived as a personal rejection
 - If individuals expect to do poorly (or to fail), they have little motivation to prepare for and follow through with the employment process

Understanding How Thoughts Influence Decisions

- **Self-talk**
 - Negative self-talk may influence individuals' perceptions of their capabilities to perform successfully in a position
 - A lack of employment progress further reinforces negative self-talk
 - Cognitive restructuring can be used to help clients identify, challenge, and alter negative self-talk

Understanding How Thoughts Influence Decisions

- **Self-awareness**

- Effective problem solvers are aware of themselves as they make employment choices
- Includes an awareness of how thoughts, feelings and behaviors interact, especially the impact of negative self-talk
- Includes the reactions of significant others (such as family and friends) to employment choices

Understanding How Thoughts Influence Decisions

- **Monitoring and control**
 - **Monitoring** refers to keeping track of progress through the employment choice process
 - Knowing when it is necessary to stop and get more information
 - Knowing when a task has been completed successfully and it is appropriate to continue
 - Knowing when assistance is needed
 - **Control** refers to an individual's ability to purposefully engage in the next appropriate task in employment choice

Case Example

- The case of Maria
 - What is the nature of her problem (**Communication**)?
 - What is her **readiness** for career choice?
 - What **level** of service delivery is appropriate?
 - How was **collaboration** used?
 - How were theory-based **handouts** used?
 - How was **self-knowledge** promoted (**Analysis**)?
 - How was **options knowledge** promoted (**Analysis**)?
 - How were options generated? (**Synthesis-Elaboration**)?

Case Example

- The case of Maria
 - How were negative thoughts dealt with (**Executive Processing**)
 - How were her options narrowed (**Synthesis-Crystallization**)?
 - How were the costs and benefits of employment options evaluated (**Valuing**)?
 - How did Maria follow through with her choice (**Execution**)?
 - How did Maria know her gap had been closed (**Communication**)?

Summary

- Making employment choices
- The nature of employment choices
- The Pyramid of Information Processing Domains and the CASVE Cycle
- A case study

Getting the Most Benefit from Reading

- Describe your own employment problems
- Write out the similarities and differences between occupational and employment choices
- Thinking about your own employment history, write about it using the Pyramid and CASVE Cycle
- Draw and label Figures 3-1 and 3-2
- Talk with a career center staff member about typical services offered for employment problems

For Additional Information

www.career.fsu.edu/techcenter/

Thank You

