

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 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.”
- Complete the information and enter **license code AECCRUHU** 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 following 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 on “Composite Score” on the left-hand toolbar.
- 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 are required to 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.



Career Services

259 Capen Hall • 716-645-2231 • ub-careers.buffalo.edu • Monday – Friday 8:30am-5:00pm

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.

Top 5 Career Categories	Top 5 Rated Skills	Bottom 5 Rated Skills
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

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?