

Career Guidance Inventory

Taking the CGI

CAREER GUIDANCE INVENTORY (CGI)

The **CGI** systematically addresses your career concerns. It provides a unique, individual profile identifying personality characteristics, occupational values, vocational interests, accomplishments, and skills. Career counselors will help you use this information to make career and life decisions that meet your present and future needs.

Often, those who seek career counseling are undecided about their curriculum and/ or future occupational goals. Taking the **CGI** and receiving career counseling provides counselees with insights, resources, and skills necessary to make reasonable academic and/ or career choices.

Career decision making and goal setting should become much easier as counselees gain more understanding about themselves and their relationship to the world of work.

To begin the career assessment and counseling process, telephone or visit the University Counseling and Testing Center (UCTC). An initial interview to obtain information about your concerns and background will be scheduled. At the end of the interview, you will be given a copy of the **CGI** to take home for a seven day period. If you are unable to come to Kalamazoo, a **CGI** packet can be mailed to you with additional shipping and handling fee. When you return the completed test with your payment (see below for fee schedule), a career counseling appointment will be scheduled to go over your results and to help you develop an action plan to choose or begin your career path. After your counseling appointment, you may be directed to our Career Resource Center to learn more about the various careers available to you. All test results and counseling is confidential.

The **CGI** fee schedule is as follows:

WMU Students.....	\$20.00
WMU Faculty and Staff.....	\$50.00
WMU Faculty or Staff's Spouses and Dependents.....	\$75.00
WMU Alumni.....	\$75.00
Children of Alumni.....	\$100.00
General Public.....	\$250.00
Cost of Mailing CGI.....	\$5.00

Payment is due after you have completed the **CGI** and return it to UCTC. Additional charges are assessed if the **CGI** is found to be damaged or is not returned.

Step by Step Guide and Timeline to Taking the CGI

1. Determine that you would like to take a career assessment or seek career counseling
2. Stop by or call UCTC at (269) 387-1850 to set up an initial intake appointment.
* Anticipate about 3-5 business days between your visit/ call and the intake itself- possibly longer depending on schedules and demand at the Center (longer near the end of semesters).
3. Attend intake appointment and receive **CGI** to complete at home.
*Intake appointments can last up to 60 minutes.
4. Complete **CGI** at home.
*This varies greatly, but is scheduled to be completed within 7 days
5. Return **CGI** to UCTC (no appointment needed) with your payment (exact amount only) and set up career counseling session to go over the results of your **CGI**.
*Anticipate about 5-7 business days (possibly longer depending on schedule availability) between the return of your **CGI** and the career counseling appointment.
6. Attend career counseling appointment.
*Appointments to go over your results can last up to 2 hours and may require follow-up appointments.
7. Use Career Resource Center and other sources (e.g. job shadowing, etc) to locate information on potential majors and/ or careers. Your career counselor will assist you in identifying resources that will be to your advantage.
*Gathering information on careers and/ or majors can vary greatly depending on the counselee's preexisting knowledge of these areas, motivation, and accessibility. It would be wise to allow oneself enough time to perform these actions before a decision is made or needed to be made.

Some of the people who may benefit from taking the CGI include:

- Incoming and current students with undeclared majors
- Students with declared majors they are questioning or in which they are having academic difficulty
- Students looking for confirmation of a major they have or will declare
- Individuals unsure of how they want to use their major
- Junior and senior high school students without a clear career path
- Individuals looking to change careers
- Individuals interested in graduate school
- Anyone feeling confused or unsure about their career direction

FAQ's

Q: How long does the **CGI** take to complete?

A: Completion time can vary greatly and depends on the age, education and ability levels of each counselee. Individuals usually finish any where between 3 ½ to 6 hours.

Q: How many questions do I have to answer in the **CGI**?

A: There are four booklets with the following number of questions to answer:

Personality Booklet- 300 questions

Interests Booklet- 520 questions

Values Booklet- 42 questions

Achievement Booklet- 240 questions

Q: How long does it take to get an appointment after I turn in my completed **CGI**

A: The completed **CGI** results are sent to scanning services which prints out the results. This takes a *minimum* of three days. Thus, appointments to go over the results are usually set up 5 or more days after one has turned them in to the UCTC office. Appointments near the end of the university's academic semesters can take longer to schedule due to the increased demand for career counseling services. Please plan accordingly.

Q: I need to plan out my class schedule. Will taking the **CGI** help me to do this?

A: The **CGI** and the career counseling involved with it can be very beneficial to helping you decide on what major and/ or career might work best for you. However, neither the **CGI** nor the career counselor will be able to tell you what 'exactly' to do. You will be encouraged to do further exploration which takes time so that you can make that final decision. Thus, you will want to give yourself time to take and go over the results of the **CGI** as well as to explore the majors and/ or careers suggested during your session with the career counselor.

Q: I am not going to be able to finish the **CGI** in the 7 days allotted. What can I do?

A: Please call UCTC at (269) 387-1850 and ask for an extension of time to complete it.

Q: Can I bypass the initial intake?

A: No, it is important for the career counselors to determine if taking the **CGI** would be appropriate. Even if you are sure you want to take the **CGI**, it is important for the career counselors to gather information on you and your concerns so that they may more effectively help you. The exception to this rule is if you are unable to make it to Kalamazoo and/ or the UCTC at any point due to serious logistical problems (e.g. health issues). Non-students are also typically exempt from this requirement. Overall, however, the intake interview will be part of the career counseling process.

Q: Are there other career test options besides the **CGI**?

A: We firmly believe that the **CGI** is the best assessment available. The **CGI Shortened Version** is currently in the final stages of development and will be mostly available to groups. If there is a compelling reason (e.g. required by employer) to take another test, it may be possible to arrange this for an additional fee through UCTC.