



Career Decision Readiness and Level of Service

The Career Decision Profile (CDP) and Career Key Discovery (CKD) are brief, unique measures that enable you to understand a person's *readiness*¹ to make a *career decision*² and the level of *service*, or *assistance*³ they need to make a good one. The chart below shows how this is applied.

	Self-help	Brief Staff Assist	Individual Case-Managed
Client Readiness	High	Moderate	Low
Staff time spent providing assistance	Little	Minimal	Substantial
Who guides use of resources	Client	Client and Advisor	Client or Counselor
Who guides use of resources	Internet or electronic delivery, career center library	Internet, electronic delivery, one-on-one advising virtually or in person, larger group activities, workshops, distance learning	One-on-one advising or counseling in person, small group interactions
Monitoring	Little to none	Advisor acts as a "safety net," identifying those who need extra help including referral to the next level	Comprehensive with follow up, potential referral to counseling, moving client to lower level as needs change
Types of resources	Books, self-guided online assessment & information tools, resource guides, videos	Online tools, resource guides, videos, and brief action plans.	All resources plus an individualized learning, counseling and/or wellness plan.

¹ **Readiness** refers to the extent to which individuals are: a) willing to explore their knowledge of themselves, b) motivated to learn about the careers and related areas, and c) ready to make a skilled decision about their options — following the Alternatives-Consequences-Information-Planning (ACIP) model found at Careerkey.org.

² **Career** decision is choosing an activity to do that will give them pleasure now and in the future, something they have an opportunity to do every day. This could be the choice of a career, college major to pursue, training program, volunteer work, a hobby, or something else.

³ **Level of Service** refers to the extent to which people are helped to make a good career decision. The three levels come from a model developed at Florida State U. (Peterson, Sampson, Reardon and Lenz (1996).

Learn more in [CDP>Screen for Career Readiness](#) and [CKD> Service Levels](#) in the online Career Key Resources for Professionals