

## Teacher Information Notes

- **Online:** Career information can be found on the website for the Department of Labor, The Bureau of Labor Statistics, O-Net Resource Center, and the web pages for various colleges and technical schools. In addition a wide variety of websites post and describe duties of job openings. Demonstrate by going to a search engine and typing in phrases such as "local jobs in Atlanta, jobs.com, find a job, employment opportunities," etc.
- **Resource Books:** Helpful resources are often found in the library or career center and include the career encyclopedias, the Job Box, etc. Each site will contain information about hundreds of jobs. Students will use the Job Research Report form to collect information from these sources. Change is occurring rapidly, so some information may be outdated.
- **Computerized Career Programs:** Career Finder or the Discover Program provides information on-screen for a variety of careers. Many career centers have other computerized systems that will provide career information. Students may also access the internet for information about careers. Students will collect information on the computer print out and then transfer it to the Job Research Report form.
- **Career Videos:** There are a variety of up to date career videos available describing many jobs and career areas. Look for these in the school career center, district or county schools resource library, or public library. Students will use the Job Research Report form to collect information from these sources.
- **Job Shadow:** Students can do hands-on research by visiting a job site to watch a worker on the job. Students are responsible for obtaining information and completing a report using the Job Interview Report form. All students are encouraged to participate in a job shadow experience.
- **Interviews:** Students can talk to a career counselor, or specialist about specific jobs. Students will use the Job Interview Report to collect information about the job.
- **Volunteer:** Students may volunteer in nonprofit organizations, schools, hospitals and nursing homes with permission from their parents and the school. They will gain experience as well as learn about jobs at the facility. Students will use either the Job Interview Report or the Job Research Report form to collect information about the job.
- **Work Experience:** Students may want to work part time for experience and also to gain information about the jobs in that business. Students will use either the Job Interview Report or the Job Research Report form to collect information about the job.
- **Job Interview:** Interview a worker in person or over the phone to get specific information about the business, job requirements, wages, etc. Students will use the Job Interview Report to collect information about the job. Making the call or interview with an employed former student makes it even better.