

Research A Career

List three careers/jobs you would like to consider:

1. _____
2. _____
3. _____

Check three ways you will find out more about these careers/jobs and complete a report for each:

- ☐ Go to the United States Department of Labor website and look up the occupation, career or job of your interest under the Standard Occupation Classification (SOC)
- ☐ At the computer go to your favorite search site and enter the name of your career or occupation of interest. Then investigate details such as skills needed, job duties or education and training.
- ☐ Watch video tapes about specific careers, (ask for these at the career center or library). Use the Job Research Report form to complete your report.
- ☐ Job-shadow a person who does this job for two to three hours. Use the Job Interview Report form to complete your report.
- ☐ Talk to a counselor or career specialist to get information about this job. Use the Job Research Report form to complete your report.
- ☐ Volunteer with a nonprofit organization in a position like the one you are interested in. Use the Job Research Report form to complete your report.
- ☐ Sign up for Work Experience in a position like the one you are interested in. Use the Job Research Report form to complete your report.
- ☐ Interview someone who has this career/job. Use the Job Interview Report form to complete your report.

JOB RESEARCH REPORT

To do this report, use resource books, career computer programs, career videos or talk with a teacher or counselor about this job.

1. What source are you using for your research?

2. Job title: _____
3. List job duties:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
4. What education or training is needed to do this job?
5. How long will it take to complete the education or training?
6. Is this job available in this area?
7. What kind of tools or machines are used in this job?
8. What is the work setting for this job?

<input type="checkbox"/> indoor	<input type="checkbox"/> outdoor
<input type="checkbox"/> warm	<input type="checkbox"/> cold
<input type="checkbox"/> noisy	<input type="checkbox"/> quiet
<input type="checkbox"/> formal	<input type="checkbox"/> informal
9. What is the starting wage for this job?
Hourly: _____ Monthly: _____ Annually: _____
10. Is this a job you would like to have? ☐ yes ☐ no

Job Interview Report

Ask the following questions of an employee or employer while job shadowing, volunteering or completing work experience. Complete as a written and oral report.

Person Interviewed: _____ Interviewer: _____

1. What is the main thing you do each day?
2. What kind of tools, machines or equipment do you use?
3. What do you like most about your job?
4. What do you like least about your job?
5. What kind of special training or education did you have to get this job?
6. What school subjects or experiences have helped you with this job?
7. How does your job affect your personal life?
8. What is the starting wage for this job?
9. What kind of jobs did you have before this one?
10. What do you think you will be doing five years from now?