

## Research a Career

**List three careers/jobs you would like to have:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

- ☐ Use online and hard copies of the Dictionary of Occupational Titles (DOT), O\*Net, Occupational Outlook Handbook (OOH) and other career information materials found in the career center, Internet or school library. Use the Job Research Report form to complete your report.
- ☐ Use Career Finder or other career information computer programs (ask) at career center or career specialist. Use the Job Research Report form to complete your report.
- ☐ Watch DVDs/recordings about specific careers (ask for these at the career center or library). Use the Job Interview 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 non-profit organization in a position like the one in which you are interested. Use the Job Research Report form to complete your report.
- ☐ Sign up for Work Experience in a position like the one in which you are interested. 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 the Internet, resource books, career computer programs, and career DVDs, or interview a teacher or counselor about the job.

1. What sources are you using for your research?  
\_\_\_\_\_
2. Job title: \_\_\_\_\_
3. List 5 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, machines or software 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: \_\_\_\_\_ Annual: \_\_\_\_\_
10. Is this a job you would be excited 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 software, 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. Why is your job important to this company?
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?

## Five Reasons to Work!

**Directions:** Based on your career choice, write the five most important reasons you want to work.

For example, Terri works at a floral shop and says one important reason she does this work is to make beautiful flower arrangements that will make someone happy.



She feels happy and excited when making wedding bouquets and sometimes very sad for the families who order funeral flowers. She feels her work is a positive contribution to her community.

List your five reasons for choosing the work you want to do and then share your answers with a partner.

1.

2.

3.

4.

5.

## Our Work Design

## Group Assignment

Make a poster representing the most important reasons your group wants to work in your chosen career. Make a title for your poster that represents your combined thoughts. Prepare a ten-minute group presentation to explain your poster. Follow this format for your presentation:

1. Why did you choose your poster title?
2. List reasons and ideas describing “why work is important.”
3. Tell how these reasons are represented on your poster.
4. Explain how this assignment will affect your attitude about your future career.