

CHAPTER #3

EXPLORING CAREERS

Meeting Point

Kasse
Cashier

Ensemble de bureaux
Bürozone
espace de travail

Zone de circulation
Zones de passage
et circulation



Bürogebäude
Office building

Toiletten
Toilets

Post
Post services

Geldwechsel
Exchange

Polizei
Police

Bürogebäude
Office building

Ausfuhrkontrolle
Export declaration

Strom
Power

Restaurants

Besucherzone
Visitors lounge

Airport Gallery 2
Korridor

Einkaufszentrum
Shopping Arcade

Terminal Betriebsleiter v.d.
General Duty Manager

US Information

10

Earn More !!!

10

Earn More !!!



Aircraft pilots, co-pilots
and flight engineers



10

Earn More !!!

Biological Scientists



10

Earn More !!!

**Biochemist and
Biophysicist**



10

Earn More !!!

Bus Driver



10

Earn More !!!

School Psychologists



10

Earn More !!!

Dental Assistant



10

Earn More !!!

**Fitness Trainers and
Aerobic Instructors**



10

Earn More !!!

Law Clerk



10

Earn More !!!

Psychologist



10

Earn More !!!

Optometrist



CHAPTER OBJECTIVES

CAREER FACTS

Interests change very little between the ages of 25 to 55.
They change much more between the ages of 15 to 25.

KEY COMPONENTS of CHAPTER #3

KEY AREAS

MAIN IDEA:

Exploring careers will help you find the employment possibilities that best match your interests, values, and personal needs.

Asking the right questions about jobs that interests you will make your career search more productive.

KEY CONCEPTS:

Researching Careers

Learning from experience

Your Career Expectations

Career Preparation

KEY TERMS

- Career Clusters
- Exploratory Interview
- Temp Work
- Cooperative Programs
- Job Shadowing
- Internship
- Service Learning
- Work Environment
- Flextime
- Career Pathways
- Benefits

Only
the Red
information



Workplace Statistics

- **Currently 39 % of the workforce now has worked for six or more employers, up from 27% in 1999.**
- **The number of physicians in radiology training fell from just under 6,000 in 1994 to 3,600 in 1999.**
- **It takes 10 to 12 years to train a radiologist. (4 med school, 1 internship, 4 residency years)**
- **A patient over age 55 needs the services of a radiologist 3X more often than a younger patient.**
- **According to Health Psychology Magazine, working with people you don't like can shorten your life, due to the stress you will feel.**

Workplace Statistics

PHYSICAL ATTRIBUTES- STRONG?, DON'T MIND GETTING DIRTY?, LIKE PHYSICAL WORK? OR LIKE TO STAY CLEAN BEHIND A DESK? IN OR OUTSIDE?

SOCIAL ATTRIBUTES- LIKE BEING AROUND PEOPLE? OR LIKE TO WORK ALONE?

TECHNICAL ATTRIBUTES- LOVE PHONE APPS, GAMING, COMPUTERS, ETC? OR HATE TECHNOLOGY? By 2015, nearly 30% or 765,000 of our nation's public school teachers will retire.

- 25% of employees are just showing up to collect a paycheck.
- Half of new doctors are women, who typically work about 25 % fewer hours than male doctors.

EXPLORING CAREERS

When trying to narrow your career down, select a career cluster to help you.

Research- Use the Libraries,
Internet for Employees Information



When starting a Career search you need to think about:

- What kind of activities you like to do?
- What kind of work do you enjoy?

Knowing what kind of work you like to do and what you are good at is important when searching for a career.



***The U.S. Office of Education divided careers into 16 Career Clusters.**

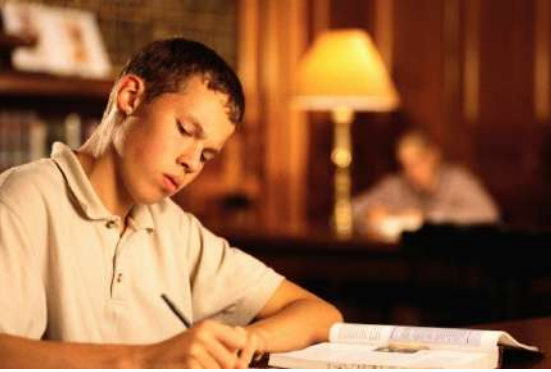
Career Clusters- groups of related occupations.

16 Career Clusters



Types of Jobs Within the Career Clusters

SELECT 3 CAREER CLUSTERS	WRITE DOWN 1 EXAMPLE OF EACH
Agriculture, Food, and Natural Resources	Food Scientist, Farmer, Ecologist, Vet, Biochemist
Architecture and Construction	Contractor, Architect, Plumber, Building Inspector
Arts, A/V Technology, and Communications	Graphic Designer, Musician, Actor, News Anchor
Business Management and Administration	Executive Assistant, Receptionist, Business Owner
Education and Training	Teacher, Trainer, Principal, Counselor, Librarian
Finance	Bank Teller, Tax Prep, Stockbroker, Loan Officer
Government and Public Administration	Soldier, Postal Worker, City Manager, Politician
Health Science	Physical Therapist, Registered Nurse, Dentist
Hospitality and Tourism	Chef, Hotel Manager, Translator, Tour Guide
Human Services	Social Worker, Psychologist, Child Care Worker
Information Technology	Web Designer, Software Engineer, Technical Writer
Law, Public Safety, Corrections, and Security	Attorney, Police Officer, Firefighter, paralegal
Manufacturing	Production Supervisor, Quality Technician
Marketing, Sales, and Service	Sales Associate, Retailer Buyer, Customer Service
Science, Technology, Engineering, Mathematics	Lab Technician, Marine Biologist, Cryptanalyst
Transportation, Distribution, and Logistics	Pilot, Truck Driver, Automotive Mechanic



TYPES OF RESEARCH



INFORMAL RESEARCH - ask people questions about their work in a career field.

We encounter hundreds of jobs / careers every day in our normal daily activities.

FORMAL RESEARCH - research in libraries, web sites, etc.

Formal Research is fully developed, formally presented, and gives you enough information to act on your ideas.

INTERNET JOB SERVICES- using web sites, newsgroups and bulletin boards to find jobs.

THERE ARE THREE MAIN RESOURCES FOR RESEARCHING OCCUPATIONS

O*NET- database of worker attributes and job characteristics. O*NET offers up-to-date information on thousands of careers and career outlooks.

Occupational Outlook Handbook- describes work, training and education required, and outlook for hundreds of careers.

The Guide For Occupational Exploration- groups careers into categories such as mechanical careers and careers protecting people, and describe many careers

EXPLORATORY INTERVIEWS

EXPLORATORY INTERVIEWS

Ask your parents, friends, neighbors, teachers, and counselors to help build a list of people who work in careers.

EXPLORATORY INTERVIEW- informal talk with someone in a career that appeals to you.

When interviewing someone about their career, always ask them these questions:

1. How did you start your career?
2. What education and training did it require?
3. What do you like about your job?
4. What do you do during a typical workday?
5. What interests led you to this career?



6 Workplace Learning Experiences

PART-TIME WORK

One of the best, most direct ways to learn about a career is to work part-time in the field.

Examples: **McDonalds**, **BRAUMS**, Grocery Stores, etc.

WORK EXPERIENCE PROGRAMS - Many different kinds both College and High School. (Auto Mechanics-ULRICH (45 students), Building trades- 36 STUDENTS Junior and Senior year) ProStart-Culinary Arts-permission ONLY-Baumann-Foods 16 kids **GO-CAPS JUNIOR OR SENIOR ONLY**

Colleges can provide students with part-time jobs. Examples: C of O, Berry College (100 on campus jobs), Vo Tech, etc. Some colleges will find you an on-campus job. Usually non-academic and in a trade that requires an associates degree.

JOB SHADOWING- following a worker on the job, learning the ropes by watching and listening.

COE-at OHS- work 10 hrs=1 block of school, 20=2 blocks. Attend 1 COE class here at OHS. Juniors and Seniors only

INTERNSHIPS- **closely supervised training**, usually requires a longer-term commitment that can be paid or unpaid.

Examples: Doctors, Dentists, Architects, Electrician, Plumber

SERVICE LEARNING- programs **connect academic work with community service**, allowing students to explore issues discussed in the classroom through personal experiences and community work. Discuss a problem, take action!!!!!!

Examples: Helping at Retirement Homes, Red Cross, Humane



Volunteering

Write down **3** places you would consider Volunteering.

- Hospitals
- Museums
- YMCA or YWCA
- Regional Food Banks
- Amateur Theater Groups
- Government Housing Authorities
- Special Olympics
- Libraries
- United Way
- Schools
- Urban League
- State or National Parks
- Habitat for Humanity
- Ronald McDonald House
- Symphony Orchestra Groups
- Zoos
- Animal Shelters
- American Cancer Society
- Local Churches
- American Red Cross
- Retirement / Nursing Homes
- Local Park Boards
- Salvation Army
- Women's Networks
- Mobile Meal Programs
- Student-watch Programs
- Convoy of Hope

EATING GROWTH

KING ACTION

TTING CONNECTED

GO CAPS Program for high school juniors and seniors

***Greater Ozarks Centers for Advanced Professional Studies (GO CAPS)** is a unique, yearlong learning experience that allows high school juniors and seniors to test drive future career options. Students develop real world professional skills as they are embedded in partner businesses.*

GO CAPS gives students the chance to explore their interests in **four** areas: Engineering and Manufacturing, Entrepreneurship, Medicine and Health Care and Technology Solutions. Students attend a morning session (8-10:30 a.m.) or an afternoon session (Noon -2:30 p.m.) every day throughout the school year. These sessions also allow for dual credit opportunities through Missouri State University and Ozarks Technical Community College.

For Businesses

For Students

Students

Chain of Education Levels

10. HIGH SCHOOL DROP OUT

6. APPRENTICESHIP

9. G.E.D.

5. TECHNICAL
TRADE
SCHOOL

2. MASTER'S
DEGREE

8. H.S.
DIPLOMA

4. ASSOCIATE'S
DEGREE

3. BACHELOR'S
DEGREE

7. SOME
POST
SECONDARY
TRAINING

TEMP WORK - short-term employment. (Pen Mac, Manpower, Missouri Career Center)

Temporary employment agencies specialize in placing temp workers with employers. These workers have the skills companies need for a short time period.

Temp workers usually will not receive benefits or job security.

But temp work can help you develop your skills, learn about different work environments, and develop new job contacts.

Temp jobs can last:

- A few days
- Weeks
- Months
- indefinitely



Workplace Facts:

- **The U.S. Military is the largest employer in USA**
- Wal-Mart is the second largest.

Military Facts:

2.5 million serve

1.4 million on active duty

1.1 million serve in military res.

38,000 in the National Guard

Agriculture Workforce

Late 1700's- 8 out of 10 in Ag.

Civil War- 5 out of 10 in Ag.

WWII- 1 out of 8 in Ag.

Today- 1 out of 14 in Ag.

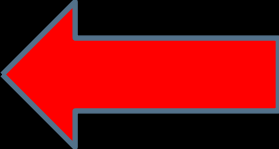
Occupational Levels:

Top-	Professional
	Managerial
	Semi-Professional
	Skilled
	Semi-Skilled
Bottom-	Un-Skilled (Teenagers)

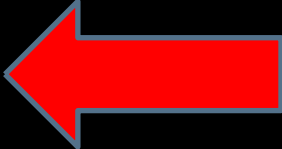
CAREER EXPECTATIONS:

Examine careers in terms of these 10 characteristics:

CAREER **10 AREAS OF RESEARCH**



These key
areas will
appear on
the next 5
slides.



Career Expectations --- What to Research

#1- VALUES

When you are looking into a career choice, ask yourself if it matches your values.

What do you really care about?

What do people in your career really care about?

- Justice?
- Art? Sing, act, design, perform, draw, write
- Money?
- Health?
- Fame?



#2- TASKS AND RESPONSIBILITIES

- What will you be doing each day at work?
- What specific tasks do workers in this career perform?
- Are the workdays repetitive or full of new experiences?
- Is the pace easy, or is the career a high-pressure one?
- Is the work primarily physical or mental?



#3- WORKING WITH DATA-PEOPLE-THINGS

- DATA- working formulas, numbers, statistics, records, etc.
- PEOPLE- working with people and animals
- THINGS- working with your hands building or fixing things

#4- WORK ENVIRONMENT

Your physical and social surrounding that can affect your well-being.

Do you want to work indoors or outdoors?

Would you rather work alone or with other people?

#5- WORK HOURS

7:00 am - 4:00 pm

8:00 am - 4:00 pm

9:00 am - 5:00 pm

4:00 pm - 12:00 am

12:00 am - 8:00 am (The graveyard shift)



Many careers are simply not 9-to-5 careers.

When are you at your best?

Are you a night owl or a morning person?

**Some workers create their own schedules-
FLEXTIME.**

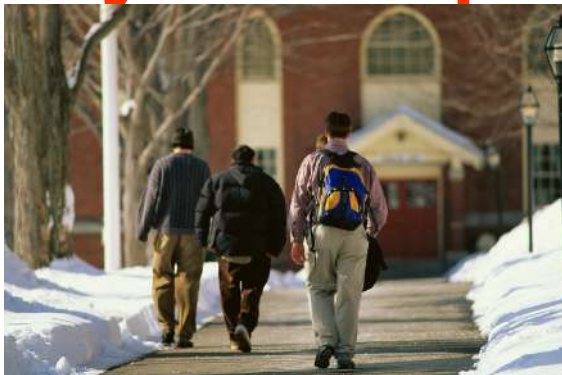
Some people work from home using telephone, computers, faxes.

#6- EDUCATION & TRAINING

Careers demand different kinds and levels of education and training.

As you research, note how much time, money, and effort it will take to get the education for this career.

Career Plans- routes that lead you to a particular career.



#7- APTITUDES AND ABILITIES

Skills of any kind work, usually are learned easier if you have the aptitude for learning that ability.



#8- SALARY AND BENEFITS

You will be able to research the hourly rate or weekly or annual salary for a particular career.

Benefits may include:

- **Health insurance**
- **Paid vacations**
- **Holiday time**
- **Retirement plan.**



WHAT ARE WORK BENEFITS



- **Benefits - employment extras.**
- There is usually a waiting period before employees are eligible for benefits.
- Benefits are the way companies can attract and retain quality employees in a competitive job market.
- **Health insurance** is the probably the most sought after benefit.
- **Health care costs** are likely to increase in the future.
- **Convenience benefits ---are services that make workers' lives easier.** They range from flexible work hours to legal counseling services.
- **Cafeteria plans --- let employees choose the benefits they want.** Rather than vacation time, an employee may prefer disability insurance.

TYPES OF BENEFITS-

COMMONLY OFFERED BENEFITS



HEALTH INSURANCE
DISABILITY INSURANCE
LIFE INSURANCE
DEPENDENT CARE
FAMILY AND MEDICAL LEAVE
ACCIDENTAL DEATH

RETIREMENT PLAN
STOCK OPTIONS
DENTAL INSURANCE
PRESCRIPTION CARE
VACATION TIME
DISMEMBERMENT INS.

REGULAR BONUSES
PRODUCT DISCOUNTS
LOW-INTEREST LOANS
GYM MEMBERSHIPS
SKILLS TRAINING
FUNERAL BENEFITS

PAID TIME OFF

HOLIDAY PAY
PAID SICK LEAVE
VACATION LEAVE
JURY DUTY LEAVE
FUNERAL LEAVE
MILITARY LEAVE
VOTING
MATERNITY LEAVE
PATERNITY LEAVE

MISC. BENEFITS

EXTENDED ILLNESS
FLEX LEAVE
DIRECT DEPOSIT
CAFETERIA PLANS
UNEMPLOYMENT BENEFITS
TAX SHELTER
CHILD CARE



#9- NATIONAL CAREER OUTLOOK

What will your career be like in 10 years? Will it even exist in the future workforce?

#10- INTERNATIONAL CAREER OUTLOOK

With the growth of the global economy, what are the opportunities overseas for your type of career?

International careers are more common now because of growth in the global economy.



THE 7 STEPS TO A SUCCESSFUL JOB HUNT

1. Prepare and Review

- *Skills
- *Goals
- *Needs

2. Find Job Leads

- *Networking
- *Yellow pages
- *Advertisements
- *Employment Agencies

3. Bring Personal Information

- *Personal Data Sheet
- *Resume
- *Job Objective
- *Education
- *Work Experience

8. Start Your New Job

Good Luck!!!

4. APPLY

- *Job Application
- *Employment Tests

7. Receive a Job Offer

- *Accept
or
- *Reject
- *Some jobs may not be right for you

6. Go to Interview

- *Prepare for Questions
- *List of your Questions
- *Practice for Greeting

5. SCHEDULE INTERVIEW

- *Company Information
- *Your Appearance
- *Practice for Interview



FINDING THE RIGHT EMPLOYEE

Employers spend a lot of time and money trying to get the right person for their company.

18% of all job opening are filled in less than four weeks.

34% take four to six weeks.

25% take five to eight weeks.

6% take more than twelve weeks.

NEW HIRES

***Nationally, only 50% of new hired employees last more than six months.**

***The U.S. Department of Labor estimates that a bad hiring decision costs a company one-third of the new hires annual salary.**

***Some estimates say the cost of replacing an**

THE JOB HUNT TRAIL



Chapter Summary

TEST INFORMATION---Know These Key Concepts

Review Key Concepts:

Chapter Reference Materials

