

Career Research Assignment – In-Depth
(Career Research – Part 2)

Point of the Assignment: To know what questions to ask to find the appropriate information for making good decisions about potential jobs/careers.

As you research your prospective career, find the following information. Write on additional sheet(s) if necessary. Attach a copy of at least one report on the career you researched.

Step 1: What is the job **title of the career** you researched? _____

Step 2: Identify which **resources** (*online databases, books, professional associations, informational interviews, etc.*) you used to learn about this career.

Resource	Online/Print	Resource Name	Occupation (Job) Title	Information Found
1				
2				
3				

Step 3: Identify some **professional associations** for this career (*i.e. AMA – American Medical Association, NCDA – National Career Development Association, PRSA – Public Relations Society of America, etc.*)
 Note: Your resources in Step 2 should identify appropriate professional associations.

Association	Acronym	Official Name	Web Address	Information Found
1				
2				
3				

Step 4: Identify **where these people often work** (*types of industries – government [city, county, state, or federal], education, business, hospitality, health care, non-profit, etc.*)

Industry Where They Work (if gov't: what level?)	Types of People They Work With

Step 5: Different Titles / Similar Jobs: Do these different job titles have different duties or requirements? Are there different names for that major and/or career? (*i.e. psychologist, counselor, therapist, psychiatrist etc.*) (*i.e. psychiatrist is a medical doctor who specializes in prescribing medications, whereas a psychologist is NOT a medical doctor, but specializes in counseling therapy.*)

Job Title	Responsibilities	Types of People to Work with

Career Research Assignment – In-Depth

Step 6: Identify what **skills** (technical and transferrable) they use on the job (*i.e. – Technical: Operate machinery, program computers, drive heavy-duty construction equipment, or draw blood from patients. Transferrable: Organize data, public speaking, deal diplomatically with difficult people, etc.*)

Skill used	Technical or Transferrable?	Primary Skill or Support Skill

Step 7: Identify what **knowledge** do they need to possess in order to do the job? (*i.e. knowledge of human behavior, statistics, mechanical design, how to use electronic equipment, customer service, English language structure, etc.*)

Knowledge needed

Step 8: Identify what **abilities** do they need to possess in order to do the job? (*i.e. – oral comprehension, verbal expression, hearing sensitivity, manual dexterity, emotional stability, organizational ability, physical stamina, detail oriented, etc.*)

Abilities Required

Step 9: How much **education** does this job typically require? (*H.S. Diploma, certificate, AA, BS, MA/MS, Ph.D. Professional Degree, advanced training, etc.*) _____

Step 10: List some **schools** that offer programs that are suitable training/preparation for this career.

School	Program/Degree Level <i>(AA, BA/BS, MA/MS, Ph.D., etc.)</i>	Program Name <i>(BS: Business – Accounting.)</i>	Typical College Courses

Step 11: Does this profession require **licenses or credentials**? If yes, how long does it take to get? Does continued licensing/credentialing require “life-long learning” or “continuing education” to maintain license/credential? _____

Step 12: What kind of **college experiences** can you gain to help you prepare for this career?

College Courses	Internships/Job Settings	College Experiences
“Introduction to Career Opportunities in this Profession” type of Class		

Step 13: What are the **physical demands** of this career? Are you physically capable of meeting these expectations? (*i.e.: lifting up to 50 lbs. at a time, working outside in all kinds of weather, talking, walking or standing still for long periods of time, long hours of reading, long hours typing on a computer, no visible tattoos and/or conservative physical appearance, no addictions, physically fit, mental/emotional stability, etc.*)

Step 14: Will you need to undergo a **background check** to work in this career? Will you be able to meet these expectations? (*i.e.: Criminal records – will certain criminal offenses prevent you from getting trained, licensed, or hired in this field? Do you need to get finger printed, submit to a lie-detector test, or undergo a psychiatric evaluation? Do you need to have good financial credit? Will they investigate your work history and neighbors to find out how you live your personal life? Will you be expected to provide proof of credentials or work/life history (birth certificate, court records, official transcripts, licenses, etc.)? Do you need to have a good driving record (no accidents, tickets, or DUIs)? Will you be expected give full access to your social media accounts, email and other electronic media? Will they care about your family life/history [no personal divorces, or immediate family members in crisis? No relatives with criminal backgrounds or in the country illegally.] etc.*)

Step 15: What are the expected **labor market projections**? (*i.e. Is this field expected to grow, stay stable, decline, etc.*) How are advances in technology and the **changing world affecting this career** and industry?

Step 16: How does someone **find jobs** in this profession? (*i.e. networking, online job boards, internships, unions, through your school, etc.*)

Step 17: What **financial investments** (*in addition to education*) does someone need to get established in this profession? (*i.e. licensing, special certification, buying vehicles, equipment, tools, supplies, uniforms, samples, library of resources, etc.*)

Step 18: What are some **positive** traits about this job (*i.e. most find it rewarding because they help people, good pay, stable, low stress, etc.*)

Career Research Assignment – In-Depth

Step 19: What are some **negative** traits about this job (*i.e. High stress and high turnover. This profession sees a lot of layoffs during economic downturns. You have to deal with difficult people. Very physically demanding, etc.*)

Step 20: List the **salary ranges** for this position

Entry-level	Mid-Career	Top of the Range	What <u>Year</u> Is This Information From?	Where did you get this information?

Step 21: List the typical **career path** that individuals usually take to get to this job:

Typical “Entry-Level” Jobs:

Job Title	Education / Skills Needed	Responsibilities

Typical “Transition” Jobs:

Job Title	Education / Skills Needed	Responsibilities

Step 22: Goodness of Fit: How does this job fit with who you are as a person? Does it align with your personality, values, interests, generation (*i.e. Rapidly-Changing World/Labor Market Trends*), etc.? Does it allow you to use the kind of skills you want to use on the job?

Step 23: Your Response: What do you think of the information you found? Does it make the job sound more appealing? Or does it turn you off? Do you need more information? At this point, does this sound like a career you want to continue to pursue?

Step 24: Next Steps: Now that you have determined whether or not you want to continue to invest in this career, what should be your next steps? (*i.e. **If yes:** take an “Introduction to Career Opportunities in this Profession” type of class, further research potential schools, develop an education plan, meet with an academic counselor, explore entry-level jobs, start networking, etc. **If no:** identify other careers to research, talk to a career counselor about what you learned. **If maybe:** get more information about this career or education, or investigate other careers, talk to a career counselor about your indecision, etc.*)

Test your understanding:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: *(Write down your response after completing this assignment.)*
