



B. Ways to research careers

1. Informal research

- General talk with people about their career experiences
- Media – movies, TV shows, magazines, newspapers

2. Formal research

- Libraries – reference books, magazines, CDs, DVDs and other media sources
- Books – *Occupational Outlook Handbook, Guide for Occupation Exploration*
- Other resources – newspapers, magazines, government reports, industry service group videos/audio resources
- Internet resources – online bulletin boards, job posting sites, specific job information at specific companies
- Exploratory interviews – short informal talk with someone who works in a career you find appealing

3. Learning from experiences

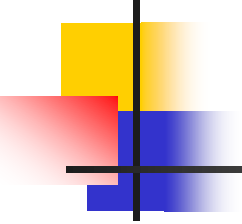
- Temp work – temporary work; short-term employment
- Cooperative program – arrangement in which local businesses team up with schools hiring students to perform jobs
- Job shadow – following someone around for a day or so to learn about his or her job
- Internship – short-term job or work project that usually requires formal commitment; usually unpaid
- Service learning – connecting academic work with community service

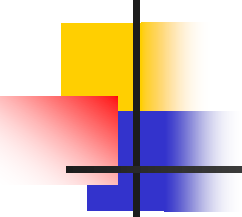


C. What to Research

10 Characteristics of careers

1. Values – what is important to the career?
2. Tasks & Responsibilities – what will you actually be doing?
3. Working w/ data/people/things – what kinds of data, people and things does this career work with?

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4. Work environment –physical & social surroundings
 5. Working hours – what are the hours?
Flexitime?
 6. Aptitudes & abilities – what skills do you need for the career?
 7. Education & training – what level(s) do you need?

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8. Salary & fringe benefits – What are you paid? Any kind of fringe benefits (the extras provided by employers such as health insurance, paid vacations, retirement plans, etc.)
 9. Career Outlook – what is the future of the career?
 10. International career outlook – possible to work in another country?