

OCCUPATION RESEARCH WORKSHEET

(for more complete information on identifying occupations for your career path refer to the "Occupational Exploration" topic in the Virtual Career Center)

Document external research information, and pair it with your self-assessment knowledge to begin moving confidently toward a career decision.

If you are a new graduate, or a career changer, your experience examples for new occupation choices may be brief. Give yourself credit for all involvement in the information categories: volunteer work on campus, in your community, in your homeowners' association; jobs while you were a student, which demonstrate discipline, and communication and interpersonal skills in all roles; work you've done in past careers that transfers to your new options. If you are highly experienced and/or an expert in particular functions or content areas use examples that will emphasize in-depth responsibility and accountability.

O*NET, a government-sponsored web site (online.onetcenter.org) is one tool that will give you a comprehensive profile of occupations. O*Net is a good beginning research tool to develop your occupational profile; supplement these details with those you find through reading, professional association meetings and informational interviews.

OCCUPATION (and alternate job titles):

RELEVANT INFORMATION FROM O*NET RESEARCH online.onetcenter.org:

Specifics Category of Information	Examples of Your Experience
Tasks	
Tools & Technology (when relevant)	
Knowledge	

Abilities	
Work Activities	
Work Context	
Interests (corresponding to Strong Interest Inventory theme codes)	
Work Styles	
Work Values	My 5-7 Highest Priority Values

Salary Research

From America's Career InfoNet www.acinet.org

My Salary Requirements:

From Salary.com www.salary.com

From resources in JobStar www.jobstar.org (including 300+ general and profession-specific surveys)

Employment Trends from www.acinet.org

Number of workers in this occupation in my state:

Projected future employment and percentage of growth or decline:

Current job openings in my state:

Relevant Fastest-Growing Occupations:

Relevant Occupations with the Largest Employment:

Information from *Informational Interviews*

Verify the information you have gathered and recorded in this worksheet with people doing this work. Learn different ways to obtain your first job in the field, the long-term career paths – promotion paths, portability into different specialties within a field, emerging trends and specialties, challenges and rewards of the work.

Steps I Need to Take to Work in This Occupation:

(such as: identify transferable skills and present them in a job search; more education; specific retraining; certification; develop additional technology skills/experience; move within current organization; move to a new organization; relocate to a better market for this work)

The Step

How Well Positioned Am I?

