Gathering information is a critical step in making an effective career decision. Make a copy of this worksheet for each occupation that you are considering. Read about how to research occupations in the Exploring Occupations/Careers section at www.clarion.edu/career/major/index.htm. Use print, Internet, multi-media, and people resources for your information.

<table>
<thead>
<tr>
<th>Occupation/job title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief description</td>
<td></td>
</tr>
<tr>
<td>• Attach a job description, if available</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary responsibilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• What do people in this occupation do?</td>
<td>1. _____________________________</td>
</tr>
<tr>
<td>• List at least five specific responsibilities for this occupation.</td>
<td>2. _____________________________</td>
</tr>
<tr>
<td></td>
<td>3. _____________________________</td>
</tr>
<tr>
<td></td>
<td>4. _____________________________</td>
</tr>
<tr>
<td></td>
<td>5. _____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Key skills and abilities required</td>
<td>Skills and abilities:</td>
</tr>
<tr>
<td>• Personality traits that are important for this occupation</td>
<td>Personality traits:</td>
</tr>
<tr>
<td>Employers</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>In what setting is this occupation found? Indoors? Outdoors? Both?</td>
<td></td>
</tr>
<tr>
<td>In what kind of organizations? (e.g., small businesses, public schools, hospitals, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job outlook/growth</th>
<th>Employment growth is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the U.S. Department of Labor’s employment outlook for this occupation?</td>
<td></td>
</tr>
<tr>
<td>Refer to the web site at <a href="http://www.bls.gov/emp">www.bls.gov/emp</a></td>
<td></td>
</tr>
<tr>
<td>Employment growth is:</td>
<td></td>
</tr>
<tr>
<td>☐ Much faster than average</td>
<td></td>
</tr>
<tr>
<td>☐ Faster than average</td>
<td></td>
</tr>
<tr>
<td>☐ Average</td>
<td></td>
</tr>
<tr>
<td>☐ Slower than average</td>
<td></td>
</tr>
<tr>
<td>☐ Expected to decline</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational preparation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What major, program of study, or training is required or suggested for entry into this occupation?</td>
<td></td>
</tr>
<tr>
<td>What licenses or certifications are required?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary range</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the typical salary for someone entering this occupation?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Characteristics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How many work hours are in an average week for this occupation?</td>
<td></td>
</tr>
<tr>
<td>Is shift work involved?</td>
<td></td>
</tr>
</tbody>
</table>
**Career Path**

- What are some sample entry-level job titles for this occupation?
- How might an individual progress from the entry-level position?
- What tasks or projects might lead to greater responsibilities?
- What are some positions that the entry-level job may lead to?

**Positive features**

- List three positive aspects of this occupation

1. __________________________________________
2. __________________________________________
3. __________________________________________

**Negative features**

- List three negative aspects of this occupation

1. __________________________________________
2. __________________________________________
3. __________________________________________

**Related occupations**

- List two occupations that are similar to the one you researched.

1. __________________________________________
2. __________________________________________

**Information sources**

- List at least two resources used in researching this occupation (people, print, multi-media, Internet)

1. __________________________________________
2. __________________________________________
<table>
<thead>
<tr>
<th>Steps to take</th>
<th>1. ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>• List three steps</td>
<td>2. ____________________________________________</td>
</tr>
<tr>
<td>that you need to</td>
<td>3. ____________________________________________</td>
</tr>
<tr>
<td>take to begin</td>
<td></td>
</tr>
<tr>
<td>preparing for this</td>
<td></td>
</tr>
<tr>
<td>occupation</td>
<td></td>
</tr>
</tbody>
</table>