## **Worksheet for Researching Occupations**

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 <a href="www.clarion.edu/career/major/">www.clarion.edu/career/major/</a> index.htm. Use print, Internet, multi-media, and people resources for your information.

Occupation/job title	
Brief description	
• Attach a job description, if available	
Primary responsibilities	
<ul> <li>What do people in this occupation do?</li> <li>List at least five specific responsibilities for this occupation.</li> </ul>	1.
Requirements	
<ul> <li>Key skills and abilities required</li> </ul>	Skills and abilities:
<ul> <li>Personality traits that are important for this occupation</li> </ul>	Personality traits:

Employers	
<ul> <li>In what setting is this occupation found? Indoors? Outdoors? Both?</li> <li>In what kind of organizations? (e.g., small businesses, public schools, hospitals, etc.)</li> </ul>	
Job outlook/growth	
<ul> <li>What is the U.S. Department of Labor's employment outlook for this occupation?</li> <li>Refer to the web site at <a href="https://www.bls.gov/emp">www.bls.gov/emp</a></li> </ul>	Employment growth is:  Much faster than average Faster than average Average Slower than average Expected to decline
<b>Educational preparation</b>	
<ul> <li>What major, program of study, or training is required or suggested for entry into this occupation?</li> <li>What licenses or certifications are required?</li> </ul>	
Salary range	
• What is the typical salary for someone entering this occupation?	
Job Characteristics	
<ul> <li>How many work hours are in an average week for this occupation?</li> <li>Is shift work involved?</li> <li>Is travel involved? How often? Short distances? Long distances? Overnight?</li> </ul>	

Career Path	
<ul> <li>What are some sample entry-level job titles for this occupation?</li> <li>How might an individual progress from the entry-level position?</li> <li>What tasks or projects might lead to greater responsibilities?</li> <li>What are some positions that the entry-level job may lead to?</li> </ul>	
Positive features	
List three positive aspects of this occupation	1.
N	
<ul> <li>List three negative aspects of this occupation</li> </ul>	1.
Related occupations	
List two occupations that are similar to the one you researched.	1.
Information sources	
List at least two resources used in researching this occupation (people, print, multi-media, Internet)	1.

Steps to take	
• List three steps that you need to take to begin preparing for this occupation	1.