

CAREERS LESSON 1 – CAREER PLANNING

WORKSHEET

1. What are the two basic steps to begin career planning?
2. Why should you start career planning by asking questions about yourself?
3. List three questions you might ask about yourself to determine what kind of job might be right for you.
4. Name at least two other resources for answering questions about yourself other than what you “think.”
5. After you have answered the questions about yourself, what should you do with the answers? Why?
6. What’s the difference between a career area and an occupation?
7. How do disciplines and education levels relate to different careers?
8. How do disciplines and education levels relate to occupations?
9. List one benefit and one disadvantage of a multidisciplinary approach.
10. Name three groups of questions you might ask about a possible occupation and give an example of each.
11. After answering questions about yourself and questions about possible occupations, what should you do with the results?
12. List five sources for ways to further investigate your matches.

CAREERS LESSON 1 – CAREER PLANNING WORKSHEET ANSWERS (Note-answers in green may vary)

1. The two basic steps to begin career planning are learning about yourself and learning about potential career areas and occupations.
2. You start career planning by asking questions about yourself because most people can color their investigation of career options based upon what they “think” is true about themselves instead of what is actually a basic part of their goals, life plans, characters, and personalities.
3.
 - a. What are my goals in life?
 - b. Do I prefer working with people?
 - c. Am I traditional and structured or do I prefer changes and surprises?
4. Two other resources for answering questions about yourself beside what you “think” are people who know you or work with you and college aptitude tests.
5. After answering questions about yourself, you should rank them according to the importance they hold because people will often put emphasis on the wrong things when career planning. A good example is pay scales.
6. A career is a broader category that has many occupations within it.
7. Most career areas have different disciplines from which to choose, such as chemical engineering, aeronautical engineering, and so on. They also have different occupations that require varying levels of education.
8. Most occupations fall within a single discipline and, in general, the occupation requires a standard education level.
9. One benefit of a multidisciplinary approach is that it allows you more variety and opportunities within your chosen field. One disadvantage is that it usually requires more education.
10.
 - a. Labor arena – Does the occupation have opportunities in government, business and industry, and teaching?
 - b. Remuneration – How much can I expect to earn?
 - c. Atmosphere – Is this a solitary job or will I be working with people?
11. After answering questions about yourself and questions about possible occupations, you should find matches between the two and then investigate the matches further.

12. Five sources for further investigating matches are public information, shadowing, internships, apprenticeships, and volunteer work.