

Career Research Worksheet

Gathering information is a critical step in making an effective career decision.
Complete the worksheet for each occupation you are considering.

Occupation/job title	
Brief description <ul style="list-style-type: none">• Consult the Occupational Outlook Handbook, a job post, or other resource.	
Primary responsibilities <ul style="list-style-type: none">• What do people in this occupation do?• List at least five specific responsibilities for this occupation.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Requirements <ul style="list-style-type: none">• Key skills and abilities required• Personality traits that are important for this occupation	Skills and abilities: Personality traits:

<p>Employers</p> <ul style="list-style-type: none"> • In what setting is this occupation found? Indoors? Outdoors? Both? • In what kind of organizations? (e.g., small businesses, public schools, hospitals, etc.) 	
<p>Job outlook/growth</p> <ul style="list-style-type: none"> • What is the U.S. Department of Labor’s employment outlook for this occupation? 	<p>Employment growth is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Much faster than average <input type="checkbox"/> Faster than average <input type="checkbox"/> Average <input type="checkbox"/> Slower than average <input type="checkbox"/> Expected to decline
<p>Educational preparation</p> <ul style="list-style-type: none"> • What major, program of study, or training is required or suggested for entry into this occupation? • What licenses or certifications are required? 	
<p>Salary range</p> <ul style="list-style-type: none"> • What is the typical salary for someone entering this occupation? 	
<p>Job Characteristics</p> <ul style="list-style-type: none"> • How many work hours are in an average week for this occupation? • Is shift work involved? • Is travel involved? 	

<p>Career Path</p> <ul style="list-style-type: none"> • 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? 	
<p>Positive features</p> <ul style="list-style-type: none"> • List three positive aspects of this occupation 	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____
<p>Negative features</p> <ul style="list-style-type: none"> • List three negative aspects of this occupation 	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____
<p>Related occupations</p> <ul style="list-style-type: none"> • List two occupations that are similar to the one you researched. 	<ol style="list-style-type: none"> 1. _____ 2. _____
<p>Information sources</p> <ul style="list-style-type: none"> • List at least two resources used in researching this occupation (networking, organization website, BLS materials, job advertisement, etc.) 	<ol style="list-style-type: none"> 1. _____ 2. _____

Steps to take

- List three steps that you need to take to begin preparing for this occupation

1. _____
2. _____
3. _____