

OCCUPATIONAL EXPLORATION WORKSHEET

The following worksheet is intended to assist you in focusing your research of different career fields.

Definition of the occupation (go to www.bls.gov)

Why is this occupation needed? What needs does it address?

Responsibilities and tasks involved and associated with the title/occupation:

Services provided by the occupation:

Who are the premier employers in the industry/field?

Necessary Skills & Education

What degree and concentration are essential?

What previous work experience is necessary?

What skills are needed to enter the field?

Legal Certifications, requisites for employment?

Essential or helpful skills needed (computer skills, language, etc.)?

Compensation

Entry level salary range for industry?

Benefits associated with position (retirement pension, sick leave, etc.)

Atmosphere

Possible hazards and working conditions?

Work schedule (hours, overtime, etc.)?

Opportunities to showcase skills, creativity, self-management, initiative, etc.?

Professional memberships or union requirements associated with employment?

Amount of travel associated with industry position?

Geographic location

Chief geographic location of employment position/industry?

Potential

Employment trends for the employment position?

Contentment

Values associated with occupation?

Society's perception of occupational status?
