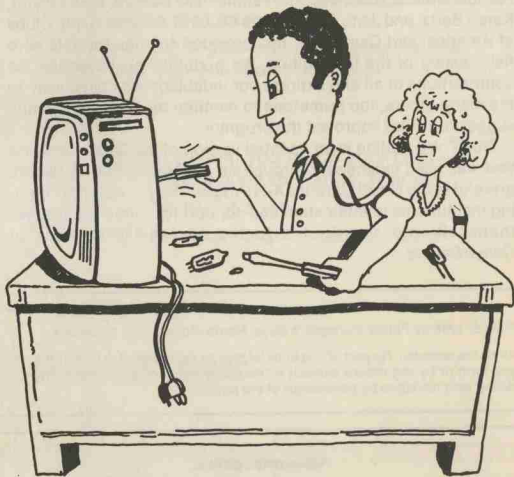


Career Smarts

YOUR JOB INTERESTS

1

WHAT DO YOU LIKE?



Luther B. Otto
Vaughn R. A. Call



CareerSmarts

Preface and Acknowledgments (Third Edition)

CareerSmarts is a collaborative effort between the Department of Sociology, Anthropology, and Social Work and the Department of 4-H and Youth Development, of the Agricultural Extension Service at North Carolina State University. The authors developed earlier editions of *CareerSmarts* while at Father Flanagan's Boys' Home, Boys Town, Nebraska, with support from the W. K. Kellogg Foundation.

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This Third Edition is an updated version of the Second Edition that was used extensively throughout the United States. We are grateful to the North Carolina 4-H Program for providing continuing institutional identification and support for *CareerSmarts*. We thank all who contributed to the successive editions of *CareerSmarts*.

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YOUR JOB INTERESTS: WHAT DO YOU LIKE?

What do you want to do for a career?

- Play pro ball?
- Be a lawyer?
- Work with computers?
- Take whatever job comes along?

Have you thought about what you'd like to do when you finish high school? Have you tried to plan your future—but don't know where to start?

That's what *CareerSmarts* is all about. It's a program that helps you learn about occupations and plan your future.

Here are some questions *CareerSmarts* asks and helps you answer:

- What kind of job do I want?
- How can I prepare for that job?
- Will there be a lot of jobs to choose from?
- How can I find a job—and keep it?

Your first step is to discover what you like to do best. You will be happiest—and probably do your best—in a job that gives you a chance to do things you like to do. Here are some ways to find out what occupations interest you.

OCCUPATIONS YOU LIKE

Maybe you already have an idea of one or two occupations you like. You may have had a part-time job that you enjoyed. Or, maybe you know someone who works in an occupation that looks interesting.

Name two occupations you might like.



JOB ACTIVITIES

Another way to know what occupations interest you is to think about what you might like to do on a job. For example:

- If you like working with tools, you might want to be an auto mechanic or a carpenter.
- If you like working with people, you might want to be a sales clerk or receptionist.
- If you like to help people, you might want to be a nurse or teacher.

What would you enjoy doing on a job? Look at this list of activities. Pick the two activities you would enjoy the most. Mark two boxes.

- USING TOOLS AND MACHINES—
working with your hands and knowing how machines work
- USING NUMBERS AND DATA—
using arithmetic and detailed information to do your job
- PUBLIC CONTACT—
meeting with people who need information or services
- BEING ACCURATE—
paying close attention to your work and making sure you do things exactly right
- HELPING OTHERS—
knowing and explaining information and ideas to help other people learn how to do or understand something
- SOLVING PROBLEMS—
figuring out what the problem is and deciding what to do about it



Each of the activities on the previous page is a more important part of some jobs than others.

Look at the two activities you marked on the previous page. Put a mark (X) in the box in front of those same activities in the list below.

Now, read the occupations under the activities you marked. Circle one occupation in each list that interests you the most.

USING TOOLS AND MACHINES

Carpenter	Machine tool operator
Construction worker	Welder
Auto mechanic	Butcher
Printing press operator	Computer service technician
Computer operator	Plumber
Electronics technician	Dentist

USING NUMBERS AND DATA

Engineer	Architect
Purchasing agent	Carpenter
Underwriter	Bookkeeper
Drafter	Real estate agent
Bank teller	Chemist
Machinist	Urban planner

PUBLIC CONTACT

Receptionist	Insurance agent
Actor or actress	Waiter or waitress
Bartender	Dental assistant
Security guard	Flight attendant
Sales worker	Personnel specialist
Registered nurse	Reservation agent

BEING ACCURATE

Architect
Laboratory technician
Bank teller
Surgical technician
Bookkeeper
Machine tool operator

Pharmacist
Air traffic controller
Secretary
Machinist
Assembler
Cashier

HELPING OTHERS

Teacher
Recreation worker
Minister
Physical therapist
Counselor
Police officer

Lawyer
Teacher aide
Librarian
Physician assistant
Reporter
Registered nurse

SOLVING PROBLEMS

Accountant
Electronics technician
Engineer
Appliance repairer
Lawyer
Computer service technician

Plumber
Physician assistant
Counselor
Telephone repairer
Auto mechanic
Bank manager

Which two occupations did you circle? **Write them here:**



SCHOOL SUBJECTS

Here's another way to figure out occupations you might like. Your favorite school subjects may give you some ideas. For example:

- If you like shop courses, you may want to think about being a carpenter—or an electronics technician.
- If you like math and business courses, you may want to become a bookkeeper.

What are your best subjects in school? Read the list below. Choose the two subject areas you like the best—and mark them. **Mark only 2 subject areas.**

commercial art, drawing
chorus, choir
band, orchestra
drama

typing, business machines
general business, business law
computer science, economics
shorthand, business english
bookkeeping, office procedures

retail sales, marketing
merchandising, distribution

sewing, tailoring
foods, cooking
interior decorating, home furnishings

drafting, architecture
graphic arts, printing
carpentry, wood shop
auto mechanics, metal shop
electronics, TV and radio

English or other languages
speech, debate

general math, geometry
algebra, business math
trigonometry, calculus

general science, biology
physical science, geology
botany, zoology
chemistry, physics

history, geography
government, political science
sociology, psychology

Now, read the occupations that match the school subjects you like best. **Draw a box around one occupation in the two subject areas you marked—the one occupation you like best in each area.**

Designer Recreation worker Actor or actress
Photographer Occupation therapist
Musical instrument repairer Commercial artist

Accountant Computer programmer Lawyer Bookkeeper
Legal assistant Insurance agent Medical assistant
Secretary Reservation agent Computer operator Bank teller

Buyer Purchasing agent Cashier
Sales worker Shipping and receiving clerk

Designer
Furniture upholsterer
Cook Dietitian

Surveyor Electronics technician Architect Diesel mechanic
Appliance repairer Machinist Drafter Welder
Computer service technician Electrician Carpenter

Lawyer Actor or actress Minister Teacher aide Librarian
Legal assistant Teacher Receptionist Secretary Reporter

Accountant Computer programmer Architect Bank teller
Electronics technician Engineer Machinist Surveyor
Bookkeeper Carpenter Drafter Cashier

Engineer Physician assistant Chemist
Registered nurse Medical assistant
Laboratory technician Dispensing optician

Teacher Physical therapist Counselor Flight attendant
Police officer Minister Psychologist Social worker

What are the two occupations you drew a box around?
List them.

All together you have now listed up to six occupations that interest you—two on page 2, two on page 5, and two here. Of the occupations you have written down, **name the one that interests you the most.**



MAKING CAREER DECISIONS

Think about the occupation you just listed.

What kind of training do you need to get a job in this occupation? **Mark all that apply:**

- a high school diploma
- a college degree
- a certificate from a technical school
- a license
- There are no education requirements
- I'm not sure what kind of training is required

Can you train for this occupation in the military or by apprenticeship?

- yes no not sure

What is the average pay for a beginning worker in this occupation?

\$ _____ not sure

How many people work in this occupation?

- A large number of workers
- A small number of workers
- I'm not sure how many workers there are

What is the growth rate for this occupation?

- Number of workers is growing
- Number of workers is getting smaller
- I'm not sure

What companies hire workers in this occupation?

I'm not sure

Did you guess—or did you say “not sure”—to these questions?

Many young people don't know the answers to some of these questions. But getting the right answers is important.

Being interested in an occupation that you don't know much about is like

- buying a car without driving it
- renting an apartment without looking at it
- taking a test without studying for it

Not too smart, huh?

You have to have good information to make a good decision. *CareerSmarts* will help you get good information about occupations.



And *CareerSmarts* will help you plan for a career—how to decide what occupation is best for you and how to prepare for it.

GETTING A JOB

Many young people who look for a job:

- have trouble filling out job applications
- don't know what to put in a resume
- feel nervous about job interviews
- tell the employer "I'll take anything"—but still don't get a job
- have trouble convincing employers they can really do the job

Starting a job is like playing a game for the first time—if you don't know the rules, you can't play very well. And you don't play very well till somebody tells you the rules!

CareerSmarts will help you learn the rules:

- how to find job openings
- how to prepare a resume—a fact sheet that gives employers important information about you
- the best way to apply for a job
- how to "sell" yourself in a job interview

Getting a job also depends on you—when you want to work and how much pay you expect—things that are important to you.

Look at the comments below. If you went looking for a job, what would be more important to you? **Circle either "A" or "B" in each set.**

A. Any job I take has to be close to where I live.

B. I can work anywhere the job is.

A. I can work only during the daytime.

B. I can work at night if the job requires it.

A. I have to work the same hours all the time.

B. I can work different hours if I have to.

A. I want to work only Monday through Friday—not weekends.

B. I can work any days the employer needs me.

A. I want to start at \$5.00 an hour.

B. I am willing to start at minimum wage and work my way up.

Count all the "A"s you circled. How many? _____

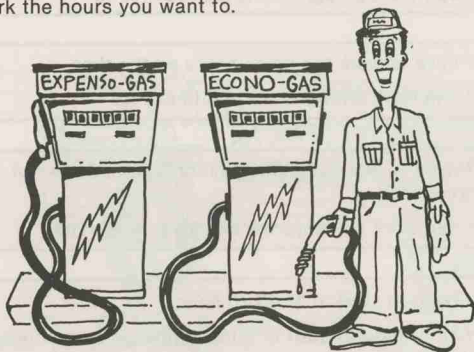
Count all the "B"s you circled. How many? _____

If you circled all five "B"s, you have more chances of getting a job—because you are flexible. Being flexible means that you are willing to meet the job requirements.

If you circled more "A"s than "B"s, you don't have as good a chance of getting a job—because you are less flexible.

You may have good reasons for not being more flexible—perhaps any job you take has to be on a bus route, or you have to babysit in the evening. But even if you have good reasons, most jobs—particularly beginning jobs—require that you work the employer's schedule—not just when you want to work.

Getting started may be tough! You have to go where the jobs are—work the hours others don't want to work—usually get paid minimum wage. But as you get more experience, more skills, and more training, you will get higher pay—and more and more you may be able to work the hours you want to.



GETTING A GOOD START

Getting started in the work world is like starting out in a different school. The first few days can be tough! You have to learn the ropes. You have to find out where things are and you have to learn new rules. You have to get to know new people and what they expect of you.

There is a lot to learn when you start to work—and it takes time. Employers don't expect new workers to do everything right the first time, but employers do expect new workers to learn. *CareerSmarts* will give you a head start.

CareerSmarts will help you learn how to:

- get through those first few days at work
- know what to expect and how to meet job requirements
- get along with your boss and other workers
- keep a good attitude toward work

Remember, to be successful in an occupation, you have to plan and prepare.

PLANNING means

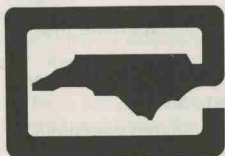
- getting information about occupations that interest you
- learning what kind of training is required for occupations that interest you
- setting a career goal and making decisions about how you can reach that goal

PREPARING means

- Doing things to help you reach your goal— school courses, work experience, training
- Learning how to get a job
- Learning how to get a good start on a new job

Make a PLAN and PREPARE

BE CAREERSMART!



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