

CAREER EXPLORATION AT-A-GLANCE

Gain decision-making skills and occupational knowledge through the career planning activities within this workbook.

Eastland-Fairfield
Career & Technical
Schools

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1. Self-Awareness

Who are you?

What are your interests?

Where will they lead you?

Discovering your interests and how they can relate to possible future careers is the first step of this roadmap of career exploration.

To begin, do the activity at the right and reflect on how you see yourself and how others see you.

Interests & Values – OMJ K-12

Starting at ohiomeansjobs.com, find Owen, the cardinal with the graduation cap in the lower left. Click on Owen.



If you have a backpack already set-up in OMJ K-12, then move on to the next step below. If not, this is a good time to set one up. It only takes a few minutes! In your backpack you can save all the results of the assessment you are about to take, and more!

After logging in, go to “Explore It”, then “Career Cluster Inventory”. Here you will answer 80 questions about how well you like certain activities. Ready? Set? Go!

In the end you will see your interest ranking for Career Clusters, from highest to lowest. Be sure to SAVE your results in your backpack!

What are your top 5 Career Clusters and their scores? List them below:

Career Cluster	Score
1.	
2.	
3.	
4.	
5	

Activity

Write down 5 words below that describe you.

Share this list with 3-4 other people and have them add a new word to the list to describe you.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Now, browse around some of your top choices by clicking on the Career Cluster name. This will take you to another page where you can learn more about this cluster and career opportunities within it.

To find a list of careers, on the bottom right go to 'Industry Careers and click.

The next page will have a list of occupations starting with the one in HIGH DEMAND (look for the thumbs up).

Occupation	Ohio Average Yearly Pay (*US average)
<input type="checkbox"/> Public Relations Specialists 👍	\$35,660 - \$62,170
<input type="checkbox"/> Energy Auditors 👍	\$46,450 - \$80,840
<input type="checkbox"/> Quality Control Analysts 👍	\$35,650 - \$57,770
<input type="checkbox"/> Bus Drivers, School or Special Client 👍	\$20,370 - \$37,020
<input type="checkbox"/> Executive Secretaries & Executive Administrative Assistants 👍	\$39,150 - \$56,980

What are your top 5?

Occupations	Yearly Projected Openings	Avg Pay
1.		
2.		
3.		
4.		
5		

We will take a closer look at these in the next chapter. Be sure to SAVE your results in your backpack!

Extra Credit – Career Cluster Matching

Match the careers on the right to the Career Cluster on the left. Note that some careers can fit into multiple clusters. You need to find the *best* fit. Good luck! (HINT: Use OMK K-12!)

Career Cluster		Career
1.	Health Science	A Personal Fitness Trainer
2.	Finance	B Air Traffic Controller
3.	Manufacturing	C Actuary
4.	Science, Technology, Engineering & Math	D Librarian
5.	Hospitality & Tourism	E Engineer
6.	Business, Management & Administration	F Pharmacists
7.	Education & Training	G Welders, Cutters & Welder Fitters
8.	Transportation, Distribution & Logistics	H Systems Analyst
9.	Information Technology	I Army Officer
10.	Government and Public Administration	J Human Resource Manager

Interests & Values – Roadtrip Nation

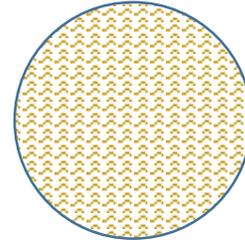
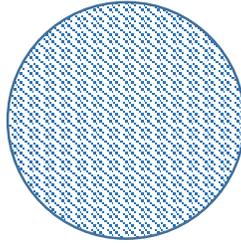
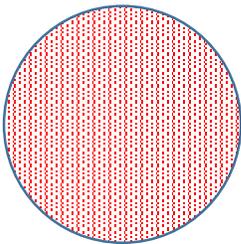
Roadtrip Nation is – well, first it is a television show about a trip across the nation when lost and confused friends took to the road in 2011 to figure out what to do with their lives. Their mission was to talk to people from all walks of life who love what they do and to get a better understanding of how to create a life that you want to lead. What started in 2011 continues today always with a new group going on the roadtrip.

Starting at www.roadtripnation.com, hover the cursor over “Explore” at the top, then select “The Roadmap”. Here you will select from a variety of interest areas to begin developing your own roadmap.

Define Your Road

From *What Lights You up at Your Core?* to *What Interests You the Most?* to *What Else Interests You?* Select from the options below to create your roadmap.

Did you get your results? What were your interest areas?



Below the results is a list of leaders who have similar road maps. Feel free to click on one or more of these leaders and listen to the FREE HIGHLIGHT video.

List below two of your leaders and reflect on what they had to say about their passion areas. How do you feel about what they shared?

Leader	Reflection

Skills

How are your skills? Rate the skills below from 1-10, with 1 being the lowest and 10 being the highest:

Skills	Rate
Communication	
Listening	
Problem-solving	
Technology	
Decision-making	
Organizing and planning	
Teamwork	
Social	
Adaptability	

Learning Styles

How do you learn best? Rank the styles below from 1-10, with 1 being the lowest and 10 the highest:

Style	Rate
Bodily/Kinesthetic – touch, move around, hands-on	
Interpersonal – lots of friends, talking to people, joins groups	
Intrapersonal – works alone and own pace	
Logical/Mathematical – questions, experiment, numbers, patterns, puzzles	
Musical/Rhythmic – sing, hum, play instrument, listen to music	
Naturalistic – outdoors with plants and animals	
Verbal/Linguistic – enjoys reading, writing, telling stories	
Visual/Spatial – draw, build, design, create things	

Summary

You have just completed the first step of your Self-Awareness discovery! Congratulations on a job well done!

The next step is Researching Careers. Here you will start with what you did on OMJ K-12 and look even deeper at potential career options just for you!

Factoid #1

**65% OF SCHOOL CHILDREN WILL BE EMPLOYED IN
JOBS THAT HAVE NOT BEEN CREATED YET!**

WHAT PROBLEM DO YOU WANT TO SOLVE?

2. Researching Careers

What interests you?

What problems do you want to solve?

In the last section you did some self-exploration of your likes, dislikes, interests, values, skills and learning styles.

In this section you are going to build on your discovery about you and move forward on your career roadmap with researching some career options.

Log back on to ohiomeansjobs.com, find Owen, and click. Again, if you have a backpack, login; if you don't, either create one or continue to "Explore It", "Occupation Search".



With OMJ K-12 Backpack

Go to your Backpack (upper right corner)

Find a saved Career Cluster (maybe the one you scored the highest on)

Click on Career Cluster and scroll to bottom right under "Industry Careers", click to go to career listing.

When you find three careers of interest to you, complete the worksheet on the next page.

Without OMJ K-12 Backpack

Choose which area you want to start with to do your career research.

Industry Search – These are the 16 Career Cluster area. Could use the Career Cluster from your assessment as a starting place.

Education Search – Choose this if you want to look at careers based on the level of education needed.

Keyword Search – Know what you want to do for a career? Type it in this area or type in a keyword to find related careers.

Salary Range Search – Select a salary range to see what related careers are within this range.

When you find three careers of interest to you, complete the worksheet on the next page.

Activity

#1 – Thinking About Work

Ask 3 adults who work in any capacity (inside the home, outside the home, part-time, full time, etc.)

- What do you like most about your job/career?
- How did you get involved in this line of work?
- What do you like least about your job/career?

#2 – Survey About Your Line of Work

Survey an adult in your future line of work

- How did they learn about the job?
- What kinds of work do they do at their job?
- What advice would you give someone thinking about entering your career field?

Career Research Worksheet #1

Career Cluster		Career	
Related Careers			
Industries			
Skills (3)	1	2	3
Abilities (3)	1	2	3
Knowledge (3)	1	2	3
Pay	Ohio Annual Salary	\$	Ohio Hourly Wage \$
Employment Trend	Current Employed	#	Yearly Openings #
Education		Work Experience	
Education and Training Options: Click on hyperlink under "Typical Education". List 3 college options below.			
1			
2			
3			
Personality			
Tools			
Technology			
Summarize Your Research:			

Career Research Worksheet #2

Career Cluster		Career	
Related Careers			
Industries			
Skills (3)	1	2	3
Abilities (3)	1	2	3
Knowledge (3)	1	2	3
Pay	Ohio Annual Salary	\$	Ohio Hourly Wage \$
Employment Trend	Current Employed	#	Yearly Openings #
Education		Work Experience	
Education and Training Options: Click on hyperlink under "Typical Education". List 3 college options below.			
1			
2			
3			
Personality			
Tools			
Technology			
Summarize Your Research:			

Career Research Worksheet #3

Career Cluster		Career	
Related Careers			
Industries			
Skills (3)	1	2	3
Abilities (3)	1	2	3
Knowledge (3)	1	2	3
Pay	Ohio Annual Salary	\$	Ohio Hourly Wage \$
Employment Trend	Current Employed	#	Yearly Openings #
Education		Work Experience	
Education and Training Options: Click on hyperlink under "Typical Education". List 3 college options below.			
1			
2			
3			
Personality			
Tools			
Technology			
Summarize Your Research:			

So, by now you are probably thinking, now what?

Well, you are getting close to creating your career plan so the most important thing you can do now is explore the careers you just researched even further and, here's how:

- Job shadow – You don't need to stay the whole day, just a couple of hours. Do this preferably on a day that you don't have school. See appendix with a sample shadowing form you can use.
- Volunteer – This is a great opportunity to not just see your career option in action but to also get your foot in the door and start building the network resources you might need down the road.



To find a company/person to shadow just use the contacts you currently have: parents, counselors, businesses you currently visit, etc.

Career Pathway Example – Veterinarian



*Vet Tech requires an Associate's degree. Doctor of veterinary medicine requires a doctorate degree

Summary

You are half way there! Only two more steps and you'll have a good start with your career plan.

Don't stop now! Use the three career areas chosen in the previous pages and start picturing yourself working in that career field for the next 5, 10, or 20 years! Better yet, shadow a professional from one or more of your chosen fields or, even better, volunteer where you can observe the day-to-day routines. See Factoid #3 at the end of this workbook to get a better understanding on "why" this is important!

Factoid #2
10 YEARS AGO WE DIDN'T HAVE FACEBOOK.
10 YEARS BEFORE THAT WE DID NOT HAVE THE WEB
WHAT WILL HAPPEN IN THE NEXT 10 YEARS? HOW WILL YOU BE A PART OF IT?

3. Making Career Decisions

Ok, so far you have worked on self-awareness and researching careers. Now it is time to take the info and start to make some career decisions so you can start working on your end goal now instead of later.

Too soon you think? Really it isn't! The more you know and plan for now, the better prepared you are to take advantage of any opportunity that helps you move even closer to your goal. And, who knows, you might even save yourself some time and money. Who doesn't want to save \$\$\$?

Seven Steps to Making Decision

- 1 What is your "need" or "want"? Do you **want** to be a doctor or do you **need** to because _____?
- 2 Accumulate your resources that will help you make a decision. You can start with this workbook!
- 3 Gather at least two options and identify the most likely one.
- 4 Advantage/disadvantage? Gather your information and determine if it is an advantage or a disadvantage.
- 5 Evaluate your options. Compare them and determine which will best meet your needs/wants.
- 6 Decide on an option.
- 7 Plan of action. How are you going to carry out your decision?

Activity

Make a list of 5 decisions you made in one day. Might be something like:

Making my bed before school

Now it's your turn:

1. _____
2. _____
3. _____
4. _____
5. _____

Now go back to your list and circle the decisions that were hard to make. Leave the easy decisions alone.

Why are some decisions harder to make than others?

Compare Your Research

Career	Need/ Want	Yearly Openings	Education/Training	*Priority

*Priority is 1 for highest priority or top choice, 2 for medium, and 3 for lowest priority or last choice

Summary

Did you know that the "Seven Steps to Making a Decision" above can be used for *any* decisions you have to make? It can! Try it the next time you have a decision to make.

4. Planning Your Career

Now that you have your top three career choices decided, it is time to put an action plan into place to help get you to your #1 choice.

Where do we start to plan?

Why is it important to plan for a career, especially when I'm only just starting high school?

The easy answer is because NOW is the right time to take advantage of all the opportunities to explore and experience your preferred career choice. You do not get a second chance at high school. Failure to plan will put you in the position where choosing a career is a NEED versus a WANT. Do you really want to spend time deciding on a career in your senior year or after high school? Those are lost valuable resources you won't get back. Wasted time is wasted money!

So let's begin – we're losing time!

Find your career interest in OMJ K-12 (ohiomeansjobs.com). Look under the headings "Typical Education", "Skills", "Abilities", "Knowledge", "Tools" and "Technology" to see what, if any, classes you can take in high school to help you be prepared for this career field. Talk to your counselor about classes you can either take at school or in College Credit Plus.



Activity

You are on the Student Council committee to plan a school dance. Where do you start? What factors do you need to consider? List the factors below. Here is the first one:

Choose a date that does not conflict with other activities.

Now it's your turn:

1. _____
2. _____
3. _____
4. _____
5. _____

Classes to Take

In OMJ K-12 under "Typical Education" find out what level of education your desired career requires.

Level of Education Required

Check with Eastland-Fairfield Career & Technical Schools to see if this career is offered as an option at their school. It's a great place to start building your skills base and to further experience what "real world" would look like in this field. Find contact info below.

School District	Contact	Email
Bexley, Bloom Carroll, Canal Winchester, Gahanna, Groveport Madison, Hamilton	Beth Robinson	brobinson@efcts.us
Amanda Clearcreek, Berne Union, Fairfield Union, Liberty Union, Teays Valley, Walnut Township, Whitehall	Crista Blower	cblower@efcts.us
Pickerington, New Albany, Reynoldsburg	Holly Rider	hrider@efcts.us

Grades count! In fact, they started counting as soon as you started high school. The higher your GPA, the better your chances are of getting into the higher level high school classes you need and the colleges you want to attend. Plus, it can help with scholarships too!

Current GPA	
Classes I need to improve my grade	

Attendance counts too! If you are planning a career in a field where high school classes are available (Eastland-Fairfield Career & Technical School or your high school), your attendance beginning the first day of your freshmen year sometimes determines if you get into those classes.

Days absent so far	
---------------------------	--

Read whenever and whatever you can—books, magazines, newspapers. Stay informed and up-to-date.

Things I like to read:	
-------------------------------	--

Use all types of technology to help with your classwork and take advantage of all the information available on the internet.

Technology I'm good at using:	
--------------------------------------	--

Explore and participate in extracurricular activities such as school clubs, student government, sports, music, church programs and volunteer opportunities in your community. Your life outside of school is important to college and improves your chances of receiving scholarships.



Activities I'm involved in now:	
Activities I can get involved in:	

Summary

Congratulations! You have finished the hardest part of getting this far – with self-awareness, research, making career decisions and creating your plan. The work is not over yet, but the rest is up to you. Keep your grades and GPA up, attend school, get involved in clubs/organizations, continue to research, investigate and ask questions about your future career. Work hard and the rewards will be great! Besides, think of far ahead you are of others your age!

Good luck!

Factoid #3

YOU WILL SPEND MORE THAN 80,000 HOURS OF
YOUR LIFE WORKING!

WHY SPEND IT DOING SOMETHING YOU DON'T
ENJOY?

Appendix

Job Shadow Follow-Up

Your Name	
Shadow Business	
Address	
Phone #	
Contact Name	
Date/Time of Shadow	

Questions to ask during shadowing:	
Name & job title of person you are shadowing?	
What are their responsibilities?	
What is a typical day like?	
What do they like most about their job?	
Least about their job?	
Why did they select this type of work?	
What education is required and where did they attend?	
Did they have to get more job training after they completed their education?	
Is reading, writing or math important to your job?	
Why is it important to have good listening skills?	
Speaking skills?	
Do they work on a "team" as part of their job?	

What did they learn in school that helps them the most on the job?	
What do they wish they had studied more when they were in school?	
General observations....	
Signature of Observed	
Signature of Student	
Date	

Student final thoughts about experience: