Chapter Objectives

After studying this chapter, you will be able to

- **Identify** different types of career research sources.
- **demonstrate** how to research careers and occupations.
- **evaluate** careers based on educational requirements, work hours, work conditions, pay, and personal lifestyles and goals.

Reading Advantage

Before reading, skim the chapter and examine how it is organized. Look at the bold or italic words, headings of different colors and sizes, bulleted lists or numbered lists, tables, charts, captions, and boxed features.
By using the Internet, you can access a wealth of career information such as One-Stop Career Centers. These centers provide you with a wide range of employment, education, and training services.

Occupational training, apprenticeships, and education through the Armed Forces are several ways of furthering your education besides attending college.

In order to evaluate careers thoroughly, you must examine work hours, work conditions, and starting and potential pay. You also need to consider how the career would fit with your lifestyle choices and goals.
Part 3  Career Planning

Perhaps you have wondered, “How do I find the best career for me?” The answer is research. You need to research the careers that match your job interests and skills as well as offer the job opportunities you want.

Career Research Sources

Many sources are available to help you research careers. These include local and school libraries, career information guides, the Internet, guidance counselors, career conferences, and your own observations and conversations. However, it is up to you to do the research. You must take the initiative to find information about the careers that interest you. The more information you learn about careers, the more likely you will be to select a satisfying one.

Libraries

Your local and school libraries are important sources of career information. Many books, brochures, magazines, Web sites, DVDs, CDs, and other sources are available on careers, occupations, job searching, and training. Once you begin your career information search, you will probably be amazed at the number of sources available.

As you begin researching careers, be sure to check your libraries periodical section. Magazine articles are one of your best sources for current career information. The Occupational Outlook Quarterly, which is published by the U.S. Department of Labor, is a good source for providing up-to-date career information. It can also be accessed online at www.bls.gov/opub/ooq/ooqhome.htm.

Additional magazine articles can be found by checking The Readers’ Guide to Periodical Literature. This guide indexes articles that appear in major magazines. It lists articles alphabetically by subject, such as careers. The guide also lists the title of the article, name and date of the magazine, and page number(s).

Some libraries have pamphlet files for specific occupations. These files often contain career booklets published by large companies or professional associations. They may also contain current newspaper articles related to careers. See 14-1.

Other sources of career information include nonprint materials such as DVDs, CDs, and videotapes. Most libraries also have computers available for you to use so you can access career sites on the Internet.

If you have any trouble locating information, do not hesitate to ask a librarian for help. If you know what careers you want to research, a librarian can help locate the materials related to your interests.
Career Information Guides

The U.S. Department of Labor provides the following valuable career information guides. These guides help you learn about occupations and career options. They can usually be found in your local or school library or school guidance office. These guides are also available online.

- The *Occupational Outlook Handbook* ([www.bls.gov/oco](http://www.bls.gov/oco)) describes the training and education needed for various occupations. It lists expected earnings, working conditions, and future job prospects. The *Occupational Outlook Handbook* also lists related occupations and sources of more in-depth information for specific careers. This guide is updated every two years.

- The *Career Guide to Industries* ([www.bls.gov/oco/cg/cgjobout.htm](http://www.bls.gov/oco/cg/cgjobout.htm)) describes the training and education needed for various occupations. It shows expected earnings, working conditions, and future job prospects, and provides links to information about each state’s job market. This guide can be used as a companion with the *Occupational Outlook Handbook*.

The Internet

If you have access to the Internet, a wealth of career information is at your fingertips. For example, the U.S. Department of Labor guides described in the previous section are also online. In addition, the following government Web sites are good sources to explore as you conduct your career research:

- The *U.S. Department of Labor Employment and Training Administration* ([www.doleta.gov](http://www.doleta.gov)) is a resource for students, parents, guidance counselors, and others. It offers information and related Web sites for career exploration and planning. It also offers tools for examining your interests and personality to help identify suitable careers. Information on training and apprenticeships, applying to college, and pursuing a career in the Armed Forces is also provided. Selecting career-related topics from this large Web site’s index is one of the best ways to see all the information it offers.
Part 3  Career Planning

- The Occupational Information Network (O*NET™) system is gradually replacing the former resource, the Dictionary of Occupational Titles. The O*Net™ system provides the latest information needed for effective training, education, counseling, and employment of workers. The O*Net system offers three valuable features. The O*Net Database (www.onetcenter.org) identifies and describes the key components of over 900 modern occupations. O*Net Online (www.online.onetcenter.org), a Web-based viewer, lets students, professionals, and job seekers explore a variety of occupations, prerequisite skills, and earning potential. The O*Net Career Exploration Tools (www.onetcenter.org) are a set of assessments that help students and job seekers identify their interests and abilities so they can search for careers that match their preferences.

- Career Voyages (www.careervoyages.gov) is sponsored by the U.S. Departments of Labor and Education. Career Voyages contains valuable information for students, parents, job seekers, and career advisors. It has information on career clusters, emerging industries, and education and training needed for in-demand occupations. The site also provides videos and links to other career information for each industry.

- CareerOneStop (www.careeronestop.org) is sponsored by the U.S. Department of Labor. It helps students, job seekers, and career professionals explore the outlook and trends for all types of careers. It provides information about the training required for jobs and the earnings potential for specific occupations by state. You can use the library at this site to explore your career interests, assess your skills, and link to other career exploration sites.

  America's Career InfoNet (www.careerinfonet.org) is part of CareerOneStop. This Web site provides education and training information and earnings potential. It also provides assessment tools so job seekers can determine their interests and abilities.

  America's Service Locator (www.servicelocator.org) is a part of CareerOneStop. This Web site connects job seekers to employment opportunities available at One-Stop Career Centers. One-Stop Career Centers coordinate government employment offices at local, state, and national levels to provide a wide range of employment, education, and training services. America's Service Locator provides the job seeker access to any state's job bank to find current employment opportunities.

Beyond these government-sponsored sources, you can locate other Internet sites for career research by using the search term careers. Some of these sites are listed in 14-2. As a general rule, you will find that many of the Web sites for researching careers are sponsored by government agencies or universities. If you are searching for a specific job online, make sure you use more specific search terms. Many companies also have their own Web sites with career information and job postings. (Using the Internet to search for jobs is discussed further in Chapter 16, “Applying for Jobs.”)
Chapter 14  Researching Careers

One-Stop Career Centers

Many cities have federally mandated career centers as part of America’s One-Stop Career Center System. By coordinating local, state, and national resources, One-Stop Career Centers can provide employment counseling and assessment, information on job trends, and assistance in filing unemployment insurance. The centers also help individuals find job training and government funds to help pay training costs.

Different names are used for the centers in different states. You can find the center nearest you by contacting your state employment office and asking for the location of the closest One-Stop Career Center. You can also locate the center nearest you by visiting Web sites such as America’s Service Locator ([www.servicelocator.org](http://www.servicelocator.org)). An online search using the search term One-Stop Career Centers can also guide you to additional resources.

Guidance Counselors

Guidance counselors also play an important role in providing career information. When you want to know more about a specific occupation, a guidance counselor can direct you to the information you need. Many guidance counselors keep career files in their offices that contain up-to-date information about different occupations and their educational requirements.

If you are in the process of trying to determine a career interest, a guidance counselor can help you explore your options. A guidance counselor will help you consider career options in relation to your abilities and personal goals. He or she can also answer questions about entry requirements and costs of schools, colleges, and training programs that offer the education you need to prepare for a specific career.

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<thead>
<tr>
<th>Source</th>
<th>Internet Address</th>
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<tr>
<td>Mapping Your Future</td>
<td><a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a></td>
<td>Career planning and financial aid information for students and families from agencies linked to the Federal Family Education Loan Program</td>
</tr>
<tr>
<td>My Future</td>
<td><a href="http://www.myfuture.com">www.myfuture.com</a></td>
<td>Career assistance for teens</td>
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<tr>
<td>Career Resource Center</td>
<td><a href="http://www.careers.org">www.careers.org</a></td>
<td>Online job research center</td>
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<td>Career Magazine</td>
<td><a href="http://www.careermag.com">www.careermag.com</a></td>
<td>Career research site for job seekers from Career magazine</td>
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<tr>
<td>Career Path</td>
<td><a href="http://www.careerpath.com">www.careerpath.com</a></td>
<td>Career exploration and planning site for job seekers</td>
</tr>
</tbody>
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Note: Internet addresses and content are subject to change without notice.
Part 3  Career Planning

Career Conferences

Schools often have career days when representatives from various occupations, professions, and schools are available to speak to interested students. Sometimes a local community college or chamber of commerce sponsors these events. Be sure to participate in these programs and talk with representatives to learn more about your career options.

Informal Interviews and Personal Observations

If possible, have informal interviews with workers who are in jobs that interest you. See 14-3. An informal interview is a discussion for seeking advice. Having a chance to actually talk with workers will give you insight into their occupations. Your guidance counselor can help you identify key people who can tell you more about a given career area. Most will be glad to talk with you if you keep the interview brief and talk at a time that is convenient for them.

By asking key questions, you can find out what kind of training is important and how workers got their first jobs. You can also ask workers what they like most and least about their jobs. Informal interviews with people will help you learn more about a specific occupation and the business world in general. Discussions with workers will also help you make future job contacts and practice interviewing.

You can also learn more about a career by staying alert to happenings around you. While at school and at work, you observe people working every day. Do any of their jobs interest you? Sometimes a newspaper story or a TV program will reveal facts about a certain career that catches your attention. Perhaps your friends tell you about people they know who love their jobs.

When you learn of a career that seems promising, become your own career investigator. Gather facts and talk with people who can provide more information as you search for the right career.
Evaluating Careers

As you research career options, be sure to evaluate them carefully. For each career you explore, you should be able to answer the following questions:

- What educational requirements are needed?
- What are the general work hours?
- Under what conditions would you be working?
- How much pay could you expect to earn?
- How would this career fit into your lifestyle and goals?

Finding the answers to these questions will help you choose a more satisfying and rewarding occupation.

Educational Requirements

Education is often the most important consideration when evaluating careers. The career you choose will determine the training and education you need. You may already be in the process of learning skills for an occupation in your high school classes. Most occupations, however, require further training after high school.

Do the occupations that interest you require further education? How much time, effort, and money are you willing to spend on your education? Can you receive the education you need through training? Could you learn the skills you need through an apprenticeship? Will you need a college degree? Should you consider career training through the Armed Forces? The amount of training and education you obtain will influence your earnings and your opportunities for job advancement, 14-4.

Occupational Training

Occupational training prepares a person for a job in a specific field. Training can be received through occupational schools, skill centers, community colleges, company training programs, and correspondence or online programs. Since the quality of training can vary from one source to another, it is important to investigate a training program before you enroll.

If you choose to attend an occupational school, skill center, or a community college, be selective. Make sure the school has up-to-date equipment and facilities to provide you with up-to-date training. There are many fine occupational schools with excellent instructors. There are also schools that will be willing to take your money, but fail to provide you with the training you need. Your guidance counselor or school-to-work coordinator can help you evaluate occupational schools so you choose an appropriate one.
Some companies will train employees for specific skills needed within their companies. Company trainers, through regular class instruction, may offer employees training. In some cases, trainers from outside the company may be brought in to provide instruction. Company training offers employees the chance to develop and improve their job skills on site.

If you live in an isolated area, you may find correspondence or online courses are a good way to further your education. See 14-5. These courses are often offered through community colleges and universities as well as private correspondence schools. Students complete the course requirements at home and mail their work to the school for evaluation and course credit. Many schools are now offering these courses online. Students are able to submit assignments and communicate directly with teachers through e-mail. Educating yourself by this method usually requires a great deal of self-discipline since the motivation to do the work must come from you.

Be sure to check the quality of any correspondence or online course carefully before enrolling. Check the school’s reputation with prospective employers. If you plan to attend a school later but take a few correspondence courses now, make sure your course work will transfer. Courses transfer when one school accepts the credit given by another. Be especially suspicious of courses that eliminate the lab work or hands-on experience that is required of courses taught in traditional settings.

**Apprenticeships**

If you enjoy technical skills and want to learn a specific trade, an apprenticeship may be right for you. Employment opportunities and earnings are good for those who complete apprenticeships. An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Skills are actually learned under the supervision of a skilled tradesperson.

In Chapter 1, “Making the Transition from School to Work,” you learned about the programs offered in some high schools called youth apprenticeships. Graduation from these programs may lead to immediate employment, but several more years of training are usually required. The training is gained through a registered apprenticeship. This is an advanced training program that operates under standards approved by the Office of Apprenticeship. The Office of Apprenticeship is a division of the U.S. Department of Labor.
There are approximately 28,000 apprenticeship programs registered with the Office of Apprenticeship. New programs are continually being added. See 14-6 for a sample listing of several job categories for which an apprenticeship program exists. Complete details on registered apprenticeships can be obtained by directly contacting the U.S. Department of Labor Office of Apprenticeship (www.doleta.gov/OA/eta_default.cfm). You can also view information on apprenticeship programs at the Career Voyages Web site (www.careervoyages.gov/). For additional information, you can conduct your own Internet search using the search term apprenticeship programs.

A high school diploma or equivalent certificate is the general requirement for entering an apprenticeship. However, application requirements may differ in various states and from one trade to another. An applicant must be at least 16 years of age and meet the program qualifications. Generally, applicants prove they have the ability, aptitude, and education to master the basics of the occupation and complete the related instruction required in the program. See 14-7. Many apprentice programs are difficult to enter. In some training programs, it is not unusual to have several hundred applicants for 25 new apprentice positions.

Apprentice programs require that the apprentice learn the entire trade, not just parts of it. This is accomplished by breaking down each trade into basic skill blocks. As apprentices complete each block, their skill and

### Examples of Apprenticeship Programs

| • Air Transport Pilot | • Graphic Designer |
| • Automotive Technician Specialist | • Hotel/Restaurant Management |
| • Boiler Operator | • Machinist |
| • Catering | • Medical Transcriptionist |
| • Certified Nursing Assistant | • Mechanic |
| • Computer Operator | • Paramedic |
| • Computer Programmer | • Pharmacy Technician |
| • Construction Worker | • Pipelayer |
| • Dental Assistant | • Press Operator |
| • Dispatchers | • Tool and Die Maker |
| • Electricians | • Truck Driver |
| • Estimators and Drafters | • Welder |
understanding of the trade grows and their pay increases. A basic math skills test is usually required for admission to a large number of apprentice programs. Most apprenticeships take about four years to complete.

A College Education

A high school education or occupational training is adequate for many occupations. Professional occupations in certain fields, however, often require a one- or two-year technical program or a four-year college education.

Consider the examples of an architectural drafter and an architect. An architectural drafter is someone who makes drawings of buildings to be built, while the architect is the person who designs the buildings. Two years of training at an occupational school or a two-year college prepares an architectural drafter. However, it takes five or six years of college with two to three years of work experience to become a registered architect. Although the two occupations are in the same field, the job of an architect requires advanced training. Since an architect has more training and education than an architectural drafter, the architect has more skills to use on the job. Therefore, the architect is able to earn a higher salary.

If a four-year college is part of your career plans, be sure to choose a college or university that can help you achieve your career goals. For example, if you want to become a mechanical engineer, choose a school that has a reputable engineering department. To find out which colleges offer the programs

Extend Your Knowledge

Apprenticeship Programs

Joint employer and labor groups, employer associations, and individual employers sponsor apprenticeship programs. Apprenticeship training offers individuals a chance to earn while they learn. In addition to a paid 40-hour work week that includes on-the-job training, apprentices are required to attend related training on selected evenings and/or weekends. Wage increases are granted as apprentices gain experience through increased time in training.

Most unions with apprenticeships have people anxious to help you process your application.
that interest you, begin by talking with your guidance counselor. A guidance counselor can help you review college catalogs and evaluate the programs they offer.

Compare different colleges and universities on the basis of reputation, entry requirements, cost, and convenience. Then apply to the school or schools you would like to attend. Sometimes it is best to apply to more than one school. Because of certain entry requirements, some schools may not accept you. Also, applying to more than one school gives you time to reconsider your alternatives. A college education is an investment in your future, so you will want to make your choice carefully.

**Armed Forces**

Each year the Armed Forces provide thousands of men and women educational training that can be used in both military and civilian careers. Training is available for clerical and administrative jobs, skilled construction work, electrical and electronic occupations, auto repair, and hundreds of other specialties. See 14-8.

Receiving educational training through a branch of the Armed Forces has a number of advantages. There is little or no cost to the student for training. The student gets paid while being trained. In addition, the student receives many benefits, such as paid vacations, paid health care programs, free housing, and opportunities for travel and advancement.

Military life does have its disadvantages, however. It is more disciplined than civilian life. People in the military must follow orders regarding what they wear, where they go, and what they do. When a person joins a branch of the Armed Forces, that person must stay for three, four, or six years, or until the end of his or her contract. People in the military cannot leave or resign before the end of their terms if they decide they do not like military life.

Joining the military may be right for you if you want education and training beyond high school. You must be willing to conform to the military way of life and work well with others.

**Work Hours**

In the workplace, different jobs involve different work hours. A baker may start work at 4 a.m., while a night security guard may start at 7 p.m. When some people are beginning their workdays, others are ending their jobs to go home. What work hours would you prefer? Would you mind working long workdays or irregular hours? Would you prefer a seasonal occupation?
It is important to consider working hours in your career planning. For example, if you know you want to work daytime hours during weekdays only, you may not want to consider a career in nursing. As a nurse, you may be required to work afternoon and night shifts as well as weekends and holidays. If you do not enjoy working in an office building all day, five days a week, then a less-confining occupation may be better. A career in sales, construction, or police work would enable you to move around from place to place.

Most employees work forty hours a week. Office workers usually work from 9 a.m. to 5 p.m. on weekdays. Factory and service employees

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What Career for Alicia?

Alicia, a senior in high school, is a very talented person, especially in art. She sketches, uses watercolors, and paints with oils. Many of her illustrations have been printed in the school newspaper. Alicia designs and makes her own clothes. She also designed the costumes for all the school plays held during the past two years.

Alicia has done well in all her subjects and every activity she has pursued. That is part of her problem. She has so many interests and skills that she does not know which career to choose. Her current problem is trying to decide what type of training or educational program to take.

At the suggestion of her guidance counselor, Alicia wrote down what she hoped to accomplish over the next five to ten years. She wrote down these goals:

- to work in the interior design or graphic arts industry
- to work in a career that offers possibilities for travel

Alicia began thinking about the career areas that interested her. She realized that talking to people in similar careers might help her make a career decision. Her guidance counselor recommended several professionals who were willing to talk to Alicia about their careers. When it came time to actually phone them for appointments, however, Alicia always found other things to do.

After much soul-searching, Alicia believed that an interior design career suited her best. She learned that a four-year degree was required. Fortunately, a university that taught the program at a campus relatively close accepted her. She spent one year there before realizing that interior design was not for her.

She missed painting, sketching, and seeing her work used in publications. When a local advertising agency heard of her interest in a graphic arts career, they offered her a good-paying job on the spot. She was told about a visual arts program at the local community college that offered courses to broaden her skills. She also learned that the Armed Forces needed graphic artists and would pay the education expenses of a person who showed promise in that area. Now faced with so many options, Alicia does not know what to do.

Questions to Discuss

1. Did Alicia research her career interests well?
2. How could Alicia have improved her career research?
3. What would you advise Alicia to do?
4. What have you learned from Alicia’s experience that may help you make a career decision more wisely?
work in eight-hour shifts for any five days of the week. They may work the morning shift, 7 a.m. to 3 p.m.; the afternoon shift, 3 p.m. to 11 p.m.; or the night shift, 11 p.m. to 7 a.m. Some employees work 10 hours a day, four days a week. Other workers are allowed to set their own work schedules so long as they include a core period when all department employees must be present, such as 10 a.m. to 2 p.m.

Many occupations require people to work irregular hours as needed, 14-9. People in real estate and insurance sales often work evening hours and weekends in order to schedule appointments with their clients. Some doctors also work irregular hours on occasion. An obstetrician may be called to deliver a baby any time of the day or night.

Some occupations are seasonal, such as farming field crops, playing professional sports, and operating a ski resort. Farmers usually work their longest hours when the crops must be planted, fertilized, and harvested. Athletes work many hours just before and during their playing seasons, but are off the rest of the year. Winter ski resort owners only operate during cold, snowy months.

**Work Conditions**

When evaluating occupations, you should also consider the conditions in which you will be working. Are there certain environmental, physical, or mental conditions that you find uncomfortable? Would you be opposed to working in dusty, dirty, noisy, steamy, or freezing conditions? Would you dislike lifting boxes, climbing ladders, or sitting at a desk all day?

Do you prefer following a set routine over and over like an assembly line or factory worker? Would you prefer a job with constant variety so no two days are alike? Do you want to work alone or in a team with others?

Every job has desirable and undesirable working conditions. See 14-10. You will want to choose the job that will most satisfy you.
The Pay: Starting and Potential

Although an occupation should not be selected just on the basis of earnings, pay is an important aspect to consider. How much money do you expect to earn during the first year? How much do you want to earn after two years or five years?

Learn what wages or salaries you can expect to earn in the occupations that interest you. What is the starting pay? How much do experienced workers earn? Can you support yourself on that amount of income? Could you support a family? Will additional education be necessary for significant pay increases in the future?

The amount of the paycheck is not the only financial consideration. Does the company provide any fringe benefits? Fringe benefits are financial extras in addition to the regular paycheck. Medical and life insurance coverage, paid vacation and sick time, bonuses, and retirement plans are examples of fringe benefits. You may be further ahead financially with a lower paying job that includes excellent benefits than with a higher paying job having few or no benefits.

Personal Lifestyle and Goals

When you evaluate your career interests, you may also want to consider how your career will fit your life. In matching yourself to the right career, think about your personal lifestyle and goals, 14-11. How would certain careers affect your lifestyle choices? Your career can affect many important aspects of your future—where you live, your income, your friends, and your family. What are your future goals? Do you want to complete school and start a career? Do you plan on marriage and a family? Knowing your personal goals can help you make a wiser decision about your future career.

If your goals include marriage, how will you manage a marriage and a career? Discussing both marriage and career goals before planning to marry and have a family is important. If you and your spouse plan to have careers outside the home and raise a family, you will be part of a dual-career family. This means managing the demands of a career as well as family responsibilities.

A dual-career family can be a beneficial arrangement for both spouses. They can experience personal growth in their careers and contribute to the family’s income. Opportunities for sharing home and family tasks can help strengthen a marriage. For couples with children, relationships may improve within the family if both spouses work. Children may become more independent. When the mother works outside the home, this may give the...
father more time with the children. He may also share in the household tasks.

Managing a dual-career family can also lead to problems. Caring for a home and children can be difficult when a couple works. Spouses may have different working hours. For example, one spouse may work during the day while the other spouse works at night. This may create problems in managing personal schedules, child care, and household tasks. One spouse may be transferred to another city, interfering with the other spouse’s career plans. Home and family responsibilities may not be equally shared.

Career-oriented parents often have difficulties fitting child care into their work schedules. Child care within the home may be more convenient, but most parents take their children to a child care center or home. Some employers recognize this concern by providing on-site child care facilities for their employees. Other employers may help pay part of the cost of child care at child care facilities close to the work site.

The demands of a dual-career family can cause physical and emotional strains. To manage these, family members need to work together as a team. See 14-12. When family members accept and share household responsibilities, they learn cooperation, self-worth, and appreciation of each other.

Making a career decision can be complex. It should be taken very seriously since it will greatly impact your future. Gain a deep understanding of yourself and gather all the facts you can about your career interests before making a decision. Then consider your personal lifestyle and goals. Careful thought and planning should help guide you toward your career decision.
By using the many sources available to help you research careers, you can find information about those that interest you. The Internet is a very valuable research tool. Schools and local libraries are also important sources of all types of career information. Using career information guides can help you learn more about different career options. Guidance counselors can provide up-to-date career information or help you explore your career interests. Attending career conferences or talking with workers employed in jobs that interest you is another way to research career choices.

Evaluating careers of interest is the best way to choose the best option for you. You will need to consider the educational requirements, work hours, work conditions, and pay levels for each career. Most importantly, you should consider how well a given career would fit your personal lifestyle and goals. Managing a career and family can be an important consideration when evaluating your career choices.

**Summary**

1. Name five sources available to help research careers.
2. Where is a good place to begin your library research?
3. Name two career information guides published by the U.S. Department of Labor that can help you identify occupations and career options.
4. What information can you obtain from the Internet that will help a career search?
5. How can a guidance counselor help a student learn more about careers?
6. Name two reasons for talking to people who work in jobs that interest you.
7. List four questions that can help determine how well a person is suited to a specific career.
8. Where can you receive occupational training?
9. Name five examples of a registered apprenticeship.
10. What are the advantages and disadvantages of receiving educational training through a branch of the Armed Forces?
11. Why is it important to consider a job’s work hours when planning a career?
12. Why should fringe benefits be considered when selecting a career?
13. Why is it important to consider personal lifestyle and goals in evaluating a career?
14. Describe the benefits and problems that a dual-career family may experience.

**Facts in Review**
Developing Your Academic Skills

1. **Language Arts.** Take a tour of your school or local library. Experiment with using resources such as the *Reader's Guide to Periodical Literature*.
2. **Math.** Using Internet or print sources, search for a basic math skills test as admission to an apprenticeship program. Practice your math skills by completing the test.
3. **Social Studies.** Using Internet or print sources, research the history of one branch of the Armed Forces of the United States. Prepare a one-page report of your findings and include examples of current programs offered.
4. **Speech.** With a group of classmates, debate the effect of dual careers on today's family.

Applying Your Knowledge and Skills

1. **Academic Foundations.** Choose three careers that interest you. Then go to your school or local library, search the Internet, and read two articles that directly relate to each career. Reread one of the six articles and write a one-page report about it.
2. **Employability and Career Development.** Using one of the U.S. Department of Labor's career information guides, look up three careers that interest you. For each career determine the following: training and education needed, expected earnings, working conditions, and job prospects for the future. Record your findings and share them with the class.
3. **Communications.** For each one of three careers that interest you, locate a successful person in each career and interview him or her to learn the following about each job: general job duties, working conditions and hours, necessary skills, recommended education and training, and future career outlook. Summarize your findings in a written report for your personal resource file.

Information Technology Applications

1. Practice using your school or local library’s technology systems, such as online card catalogs or CD indexes. Write a brief report of your experiences.
2. Using some of the Web sites listed in this chapter, research five careers that interest you. Print out the information found on these careers. Prepare a presentation of the information to share with the class.

Developing Workplace Skills

Select one career, acquire all the information you can, and become a class expert on it. Research the career area to find information on the following seven categories: basic job responsibilities, potential employers, general work conditions, educational/training requirements, other job qualifications, salary (starting and average), and sources of additional information.

Using a word processing program, create a one-page fact sheet with the seven headings and the main facts for each. Put the occupation’s title on the top of the page and your name on the bottom.

Exchange fact sheets with a classmate and review each other’s sheets for completeness and clarity. Discuss the improvements that each recommends for the other’s sheet. Prepare a final copy of your fact sheet and turn it in. Copies of the fact sheet will be distributed to interested students who may come to you with additional questions to answer about the career.