

# Career Planning

**Lesson:** Career Planning

**Grade:** 10<sup>th</sup>-12<sup>th</sup>

**Objectives:**

1. Students will reflect on their likes and dislikes to see what careers fit their personality.
2. Students will understand the path they will need to take to be qualified for careers they are interested in.

**Vocabulary:**

1. Career
2. Aptitude
3. Occupation
4. Self Assessment

**Materials:**

1. Career Planning Lesson Outline
2. Career Planning PowerPoint
3. Career Interest Survey (1 per student)
4. A Day in the Life of Research Guide (1 per student)
5. Computer for Research (1 per student – if technology is limited, students can research in teams or partners)

**Procedure:**

1. Have the Career Planning PowerPoint projected to begin the lesson. Follow the slides to guide your lesson.
2. Pause the PowerPoint on slide 6 to hand out the Career Survey.
3. Allow the students 5-10 minutes to take their survey.
4. As students begin to finish ask students to find a partner to share and discuss their results
  1. Ask students to reflect on their results – does the survey reflect what they feel it should?
5. Using computers, have students fill out the Career Research Handout.
  1. Suggested website – US Bureau of Labor’s Occupational Outlook Handbook at - <https://www.bls.gov/ooh/a-z-index.htm>
6. If time permits - Go back to step 1. (What would your perfect career be?) Ask students to also research this profession.

**Closure:**

1. Give students the opportunity to share their research with the class or a partner (depending on class time available.)
  1. What did you find when you researched your potential careers?
  2. Did your research make you more excited or less excited to pursue each career?

# Career Interest Survey

In order to choose a career that will give you personal satisfaction, you must spend some time thinking about what really interests you. This activity helps you match your interests to different types of careers. For each item, circle the letter of the activity you would rather do. It doesn't matter if you like both options or dislike them both; just pick the one you would rather do, and circle that letter.

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|--|---|--|
| A – Operate a printing press             | I – Learn about ethnic groups             | K – Audit taxes for the government       |
| B – Study the causes of earthquakes      | P – Manage an information system          | B – Sort and date dinosaur bones         |
| C – Plant and harvest crops              | N – Appraise the value of a house         | O – Give shots                           |
| R – Replace a car window and fender      | M – File books at the library             | C – Design landscaping                   |
| E – Analyze reports and records          | E – Make three-dimensional items          | P – Give tech support to computer users  |
| F – Operate a machine                    | D – Analyze handwriting                   | D – Work in a courtroom                  |
| G – Work in an office                    | B – Design indoor sprinkler systems       | Q – Care for injured animals             |
| H – Answer customer questions            | F – Run a factory sewing machine          | I – Serve meals to customers             |
| D – Write reports                        | G – Develop personnel policies            | L – Build kitchen cabinets               |
| J – Help former prison inmates find work | Q – Train racehorses                      | N – Refinance a mortgage                 |
| L – Design a freeway                     | D – Guard an office building              | A – Sing in a concert                    |
| M – Plan educational lessons             | H – Run a department store                | R – Direct the takeoff/landing of planes |
| N – Balance a checkbook                  | A – Write for a newspaper                 | G – Operate a cash register              |
| O – Take an X-ray                        | G – Use a calculator                      | B – Collect rocks                        |
| P – Write a computer program             | O – Help people at a mental health clinic | G – Start a business                     |
| Q – Train animals                        | L – Remodel old houses                    | L – Draft a blueprint                    |
| C – Be in charge of replanting forests   | M – Care for young children               | M – Assess student progress              |
| A – Act in a TV show or movie            | D – Locate a missing person               | L – Design an airplane                   |
| D – Solve a burglary                     | N – Plan estate disbursements/payments    | O – Wrap a sprained ankle                |
| F – Check products for quality           | P – Enter data                            | I – Guide an international tour group    |
| E – Build an airport                     | A – Design a book cover                   | P – Solve technical problems             |
| G – Keep company business records        | E – Build toys with written instructions  | J – Provide spiritual guidance to others |
| F – Put together small tools             | B – Figure out why someone is sick        | Q – Manage a veterinary clinic           |
| P – Design a website                     | R – Fly an airplane                       | K – Lead others                          |
| M – Tutor students                       | C – Learn how things grow and stay alive  | E – Operate heavy equipment              |
| Q – Work at a zoo                        | H – Sell cars                             | Q – Manage a fish hatchery               |
| J – Take care of children                | I – Work as a restaurant host or hostess  | F – Assemble cars                        |
| O – Plan special diets                   | D – Fight fires                           | K – Protect our borders                  |
| A – Choreograph a dance                  | G – Keep payroll records for a company    | A – Play an instrument                   |
| K – Lobby or show support for a cause    | J – Work in a nursing home                | J – Plan activities for adult day care   |
| H – Sell clothes                         | G – Hire new staff                        | C – Research soybean use in paint        |
| E – Work with your hands                 | O – Run ventilators/breathing machines    | J – Provide consumer information         |
| I – Work at an amusement park            | R – Drive a taxi                          | D – Guard money in an armored car        |
| N – Sell insurance                       | A – Broadcast the news                    | B – Study human behavior                 |

E – Fix a television set M – Run a school	E – Manage a factory O – Work as a nurse in a hospital	I – Check guests into a hotel M – Teach adults to read
F – Fix a control panel J – Help friends with personal problems	A – Paint a portrait K – Testify before Congress	L – Follow step-by-step instructions N – Collect past due bills
C – Oversee a logging crew B – Study weather conditions	B – Work with a microscope I – Schedule tee times at a golf course	R – Inspect cargo containers F – Work in a cannery
R – Pack boxes at a warehouse A – Teach dancing	C – Classify plants O – Transcribe medical records	I – Coach a school sports team P – Update a website
O – Sterilize surgical instruments B – Study soil conditions	F – Install rivets Q – Raise worms	Q – Hunt K – Enlist in a branch of the military
N – Play the stock market C – Protect the environment	N – Balance accounts M – Develop learning games	H – Sell sporting goods J – Cut and style hair
M – Grade papers R – Operate a train	J – Read to sick people P – Repair computers	B – Experiment to find new metals N – Work in a bank
L – Order building supplies E – Paint motors	F – Compare sizes and shapes of objects Q – Fish	G – Work with computer programs N – Loan money
P – Develop new computer games H – Buy merchandise for a store	R – Repair bicycles K – Deliver mail	L – Hang wallpaper D – Make an arrest
K – Work to get someone elected C – Identify plants in a forest	M – Teach Special Education P – Set up a tracking system	O – Deliver babies H – Persuade people to buy something
D – Guard inmates in a prison L – Read blueprints	G – Manage a store H – Advertise goods and services	H – Stock shelves I – Serve concession stand drink
H – Line up concerts for a band K – Ask people survey questions	R – Distribute supplies to dentists I – Compete in a sports event	

## Career Evaluation

Count the number of times you circled each letter and record each number in the chart below.

A:	D:	G:	J:	M:	P:
B:	E:	H:	K:	N:	Q:
C:	F:	I:	L:	O:	R:

Now that you have the results from your career interest assessment, it's time to learn about specific career fields that match your interests.

Write down the two letters with the most responses. These are your top two areas of career interest. If you have a tie, list three:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Find and read the description of your top area of career interest on the next page. Then, record your interest area(s) here:

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## Career Interest Areas

- A. Arts, A/V Technology and Communications:** Interest in creative or performing arts, communication or A/V technology.
- B. Science, Technology, Engineering and Mathematics:** Interest in problem-solving, discovering, collecting and analyzing information and applying findings to problems in science, math and engineering.
- C. Plants, Agriculture and Natural Resources:** Interest in activities involving plants, usually in an outdoor setting.
- D. Law, Public Safety, Corrections and Security:** Interest in judicial, legal and protective services for people and property.
- E. Mechanical Manufacturing:** Interest in applying mechanical principles to practical situations using machines, hand tools or techniques.
- F. Industrial Manufacturing:** Interest in repetitive, organized activities in a factory or industrial setting.
- G. Business, Management and Administration:** Interest in organizing, directing and evaluating business functions.
- H. Marketing, Sales and Service:** Interest in bringing others to a point of view through personal persuasion, using sales or promotional techniques.
- I. Hospitality and Tourism:** Interest in providing services to others in travel planning and hospitality services in hotels, restaurants and recreation.
- J. Human Services:** Interest in helping others with their mental, spiritual, social, physical or career needs.
- K. Government and Public Administration:** Interest in performing government functions at the local, state or federal level.
- L. Architecture, Design and Construction:** Interest in designing, planning, managing, building and maintaining physical structures.
- M. Education and Training:** Interest in planning, managing and providing educational services, including support services, library and information services.
- N. Finance, Banking, Investments and Insurance:** Interest in financial and investment planning and management, and providing banking and insurance services.
- O. Health Sciences, Care and Prevention:** Interest in helping others by providing diagnostic, therapeutic, informational and environmental services, including researching and developing new health care services.
- P. Information Technology (IT):** Interest in the design, development, support and management of hardware, software, multimedia, systems integration services and technical support.
- Q. Animals, Agriculture and Natural Resources:** Interest in activities involving the training, raising, feeding and caring for animals.
- R. Transportation, Distribution and Logistics:** Interest in the movement of people, materials and goods by road, pipeline, air, railroad or water.

# Career Evaluation

Now that you know what career areas may interest you, explore some of the careers that fall in those categories below. Do you see any occupations you want to know more about? If so, those are the careers you might want to research as future occupations.

## **Agriculture, Animals and Natural Resources**

Agricultural Engineer  
Agricultural Scientist  
Animal Trainer  
Chef  
Conservation Scientist  
Farm Equipment Mechanic  
Fish and Game Warden  
Forester  
Veterinarian  
Zoologist

## **Architecture and Construction**

Architect  
Cabinetmaker  
Carpenter  
Construction Manager  
Electrician  
Civil Engineer  
General Construction Worker  
Highway Maintenance Worker  
Interior Designer  
Sheet Metal Worker  
Surveying and Mapping Technician

## **Arts, A/V Technology and Communications**

Actor  
Art Director  
Broadcast Technician  
Camera Operator  
Composer and Music Arranger  
Film and Video Editor  
Cartographer  
News Reporter  
Photographer  
Producer and Director  
Set and Exhibit Designer  
Technical Writer  
Graphic Designer

## **Business, Management and Administration**

Accountant  
Advertising Manager  
Computer Operator  
Court Reporter  
Management Analyst  
Meeting and Convention Planner  
Payroll Clerk  
Property and Real Estate Manager  
Shipping and Receiving Clerk  
Statistician

## **Education and Training**

Audio/Visual Specialist  
Coach and Sports Instructor  
College/University Administrator  
Teacher/Professor  
Librarian  
Public Health Educator  
Special Education Teacher

Speech Pathologist

## **Finance**

Accounting Clerk  
Appraiser  
Credit Analyst  
Credit Checker  
Economist  
Financial Counselor  
Insurance Adjuster and Examiner  
Insurance Agent  
Loan Officer  
Tax Preparer

## **Government and Public Administration**

City Planning Aide  
Construction/Building Inspector  
Interpreter and Translator  
License Clerk  
Occupational Health Specialist  
Tax Examiner

## **Health Sciences**

Anesthesiologist  
Athletic Trainer  
Chiropractor  
Dentist  
Emergency Medical Technician  
Physical Therapist  
Occupational Therapist  
Pharmacist  
Physician  
Registered Nurse

## **Hospitality and Tourism**

Baggage Porter and Bellhop  
Chef and Dinner Cook  
Food Service Worker  
Hotel Manager  
Janitor/Housekeeper  
Supervisor  
Reservation and Ticket Agent  
Restaurant Manager  
Tour Guide  
Travel Agent

## **Human Services**

Child Care Worker  
Clergy Cosmetologist  
Counselor  
Funeral Director  
Manicurist  
Professional Makeup Artist  
Financial Adviser  
Psychologist  
Residential Counselor  
Social Worker

## **Information Technology (IT)**

Computer/Information Systems Manager  
Computer Engineer  
Computer Programmer  
Computer Security Specialist

Computer Support Specialist  
Computer Systems Analyst  
Data Communications Analyst  
IT Mechanic

## **Law, Public Safety, Corrections and Security**

Coroner  
Corrections Officer  
Court Clerk  
Detective and Investigator  
Firefighter  
Judge Lawyer  
Life Guard and Ski Patrolman  
Police Patrol Officer

## **Manufacturing (Mechanical/Industrial)**

Chemical Engineer  
Forklift Operator  
Gas and Oil Plant Operator  
Jeweler  
Locksmith  
Metal/Plastic Processing Worker  
Office Machine Repairer  
Power Plant Operator  
Shoe and Leather Worker  
Welder

## **Marketing, Sales and Services**

Advertising Salesperson  
Buyer and Purchasing Agent  
Customer Service Representative  
Floral Designer  
Market Research Analyst  
Public Relations Specialist  
Real Estate Agent  
Sales Manager  
Telemarketer

## **Science, Technology, Engineering and Mathematics**

Aerospace Engineer  
Biologist  
Chemist  
Electrical and Electronics Engineer  
Geographer  
Petroleum Engineer  
Mechanical Engineer  
Meteorologist  
Physicist  
Safety Engineer

## **Transportation, Distribution and Logistics**

Air Traffic Controller  
Airplane Pilot  
Automobile Mechanic  
Flight Attendant  
Motorboat Mechanic  
School Bus Driver  
Subway and Streetcar Operator  
Traffic Technician  
Transportation Agent

# A Day in the Life

## Career Research Guide

**Directions:** Please use the information on [careeronestop.org](http://careeronestop.org) and additional resources to answer these questions about a career of your choice.

**Title of occupation** \_\_\_\_\_

1. Description of the occupation including main duties and responsibilities.

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2. What are the education and/or training requirements for this occupation?

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3. List other required qualifications such as licensing, certifications, etc.

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4. What is the average wage or salary for this occupation?

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5. What is the employment outlook for this occupation?

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6. List the places and work environments where people in this environment might work.

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7. What are the opportunities for advancement?

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8. List other occupations that are similar or related.

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9. Is this occupation available in your area? List companies or other places of employment in your area in which this occupation is located.

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10. What school subject or courses would help you prepare for this occupation?

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11. Does this occupation deal mainly with people, data, things or ideas?

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12. Do you think you have the aptitude (potential ability) for this occupation? If yes, what would make you good at it? If no, why not?

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13. This occupation interests you because:

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14. List the name of a person(s) you know (or know of) who is in this occupation.

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**Extra challenge:** Find someone who currently holds the profession you are interested in. Interview them. Select questions that are appropriate for your target career field and stage of decision-making. You can ask about such topics as the nature of a person’s work, how to get started in the field, or effective approaches for the job search. Use some of the following questions or make up your own.

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|---|--|
| <ul style="list-style-type: none"><li>• What are your main responsibilities as a...?</li><li>• What is a typical day (or week) like for you?</li><li>• What do you like most about your work?</li><li>• What do you like least about your work?</li><li>• What kinds of problems do you deal with?</li><li>• What kinds of decisions do you make?</li><li>• How does your position fit within the organization/career field/industry?</li><li>• How does your job affect your general lifestyle?</li><li>• What current issues and trends in the field should I know about/be aware of?</li><li>• What are some common career paths in this field?</li><li>• What kinds of accomplishments tend to be valued and rewarded in this field?</li><li>• What related fields do you think I should consider looking into?</li><li>• How did you become interested in this field?</li><li>• How did you begin your career?</li><li>• How do most people get into this field? What are common entry-level jobs?</li><li>• What steps would you recommend I take to prepare to enter this field?</li></ul> | <ul style="list-style-type: none"><li>• What skills, abilities, and personal attributes are essential to success in your job/this field?</li><li>• What is the profile of the person most recently hired at my level?</li><li>• What are the most effective strategies for seeking a position in this field?</li><li>• Can you recommend trade journals, magazines or professional associations which would be helpful for my professional development?</li><li>• If you could do it all over again, would you choose the same path for yourself? If not, what would you change?</li><li>• I’ve read that the entry-level salary range for this field is usually in the range of _____. Does this fit with what you’ve seen? (Don’t ask about the person’s actual salary.)</li><li>• What advice would you give someone who is considering this type of job (or field)?</li><li>• Can you suggest anyone else I could contact for additional information?</li><li>• How relevant to your work is your undergraduate major?</li></ul> |
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