

**Career Research Assignment**

**Point of the Assignment:** To know what questions to ask to find the appropriate information for making good decisions about potential jobs/careers.

As you research your prospective career, find the following information. Write on additional sheet(s) if necessary. Attach a copy of at least one report on the career you researched.

**Step 1:** What is the job **title of the career** you researched? \_\_\_\_\_

**Step 2:** Identify which **resources** (*online databases, books, professional associations, informational interviews, etc.*) you used to learn about this career.

Resource	Online/Print	Resource Name	Occupation (Job) Title	Information Found
<b>1</b>				
<b>2</b>				
<b>3</b>				

**Step 3:** Identify some **professional associations** for this career (*i.e. AMA – American Medical Association, NCDA – National Career Development Association, PRSA – Public Relations Society of America, etc.*)  
 Note: Your resources in Step 2 should identify appropriate professional associations.

Association	Acronym	Official Name	Web Address	Information Found
<b>1</b>				
<b>2</b>				
<b>3</b>				

**Step 4:** Identify **where these people often work** (*types of industries – government, education, business, hospitality, health care, non-profit, etc.*) Are there different names for that major and/or career? (i.e. psychologist, counselor, therapist, psychiatrist etc.)

**Do these different job titles have different duties or requirements?** (i.e. psychiatrist is a medical doctor who writes prescriptions, whereas a psychologist is not a medical doctor, but specializes in counseling therapy.)

Job Title	Industry Where They Work	Responsibilities	Types of People to Work with

**Step 5:** Identify **what skills** (technical and transferrable) they use on the job (i.e. – Technical: Operate machinery, program computers, drive heavy-duty construction equipment, or draw blood from patients. Transferrable: Organize data, public speaking, deal diplomatically with difficult people, etc.)

Skill used	Technical or Transferrable?

**Step 6:** How much **education** does this job typically require? \_\_\_\_\_

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Does this profession require **licenses or credentials**? If yes, how long does it take to get? Does continued licensing/credentialing require “life-long learning” or “continuing education” to maintain license/credential? \_\_\_\_\_

**Step 7:** List some **schools** that offer programs that are suitable training/preparation for this career.

School	Program/Degree Level <i>(AA, BA/BS, MA/MS, Ph.D., etc.)</i>	Program Name <i>(BS: Business – Accounting.)</i>	Typical College Courses

**Step 8:** What kind of **college experiences** can you gain to help you prepare for this career?

Campus Organizations	Internships/Job Settings	College Courses

**Step 9:** What are the **physical demands** of this career? Are you physically capable of meeting these expectations? *(i.e.: lifting up to 50 lbs. at a time, working outside in all kinds of weather, talking, walking or standing still for long periods of time, long hours of reading, long hours typing on a computer, etc.)*


**Step 10:** What are the expected **labor market projections**? *(i.e. Expected to grow, stay stable, decline, etc.)*  
How are advances in technology and the changing world affecting this career?

\_\_\_\_\_

\_\_\_\_\_

**Step 11:** How does someone find jobs in this profession? *(i.e. networking, online job boards, internships, etc.)*

\_\_\_\_\_

\_\_\_\_\_

**Step 12:** What are some **positive** traits about this job *(i.e. most find it rewarding because they help people.)*

\_\_\_\_\_

\_\_\_\_\_

**Step 13:** What are some **negative** traits about this job *(i.e. High stress and high turnover. This profession sees a lot of layoffs during economic downturns.)*

\_\_\_\_\_

\_\_\_\_\_

**Step 14:** List the **salary ranges** for this position

Entry-level	Mid-Career	Top of the Range	What <u>Year</u> Is This Information From?	Where did you get this information?

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**Step 15:** List the typical **career path** that individuals usually take to get to this job:

**Typical “Entry-Level” Jobs:**

Job Title	Education / Skills Needed	Responsibilities

**Typical “Transition” Jobs:**

Job Title	Education / Skills Needed	Responsibilities

**Step 16: Goodness of Fit:** How does this job fit with who you are as a person? Does it align with your personality, values, interests, generation (*i.e. Rapidly-Changing World/Labor Market Trends*), and does it allow you to use the kind of skills you want to use on the job?

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**Step 17: Your Response:** What do you think of the information you found? Does it make the job sound more appealing? Or does it turn you off? Do you need more information? At this point, does this sound like a career you want to continue to pursue?

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**Step 18: Next Steps:** Now that you have determined whether or not you want to continue to invest in this career, what should be your next steps? (*i.e. If yes, further research potential schools, develop an education plan, explore entry-level jobs, start networking, etc. If no, identify other careers to research. If maybe, get more information about this career or education, or investigate other careers, talk to a career counselor, etc.*)

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**Test your understanding:**

**What is the main point of this assignment?**

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**Why were you expected to do this exercise?**

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**What type of person would need to do this exercise?**

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**How well do you fit the profile of the person for whom this assignment was created?**

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**Reflection:** (*Write down your response after completing this assignment.*)

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