

GUIDED CAREER EXPLORATION EXERCISE

1. Select occupations that you are considering to explore. They can be similar but try to explore diverse occupations if they might be of interest to you, especially if you are undecided in your major.
2. Then, for each occupation, log-on to one or more of the following websites and answer the questions to the best of your ability. If you are having problems finding the information, please contact the University Career Center.
 - Sokanu Careers. Go to utsa.sokanu.com. Review occupations in your career matches or search by category or the search feature.
 - O*NET On-line. Go to <http://online.onetcenter.org>. Enter one of the occupations in the Occupation Quick Search at the very top of the page or the "Occupation Search" on the right side of the screen. Select the one you are specifically interested in, if a list is provided. If you cannot find the exact occupation, find the one that matches most closely to your career plan.
 - CareerOneStop: www.acinet.org Click on "Explore Careers" and then click "Browse" under the Occupations category. Enter the title of your occupation under keyword search or use the menu search to find a list of occupations by category. It will also prompt you to select a state which will give you more accurate information for salary and outlook based on your geographical region.
 - OR, as a third source, use the Occupational Outlook Handbook at <http://www.bls.gov/ooh/> (the Search box is on the left sidebar) to search the occupations you have chosen.
3. After completing the occupational portion of the exercise, you will need to identify whether it is still a good choice.

You will need to complete this worksheet for different occupations. The occupations can be similar or varied, based on what you are interested in researching. Use the chart below as a guide for summarizing information about each career you investigate.

YOUR NAME:	
Title of Occupation:	
<u>Overview of Job:</u> (See "What is a _____?")	
<u>Job Responsibilities:</u> (See "What does a _____ do?") What are some of the job responsibilities? How would I spend a typical day at work? List at least 3.	
<u>Education/Training Requirements:</u> (See Education section- list possible majors, education level required and additional training/licenses required)	
<u>Skills:</u> What skills are needed to be successful in this occupation? (Go to www.onetonline.org , type in occupation in top right-hand search box and see Skills – list at least three)	
<u>Work Environment:</u> (See "What is the workplace of a _____ like?") What are the liabilities and limitations of this career? Would I work long hours, under poor working conditions, in a stressful environment, or some other less-than-ideal conditions?	
<u>Similar Careers:</u> List 2-3 similar careers	
<u>Salary:</u> In terms of salary and benefits, what can I reasonably expect? What is the <u>starting salary</u> and the <u>full range</u> ?	
<u>Job Market:</u> What can I expect in the future? This should be a percentage. (5%-7% is considered an average growth pattern; 9-13% is faster than average growth)	
Are you still interested in pursuing this career? <u>Why or why not?</u> (Only YOU can answer this based on all of the information that you have gathered)	