

# Career Research Assignment



The purpose of this assignment is for you to explore career options based on your inventory results and your own interests. This assignment generally requires three or more hours to complete. To start you will need your **Strong Interpretive Report, MBTI Career Report, and Skillscan Groups handout.**

## Part One Strong Report and Eureka Occupational Database

Refer to the occupation table on page 10 of your **Strong Interpretive Report**. Read the descriptions of the occupations and the list of related occupations. List the occupations that you think you would like to further research.

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Refer to pages 3, 4, and 5 of your **Strong Snapshot Profile**. Look at all the occupational scales where you scored 40 or above. List the occupations from the scales that you would like to research below.

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Using the **Eureka database**, look up the occupations listed above. Read the description of the occupation. List the occupations that you would like to continue to research below.

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Refer to the **theme code** on your Strong Profile. Record it here \_\_\_\_\_ (Example: SEA or SA)

Look up the first letter of your theme code using Eureka Crosswalks. Read the list of occupations that match any combination of your theme code. List below the titles that sound interesting. If you cannot find your theme code using Eureka, please ask for assistance.

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Using the **Eureka database**, look up the occupations listed above. Read the description of the occupation. List the occupations that you would like to continue to research below.

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## Part Two Myers - Briggs Career Report and Eureka Occupational Database

Refer to the occupations listed on page 5 of your MBTI Career Report. Read the list of occupations. Circle the ones that you would like to explore and list them below.

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Using the Eureka database look up the occupation and read the description. List the occupations that you would like to continue to research below.

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## Part Three Occupations related to skill groups and your interests

Review the list of suggested career options from the **Skillscan Groups handout** from Session A. List the occupational areas below that you are interested in. Also list any additional occupations that you would like to learn more about.

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Using the Eureka database look up the occupations and read the description of each. List the occupations that you would like to continue to research below.

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List all other occupations that you are interested in and want to research at this time

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## Part Four Choose an occupation to research

Refer to all occupations that you have read about in Eureka and choose **one** occupation to research in depth. **List the occupation here.** \_\_\_\_\_

To complete your in depth research you are asked to use the following database programs.

- Eureka
- Discover
- Choices

You can also use the Career Center Reference Library and the Career Center brochure bins and binders.

*We suggest that you print an occupational report to take with you.*

**Printing is \$0.10 per page** and requires a Vendacard, which may be purchased in the Career Center for \$0.50.

*Please ask the Career Center Staff if you need assistance with this assignment.*

## Part Five Written Report

Name: \_\_\_\_\_

1. List the **Job Title**: \_\_\_\_\_

(Example: Paralegal)

2. What is the nature of the work? List in detail the **tasks** that are performed and required skills for the job?

(Example: Assists lawyers by researching legal precedents, investigating facts, or preparing legal documents. Conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action.)

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3. List the **education** required and other qualifications to enter the occupation.

(Example: Employers prefer to hire graduates of 4-year paralegal programs, or college graduates who have completed short-term paralegal certificate programs.)

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4. If college is necessary, what types of **academic programs** are available in San Diego and California? Use the Choices, Eureka or Discover software program in the Career Center to conduct search and list schools.

(Example: Palomar College has a certificate program in Paralegal Studies. San Diego State University offers a Legal Studies emphasis under Political Science)

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5. What are the **earnings in California**? List the average hourly salary? Average hourly salary in San Diego County?

(Example: Earnings vary greatly by education and experience. The average hourly earnings nationally is \$17.57 and in San Diego County it is \$21.50. Paralegals who work for large law firms or in large cities earn more.)

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6. List at least two occupations that are **related**?

(Example: Legal Secretaries, Legal Assistant, Legal Investigator, Patent Agent, Law Clerk, Tax Preparer)

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7. Will there be jobs in the future? List the California **employment outlook** and the factors influencing it.

(Example: Paralegals are projected to rank among the fastest growing occupations in the economy. The growth rate from 1998-2008 is 68%.)

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8. List the name and address of a professional association and a website related to the career field.

(Example: National Federation of Paralegal Associations, Inc. P.O. Box 33108, Kansas City, Missouri 64114.  
Website: <http://www.paralegals.org/>)

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9. Using the San Diego Yellow Pages and Book of Lists, or various online directories available list two names and addresses of **employers** of people who work in the occupation.

(Example: Attorney Collection Services, 2635 Camino Del Rio South, San Diego, CA 92108)

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10. List **one interesting fact** that you learned about the occupation.

(Example - I learned that there is stiff competition for jobs even though the occupation is among the fastest growing in the economy.)

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# Internet Research Assignment

Name: \_\_\_\_\_

## Part One America's CareerInfoNet

You will research California labor market and wage information using America's CareerInfoNet Web site. The site provides job market trends for different education levels and wage and occupational information for your selected state and occupation. Directions for using the Web site are on the white sheet.

1. List **5 occupations** (of the 25) that are projected to **grow the fastest** in California in the next five years. Education Level: Require post-secondary education or training below the bachelor's degree (**associate degree**).

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2. List **5 occupations** (of the 25) that are projected to have the **highest median hourly wages** in California in the next five years. Education level: Require a **bachelor's degree** or higher.

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3. List **5 occupations** (of the 25) that have the **largest number of projected openings** in California in the next five years. Education level: Overall

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4. List the **median hourly wage** for your selected occupation in the United States, California and San Diego.

Occupation \_\_\_\_\_

Median Hourly Wage-United States \_\_\_\_\_

Median Hourly Wage-California \_\_\_\_\_

Median Hourly Wage-San Diego \_\_\_\_\_

## Part Two California Occupational Guides

You will research San Diego labor market information using the California Employment Development's California Occupational Guides Web site. The site provides statistical information on California and San Diego labor markets. Instructions are provided on the white sheet.

List **5 occupations** that are projected to have the **Greatest Growth** in San Diego County in the coming years.

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List **5 occupations** that are projected to have the **Fastest Growth** in San Diego County in the coming years.

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**Part Three MonsterTRAK and America's Job Bank**

You will conduct an employment search using MonsterTRAK and America's Job Bank and list one advertised job related to your interests using each site. The instructions for using these Web sites are provided on the white sheet. **This assignment will be collected during Session C.**

**Monstertrak Listing - [www.monstertrak.com](http://www.monstertrak.com)**

Job category \_\_\_\_\_(Example: Psychology)

Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Wage \_\_\_\_\_

Qualifications \_\_\_\_\_

\_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**America's Job Bank Listing - [www.ajb.dni.us](http://www.ajb.dni.us)**

Job Category \_\_\_\_\_(Example: Teachers and Instructors)

Title \_\_\_\_\_

Salary \_\_\_\_\_

Education \_\_\_\_\_

Experience \_\_\_\_\_

\_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submit this assignment to the instructor prior to completing Session C.**

## Next Steps

- 1) Determine a tentative career goal. It may be a short or long range goal. You may have a very clear goal such as “become a teacher”. Or you may have a less defined goal such as “learn more about outdoor careers” You may not be ready to define what you want so your goal might be to “develop career interests and explore careers.”
- 2) Begin by putting your career goal in the box below.
- 3) Think of the action steps that you could take to move towards your goal. Begin each idea with an action word such as develop, set up, research, and visit. List 5 action steps under your goal. It helps to have a timeline, too.
- 4) Briefly describe the biggest obstacle you think you will face in reaching your goal.

*Example*

**Explore Careers in Recreation**

1. Research recreation job opportunities on Internet using Monster Trak and AJB.
2. Research related occupations in the Career Center using Eureka and Choices.
3. Obtain a summer job related to recreation or working outdoors.
4. Visit the Transfer Center and research schools that offer recreation and related majors.
5. Set up an informational interview with a Recreational Therapist.

The biggest obstacle that I will face is money and motivation. I can't go to school fulltime and I will have to work and it will take me a long time to transfer. I don't know if I will stay motivated to complete a degree.

Action Steps:

- 1.
- 2.
- 3.
- 4.
- 5.

Obstacles: