

Researching a specific occupation

(from Career Planner: Choosing an occupation)

“**What** does a person in _____ occupation really do?” This is a big question. The following questions will help you in your research. You can get answers to these questions by doing paper and people research.

When talking to workers, keep these six tips in mind:

- ◆ Always phone first and ask if he or she has the time to talk to you.
- ◆ Be polite.
- ◆ Make it clear that you are not asking for a job—you just want information.
- ◆ Ask for a short appointment—about 15 minutes.
- ◆ Ask about related occupations.
- ◆ Thank the worker for his or her time. Follow-up with a thank-you note.

Once you have the answers, you’ll have a better idea of what each occupation is all about. If you have some of your own questions, add them to the list. Take as much time as you need. Detailed research is hard work, but it will help you later on when you are deciding which choice is right for you.

Note: You may want to research several occupations.

In Career Planning Step 3, you’ll have a chance to compare the pros and cons of each of your choices.

Occupation being researched: _____

1. What are the main tasks that a person in this occupation does?

2. What other tasks are involved?

3. Are there jobs in the occupation right now? _____

4. Are these jobs near where I live? _____

5. Will there be jobs in this occupation in the future? _____

6. Is the work usually full-time? Part-time? _____

7. Is the work usually year-round? Seasonal? _____

8. Are the hours of work usually regular? Shift work? _____

9. What is the workplace like? (e.g. lots of people, outdoors in summer, noisy office)

10. Does this work ask for physical strength? (e.g. would you lift heavy things?)

11. Do you need special education to do this job? If so, what kind of education?

12. Do you need safety training to do this job? (e.g. first aid, safety orientation)

Where can you get this training?

What will it cost? (e.g. tuition, books and fees)

How long will it take?

13. Does this work ask for any license or certificate? If so, what?

14. What can a person learn on the job?

15. Are orientation sessions provided for new workers?

16. Does the work ask for social skills? (e.g. would you talk to customers?)

17. What are the legal requirements? (e.g. would you have to be bonded? A certain age?)

18. Do you need your own tools? If so, how much do they cost?

19. Do you need any special clothing? If so, who pays for it?

20. Do you need your own vehicle? (e.g. car, truck, bicycle)

21. Is there room for movement? Can a person move to a related job after they have some experience?

22. What is the usual starting rate of pay?

23. What is the top rate of pay?

24. What are the usual benefits? (e.g. health care plan, free uniforms, parking)

25. What do people like about this occupation?

26. What do people not like about this occupation?

27. How do people get to be in this occupation?

28. May I contact you again if I have more questions about the occupations?

You can also add your own questions to this list.

What else should I know about this occupation?

Even after you have done your paper research and talked to someone working in each occupation (people research), you may still have some questions. Use this space to record anything else you need to know.

Name of occupation: _____

Questions

1. _____

2. _____

3. _____

4. _____

5. _____