

Career Planning

Lesson: Career Planning

Higher Education and Career Path Standards Met:

HS.HECPS.A.1 Explore how personal strengths, aptitudes, interests, and values connect with future career paths.

HS.HECPS.B.2 Understand the diverse range of career pathways available, including, but not limited to, apprenticeships, military service, higher education, trades, and non-degree programs.

HS.HECPS.B.3 Explore local opportunities and benefits for participating in career-connected and community-based experiential learning related to future goals.

HS.HECPS.C.1 Explore postsecondary educational and career pathways, and identify necessary training, education, skills, and prerequisites aligned with aspirations.

Grade: 9th-12th

Objectives:

1. Students will reflect on their likes and dislikes to see what careers fit their personality.
2. Students will understand the path they 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 10-15 minutes to take their survey. Do the first 2 with students so they understand each grouping is an “either-or” option. They don’t need to love either option – just which one they would rather do. They should circle one option for each pairing.
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? Are their interests represented correctly by the Survey?
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 research this profession using the “extra challenge” questions at the end of the lesson.

Closure:

1. Allow students 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.

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

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:

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 and the US Bureau of Labor's Occupational Outlook Handbook at - <https://www.bls.gov/ooh/a-z-index.htm> as well as 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.

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

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

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

5. What is the employment outlook for this occupation?

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

7. What are the opportunities for advancement?

8. List other occupations that are similar or related.

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

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

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

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?

13. This occupation interests you because:

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

Extra challenge: Find someone who currently holds the profession you are interested in. Interview them. Select questions appropriate for your target career field and stage of decision-making. You can ask about 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.

- What are your main responsibilities as a...?
- What is a typical day (or week) like for you?
- What do you like most about your work?
- What do you dislike about your work?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- How does your position fit within the organization/career field/industry?
- How does your job affect your general lifestyle?
- What current issues and trends in the field should I know about/be aware of?
- What are some common career paths in this field?
- What kinds of accomplishments tend to be valued and rewarded in this field?
- What related fields do you think I should consider looking into?
- How did you become interested in this field?
- How did you begin your career?
- How do most people get into this field? What are common entry-level jobs?
- What steps would you recommend I take to prepare to enter this field?
- What skills, abilities, and personal attributes are essential to success in your job/this field?
- What is the profile of the person most recently hired at my level?
- What are the most effective strategies for seeking a position in this field?
- Can you recommend trade journals, magazines or professional associations that would be helpful for my professional development?
- If you could do it all over again, would you choose the same path for yourself? If not, what would you change?
- 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.)
- What advice would you give someone considering this type of job (or field)?
- Can you suggest anyone else I could contact for additional information?
- How relevant to your work is your undergraduate major?