

## ECONOMICS STANDARDS:

PFM.8.E.1 Analyze the impact of education, training, and workforce readiness skills on productivity, earning potential, and employment

## PERSONAL FINANCE STANDARDS:

PF.1.EI.1 Explain factors that influence career and job selection

PF.3.CCP.1 Explore potential careers (including an employment forecast) and the steps needed to achieve them based on interests and/or talents

PF.3.CCP.2 Explore opportunities for internships, job shadowing, and real-world experiences to determining future career paths

PF.3.CCP.3 Develop a flowchart to outline the steps needed to achieve chosen career paths

## FACS/CTE STANDARDS:

Z.1.2 Investigate ways in which resources may be used to set and achieve goals.

7.2.2 Investigate sources of income.

8.1.1 Assess how transferable skills contribute to a good work ethic

8.2.2 Create a resume based on appropriate guidelines.

8.2.3 Create a letter of application based on appropriate guidelines.

# COLLEGE & CAREER READINESS

WITH DR. MIKE CASEY



## MATERIALS INCLUDED:

- *Content Overview*
- *Discussion & Writing Prompts*
- *Activity Pacing Guide*
- *Small Group Activities*
- *Project Based Activities*



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## **ACRE**

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# INTRODUCTION: CAREERS AND CAREER PATHS

Picking a career and/or career path is one of the most important financial decisions you can make, since your career choice is the primary determinant of your income. While income is important, you should also pick something you think you would enjoy doing. After all, you will spend a lot of time at work and you don't want to hate your job. That said, most of us can think of several different things we enjoy doing. To begin any lesson on careers, students should spend some time thinking about the things they like and don't like. This is a starting point that will help determine the best career path that combines a good income with personal preferences.

One resource that is particularly useful is the **Occupational Outlook Handbook (OOH)** compiled by the Bureau of Labor Statistics. The website is <https://www.bls.gov/ooh/> and it provides a wealth of information about starting salaries, job outlook, education requirements, job growth expectations, and other information.

In the first section we will cover some factors that influence your career choice. Many of the answers to these questions will be found in the OOH.

## FACTORS THAT INFLUENCE CAREER CHOICE

There are numerous factors that will influence your chosen career. The following list is not exhaustive but it does cover some of the more important factors that influence your career choice. The factors include:

**Your interests** – This is one of the most important factors that should guide your career choice. You don't want to be locked in to a career or job that you hate. You want a position that you enjoy so you can get up and look forward to going to work. Sit down and list what you enjoy doing. Write down everything that comes to mind. You can eliminate some options later. There are also free interest assessments that you can take online that will then match your interests with some career options. The following link will take you to one of those tests. <http://www.ohe.state.mn.us/sPages/interestAssessment.cfm>

**Your skills and abilities** – You also need to figure out what you are good at doing. Are you good with people and do well in social settings? Are you mathematically minded? Do you have a strong imagination or are you artistic? Are you organized? Are you good at starting and finishing projects? Just like you did with your interests take some time and list your skills and abilities. Be realistic. Ask family & friends to help and give their opinion about what you do well.

## ESSENTIAL QUESTIONS

What do I need to consider when choosing a career path?

How can I learn more about career paths and salaries?

What skills are needed to be successful in particular industries?

## SUGGESTIONS FOR TEACHING WITH THE OCCUPATIONAL OUTLOOK HANDBOOK

This online resources is a great way for students to explore career opportunities. Students can focus in on specific career paths or search geographically based on where they plan to live. Have students spend some time exploring the resource independently, then ask them to share what they learned.

You could also use the resource to highlight a specific career (nursing, teaching, programming, etc) to compare salaries and cost of living across the U.S.

## NOTES:

# SALARY RANGES

While students are learning about careers and exploring entry-level jobs, remind them to also look at the salary range for that job or career. Ask students to share:

- A starting salary for a particular job or career
- What skills they think they would learn doing that job for 1, 3, 5 or more years
- What do people who start an entry level career option end up doing later in their careers? How much are they earning 10-15 years later?

Students can use the OOL to answer these questions for almost any career they are considering.

# LICENSING REQUIREMENTS IN ARKANSAS

Licenses are rules and regulations that determine who can enter a given working profession and what requirements individuals must meet before they can begin working in said profession.

Most people are aware that doctors and lawyers are licensed, but licenses cover many more areas of work, ranging from landscapers and roofers to acupuncturists and massage therapists. Licensing has also grown dramatically in recent decades. In 1950, roughly five percent of occupations were licensed, but these days it's closer to 25 percent.

One 2022 study found that while licenses in Arkansas tend to be slightly cheaper and require somewhat fewer education hours than the national average, Arkansas licenses far more professions than average. In a sample of 102 occupations, Arkansas was found to license 71 percent, compared to the 53 percent national average.

**Desired annual income** – Income is important and one of the major factors that affects your long-term financial plan. Higher incomes allow you to accumulate wealth faster which can lead to an early retirement if you desire. It can also let you spend some time traveling, enjoying family time, or giving to charities. **Every job or career option has a starting salary and a high-end potential.** You can find some of this salary information about career options in the Occupational Outlook Handbook. Give some thought to how much money you want to be able to enjoy your dream lifestyle. Talk with your parents or guardians about how much money you will need to live comfortably. Expected annual income should factor into your career decision.

**Education and licensing requirements** – Different careers have different educational requirements. For example, if you want to become a Certified Public Accountant (CPA) in Arkansas you will need a minimum of a bachelors degree in accounting with at least 30 hours of upper division accounting courses, a total of 150 hours of college credit, and pass the CPA examination. After that you will need one year of work experience before you officially become a licensed CPA. Most career paths will require some level of training or education so investigate this requirement as you evaluate potential careers.

**Job market conditions** – One factor you should always consider is the job market in the geographic region where you want to work. For example, in some areas the demand for a chosen skill set will be much higher than in other areas. However, given the trend toward remote work or work-from-home you may be looking at the national or global job market instead of just central Arkansas or south Arkansas. The Occupational Outlook Handbook also reports the job market potential for various careers.

**Personality type** - Your personality type will be a big factor that determines the type of work you enjoy. For example, if you are an introvert you probably won't enjoy working around a lot of people. You might be much more suited to working alone. In contrast, extroverts want to be around people and hate to work alone. This is just one dimension of your personality. There are several exams you can take to determine your personality type. The Myers-Briggs Type Indicator is one such test and it will classify you into one of 16 personality types. Your school counselor may have access to this test and allow you to take it. However, you can probably also find a free version online to take. Once you get your four-letter classification look it up and see if you think it fits. You can also find a list of careers that are more suited to your personality type.

**Family influence** – The influence of your parents, guardians, other family members might also have an impact on your career choice. For example, you may have watched a parent work in their field as a teacher, electrician, or programmer, and want to follow in their footsteps. Ask them they perceive to be the advantages and disadvantages of what they do for a living. Sit down and talk openly with them about your thoughts on future careers. You may also be planning on taking care of a family member when you start your career. Budgeting extra care for a younger sibling or elderly grandparent will require additional income. Consider this when thinking about the starting salary and salary ranges for any career.

**Geographic location** – Where you live, or want to live, plays a big role in your career choice. For example, if you want to be an actor you will want to move to a city where films are regularly cast and produced. If you want to be a marine biologist you will need to move to a coastal area. Do any of the jobs you want to pursue have opportunities in Arkansas? Do you want to stay in Arkansas or do you want to move? These are some questions you will need to answer as you consider career choices.

## WAYS TO LOCATE JOBS AND JOB OPPORTUNITIES

After you narrow your career options down to a few possibilities you can begin thinking about how you acquire that first job. Let's look at some of things that you will need to do regardless of career path and then we will look at a few things that may help you narrow your search even more. For almost any job you will need to find a potential job and apply for it. The application typically includes a cover letter and a resume. After you get an interview you will need to follow up with a letter or email thanking the potential employer for the opportunity. Let's look at each of these components.

**The Job Search** – Looking for open positions is easy to do with the internet. There are several websites such as Indeed.com, Glassdoor, Handshake, and LinkedIn, that exist to connect employers and potential employees. Sites such as Facebook and Google for Jobs also show job postings. If you are targeting a specific employer you can look on their website. Most regions will have job fairs to help unemployed workers find a job. You might also consider visiting your local employee career center. There you can get assistance with finding and applying for jobs in your area.

## ACTIVITY CONNECTIONS

The corresponding activities for this unit will help your students explore these questions further. Using an interest inventory, students list things that they enjoy or find interesting. The second activity requires students consider their personality type strengths. These introductory activities will be useful to students as they begin to explore real job postings and evaluate expected salary, job growth outlook, education requirements, and the current job demand for a specific career.

## NOTES:

# JOB SEARCHING AND KEY WORDS

Because so many applications for jobs are online, it's important to include relevant key words when you are job searching or applying for jobs. If a computer is using a program to sort applications, including key words that are relevant to the job you're applying for could keep your application at the top of a hiring list.

For example, if you were applying for a job as a receptionist, you may want to highlight typing skill and speed, customer service experience, etc.

If the job ad you find says they are looking for "Honest, dependable" employees, use those words in your application to describe yourself.

These little strategies can help you get to the interview portion of the hiring process where final hiring decisions are made.

## NOTES:

One overlooked source of a job is your network. **Networking is the practice of purposefully developing contacts that can be mutually beneficial to you and your network contacts.** You may exchange information with people in your network or help connect people in your network so they can benefit from common goals or interests. So, who is in your network now that could help you locate a job? It could be parents, relatives, teachers, or other people who can comment on your skills and abilities. You might find that someone you have worked for in the past (e.g., babysitting, yard work, etc.) is very impressed with your work ethic and willing to put in a good word for you with someone looking for a good employee.

**Job application** - Almost all jobs will have a application process. Prior to completing a job application, either in person or online, you will need to create a resume and a cover letter. Once those documents are complete you can begin the application process by uploading them to the appropriate website or delivering them in person. The job posting will specify the employer's preference for receiving the documents. Pay attention to details and make sure you follow the instructions to the letter. If not, it is easy to screen your job application and discard it. You can view a sample job application at this website:

<https://www.thebalancemoney.com/job-application-form-sample-2061607>

Some employers also administer skills tests or personality tests prior to considering you for employment. This practice helps them screen out applicants that do not possess the desired skill sets or personality traits deemed necessary for the job.

**Resume** - Your resume highlights the skills you possess and also lists relevant work experience or leadership experience. You will find you likely possess soft skills, also known as people skills, and hard skills such as fluency in Excel or a programming language.

Employers often use applicant tracking systems (ATS) to eliminate the applicants that do not possess the desired traits or skills. They screen by keywords in order to identify resumes that are from applicants that are the best fit for the position. Read the job description carefully and identify keywords that indicate what the employer is looking for and use those same keywords in your resume. For example, the job description may state they are looking for someone with collaboration skills, or someone that shows attention to detail. Using those words and phrases in your resume could get you noticed.

Spend some time thinking about your work experience, whether paid or not. You might have been president of a club so you exhibit leadership skills. You could have worked as a volunteer for a non-profit organization and organized a food drive or worked in a soup kitchen. What have you done in the past several years that shows you possess traits that the employer demands?



All resumes should contain the following components:

#### Personal information

- Name
- Address
- Phone number
- Personal email address

#### Education and Skill Sets

- High School graduate
- Fluent in Excel, Word, etc.
- Enjoy working with team members
- Etc.

#### Work History

- Any work history shows you have taken the initiative to find a job
- Past employment may also serve as a reference

#### References

- List a couple of references that have knowledge of your character, skills and abilities
- Ask the references prior to listing them on your resume

Focus on the highlighting the skills that are in demand for each job. Most people will tailor their resume for every job application.

**Cover letter** – Many job applications require you to submit a cover letter with the application. Cover letters are essentially a sales presentation of you. Your cover letter should highlight why you are a good fit for the employer’s advertised position. What makes you uniquely qualified to be the person hired for that job? You need to list the specific job since many employers may be filling several positions at once. After that you can state why the job interests you and why you want to work for that specific employer. You will also highlight what you bring to the table. Each job you apply for should have a unique cover letter. You can create a generic cover letter that you tweak for every job application. Keep in mind that the purpose of this entire process is to get an interview. You have to sell yourself on paper and convince the recruiter that you will generate a net benefit for the organization. In other words, you will create more value for the organization than it costs them to hire you.

**Follow-up letter** – After the interview, send a follow-up letter thanking the individuals who interviewed you for their time and expressing your interest in the position you applied for. You can do this via email or with a card and a short written note.

## BUILDING A RESUME

While a young adults resume will alter significantly throughout their early working years, having a starter resume to build from and edit will be a valuable asset for their future endeavors. While there are several online resume building websites and programs, a blank one-page resume template is included in the activities section of this unit.

### NOTES:

# ENRICHING CLASSROOM EXPERIENCES

A great classroom experience: Invite a guest speaker (or several!) to your class to share about their own work experiences, what strengths they bring to the workplace, and how their job has changed throughout their career.

There are several organizations that would love to share information about job shadowing, internships, apprenticeships, and more. One great option in Arkansas is [Be Pro Be Proud](#). They offer educators, schools, & students a hands-on look at a variety of trades. They also share information on the process of obtaining training and licenses to begin any trade a student might be interested in.

## NOTES:

# OTHER WAYS TO LEARN MORE ABOUT A JOB OR PROFESSION

There are several ways to learn about a chosen career path and gain work experience. They include the following;

**Job shadowing** – Job shadowing is the practice of following an employee around for a day or two to get a clear understanding of what a day in the life of that chosen career might look like. You may be able to set up a job shadowing opportunity through school or find one on your own. You will discover that most people are more than willing to accommodate your request and let you see what they do on a daily basis.

**Internships** – An internship is an opportunity to work for an organization for a short period of time to gain experience and insight into a specific job or firm. Most internships last a few weeks to a few months and can be paid or unpaid. Organizations often like to hire interns since it gives them a chance to evaluate a potential employee with no long-term commitment on their part. It gives the intern a chance to see what everyone does on a daily basis at that organization so they can evaluate whether they are a good fit for that organization or career. You learn as much from an unsuccessful internship as you do from a successful internship. You can search for internships in the same manner you use to search for a full-time job. Many internships only require you to work a few hours a week so you can have the flexibility to continue your education.

**Apprenticeships** – Apprenticeships are often used by skilled trades or professions as a way to get on the job training and experience while earning a salary or hourly wage. Apprenticeships are required in many fields that require licensure. Examples include electricians, plumbers, heat and air professionals (HVAC), and other skilled trades.

For example, in Arkansas you will need several years of experience and you must pass a licensure exam to become an electrician. The experience component can be filled with an appropriate apprenticeship. To see all the requirements check out the following link: <https://www.servicetitan.com/licensing/electrician/arkansas>

**Volunteer work** – When you volunteer for a non-profit organization you will give back to the community and gain valuable work experience. Volunteering shows potential employers that you are passionate about something and willing to do unpaid work to further the cause. Document what you do while volunteering and think about it in terms of skills sets that are transferrable to other jobs or organizations.

**Small businesses**– Do you mow yards or babysit children? Both of these show you are responsible and have good time management skills and are willing to work hard. Some people work at a fireworks stand or set up a booth at a fair or flea market. Any of these activities provide work experience. They will also give you information about whether you enjoy working with clients or customers. If you dislike collecting your fees for mowing a yard or building a website then you probably do not want to be self-employed and you might prefer working in business operations instead of retail or front office work. Everything you do will give you additional information about your likes and dislikes.

**Real-world experiences** – Any full or part-time job you currently hold or have held in the past gave you some experience that you can point out to future employers. What skills did you learn? Did you learn to work with others or can you work without direct supervision? Are you self-motivated and do you take initiative? What would your supervisor or boss say about you if the potential employer called them? Keep this in mind when you work. You want to give a positive impression that will follow you throughout your career. We will cover this in greater detail next.

# HOW TO MAKE A POSITIVE IMPRESSION ON INTERVIEWERS AND EMPLOYERS

## THE JOB INTERVIEW

When you reach the stage of an interview it means you have cleared several hurdles. Your job application including your cover letter and resume intrigued someone to the point of requesting an interview. The interview process is where you get the chance to showcase your ability to interact with others and see if you are good fit for the organization. Some of the interview questions are also designed to see how well you respond to different scenarios and how you have handled situations in the past. For example, you might be asked to “Tell me about a time that you dealt with a difficult situation.” The behavioral interview questions focus on your interactions with others in situations that may require you to exhibit leadership skills, teamwork or collaboration skills, or conflict resolution. How well do you function under pressure?

Think about your answers and develop a response for common behavioral interview questions. One way to practice is through conducting mock interviews with your classmates. Find a list of behavioral questions and have your classmates role play as an interviewer. Take turns asking each other questions and give feedback on answers. Practicing interview skills is just like practicing for a sport or musical instrument. The more you practice the better you get.

## WATCH & LEARN



Try searching for "Mock Interviews" or "Practice Interviews" on YouTube. There are many short videos that provide students with an example of someone participating in an interview. Once students have seen several kinds of interviews, they will feel more confident when they are asked to respond to interview questions on their own.

## NOTES:

## PRACTICE QUESTIONS FOR INTERVIEWS:

- Tell me about a difficult or challenging situation you've been in and how you handled it.
- What is your process for approaching problems?
- What role do you assume when you're working with a team?
- What do you do when you disagree with someone?
- Give an example of a time you had to set and achieve a specific goal. How did you do it?
- Have you ever had to work on multiple things at the same time? How did you do it?
- What are your strengths? What are your talents?
- Where is a specific area in your life where you'd like to improve? What are your long term goals?
- Tell me about a time you went above and beyond.

## POSITIVE IMPRESSIONS DURING THE INTERVIEW

Someone once said you only get one chance to make a first impression. Unfortunately that statement is true! And, fortunately there are some things we can do to make a good first impression whether the interview is virtual via Zoom or some other technology platform, or in person. These include:

- Arrive early
- Dress professionally
- Make eye contact
- Offer a firm handshake
- Listen to the interviewers
- Do not fidget
- Leave your cell phone at home or in the car
- Conduct research on the employer before the interview
- Answer all questions respectfully
- Treat everyone with the same level of respect
- Be careful of your body language
- Be positive at all times
- Take a note pad with some questions listed to ask the interviewers
- Show interest in the organization and the position

While this may seem like a lot to digest you can develop this skills and adopt these practices over time and you will reach a point where you are not even aware of this behavior. It will simply become a natural extension of who you are. It is not uncommon for you to go through several interviews with different people from the organization, particularly for long-term positions. Remember you are trying to match your skills and personalities to an organization and colleagues that you will spend a lot of time with. You want a good match, not a bad one!

## JOB OFFERS

At some point you will receive one or more job offers. If you receive multiple offers that you are excited about you will want to compare total compensation. Your total compensation includes salary or wages, bonuses, retirement plans, health care insurance, and a host of other possible benefits. You should also check into time commitments and travel expectations. The best way to do this is to develop a table so you can fill it out and then evaluation the overall offer. For example, you might use the following table.

Job Offer	Salary	Bonuses	Health Insurance	Vacation Days	Work Expectations	Travel	Retirement Plan	Other Benefits
#1	\$43K	None	100% paid by employer	12 per year	50 hours per week	Twice a year	401(k) with 5% match	Gym membership

You can determine how much information to include in each block. Any method that helps you visualize the differences among multiple job offers will work.

## MEET AND EXCEED EMPLOYER EXPECTATIONS

Employers are looking for employees that work hard, are punctual, and work well with others. They like to see employees with a positive attitude that are constantly trying to improve themselves and their skill sets. Avoid any behavior that causes strife in the workplace. Make a concerted effort to avoid office politics and negative coworkers. Let's look at a few of these expectations in greater detail.

**Communications skills** – Employers need people that can communicate effectively in writing and verbally. You might be called on to give a presentation and you need to be equipped to do that. You will also need to be clear in written communications since mistakes can be costly to an organization in both time and money.

**Time management skills** – You will need to juggle a lot of commitments, both professional and personal. Some students may already have good time management skills but others may not. Learn to keep a calendar and set reminders. Do NOT miss deadlines or appointments.

**Collaboration and teamwork skills** – Almost every organization requires collaboration and teamwork. Most of you will work on projects that may require different skill sets. Learn to get along with others and to defuse tense situations. Getting into a shouting match with a colleague is not good for your career. Make sure you carry your own weight on the team.

**Take initiative** – Most supervisors appreciate someone that is willing to step in and do extra work when they see it is needed. Don't sit and wait for your boss to tell you what to do. Find something productive to work on if you are caught up. Help someone else complete their assigned tasks.

**Be flexible** – You might find yourself placed in one role or on one team and then removed from that position later. Go along with the decision since the organization is attempting to put your skills to work in the best possible way.

**Keep a positive attitude** – Maintain a positive attitude. Employees who are constantly complaining can change the tone and dynamic for everyone on a team. You do not want to be the employee everyone avoids. If you have complaints or concerns about tasks, co-workers, or other work related situations, learn the official channels you can use to share your opinions and feedback.

## CLASS CONVERSATION:

Educators often structure their classrooms & student learning in similar ways to a job, outlining expectations & consequences, setting goals, learning and building skills over time, etc. Ask your students what strategies they use to be successful in the classroom. How are they going to transfer those skills into their future careers?

## NOTES:

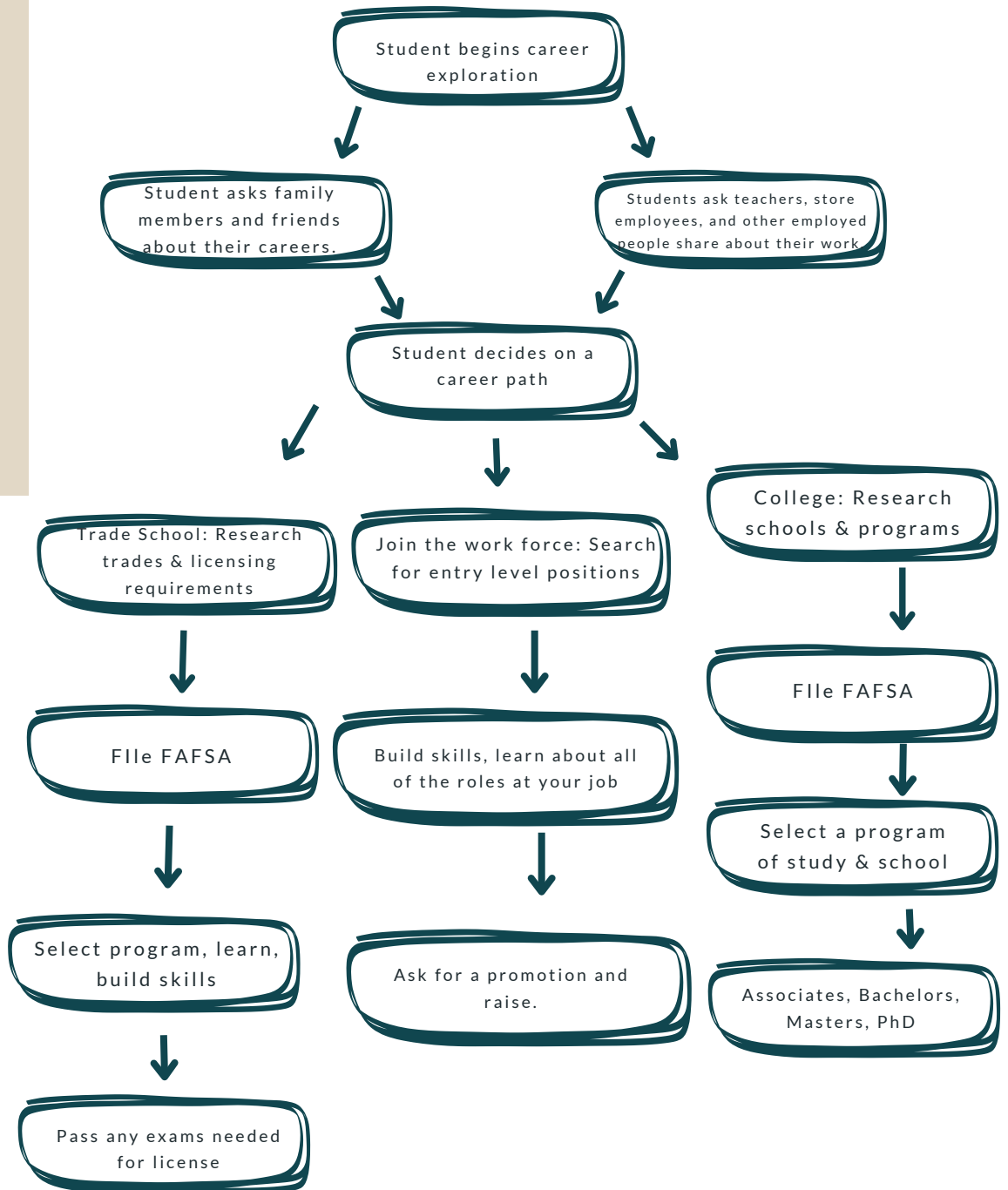
# DEVELOP A FLOWCHART TO LAND THAT INTERVIEW AND JOB

Now that we have covered the process of identifying potential career paths and job opportunities we can create a plan of attack to help us accomplish our goal. One way to do this is to develop a flowchart to outline the steps needed to achieve chosen career paths. You will see that you will need to make a decision at various points that will direct you to the next node. Look at the sample flowchart that you might use to guide your career planning. Each of you will have a unique flowchart that depends on decisions you make during the process.

**Own your mistakes** - All of us make mistakes and you will on the job. Learn from your mistakes and own up to them. Do not be the person who blames everyone else when something goes wrong.

Keep the following thoughts in mind. Who do you like to hang around with? People who are positive, pull their own weight, and work well with others. People who own their mistakes and do not blame others. Be that person and you employer will value your contributions.

## FLOW CHART YOUR CAREER PATH



# ACTIVITY PACING GUIDE

## ACTIVITY ONE: INTEREST INVENTORY (20 MINUTES)

In this activity, students are asked to list out their personal interests. Often the first things that come to mind are the things we enjoy the most. Ask your students: Do you like to read, fish, play the guitar, or follow the stock market? Is there a subject you want to learn a lot about or a skill you wish to master? This worksheet asks students to evaluate and list their likes, dislikes, skills, and areas for growth.

## ACTIVITY TWO: PERSONALITY TYPES & CAREERS (60 MINUTES)

Ask your students to explore a few personality type tests. Two popular ones that are used and discussed in the business world are the Myers-Briggs Type Indicator test and the Strengthfinders test. Once your students complete these tests, allow them time to reflect on their results. Do they agree with their personality traits and strengths? After reflection, ask students to compare their personalities and talents to those that are being sought after by employers on the job market.

## ACTIVITY THREE: THE JOB SEARCH (60 MINUTES)

Ask students to spend some time searching local job boards for positions. Have them identify starting pay, job requirements, responsibilities and more. Each student should locate 2-3 jobs they are interested in and print off or save the details and job application (if available.)

After independent research, place students into small group and ask that they share information about the jobs they located with their peers. Have students discuss the similarities and differences in the jobs. If any of the students in your class have jobs, ask them to volunteer to share details with their classmates about their work and responsibilities.

## ACTIVITY FOUR: FLOW CHART YOUR CAREER PATH (STUDENT PROJECT)

Now that students have a better idea of what jobs are currently hiring in their area, they can begin to create some plans for how to pursue a career path. Using Word, Google Office, some other computer program, or a pen and paper, ask students to flowchart the process of deciding on a career path. Students should establish timelines for each activity in their flow chart. Remind students that they will need to apply for college and trade school in the fall of your senior year to get preference for admission and scholarships.

As an extension of this activity, students could present their flow charts to their small groups or to the whole class.

## ACTIVITY FIVE: OCCUPATIONAL OUTLOOK EXPLORATION (60 MINUTES)

Using the included guided worksheet, students can explore the Occupational Outlook website and find information on a variety of career options including where in the U.S. job growth is occurring, what kinds of jobs and careers have the largest growth, salary ranges, roles, responsibilities, and more.

**NAME:**

**DATE:**

**CLASS PERIOD:**

# INTEREST INVENTORY

*What are your personal interests? Often the first things that come to mind are the things we enjoy the most. Do you like to read, fish, play the guitar, or follow the stock market? Is there a subject you want to learn a lot about or a skill you wish to master? Use this worksheet to evaluate your likes, dislikes, skills, and areas for growth.*

## School & Academics

What is your favorite subject? Your least favorite?  
What do you like and dislike about these subjects?

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Do you like working alone or do you prefer group projects and activities?

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## Career & Volunteer Work

Do you have a part time job (hourly job, babysitting, mowing yards, etc.) What are your responsibilities?

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Do you volunteer at a park, library, or youth center? What skills do you use when doing this kind of work?

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## Extracurriculars

Do you play a sport? If yes, what are your responsibilities?

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Are you involved in a school club? If yes, what are your responsibilities?

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## Additional Questions to Consider

Do you have a favorite hobby (reading, writing, playing music, gaming, etc.)

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What are your favorite books or tv shows? What do you like about them?

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If you could live anywhere in the world, where would it be?

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# EXPLORING PERSONALITY & STRENGTHS

*How can your personality shape your career plans and goals? What strengths do you already have that you'll be bringing into the workplace? The following two personality surveys will highlight your unique personality and strengths. Complete both personality tests and answer the corresponding questions below.*

## Myers-Briggs Personality Test

Which of the 16 personality types describes you?

Read through the description of your personality type. Do you think the test seems accurate? What words or phrases are used to describe your personality type?

Read through and select a personality type that you think seems like the opposite of yours. What conflicts might arise if you were working together on a projects? How might your strengths in different areas complement one another?

Do you think knowing what another person's personality type is would help you be able to work with them effectively? Why or why not?

## Strength-finders Test

According to your Strength Finder assessment, what are your top 5 strengths?

Did any of your strengths surprise you? Why or why not?

## Reflection

Using the space below, write 2-3 paragraphs about your Myers-Briggs and Strength-finder results. What are your key strengths? How does this relate to your personality, interests, and hobbies? What kinds of careers do you think you'd be successful in based on the results of your assessments? Why do you think this job or career would be a good fit for someone with your skills and talents?

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# THE JOB SEARCH

*Learning Objective: In this activity we will spend some time reviewing local job postings. Who is hiring in our town? What kinds of jobs are available? What kinds of skills are required? What kinds of skills would you learn from that job. Find 3 unique job postings and fill in the details below for each. You'll compare roles, pay scales, business hours, and other information you'll want to consider when looking for and applying for jobs.*

*Once you've located you're 3 jobs, find a classmate to partner with and compare the positions you located. Discuss the jobs you found and which (if any) you'd consider applying for. Talk through the steps you'd take to apply for and secure the position.*

## Job 1:

Name of Business:

Rate of Pay:

Job Title/Role:

Business Hours:

List a few of the responsibilities for this job:

- 
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- 

What kinds of things do you think you'd learn working at a job like this. Remember, there's ALWAYS a lesson to learn!

- 
- 
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## Job 2:

Name of Business:

Rate of Pay:

Job Title/Role:

Business Hours:

List a few of the responsibilities for this job:

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What kinds of things do you think you'd learn working at a job like this. Remember, there's ALWAYS a lesson to learn!

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## Job 3:

Name of Business:

Rate of Pay:

Job Title/Role:

Business Hours:

List a few of the responsibilities for this job:

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What kinds of things do you think you'd learn working at a job like this. Remember, there's ALWAYS a lesson to learn!

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**NAME:**

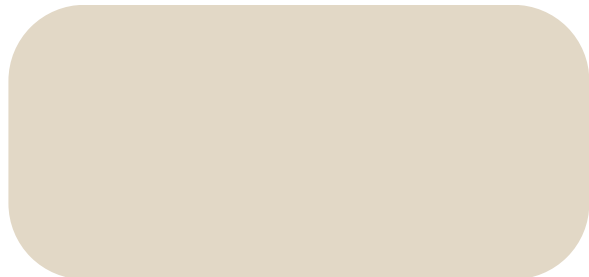
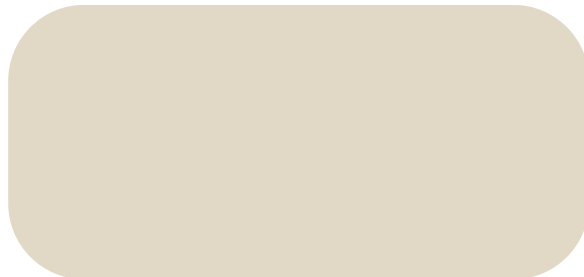
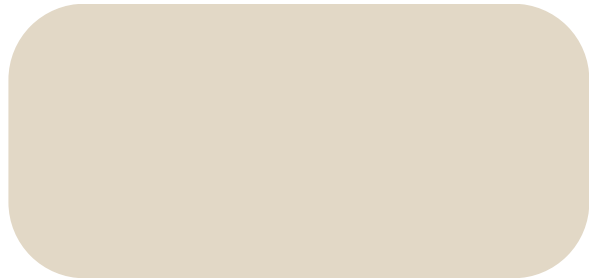
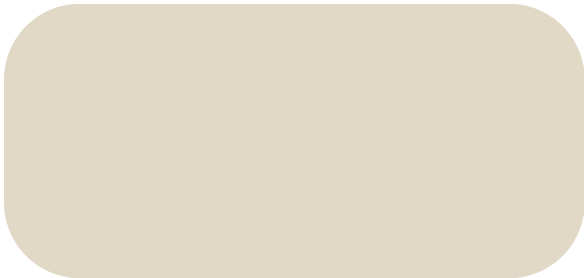
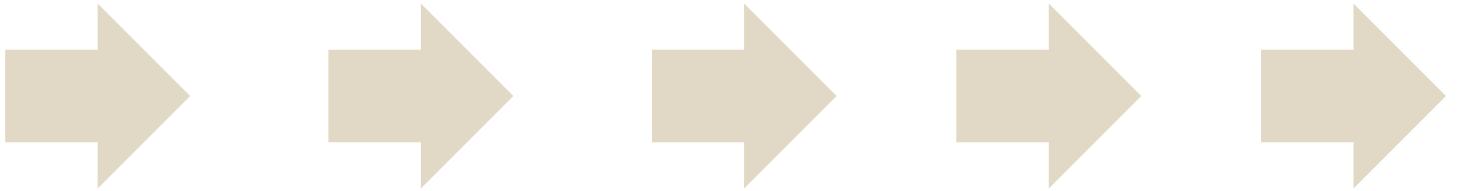
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## FLOW CHART YOUR CAREER PATH

*Learning Objective: Now that you have a better idea of what jobs are currently hiring in our community, you can begin to create some plans for how to pursue a career path. Using Word, Google Office, some other computer program, or a pen and paper, develop a flowchart for the process of deciding on a career path. You should establish timelines for each activity in the flow chart. Remember, you'll need to apply for college and trade school in the fall of your senior year to get preference for admission and scholarships. You might choose to work while you're in school to save money, spend time doing extra curricular activities likes sports or band, or plan extra study time for excellent grades. Whatever you choose, create a plan with actionable steps you can take to meet your goals.*

*Use the space below to plan out your ideas or take notes while you work.*





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# OCCUPATIONAL OUTLOOK HANDBOOK WORKSHEET

*Learning Objective: In this activity we will spend some time reviewing local job postings. Who is hiring in our town? What kinds of jobs are available? What kinds of skills are required? What kinds of skills would you learn from that job. Find 3 unique job postings and fill in the details below for each. You'll compare roles, pay scales, business hours, and other information you'll want to consider when looking for and applying for jobs.*

*Once you've located you're 3 jobs, find a classmate to partner with and compare the positions you located. Discuss the jobs you found and which (if any) you'd consider applying for. Talk through the steps you'd take to apply for and secure the position.*

1. Begin by visiting the website page <https://www.bls.gov/ooh/>.

2. On the website homepage, you will see a "Select Occupations By" tab. Use the drop down menus to search for:

Median Pay/Degree Requirements/Special Skills/Job Growth Potential.

Using this menu, answer the following questions:

- How many jobs listed in the OOL require a high school diploma?
- How many required an advance level degree?

3. Using the A-Z guide, locate some careers you've considered or are considering pursuing. Select one career and use the OOL to locate the following information:

- Median pay
- Entry-level education
- Work experience in a related occupation
- On-the-job training
- Number of jobs in the base year
- Job outlook
- Employment change



Which career did you select:

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- Median pay
- Entry-level education
- Work experience in a related occupation
- On-the-job training
- Number of jobs in the base year
- Job outlook
- Employment change

