

CHAPTER 4

CHOOSE A CAREER

Get a Job

WHAT'S AHEAD

- 4.1** Get to Know Yourself
- 4.2** Explore Careers
- 4.3** Apply for a Job
- 4.4** Interview Successfully
- 4.5** Prepare for the Future

LESSON 4.1

Get to Know Yourself

GOALS

- ▶ Describe life and work values that you hold.
- ▶ Identify interests, aptitudes, and personality traits that will influence your career choice.

KEY TERMS

- personal interest
- aptitude
- skill
- transferable skill
- personality

What Do You Value?

- ▶ Life values
- ▶ Work values

Life and Work Values

- Income and wealth
- Security
- Independence
- Physical risk
- Recognition
- Creativity
- Personal growth
- Family
- Community
- Location

Interests, Aptitudes, and Personality

- ▶ What are your interests?
- ▶ What are your aptitudes?
- ▶ Turn aptitudes into skills
- ▶ What is your personality?

Common Aptitudes

- ▶ Verbal aptitude
- ▶ Numerical aptitude
- ▶ Spatial aptitude
- ▶ Manual dexterity
- ▶ Physical coordination

Personality Types

- ▶ Realistic
- ▶ Investigative
- ▶ Creative
- ▶ Social
- ▶ Enterprising

CHECKPOINT 4.1

- How will the values you hold help you choose a career?
- What aptitudes and personality traits do you have that will help you choose your career goals?

CHECKPOINT 4.1 ANSWERS

- How will the values you hold help you choose a career?

Values help people choose career goals by helping them realize what is important to them.

CHECKPOINT 4.1 ANSWERS

- What aptitudes and personality traits do you have that will help you choose your career goals?

Ask yourself the following questions:

- What activities do you find rewarding?
- What natural talents do you have that help you learn certain skills?
- Into what training and experience are you willing to put your efforts?
- Do your goal choices fit with your personality?

LESSON 4.2

Explore Careers

GOALS

- ▶ Identify sources of career information.
- ▶ Describe steps you can take to plan for a successful career.

KEY TERMS

- **job**
- **career**
- **career connection**

Job or Career Information

- ▶ A job is the set of tasks you accomplish as you work.
- ▶ A career is an occupation to which you have made a long-term commitment.

Identifying Possible Careers

- ▶ Federal government sources of information
- ▶ Private sources of career information
- ▶ Career clusters
- ▶ Private employment agencies
- ▶ Make a career connection
- ▶ Be an intern
- ▶ Volunteer

Federal Sources of Information

- ▶ *Occupational Outlook Handbook (OOH)*
- ▶ *Occupational Information Network (O*NET)*
- ▶ *Occupational Outlook Quarterly*
- ▶ *Monthly Labor Review*

Career Clusters

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution, and Logistics

Plan Your Career

- ▶ Determine skills, training, and education required
- ▶ Consider your family
- ▶ Finance your plans

CHECKPOINT 4.2

- What are several sources that may be used to gather career information?
- What steps should you take to create a realistic career plan?

CHECKPOINT 4.2 ANSWERS

- What are several sources that may be used to gather career information?
 - Check federal government sources including the *Occupational Outlook Handbook* and *O*NET*
 - Talk to people employed in specific careers to gain personal information, insights, and impressions
 - Meet with people in careers that are of interest (friends, family, job fairs, etc.)

CHECKPOINT 4.2 ANSWERS

- What steps should you take to create a realistic career plan?
 - Plan to acquire needed skills, training, and education
 - Consider how your family might be affected by your career choice
 - Arrange for methods of financing your preparation

LESSON 4.3

Apply for a Job

GOALS

- ▶ Identify ways to find out about job openings.
- ▶ Describe the job application process.

KEY TERMS

- referral
- temporary agency
- résumé
- cover letter
- reference

Look for Job Openings

- ▶ People you know
- ▶ Potential employers
- ▶ Newspapers
- ▶ Employment agencies
- ▶ Temporary agencies
- ▶ Jobs online

Application Process

- ▶ Preparing a résumé
- ▶ What to include?
- ▶ Writing a cover letter
- ▶ Completing the application
- ▶ References

CHECKPOINT 4.3

- What steps can you take to identify job openings in your community?
- List and describe steps in the application process.

CHECKPOINT 4.3 ANSWERS

➤ What steps can you take to identify job openings in your community?

Find out about local job openings by . . .

- Asking friends and relatives
- Checking newspapers
- Performing Internet searches
- Working with employment and temporary agencies

CHECKPOINT 4.3 ANSWERS

- **List and describe steps in the application process.**
- **Prepare a resume:** a summary of your qualifications, education and training, and employment history as well as your contact information
- **Write a cover letter:** explanation of the reason you are applying and how your services will benefit the employer
- **Complete the application:** employment and personal information needed by the employer

LESSON 4.4

Interview Successfully

GOALS

- ▶ Describe how to prepare for an interview for a job.
- ▶ Write an interview follow-up letter.

KEY TERM

- **interview**

Pre-Interview Checklist

- ▶ Be on time
- ▶ Know your résumé
- ▶ Know the company
- ▶ Anticipate questions
- ▶ Complete a practice interview
- ▶ Prepare questions
- ▶ Dress for success

In the Interview

- ▶ Be polite
- ▶ Be conscious of your nonverbal communication
- ▶ Try to make only positive remarks
- ▶ Let the interviewer lead the conversation
- ▶ Bring up your skills and experience
- ▶ Ask questions
- ▶ Let the interviewer know you would like the position
- ▶ Thank the interviewer

What They Can't Ask You

- ▶ The Equal Employment Opportunity Act of 1964
- ▶ The Rehabilitation Act of 1973

- ▶ Examples of inappropriate questions:
 - ▶ Have you ever seen a therapist?
 - ▶ Are you planning to have kids?
 - ▶ What is your medical history?
 - ▶ You're a Christian, aren't you?
 - ▶ What country are your parents from?

Write a Follow-Up Letter

- ▶ Provide your contact information
- ▶ Thank the interviewer
- ▶ Identify the position you are seeking
- ▶ Repeat your interest

CHECKPOINT 4.4

- Describe how you should prepare for a job interview.
- What is the purpose of sending a follow-up letter after a job interview?

CHECKPOINT 4.4 ANSWERS

➤ Describe how you should prepare for a job interview.

To prepare for a job interview you should:

- Review your résumé and cover letter
- Complete practice interviews
- Dress appropriately
- Arrive on time
- Bring extra copies of your résumé

CHECKPOINT 4.4 ANSWERS

- What is the purpose of sending a follow-up letter after a job interview?

The purpose of a follow-up letter is to remind an employer of your interest in the job.

LESSON 4.5

Prepare for the Future

GOAL

- ▶ Explain why it is important to fit in and perform your duties well when you begin a new job.

KEY TERMS

- **downsizing**
- **severance pay**
- **notice**

A Job Well Done

- ▶ Be a part of the team
- ▶ Take direction

Know When It's Time to Move On

- ▶ Changing careers
- ▶ Getting downsized
- ▶ Getting fired

Leave on Good Terms

- ▶ Always be considerate of your current employer's needs
- ▶ Give notice at least two weeks before you leave

Be Prepared

- ▶ Update your resume
- ▶ Think about what you want for your next job
- ▶ Plan your finances

CHECKPOINT 4.5

- Why should workers always try to fit in and try to do their best when they start new jobs?

CHECKPOINT 4.5 ANSWER

- Why should workers always try to fit in and try to do their best when they start new jobs?

Workers should try to fit in when they start a job because they need to learn from other employees.