

# Jackson Career Explorer

## Career Development Workbook

### Your future starts here

By completing the Jackson Career Explorer (JCE), you have taken a very important step toward the thoughtful selection of your career. You have learned more about yourself, your interests, and how they compare to people studying and working in a variety of fields.

As you start out on your career path, recognize that you need to have a map to guide the way. This workbook will help you map out your route by guiding you through a number of activities designed to help you identify and focus on a career that matches your interests.

To get the most out of this workbook, remember the following points:

- The JCE provides information about your interests, not your abilities.
- Your interests can also be fulfilled outside of your job through hobbies, education, family, and volunteer work.
- Your career development is an ongoing process, and your path may change many times.
- Feel free to modify the activities to make them work for you and your unique situation.

# Track your Progress

Use the chart below to track your progress and check off each activity once complete.

## Progress Report

EXPLORE...		
	Date completed?	Time
Where do I start?		
My Work Environment		
Top Job Groups		
Preparation		

RESEARCH...		
	Date completed?	Time
Identifying jobs of interest		
Job Research		

NEXT STEPS...		
	Date completed?	Time
Questions to consider		
My Top Job		
Who should I talk to?		
Moving Forward		
What courses do I need to take?		

# EXPLORE...

## Where do I start?

Start by trying to better understand your JCE results. The first section of your report outlines your **basic interests**. The basic interests show the work roles and work styles that represent you. Write down your top 5 work roles and your bottom 5 work roles in the chart below.

Top 5 Work Roles		Bottom 5 Work Roles	
1		1	
2		2	
3		3	
4		4	
5		5	

Next, figure out why you might have obtained these results. Read the corresponding Basic Interest scale descriptions provided in the appendix of your report.

## Ask yourself: What part of the scale description best fits me?

Write down the part of the description that you think best fits you beside each of your top and bottom work roles in the chart below. If you are having trouble finding part of the description that fits you, you can either write down your own reason why you think you received this result, or replace the work role with another one on your list.

Top 5 Work Roles		Why?	
<i>Example</i>	<i>Social Service</i>	<i>Example</i>	<i>Helping people cope with problems</i>
1		1	
2		2	
3		3	
4		4	
5		5	

Bottom 5 Work Roles		Why?	
<i>Example</i>	<i>Performing Arts</i>	<i>Example</i>	<i>Acting</i>
1		1	
2		2	
3		3	
4		4	
5		5	

# EXPLORE...

## My Work Environment

In order to gain a better understanding of your preferred work environment, review your work styles and your work personality scores and fill out the chart below.

### Ask yourself: What elements are important to fulfill in my future career?

Typically, the higher the work style and work personality scores on your list of results, the stronger your preference for this element to be present in your work environment, but you can fill out the chart below by choosing whichever work style or work personality you feel is most or least important to you in your work. Read the descriptions in the appendix of your report to help you describe why it is most or least important to you.

Most important Work Style:		Why:
Example	Accountability	Because I think it's really important to respect people and fulfill your obligations

Least important Work Style:		Why:
Example	Independence	I prefer working in groups

Most important Work Personality:		Why:
Example	Inquiring	Because I like researching and analyzing all sorts of information to solve problems

Least important Work Personality:		Why:
Example	Practical	I don't really enjoy building things or doing things that involve working with my hands or mechanical skill

# EXPLORE...

## Top Job Groups

This activity will help you better understand your results on the top job groups section of your report. First, write down your top 3 job groups in the chart below. If one of the job groups outside of your top 3 is more appealing to you, feel free to substitute it below. Next, read the corresponding job group descriptions provided in the appendix of your report.

### Ask yourself: What part of the description best fits me?

Write down the part of the description that you think best fits you beside each of your top job groups in the chart below. If you have chosen to explore one of the job groups outside of your top 3, ask your counselor to provide you with the JCE Occupations Guide so that you can look up the same resources for this job group as those that are provided in your report.

Top 3 Job Groups		Why?	
<i>Example</i>	<i>Career &amp; Guidance Counseling</i>		<i>Providing guidance to people as they make life transitions</i>
1		1	
2		2	
3		3	

# EXPLORE...

## Preparation

In order to refine your search for the perfect job, you'll need to give some thought to the amount of preparation you're willing to devote to your training and education. This will assist you in your quest to find a job, as it will help you narrow down the options.

### Ask yourself: How much preparation am I willing to complete?

- ☐ Little or No Preparation
  - (Little or no training or education)
- ☐ Some Preparation
  - (High School Diploma or Job Specific training as part of an Apprenticeship; under 1 year)
- ☐ Medium Preparation
  - (Vocational school training, an Associate's Degree from a college, or job specific training as part of an Apprenticeship; 1 to 2 years)
- ☐ Considerable Preparation
  - (Bachelor's degree from a college or university; 3 to 4 years)
- ☐ Extreme Preparation
  - (Graduate Degree from a college or university; 6 to 8 years)

At this point, it may be helpful to look at your top education groups.

### Ask yourself: Which of my interests match my top education groups?

Top 3 Education Groups		Matching Basic Interest?	
<i>Example</i>	<i>Behavioral Science</i>		<i>Social Science</i>
1		1	
2		2	
3		3	

Note: Don't be concerned if you're having trouble finding a match between your Basic Interests and your top Education Groups. You may not share the exact same Basic Interest profile with the students that make up the education group. In this case, you might want to consider a practical or hands-on application of your top Education Groups.

# RESEARCH...

## Identifying Jobs of Interest

Now that you have an idea about how much preparation you're willing to devote to your career, you can start researching actual jobs within your chosen preparation level for each of your top 3 job groups. After reviewing the sample jobs in your report, identify the top 7 jobs that are most interesting to you based on the preparation level you chose on page 6. Then, fill out the rest of the chart below, including your corresponding Work Personality codes.

Top 7 jobs				
Job Group		Job	O*NET code	WP codes
Example	Career & Guidance Counseling	Human Resources Specialist	13-1071	En, He, Co
1				
2				
3				
4				
5				
6				
7				

# RESEARCH...

## Job Research

Job codes in your report are linked to O\*NET, where you can find all kinds of job specific information (visit <http://www.onetonline.org>). Look for information on the following:

- Job descriptions, tasks
- Working conditions
- Salary, wages
- Knowledge, skills required
- Education, training
- Job prospects, outlook

Also, check out the following websites, but let your search expand and grow as you generate alternatives, learn more, and eliminate options. Take note of anything you find particularly interesting or useful.

- [www.bls.gov/ooh](http://www.bls.gov/ooh)
- [www.salary.com](http://www.salary.com)
- [www.indeed.com](http://www.indeed.com)
- [www.careeronestop.org](http://www.careeronestop.org)
- [www.vault.com](http://www.vault.com)
- [www.wetfeet.com](http://www.wetfeet.com)
- [www.embark.com](http://www.embark.com)
- [www.dol.gov/apprenticeship/](http://www.dol.gov/apprenticeship/)

For the 7 jobs you've selected, complete the following tables using information from O\*NET and other websites. List your current top choice as Job #1 below, and order the rest from highest to lowest preference at this point in time.

<b>Job #1:</b>	
<b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

# RESEARCH...

<b>Job #2:</b> <b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

<b>Job #3:</b> <b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

# RESEARCH...

<b>Job #4:</b>	
<b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

<b>Job #5:</b>	
<b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

# RESEARCH...

<b>Job #6:</b>	
<b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

<b>Job #7:</b>	
<b>O*NET code:</b>	
<b>Job Description, Tasks</b>	
<b>Knowledge, Skills Required</b>	
<b>Work Styles</b>	
<b>Education, Training</b>	
<b>Salary, Wages</b>	
<b>Job Prospects, Outlook</b>	

# NEXT STEPS ...

## Questions to consider ...

The questions below provide help and direction if you feel overwhelmed by your career prospects. Your answers to these questions will change over time, but for now reflect on how you see your future by trying to answer each question.

You may feel undecided about some choices and firm on others. It's important to jot down your thoughts as you answer these questions.

## Answer the following questions:

Type of Work and Work Environment	
Do I want to live and work in a small community or a large urban center?	
Do I want to work for a big organization or a small organization?	
Do I want a job where I have to perform or speak in front of people?	
Do I want to be on my feet, sitting at a desk/computer, or driving for most of the day?	
Do I want to be doing hands-on work?	
Do I want to work indoors or outdoors?	
Do I want to be working on a team with other people or working alone?	

Schedule	
Do I want to work a regular schedule, shift work, flexible, or unpredictable hours?	
Do I mind being on-call, working casual, overtime or long hours?	
Do I want to work days, evenings, or weekends?	
Do I want to travel as part of my job?	
Do I want to commute?	

# NEXT STEPS ...

Answer the following questions:

Personal Values	
What are my priorities in life? Work, family, travel, money, leisure activities, or something else?	
What do I want to get out of my career?	
What do I find personally rewarding?	
Do I want to be able to leave my work behind when I go home at night?	
Do I want to be able to devote a lot of my free time to hobbies, sports, volunteering, or other things?	
How important is salary? Benefits? Other employee incentives?	
Will I want to be promoted to a manager (or higher) someday?	
Do I want a challenging career? Do I perform better under pressure?	

Experience and Education	
In what areas do I already have experience and knowledge?	
Do I have the education and courses I need for the career I'm considering?	
Are my grades strong enough?	
Do I want to invest the time and money to acquire more education?	
What other experiences have I gained through hobbies, volunteer, or personal life?	

Opportunities	
How competitive is it to get into the education/training programs and job market in the field I'm interested in?	
How many opportunities in this field are available in the community I want to live in?	
Will the opportunities be different once I'm done my education or training?	
Who are some potential employers?	
What factors might increase or decrease the demand for people working in this field?	

## NEXT STEPS ...

Based on your answers to the questions on the last couple of pages, you might be able to narrow down your top jobs even further to choose your top job, or by contrast, you may now wish to expand your research to include more jobs like your top job choice at this point.

1. Revisit pages 8-11 to see if your answers to these questions have helped change your mind on a job opportunity.
2. Mark an X in the corner if the job doesn't work for you any longer.
3. When you've made a decision, write down your top job below.

**My Top Job is:** \_\_\_\_\_

Now that you've chosen to focus on a job...

1. Review the information starting on page 3 of your workbook to make sure that everything lines up.
2. Fill in any blanks in the research or questions sections.
3. Complete the charts on the following pages to continue on your path.

# NEXT STEPS ...

## Moving Forward

Talk to people who have experience and who are willing to share their knowledge with you. This is the best way to get the most accurate and up-to-date information about your top job. Schedule interviews and meetings with professionals and record the information below.

- *Interview.*  
Contact someone in the field and set up an “information interview” with them.
- *Job Shadow.*  
Go to work for a day with someone who works in the field.
- *Get Experience.*  
Apply or volunteer for a position in the field.

Potential Contacts	Who	What	Where	When
<i>Example:</i>	<i>Mr. S. Brown, Company XYZ</i>	<i>Information Interview – HR Specialist</i>	<i>Coffee shop, 123 Main Street</i>	<i>12:00 PM 10/18/2012</i>
People working in the field				
Guidance Counselors				
Teachers or Instructors				
Career or Employment Counselors				
Human Resources Professionals				
Family Member				
Friend				

## NEXT STEPS ...

### What courses do I need to take?

Obviously, your career planning needs to align with your education planning. Your counselor can help you with course planning and with identifying the professional certification you might need for a certain career path, but if you want to get a head start, complete the table below.

	Course or Certification Name	Scheduling	Instructor	Completed?
<i>Example:</i>	<i>Intro to Psychology</i>	<i>First semester/Fall 2012, Rm 215</i>	<i>Mr. Davis</i>	<i>In progress</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

We hope this workbook has helped you navigate your career path. Remember that you can revisit the resources and activities in this workbook to further refine your career planning at any time. If you feel that you have gone down the wrong path, simply repeat some of the activities in this workbook to help redirect your plan.

## Happy Career Planning!

If you have feedback on this workbook, please connect with us.

Email: [customerservice@sigmaassessmentsystems.com](mailto:customerservice@sigmaassessmentsystems.com)