

## CAREER STUDY OUTLINE

Your career study should address all of the following points:

1. **Career Title and Definition.** State clearly and specifically.
2. **Nature of the Work.** Find out the duties performed, skills required, tools and equipment used, possible work setting, and fields of specialization.
3. **Requirements.** List the education and training; aptitudes, temperament, interests, physical capacity required for the occupation; and any special requirements, e.g., licensing, certification, union membership, etc.
4. **Methods of Entering the Career.** Determine if this is by direct application, apprenticeship, examination, or personal reference.
5. **Opportunities to Explore the Field.** Explore the opportunities for part-time, summer, or volunteer employment in this career.
6. **Advancement and Related Careers.** Investigate the usual lines of advancement and possibilities of transferring to related careers.
7. **Employment Outlook.** Examine the demand versus the existing potential supply of workers in the career.
8. **Economic Rewards.** Determine the starting salary, usual salary range, seasonal fluctuations, tips and fringe benefits.
9. **Working Conditions.** Investigate the hours, physical settings and hazards involved in this occupation.
10. **Social and Psychological Factors.** Evaluate the work satisfaction, stress factors, types of people in contact with, effects on lifestyle, etc.
11. **Personal Evaluation.** Discuss in depth the advantages and satisfactions of this career versus the disadvantages and dislikes that you can identify for yourself. Discuss the specific preparation and training you will need to obtain this type of career. List the steps you need to take, including types of courses, degrees and experience needed. Estimate the amount of time needed to accomplish this plan. Estimate the approximate total expense for education and training.
12. **List Sources of Information for this Study.** Indicate a minimum of three sources. Possible sources are: Dictionary of Occupational Titles, Occupational Outlook Handbook, Encyclopedia of Careers, Occupational Files and related books in the Career Center, Eureka and Discover Computer Systems, Career Videos, Personal Interview with a person employed in this career, etc.