

Career Interest Manual



Vision



CAREER INTEREST MANUAL

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career interest MANUAL



Instructions for organizing & using your Career Interest Manual ~ CIM



What you will need:

1. One, three-ring, view-binder notebook
2. One set of A-Z tabs (with three hole punch)
3. One Career Interest Manual (CIM) cover insert (choose from one provided or design your own)
4. Copies of the attached Careers in the Spotlight (see on following pages)
5. Copies of the Career Plan Strategies Sheet (see on following pages)

Organizing Your CIM

1. Select or design a cover for your CIM
2. Add the A-Z tabs, add to view binder
3. Make several copies of the Careers in the Spotlight (store in one of the pocket of your view-binder)
4. Make several copies of the Career Plan Strategies Sheet (store in the other pocket of your view-binder)
5. Make several copies of the Company Interview Sheet

Using Your CIM

1. Visit the Department of Labor's website to use their *Occupational Outlook Handbook (OOH)*:
 - Go to www.DOL.gov
 - Click on the A-Z link, in the red bar, at the top of the page
 - Click on the letter "O"
 - Select the: "*Occupational Outlook Handbook.*"
 - Select the first letter of the job for which you're doing research (for example, if you're interested in a job as a Nurse, select "N")
2. For each job you research print the PDF file (located in the upper right-hand corner of the document). The printed document is called a "Job Profile."
3. Alphabetically file the printed job profile in your CIM.
4. Fill out a Careers in the Spotlight and Career Plan Strategies Sheet for each job you print and file with the printed job profile. (Each sheet includes instructions)
5. Contact each company for an interview using the attached Company Interview Sheet. (File with OOH job profile and information sheets in your CIM)

Careers in the Spotlight



Directions:

1. Go to www.DOL.gov.
2. Click on the A-Z link, in the red bar, at the top of the page
3. Click on the letter "O."
4. Select the "*Occupational Outlook Handbook*" (OOH) link.
5. Select the first letter of the job for which you're doing research (for example, if you're interested in a job as a Nurse, select "N").

As you read down through the OOH job profile you have selected you identify and fill-in points which are significant for you. Once you have completed this worksheet you will have a better understanding of the job you have selected Continue on to fill-out the Career Plan Strategies and Company Interview worksheets.

1. Job Title: _____
2. List what you find important in the Significant Points section: _____

3. List what you find important in the Nature of Work section: _____

4. List what you find important in the Training, Other Qualifications and Advancement section: _____

5. List what you find important in the Employment section: _____

6. Is the Job Outlook positive or negative (circle one).
7. List median salary quoted under Earnings: _____
8. List at least two Related Occupations:
(1) _____ (2) _____
10. List at least two Sources of Additional Information:
(1) _____ (2) _____
11. On a scale of 1-10 (ten being perfect), how does this job rate for you: _____

Note: If a job doesn't rate at an eight or above it should NOT be filed in your CIM.

Career Plan Strategies



Consider the following questions as you begin to develop your career strategy.

1. What type of training is required for this job? _____

2. How long will the training take? _____
3. How much will the training cost? _____
4. What companies hire people with this training?
 - A. _____
 - B. _____
 - C. _____
5. Your task is to call these companies and ask them from where (colleges, recruiting firms, head hunters) they recruit new employees. (Interview sheet included on following pages)

In the space below write your career plan statement:

My goal is to become a _____. I will need additional training. I plan to obtain my training by attending _____ to _____ . It will take me approximately _____ to complete my training at a cost of _____. After I complete my training the companies that I will approach for employment include: _____, _____, _____, _____ I will secure employment for which I am qualified and enjoy by: _____.

Company Interview Sheet



Below are a list of questions you can ask the company representative during the interview

Begin by thanking the company representative for their time and confirm that you will only need about 5-10 minutes of their time. Explain that you have done extensive career and job-related research and that their company has come up several times as one that hires in your field of interest. Also, mention that you would be very interested in an opportunity to volunteer and/or work for their company.

~ Questions ~

1. Can you confirm that you do in fact hire for _____ (fill in with the job for which you are interested).
2. How many people do you have on staff that fall under this category: _____.
3. Which colleges/organizations do you actively recruit from when you hire new employees in this area:
4. What are some of the unique qualifications that your company looks for in the people they hire for this position?
5. Does your company anticipate a growth or decline in hiring for this positions: _____
6. Do you offer internships for this position: _____
7. Do you currently have openings for this position: _____
8. Are there any organizations, associations, or clubs that you would recommend I become involved with or join? _____
9. I would like to maintain a relationship with your firm, what are some of the best strategies that you can suggest to ensure that I am a viable candidate for employment once I have completed the required training?

NOTE: Thank the company representative for their time. Ask them if there is anyone else they would recommend you talk to. Ask them for their business card (if you're doing an in-person interview) and send them a thank you note within 24 hours. (List contact names on the back of this sheet).