

Exploring a Job: Topics to Consider

What You Need To Do

- Job description
- Major tasks, subtasks
- Equipment or tools used
- Description of typical day

What Your Work Is Like

- Fringe benefits (health insurance, retirement, credit unions, etc.)
- Working environment (noise, hazards, lighting, indoor/outdoor travel, special clothing, etc.)
- Working hours
- Salary range for this type of occupation
- History of this kind of work
- What you produce (goods, services)
- Interdependence of your job and other jobs/products/industries
- Where else in the community your kind of work is done
- Government regulations affecting your work

The Future In It

- Degree of opportunity for women and men regardless of race
- Opportunities for advancement
- Personal qualities needed
- Employment projections, effects of technology and new knowledge on your work
- Effects of the country's economic condition on your job
- Hints you would give someone applying for a job
- Other jobs you could do with these same skills

Job Entry

- How you got started in this job
- Other jobs you have held
- Skills you already had that you use now, how you acquired them
- Your recommendations to others for acquiring these same skills
- Your job as a lifetime career or a stepping stone
- Related jobs for which you are now prepared

How It Feels

- What you like and dislike about the job
- What you would change if you could
- Avenues available to you for making suggestions on the job
- What you would rather do if you're not satisfied
- Interpersonal skills you find most important and why
- Underlying attitudes and values important to your job
- Why you chose this type of work (with machines instead of people, for example)

How It Affects Your Personal Life

- Family time
- Leisure time
- Job-related skills you use elsewhere
- Expanding interests
- Adequate exercise
- General health
- Tension, fatigue vs. stimulation, fulfillment or increase in energy