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