



# Countdown Activity Booklet

## 4th Edition

*"Helping you solve the career puzzle."*



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You may reproduce any and all of the pages in this Countdown Activity Booklet to use in classes or workshops.

You might also want to check the Practical Learning Activities in CIS, the Career Information System, which is also at [www.ILWorkInfo.com/icrn](http://www.ILWorkInfo.com/icrn) since these cover career development competencies, SCANS skills and 12 curriculum areas. For example, you can find activities that relate to Employability Skills or Fine Arts or Varied Learning Styles. Another good resource is the Illinois State Board of Education's "Career Development Month" book, available at <http://www.isbe.net/etc/cdmbook01.pdf>

# Introduction

Welcome to the Countdown Activity Booklet!

You're trying to make some decisions about your life, right? Such as what to study or which career might be fun (and why settle for less?) You need to earn a good living but you also want to have a life that's worth living, too. If you've got a good plan, you will be able to take the classes that fit your goals and save yourself a lot of valuable time and money.

That's where Countdown can help. Take the Countdown Interest Survey online at [www.ILWorkInfo.com/icrn](http://www.ILWorkInfo.com/icrn).



## Countdown

What you like can lead to a career you love. Use the links below to explore over 260 occupations.

### Interest Survey

Use these 70 interest questions to identify occupations that match your interests.

### Career Clusters

Explore career clusters.

### Occupations

Get detailed descriptions of hundreds of occupations, including tasks, wages, settings and outlook.

### Career Interest Areas

Information on the six Illinois interest areas with links to their related occupations.



Answer the 70 items about whether you'd Very Much Like, Like or Dislike the idea of doing a task such as "Pick fruit in an orchard," "Pilot a commercial aircraft," or "Write short stories or plays." At the end, you'll see how your answers stack up in 14 career clusters and which occupations match what you like. There are over 260 different job titles listed, along with how you prepare, what they pay and whether there will be jobs in the future.

You can also use the *Get to Know Yourself Career Survey* in this booklet to see which of six Career Interest Areas matches what you like. Then you can look at Countdown's information on those, too.

Countdown was first designed for junior high students but people of all ages have found it helpful. This 4th edition of the Activity Booklet has three sections: *Learning About You*, *Learning About the World of Work*, and a *Kid's Corner*. You can fill out the activities on your own or they may be used as part of a class or workshop.

Countdown is yours to explore as software at your school or agency, and any time at home via the Internet. Start now on planning the life you want to live!

# The Story of Your Life

You're a star! You're center stage in life, you have the leading role in your own story.

If someone wrote the story of your life, would it be a comedy? Tragedy? Romance? Adventure? Documentary? Cartoon? Drama? Or.....?

If you could trade places with anybody (rock star, athlete, famous person or someone you know) who would it be?

Are there any people, real or fictional, who remind you of yourself?

What would you most like to be remembered for?

It's your script in life—how would you like to change it?



<b>Adventure</b>	<b>Intellect</b>	<b>Promotions</b>
<b>Artistic Appreciation</b>	<b>Leadership</b>	<b>Responsibility</b>
<b>Appearance</b>	<b>Location</b>	<b>Spiritual Growth</b>
<b>Creativity</b>	<b>Mastery</b>	<b>Stability</b>
<b>Flexible Schedule</b>	<b>Personal Growth</b>	<b>Team Work</b>
<b>Friendship</b>	<b>Physical Work</b>	<b>Variety</b>
<b>Helping Others</b>	<b>Play</b>	<b>Wealth</b>
<b>Independence</b>	<b>Prestige</b>	<hr/> <b>Other</b>



- Options:**
- 1) print out this page and cut into cards
  - 2) photocopy this page then cut into cards
  - 3) copy the values onto 24 index cards



# Values

*Here are some factors which may be important to you. The key words are on the previous page — tear the page from this booklet and cut it into 24 cards so that you can sort them into stacks.*

**ADVENTURE** (risk, excitement, new experiences)

**ARTISTIC APPRECIATION** (enjoying the beauty of art, music, design, etc.)

**APPEARANCE** (dressing in a way you like which is attractive and makes you feel good)

**CREATIVITY** (using your imagination, coming up with ideas, finding new ways to do things)

**FLEXIBLE SCHEDULE** (setting your own hours, deciding which days to work)

**FRIENDSHIP** (having close relationships with other people, socializing)

**HELPING OTHERS** (serving others, wanting to improve social conditions)

**INDEPENDENCE** (working alone, being responsible for your own schedule, self-direction)

**INTELLECT** (using your mind, acquiring knowledge, thinking)

**LEADERSHIP** (being in charge, persuasiveness, having other people look to you for decisions)

**LOCATION** (living and working in the area of the country—or world—which you prefer)

**MASTERY** (excellence in what you do, being considered an expert, feeling pride in your achievements)

**PERSONAL GROWTH** (developing and using potential, adapting to life, learning from experience)

**PHYSICAL WORK** (being active, using your body, building strength)

**PLAY** (having fun, finding humor in situations, leisure time activities, sports, games, hobbies)

**PRESTIGE** (gaining fame, admiration, respect, feeling important)

**PROMOTIONS** (career advancement, moving up in your job)

**RESPONSIBILITY** (being accountable for your actions, dependable, reliable)

**SPIRITUAL GROWTH** (faith, religious or spiritual practice, expressing your beliefs through your life)

**STABILITY** (few unexpected changes, order, predictability)

**TEAMWORK** (working as part of a group, cooperating with others to accomplish your tasks)

**VARIETY** (many changing duties, a non-routine schedule, doing lots of different things)

**WEALTH** (making large sums of money to buy luxuries)

**OTHER** \_\_\_\_\_ (add one which is important to you which is not listed)

*Sort your slips of paper into three piles and write down the values in each group. (If you like, also put them in order from most to least important in each category.)*

**VERY IMPORTANT**

**IMPORTANT**

**NOT IMPORTANT**

What would you *absolutely have to have* in order to be happy in a job?

Some items are so important for any job that they are not even listed as options, for example:

**Safety** (not having health or life endangered on the job although some jobs do routinely involve hazards)

**Justice** (fair treatment by supervisors, not being discriminated against or harrassed)

**Self-esteem** (being able to feel good about yourself and to be respected for your talents and abilities)

**Economic security** (being able to cover basic needs such as food, housing, medical care)

Have you ever heard anyone talk about his or her job who was really unhappy with it? What were the reasons?

Think about people you know who are happy with their jobs—why?



# Get To Know Yourself!

## Career Survey

Circle what seems most like you in the six areas below.  
Total each section, then link to Countdown's occupations by the  
Career Interest Areas shown at the end.

### #1

#### *Activities That Sound Interesting:*

1. reading or writing stories or articles
2. designing and building scenery for play
3. taking photographs
4. acting in a play or movie
5. listening to/ playing music
6. designing clothing, brochures and/ or posters

#### *My Personal Qualities:*

1. imaginative
2. creative
3. outgoing
4. expressive
5. performer

#### *In My Free Time I Would Enjoy:*

1. working on the school paper or yearbook
2. acting in a play
3. painting pictures, drawing

#### *School Subjects/ Activities That I Enjoy Or Do Well In:*

1. social studies
2. choir/ chorus/ band
3. creative writing
4. art

Total # circled: \_\_\_\_\_

Career Cluster #1: \_\_\_\_\_

### #2

#### *Activities That Sound Interesting:*

1. interviewing people
2. using computer programs
3. winning a sales contest
4. being captain/ leader of a team
5. working with numbers
6. dealing with money

***My Personal Qualities:***

1. practical
2. independent
3. organized
4. leader
5. like to be around people

***In My Free Time I Would Enjoy:***

1. being in a speech contest or debate
2. surfing the Internet
3. starting my own business

***School Subjects/ Activities That I Enjoy Or Do Well In:***

1. speech
2. language
3. math
4. marketing

Total # circled: \_\_\_\_\_

Career Cluster #2: \_\_\_\_\_

**#3**

***Activities That Sound Interesting:***

1. preparing medicines in a pharmacy
2. helping sick people
3. working with animals
4. helping with sports injuries
5. studying anatomy and disease
6. performing surgery

***My Personal Qualities:***

1. compassionate and caring
2. good listener
3. good at following directions carefully
4. conscientious and careful
5. patient

***In My Free Time I Would Enjoy:***

1. volunteering in a hospital
2. taking care of pets
3. exercising and taking care of myself

***School Subjects/ Activities That I Enjoy Or Do Well In:***

1. math
2. science
3. biology
4. chemistry

Total # circled: \_\_\_\_\_

Career Cluster #3: \_\_\_\_\_

#### #4

##### ***Activities That Sound Interesting:***

1. helping people solve problems
2. working with kids
3. working with elderly people
4. preparing food
5. being involved in politics
6. solving a mystery

##### ***My Personal Qualities:***

1. friendly
2. open
3. outgoing
4. good at making decisions
5. good listener

##### ***In My Free Time I Would Enjoy:***

1. helping to solve my friends' problems
2. helping with a community project
3. coaching/ tutoring kids

##### ***School Subjects/ Activities That I Enjoy Or Do Well In:***

1. language arts
2. history
3. speech
4. math

**Total # circled:** \_\_\_\_\_

**Career Cluster #4:** \_\_\_\_\_

#### #5

##### ***Activities That Sound Interesting:***

1. putting things together
2. designing buildings
3. working on cars, mechanical things
4. using advanced math to solve problems
5. fixing something that is broken
6. using tools

##### ***My Personal Qualities:***

1. practical
2. like using my hands
3. logical
4. good at following instructions
5. observant

##### ***In My Free Time I Would Enjoy:***

1. building models
2. drawing sketches of cars, mechanical things
3. inventing a new product

***School Subjects/ Activities That I Enjoy Or Do Well In:***

1. math
2. geometry
3. woodworking
4. science

**Total # circled:** \_\_\_\_\_

**Career Cluster #5:** \_\_\_\_\_

**#6**

***Activities That Sound Interesting:***

1. being outdoors
2. predicting or measuring earthquakes
3. growing flowers/ trees, gardening
4. studying rocks and minerals
5. raising fish or other animals
6. working in a chemistry lab

***My Personal Qualities:***

1. curious
2. nature lover
3. physically active
4. problem solver
5. observant

***In My Free Time I Would Enjoy:***

1. camping
2. going to a nature trail
3. experimenting with a chemistry set

***School Subjects/ Activities That I Enjoy Or Do Well In:***

1. math
2. geography
3. biology
4. geometry

**Total # circled:** \_\_\_\_\_

**Career Cluster #6:** \_\_\_\_\_

Go to the next page to write in your totals, then write in the names of the career clusters in each of the six areas above.



**Answer key: check Countdown for more specific occupations within the clusters where you've circled the most items.**

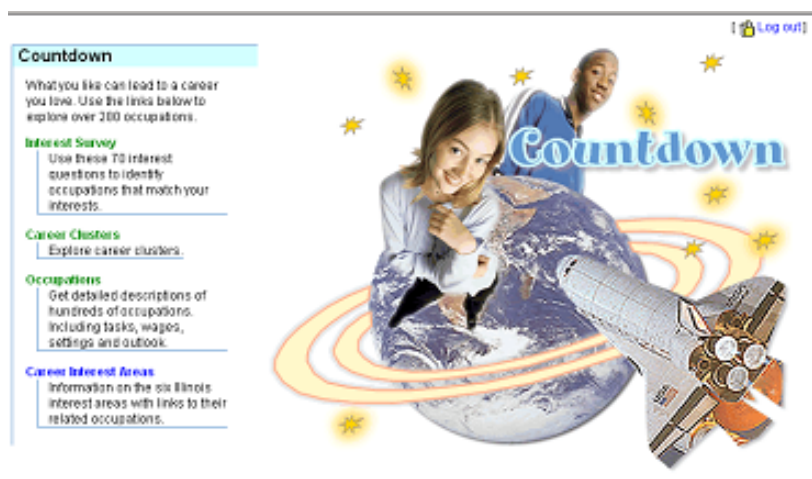
Career Interest Area

My totals

- |                                                         |       |
|---------------------------------------------------------|-------|
| <b>#1 Arts and Communications</b>                       | _____ |
| <b>#2 Business, Management, and Computer Technology</b> | _____ |
| <b>#3 Health Services</b>                               | _____ |
| <b>#4 Human Services</b>                                | _____ |
| <b>#5 Engineering and Industrial Technology</b>         | _____ |
| <b>#6 Natural Resources/Environmental Sciences</b>      | _____ |



To use Countdown go to <http://www.ilworkinfo.com/icrn> or log onto the Windows version that may be loaded on your computer.



# Countdown Career Interest Survey

Making a career choice involves gathering information about your interests. One way to do that is to think about work activities and whether or not you'd like to do them. Below are the 70 activities you'll see in the Countdown Interest Survey. For now, circle up to 10 that you might enjoy.

1. Write short stories or plays.
2. Conduct chemical experiments.
3. Operate a greenhouse or nursery.
4. Investigate crimes and make arrests.
5. Pilot a commercial airplane.
6. Analyze problems in aircraft design.
7. Set up and check production machines.
8. Prepare letters and documents on a word processor.
9. Call on businesses to sell computers.
10. Greet and seat customers in a restaurant.
11. Counsel students about careers.
12. Coordinate services and personnel of a hospital.
13. Plan and write computer programs.
14. Coach a professional sports team.
15. Paint or sketch landscapes.
16. Research causes of animal disease.
17. Supervise forestry workers.
18. Make sure that people obey hunting or fishing laws.
19. Drive a tractor-trailer truck.
20. Measure land or water boundaries.
21. Operate a drill press machine.
22. Calculate wages for payroll records.
23. Buy clothing for a department store.
24. Cut and style hair.
25. Conduct sermons and other religious activities.
26. Teach courses in elementary school or high school.

27. Review requests for bank loans.
28. Referee athletic games.
29. Act in a play.
30. Perform heart surgery.
31. Feed and care for animals in a zoo.
32. Guard prison inmates.
33. Operate a railroad locomotive.
34. Repair electrical appliances.
35. Look for flaws in tires that are being made.
36. Operate a cash register.
37. Work as a sales clerk in a store.
38. Drive a taxicab or bus.
39. Provide emergency medical care to accident victims.
40. Gather information and write news stories.
41. Plan publicity programs for a company.
42. Conduct tennis lessons at an athletic club.
43. Compose music for a band.
44. Conduct tests on oil drilling samples.
45. Pick fruit at an orchard.
46. Fight fires.
47. Operate a bulldozer.
48. Check meters and gauges of a refrigeration system.
49. Work on a factory assembly line.
50. Register hotel guests and assign rooms.
51. Sell refreshments at sports events.
52. Total bills and make change.
53. Provide physical therapy treatments.
54. Collect and analyze data about jobs.
55. Manage a store that sells clothing or other items.

56. Perform stunts for movies or television.
57. Dance in a music video.
58. Analyze data to predict weather conditions.
59. Operate a beef or dairy farm.
60. Check passenger security at an airport.
61. Operate an overhead crane to move materials.
62. Repair automobiles.
63. Follow a diagram to check electrical systems.
64. File invoices and receipts.
65. Call people on the telephone to sell products.
66. Serve food to cafeteria customers.
67. Entertain and supervise children in a day care center.
68. Provide legal advice for clients.
69. Investigate insurance damage claims.
70. Drive in automobile or motorcycle races.

Of the ones you circled, pick your top three.

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Imagine that you're at a party. Someone you've just met asks, "What do you do for a living?"  
What answer would make you feel happiest?

# What Types of Classes Do You Enjoy?

Classes you enjoy may be a clue about the sort of career you'd like.

## Agriculture

- Agriculture management
- Farming
- Animal science
- Forestry
- Horticulture
- Landscaping

## Art

- Commercial art
- Drawing
- Painting
- Sculpture
- Jewelry/metalsmithing
- Photography
- Interior decorating

## Business Administration

- Accounting
- Business administration
- Finance
- Business law
- Business math
- Economics

## Distributive education

- Marketing/merchandising
- Sales

## Driver education

- Driver education

## Health

- First aid/CPR
- Health education
- Medical or dental technology
- Nursing care

## Home economics

- Child care
- Clothing and textiles
- Cosmetology
- Fashion design
- Food management and prep
- Food services
- Sewing
- Home/institution management

## Language arts

- Communications
- Language skills (English)
- Foreign languages
- Literature
- Journalism
- Speech

## Mathematics

- Arithmetic/basic math
- Advanced math and calculus
- Algebra
- Geometry
- Trigonometry
- Statistics
- Computer programming

## Music

- Instrumental music
- Vocal music

## Office procedures

- Bookkeeping
- Data processing
- General clerical skills
- Office machines
- Typing

## Physical education

- Physical conditioning
- Competitive sports
- Leisure sports

## Science

- Biology
- Botany
- Chemistry
- Earth sciences
- Astronomy
- Physics
- General science

## Shops and crafts

- Auto body repair
- Auto mechanics
- Blueprint reading
- Carpentry/woodworking
- Electricity
- Graphic arts
- Heating, AC and refrigeration
- Machine shop
- Metalworking
- Plumbing
- Print shop
- Radio, TV, VCR, DVD repair
- Shop math
- Small appliance repair
- Upholstering
- Welding

## Social Studies

- Civics
- Illinois government
- Political science
- History
- Psychology
- Sociology

## Technical studies

- Drafting/CADD
- Electronics
- Surveying

## Theatre arts

- Dance
- Drama
- Stage craft

## Extracurricular activities

- Clubs
- School government
- Junior Achievement
- School aide
- Music
- Drama
- Sports/cheerleading
- Hospital volunteer
- Other \_\_\_\_\_



# Gender and Jobs, Pink and Blue

There was a time when ads in the newspaper were divided into “Help Wanted–Male” and “Help Wanted–Female.” Honest. Now federal laws require that people be hired based on their qualifications, not their gender. There are still jobs held mostly by women or by men but that’s changing: some women climb phone poles while some men are receptionists.

What’s your current Pink and Blue vision? Next to each job listed below, put M for male if you think mostly men should be in it, F for female, B for both:

_____	Plumber	_____	Scientist
_____	Doctor	_____	Artist
_____	Hair stylist	_____	Farmer
_____	Secretary	_____	Auto mechanic
_____	Astronaut	_____	Computer operator
_____	President	_____	Singer
_____	Librarian	_____	Cook
_____	Day care worker	_____	Veterinarian
_____	Nurse	_____	Minister
_____	Manager	_____	Assembler
_____	Laborer	_____	Driver

“Non-traditional careers” are ones where men hold 75% or more of the jobs. Women decide to go into these fields for a variety of reasons. The most obvious are pay and benefits. A woman who becomes a plumber will earn on average, \$27.75 an hour, compared to average pay as a file clerk of \$9.60. That’s nearly three times as much! Also, some girls are great at math and science so technology careers appeal to them. Others like working with their hands and seeing real results at the end of the day, so construction trades are a good fit. Those who enjoy operating equipment may find they like using a backhoe to scoop dirt, or piloting an airplane.

Women who go into non-traditional careers may be able to enter an apprenticeship program. That’s where they can earn as they learn on the job.

Boys may want to consider non-traditional careers where women hold 75% or more of the jobs. These include such fields as nursing, teaching and office work. Remember the section on “Values”? Money isn’t always the most important thing - enjoying your work means earning a life as well as a living.

Question: are the careers that you’re considering mostly held by men, women or both? How does that influence your choice? Write in the space below.

# Time Travel

You are living today with the result of choices you've made up to this point. Choices can open doors—or close them. They also tend to snowball over time so that it becomes harder and harder to change once you're rolling on a certain course of action. Whether that's good or bad depends on if you like the results of your choices.

One of the biggest secrets that no one has probably told you is this: when you are “grown up” you won't feel too much different than you do now. You'll still be the same person inside. Sure, you'll mature, you'll add experience and develop skills to deal with situations—but you'll still be very much the *you* that you are now. Many people say they wish they'd known that the actions they took when younger really did have important consequences.

*Close your eyes and travel in your mind to the future. You are 80 years old and looking back at your life. Ask your older self these questions:*

What are you proudest of having accomplished in your life?

Did you marry? Have children?

What kind of places have you lived in?

What kind of jobs did you do?

What did you like about them?

How much education did you complete?

How did you deal with the obstacles you encountered?

What was your biggest disappointment?

If you had it to do over, what would you change?

Other questions \_\_\_\_\_?

# 20 Things I Like To Do

Here's the question: what do you do with your own time and/or money? What's fun? What's enjoyable? When do you lose all track of time?

Try to list as many as you can—you'll need them for the next page.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

# Data, People, Things, Ideas

One way to think about which skills you prefer to use is to consider which of these you most enjoy:

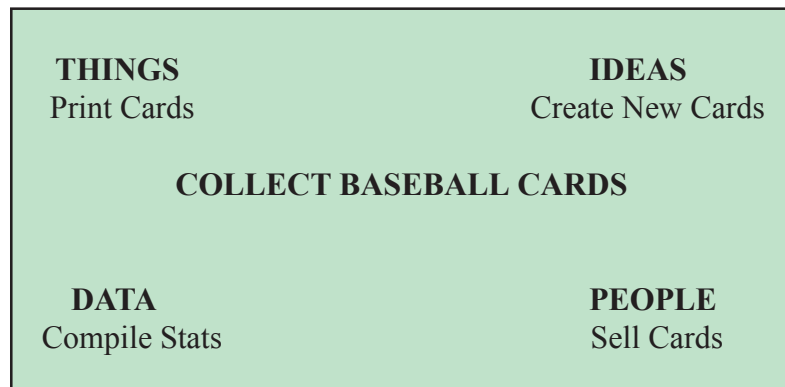
**DATA:** Working with information, papers, organizing records, collecting statistics, keeping files (Thinking)

**PEOPLE:** Working with others, being with friends, teamwork, cooperation, helping or persuading others (Feeling)

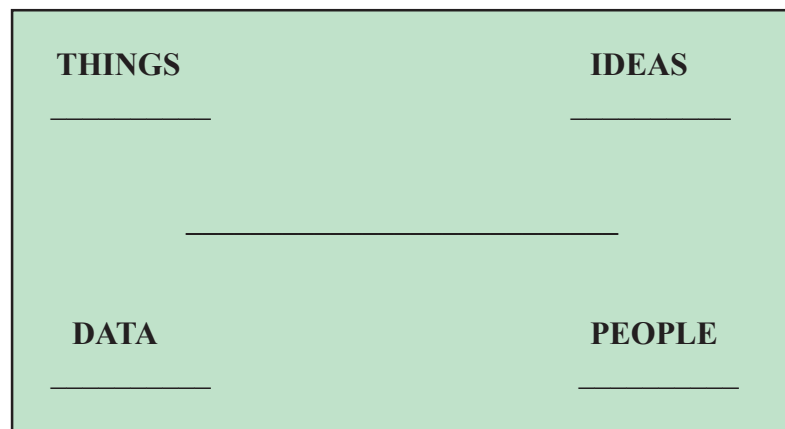
**THINGS:** Working with your hands, using objects or tools, seeing results you can touch (Sensing)

**IDEAS:** Working with concepts, new ways of thinking about your world, finding patterns (Intuition)

Almost any interest you have can be translated into one or more of these areas as a job.



Now try putting several of your interests, one at a time, in the center and seeing how it could be approached from different angles. Use separate sheets of paper for each.



# Making Changes

In 1900, 90% of people worked on farms but by 2000, less than 2% did. New jobs are being created all the time and many require “high tech” skills. Employers are looking for people who are flexible and can adapt because new technology is coming into the workplace at a faster and faster rate. Nothing is certain except change.

One form of change is **recycling** which is increasingly important – not just for newspapers and plastic bags, but for YOU. You will almost certainly have to “recycle” yourself by deciding, over and over again, “What do I enjoy doing? What’s fun? What do I do best? Where does it fit into the world of work? Who needs my skills? How can I benefit an employer — or work for myself? What steps do I take next to make my career move?” There are four stages you’ll go through for each change:

EXPLORING, having fantasies for daydreams about what you’d like to do.

EVALUATING, figuring out if it really is a good fit for your needs and values by getting more information.

DECIDING, choosing which option is really best for you and making a commitment to your plan of action.

IMPLEMENTING, actually **doing it**, making it happen.

**What have you chosen to do, work-related or not, which used this planning cycle?**

I daydreamed about:

I evaluated it by:

I decided to:

I implemented it by:

What was the final result? Were you happy with it?

How did you feel about yourself when you accomplished it?

If you like, use this space to draw something you're currently dreaming about:

**“A goal is a dream taken seriously.”**

# Fit Factors

It takes three things all working together for you to get a job and keep it:

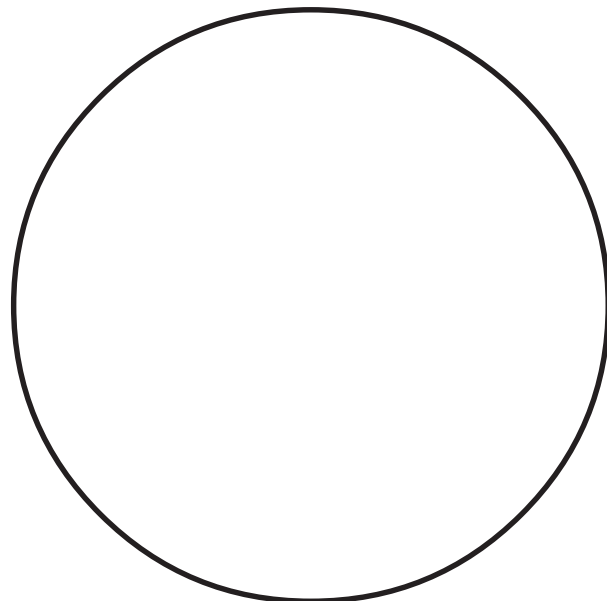
- Your skills plus your ability to get along with people
- A job that requires those skills
- An economy that needs those jobs



It's never too early to start thinking about what makes you happy and planning for it. **Being in the wrong job is like being in your least favorite class, only for eight hours a day, year after year.**

How will you spend your time when you get a job?  
Enter the hours on the pie chart.

- \_\_\_\_\_ work/lunch/commuting
- \_\_\_\_\_ home/family/leisure
- \_\_\_\_\_ sleep
- \_\_\_\_\_ other \_\_\_\_\_



# Winning A Place On The Team

Being hired is a lot like being chosen for a side on teams. Ever see better players passed over because the team captain chose his or her friends first? In some ways it's like that when an interviewer is thinking of hiring you. She asks herself,

- “Will he fit in our team?”
- “Does he have the skills we need?”
- “Will people like to be around him?”

*Congratulations, you've just been promoted to manager and you need to hire a new employee for your department. Circle which words describe someone you'd hire, put a line through words that would make you not want to hire that person.*

On time	Neat
Arrogant	Prepared
Interested	Reliable
Honest	Bored
Poor grooming	Slouches
Skilled	Experienced
Enthusiastic	Bad grades
Loner	Nervous
Vague	Cooperative
Confident	Sloppy

As an employer, why does it make a difference to you which type of person you hire?

Now, go back and put a star by each word that you think describes YOU. Are there any traits you'd like to improve? What are your best points?

\*\*\*\*\*

EMPLOYERS TYPICALLY LOOK FOR PEOPLE WHO HAVE:

- Good communication skills (reading, writing, speaking)
- Good math skills and a grasp of science
- Computer skills (for almost every field)
- Interpersonal skills, able to get along with people
- Positive work habits and attitudes

\*\*\*\*\*

# Finding A Job

A lot is written on finding a job yet you may already be familiar with one of the very best techniques. It's so simple, people think "there must be more to it than that!" and just confuse themselves. It works like this:

*It's autumn and Jane decides she'd like to earn some money for a new bicycle. She carries her rake from door to door at any house where there are lots of leaves in the yard. When the homeowner answers her knock, she says "I know you're a busy person—may I help make your life easier by raking your leaves? I only charge \$10.00 for a yard this size, I supply the bags and I'll set them at curbside." If the people agree, she does a good job and then asks if they'd like to schedule for her to come back the next week. If they say no, they don't want their yard raked, she doesn't take it personally, she just goes to the next house and knocks on the door.*

Why did Jane decide to work?

How did she identify a need?

How did she approach the people who could hire her?

What did Jane say to make her offer particularly appealing?

What extras did she offer?

She also planned for future income by asking for what?

Jane showed a lot of \_\_\_\_\_.

Other words you'd use to describe her approach to earning money would include:

She didn't wait to see an ad in the paper then mail a resume—she saw a need and directly approached the people who might be willing to hire her.

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**NO**

\_\_\_\_\_

**YES !**

\_\_\_\_\_

Just about every job search looks like this—a lot of NO's followed by a YES! If you're not getting turned down, you're not out there trying. Avoiding rejection is also missing opportunities. Be proud of every NO you get and mark it off in red then write who turned you down and the date below it. (Hint: send thank you notes to the employers telling them how much you appreciated being considered for the job and how you hope they'll keep you in mind for future openings. You'd be surprised how often this moves you to the top of the list for the next job.)

# Resources For Research

While the direct approach to employers is great, you do need to do your research.

There are two main ways to find out more about a career field or a specific occupation: through networking or written resources, including the Internet.

## PEOPLE

Observation  
Direct questioning  
Informational interviews  
Job shadowing  
Videotapes of people on the job  
Employment interviews  
Guest speakers  
Association representatives  
Recruiters  
Family examples

## PRINT

Guide for Occupational Exploration  
Occupational Outlook Handbook (OOH)  
Computerized systems, software  
Internet websites  
Directories  
Yellow pages  
Newspapers, books, magazines  
Biographies  
Chambers of Commerce  
Government reports

Have you done the interest survey in Countdown? If so, you'll have printouts from 14 career clusters with suggested job titles in each. Choose a job title that interests you then plan which resources you'll use to get more information.

I want to know more about \_\_\_\_\_ and I plan to use:

- 1.
- 2.
- 3.
- 4.

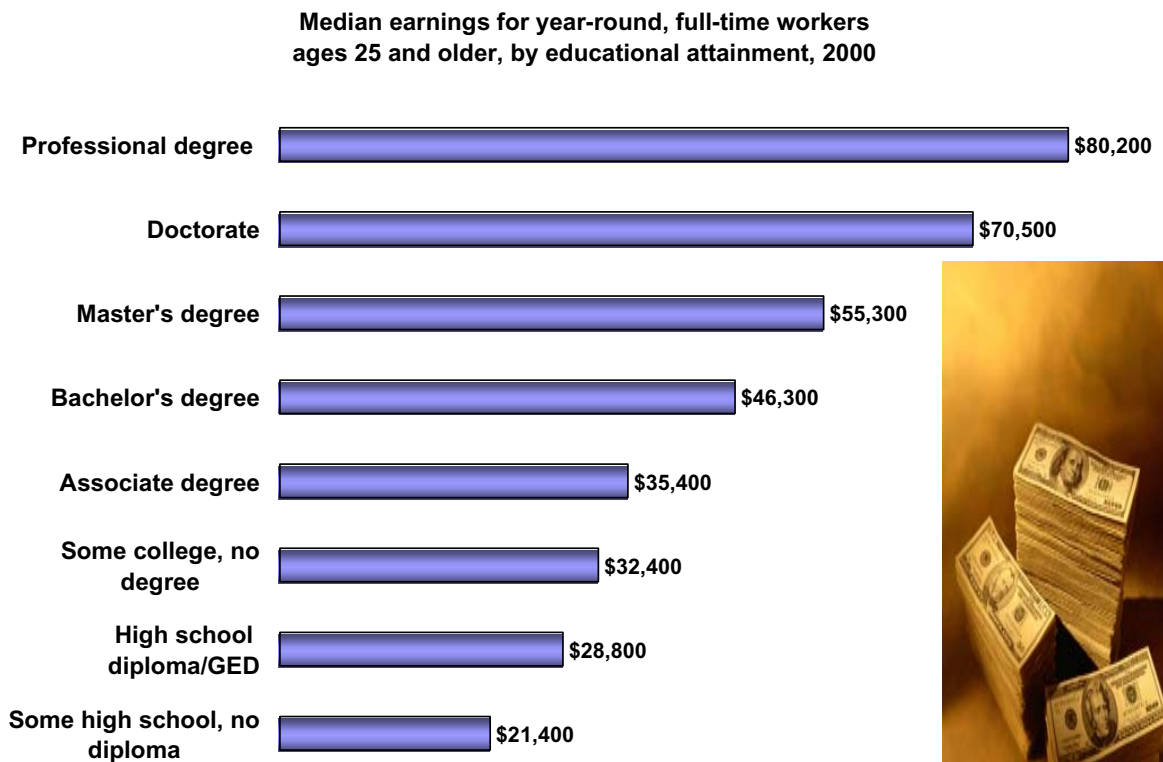
The three things I'm most interested in learning about this career are:

- 1.
- 2.
- 3.

What I discovered in my research is:

# Education To Careers

There are many routes to career success, many paths from school to work. Not all jobs require college. In fact, only about 25% of the population will graduate from a four-year college program and another 15% will complete a college or vocational school program. 35% go to work immediately after high school. About 30% of Americans are out of the work force, due to unemployment, retirement or choosing to work as a homemaker. Still, there's a link between how much education you get and how much you are likely to earn: *Estimated lifetime earnings (in 2000 dollars)*



*Source: Occupational Outlook Quarterly, Spring 2002*

If you go to work at 18 and work until you're 65, that's 47 years in the labor force times 50 weeks per year times 40 hours a week, which equals **94,000** hours of your life. Make sure what you choose to do is time **into** your life and not time **out** of it!

# Future Careers

You may well retire from a job which doesn't exist now. Your great-grandparents didn't even have a word or concept for "software programmer." Can you imagine running an underwater bed and breakfast? A satellite recovery and repair service? A very valuable skill is being able to spot trends.

What job titles can you create **IF**:

Hotels are built on the moon?

More people live to be over 100?

Electric cars become more popular?

Robots clean houses?

Objects can be "faxed" to other locations?

"No-cal" bakeries offer desserts with no calories?

Global warming causes the sea level to rise?

# Illinois' Top Occupations by Annual Openings

## (Top 10 by each education category)

Should you go into a job because there are a lot of openings? Only if it's what **you** enjoy doing! Still, it's helpful to know the outlook for careers as you make your decisions.

### Work Experience + Bachelor's Degree or Higher

General and Operations Managers  
Chief Executives  
Financial Managers  
Sales Managers  
Computer and Information Systems Managers  
Administrative Services Managers  
Lawyers  
Graduate Teaching Assistants  
Faculty, College and University  
Human Resource Managers



### A Bachelor's Degree

Registered Nurses  
Business Operations Specialists  
Elementary School Teachers, Except Special Education  
Secondary School Teachers, Except Special & Vocational Education  
Computer Software Engineers  
Computer Systems Analysts  
Accountants and Auditors  
Computer Programmers  
Middle School Teachers, Except Special & Vocational Education  
Network and Computer Systems Administrators



### An Associate's Degree

Registered Nurses  
Computer Support Specialists  
Health Diagnosing and Treating Practitioners  
Medical Records and Health Information Technicians  
Electrical and Electronic Engineering Technicians  
Dental Hygienists  
Medical and Clinical Laboratory Technicians  
Drafters and Mapping Technicians  
Radiologic Technologists and Technicians  
Life, Physical, and Social Science Technicians



### Postsecondary Vocational Training

Automotive Service Technicians and Mechanics  
Licensed Practical Nurses  
Welders, Cutters, Solderers, and Brazers  
Hairdressers, Hairstylists, and Cosmetologists  
Legal Secretaries  
Bus and Truck Mechanics and Diesel Engine Specialists  
Emergency Medical Technicians and Paramedics  
Medical Secretaries  
Fitness Trainers and Aerobics Instructors  
Medical Transcriptionists





### **Work Experience in a Related Occupation**

First-Line Supervisors and Managers of:

Office & Administrative Support Workers

Retail Sales Workers

Production and Operating Workers

Food Preparation & Serving Workers

Mechanics, Installers, & Repairers

Construction Trades & Extraction Workers

Housekeeping & Janitorial Workers

Non-Retail Sales Workers

Transportation & Material-Moving Machine & Vehicle Operators

Food Service Managers



### **Long Term On-the-Job Training**

Carpenters

Cooks, Restaurant

Electricians

Maintenance and Repair Workers, General

Police and Sheriff's Patrol Officers

Plumbers, Pipefitters, and Steamfitters

Cooks, Institution and Cafeteria

Machinists

Computer-Controlled Machine Tool Operators

Automotive Body and Related Repairers



### **Moderate Term On-the-Job Training**

Production Workers

Customer Service Representatives

Truck Drivers, Heavy and Tractor-Trailer

Sales Representatives, Wholesale & Manufacturing

Construction Laborers

Executive Secretaries and Administrative Assistants

Sales and Related Workers

Bookkeeping, Accounting, and Auditing Clerks

Secretaries, Except Legal, Medical, and Executive

Team Assemblers



### **Short Term On-the-Job Training**

Cashiers

Retail Salespersons

Waiters and Waitresses

Combined Food Preparation & Serving Workers, Incl Fast Food

Laborers and Freight, Stock, and Material Movers

Office Clerks, General

Janitors & Cleaners, Except Maids & Housekeeping Cleaners

Food Preparation Workers

Stock Clerks and Order Fillers

Security Guards

*Source: The Job Outlook in Brief 2003 from the Illinois Department of Employment Security <http://lmi.ides.state.il.us/joib/JOIBOnline.htm>*

# Your Past and Your Future

Even in grade school you had skills and interests which you were using. These may be clues to your future. For example, match these childhood activities with possible adult job titles.

- |                                     |                     |
|-------------------------------------|---------------------|
| A. Put together 500 piece puzzles.  | 1. Geologist        |
| B. Sold lemonade at a stand.        | 2. Fashion designer |
| C. Did craft projects.              | 3. Professor        |
| D. Collected rocks.                 | 4. Mechanic         |
| E. Put model planes together.       | 5. Nurse            |
| F. Played school with younger kids. | 6. Programmer       |
| G. Coordinated doll outfits.        | 7. Salesperson      |
| H. Built a birdhouse.               | 8. Secretary        |
| I. Wrote letters to friends.        | 9. Carpenter        |
| J. Assembled a first aid kit.       | 10. Artist          |

[Answers below.]

What did you enjoy doing when you were younger?



How might these activities relate to occupations?

# So Far, So Good

*What kind of work have you done so far, with or without pay?*

Volunteer:

School projects:

Family chores:

Part-time jobs:

Church groups:

Hobbies:

Sports:

Band/orchestra:

School assistant:

Scout troops:

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Many of the things you've already done are actually work experience. They'll look great on your first resume!

What do you do with your *own* time and money?  
Are you known for your roller blade skating?  
The parties you plan? Finding bargains at the mall?  
Your talent with animals? Each can become a career  
where **people pay you to do what you want to  
be doing anyway.**



# Success!

“Success” means different things to different people. What does it mean to you?

I think people are successful when:

The person I think is most successful is \_\_\_\_\_ because:

I’d know I was really a success when I:

My biggest success so far has been:

I want to be a success in these roles (check which are most important to you):

- |                          |               |                          |           |
|--------------------------|---------------|--------------------------|-----------|
| <input type="checkbox"/> | Student       | <input type="checkbox"/> | Worker    |
| <input type="checkbox"/> | Family member | <input type="checkbox"/> | Consumer  |
| <input type="checkbox"/> | Spouse        | <input type="checkbox"/> | Citizen   |
| <input type="checkbox"/> | Parent        | <input type="checkbox"/> | Volunteer |
| <input type="checkbox"/> | Friend        | <input type="checkbox"/> | Hobbyist  |
| <input type="checkbox"/> | Athlete       | <input type="checkbox"/> | Worshiper |





**Need more information?**

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