

My Next Move: “Tell Us What You Like to Do”

Completing a Career Exploration Worksheet

MY NEXT MOVE

o-net in-it

HOME SEARCH INDUSTRIES INTERESTS

What do you want to do for a living?

"I want to be a ..."

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search

"I'll know it when I see it."

Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse

"I'm not really sure."

Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start

Figure 1

Overview

The Federal Government has made available a career exploration tool to connect users to their interests and career goals. The online system is very diverse and has multiple tools and access points to explore. We will use these tools through a career exploration worksheet, which is a baseline self-assessment tool. The self-assessment tool can be completed as an offline project but is best completed online once a student has registered.

Tutorial 1

Basic Overview of the Career Solution System

1. Select “Start” at the bottom of the “Tell Us What You Like to Do” option. From here, users will have access to the O-Net Interest Profile. Use this tool to help you find out what your interests are and how they relate to the world of work. You can find out what you like to do and decide what kinds of careers you might want to explore.

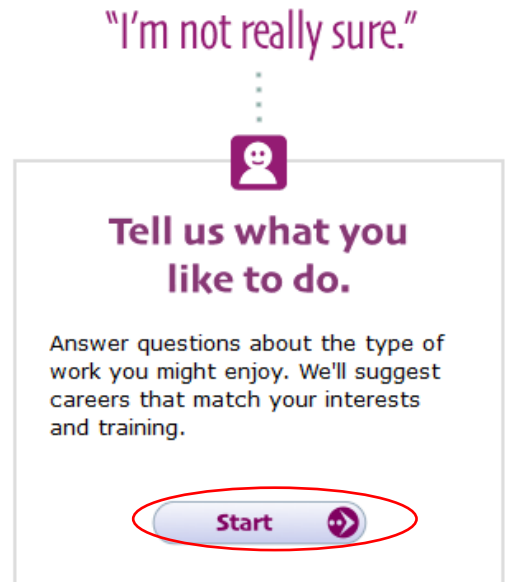
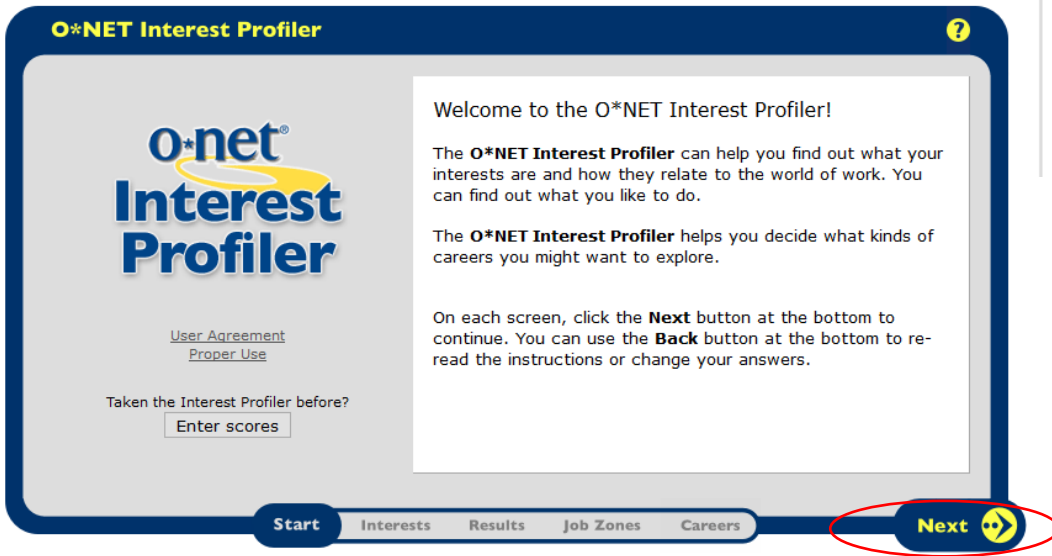


Figure 2

Figure 3

Tutorial 1

1. The O-Net Interest Profiler gives users a few pages of introductory materials to help them understand how to use it, and what it is meant to do. Once you have made it through those introductory pages, you'll find the first page of job or career interests questions. Please answer all questions honestly and to the best of your abilities to get the most accurate score.

The screenshot displays the O*NET Interest Profiler interface. At the top, the title "O*NET Interest Profiler" is shown in a blue header bar. Below the title, there are five icons representing different interest levels: a crossed-out X, a sad face, a neutral face, a happy face, and a very happy face. A progress bar indicates the user's progress through the questions. The main content area lists 12 activities, each with a corresponding interest level rating (represented by a circle with a dot inside). The activities are: 1. Build kitchen cabinets, 2. Lay brick or tile, 3. Develop a new medicine, 4. Study ways to reduce water pollution, 5. Write books or plays, 6. Play a musical instrument, 7. Teach an individual an exercise routine, 8. Help people with personal or emotional problems, 9. Buy and sell stocks and bonds, 10. Manage a retail store, 11. Develop a spreadsheet using computer software, and 12. Proofread records or forms. At the bottom, there are navigation buttons: "Back", "Start", "Interests", "Results", "Job Zones", "Careers", and "Next".

Activity	Interest Level
1. Build kitchen cabinets	1
2. Lay brick or tile	1
3. Develop a new medicine	2
4. Study ways to reduce water pollution	2
5. Write books or plays	3
6. Play a musical instrument	3
7. Teach an individual an exercise routine	4
8. Help people with personal or emotional problems	4
9. Buy and sell stocks and bonds	5
10. Manage a retail store	5
11. Develop a spreadsheet using computer software	5
12. Proofread records or forms	5

Figure 4

Tutorial 1

2. After answering all 60 questions, users will be given the option to go back and review or change their answers. Select “Next” in the bottom right corner to see what careers and occupations can be good fits for you. See *Figure 6* below.

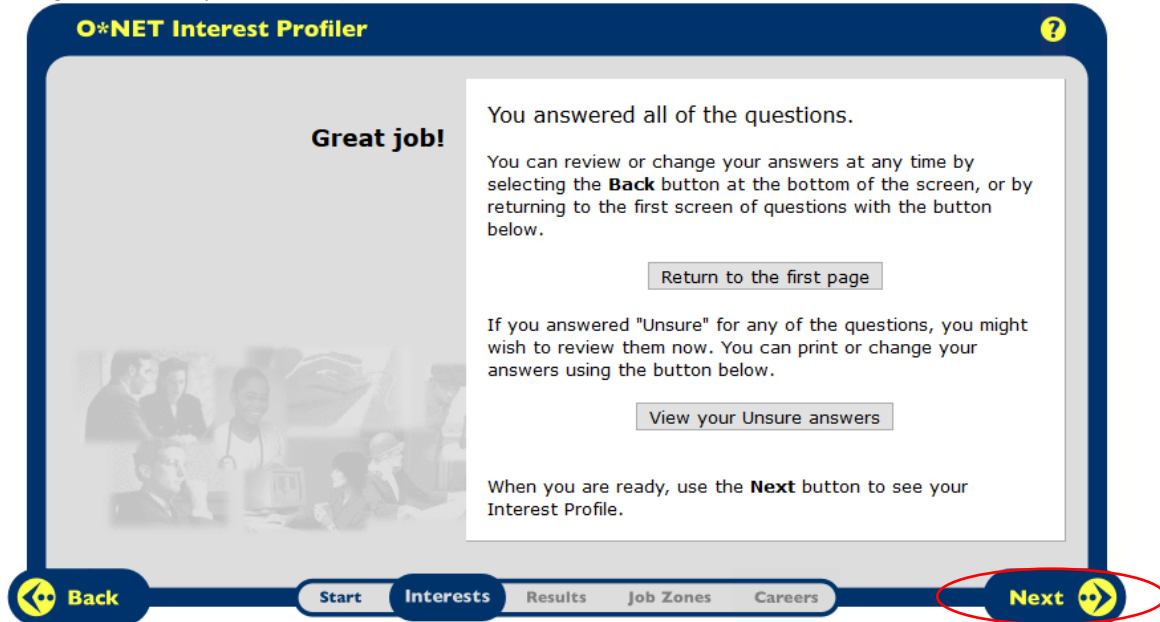


Figure 5

3. Here you can see a distribution based on mock answers. For most users, the Interest Profiler will lean in one, or a few, direction(s) more than others. As stated on the page, users can investigate an interest by clicking on it, or choose to select “Next” and get an introduction to possible Job Zones.

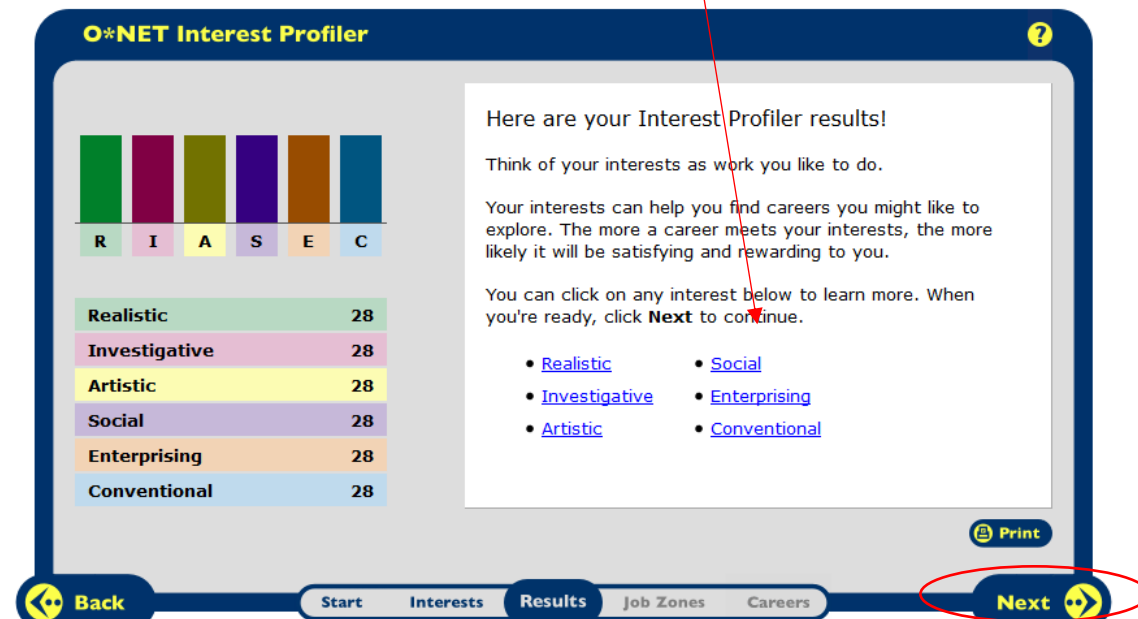


Figure 6

Tutorial 1

1. “Interests + Job Zones = Careers” allows users to apply their Interest Profiler scores to potential industries and jobs that might interest them, based on what they are doing now or want to do in the future. Select “Next” and read through the introductory pages.



Figure 7

2. Using “Explore the Job Zones,” users can read more about the experience, education, and training needed. Read carefully to find the Job Zone that's right for you. We'll choose “medium job preparation” and explore it together in Figure 9.

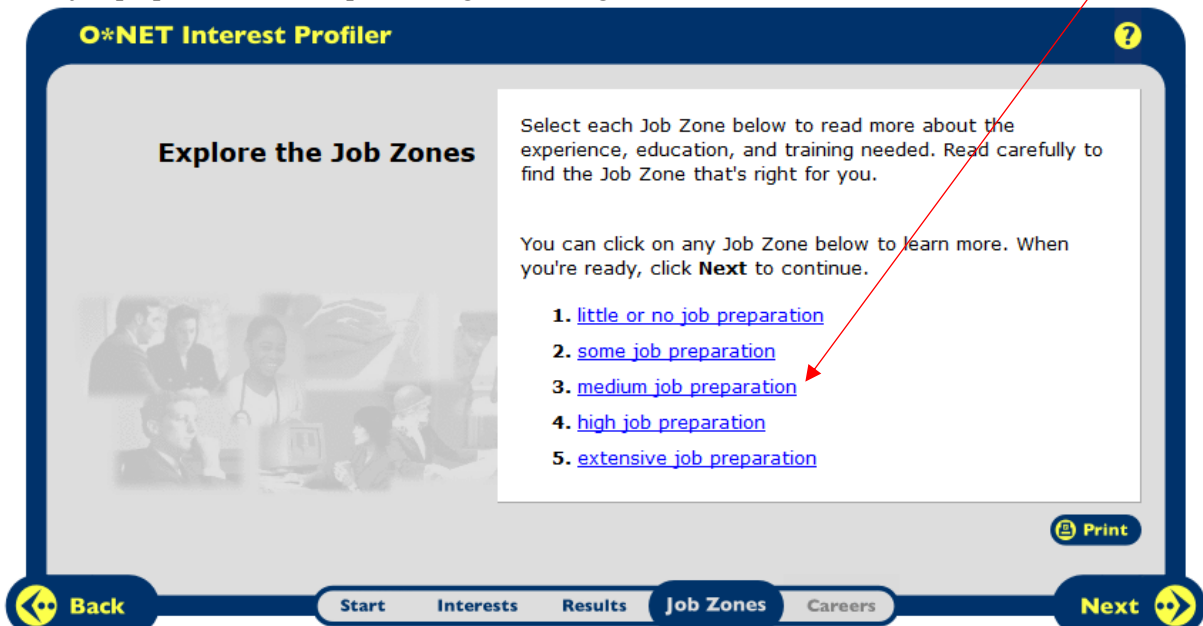


Figure 8

Tutorial 1

3. In Job Zone Three, users are provided with insights into the experience, education, and training needs to get a job and succeed in fields that fit this zone. Some examples are given on the bottom right that discuss the sort of work and careers that a user can have in this zone, including being an electrician, medical assistant, or barber. Select “Close” at the bottom of the screen to return to the front page, where you can select “Next.”

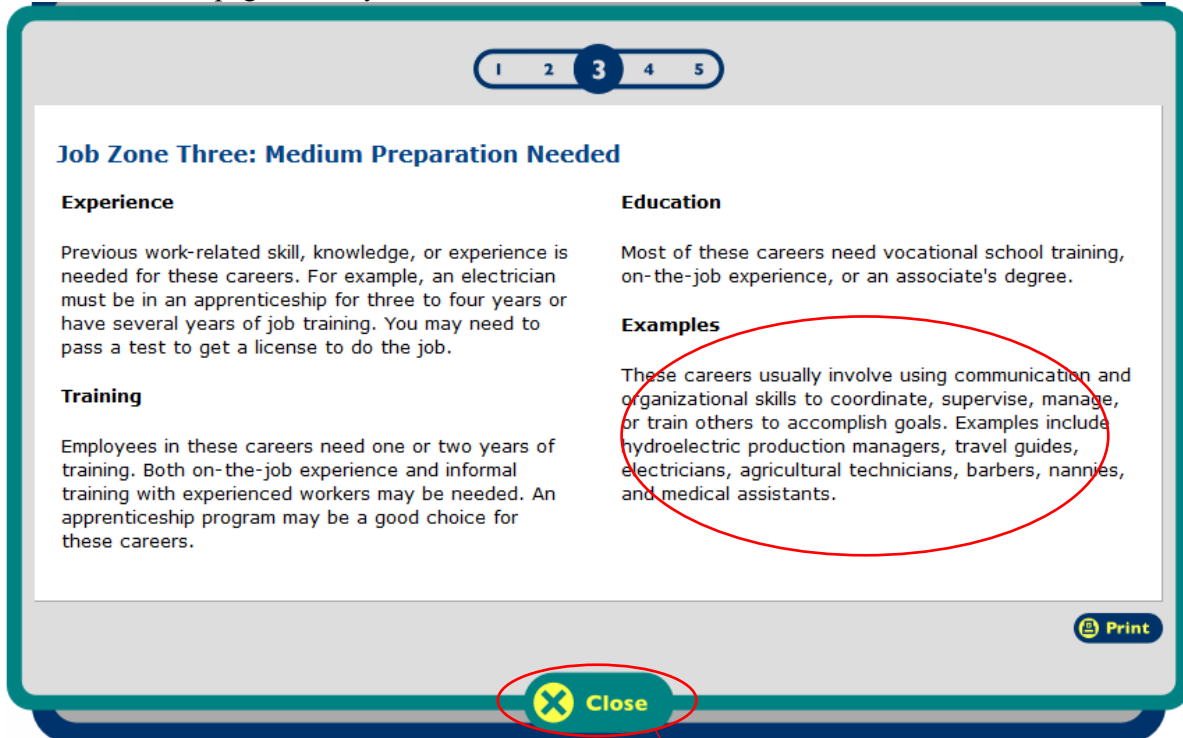


Figure 9

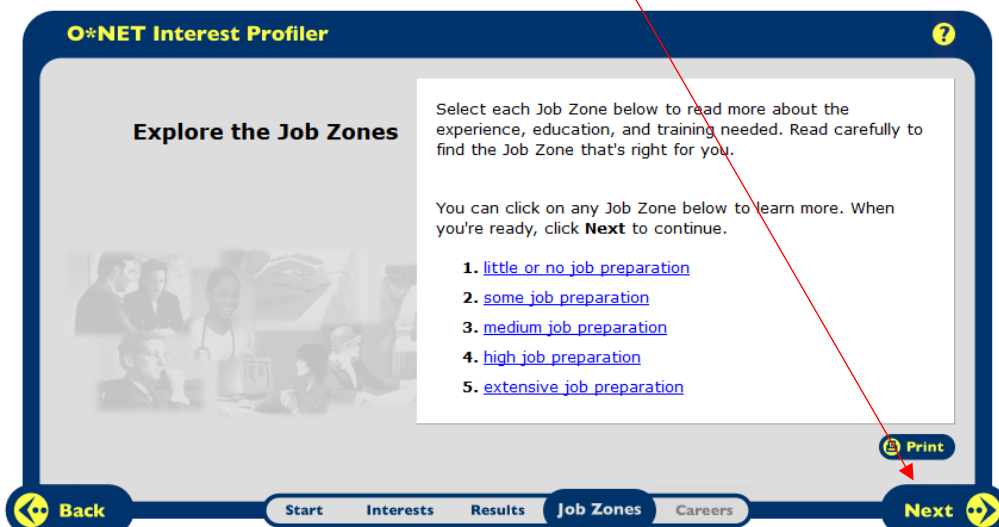


Figure 10

Tutorial 1

4. Using Job Zone Three, the job zone we just explored, we will more thoroughly search and determine if it offers something we are interested in.

O*NET Interest Profiler

Select a Job Zone

Now that you have learned about each Job Zone, select the current or future Job Zone that's right for you:

- ☐ Job Zone One
[Little or No Preparation Needed](#)
- ☐ Job Zone Two
[Some Preparation Needed](#)
- ☒ Job Zone Three
[Medium Preparation Needed](#)
- ☐ Job Zone Four
[High Preparation Needed](#)
- ☐ Job Zone Five
[Extensive Preparation Needed](#)

Back Start Interests Results **Job Zones** Careers **Next**

Figure 11

O*NET Interest Profiler

Your interest results:

Interest Category	Score
Realistic	28
Investigative	28
Artistic	28
Social	28
Enterprising	28
Conventional	28

Your Job Zone:

1 2 **3** 4 5

Job Zone Three
Medium Preparation Needed

On the next screen, you will see careers related to your Interest Profile in your chosen Job Zone.
Click the **Next** button to continue.

Back Start Interests Results **Job Zones** Careers **Next**

Figure 12

Tutorial 1

- Here on the Job Zones page, users can identify careers that interest them and discover what is required to succeed in that career, or how to simply get into that career.

The “Bright Outlook” function shows users what job opportunities could be available in that field.

The “Green” function shows users which careers are part of a green economy.

The “Registered Apprenticeship” function shows users which careers they can pursue apprenticeship opportunities in.

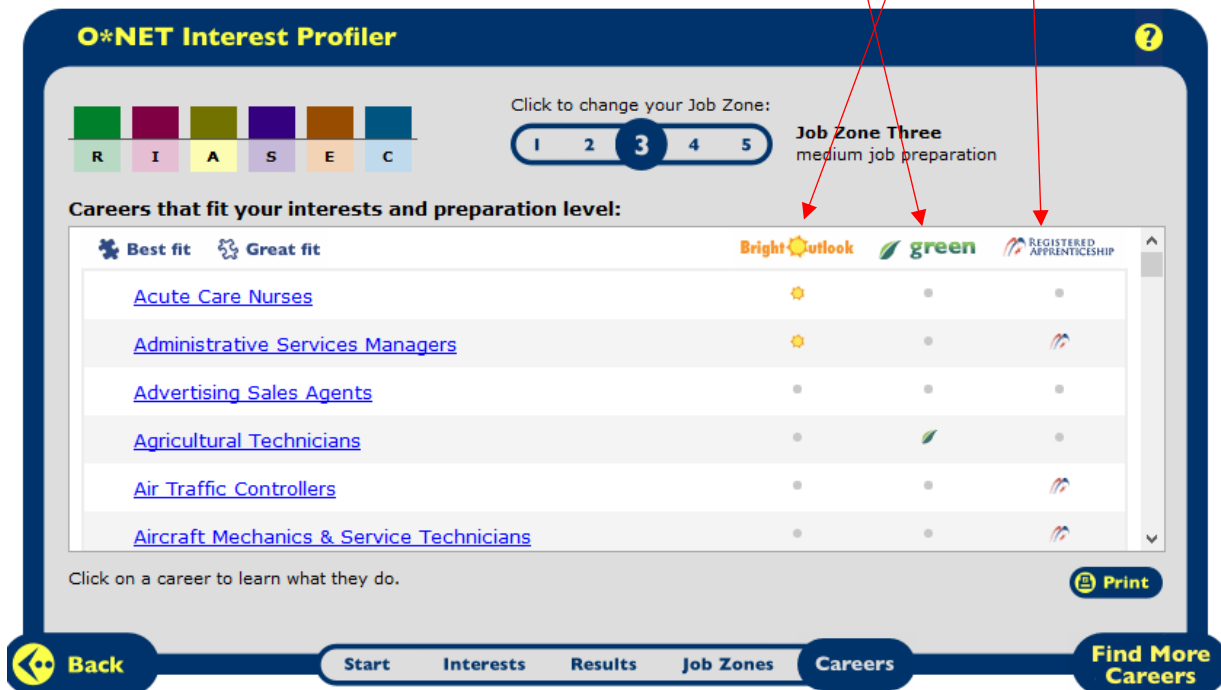


Figure 13

Tutorial 1

- From the “Careers” page, let’s choose “Acute Care Nurses.” After you select that option, a career breakdown page will be provided.

The screenshot displays the O*NET Interest Profiler results. At the top, the title "O*NET Interest Profiler" is shown. Below it, a color-coded interest profile is visible with letters R, I, A, S, E, and C. A "Click to change your Job Zone:" section shows Job Zone Three selected, with the description "medium job preparation". The main heading is "Careers that fit your interests and preparation level:". Below this, there are tabs for "Best fit" and "Great fit". A list of careers is shown, with "Acute Care Nurses" circled in red. To the right of the career names are three columns of icons: "Bright Outlook" (sun icon), "green" (leaf icon), and "REGISTERED APPRENTICESHIP" (graduation cap icon). A "Print" button is located at the bottom right of the career list. At the bottom of the screen, a navigation bar includes "Back", "Start", "Interests", "Results", "Job Zones", "Careers", and "Find More Careers".

Career	Bright Outlook	green	REGISTERED APPRENTICESHIP
Acute Care Nurses	☀️	🌿	🎓
Administrative Services Managers	☀️	🌿	🎓
Advertising Sales Agents	☀️	🌿	🎓
Agricultural Technicians	☀️	🌿	🎓
Air Traffic Controllers	☀️	🌿	🎓
Aircraft Mechanics & Service Technicians	☀️	🌿	🎓

Figure 14

Tutorial 1

7. Use this page to evaluate the career and determine if it would be a good fit for you. Here, you can see what knowledge, skill, and abilities are required to do the job. You can also see what the job duties are, even the personality traits and technology that is used in the job.

What they do:
Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.

On the job, you would:

- Perform emergency medical procedures, such as basic cardiac life support (BLS), advanced cardiac life support (ACLS), and other condition stabilizing interventions.
- Manage patients' pain relief and sedation by providing pharmacologic and non-pharmacologic interventions, monitoring patients' responses, and changing care plans accordingly.
- Document data related to patients' care including assessment results, interventions, medications, patient responses, or treatment changes.

KNOWLEDGE	SKILLS	ABILITIES
Health <ul style="list-style-type: none"> • medicine and dentistry • therapy and counseling Business <ul style="list-style-type: none"> • customer service Arts and Humanities <ul style="list-style-type: none"> • English language Education and Training <ul style="list-style-type: none"> • teaching and course design 	Basic Skills <ul style="list-style-type: none"> • keeping track of how well people and/or groups are doing in order to make improvements • listening to others, not interrupting, and asking good questions Problem Solving <ul style="list-style-type: none"> • noticing a problem and figuring out the best way to solve it Social <ul style="list-style-type: none"> • looking for ways to help people • understanding people's reactions 	Verbal <ul style="list-style-type: none"> • listen and understand what people say • communicate by speaking Ideas and Logic <ul style="list-style-type: none"> • notice when problems happen • make general rules or come up with answers from lots of detailed information Attention <ul style="list-style-type: none"> • pay attention to something without being distracted • do two or more things at the same time

PERSONALITY
People interested in this work like activities that include **helping people, teaching, and talking**.

They do well at jobs that need:

- **Integrity**
- **Stress Tolerance**
- **Dependability**
- **Adaptability/Flexibility**

TECHNOLOGY
You might use software like this on the job:

Medical software

- Bizmatics Prognosis EMR
- GE Healthcare Centricity EMR

Spreadsheet software

Figure 15

8. In Education, use the “Find Training,” “Find Certifications,” “Find License,” to find places near you that can provide the necessary training to pursue this career.

EDUCATION

associate's degree or bachelor's degree usually needed

Get started on your career:

[Find Training](#)
[Find Certifications](#)
[Find Licenses](#)

JOB OUTLOOK

Bright New job opportunities are **very likely** in the future.

SALARY: **\$70,000**

\$48,690 ————— \$104,100

[Check out my state](#)
[Local Salary Info](#)

[Find Jobs](#)

Figure 16

Tutorial 1

9. Use “Find Training” or “Find Licences” to find schools near you, either entering your Zip Code or just searching through your State.

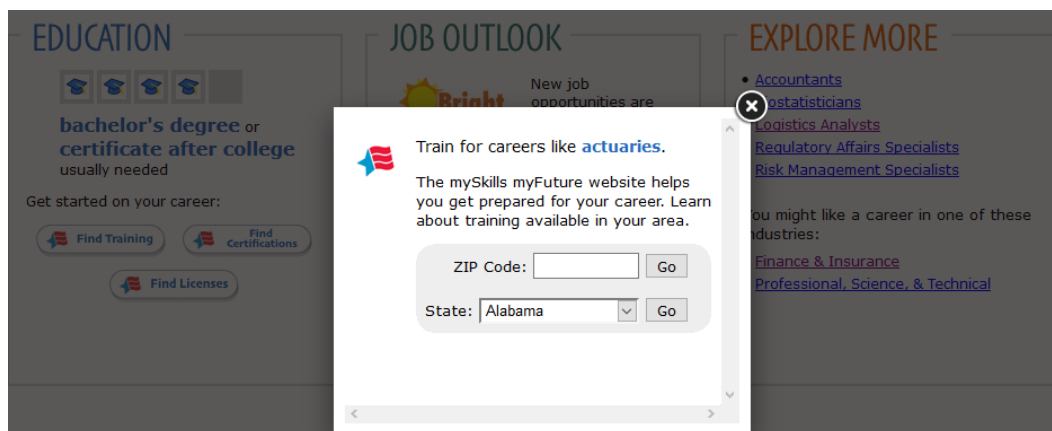


Figure 17

Your Search

Keyword
15-2011.00

Location
Alabama

Filter By

Occupation

- [Actuaries \(8\)](#)
- [Mathematical Science Teachers, Postsecondary \(8\)](#)
- [Statisticians \(8\)](#)
- [Mathematicians \(7\)](#)
- [Natural Sciences Managers \(7\)](#)

[More ▼](#)

Below is a list of schools that match your search.

Click on any school name to learn more about the school and programs.

Start a new search by entering a different keyword or location below.

Search by Occupation, School, or Program

15-2011.00

Alabama

Search 🔍

We found **8** training program(s) for O*NET code **15-2011.00 / Actuaries** in **Alabama**.

School Name/Location ↕	Program Name ↕	Length / Graduates
University of Alabama at Birmingham Birmingham, AL	Applied Mathematics, General	More than 4 years / 3
University of Alabama in Huntsville Huntsville, AL	Applied Mathematics, General	More than 4 years / 2
Auburn University Auburn, AL	Statistics, General	More than 4 years / 10

Figure 18

Tutorial 1

10. Also, use the “Find Certifications” option to find certifications that will allow to succeed or enter a career you’re interested in.

EDUCATION

Get started on your career:

[Find Training](#) [Find Certifications](#) [Find Licenses](#)

Your Search
Keyword: 15-2011.00

New Search by
Related Occupations: [Statistical Assistants](#), [Bioinformatics Technicians](#)
Filter By: In Demand: Yes (2)
Related: Closely Related, Other Relevant
Industry: [Professional, Scientific, and Technical Services \(10\)](#), [Insurance and Employee Benefit Funds \(6\)](#), [Accounting, Tax Preparation](#)

Search by Certification Name, Organization, Industry or Occupation
15-2011.00 [Search](#) [Add Related Certifications](#)

We found 16 certification(s) from 8 organization(s) for O*NET Code 15-2011.00/Actuaries.

Certification Name	Certifying Organization	Type
Associate of the Society of Actuaries	Society of Actuaries	Core
Associateship in the Casualty Actuarial Society	Casualty Actuarial Society	Core
Fellow of the Society of Actuaries	Society of Actuaries	Advanced
Fellow of the Conference	Conference of Consulting Actuaries	Advanced
Associate of the Conference	Conference of Consulting Actuaries	Core
Certified Retirement Financial	Society of Certified Retirement	Advanced

Figure 19

11. Using an unrelated career, we’ll quickly look at registered apprenticeships and see what this tool provides (this tool is only available for the careers that offer these opportunities). We’ll use the state of Florida to search for Aerospace engineering and operations technicians Apprenticeship opportunities.

EDUCATION

Get started on your career:

[Find Training](#) [Find Certifications](#) [REGISTERED APPRENTICESHIP](#)

Aerospace engineering and operations technicians have apprenticeships!

With a Registered Apprenticeship program, you can earn a paycheck and get hands-on experience while building up your skills.

Look for programs in your area:

State: [Go](#)

Figure 20

Tutorial 1

Through this tool, users can see available apprenticeship opportunities, or the contact information to pursue apprenticeship opportunities in a chosen career.

State Apprenticeship Agency Contact Information

Richard (Ted) Norman
Program Director
325 W. Gaines Street
#754
Tallahassee FL 32399-0400
Phone: 850-245-9039
Fax: 850-245-9010
Email: Richard.Norman@fldoe.org

State Apprenticeship Agency Contact Information

Patrick Wright
ATR
325 W. Gaines Street
#754
Tallahassee FL 32399-0400
Phone: 850-245-9006
Fax: 850-245-9010
Email: Patrick.Wright@fldoe.org

Figure 21

12. With the “Job Outlook” tool, users can find “Local Salary Info” and learn about the earning potential of a particular career near them. Users can also find jobs in their state, using their zip code to narrow their search, just as seen in Figure 17. When using the “Check Out My State” function, users can see if their state, or a state that they would want to move to, has more opportunities for this type of work than others.



Figure 22

State Map for Acute Care Nurses

Looking to move? Some states have more opportunities for this type of work than others.

Orange states have an **above average** share of this career in their workforce.

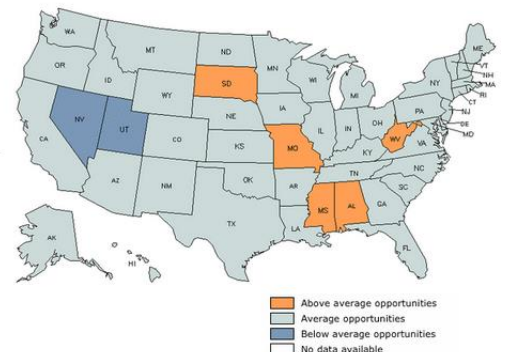
Blue states have a **below average** share of this career in their workforce.

For detailed state-by-state info, see [employment and wages](#) from the Bureau of Labor Statistics.

National Outlook



Nationwide, new job opportunities for acute care nurses are **very likely** in the future.



Tutorial 1

13. Using the “Explore More” tool, users can look at other jobs that are similar to the “Acute Care Nurse” opportunity.

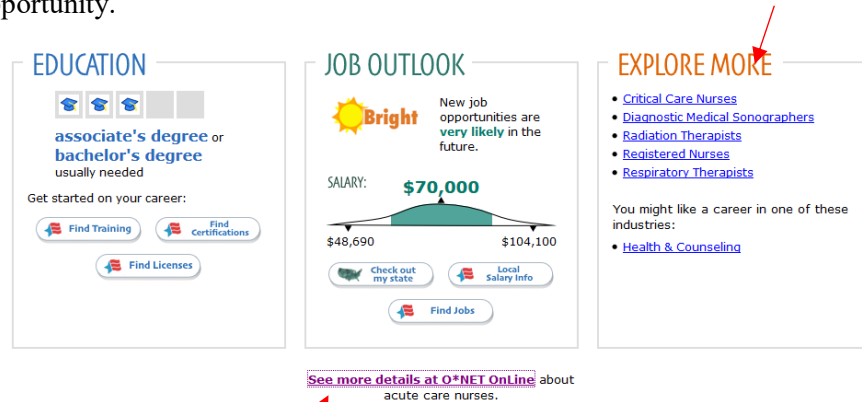


Figure 23

Notice at the bottom of the page, “See more details.” You can use this option to take a deeper look at the profession, getting a detailed breakdown of educational, occupational, and financial needs and opportunities related to this career. As it relates to “Acute Care Nurses,” users can see a wide listing of tools, skills, and equipment used in this career. See Figures 24, 25 & 26 below.

Tutorial 1

Summary Report for: 29-1141.01 - Acute Care Nurses

Updated 2016
Bright Outlook

Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.

Sample of reported job titles: Charge Nurse; Charge Nurse, Cardiac Interventional Care; Clinical Educator; Clinical Nurse Educator; Clinical Staff Educator; Nurse Manager; Nursing Director; Preceptor; Progressive Care Unit Registered Nurse; Staff Nurse

View report:	Summary	Details	Custom
Tasks Technology Skills Tools Used Knowledge Skills Abilities Work Activities Detailed Work Activities Work Context Job Zone Education Credentials Interests Work Styles Work Values Related Occupations Wages & Employment Job Openings Additional Information			

Tasks

5 of 27 displayed

- Perform emergency medical procedures, such as basic cardiac life support (BLS), advanced cardiac life support (ACLS), and other condition stabilizing interventions.
- Manage patients' pain relief and sedation by providing pharmacologic and non-pharmacologic interventions, monitoring patients' responses, and changing care plans accordingly.
- Document data related to patients' care including assessment results, interventions, medications, patient responses, or treatment changes.
- Diagnose acute or chronic conditions that could result in rapid physiological deterioration or life-threatening instability.
- Administer blood and blood product transfusions or intravenous infusions, monitoring patients for adverse reactions.

[back to top](#)

Figure 24

Details Report for: 29-1141.01 - Acute Care Nurses

Updated 2016
Bright Outlook

Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.

Sample of reported job titles: Charge Nurse; Charge Nurse, Cardiac Interventional Care; Clinical Educator; Clinical Nurse Educator; Clinical Staff Educator; Nurse Manager; Nursing Director; Preceptor; Progressive Care Unit Registered Nurse; Staff Nurse

View report:	Summary	Details	Custom
Tasks Technology Skills Tools Used Knowledge Skills Abilities Work Activities Detailed Work Activities Work Context Job Zone Education Credentials Interests Work Styles Work Values Related Occupations Wages & Employment Job Openings Additional Information			

Tasks

Save Table (XLS/CSV)

10 of 27 displayed (27 important)

Importance	Category	Task
97	Core	➤ Perform emergency medical procedures, such as basic cardiac life support (BLS), advanced cardiac life support (ACLS), and other condition stabilizing interventions.
96	Core	➤ Manage patients' pain relief and sedation by providing pharmacologic and non-pharmacologic interventions, monitoring patients' responses, and changing care plans accordingly.
96	Core	➤ Document data related to patients' care including assessment results, interventions, medications, patient responses, or treatment changes.
94	Core	➤ Diagnose acute or chronic conditions that could result in rapid physiological deterioration or life-threatening instability.
94	Core	➤ Administer blood and blood product transfusions or intravenous infusions, monitoring patients for adverse reactions.
94	Core	➤ Assess urgent and emergent health conditions using both physiologically and technologically derived data.

Figure 25

Tutorial 1

Tools Used Save Table (XLS/CSV)

10 of 120 displayed

- Cardiac output CO monitoring units or accessories — Cardiac monitors; Hemodynamic monitors
- Cardiac pacemaker generator or cardiac resynchronization therapy pacemaker CRT-P — Transcutaneous pacemakers; Transvenous pacemakers
- Clinical incubators or infant warmers — Isolettes; Newborn warming lamps
- Diagnostic or interventional vascular catheters or sets — Angiocaths; Pulmonary artery catheters
- Emergency or resuscitation carts — Crash carts; Pediatric crash carts
- Floor grade forceps or hemostats — Alligator forceps; Ring forceps; Straight hemostats
- Medical suction or vacuum appliances — Nasal suctioning equipment; Oral suctioning equipment; Tracheal suctioning equipment
- Nebulizer or accessories — Electronic compressor nebulizers; Handheld nebulizers
- Ophthalmoscopes or otoscopes or scope sets — Ophthalmoscopes; Oscopes
- Tablet crushers or accessories — Pill crushers; Pill splitters

[back to top](#)

Knowledge Save Table (XLS/CSV)

10 of 33 displayed (9 important)

Importance	Knowledge
91	Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
84	Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
82	English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules

Figure 26

Users can return to the “Career Exploration” page to find more or different careers in the career listing, by changing the Job Zone at the top of the page, or by selecting the “Find More Careers” options at the bottom right of the page.

O*NET Interest Profiler

Click to change your Job Zone:

1 2 **3** 4 5 Job Zone Three
medium job preparation

Careers that fit your interests and preparation level:

Best fit	Great fit	Bright Outlook	green	REGISTERED APPRENTICESHIP
Acute Care Nurses		☀	•	•
Administrative Services Managers		☀	•	•
Advertising Sales Agents		•	•	•
Agricultural Technicians		•	🌿	•
Air Traffic Controllers		•	•	•
Aircraft Mechanics & Service Technicians		•	•	•

Click on a career to learn what they do.

Print

Back Start Interests Results Job Zones **Careers** Find More Careers

Figure 27

Tutorial 1

If a user chooses the “Find More Careers” option they will be brought back to the page that has their work interest score, which will allow the user to pursue and look through the career options in another work interest field.



Figure 28

Tutorial 1

Activity: Complete the Career Exploration Worksheet and Print a Copy



Getting Started with Career Exploration: Your Interests Worksheet

About You

1. What activities/hobbies have you done that were easy to learn and that you were good at? (e.g., cooking, sports, caring for siblings, arts and/or crafts, organizing events, etc.)

2. What about these activities do you like? (e.g., working with tools, leading a group, making decisions, interacting with others, working with numbers, developing new ideas, selling things, etc.)

3. What activities do you dislike and why do you dislike them?

4. How much money do you want to earn? How much money do you think you need to earn to live comfortably?

5. Do you want to stay in the same city or town you're living in now, or would you like to live and work somewhere else in the state or country?

Your Education Interests

6. List some school subjects you've done well in. Did you enjoy these subjects? (e.g., geometry, language arts, physics, art, etc.)

7. If you could learn something new right now, what would it be? Why?

8. Are you interested in or considering continuing your education after high school? If so, have you thought about what type of education you'd pursue? (e.g., university, apprenticeship, training)

Your Work Interests

9. List any jobs you've had. Which job(s) did you like best and why?

10. List any volunteering you've done. Which volunteer position(s) did you like best and why?

11. List three occupations you have thought about doing. Describe why you're interested in them.