

J. Job Seeking Skills

Basic

Has a realistic view of his/her vocational goals

JS-1-11

Knows what the minimum wage is

<http://www.ncsl.org/research/labor-and-employment/state-minimum-wage-chart.aspx>

Job Seeking Skill JS-1

Independent Living Skills Module III

SKILLS SURVEY

Whether you are thinking about long-range career goals or a job to earn some extra spending money, you will probably enjoy what you are doing if you can put some of your natural talents and skills to work. Everyone has skills -- things that you can do well. If you know your skills, not only will you be able to pick a job you enjoy more, but you will be better able to sell your qualities to your employer.



How many of the skills listed below are ones you have? Circle your skills (things you can do well).

Typing
Washing Dishes
Painting a Room
Making a Bed
Raising Animals
Shopping for Food
Caring for Children
Driving a Car
Fishing
Making Friends
Memorizing Facts
Using Makeup
Riding a Bike
Doing a Puzzle
Repairing a Bike
Pumping Gas
Sailing a Boat
Operating a Cash Register

Additional Skills:

Drawing Pictures
Making a Sign
Using Hand Tools
Writing a Letter
Using a Telephone
Reading Maps
Ironing Clothes
Reading a Meter
Mowing Lawns
Wrapping Packages
Riding a Horse
Tuning an Engine
Doing Laundry
Washing Windows
Grooming a Pet
Reading Aloud
Serving a Meal
Taking Photographs

Making Things
Dancing
Selling Things
Playing Football
Swimming
Telling a Story
Cutting Hair
Being a Caddie
Filing Papers
Managing a Club
Singing
Cooking
Knitting
Playing Baseball
Skating
Changing a Tire
Hunting
Making People Laugh

Fixing Things
Growing Plants
Driving a Truck
Playing Basketball
Spelling
Acting
Arranging Flowers
Helping Old People
Chopping Firewood
Making Furniture
Giving First Aid
Lifting Weights
Assembling a Model
Repairing Radios
Giving Directions
Using a Calculator
Filling Out Forms
Teaching Someone
How to do Something

Job Seeking Skill JS-2

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OCCUPATIONAL CHARACTERISTICS SURVEY

Now that you've surveyed some of your skills, take a little time to think about what the characteristics of different jobs would mean to you. After each question, write the choice that comes closest to describing the work situation in which you would most like to be.

1. Would you rather work with ideas (like writing), things (like machines), or people?



2. Would you rather work alone or with people?

3. Do you need an occupation in which you can express yourself, or is expressing yourself not important to you?



4. Do you prefer a job where you can wear a uniform or would you rather wear your own clothes: casual or dressy?



5. Do you want to be responsible for making decisions or would you prefer someone else to make decisions?

Job Seeking Skill JS-3

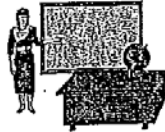
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6. Do you want to do the same thing every day or would you like to perform different tasks?

7. Do you prefer working in competition with other people or working where there is no competition?

8. Do you want a fast-paced job with pressure or a slow-paced job with little pressure?

9. Do you prefer to work sitting or standing?



10. Do you prefer to work in one place or do you prefer moving around?

11. Would you rather work indoors or outdoors?

12. Do you prefer detailed work that requires concentration and thoroughness or work that is not focused on details?

Job Seeking Skill JS-4

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13. Do you prefer regular hours when most people work or irregular hours (split shifts, nights, weekends)?



14. Would you prefer to work in a quiet place or a place that is noisy with lots of activity?

15. Do you want an occupation where you will always work at the same location or do you prefer to work at different locations?

16. Can you work where there may sometimes be unpleasant sights or smells, or must you have a clean, pleasant place to work?

17. Would you do work that was dangerous or presented a health hazard?



18. Do you want an occupation that requires physical strength and endurance or one that doesn't?

19. Must a job be within easy reach of where you live, or would you move or commute a long distance for it?



Job Seeking Skill JS-5

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20. Do you want to do unskilled work that will require little further education and training, semi-skilled work that requires some additional education and training, or skilled work that will require a longer training period or higher education?

21. Would you rather work for a small organization or a large organization?



22. Do you want an opportunity for advancement or is advancement not that important to you?

23. Do you prefer a job with an end product and immediate results or is this not important to you?

24. Do you want a job where you can make new friends or is developing a social life through your job not important to you?



25. Do you want others to admire and respect you because of your role or is this not important to you?



OR



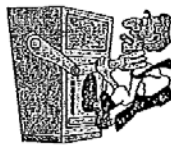
Job Seeking Skill JS-6

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26. Do you want people to depend on you for a product or service or is being needed by people for the work you do not important?

27. Do you want a job with security or are you willing to take a job that you may be in danger of losing?

28. Do you want a job with adventure and excitement or do you prefer to avoid challenges, risks, and unusual situations?



Of the 28 characteristics you have read on the survey, list the three characteristics that you would most want to be part of your job.

1.
2.
3.

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OCCUPATIONAL INTERESTS

Now that you've surveyed your skills and the occupational characteristics important to you, take a look at the following eight job interest areas. Your skills and occupational preferences may fall into one of several of the areas. Put a check by the areas that relate most closely to your skills.

Artistic Work

You like to create things with your hands using design, colors, and materials. You like music, drama and performing.

Artist
Dress Designer
Cartoonist
Dancer

Photographer
Window Dresser
Hair Stylist
Graphic Artist

Musician
Singer
Furniture Designer
Set Designer

Actor
Movie Camera Operator
Interior Decorator



Clerical Work

You like details, accuracy, working with numbers.

Office Clerk
Bank Teller
Secretary
Cashier

Bookkeeper
Typist
File Clerk
Hotel Clerk

Computer Operator
Ticket Agent
Office Manager
Switchboard Operator

Postal Worker
Office Messenger
Accountant
Stock Clerk



Job Seeking Skill JS-8

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Literary Work

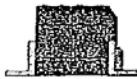
You like to read and write. You're probably good in English. You like to speak and share ideas.

Newspaper Reporter
Teacher

Editor
Proofreader

Screenwriter
Advertising Writer

News Broadcaster



Mechanical Work

You probably like to work with tools and machines. You like to take things apart and put them back together. You are good at fixing things.

Auto Mechanic
Electrician
Assembly Line Worker

Locksmith
Truck driver
Telephone Installer

Airline Pilot
Printer
Airplane
Maintenance

Plumber
Boat Mechanic
Air Conditioning
Installer



Outdoor Work

You like outdoor activities, plants, animals, trees, and sports. You're probably in good physical health.

House Painter
Carpenter
Construction Worker

Farmer
Lifeguard
Fish/Game Warden

Gardener
Bricklayer
Recreation Director

Forest Ranger
Gas Station Attendant
Landscaping



Job Seeking Skill JS-9

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You like to meet people and sell them ideas or products. You're friendly and outgoing.

Salesperson Lawyer Travel Agent Politician
Employment Manager Door-to-Door Sales TV/Radio Personality



Scientific Work

You like to solve problems or invent things. Your best subjects are probably math and science.

Doctor Engineer Chemist Dentist
Biologist Physicist Drafter Laboratory Technician
Dietitian Electronics Engineer Pharmacist Space Scientist
Dental Hygienist



Social Service Work

You enjoy helping others. You enjoy caring for and being with others.

Nurse Tutor Social Worker Religious Leader
Firefighter Hospital Attendant Day Care Worker Physical Therapist
Vocational Counselor Police Officer

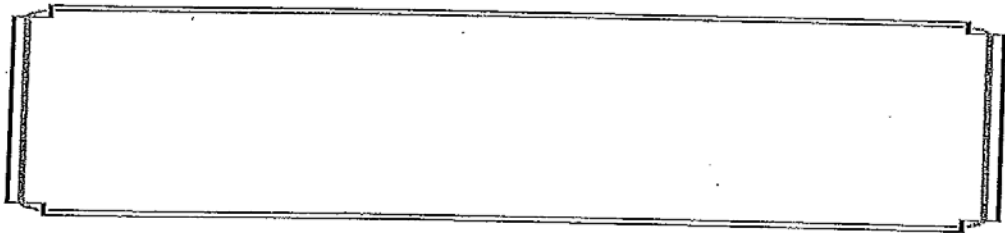


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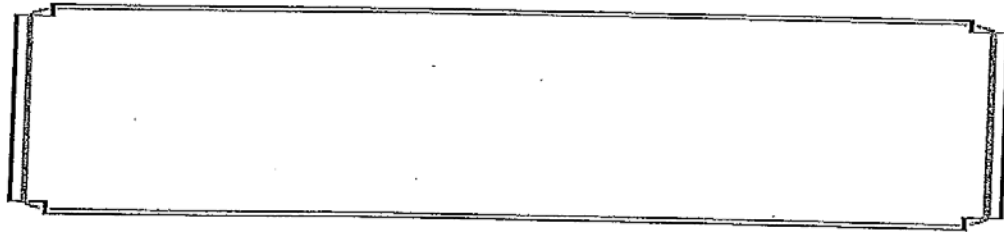
OCCUPATIONAL RESEARCH

Now that you have thought about your skills, talents, some characteristics of different occupations, and some areas of job interest, it's time to do a little research about some jobs that most interest you.

Did you find a career/job opportunity you might be interested in?




Explain why this career/job appeals to you.



For information on related fields, check with the Department of Training and Education. You might refer back to the Education Section.

Can you think of any entry-level positions which might help you to gain experience in your career choice?



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To find about different careers, you can go to the library and use such resources as:

Occupational Outlook Handbook

Published by the U.S. Department of Labor, this book describes more than 250 occupations.

The American Almanac of Jobs and Salaries

This publication by Avon Books lists job descriptions and salaries of many jobs.

Occupational Outlook for College Graduates

Also published by the U.S. Department of Labor, this book describes 120 occupations, especially those most suited to college students and graduates.

When you have an idea of what kinds of jobs/occupations you're interested in, try to find out as much as you can about those jobs. The questionnaire on the next page might help guide your exploration. Try to talk to some people who are working in those fields. Their first-hand information can give you an inside look at the job.