



Researching an Occupational Profile

Name of occupation: _____

Sources of information:

- Career and Technical Instructor
- Career Center Staff
- Informational Interview with someone in the industry
- Website
- Other

1. Work Description

What does a worker in this occupation do? What tasks does the worker perform?

2. Working Conditions

In what type of setting is this work done, for example is it done inside or outside?

Are there any physical or health considerations concerning this work? _____

3. Work Schedule

Is this type of work done in shifts? Does it typically require evening, weekend or overtime work? What about overnight travel?

4. Personal Qualities or Characteristics

What personal qualities or characteristics contribute to success in this occupation?

What types of skills and aptitudes contribute to success in this occupation?

5. Education and Training

Type and amount of education/training required:

On-the-job training

Apprenticeship

One or two years certificate

Two-year college degree

Four-year college degree

Graduate school

The programs available in my area are:

The entrance test required for this degree program is:

The pre-requisites courses are:

The licensing exams required by the state and/or federal government for this career are:

6. Rewards

What rewards or satisfactions does this occupation offer?

7. Drawbacks

What things are unappealing or unpleasant in this occupation?

8. Employment Outlook

Are there jobs in available in our area? _____

Where? _____

What is the employment outlook in this occupation?

9. Future Advancement

What are the opportunities for advancement in this occupation? What sort of experience or trainings is required in order to advance?

10. Earnings

What is the typical starting salary in this occupation? _____

How much do people who have been in this occupation make after 10 years? _____

11. Match with skills, values, interests

This occupation does or does not match my work values in the following ways:

This occupation does or does not match my skills in the following ways:

This occupation does or does not match my work interests in the following ways:

12. Related Occupations

What other occupations may be related or similar?

Developed by Sandy Goodman, National College Transition Network/World Education

This workforce solution is 100% funded by a grant awarded by the U.S. Department of Labor, Employment and Training Administration, TAACCCT grant agreement # TC-22505-11-60-A-25. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Massachusetts Community Colleges are equal opportunity employers. Adaptive equipment available upon request for persons with disabilities. This work is licensed under a Creative Commons Attribution 3.0 Unported License CCBY3.0 <http://creativecommons.org/licenses/by/3.0>

