

Career Exploration

We are going to complete a multi-part career exploration assignment.

This assignment is part of your participation grade but is not graded for accuracy. It is the first step of a career portfolio. A personal, Career Exploration folder should be a continuously evolving project (I have one, myself!).

Document Creation

FIRST STEP: Create a Google Doc titled "**Career Exploration [your last name]**"

SECOND STEP: Add the following *headers* to the document:

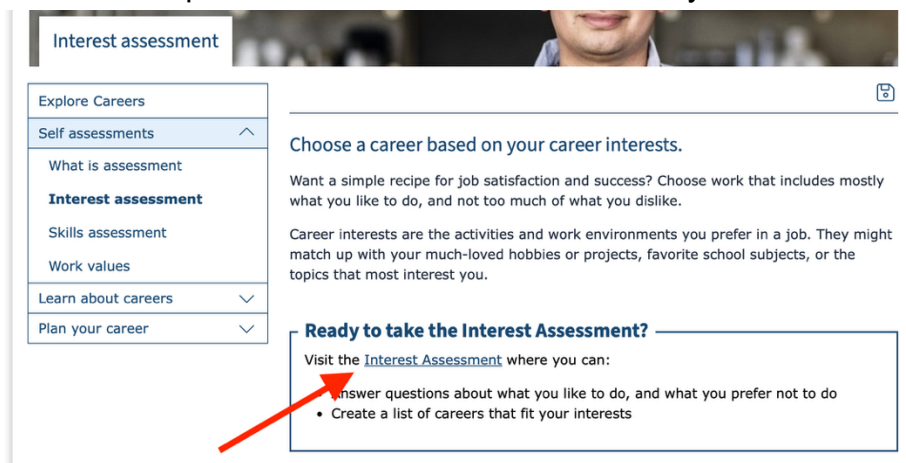
- **Individual Exploration**
- **Individual Exploration: PART ONE**
- **Individual Exploration: PART TWO**
- **Job & Organization Exploration**
- **Job & Organization Exploration: PART ONE**
- **Job & Organization Exploration: PART TWO**
- **Job & Organization Exploration: PART THREE**

****See this document as an example if you are confused about the layout. The headers and title should be the similar****

Part One: Individual Exploration

Individual Exploration: PART ONE

1. Go to [Careeronestop.org](https://careeronestop.org) and complete the O*Net Interest Profiler (~5mins). The more extreme you are able to be in your answers (really like or dislike rather than unsure), the more the profiler will be able to narrow down your choices.



Interest assessment

Explore Careers

Self assessments ^

What is assessment

Interest assessment

Skills assessment

Work values

Learn about careers v

Plan your career v

Choose a career based on your career interests.

Want a simple recipe for job satisfaction and success? Choose work that includes mostly what you like to do, and not too much of what you dislike.

Career interests are the activities and work environments you prefer in a job. They might match up with your much-loved hobbies or projects, favorite school subjects, or the topics that most interest you.

Ready to take the Interest Assessment?

Visit the [Interest Assessment](#) where you can:

- Answer questions about what you like to do, and what you prefer not to do
- Create a list of careers that fit your interests

2. Take a screenshot of your suggested job results. Upload the screenshot (see image below) under the **Individual Exploration: PART ONE** header.

Match	Career	Outlook	Hourly Wages	Education
Best	Administrative Law Judges, Adjudicators, & Hearing Officers	Below Average	\$53.41	Doctoral or professional degree
Best	Arbitrators, Mediators, & Conciliators	Bright	\$34.39	Bachelor's degree
Best	Business Intelligence Analysts	Bright	\$51.93	Bachelor's degree
Best	Climate Change Policy Analysts	Bright	\$37.97	Bachelor's degree
Best	Clinical Research Coordinators	Bright	\$75.84	Bachelor's degree
Best	Economists	Average	\$55.64	Master's degree

Add a short paragraph/notes/thoughts about what jobs the profiler suggests you look into. What you think of those jobs, the results, etc.? Answer the questions, listed below.

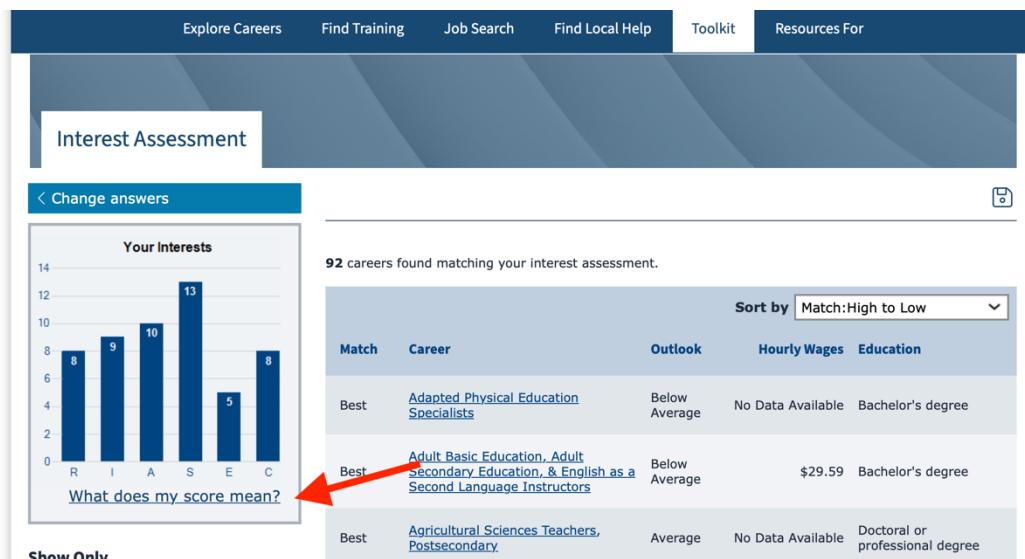
>> For submission, answer the following questions under the Individual Exploration: PART ONE header <<

Q: >> What are your initial impressions? Were the results surprising or not? Accurate or not?

Q: >> Are you more already-set in your career path or still exploring options?

Q: >> Compared to other career profiling assessments you have taken, was this assessment or the results similar? How?

Q: >> Click on "What does my score mean?" under the bar graph on the left-hand side of the screen (see image below). Which of the categories did you score strongest in (Realistic, Investigative, Artistic, Social, Enterprising, or Conventional). What was the score? Do you agree with the category?



Individual Exploration: PART TWO

1. Choose one of the careers you could see yourself working in and look it up on the Bureau of Labor and Statistics [Occupational Outlook Handbook](#). If you already have a career planned, you can look up that job instead.

a. If you do not like what you learn about the job you chose at BLS.gov (ie. not enough money, poor outlook, etc.) and want to explore other careers, feel free to look around the BLS website or [take a few more job quizzes](#).

2. Once you have found a job/career you would like to explore this semester, **copy the Quick Facts Box under the Summary at the top of the BLS.gov page and paste it under your Individual Exploration: PART TWO header in your document.**

Summary

Quick Facts: Data Scientists	
2023 Median Pay ?	\$108,020 per year \$51.93 per hour
Typical Entry-Level Education ?	Bachelor's degree
Work Experience in a Related Occupation ?	None
On-the-job Training ?	None
Number of Jobs, 2023 ?	202,900
Job Outlook, 2023-33 ?	36% (Much faster than average)
Employment Change, 2023-33 ?	73,100

>> For submission, answer the following questions under the Individual Exploration: PART TWO header <<

Q: >> Look on the "How to Become One" tab. Do you have the "important qualities" listed? If YES, write one example resume bullet point which states your experience. If NO, how can you acquire one "important quality"?

Q: >> Look on the "What they do" tab. Which do you feel prepared to do NOW? Which of these duties are you NOT currently prepared to do? Which of these duties are you training for in school? Which specific classes and projects are preparing you to do the duties when you graduate?

Q: >> Look through at least one other tab on the Occupational Outlook Handbook. Describe what you looked at.

Q: >> Were some jobs more enticing than others? Why?

NOW SUBMIT THE INDIVIDUAL EXPLORATION PART ONE AND TWO AS A PDF TO ECAMPUS

Career Exploration PT 2

****(pt 1 already completed)****

PART ONE: Individual Exploration

- Individual Exploration: PART ONE
- Individual Exploration: PART TWO

****(pt 1 already completed)****

Part Two: Job & Organization Exploration

Rationale

*In your same Career Exploration Google Doc, under the **Job & Organization Exploration** header, complete the following activity. Career Exploration Part Two will focus on finding a specific job.*

Now that you have an idea of the career(s) you will be exploring, you need to find a job or internship you would be interested in pursuing **and** which you meet (or will eventually meet) the qualifications for. You can assume you have already graduated and have the necessary education if you are using this activity for the future or you can use a job you actually want to apply for now.

There are many places where you can find jobs. Monster.com, Indeed, and LinkedIn are potential resources. You can also look on WVU's Handshake.

You could also consider specialized websites. For example, when I look for jobs as a college professor, I check out the schools in driving distance websites as well as online colleges. For government jobs, internships, and post-graduate research: [USAJobs.gov](https://www.usajobs.gov) or <https://orise.orau.gov> .

Job & Organization Exploration: PART ONE

>> For submission, first answer the following questions under the Job & Organization: PART ONE header <<

Q: >> Where are you considering looking for jobs (ex: LinkedIn, WVU Handshake)?
How did you find your current job(s)?

Q: >> What *kind* of job are you looking for? Internship? Full-time (probably seniors)?

Q: >> What field? And what key words or titles do you search for?

Q: >> Do you have a connection anywhere - maybe other people in your program? Alumni, people who are in the year ahead of you, or professors?

Q: >> If you have a path that is non-traditional or that is not considered/discussed yet, what career goals, steps, or professional development is appropriate for your field?

Job & Organization Exploration: PART TWO

The job description you find at this step will be used to help you write your upcoming resume, LinkedIn Profile, cover letter, and elevator pitch assignments, so find a job you are truly interested in so you can use it throughout the semester.

1. Go to the job listing website of your choice (ex: Indeed, LinkedIn, etc.).
2. Find a job or internship you would be interested in pursuing **and** which you meet (or will eventually meet) the qualifications for.
3. Take a screenshot or download a PDF of the job call. **Upload** the screenshot/PDF under the **Job & Organization Exploration: PART TWO** header.

Job & Organization Exploration: PART THREE

1. Once you have found at least one job or internship you would be interested in applying for, do a quick search of the organization to make sure their values align with your own. Even though you love the job, you might not be as enamored with the organization. Keep track of your research, write your notes in this document.
2. Consider:
 - a. What type of organization might this place be, as we learned from Ch. 1? (ex: what kind of culture might the organization have?) Is it one you would want to work for? Why?
 - b. If you decide an organization is not for you, keep looking until you find the job you want at an organization you feel confident shares your values. Be sure to look at things like mission statements, any employee handbook type things you can access, etc.
3. List each job you look at including a link to the post and whether you want to work for that organization or not and why. (This only needs to be a sentence or two.)
4. [Save the job you would apply for as a PDF](#) or **screenshot because the link or job may be removed later in the semester when you need to use it for future assignments**. Be sure to choose a job description that is rich in text. This is a necessary component to completing the following assignments.

>> For submission, answer the following questions under the Job & Organization: PART THREE header <<

Q: >> What job did you choose? Give a short description of it - ex: what title, type of role (internship? full time? research?), what field?

Q: >> Where did you find the job posting? Do you have any connection to this place - ex: mutuals on LinkedIn? Heard about the company before?

Q: >> For your chosen organization, how would you describe it? (ex: what kind of culture might the organization have?) Why is it one you would want to work for, as opposed to other organizations with the same job?

Q: >> If you decided an organization is *not* for you, what factors influenced your decision?

NOW SUBMIT THE JOB AND ORGANIZATION EXPLORATION PART ONE, TWO, and THREE TO ECAMPUS