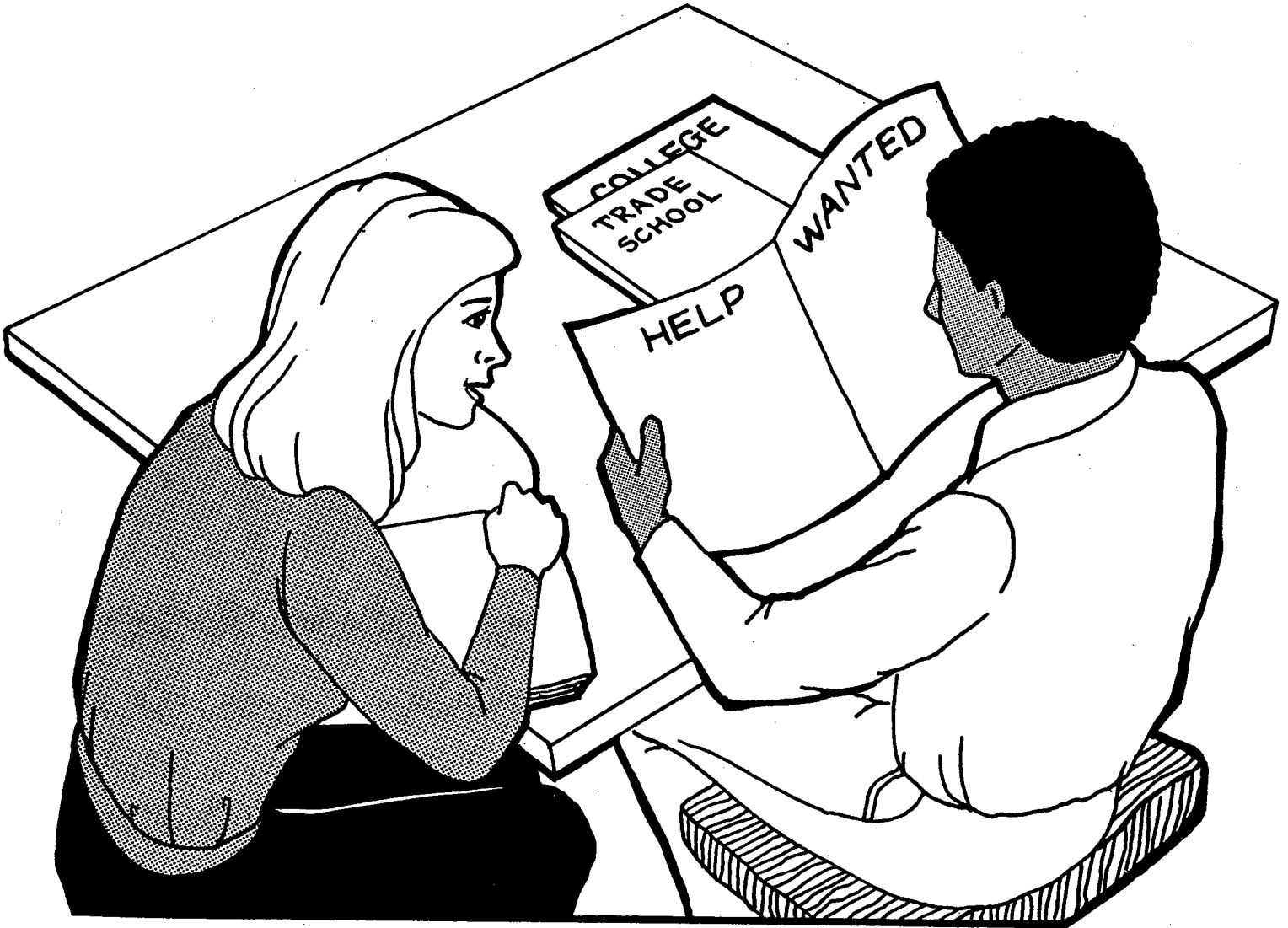


NAME _____
CLUB _____
BIRTHDATE _____
YEARS IN PROJECT _____
YEARS IN 4-H _____



Career Exploration Project

Florida Cooperative Extension Service
Institute of Food and Agricultural Sciences
University of Florida, Gainesville
John T. Woeste, Dean for Extension

Introduction

America today offers hundreds of exciting opportunities in many different fields of work. What do you know about these paths to your future? How can you choose the best path until you know where each leads? How can you decide what to do until you explore the different opportunities available to you?

This project offers you an opportunity to learn about occupations that may interest you, provide you with an adequate income, and furnish you with the satisfactions of life. Also, it will help you to find out some things about yourself — your abilities and interests. Completing this project may enable you to make better choices about your education, your work experiences, and your career.

Who May Enroll

Young people 13 years old and above.

What You Will Do In This Project

1. Learn about yourself, your interests, and your abilities, and decide what you want from a career.
2. Interview at least four people who are engaged in different occupations which are of interest to you. A sample interview sheet is included in this project book.
3. Write and attach a story to your career exploration record sheets after you have completed four or more interviews. Tell about the interviews which influenced you most and the impressions that you gained. Also, tell how each occupation ranked according to service to others, income, leisure time, geographic location, chances for advancement, educational requirements, personal satisfactions, etc. If you presently have any career plans, you might mention in your story how you decided upon them.

Suggestions for Conducting This Project

1. Use this manual and record as your guide to learning about yourself, exploring interesting fields of work, and deciding which occupations best fit you.
2. Talk with your guidance counselor or teacher-counselor, parents, 4-H leaders, and Extension agent about your career interests and ways to carry out this project.
3. Read some of the materials listed in this manual to help you better understand the employment opportunities available.
4. Consult encyclopedias, job and career leaflets, publications, and books in libraries to get information about education and training opportunities and requirements for specific occupations.
5. Get some experience working in the occupation of interest to you whenever employment is available.
6. Participate in career days sponsored by your school, technical institutes, or colleges and universities.
7. Get other suggestions from your parents, friends, leaders, or Extension agents.

Suggestions for 4-H Group Activities

1. Plan and participate in a guided tour to a local business or industry, institution, office of a professional worker, garage, florist, courthouse, etc.
2. Have a person give a talk about his job, business, or profession at a group meeting.
3. Collect materials and references on careers, and make a file of occupational and career literature as a reference for a club, special interest group, or school library.
4. Compile information on scholarships and other types of financial assistance available to individuals interested in training beyond high school. To do this, talk with school counselors and Extension agents, and use information in college catalogues and special brochures, which may be obtained from college or university financial officers.
5. At a group meeting have a representative of a business or profession interview three young people. Have one young person represent a good interviewee and the others represent a mediocre and a poor example of an interviewee. After all are interviewed, have members select which of the three they would employ. Then have members list reasons why they would choose one before the other two. Have the representative list the reasons for hiring one of the three and the reasons for not hiring the other two. After several of the young people have given their reasons for hiring one of the interviewees, discuss the representative's reasons.



Take a Look At Yourself

Here are some suggested steps for you as you start on the Career Exploration project. You will find it helpful if you write answers to these questions before going further with the project.

A. Decide what you want from the career you will choose. Some factors to consider are: natural interest and pleasure obtained, service to others, leisure time, working conditions, geographical location, chance for advancement, stability of employment, and income. Perhaps you can think of others.

B. To learn more about your attitude toward work, aptitudes, interests, and abilities, ask yourself these questions:

1. What are some of the things I can do well, and like to do? List: _____

2. What were the most interesting subjects that I have studied in school? List: _____

3. In what subjects do I or did I make the best grades? List: _____

In what subjects do I or did I make the poorest grades? List: _____

4. Where are some places I think I would like to live?
List: _____ Why? _____

5. What are my physical limitations? List: _____

6. Do I like to:
- Take all the responsibility for doing a job? Yes ___ No ___
 - Share responsibility for doing a job with others? Yes ___ No ___
 - Work out of doors? Yes ___ No ___
 - Do things with my hands? Yes ___ No ___
 - Have regular working hours? Yes ___ No ___
 - Read? Yes ___ No ___
 - Study? Yes ___ No ___
 - Write? Yes ___ No ___
 - Travel? Yes ___ No ___
 - Operate machinery? Yes ___ No ___
 - Do detailed work? Yes ___ No ___
 - Explore? Yes ___ No ___
 - Investigate? Yes ___ No ___
 - Discover? Yes ___ No ___
 - Make decisions? Yes ___ No ___
 - Work with people? Yes ___ No ___
 - Be my own boss? Yes ___ No ___
7. How would I prefer to work?
- By the hour? Yes ___ No ___
 - By piece-work? Yes ___ No ___
 - For a commission? Yes ___ No ___
 - For fees? Yes ___ No ___
 - For a salary? Yes ___ No ___
 - In business for myself? Yes ___ No ___



8. What tests of my attitude, interests, aptitudes, and abilities have I taken, and what did I find out about myself by taking them? Have I discussed the tests I have taken with my parents, my 4-H leader, my guidance counselor, my Extension agent, or others? Are there additional tests I could take that would be helpful to me? **NOTE: YOU MAY ALSO WANT TO WRITE A BRIEF AUTOBIOGRAPHY AND ATTACH IT TO THIS RECORD.**

C. Considering the information given under "A" and "B", list six or more occupations of interest to you and in which you feel you would have the best chance for success. You may do this with or without help. If you feel you need help consult persons or references suggested on page 1, under "Suggestions for Conducting This Project."

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

D. Select four or more of these occupations for study.

Interviews

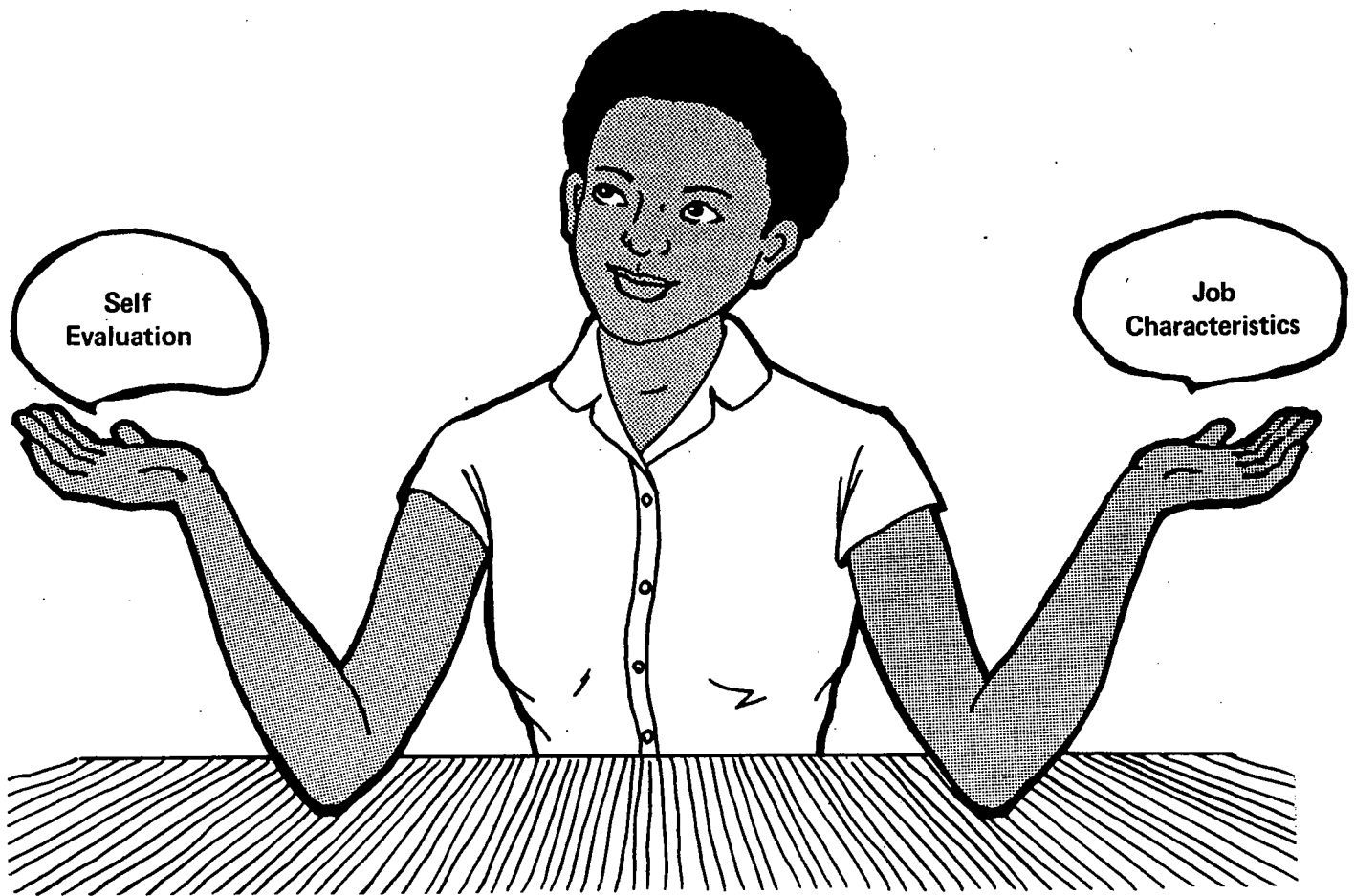
In this project and in your future, interviews will be important. Remember that an interview has two viewpoints — the viewpoint of the person being interviewed and that of the one doing the interviewing. You will find the suggestions below helpful from both viewpoints.

Conducting an Interview

A quick way to find out about careers is to simply ask someone to tell you about his or her job. Plan your interview! If there has been no previous planning, many important questions may never be asked, and answers to those questions asked may be less meaningful.

The Career Exploration record sheet (in back of manual) has a list of questions to be used as a guide when interviewing someone about an occupation. The following is a list of points to guide you in making the interview.

1. Write, phone, or visit the people you wish to interview. Tell them who you are, what you are doing, what you want them to do, ask for a specific time to interview them, and thank them for the opportunity.
2. When making the visit for the interview, be neatly groomed (hair combed, fingernails clean, shoes shined, clothes neat,) and do not chew gum during the interview.
3. If the interview is to take place at the person's office, arrive 5 or 10 minutes ahead of the appointment time. If it is to be held at the interviewee's home, be on time, but don't plan to be more than 5 minutes early.
 - a. Arrive in time to catch your breath.
 - b. Allow time to tell the receptionist who you are and why you are there.
4. If the person you are interviewing doesn't know you, state your name and why you are there when you first arrive.
5. Explain to the person that you are researching careers to better prepare yourself to become a member of the work force.
6. Sit straight in the chair, be businesslike in asking the questions, and show proper respect.
7. Be brief, yet take enough time to be sure the person understands the question and the form in which you want the answer. One such question might be: Is it easy, difficult, or very difficult to find a job in this occupation, if you have the qualifications?
8. Don't press for an answer to a question if the person hesitates to answer.
9. Take notes and complete your record sheet as soon after the interview as possible.
10. Don't linger after the interview is over.
11. Thank the person for his or her time and help when the interview is over. Within one week write a letter expressing your appreciation for this help in conducting your career project.



4-H Career Exploration Record Sheet

(Four interviews, answers to "A Look At Yourself", and a story constitute a completed project.)

Name		County	Year
Age	Years in 4-H	4-H Club or Special Interest Group	
Address		Parent's Signature	
I certify that this record is an accurate statement of accomplishments			
Signature of 4-H Member		Signature of 4-H Leader	

Reports of Interviews

Answer each of the questions below. For each interview use a separate sheet of paper. Attach four or more completed reports to this record and give it to your 4-H leader.

1. Give the name of the occupation or career of the person or persons you interviewed.

2. What opportunities does this job offer you: (Answer in complete sentence.)

Be of service to people?	Travel?
Work in pleasant surroundings?	Do detailed work?
Do things with your hands?	Explore?
Read?	Investigate?
Study?	Discover?
Write?	Work with people?
Operate Machinery?	
3. Job opportunities:
 - a. How hard is it to find a job in this career? (When you have necessary qualifications.) Why?
 - b. In the future what will be the need for people in this job?

Greater?	Less?	Same?	Why?
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4. What are the expected incomes in this occupation per year?

Highest?	Lowest?	Average?
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5. Geographically, where are these jobs located?
6. In this occupation, would you work:

By the hour?	For Commission?
By piece work?	For fees?
For salary?	In business for yourself?
7. What are the hazards such as temporary unemployment, risk of financial loss, or being killed or disabled?
8. What qualifications are needed for each career?
 - a. What type and amount of education is needed?
 - b. What will be the cost and place of this education?
 - c. How much will it cost to enter the occupation after completion of education?
(Example: A dentist needs dental and office equipment; a machinist needs tools)
 - d. What physical limitations would be handicaps in this job?
 - e. What personal traits are needed (such as neatness, patience, etc.)?
 - f. What are other special advantages or disadvantages? Why?
9. How strongly does this occupation appeal to you? Why?

Evaluations of Interviews

Following each career or occupation interview, you should evaluate how it would relate to you in terms of what you know about yourself and your career desires. You learned details about yourself by following through on the section, "Take a Look At Yourself." The following questions may be of help in your evaluation. Use separate sheets to write your answers. Answer all questions for **each career**.

1. What personal traits and interests are required for this career? List.
2. What level of education or types of training and skills will be required to qualify for this career? List.
3. Are the opportunities for employment in this career increasing rapidly? Remaining about the same? Decreasing? Answer yes or no and tell why.
4. Will this career provide opportunities for advancement? A satisfactory level of income? Answer yes or no and tell why.
5. What are your impressions of the physical demands, mental pressures, and over-all conditions under which this person works?
6. What three observations impressed you most about this career? List.
7. List three things which you observed and liked most about this career. List three which you disliked.
8. How does this career rate in terms of providing personal satisfaction and development?

Excellent?	Very Good?	Good?	Fair?	Poor?
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9. How does this career rate in terms of other advantages and benefits?

Excellent?	Very Good?	Good?	Fair?	Poor?
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10. Would you select this career as your career choice? Why?

