

CareerSMARTZ (CS5)

A highly effective career success strategy built around “Find a need and fill it.”



Task 2: Identify Possible Career Options

Note: All underlined words are hyperlinks to Internet websites and will only function when viewing this document on your computer.

Objective:

Your objective in this guide is to identify career options (aka job titles) that match the interests and skills criteria that you recorded on CS2 (My Ideal Career Criteria) - job titles that you want to consider as possible career goals

The occupations that you select will help you discover where in the World of Work you are most likely to find a purpose, enjoyment, and success.

Materials needed (Download and print)

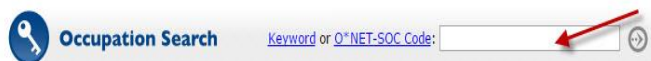
- CS5 the document that you are reading now
- Your completed copy of CS2 (My Ideal Career Criteria)
- CS6 (My Career Options)
- Access to the Internet

Follow the steps below to complete this guide:

1. Log on to the Internet and visit the O*NET OnLine website at www.onetonline.org.

This website – one of the best occupational cross-walking systems available - contains one of the most comprehensive, searchable database of occupations available on the Internet. Using O*NET Online is one of the best means of gaining an understanding of the nature of our World of Work in America.

2. Note the keyword search field:



This field allows you to search the database of occupations to find job titles that match the keywords that you enter. Whatever word or phrase that you enter into the keyword field is compared to the description of each of thousands of occupations in the database. The job titles of those occupations found to match your keyword(s) will be displayed in a list for you to review.

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This keyword feature is only one of several ways of searching the database. Check out the other options of the O*NET OnLine Home page.

3. Review your interests listed on your completed copy of CS2 (My Ideal Career Criteria) - and then enter a word or brief phrase into the keyword search field that describes your **first** interest.

For example: If you’re interested in saving the rain forests from further destruction, then you could enter any of the following terms to discover possible matching job titles:

- Conservation
- Rain forest destruction
- Environmental protection

Having difficulty coming up with keywords? If so, use the synonyms option in any dictionary or word processing program to find alternate keywords for the keywords that you have created.

4. Note the list of job titles that will appear generated from your keyword search. If necessary, scrol down to view the entire list.



5. Starting at the top, review the list and select the first occupation that seems appealing to you. Click on the job title to reveal more information about the occupation. Read the Summary Report.
6. If the occupation is appealing to you and you would like to further consider it as a possible career goal, then record the job title on CS6 (My Career Options). If the occupation is not appealing to you, return to the previous list of job titles and select the next appealing job tile. Continue this process until you have reviewed the entire list of suggested job titles and recorded your selections. **Take a few minutes to carefully**

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review each occupation.

7. Repeat the above procedure for your 2nd and 3rd interests listed on CS2 (My Ideal Career Criteria). Be patient – don’t rush this step or the next one. ***Careful attention here will help to ensure a successful career later.***
8. Repeat Steps 1-7 above for the 3 Skills and Aptitudes that you listed on CS2 (My Ideal Career Criteria).

Tips:

The O*NET database is very large with thousands of occupations and is updated frequently with new occupations added and out-of-date occupations deleted. If you conduct a search and don’t find a matching occupation DO NOT assume that there are no matching occupations in the database. The job titles that are displayed depend solely on the key words or phrases that you enter. Therefore, try using a different keyword or phrase to produce a different list of job titles.

When reviewing the details of an occupation, scroll down the page to find the section labeled “Related Occupations.” Here you’ll find a list of occupations that are similar in nature. Review the details of each of these occupations when looking for occupations to add to CS6 (My Career Options).

9. Add your own job titles.

If you can think of any job titles that were not suggested by the O*NETOnline database, feel free to add them to CS6 (My Career Options) - if you want to consider them as possible career goals.

10. When you have completed matching all your Interests and Skills and Aptitudes, review your list on CS6 (My Career Options) and place a checkmark to the right of at least 3, but no more than 10 occupations that are **most appealing** to you.

(Optional) Alternative ways of finding possible career options....

If you are having difficulty identifying occupations using the O*NETOnline database, or if you would like to use a different strategy, there are several alternative tools for identifying possible career options. For example, you could complete a career interest and/or skill inventory and then view the occupations suggested by those instruments.

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You could also view other occupational cross-walks systems, such as the Career Cluster system found at careertech.org.

If you are currently in school or college, ask your career guidance counselor for assistance finding and using these alternative resources. If not in school or college, contact your local library, public employment service, or local college for assistance. Also, check out CareerOneStop online at <https://www.careeronestop.org>.

Your next step...

Move on to document CS7 Task 3 (Select Your Top 3 Career Options) - to narrow down your career options list to the top three choices.

Need more help? Visit the [Contact US](#) page at www.CareerSMARTZ.com.