

CareerSMARTZ (CS7)

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



Task 3: Select Your Top 3 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 at this point in the program is to reduce your list of career options (as listed on CS6 (My Career Options) - down to three occupations that you consider to be the **most desirable** options.

You will accomplish this by first reviewing various “internal factors” of each occupation on your list and by rating how desirable each factor is for you. You will review such factors as:

- Job duties
- Education and training requirements
- Future employment outlook
- Salary

By rating each factor and by totaling the ratings for each occupation, you will be able to identify your top 3 most appealing occupations. By following this procedure, you can take the guess work out of selecting a career goal. Your decisions will be based on facts and are, therefore, much more likely to lead to a successful career choice.

Note

At this point in the program you perhaps have noticed that there is a theme developing, and that theme is “you!” The program begins by helping you define who you are as an individual, and then uses that information to help you first identify career options and then to select a career goal, and later in the program to define a career mission. Ultimately, your career goal and mission will become the framework of your future job search campaign. As a result, each step in this program flows into the next step to guide you to a successful career.

Future use

Later in the program, you will research your top 3 occupational choices to discover the true nature of each occupation – especially, what problems and needs are inherent in each occupation. This research will help you identify what type of talent employers are looking for

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when hiring people to fill these occupations. ***Discovering employer needs and then by focusing your career towards solving those needs, you will improve your chances of being employed and, most importantly, achieving success in your future career.***

Materials needed

- CS7 (The document that you are reading now)
- CS8 (My Top 3 Career Options)
- CS6 (My Career Options) (completed as instructed)
- Access to the Internet

Follow the steps below to complete this guide:

1. Gather your completed copy of CS6 (My Career Options). Make sure you have completed this form before you attempt this guide.
2. Obtain a blank printed copy of CS8 (My Top 3 Career Options).
3. Transfer your top 3 career options from CS6 to CS8 on the blank lines under the section entitled “Possible career options.” If you wish to evaluate more than your top 3 occupations, you may do so – there’s room for up to 10 occupations.
4. Visit the Occupational Outlook Handbook (OOH) Internet website located at <http://www.bls.gov/ooh>. ***When looking for detailed information about an occupation, this is the place to start!***

The searchable database found at this website, developed by the U.S. Department of Labor, is one of the best sources of information on occupations found in the American World of Work.

Here you will find profiles of thousands of occupations, with each profile providing such information as:

- Job duties
- Required education and training
- Salary
- Future job outlook

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- And more

5. Access and view the OOH profile for your first career option by doing the following:

5.1 Note the occupational title of your first occupation listed on CS8 (My Top 3 Career Options).

5.2 Enter that same job title into the keyword search field found on the home page of the OOH website and click the GO button.



5.3 Note the list of occupational titles that are displayed as a result of your search.

5.4 Click on the job title that best matches the title you just entered into the keyword search field to display its profile.

Can't find what you're looking for? Try searching using an alternate job title. For example, instead of searching for "Secretary," try "Administrative Assistant."

5.5 Review the profile. Note that the following areas of information about your occupation are displayed as clickable tabs. Click on each tab to display and read its data.

- Summary
- What they do
- Work environment
- How to become one
- Pay
- Job outlook

Read this information carefully!

6. On the CS8 (My Top 3 Career Options) document, rate your preferences for each of the internal factors associated with your first occupational choice.

6.1 At the OOH website, display and read the section entitled, "What they do" to learn what it is like to work in the occupation that you have selected.

6.2 On the CS8 document, answer the following question, "How desirable is this work situation for me?" Note your possible answers:

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- 5 = Highly desirable
- 4 = OK/Acceptable
- 3 = Neutral
- 2 = Not desirable
- 1 = Highly not desirable

Record your answer as illustrated below:

Internal factors:	1	2	3
What they do	→		
Work environment			
How to become one			

6.3 Repeat the above procedure to review each of the remaining internal factors (see below) for your first occupation placing your answer values on the correct line under column 1:

- Work environment
- How to become one
- Pay
- Job outlook

6.4 Add together the five values in column 1 and place the total score for your first occupation at the bottom of column 1. **Note:** the highest score possible is 25 and the lowest is 5. See the example below:

Internal factors:	(1)	(2)	(3)
What they do	4		
Work environment	5		
How to become one	4		
Pay	2		
Job outlook	2		
Total scores:	17		

7. Repeat the process above for each of the remaining occupations listed on CS8 (My Top 3 Career Options). Follow this procedure:
- Search the OOH website and display each profile
 - Review each internal factor for each occupation

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- Assign each factor a desirability value (1-5)
- Record each value under the correct column
- Add the values together to create a total score for each occupation

Be patient! This may take some time depending upon the number of occupations on your list.

8. On the CS8 (My Top 3 Career Options) document, note the 3 occupations that received the highest total scores. Place a checkmark to the left of each of these occupations.

What if you have a tie for 1st, 2nd or 3rd place? If so, include them as top scoring occupations. In such cases, your top 3 list may be more than 3 occupations.

You have now narrowed down your choices to the 3 most appealing options.

Your next step

Move on to Task 4 CS9 (Identify The Talent Needed For Your Top 3 Career Options) - to learn what your top 3 occupations need in terms of talent for achieving success. This research will reveal where the employment opportunities exist for your top 3 choices.

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