**Using Career Information Databases Activity OR Assignment –**

**Faculty Instructions**

**Module 4: Identifying and Researching Career Options**

This activity can be done in one of two ways – as an in-class activity (requires your class to use a computer lab or otherwise have a computer available for each student to use), or as an out-of-class assignment.

This activity will give students the opportunity to become more familiar with the career information databases discussed in the module, and get some practice conducting basic, preliminary research on career options. You will pass out the student worksheet on the following page and students will work on seeking out the information to complete it using O\*NET, the Occupational Outlook Handbook, Career OneStop, and the Idaho Career Information System.

If you are having students complete this activity in class, you are encouraged to spend a little time with each of the career information databases beforehand so that you are familiar with them and able to assist students with finding specific pieces of information they may get stuck on.

If done in class, there are a couple ways to ensure completion. An obvious one is to have students turn in their completed worksheet at the end of class for points. Alternatively, if your class has daily attendance or participation points, you could simply make those points contingent upon completing and turning in the worksheet. If neither of those options work for your class, you may opt to just have students show you their completed worksheet before they leave class for the day.

Note that state data is not available for 100% of occupations in all states. Career OneStop pulls state salary and employment data from the state’s Department of Labor, so if a particular state’s DOL does not have data available for a given occupation, that information will be blank. If students run into this issue and ask you about it, have them write something like “data not available for this career in [state name].” Strongly encourage those students to conduct informational interviews with professionals in that state (via email, phone, video chat, or during the summer) to learn more about the job market and viability of pursuing that career there.

**Using Career Information Databases - Student Instructions**

***Instructions:*** Choose two occupations you are interested in or considering. (If you’re not sure what to pick, use O\*NET to identify some possibilities, as discussed in the module.) Use O\*NET, the Occupational Outlook Handbook, Career OneStop, and the Idaho Career Information System to fill in the information in the chart below.

|  |  |  |
| --- | --- | --- |
|  | **Occupation 1:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Occupation 2:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List or summarize the main work tasks |  |  |
| What industries do people work in? |  |  |
| What is the average salary nationwide, and what might you make in an entry-level position (lowest 10%)? |  |  |
| What is the average salary in Idaho or the state you plan to live in? |  |  |
| What are the educational requirements? |  |  |
| Summarize the job outlook (national) and reasons for the employment projections |  |  |
| How many annual openings are projected in Idaho or the state you plan to live in? |  |  |
| List at least one professional organization for this career field where you could go to get more information |  |  |