

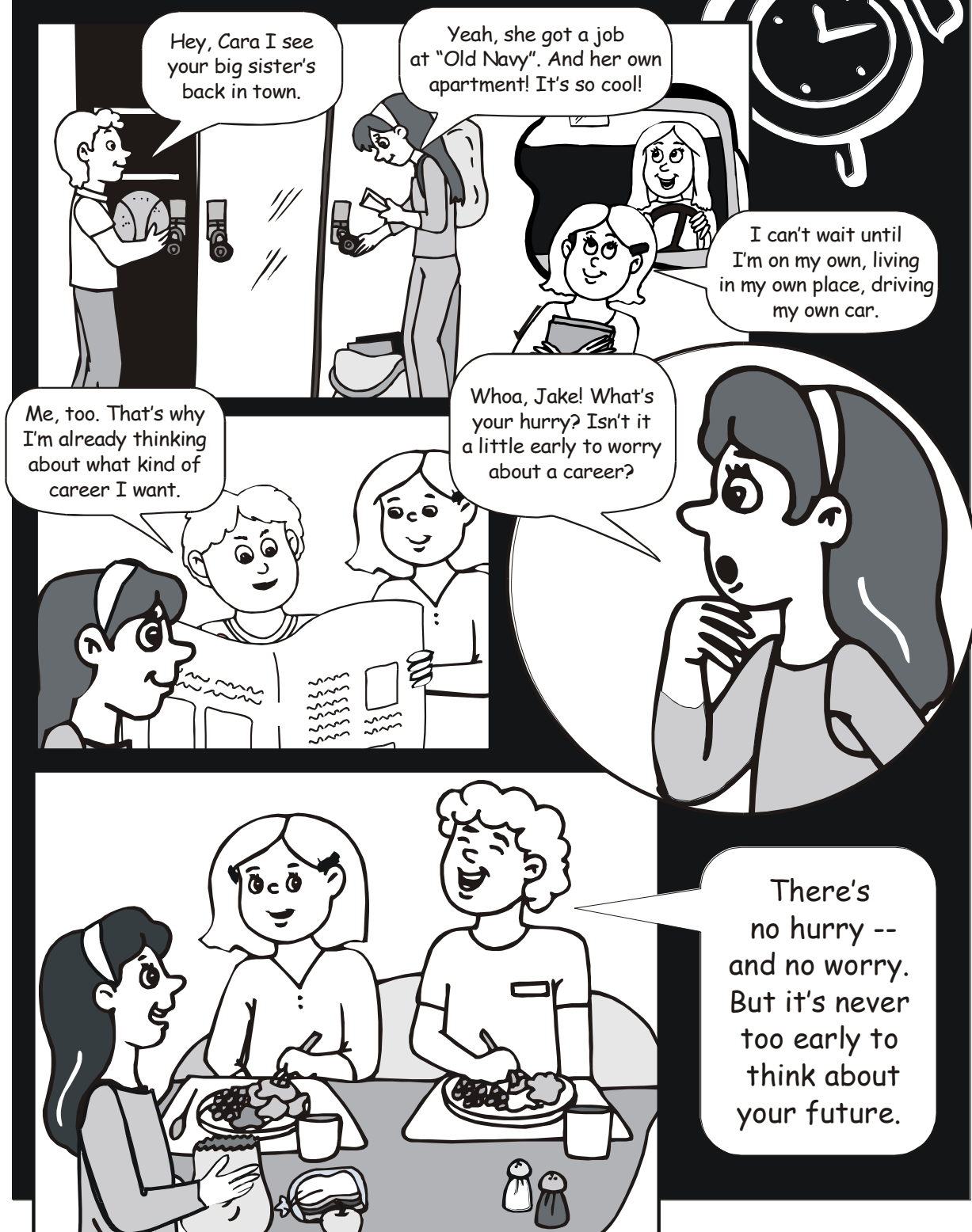
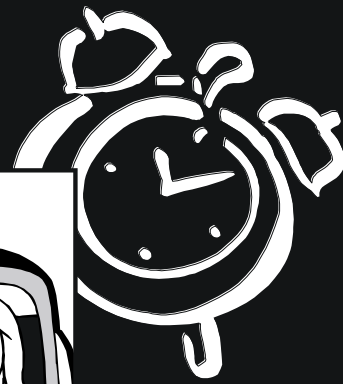
*"Develop a passion for learning,
if you do, you will never cease to grow."*

Anthony J. D'Angelo

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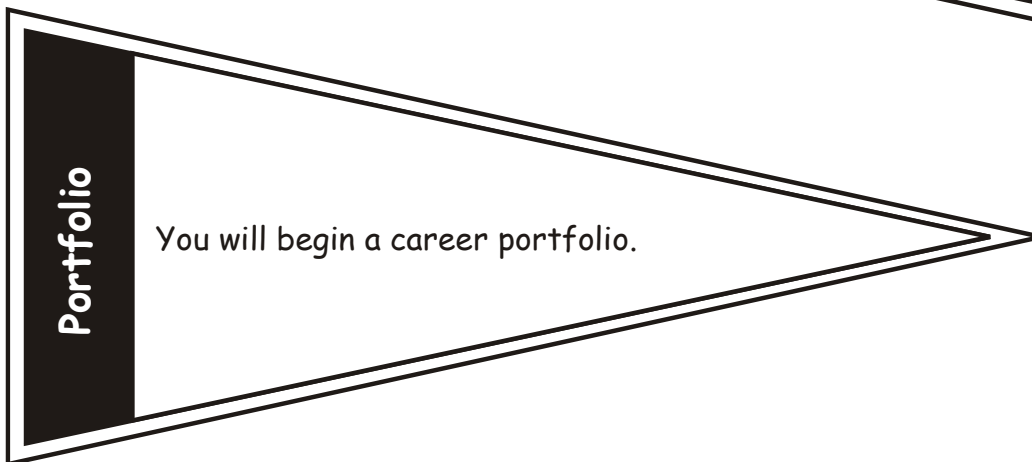
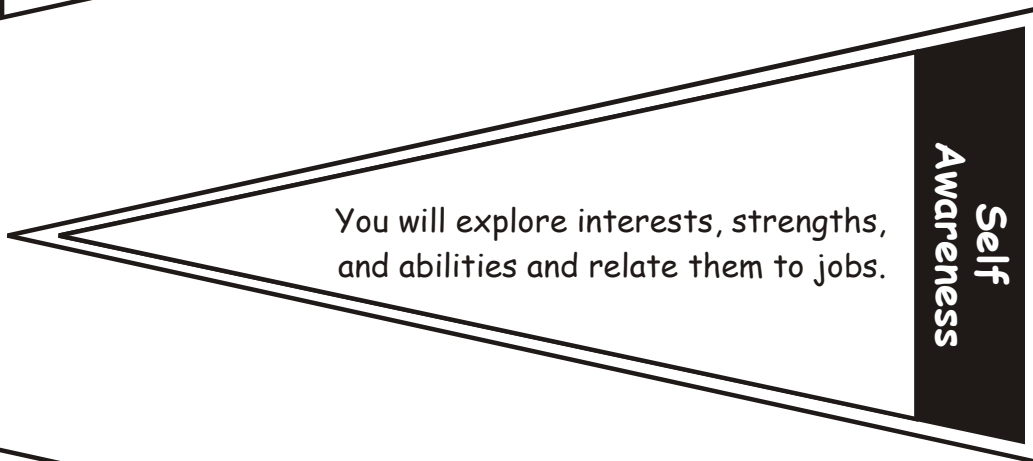
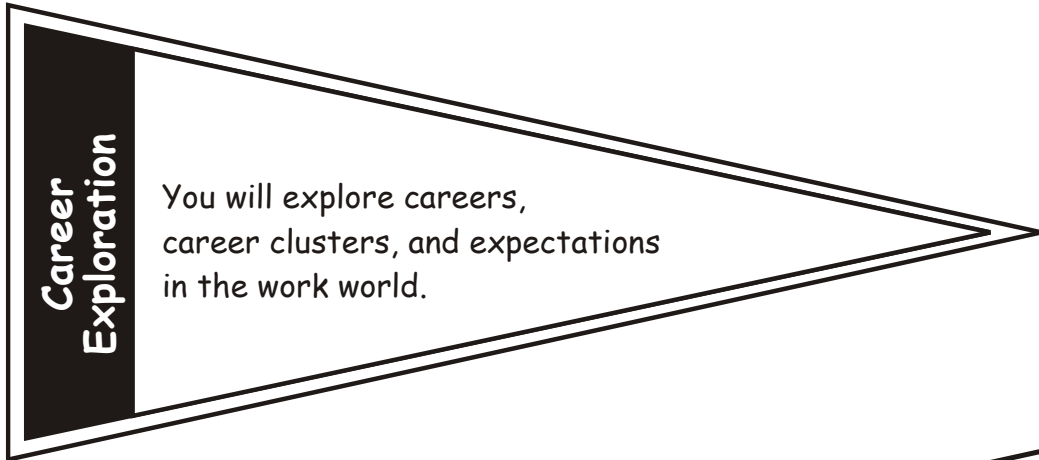
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THE FIRST DAY OF THE REST OF YOUR LIFE!

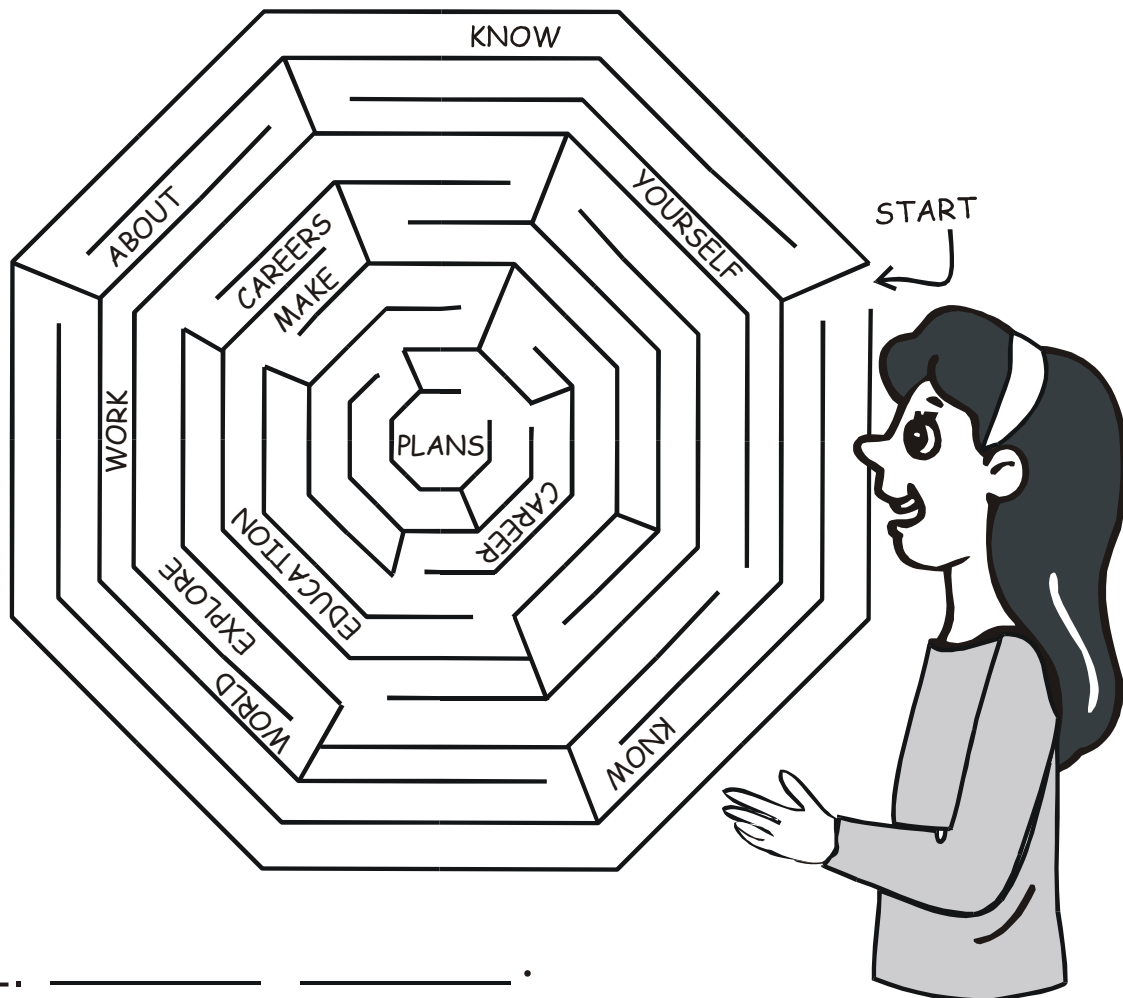


Grade 6

Unit Goals

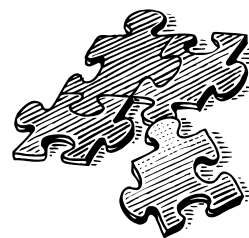


THE 4 STEPS IN CAREER PLANNING



1. _____ .
2. _____ .
3. _____ .
4. _____ AND _____ .

Interests Checklist



Following is a list of various activities.

- If you THINK you'd enjoy one (even if you haven't tried it yet) mark the box in the YES column.
- If it's something you DON'T THINK you'd like, mark the box in the NO column.
- You don't have to mark every line. If you're not sure how you would feel about doing something, don't mark it at all.

Would you like to....?

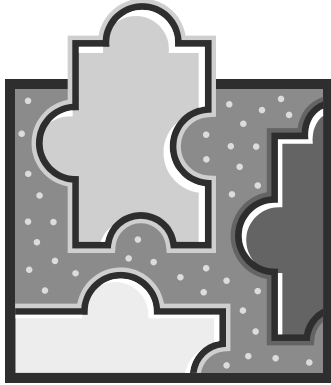
YES	NO		YES	NO	
		Fix a car			Use a microscope
		Use power tools			Dissect a frog
		Care for animals			Study planets
		Play with gadgets			Read articles on health
		Go fishing			Visit a science museum
		Repair a lawn mower			Solve puzzles
		Camp out			Environmental research
		Do metalwork			Analyze/solve problems
		Plant a garden			Study the body systems
		Cook a barbecue			Play chess
		Build a tool shed			Study other cultures
		Refinish furniture			Collect rocks
		Drive a bulldozer			Write a lab report
		Hook up a computer			Read science fiction
		Paint a room			Do plant experiments
		Wax a car			Study solar energy
		Unclog a sink			Watch the Discovery channel
		Raise house plants			Program a computer
		Ride a horse			Do science projects
		Repair a bike			Read a road map
		Drive a bus			Do math problems
		Build models			Learn about cancer
		Operate machines			Assist in a lab
		Explore a forest			Study laser beams
		Do cross stitch embroidery			Talk to a scientist
		Total Column 1			Total Column 2



Would you like to...?

YES	NO		YES	NO	
		Give a party			Run for an office
		Work for charity			Start a trend
		Join a club			Debate an issue
		Make people laugh			Campaign for a candidate
		Help a religious group			Persuade others
		Give directions to others			Visit congress
		Perform first aid			Sell things
		Care for sick people			Read about businesses
		Discuss feelings			Be a team captain
		Interview people			Trade things
		Lead a tour			Lead a group
		Be a camp counselor			Start a club
		Help the handicapped			Meet business leaders
		Teach a friend			Save money
		Be a hospital volunteer			Study laws
		Settle an argument			Discuss politics
		Sell raffle tickets			Study government
		Solve personal problems			Supervise others
		Go to a dance			Be yearbook manager
		Make a speech			Organize meetings
		Read stories to kids			Balance a budget
		Coach a sports team			Play Monopoly
		Read books about people			Take a risk
		Do welfare work			Start your own company
		Meet new people			Take charge
		Total Column 3			Total Column 4

YES	NO		YES	NO	
		Follow a recipe			Sing on stage
		Put things in order			Take photographs
		Organize a scrapbook			Visit an art gallery
		Make your room neat			Write a story
		Fill in charts			Play an instrument
		Take phone messages			Create a sculpture
		Be on time			Read poetry
		Record meeting outcomes			Appear on TV
		Look up information			Design clothes
		Categorize things			Illustrate a book
		Keep a diary			Make videos
		Straighten out a closet			Write a movie
		Make reservations			Compose music
		Proofread a paper			Be different
		Design a shelf system			Write about feelings
		Follow rules			Dance on a stage
		Work in a group			Decorate a room
		Use a calculator or Palm Pilot			Make pottery or stuffed animals
		Keep detailed records			Design furniture
		Use word or spreadsheet software			Write songs
		Paint by numbers			Draw
		Organize a work area			Arrange flowers
		Join a club			Act in a play
		Make detailed lists			Work alone
		Collect things			Paint a picture
		Total Column 5			Total Column 6



Record the totals from each column in this chart.

YES	NO	Column Number		Strongest columns
		1	R	
		2	I	
		3	S	
		4	E	
		5	C	
		6	A	

Identify the strongest 3 columns in order. Number them 1, 2, and 3 in the last column.

List the initials of your three (3) top scoring types: _ _ _

These letters are your three-letter code or Holland code.

___ Realistic personality type

"Doers"



Likes work activities that include practical, hands-on problems and solutions

Values things you can see and touch - like plants and animals you can grow, or things you can build or make better

Sees self as practical, mechanical, and reasonable

They usually enjoy outside work

___ Investigative personality type

"Thinkers"



Likes to study and solve math or science problems; explore a variety of ideas, work independently, and be challenged

Has skills to search for facts, figures out problems mentally

Sees self as precise, scientific, and intellectual.

____ Social personality type

"Helpers"



Likes to do things to help people - assisting others by promoting learning and personal development

Prefer to communicate rather than work with objects

Values helping people, solving social problems, and being of service to people

Sees self as helpful, friendly, and trustworthy.

____ Enterprising personality type

"Persuaders"



Likes to lead and persuade people; and to sell things and ideas;

These people prefer action rather than thinking; risk-takers

Values success in politics, leadership, or business; and

Sees self as energetic, ambitious, and sociable.

____ Conventional personality type

"Organizers"



Likes to work with data, numbers, records, or machines in a set, organized way; generally avoids confusing, unstructured activities

Is good at working with details in an orderly way

Sees self as systematic and good at following a set plan

Prefer settings in which there are precise standards and where the lines of authority are clear

____ Artistic personality type

"Creators"



Likes to do creative activities like art, drama, crafts, dance, music, or creative writing; generally avoids highly ordered or repetitive activities

Has good artistic abilities - in creative writing, drama, crafts, music, dance, or art; things dealing with forms, design and patterns

Sees self as expressive, original, and independent

Prefer settings where work can be done without following a clear set of rules

WORK TASKS

Jobs require people to do and work with different things. These are called work tasks. There are four major work tasks.

- ✎ Check the activities that you enjoy doing. Then add up all the activities that you checked within each column. Write the number of checks in each column in the 'total' boxes.

A	B	C	D
Serving others	Repairing	Planning	Designing
Communicating	Building things	Computing	Creating
Performing, joking	Operating vehicles	Organizing	Writing
Leading	Working with earth	Coordinating details	Researching
Counseling	Using tools	Copying, retrieving	Problem solving
Working with animals	Tinkering with machines	Working with numbers	Interpreting
Treating sick people	Participating in sports, exercise	Working with words	Hypothesizing
<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>

- ✎ Circle the letter of the column in which you had the greatest total of checkmarks.

- ✎ Match the Work Task title in the left hand column with its description in the right column. Write the number of the title on the line in front of the corresponding definition.

- | | | |
|-----------|-------|--|
| 1. Data | _____ | Work mainly with people in their day to day work activities. |
| 2. Ideas | _____ | Work with machines, tools, living things, and materials. |
| 3. People | _____ | Work mainly with words or numbers from a variety of sources. |
| 4. Things | _____ | Work with new ways of doing or saying something, |

- ✎ Label columns A-D in the chart above with the correct Work Task title.

PRIMARY WORK TASKS OF OCCUPATIONS

One way to classify occupations is by what is done and what is worked with on the job, in other words, **occupations can be classified by their primary (main) work task.**

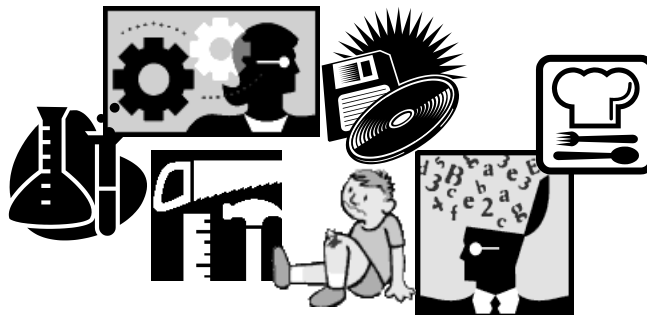
✎ Identify the primary work tasks of each of the occupations listed below by writing the appropriate letter on the line in front of each word. Use the following code:

D = Data **I** = Ideas **P** = People **T** = Things

____ machinist	____ psychiatrist	____ meteorologist
____ graphic artist	____ musician	____ historian
____ actuary	____ teacher	____ salesperson
____ welder	____ physical therapist	____ counselor
____ civil engineer	____ geologist	____ auto mechanic
____ surgical technician	____ dental hygienist	____ farmer
____ forester	____ carpenter	____ disc jockey
____ computer systems analyst	____ law enforcement officer	____ medical researcher
____ journalist	____ politician	____ accountant
____ scientist	____ writer/author	____ event planner

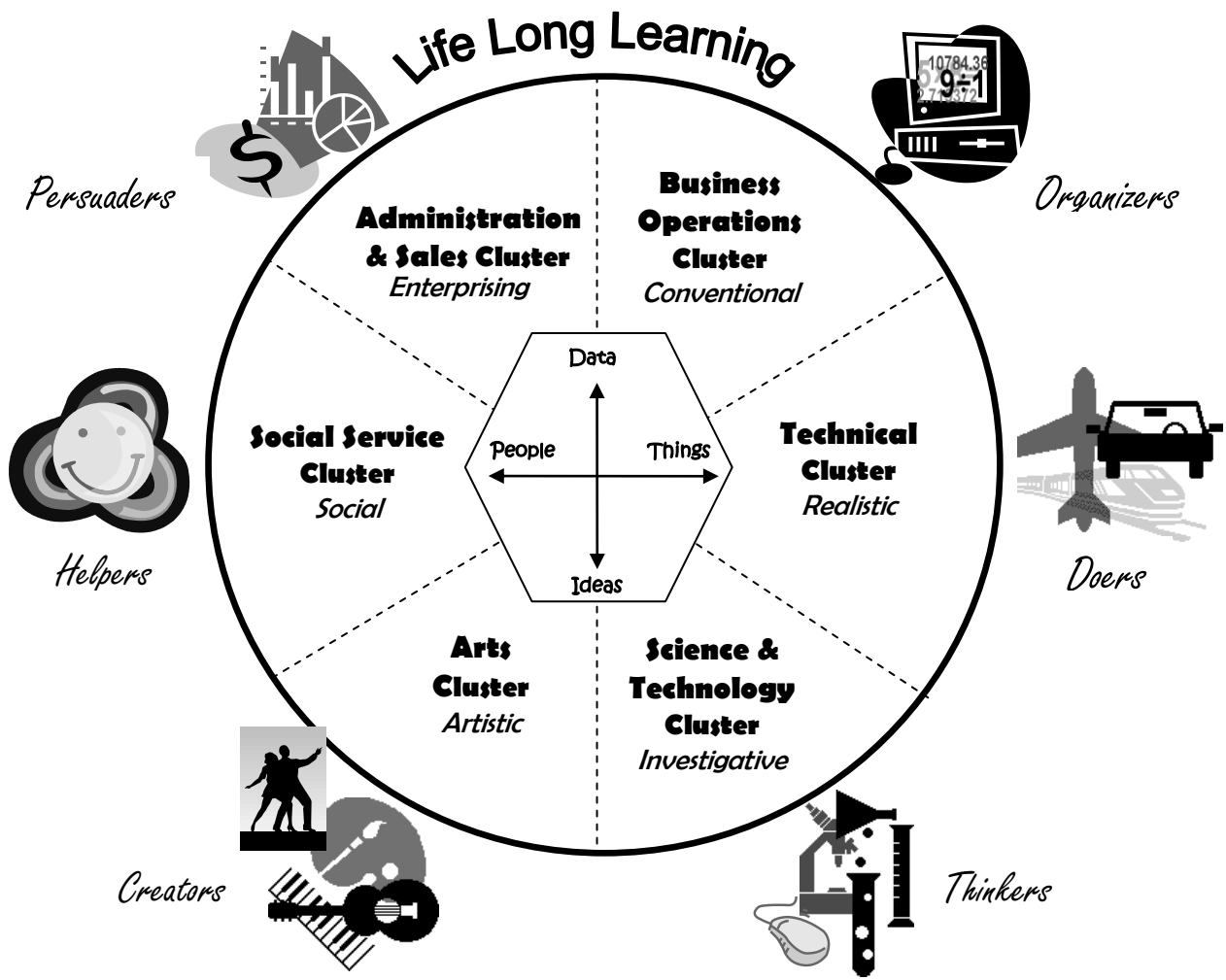
Based on the amount of DATA, THINGS, IDEAS, and PEOPLE used for different kinds of work, occupations can be put into six groups called "clusters." Each cluster is related to the ones next to it by the work tasks.

Organizing them in this way makes it easier to explore job and career possibilities. Instead of picking a single occupation, try to choose one or two favorite clusters.



Career Clusters

Based on ACT's World-of-Work Map



About the Career Clusters

An occupation's location on the chart is based on its main work tasks. The four primary work tasks are working with:

- **DATA:** facts, numbers, files, accounts, business procedures
- **IDEAS:** insights, theories, new ways of saying or doing something
- **PEOPLE:** people you help, serve, inform, care for, or sell things to
- **THINGS:** machines, tools, living things, and materials such as food, wood, or metal

Six general types of work (career clusters) and related Holland types (RIASEC) are shown. The dotted line between the clusters indicates the overlap in the job duties of adjacent clusters.

Career Clusters

Based on ACT's World-of-Work Map



Administration & Sales

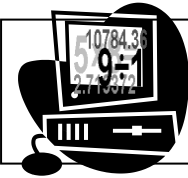
E = Enterprising

the Persuaders

People in this cluster:

- Work mainly with DATA, also with PEOPLE
- Persuade, influence, or motivate others
- Direct or supervise others
- Manage business or departments in an organization
- Investigate details or features and share with others

Occupations include:



Business Operations

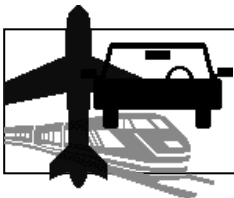
C = Conventional

the Organizers

People in this cluster:

- Work mainly with DATA and THINGS
- Are organized and accurate
- Might work with money, words, and/or numbers
- Design or follow set procedures for performing business activities
- Work with computers and business machines

Occupations include:



Technical

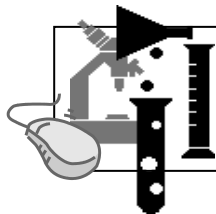
R = Realistic

the Doers

People in this cluster:

- Work mainly with THINGS
- Use machines, tools, and equipment daily
- Enjoy working with their hands
- Design, build, operate or repair equipment and machinery
- Raise crops and/or animals

Occupations include:



Science & Technology

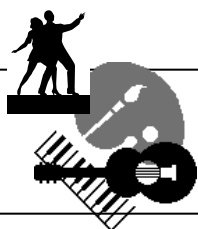
I = Investigative

the Thinkers

People in this cluster:

- Work mainly with IDEAS, and also THINGS
- Research, diagnose, read and discuss
- Use science to understand how things work or to solve problems, such as
 - Understanding nature
 - Designing better machines
 - Finding a cure for a disease
- Attempt to solve problems related to machines, health, nature, government, protection, etc.

Occupations include:



Arts

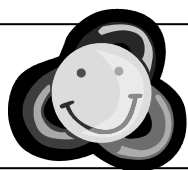
A = Artistic

the Creators

People in this cluster:

- Work mainly with IDEAS, but also PEOPLE
- Write, take pictures, design, sing or perform
- Use words, music, colors, objects, or images to:
 - Give information
 - Explain ideas carefully
 - Make people feel emotions
 - Entertain people

Occupations include:



Social Service

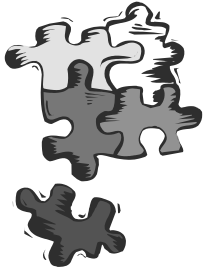
S = Social

the Helpers

People in this cluster:

- Work mainly with PEOPLE
- Help, serve or teach
- Care for others. For example, workers may be:
 - Checking their health
 - Bringing things to people
 - Answering their questions
 - Explaining new skills or ideas
 - Guiding others

Occupations include:



Piecing Careers into the Clusters

In which of Career Clusters do the following careers belong?

Below is a list of careers with descriptions. Read about the career. Then write the name of its cluster on the line provided. Cluster names are at the bottom of the page. The first one is done.

1. Administration & Sales PHARMACEUTICAL SALES REPRESENTATIVE - I sell and promote the use of legal drugs to doctors, dentists, hospitals, and pharmacists.
2. _____ COURT REPORTER - I record everything that is said during a trial by typing it into my shorthand machine.
3. _____ PLANT SCIENTIST - I study plants and their growth in soils.
4. _____ CRIMINOLOGIST - I study the causes of crime and the behavior of criminals.
5. _____ WELDER - I permanently join metal parts together by applying heat in the correct place.
6. _____ NEWS ANCHOR - I read the big news stories during regular newscasts. I provide the transition from one segment of the news to the next.
7. _____ SPORTS AND FITNESS PROGRAM COORDINATOR - I set up customized fitness programs for athletes or people who want an individualized fitness program.
8. _____ GRAPHIC DESIGNER - I design and draw illustrations to promote a product, idea, or event. Some of the things I design include brochures, posters, magazine ads, and Web pages.
9. _____ MARKET RESEARCH ANALYST - I analyze statistical data on past sales to predict future sales.
10. _____ CONSTRUCTION & BUILDING INSPECTOR - I examine buildings that are under construction or renovation to insure that they meet building codes, zoning regulations, and contract specifications.

Administration & Sales
Science & Technology

Business Operations
Arts

Technical
Social Service

Copy your three (3) top scoring types from Page 7: _ _ _

These letters are your three-letter code or *Holland Personality code*.

- ① Identify the name of the career cluster in which your **strongest** personality type lies. Locate it on the chart below and **color it green**.

Identify and locate the career cluster that rated as 2nd and 3rd strongest.

Color them yellow.

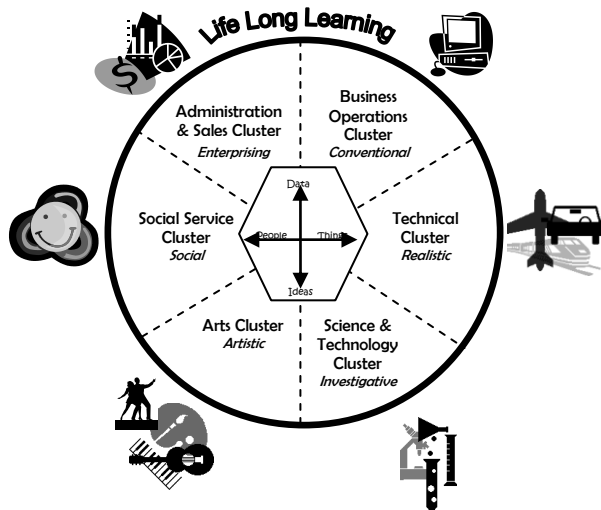
- ② On the computer, Log on to www.mapping-your-future.org/features/careership as instructed.

- ③ On the screen locate and click on **Match My Career Interests**.

- ④ Scroll down and check the box of your strongest Personality Code. Click on 'Search'. Also write that name on line 1 below.

- ⑤ The next screen will give you a long list of occupations related to your Holland Personality Type. Chose three that sound interesting to you and record them on lines a, b, and c under number 1.

- ⑥ Follow instructions 4 & 5 for your second and third highest Holland Personality Type as well, putting your second strongest type on line 2 and your 3rd on line 3.



1. _____

a. _____

b. _____

c. _____

3. _____

a. _____

b. _____

c. _____

2. _____

a. _____

b. _____

c. _____

4. Write the title of your favorite occupation from all of the lists. _____

★ **Read and summarize** what you've read about this occupation that you found most interesting **by filling in the information below.**

5. Describe two or three things that a person in this occupation would do? (**tasks**)

6. Under **Interests** check Holland Personality Type(s) that are listed for this occupation:

____enterprising

____conventional

____realistic

____investigative

____artistic

____social

7. Is additional **education or training** needed in order to do this occupation?

____ yes

____ no



8. Which of the following school/work **skills** are important in this occupation? Check each of the following that are listed on the website under "skills".

____reading comprehension

____active listening

____writing

____speaking

____mathematics

____science

____critical thinking

____active learning

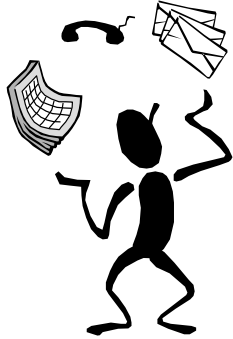


9. What do you think you would **like** about this occupation?

10. What might you find **challenging** (difficult, frustrating, or not interesting) about going into this occupation?



What are Employers Really Looking For?



By Helen Neuman

It takes more than having the right skills to land a job. You also need the right personal attributes.

Hiring decisions are not based on *skills* alone. In fact, often the most skilled person isn't the one who gets the job offer. Employers know that it's a lot easier to help you learn additional skills than it is to turn you into the kind of person they'd like to work with.

When employers make a decision about whom to hire, they look at a combination of factors.

1. **Does the applicant have the abilities to do the job?** Employers compare the applicant's skills, training, and education to the specific job. Does the applicant have what it takes to get the job done?
2. **Is the applicant "the kind" of person we want on our team?** Employers want someone who has strong personal characteristics. These characteristics can be divided into two groups:
 - a. *Characteristics that all employees should have*, such as honesty, dependability, having a good work ethic, adaptability, self-motivation, maturity, being a team player, communication skills and mental agility.
 - b. *Specific traits that one must have to do a particular job.*

Do you measure up?

When young people are applying for entry-level jobs, interviewers focus on school, community, and extra curricular activities to predict how well the applicant will function on the job. Imagine that you are the applicant; here's what the employer wants to learn about you:

1. **Will you fit in** with the present employees? Can you get along with other workers? Are you a team player?
2. **Are you enthusiastic** about this company? Do you really want this job? Is there a match between your goals and this job?
3. **Are you energetic, self-motivated, and responsible?** Will you "go the extra mile" for the employer, or will give only what is expected of you?
4. **Are you adaptable and flexible?** Are you willing to go with the flow and deal with change?
5. **Are you reliable and dedicated?** Will you show up on time, and on a regular basis? Will you work overtime when it is required?
6. **Can you follow directions well?** Do you ask questions when you aren't sure what is expected of you?
7. **How well do you communicate** verbally and in writing? Do you express yourself accurately and clearly?

8. **Can you plan, organize and analyze?** Are you a problem solver? Will you continue to learn new skills and improve old ones? As a student, do you work hard to get your grades, or do you just coast by?
9. **Are you honest, trustworthy, mature, and responsible?** Can you discuss your shortcomings along with your strengths? Do you accept constructive criticism well or do you get defensive?
10. **Do you have a strong self-image?** Do you communicate good feelings about yourself through eye contact, a firm handshake, self-confident body language, and an overall appropriate workplace appearance?

Prove It!

Saying "yes" to the employer when answering the questions above isn't enough, however. You have to be able to back up what you say with examples.

Give a personal example to back up each of the questions. Write the answers on a separate sheet of paper. Be honest!

1. **Can you get along with others? Are you a team player?**
2. **Are you enthusiastic? Does this job match your future goals?**
3. **Are you energetic, self-motivated, and responsible?**
4. **Are you adaptable and flexible?**
5. **Are you reliable and dedicated?**
6. **Can you follow directions well?**
7. **How well do you communicate verbally and in writing?**
8. **Can you plan, organize, and analyze?**
9. **Are you honest, trustworthy, mature, and responsible?**
10. **Do you have a strong self-image?**

Trouble answering some of them? Set some goals to become a more employable person.
Expected school behaviors and practices become expected employer behaviors and practices!

Roving Reporter



Arrange a time with one of your parents or guardians to pose the following questions. Your parent or guardian may not wish to answer each question, so record as much information as he or she wishes to share.

This assignment is to help you learn about the world of work—specifically your parent's or guardian's world of work!

Be sure to thank them when you are done!

1. What is your job title? _____

2. To which of the Career Clusters does your job belong?
Why does it fit there? *Show the Career Cluster chart and information.*

3. What are your responsibilities?

4. What schooling or working experience did you need for your job?

5. How did you find your job? _____

6. Do you need to wear any special clothing to work? If yes, what? _____

7. What special equipment do you use? _____

8. What are the dangerous parts of your job? _____

9. What do you like about your job? _____

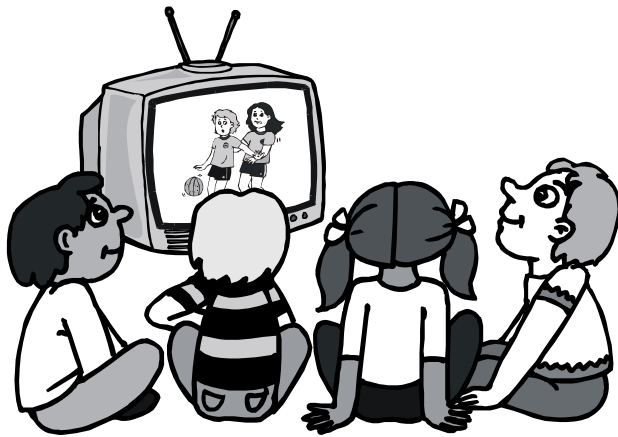
10. What do you dislike about it? _____

11. Can you find this kind of job in any part of the country? Why or why not? _____

12. Can both men and women do this kind of work? Why or why not? _____

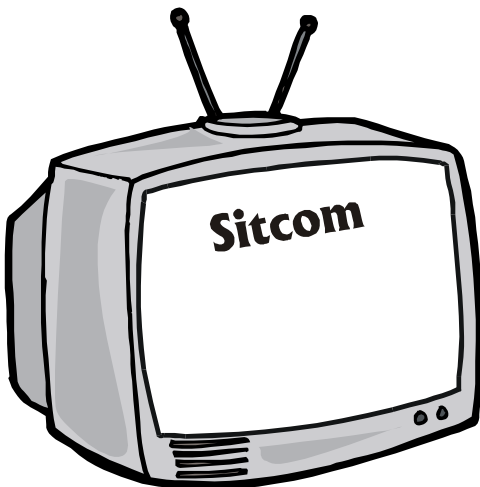
13. What other benefits do you get besides salary? _____

Did you remember to say THANK YOU? That's the habit of a respectful person!



Watch TV

List the occupations mentioned or shown on the following categories of programs. List at least 3 occupations for each category.



Occupations
Mentioned or Shown

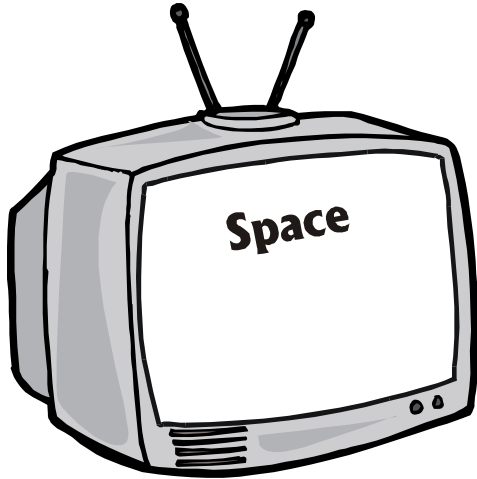
1. _____
2. _____
3. _____

Occupations
Mentioned or Shown

1. _____
2. _____
3. _____



optional activity



Occupations
Mentioned or Shown

1. _____
2. _____
3. _____

Occupations
Mentioned or Shown

1. _____
2. _____
3. _____



Occupations
Mentioned or Shown

1. _____
2. _____
3. _____

