

## Career Decision Making Worksheet

Directions: Write the names of three occupations you have been considering in the occupation boxes below. Read about each occupation using O\*NET online (<http://online.onetcenter.org>) or the Occupational Outlook Handbook (<http://www.bls.gov/oco>). If the occupation matches an important characteristic, place an X in the appropriate box. If you are unsure, place a "?" in that box.

<b>Important Characteristics</b>	Sample: Zookeeper	<b>Occupation #1 :</b>	<b>Occupation #2:</b>	<b>Occupation # 3:</b>
Would enjoy the nature of work/tasks	x			
Would enjoy work context/ conditions	x			
Already have necessary skills				
Desire to develop necessary skills	x			
Seems to fit my personality	x			
Industry expected to grow	x			
Years of education acceptable	?			
Opportunity for advancement	x			
Potential income is desirable	?			
Matches my top five work values* List work values below	x			

***Top five values:***

- 1.
- 2.
- 3.
- 4.
- 5.

***Interpreting the Table***

1. Looking at the question marks in the table, what information do you still need?
2. Looking at the X's in the table, does one occupation seem to meet your needs better than another? What do you consider to be the benefits and drawbacks of each occupation?

3. Are there additional occupations that interest you? You may want to complete another table using additional occupations.

4. To help narrow your career options, consider doing one or more of the following:

- Share your list with family, friends, and/ or your advisor.
- Make an appointment with a career counselor (especially if you feel very anxious about choosing a major or career path)
- Create a pro and con list for each occupation of interest
- Take an introductory course in the subject(s) of interest
- Speak to a faculty member who teaches the subject(s) of interest
- Interview a professional with the occupation(s) of interest
- Job shadow a professional with the occupation(s) of interest
- Attend a workshop or seminar related to exploring majors or careers

***Source: Academic and Career Information Center, Kansas State University***