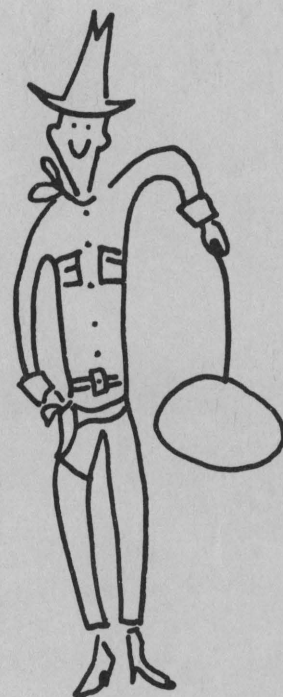




4-h career exploration



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FOREWORD

The objectives of 4-H Club work is to help boys and girls develop into useful, desirable, and happy citizens. One big step which young people must take in this development is the selection of a career.

The career exploration project has been planned for senior 4-H members. It is a project designed to help them to explore the many career opportunities available, and also to learn a good procedure for studying different occupations. It should help provide the information upon which a sound decision can be made by the individual club member.

Specific Objectives

The objectives of the career exploration project are to help senior 4-H Club members to:

- (1) become aware of career opportunities in occupational fields.
- (2) participate in experiences that will aid them in exploring different careers (tours, discussions, panels, etc.)
- (3) obtain resource materials to use in studying occupation characteristics, requirements, compensations, and outlook.
- (4) learn a procedure for studying their abilities, personality characteristics, values, and interests.
- (5) realize the advantages and limitations of planning for a career.

Who May Participate

4-H Club members must be 14 years of age or older, as of January 1 of the current year, to be eligible to participate in this project.

What Participating Club Members Must Do

- (1) Attend and take part in scheduled meetings.
- (2) Participate in tours and other events planned by the group.
- (3) Complete 4-H Career Exploration Workbook assignments and turn book in to leader or 4-H Club Agent at the designated time.

Acknowledgment

This project material has been developed by Dr. G. T. Blume of the Extension Rural Sociology Department. His work and interest in the project is greatly appreciated.

George E. Russell
Assistant State 4-H Club Agent

CAREER EXPLORATION

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INTRODUCTION

There is much wisdom in the old Chinese proverb that says, "A journey of ten thousand miles begins with a single step." You are about to begin on a journey involving a time span of at least 40 productive life years. Therefore, it is of great importance to you at this time that this first step is one in the right direction. While career exploration cannot guarantee that you will take the right step, it does offer you the opportunity to investigate a number of different single steps.

At the present time, there are over 40,000 different careers to choose from, and the number of different careers increases each day. Openings can be found in almost all of these positions. Every 11 seconds in our country a new baby is born; every 30 days we add to our population a city about the size of Norfolk. Each day 202 patents are applied for which in time create new opportunities. New jobs, new people, more opportunities, are all associated with a dynamic America. As future leaders of America in farming, government, religion, industry and in business, your challenge is to keep America a dynamic nation. Your tomorrows are more or less determined by how well you use your todays, for it is what you do today and the todays just ahead of you that will insure you of a successful future.

CAREER EXPLORATION AND THE 4-H CLUB PROGRAM

The rural areas of our nation have a double duty to perform. First, they are the source area for the future farmers of our nation, and second, they represent areas for supplying workers for our many towns and cities.

Due largely to farm mechanization and to better methods of food handling and processing, our nation does not need as many farmers today as it once did. Our rural farm population surplus must seek their fortunes elsewhere. Whereas in 1920 one farmer produced enough food to supply his needs and the needs for 8 others, today, one farmer can supply the needs for 20 others. Time has altered rural attitudes and rural values and unlike the past sons of farmers are not necessarily farmers, and daughters of farmers do not necessarily marry farmers. The many changes which have taken place in rural America have thus brought about an imperative need to aid the rural youth of the nation in a decision which will affect at least 40 years of their lives - that of choosing a life's vocation. Career exploration as studied through the 4-H club program offers rural youth a chance to examine a number of pressing career problems which must be faced and answered in the near future.

CAREER EXPLORATION DEFINITION

Before getting too deeply involved in career exploration it might be well to define what is meant by this term, for it is only when people think in like terms that ideas can be readily understood. Webster defines "career"

as a course of a person's life in some particular pursuit. He defines exploration as an act of exploring, or examining into. When the two words are combined and personalized, they mean that you are going to learn about a number of different careers, and through a careful study determine which ones seem to best fit your personality and needs as possible future career choices.

THE WHEN OF CAREER EXPLORATION

Some of you might be asking yourself the question, "With my limited knowledge of the working world, and since I am still in school is it not too early for me to think about my future?" The answer to this question, even in your own mind should be an emphatic "no." Some persons believe that career exploration should begin in the 7th grade, while others believe that the 9th grade is a more practical starting place

College Presidents' Advice to High School Pupils: Start Working Early*

Early Planning say the colleges, is one of the keys to college admission. Here is a college timetable, compiled from the opinions of the 196 college presidents surveyed by the New York Herald Tribune News Service:

Ninth Grade: Time to start deciding whether you want to go to college. Discuss with parents the family financial picture for the next few years, whether you will be able to go to college near or away from home. Check courses to make sure you are taking at least English, history or social studies, mathematics or science (preferably both), and a language. Develop some extracurricular activity, such as school paper, camera club, butterfly-collecting, stamp album, etc.

Tenth Grade: See how you are doing in the "hard" courses. If you are consistently flunking math and science, language and history, perhaps you are not college material at all. Seek guidance from your school counsellors; maybe you should aim for a two-year college - or none at all.

Eleventh Grade: By now you must be fairly definite about wanting to go to college. You will not have decided where at the beginning of the year, but this is the moment to begin looking around. Send for catalogues. If you can, visit campuses with your parents and talk to admissions personnel at the colleges. Toward the end of the year, take a "dry-run" of the College Board Scholastic Aptitude Test and perhaps some of the Achievement Tests of the College Board.

Twelfth Grade: Keep plugging away at good grades in the tough courses. This year and last count heavily with the colleges in judging your intellectual potential. Narrow your college choices to three of different types. Take the Scholastic Aptitude in January, and three Achievement Tests in March, if you have picked three colleges which require them. If you have worked hard and done your best, if your parents and counsellors have helped you to choose a college according to your ability, you will know before graduation that you are "in."

THE WHY OF CAREER EXPLORATION

The Opportunity to Study a Number of Different Careers

There are many reasons why a person should engage in career exploration. First of all, and of primary importance, it gives one ample time to study a number of different careers. Through a careful study of careers which may be of interest to you, and through career reports given by others on their respective careers, you will learn more about a number of specific jobs. You will also get an idea of the salaries expected, the opportunities for advancement, job demands and their outlook of the future, and working benefits offered. You will be amazed at the number of different industries your interests are found in, and of the opportunities to pick from over 40,000 different jobs.

Let us just suppose you have decided to be an engineer. You have told everyone of your occupational interest. However, it is surprising to note some of the following different careers listed in the Classified Index of Occupations which come under the heading of engineer. Just which of these engineering fields did you specifically mean when you told your friends of your interest?

<u>Engineering Fields</u>	<u>Total Number of different listed Occupations in these fields</u>
Chemical	2
Civil	62
Electrical	55
Industrial	8
Mechanical	67
Mining & Metallurgical	8

This example tends to illustrate the different fields of occupational interest and the number of different listed careers which are classified under a specific heading sometimes referred to as a single vocational choice.

The Opportunity to Avoid Certain Career Hazards

Similar to most other phases of life, career hazards will pop up now and then to bother and possibly delay you as you journey towards the working world. While no attempt is made to list each and every hazard the selection of the ones below represent some of the meanest ones you might have to face.

The Hazard of Short-Changing Oneself

The amount of income received from a particular job can be a mean career hazard. When one is not used to large sums of money, a job which offers a high

school student \$3,000.00 a year looks mighty tempting. Even while in high school, many students, and possibly even you yourself have often wished to quit to capitalize on such a tidy bankroll. In this instance, the money and not the career acts as the dominant decision factor. While it is true that persons who drop out of school and find a job have more income than their friends who remain in school, their earnings soon level off, with the school dropouts usually reaching their income peak at an early age. Quitting school to accept a position for money purposes alone limits you in two important ways. First of all, you may soon find out that the job actually holds no interest for you, and, secondly, the fact that you have not received a high school diploma may act as a stumbling block for any future advancement up the occupational and financial ladder. With this in mind, it is interesting to note the two figures on the following page which show the amount of income received by individuals as related to their educational achievements. While this relationship does not hold in each and every case, the findings are rather conclusive that those with more education generally receive higher incomes. Moreover, persons in the higher income levels have, in all probability, planned their careers to a certain extent. They might not have gone through these same steps you will go through, but at least they planned their career around their interests. Don't short-change yourself in order to pick up a few seemingly important dollars before you decide definitely on a career. Forty years of work is too important to sacrifice for one or two years of high school and a seemingly high income.

The Hazard of Parental Influence

Another career hazard is the possible influence parents have on your career selection. Most persons who follow a particular career only because **their** parents want them to do so, sooner or later become unhappy in their job situation. The reason for this unhappiness is simple. The individual is following the wishes of his parents and not the desires or interest the individual himself possess. In cases, where your interest and those of your parents are the same, there is no real conflict situation. However, the chances of such harmony of interest existing are not too common. The example below illustrates this hazard.

Ralph's mother always wanted him to be a chemist like his father. Ralph, however, disliked to mix solutions and to ponder over molecular formulas. His interests were with people. He was a good mixer and was well liked by everyone. To please his mother, however, he studied chemistry in college, and as a result almost flunked out, much to the distress of his mother. After taking a battery of tests the results confirmed his interest in people. He was advised to study law. Law was easy for him, and he eventually graduated with honors. Although Ralph's mother still wished her son had followed in his father's footsteps, she realized that law was his real career interest. While Ralph would have been a poor chemist even if he had made his grades, in his **chosen** law career he shows great promise.

FIGURE 1. AVERAGE INCOME FOR MEN 45-54 YEARS OLD BY AMOUNT OF EDUCATION: 1949*

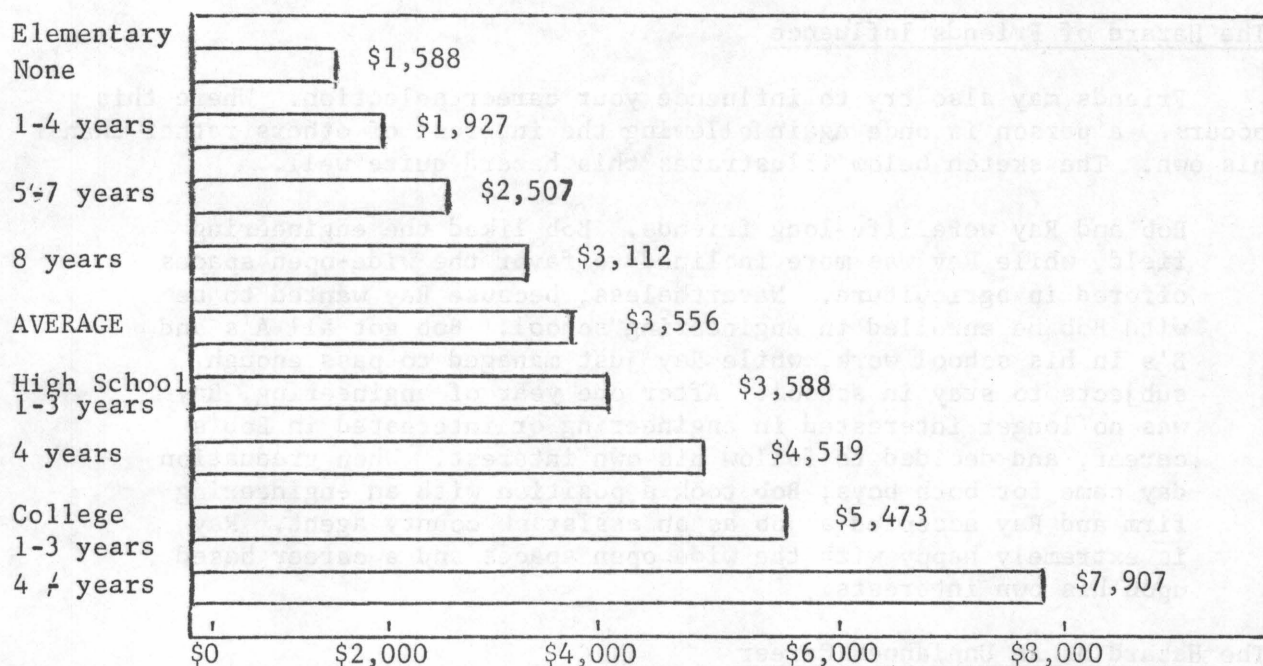
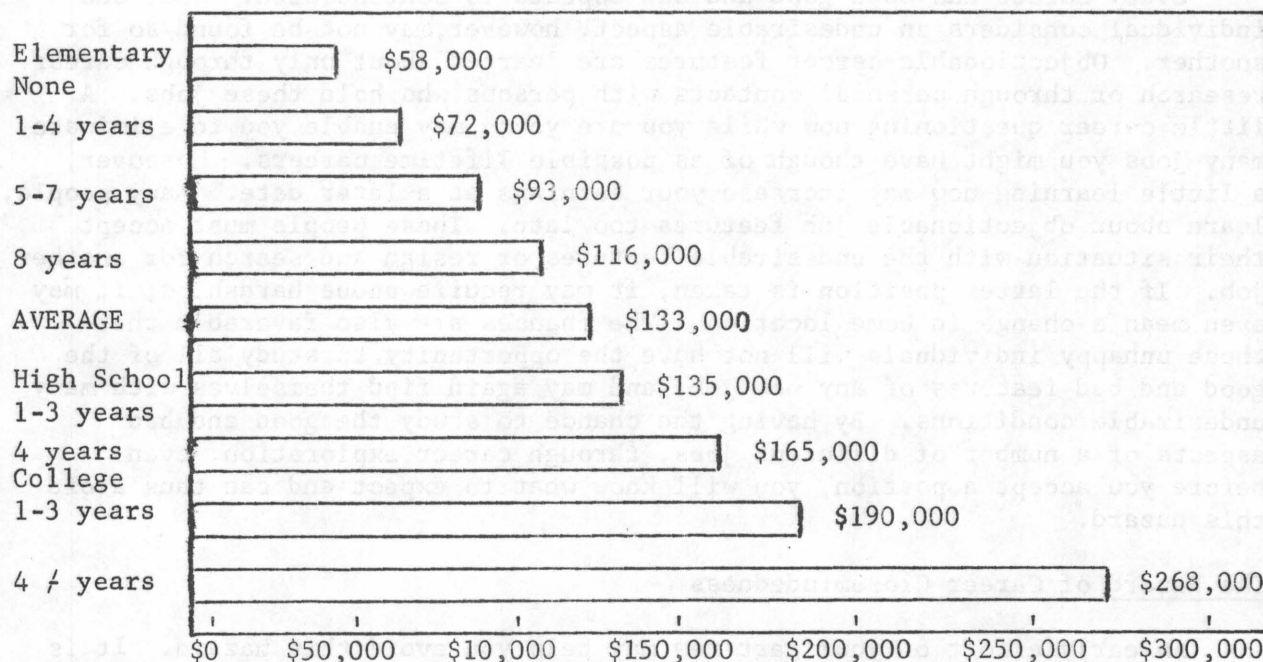


FIGURE 2. ESTIMATED "LIFE-TIME" INCOME FOR MEN BY AMOUNT OF EDUCATION*



*Source: Paul C. Glick and Herman P. Miller "Educational Level and Potential Income," American Sociological Review; Vol. 21, No. 3.

The Hazard of Friends Influence

Friends may also try to influence your career selection. Where this occurs, a person is once again following the interest of others rather than his own. The sketch below illustrates this hazard quite well.

Bob and Ray were life-long friends. Bob liked the engineering field, while Ray was more inclined to favor the wide-open spaces offered in agriculture. Nevertheless, because Ray wanted to be with Bob he enrolled in engineering school. Bob got all A's and B's in his school work, while Ray just managed to pass enough subjects to stay in school. After one year of engineering, Ray was no longer interested in engineering or interested in Bob's career, and decided to follow his own interest. When graduation day came for both boys, Bob took a position with an engineering firm and Ray accepted a job as an assistant county agent. Ray is extremely happy with the wide open spaces and a career based upon his own interests.

The Hazard of An Unplanned Career

Every career has both good and bad aspects to contend with. What one individual considers an undesirable aspect, however, may not be found so for another. Objectionable career features are learned about only through career research or through personal contacts with persons who hold these jobs. A little career questioning now while you are young may enable you to eliminate many jobs you might have thought of as possible lifetime careers. Moreover, a little learning now may increase your earnings at a later date. Many people, learn about objectionable job features too late. These people must accept their situation with the undesirable features or resign and search for another job. If the latter position is taken, it may require undue hardships; it may even mean a change in home location. The chances are also favorable that these unhappy individuals will not have the opportunity to study all of the good and bad features of any new job, and may again find themselves with many undesirable conditions. By having the chance to study the good and bad aspects of a number of different jobs, through career exploration, even before you accept a position, you will know what to expect and can thus avoid this hazard.

The Hazard of Career Closemindedness

An early effort on your part now may help you avoid this hazard. It is a well known fact that one who approaches almost any phase of life with an open and unbiased mind has a much healthier attitude and outlook on life than one whose approach is somewhat narrower in interpretation. A person takes a narrow approach to a career when he fails to adequately consider the opportunities offered in other fields, or to know in what fields his particular interests apply. Career exploration not only gives you a chance to examine specific careers, but it also gives you an opportunity to survey the merits of many careers.

The Hazard of Career Dislike

Another good reason for career exploration at the present time is that it will better prepare you to pick the exact job you will someday want to make your life's work. It would be interesting to know just how many people are actually working in a job they do not particularly enjoy. In one study made along these lines, at least one-third of the workers were found dissatisfied with the conditions of their job. Similarly in a Fortune Magazine survey a few years ago on career satisfaction this question was asked, "If you could go back to the age of 18 and start all over again, would you choose a different career?" The following results of this survey show that two out of every five persons asked would have made a different career choice.

<u>Answer Given to Question</u>	<u>Total Answering</u>	<u>Men Answering</u>	<u>Women Answering</u>
Would Choose Different Career	41%	45%	37%
Would Stay in Same Career	39%	35%	43%
Depends on Circumstances	15%	16%	15%
Not Sure What I Would Do	5%	4%	5%

These dissatisfied people, we might say, are just doing a job. Their career choices do not represent an extension of themselves as a total person. Rather they appear more to be one person on the job and another away from it. In all probability a large number of these unhappy persons stepped into their careers without too much thought and exploration.

Many persons are forced to accept jobs because of some great necessity. Where this occurs, poor pay might replace their mental efforts; long hours might replace their usefulness as a community citizen; lack of rewards may cut down on their incentives, and self respect may give way to the monotony of the career. The idea of living with the hazard of career dislike for 40 years is something to seriously think about as you explore careers.

The Hazard of Selling Oneself Short

The final, and probably the most discouraging of all job hazards discussed here, is that of not taking full advantage of your own mental ability. Selling yourself short in career may represent only a personal loss at present. However, as you grow older, marry, and begin to raise a family, the failure to have set your early career goals higher and in line with your mental abilities may hinder you in providing your family with the comforts and niceties that some of your friends may possess. A promising youth, for example, who is deeply interested in mechanics, if he has the ability and means, should not

be content working at the machine operator level. Rather he should try to broaden his knowledge of mechanics, and above all, get all the education possible. This step may mean another 4 to 3 years of school but it also means that on the average his yearly income will be much higher. As an individual he also has the personal satisfaction of knowing he has used his mental ability to its fullest degree. The story of the Dobson twins illustrates this career hazard.

Due to an accidental death of their parents, George and Bill were separated from each other at an early age. Both boys grew up in average homes. George took a job in a shoe factory. Bill, on the other hand, utilized his potentials to the fullest, and eventually was made president of his firm. It was on a routine inspection trip to a northern city shoe factory that Bill met his twin brother he had never seen before. While there was great rejoicing at the reunion, the difference here was plain. Both boys had the same mental opportunities in life but only Bill had taken full advantage of them. George had sold himself short.

The Opportunity to Learn of Oneself

A second reason for "the why of career exploration" is that you will have plenty of time to thoroughly study your qualifications; and to ask yourself questions like: "Do I prefer working with things?" (electrical work, carpentry, farming, mechanical work), "Do I prefer working with figures?" (clerical work, accounting, secretarial work), "Do I prefer working with ideas?" (research), "Do I prefer working with the area of feelings?" (music, poetry, acting, art), or "Do I prefer working with people?" (teaching, ministry, sales).

Your present school work may give you an early clue to your interests. Shop work interest may indicate that you would like to work in the field of mechanics. Mathematical interest may indicate a desire to engage in one of the various sciences. On the other hand, history may indicate an interest in economics, language an interest in the field of literature, while physical education may be a key towards coaching or sports. Church activities, club activities and hobbies likewise may be real keys to your career preference and should be considered. If you like working with people, a job being near others may suit you much better than one in a laboratory where you work mostly by yourself. These general statements imply that in any serious career searching program a person should begin by first learning all about himself.

Your Interests

Teenagers especially develop a great many interests. But like most other human traits interests can be classified into certain cluster patterns. This is important, for there is good evidence to show that success in a career may largely depend on how well one matches his interests to a particular career.

Before choosing any field of work it might be well to sit down and list your interests just to learn of the many different ones you have.

While you may have indicated an interest in football, teaching, dancing, salesmanship and designing, there are major areas of interest which should be seriously considered and checked with your listing before ever deciding upon a specific job. Through scientific testing the results have shown that most of our interests can be classified under the following major headings:

Science	Computational
Language	Persuasive
People	Artistic
Business	Literary
Mechanical	Musical
Social Service	Clerical

Although some might be interested in only one of these major interest headings, others may find it difficult to choose only one. Actually, a single choice is not entirely necessary or even desirable for many of the interest fields tend to overlap; an interest in people and business for example, musical and people, business and clerical, etc.

For specific careers, research has shown that chemists and doctors scored high on "science" interest but only average with "people". Ministers and teachers scored high on "people" interest but average on "science" interest and negative on "business" interests. Lawyers on the other hand, scored high on "language" interest and relatively low on "science." The decision on which of the field or fields of interest suits you best should be one of the first steps taken in understanding yourself in terms of a future career choice.

Your Abilities

Abilities are rather difficult to define. However, they can best be explained by simply saying its the degree to which we can understand or carry out an assignment. One's ability can be measured by aptitude tests. For example, let us suppose you have been told by your friends that you have "natural" ability to be a musician, and you are interested in music (music interest). In order to see if this is true, even though you have an interest in music, you should subject yourself to a battery of musical aptitude tests. These tests include such aptitudes as pitch discrimination, differences in musical tones, timing difference, tone memory and rhythm differences. If you scored high on these various aptitude tests, there is every reason to believe that you have musical ability, and would succeed in a musical career. In this instance you are not only following a career which you are interested in, but you are also in one which you have the necessary ability to succeed.

Your Acquired Skills

To further understand oneself, a person must know his or her limits in acquiring new skills. For the most part, acquired skills represent those you can learn and perfect. For example, a baseball player must have some natural playing ability. He also must develop his eye, arm and wrist movements. These

movements which eventually blend into one perfect motion we can refer to as his acquired skill. Without practice a player's batting average may be a respectable .270. However, with practice or acquired skill his average may be well over .300. Acquired skills are also visible in dress making. A 4-H girl only has to compare the first dress she made with her last one in order to understand the meaning of acquired skills. Acquired skills may go a long way in helping to determine a future career and should not be overlooked in any self analysis.

Your Personality

To try to explain all about personality in one paragraph is a most difficult undertaking. However, in learning more about yourself with an eye towards a career, one does have to understand as much about his personal make-up as possible. By definition - personality represents a person's present-time adjustments to all social and psychological experiences and desires; this is to say that people, places, things, actions and attitudes and values held are all combined to make you what you are. Tying career exploration to personality, it is important to learn of your total self and to see how well this picture fits into your career interests. The more you learn about your personality makeup, your likes and dislikes, your actions and reactions under different circumstances, your weaknesses and strong points, and of the traits which should be kept and strengthened and of those which need either some working over or completely eliminated, the better off you will be in selecting the right career. A representative number of personality traits are listed below for your consideration and inspection. It might be interesting for you to check on how many of the "good" traits you possess and then see how many of the objectional ones you will have to work on. It will be well to remember that many employers place a high premium on a person who has a pleasing personality.

A Listing of Some Traits Which Help Make You What You Are

How many of these personality traits do you have?

Accurate	Conscientious	Impressive	Patient
Agreeable	Capable	Industrious	Punctual
Attentive	Complimentary	Jovial	Realistic
Appreciative	Dependable	Kind	Responsible
Active	Dynamic	Liberal	Respectful
Alert	Energetic	Loyal	Rational
Careful	Enthusiastic	Logical	Sociable
Charming	Efficient	Mature	Sincere
Cheerful	Fairminded	Moral	Systematic
Conservative	Gracious	Optomistic	Tactful
Confident	Grateful	Original	Tolerant
Cooperative	Humorous	Popular	Thoughtful
Creative	Honest	Practical	Understandable

How many of the following objectional traits describe you?

Antagonistic	Defensive	Nagging	Sulky
Antisocial	Domineering	Narrow	Superior
Agruementive	Evasive	Over-agreeable	Suspicious
Artificial	Egocentric	Pompous	Sensitive
Boastful	Egotistic	Pious	Timid
Belligerent	Impressionable	Persuadable	Untrue
Critical	Inattentive	Rebellious	Unruly
Cynical	Insolent	Radical	Untrustful
Conceited	Jumpy	Sarcastic	Vulgar
Changeable	Militant	Selfish	Vague
Dreamer	Moody	Self-conscious	Vicious

Your Temperament

Even though temperament is a part of one's personality makeup, some comment should be made on it in relation to a career choice. If your studies reveal that a certain career requires a great amount of self control and patience, and through a self study you realize that you could not adjust to the requirements of the career, then, the only thing to do is to seek a specific job in another phase of your interest field. While temperament may keep you from becoming a store salesman, it would not necessarily keep you out of the sales field. Here your interests are not changed, but only the specific type of job which is matched to your temperament and feelings.

Your Social Needs

Selecting a career requires more than just the enjoyment and benefits of career satisfaction. Rather, certain other needs must also be considered in relation to the "whole" of life. For example, how will your career affect the desire you have for community activities, your desire to be recognized.

While evaluating the different careers which interest you, keep in mind that as an individual, in all phases of life there is the need to satisfy the basic social desires of having friends, of being accepted as a member of your community and working acquaintances, and of gaining some recognition from your friends for your accomplishments. If these social needs are not met, the chances for success in any career you choose are rather slim.

Your Health

No self analysis is complete without the knowledge of one's general health conditions and the health requirements of a chosen career. It is not an uncommon occurrence to find a person who is interested in a career, and who has the ability to succeed in the career to have to change plans simply because of his health. A person allergic to flowers, for example, could hardly feel completely satisfied as a florist. As you dig deep into the study of a number of different careers, knowing what you can stand healthwise may save you from making a wrong career decision.

Your Hobbies

Very often hobbies develop into careers. For this reason, in any career searching process, to understand your hobbies may act as a key to unlock your real career interests. Since it is most difficult to follow each and every one of our interests, hobbies represent the interests openly engaged in. Thus in any self analysis it is important not to overlook your hobbies and how they might be related to the overall career exploration picture.

Your At School and At Work Achievements

Your extra curricula activities engaged in while at school as well as any hours spent at some part-time job will also help answer a number of questions about yourself. These activities may help you decide on the fields of interest you would like to learn more about, and what specific careers hold these interests. Even the dislikes of a part-time job are helpful in that they tell right off about a number of careers you would not like to follow. Career exploration demands a lot of time and study, and the more you can learn about yourself the easier the effort will be to select and study the careers which interest you. In the process of career exploration, don't overlook these two important ways to become better acquainted with yourself.

Your Family Desires For You

As was mentioned earlier parental influences can become a career hazard. On the positive side, however, a knowledge of parental desires may help make your career exploration much easier. Since parents are familiar with the working world, you may want to ask them to act as your advisor. Above all keep them informed of your activities and final conclusions, for having parental consent on some particular career represents an important forward step towards that career.

Your Ability to Finance Further Training

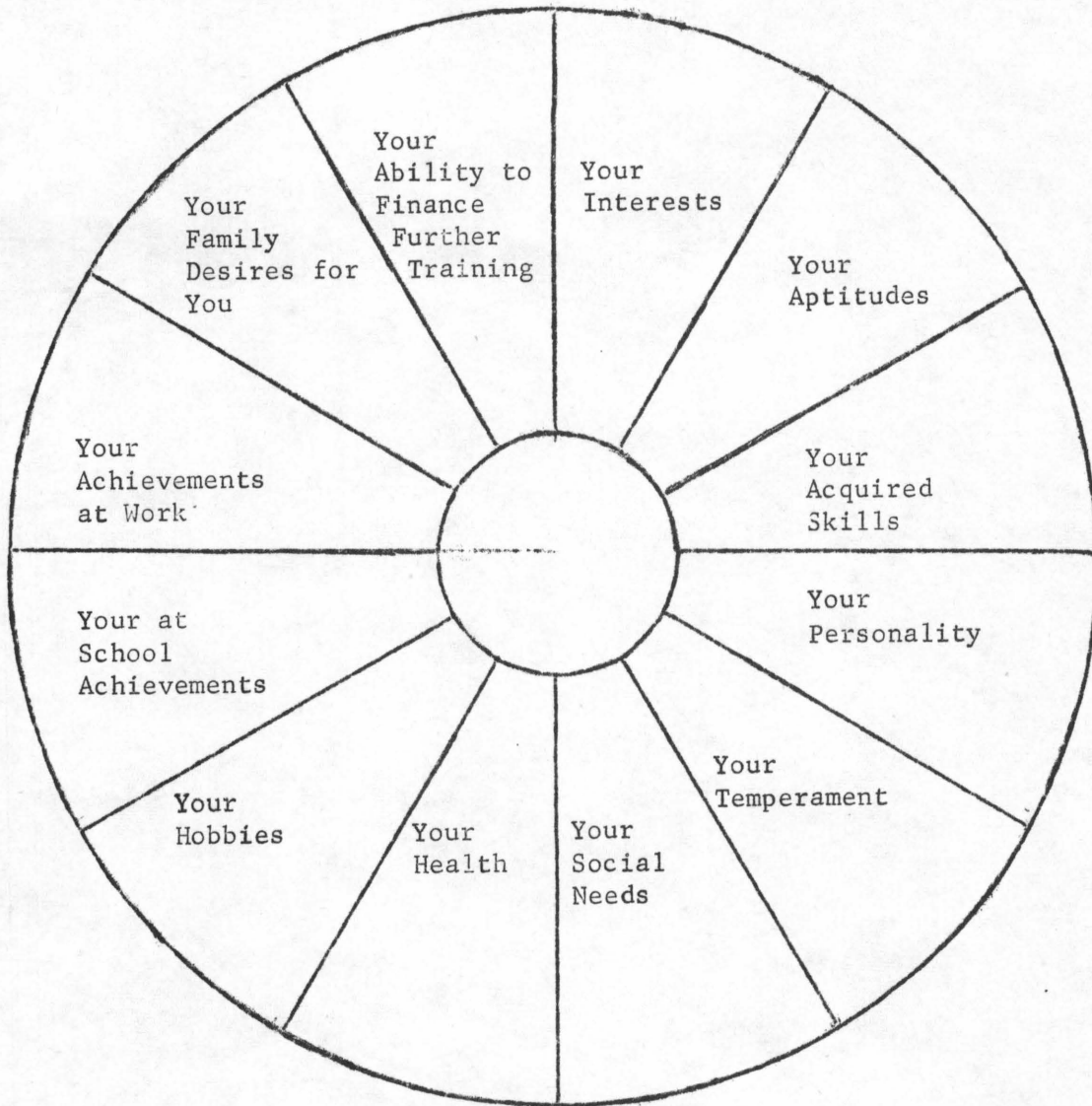
Different careers require different kinds of preparation. A career requiring a college education, for example, may call for an investment of a rather large sum of money before any visible returns are seen. On the other hand, learning while on the job not only results in actual job experience, but also pays some return for the training time involved. Obtaining the necessary finances to meet career interests could be a real problem for you. Viewing the working world in general, probably a great many people have had to redirect their careers simply because they failed to consider the ways and means to finance the necessary training required for their original career interest. In learning more about yourself it would be wise to consider all of the ways possible to finance any necessary career training. Your hobbies, your skills, various scholarships, and your family are but a few of the many possible sources.

The Opportunity to Visit A Vocational Counsellor

Since many of you may want to visit someone who can aid you in career decisions, some mention should be made about vocational guidance counsellors.

CAREER EXPLORATION

Study Yourself



The professional guidance counsellor's job is to aid people in their own efforts to find out what jobs they are best suited for. As a professional person he serves people by helping them to see their own interests, and opportunities in a clearer light than they themselves can do alone.

In an interview with a counsellor, he will ask you of your interests, past work, and in general find out as much about you as he can. He will ask questions about the economic and vocational interests of your family. This is an important area of questioning since it may determine the extent of any future training he may suggest in your search for the right career. He will ask about your school work, and school interest, your out-of-school interests as well as the vocational interest you have at the present time. He may also ask you to take certain tests in order to verify your stated interests.

After all these questions have been answered, and the results of various tests analyzed, both you and the counsellor can better view the possibilities of the future. Many large high schools in the state have vocational counsellors on the teaching staff. Unfortunately, though, at present, the majority of high school counsellors are situated in city located schools. If your school is fortunate enough to have one, feel free to call on him for career advice. His findings and advice may open a whole new world of interest for you, and save you many years of wrong job frustrations.

The Opportunity to Take Some Important Tests

It was mentioned that a vocational counsellor may ask you to take some tests as a means of finding out more about your interest and abilities. However, it should be remembered that the various battery of tests are not designed to give you positive answers to an exact job one should enter as a life's career. Tests, rather, act only as good guides to follow. Different tests measure different abilities, and no one test will give a person a complete picture of himself. The greater the number of tests you take, however, the more knowledge you will have about your capabilities. A person, for example, who scores high in mathematics on a series of tests, ought not to conclude that he is a natural born high school mathematics teacher until he takes other tests which would indicate his personality make-up. While this individual may like the teaching field, there is the possibility he would fail as a teacher, simply because his personality does not blend in with the school and teaching environment.

When you are asked to take tests, or even volunteer to take them on your own, don't be afraid of them. Just remember that while they are not foolproof, the results can tell you some interesting, useful, and important facts about your real interests and can help you take some of the guess work out of future career decisions.

There are actually five separate kinds of tests which are helpful in guiding you in a career decision.

1. The Aptitude Test

These tests are designed to indicate a person's level of ability to carry out some particular type of activity. In most every instance, these tests are quite specific. The various musical tests mentioned earlier on Page 9 under the heading "Your Abilities" are excellent examples of this test and of the results they attempt to achieve.

2. Proficiency Tests

While these tests are known by other names their purpose is to measure a person's skill and knowledge about a particular job. The test in this instance might involve putting a person to work on a job just to see what he could do.

3. Interest Inventory

Tests of this nature seek to find out the things you might like or dislike. They are unlike other tests in that the results do not indicate your capacity to learn or what you are best trained for. A person's interest in a job is an important factor in a job success, and an interest inventory can help you tremendously to reduce the choices.

4. Personality Tests

These tests have as their purpose to find out just what kind of person you really are. Tests of this nature are not primarily intended for vocational testing, but you could be well ahead in your search for a job if you know a little something of your personality strong points.

5. Intelligence Tests

While there are also other names given to this particular kind of test their main purpose is to show how much knowledge you have and how quickly and capable of learning you are.

On the following page you will find a variety of question types taken from the above discussed tests.

CAREER EXPLORATION

Sample Test Questions

1. Put a plus in front of the activity you most like to do and a minus in front of the activity you least like to do.

Visit an art gallery

Visit a museum

Browse in a library

2. Check the two words in each group that are related by having either the same meaning or the opposite meaning:

(a) big (b) fast (c) quick (d) soft
(a) facile (b) rigid (c) flexible (d) risible

3. Check each pair that is identical:

Thomas, E. R.

Tomas E. R.

Smich & Jones

Smich & Jones

Black, Burn & Bowling

Black, Burns & Bowling

4. Perform the following arithmetical operations as quickly as possible:

ADD

59
95

SUBTRACT

67983
797

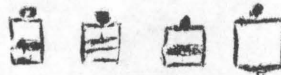
ADD

4498
3386

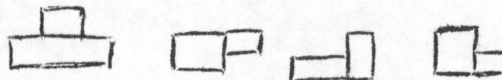
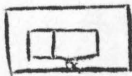
MULTIPLY

23986
10

5. If Bill makes \$80.00 a week and spends a quarter of his income on rent, how much does he spend for rent?
6. Which of the four figures on the right is exactly like the picture on the left?



7. The picture on the left is made up of two geometric figures. Which of the four pictures to the right is composed of the same two figures?



8. Some of the following words are misspelled. Where the spelling is wrong write the correct spelling in the space following the word.

already
comittee
deside

THE WHY OF CAREER EXPLORATION

The Opportunity to Explore Demands and Outlook and Job Duties

Career exploration at an early age will also give you the opportunity to know all about your career even before you ever start working. Through careful study you will be able to compare the following important career aspects with a number of careers which interest you, and thus be in a better position to select the career which matches your interests and abilities.

Personal Traits and Interests Required

While studying a particular career, if you find that the personality traits and job interests required do not match those of your own you should eliminate it as a possible career choice. By matching career requirements with those of your own, the chances are in your favor you will enjoy your experience in the working world.

Skills, Knowledge, and Abilities Required

No career should be undertaken unless the requirements of the job match your own. The lack of the right skills, the lack of the required abilities, and the failure to have the right kind of knowledge can lead only to a frustrated career. Checking on these aspects in your career searching may save you many years of wrong job frustration.

Wages, Hours of Work, Conditions of Work, and Employment Benefits

These are all important considerations in any career selection. Be sure that your vocational interests measure up to your life's goals. Place the emphasis where emphasis is due. For example, if family life is important to you, a career which requires working at night may not be the one best suited for you. Also, be sure to check into such things as; hospitalization, life insurance, retirement benefits, vacations, educational leaves, military service requirements, and working conditions. The absence of any of these may make you change your mind about a number of careers you are thinking about at the present time.

Average Salaries for Selected Jobs

Since we have spoken about income as one of a number of points to consider in career selection, the following examples of average incomes for a few selected jobs are given for your information. While these totals represent in general the average income one might expect, factors such as time on a job, experience, commissions, and location should alter the figures. Due to the fact that these factors have not been considered to any great degree the income figures should be regarded more as salary indicators.

<u>Career</u>	<u>Average Salary</u>
Accountant (Jr.)	\$3670
Anthropologist	5800
Auditor	4525

<u>Career</u>	<u>Average Salary</u>
Barber	\$3500
Biologist	6700
Bricklayer	4416
Bookkeeper	2880
Beautician	2400
Carpenter	4416
Cattle Farmer	3462
Clerk	3264
Comptometer Operator	2736
Dairy Farmer	3887
Dentist	9300
Department Store Clerk	1440
Department Store Buyer	5000
Diesel Mechanic	4400
Economist	7200
Electrician	4416
Flight Engineer	9000
Forge Shop Occupations	4500
Foundry Occupations	4608
Historian	5500
Jeweler	4400
Life Insurance Agent	4200
Machining Occupations	4224
Mechanics and Repairmen	4200
Newspaper Reporter	6000
Nurse	3175
Painter	4416
Personnel Worker	3800
Physician	12,500
Physicist	7200
Pilot	12,000
Political Scientist	6100
Secretary	3408
Social Worker	4000
Sociologist	5800
Soil Conservationist	3600
Stewardess	3600
Switchboard Operator	2304

<u>Career</u>	<u>Average Salary</u>
Tobacco Farmer	\$2566
Typist (A)	2592
TV Repairman	4400
Veterinarian	5200

Avenues of Entry and Promotion

Some requirements necessary to become a full member of the working world such as a lawyer passing the bar examination, or an apprentice plumber serving his period of time may be thought of as avenues of job entrance. Various entrance requirements are found in a number of different careers, and ought to be thoroughly understood in the light of your career interests before any specific career decision is made. Once you learn of the avenues of entry, your next step should be to learn all about the avenues of promotion. No serious career minded person should ever consider a career without first learning of the avenues of promotion and to the height one could go in that career.

Associations and Job Status

The local banker may be the meanest man in town and the shoeshine boy considered the nicest. In occupational circles, however, the banker, because of his career choice, is more highly respected than the local shoeshine boy. Careers, like people, are given certain prestige ratings, and as observed from the ranking of 90 different careers on the following pages, those associated with the professions are rated higher than those of the skills, clerical, services and others. While thinking about your career choices it may be of some interest to see how the ones you have selected rate. To some people the career rating is a highly important career consideration. Moreover, your career choice will also determine to a large degree your circle of friends and acquaintances. As you learn more about your career interests, study the people associated with each, for much of your office time and some of your free time will no doubt be spent with these people.

Educational & Training Requirements

Different careers require different levels of training and education. For the careers you choose to study more closely, be sure that the educational requirements are known, and that you can reach them or already have them. Most careers nowadays call for at least a high school education, and as time goes by, these requirements will be raised. No one can really learn all about a proposed career unless the educational and training requirements are known and understood.

Physical Demands and Working Conditions

No one should enter into a career without first understanding the physical demands of the career and the conditions under which the duties are carried out. Matching one's physical condition with those of a number of careers may

CAREER EXPLORATION

How 2900 persons rated 90 different occupations in terms of prestige jobs as conducted by the National Opinion Center.

(Highest possible score 100 points: Lowest possible score 20)

<u>Occupation</u>	<u>Score</u>
U. S. Supreme Court Justice	96
Physician	93
State Governor	93
Cabinet member in the federal government	92
Diplomat in the U. S. Foreign Service	92
Mayor of a large city	90
College Professor	89
Scientist	89
United States Representative in Congress	89
Banker	88
Government scientist	88
County judge	87
Head of department in a state government	87
Minister	87
Architect	86
Chemist	86
Dentist	86
Lawyer	86
Member of the board of directors of a large corporation	86
Nuclear physicist	86
Priest	86
Psychologist	85
Civil engineer	84
Airline pilot	83
Artist	83
Owner of factory that employs about 100 people	82
Sociologist	82
Accountant for a large business	81
Biologist	81
Musician in a symphony orchestra	81
Author of novels	80
Captain in the regular army	80
Building contractor	79
Economist	79
Instructor in the public schools	79
Public school teacher	78
County agricultural agent	77
Railroad engineer	77
Farm owner and operator	76
Official of an international labor union	75
Radio announcer	75

<u>Occupation</u>	<u>Score</u>
Newspaper Columnist	74
Owner-operator of a printing shop	74
Electrician	73
Trained machinist	73
Welfare worker for a city government	73
Undertaker	72
Reporter on a daily newspaper	71
Manager of a small store in a city	69
Bookkeeper	68
Insurance agent	68
Tenant farmer	68
Traveling salesman	68
Playground director	67
Policeman	67
Railroad conductor	67
Mail carrier	66
Carpenter	65
Automobile repairman	63
Plumber	63
Garage mechanic	62
Local official of a labor union	62
Owner-operator of lunch stand	62
Corporal in the regular army	60
Machine operator in a factory	60
Barber	59
Clerk in a store	58
Fisherman who owns his own boat	58
Streetcar motorman	58
Milk routeman	54
Restaurant cook	54
Truck driver	54
Lumberjack	53
Filling station attendant	52
Singer in a night club	52
Farm hand	50
Coal miner	49
Taxi driver	49
Railroad section hand	48
Restaurant worker	48
Dock worker	47
Night watchman	47
Clothes presser in a laundry	46
Soda fountain clerk	45
Bartender	44
Janitor	44
Share cropper	40
Garbage collector	35
Street sweeper	34
Shoeshiner	33

eliminate some of your exploration choices. Different careers require different physical demands, and a person should not attempt to enter a career which would require more physical exercise than he believes is healthful for him. Indoor conditions, outdoor work, cold, wind, snow, mud, and heat are all working factors you should know about in a career before any serious job consideration is undertaken. While you have only one body, your particular interest can be found in a number of different careers.

Opportunities and Trends

One of the most important questions you will ever have to ask yourself in the working world is "Will I be in my career 25 years from now?" Years ago the old lamplighter held a very respectable job. Today, however, there are only a few left. Similarly, the steam locomotive engineer as a career is quite rapidly passing from the occupational world. In studying the various opportunities and trends, of your career interest fields, keep in mind this important question. Your future security could be greatly influenced by your final career selection.

The Opportunity to Learn Where to Find Information About Careers

The final reason discussed here for the why of career exploration is that it does give one a chance to learn where information about careers can be found. While these information sources are known to almost everyone, it is surprising to learn how few people take the time to use these sources to their best advantage. In finding out more about your career interests be sure to ask for all the information available from various governmental sources, from the local public employment offices and from the other sources mentioned on Page 24.

STEPS TOWARDS A GOOD VOCATIONAL CHOICE

Most of the following steps in building towards a good career choice have been discussed throughout the pages of this booklet. However, for summary purposes, it might be well to just briefly review them. These steps might be referred to as the dependent phases of career exploration, for the successful advancement to a higher exploration phase largely depends on the amount of knowledge and insight you have gained from the preceding phase.

Career Exploration Desire

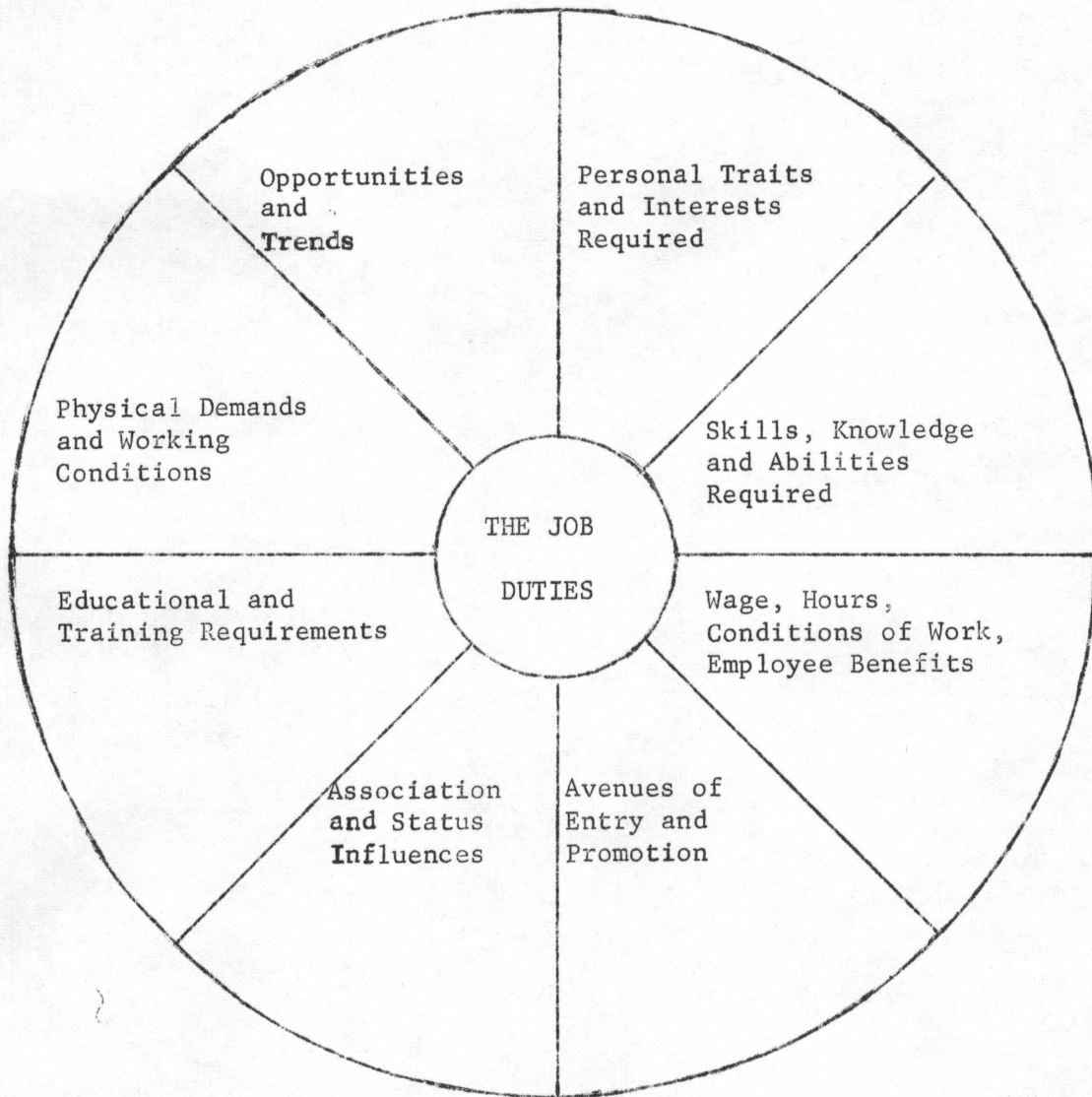
First of all, one must have a real desire to look into a number of different careers before any final career decision is made. This requires some effort, but the end result is a career which makes the best use of your interest and abilities.

Personality Composition

People are different; jobs are different; thus one of your basic steps in career searching is to match your personality to that of your selected career. In some cases this will be hard to do, in others it will be surprisingly simple, that is if you learn to know yourself.

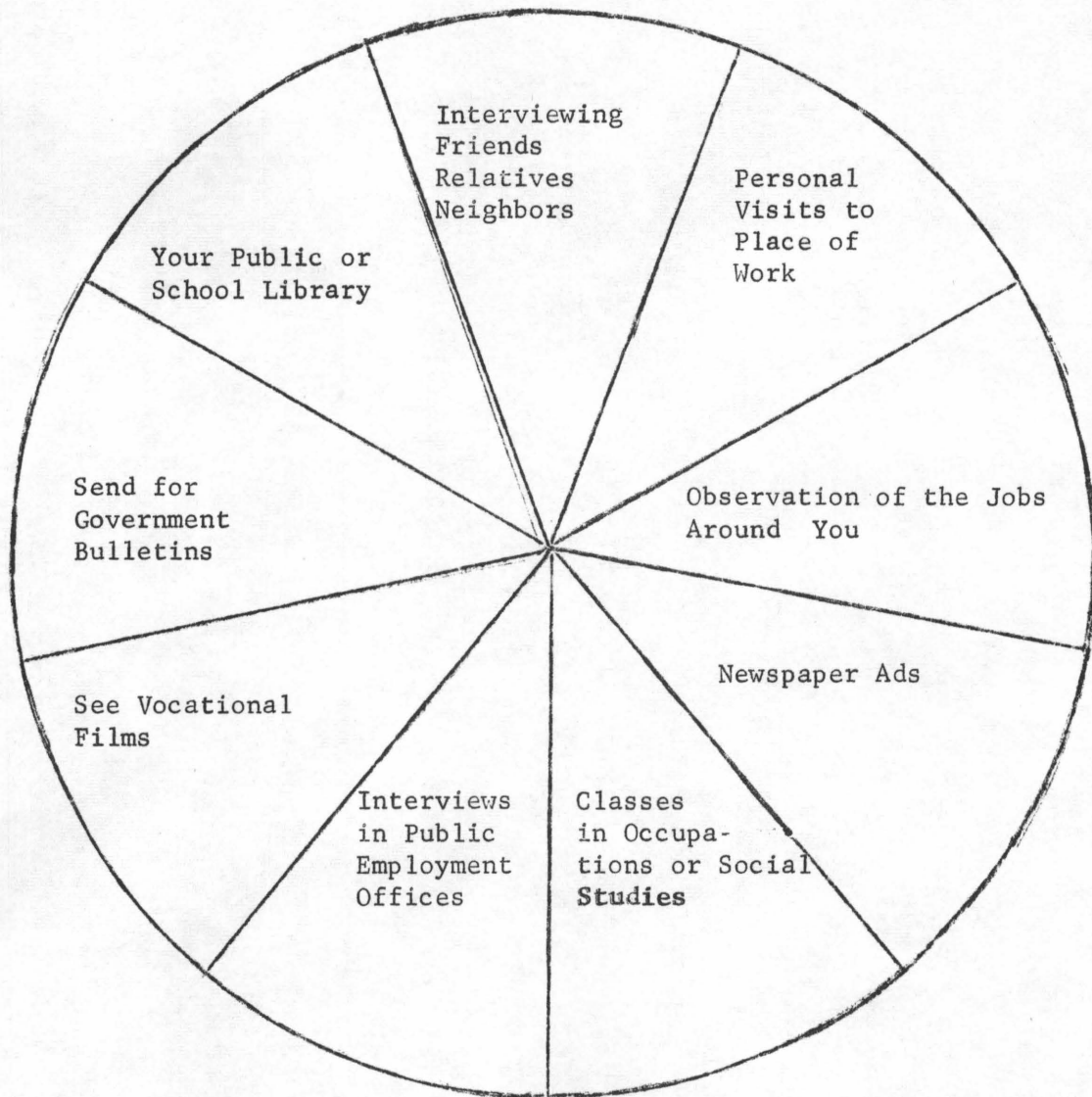
CAREER EXPLORATION

Exploring Job Demands and Outlook



CAREER EXPLORATION

Sources of Information About Occupations



Health-Temperament

While closely tied in with personality, health and temperament are also essentials to consider in career selection. The failure to match health and temperament with a chosen career can result in a shorter life span for you, or an equally shorter working span in some particular career.

Achievements and Hobbies

A knowledge of your own achievements and hobbies can supply you with clues to your real interests. Therefore, before any real career searching is started, be sure to understand how these fit into your total self and how they can be best fitted to a particular career.

Family Desires

Many people are unhappy in their careers simply because they failed to get the full support of their family for their particular career choice. While your family cannot tell you what career to follow, it is always best to try to get their approval and help.

Formulation of Life's Goals

There is more to life than just a career. However, what you make of your life is largely determined by the particular career you have chosen. In selecting a career, be sure that it fits in with the other goals of life you hope to reach.

Career Interest Fields

With a deep understanding of all the past phases, you are now ready to match your total self with the many career interest fields. This is to say, with people interests, business interests, science interests and the like, the knowledge you will gain from your workbook experiences and counselling should indicate to you which interest fields appeal most to you.

Weighing Alternatives

Now comes the time to choose the specific interest field you want to follow throughout your working life. If, for example, people appeal more to you than machines, your choice should be in some career which allows you to work with people. This choice is not easy to make but it is necessary.

Formulation of Vocational Goals

With the choice of your career interest area all settled, the problem now is to decide on what you hope to achieve in the working world. Your choice here may require more training, travel, a change in location, or other important decisions. Life goals have already been thought over and now comes the time to settle on vocational goals. How high you go in the working world depends largely on the height of your vocational goals.

Necessary Basic Education

The height of one's vocational goals may at times determine the amount of education and training needed. To determine the amount of training necessary depends on the knowledge of the many careers available in your chosen field. Some careers which meet all your requirements and interest needs may require little training, while others will require a great deal more. At this point in your career searching, your answer should be determined largely by your vocational goals.

Occupational Decision

Now comes the important time in your life to decide on the specific career you want to follow. If your interests are with people, and if you have set as one of your vocational goals to be of some useful service to others, and if this decision has forced you to attend college, you might decide to be a teacher. At this point, you must also decide whether to teach in the grade school, high school, or on the college level.

Special Training

There are times when a definite career decision requires some advanced special training. An insurance salesman, for example, is generally sent to a company school for a period of time to learn of the company, its policies, and the techniques for salesmanship. While some companies offer this to their new employees, other career decisions of a professional nature might require you to get special training on your own, and sometimes even before you go to work. Some of the trades, on the other hand, require a person to serve as an apprentice for a period of years before becoming a fully accepted member in the trade. All these come under the heading of special training for a particular career choice.

Occupational Adjustments

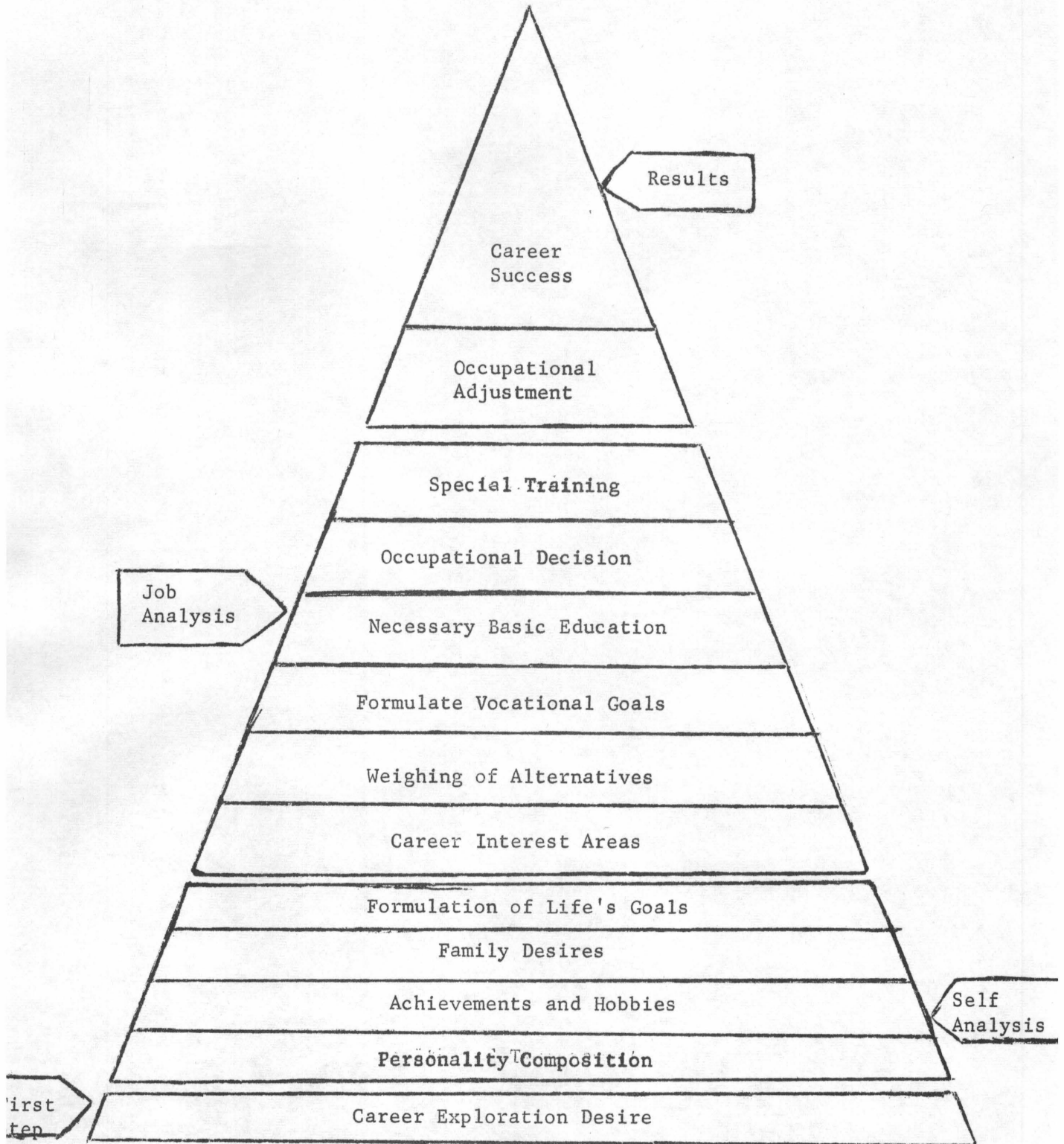
While it takes time to get used to and acquainted with the working world, your career exploration program has given you the opportunity to take much of the guess work out of choosing the right career. Any adjustments you might have to make should be minor ones and should not greatly affect your specific career choice at all.

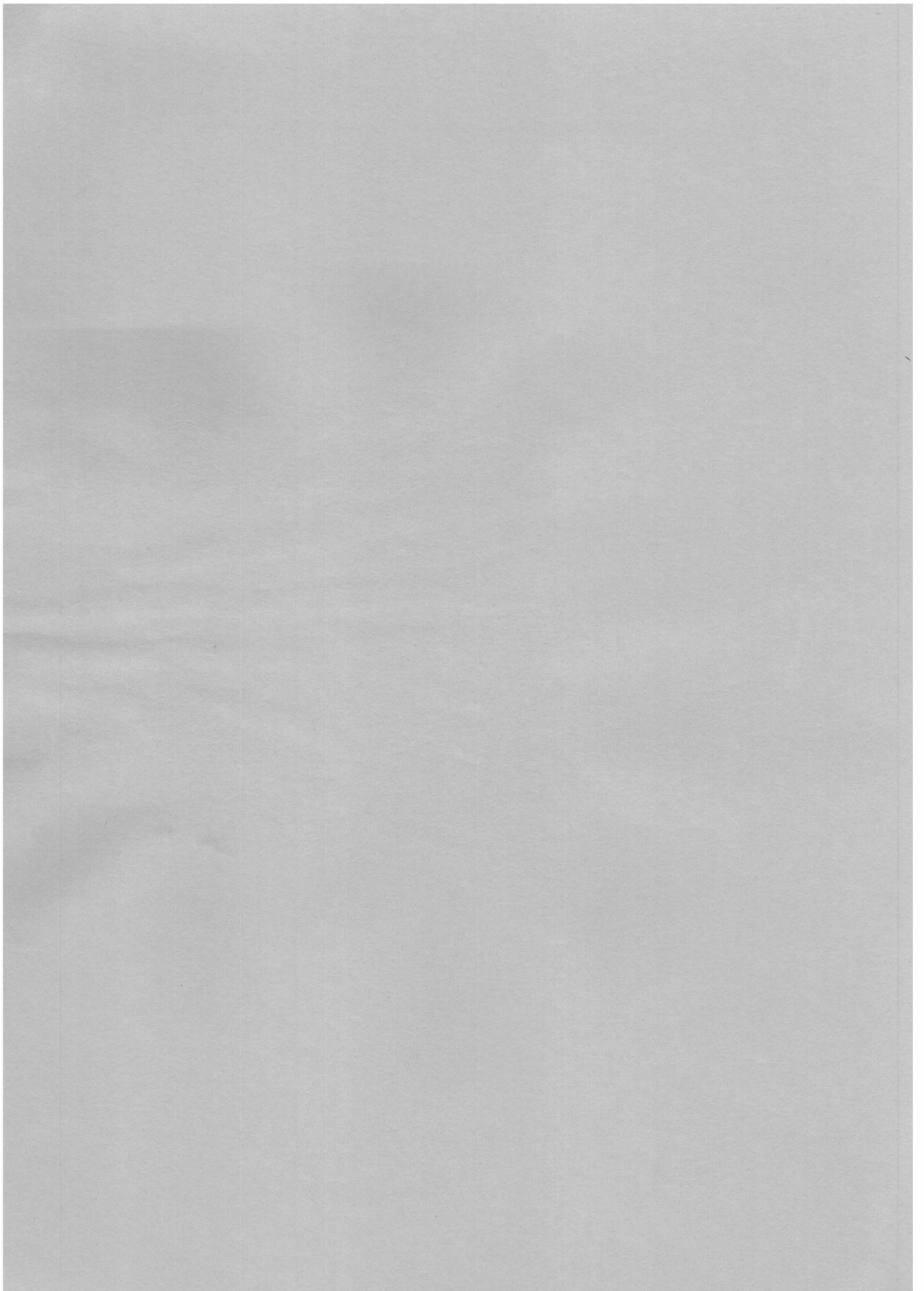
Career Success

There are many ways to define a "career" successful person. However, for an all inclusive definition of career success, only few could possibly top the statement made by R. G. Collingwood, who said, "There is no truer and more abiding happiness than the knowledge that one is free to go on doing, day by day, the best work one can do, in the kind one likes best, - perfect freedom is reserved for the man who lives by his own work and in that work does what he wants to do." ---Career exploration taken seriously can help you find success and contentment in any job you may choose.

CAREER EXPLORATION

Steps in Building Towards A Successful Career







Virginia Polytechnic Institute and the United States Department of Agriculture Cooperating:
EXTENSION SERVICE, L. B. Dietrick, Director, Blacksburg, Virginia
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