Your Assignment, Part I

For this assignment, click the Occupations Table link that appears below the link for this worksheet. View the table and answer the following questions below. This table presents statistical data and projections of job openings over a ten year period from 2012 – 2022.

1. View the list of occupations that have the largest projected number of job openings according to regional growth and replacement needs. Analyze and briefly summarize which occupations seemingly have the most projected growth, focusing on those that are business related. (10 points)

2. What trends do you notice with the projected growth list? Take note of the median salary and the educational requirements in that field. (10 points)

3. Identify three jobs that have the highest percentage of expected growth in the next few years. Are any of these jobs within your area of interest and do they align with your educational goals? Discuss why or why not and how you might adjust your goals to better match the expected growth predictions. (10 points)
4. Consider the projected growth of the business occupations. Discuss how these occupations are relevant today and also discuss how relevant they are projected to be in the coming decade. (10 points)

Your Assignment, Part II

For this part of the assignment, open the link for the Occupational Outlook Handbook here: https://www.bls.gov/ooh/ On the Home Page you should view the left hand side and select occupations in the "Business and Financial Occupations" category. Answer the questions below.

Once you have migrated to the Business and Financial Occupations page, you will notice a list on the left hand side of various occupations. You will also see other categories such as job descriptions, educational requirements, and median (or average) pay.

1. Select a job title then click on the links to learn what that position does as well as the work environment. Briefly describe the roles and responsibilities for the position and what type of environment you would likely work in. Discuss whether this environment is aligned with a type of environment you could see yourself working in and why. (10 points)

2. Next, click on the tab for education requirements. What requirements does this position require? If the occupation requires only a high school diploma, are there any skills that might be helpful to have in preparation for that position? If a degree is required, which type of degree is recommended and are there any additional certifications that are typically required? (5 points)
3. How do these education requirements align with your own personal goals? Consider and discuss what steps you might have to take to prepare for such a career. (10 points)

Your Assignment, Part III

Now that you have had some practice examining various business positions, let's investigate and analyze some other career path options. For this assignment you will be asked to research and explore job opportunities via the Internet, answering various questions about specific jobs.

When you are conducting your investigation, it is important that you choose business positions that closely match your own educational and career goals.

1. Use the Internet and conduct a job search using career websites. Here are two sites you can use: http://www.careerbliss.com/ and http://www.glassdoor.com/index.htm. Each of these websites offers employment information in various fields. Once you have chosen one of the websites, take some time to become comfortable with the site's features and navigation tools.

a. Using a career website fill in the type of field you wish to investigate. For example, you might type in business positions like marketing or accounting. In the "location" section, type in the city and/or state you would be job searching in. Then click on "search." This will bring up listings of available job titles and positions that match the information you provided. List several positions in the business field that are offered by various companies and which align with your present career and educational goals. Cite the career website that you use in MLA format. (4 points)
b. For the positions you listed above, what are the educational requirements listed in the job posting? (4 points)

c. Imagine the position you researched states a high school diploma and experience might qualify someone for the position, but also lists a preferred associates or bachelors degree. Having one of those degrees can increase the likelihood of being hired. How would you plan for this or a similar career by focusing on educational goals? (4 points)

d. List a few of the key roles someone in the above position would be responsible for completing? (4 points)

2. How would you evaluate your current skills as they relate to this position? Are you a good candidate for this position even without a degree? (4 points)
3. Most positions on this website also list additional requirements or skills that are valued by that company. These requirements or assets are often non-educational in nature. What skills or requirements does this particular company value? Do you feel you already have any of these skills and if so, which ones? (5 points)

4. Continue to investigate this position — what other information can you identify in the job posting provided by the employer that would be helpful to know or would be helpful in your preparation in this career path? (5 points)

5. Create a list of all the sources you used during your research. Turn in your list of sources to your teacher along with this worksheet. (5 points)