

Worksheet for researching occupations

Copy and use this outline when researching different career areas and occupations. The information gathered will assist you in organising the data needed for informed decision-making.

- **Career Field/Occupation**
- **Nature of the work**
 - Duties
 - Skills
 - Activities
 - Typical work day
- **Working conditions**
 - Work environment
 - Hours
 - Work alone or with others
 - Type of supervision
 - Populations worked with (age, socio-economic level, presenting issues)
 - Psychological aspects of work setting (stress levels, crisis situations, deadlines, multiple tasks, etc.)
- **Qualifications**
 - Education
 - Skills
 - Experience
 - Personal traits
- **Preparation needed for entry into the field**
 - Academic degree/training, length and cost of education, which schools offer this program and where are they located
 - Internships and/or experience
- **Opportunities and future outlook**
 - Occupation workforce size and composition
 - Geographic distribution
 - Large/small firms
 - Security/advancement/related opportunities?
- **Economic benefits**
 - Entry-level/average annual earnings (locally and elsewhere)
 - Related benefits (insurance, vacation, sick leave, education)
- **Non-economic benefits**
 - Personal satisfaction factors
 - Associated lifestyle
 - Psychological rewards
- **Disadvantages and/or special situations**
 - Irregular work hours
 - Seasonal work
 - Overtime or night work
 - Travel
 - Hazards
 - Other