

Career Exploration Guide

- ☐ Completed career exploration guide - *(Download to computer and save data frequently)*
- ☐ 10 job ads printed and numbered to correspond with skills matrix
- ☐ Print out the salary bell curve for your job title from Salary.com
- ☐ 3 informational interviews
- ☐ Current/updated resumé



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Career Exploration Guide

Name: _____ Date: _____

This guide is a tool to help you explore and collect relevant information so that you can determine the feasibility of your career choice, your training needs, and your future income. Take the time to thoughtfully and thoroughly answer these questions. **Remember, this is your future.**

Focus

1. What is the title of the occupation you are investigating? _____
 - a. What are the related titles for this position? _____
 - b. Is this a skill upgrade or a career change? _____

Information about the position

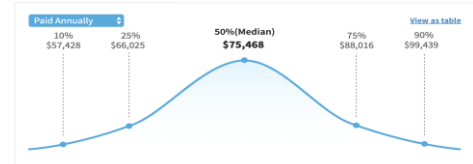
2. What does a typical workday look like? *(if needed go to Onetonline.org, perplexity.ai, etc.)*
 - a. Do you have any experience that could transfer into this position?
 - b. If you are making a career change, why do you want to enter this new field? What excites you about the field and what are some challenges you may face?

Salary Information -Take a screenshot of the salary bell curve for this job title from Salary.com

3. What is the minimum hourly wage you need to meet your normal living expenses? _____

a. How many years of work experience do you have in the field you are researching? _____

b. What is the pay for this job at your level?



- Range: \$ _____ to _____ per hour
- Annual salary: \$ _____ (hourly wage x 2,080 hours)

Local Labor Market

What skills, education, and experience do I need to be marketable?

- **Collect 10 detailed job postings** for the same job title/function (use more job postings for a more detailed matrix); **list them** on the *Skills Matrix: Job Descriptions* page (p.3).
- **Complete the Skills Matrix** (p.4):
 - Determine whether you possess the experience and education required for each position.
 - List all skills mentioned in the postings and identify which postings require which skills;
- **Attach the job postings** to this Career Exploration Guide.

Job Postings Addendum: Copy and paste 10 *full* job ads here. An alternative is to attach the 10 job postings with the CEG to the email you send to the Training Advisor.

Job #1 Job Title/Company:

Job #2 Job Title/Company:

Job #3 Job Title/Company:

Job #4 Job Title/Company:

Job #5 Job Title/Company:

Job #6 Job Title/Company:

Job #7 Job Title/Company:

Job #8 Job Title/Company:

Job #9 Job Title/Company:

Job #10 Job Title/Company:

Skills Matrix

Is it realistic for me to think that I can become employed in the job I am researching in my targeted location? Use **10 related job ads** to determine the skills, education, and experience required to apply for these positions. Include both technical and soft skills. *Before completing the skills matrix, are the 10 detailed job postings for the same job title/function, the same level of your experience and education?*

Current Skills + Training = Preparation to effectively compete for these jobs

[illegible]

Informational Meetings [Future Contacts]

We ask that you speak to **three (3) people** who are knowledgeable about the current labor market and the position for which you are seeking training (hiring managers, recruiters, someone doing the job). **Use the attached worksheets** to record the following information for each interview.

- **Name of person interviewed**
- **Current position & company**

Ask your contacts the following questions:

- What are your current job responsibilities/tasks?
- What skills, certifications, and education are required for this job today?
- Inform your contact of your current background and ask,
“With my background, what challenges will I face in finding a job in this field?”
- What do you recommend I do to help me get a job in this field?

You may ask and include information from the additional questions at the end of the workbook.

Attach your resumé to this Career Exploration Guide.

- If you have skills and experience related to the training that you are requesting, include it on your attached resumé.
- If you are entering a new field (career change), include your existing resumé — you do not need to customize the resumé for the field in which you want training.

Informational Meeting 1

Contact information:

Full Name _____ **Company** _____

Job Title _____

1. What are your current job responsibilities/tasks?
2. What skills, certificates, and education are required for this job today?
3. Inform your contact of your current background and ask, "With my background, what challenges will I face in finding a job in this field?"
4. What do you recommend I do to help me get a job in this field?
5. Anything else that you think that I should know about this field or needed training?
(Optional)

Informational Meeting 2

Contact information:

Full Name _____ **Company** _____

Job Title _____

1. What are your current job responsibilities/tasks?
2. What skills, certificates, and education are required for this job today?
3. Inform your contact of your current background and ask, "With my background, what challenges will I face in finding a job in this field?"
4. What do you recommend I do to help me get a job in this field?
5. Anything else that you think that I should know about this field or needed training?
(Optional)

Informational Meeting 3

Contact information:

Full Name _____ **Company** _____

Job Title _____

1. What are your current job responsibilities/tasks?
2. What skills, certificates, and education are required for this job today?
3. Inform your contact of your current background and ask, "With my background, what challenges will I face in finding a job in this field?"
4. What do you recommend I do to help me get a job in this field?
5. Anything else that you think that I should know about this field or needed training?
(Optional)

Your time and resources

6. What obstacles could interfere with your training or job search?

- | | | |
|--|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Caring for children/elders | <input type="checkbox"/> Family responsibilities |
| <input type="checkbox"/> Part-time job | <input type="checkbox"/> Volunteer work | <input type="checkbox"/> Outside Activities |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Health conditions | <input type="checkbox"/> Other _____ |

How will you manage these potential obstacles?

a. Do you have access to the technology required for online or distance learning? ☐ Yes ☐ No

b. How will you financially support yourself while in training and/or job search?

- ☐ Family/Spouse ☐ Part-time job ☐ Severance
- ☐ UI Benefits: If "UI," when did benefits begin? _____

Did you declare an interest in training prior to week 16 of your claim? ☐ Yes ☐ No

☐ Other _____

c. **Based on your financial situation**, how many months can you commit yourself to training and/or job search? (Note: Training could take 3–12 months in addition to job search, which could take 3+ months.)

Next Steps:

1. **Complete the Career Exploration Guide (CEG).** This includes:

- ☐ Fill in Pages 1 - 9
- ☐ 10 full job ads copied & pasted into the document to correspond with the Skills Matrix.
- ☐ Insert a screenshot of the salary bell curve from salary.com
- ☐ 3 informational interviews
- ☐ Current/updated resumé

2. **Make an appointment (Zoom or In-Person) with a Training Advisor on [NOVAworks' website](#).**