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Career Exploration Workbook



Instructions for use

- *The following document is an electronic form for you to add your answers to.*
- *Simply read through the text and where prompted place your cursor on the areas to fill in and add your text.*
- *Begin by saving this document to a location on your computer, add your name to the file path where indicated so that you can come back to it at anytime or share with others.*

Understanding your GuideU report: Interest's, skills, values summary.

In a typical work week, you will spend on average 44% of your waking hours at work. So you need to enjoy what you do and it needs to be connected to what you do well, if you want to experience success and fulfilment.

If you are completing this workbook, you have already undertaken the GuideU online career assessment and have received your comprehensive report via email.

Let's consider your report and the ideas it has raised. The report has provided you with a summary of your responses compared to a large group of people with a similar background and experience. Any comparisons made are not 'good' or 'bad', they are just a reference point for us to explore your options.

1. **Read through the summary of your interests, skills and values? Do you feel like this is an accurate description of you?**

This report finishes by providing you a list of recommended jobs. For your consideration, these jobs have been organised based on the level of study you require to undertake the job. This is helpful, because you can choose to pursue careers based on your current level of study, or what you would like to study in the future.

The report will provide job recommendations within the following zones:

JOB ZONE 1	Typically require a secondary school (high school) certificate.
JOB ZONE 2	Typically require secondary school (or high school) certificate, TAFE qualifications or a bachelor's degree.
JOB ZONE 3	Typically require related on-the-job experience, TAFE qualifications or a bachelor's degree.
JOB ZONE 4	Typically require a two-four year bachelor's degree.
JOB ZONE 5	Typically require either a bachelor's or a post-graduate degree.

We are now going to guide you to explore these options, so that you can obtain clarity about what career path you wish to pursue.

Your list of suggested occupations

- 1.** Read through the suggested occupations given to you in the report.
- 2.** Write below the top 8 that appeal to you or sound interesting to you.

You can also write any other job titles you may have already been considering that did not appear in the report.

The top 8 jobs that interest me are:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

Now it's time to narrow these down. Why?

- Because if you really understand the role you are moving towards, you develop interest and will be more motivated to pursue it.
- Alternatively, you will discover it's not for you and won't waste time pursuing a role that in the end isn't suitable.
- It also means that it won't hover out there as an option and therefore becomes a road block to what you should be targeting.
- It prepares you and motivates you.

Research these job roles

To narrow this list down it's helpful to engage in a process of research and then elimination. Spend time researching the job roles you are considering. To do this follow the steps below.

- The table will guide your research. You will find the answers to all of these fields about various jobs at -
<http://joboutlook.gov.au/keyword.aspx>
- This is an Australian based website that allows you to search on specific job roles and find a wealth of information that will help you in your consideration of roles for your future.



Steps to research

1. Visit <http://joboutlook.gov.au/keyword.aspx> and type one of your suggested job roles in the search tab.
2. This will take you to a list of occupations. Click on the one most relevant to you.

- This will take you to a profile of that occupation with various tabs you can explore to unlock more information. Key tabs to explore include; overview, prospects, and skills.

Primary School Teachers

OVERVIEW

PROSPECTS

STATISTICS

SKILLS

VACANCIES

TRAINING

REPORTS & LINKS

Overview

- Using the information gathered, fill in the below table to allow you to compare across the various roles.
- After completing the table, consider each factor about your selected job titles.
- Compare the jobs and then add a number in the first column, putting the jobs in order from one to eight from your least favourite to your most favourite.
- This list will become the list of jobs you start targeting. We will show you how to do this in the next module; Job Search Process: Your Vehicle.

Ranking	Job Title	Are Job Prospects high for this role? Y/N	Average Weekly earning (ff/t before tax)	What skills, qualifications, experience or attributes do you require for this role?	Are the requirements of this role compatible with what I offer?	Am I qualified? Y/N If no, what course/s do I need to undertake: <i>Name of course / Duration / Expected cost</i>	Does the requirements of this role fit in with what I value in employment	On a scale of 1-10 (1: not at all, 10: perfect fit) how closely does the job requirements of this role match what you offer?
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“The No.1 mistake job seekers make is not being able to articulate what kind of job they want”

Fortune Magazine, 2014

- You are now one of the clever job seekers who will not make that number 1 mistake. ***You know what job you want.***
- Print this page out and write your ***top 5 jobs*** in the blank space. Place it in your home where you will see it every day.

This is your job destination.

1

2

3

4

5
