

# Learning for Earning

Your Route to Success

Sixth Edition



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*PowerPoint Presentations for*

# Learning for Earning

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**CHAPTER**

**4**

**Learning About  
Careers**



# Chapter Objectives

After studying this chapter, you will be able to

- list factors to consider when choosing a career.
- describe sources for obtaining career information.



# Key Terms

- traits
- education
- training
- skills
- entry level jobs
- advanced training
- internship
- promotion
- fringe benefits
- cost of living
- job shadowing
- cooperative education



# Basic Job Factors

- When choosing a career, you'll consider
  - job duties and responsibilities
  - job prospects
  - education, training, and skills
  - salary and fringe benefits
  - advancement opportunities
  - work location and environment



# Job Duties and Responsibilities

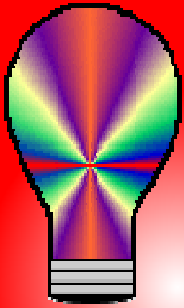
- Jobs, duties, and responsibilities are sometimes described by worker traits.
- ***Traits*** – Noteworthy characteristics.
- Examples of traits:
  - ability to plan and organize
  - memory for details
  - desire to help people
  - ability to persuade

# Job Duties and Responsibilities

- With some jobs, the duties and responsibilities are described by the tasks that must be done.
  - Example: A truck driver drives trucks.







# Think About It



- New or service-oriented jobs are usually described in terms of the traits required, such as “memory for details.”

❖ *Why do you think this is?*





# Job Prospects

- Once you identify the career you prefer, determine the chances of finding a job in that field.
- The U.S. Department of Labor and your state labor department identify the occupations in demand.
  - Example: U.S. factory work is declining, so this field offers low job prospects.

# Education, Training, and Skills

- To prepare for a career, you will need the following:
- ***Education*** – Gaining knowledge to live and work in today's society.
- ***Training*** – Applying knowledge through practice.
- ***Skills*** – Abilities that result from education and training.

# Entry-Level Jobs



- ***Entry level job*** – A job that requires no previous training.
- The jobs are simple and usually low-paying.

# Jobs Requiring Advanced Training

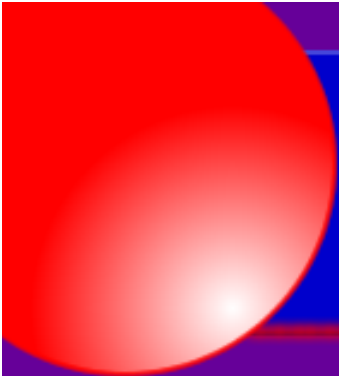


- ***Advanced training*** – Special skills and training required for a specific job.
- The training is usually obtained through a career or technical program.

# Jobs Requiring a College Degree



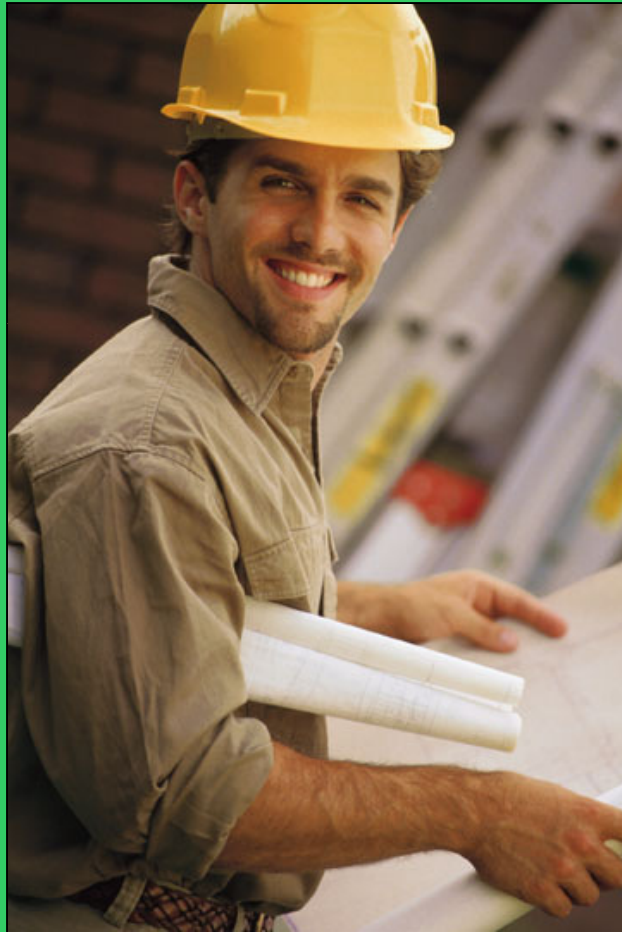
- A *college degree* is the completion of a program of college or university study lasting two, four, or more years.
- Usually a four-year degree is required.



# Other Educational Requirements

- A license or certification may be required.
- Government bodies issue licenses, and professional organizations issue certifications.
- Obtaining these will require passing a test and/or demonstrating the required skills and knowledge.

# Other Educational Requirements



- ***Internship*** – An occupational training program during which a person works at a job, learning from a more experienced person.
  - It can be unpaid, lasting for several weeks, months, or for a year.





# Salary and Fringe Benefits

- The job's specifications and the worker's experience determine starting pay.
- Usually a worker receives a raise for good performance after an annual review.
- ***Promotion*** – A move up to a higher position that has increased job responsibilities and requires increased skill and knowledge.



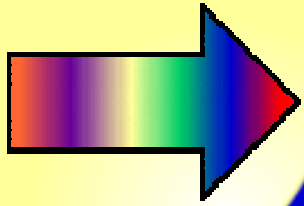
# Salary and Fringe Benefits

- There are two basic types of job pay.
- A wage is an hourly payment of a fixed amount, such as \$9, for up to 40 hours.
  - The overtime wage is usually 50% more.
- A salary is a fixed annual amount, such as \$18,720.
  - A 40-hour week is normal, but extra work may be required.

# Salary and Fringe Benefits

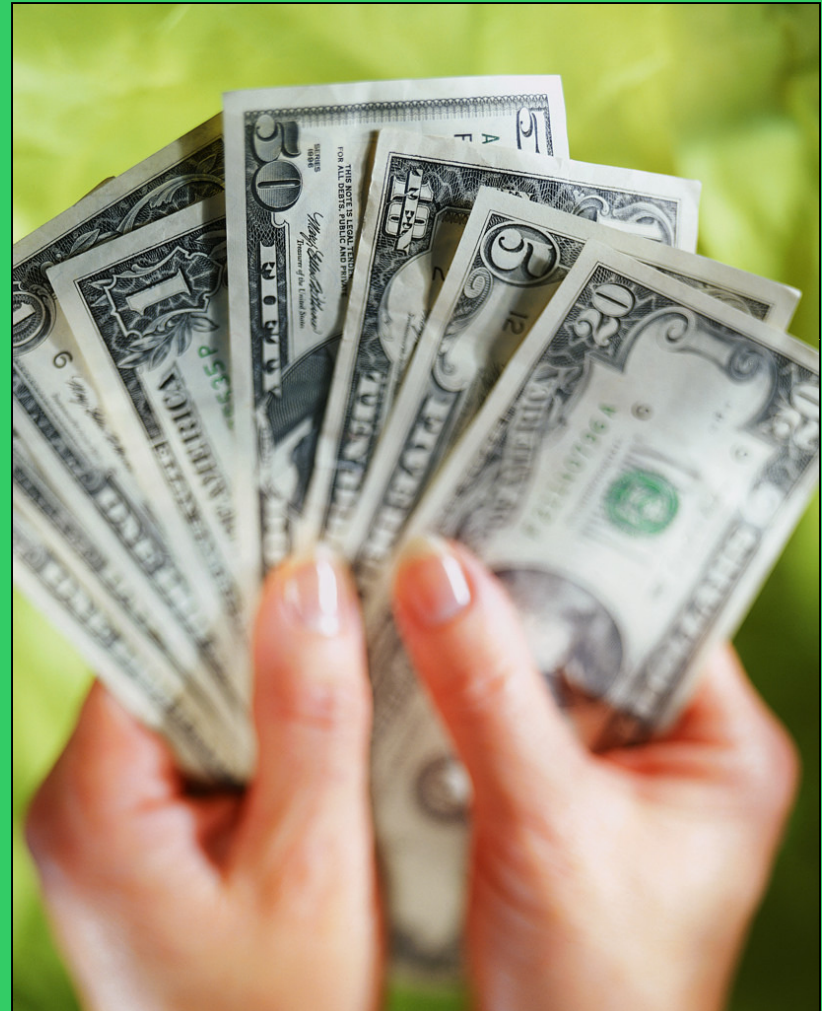


- ***Fringe benefits*** – Extra rewards given to workers in addition to salary or wages, such as insurance coverage and paid vacation time.



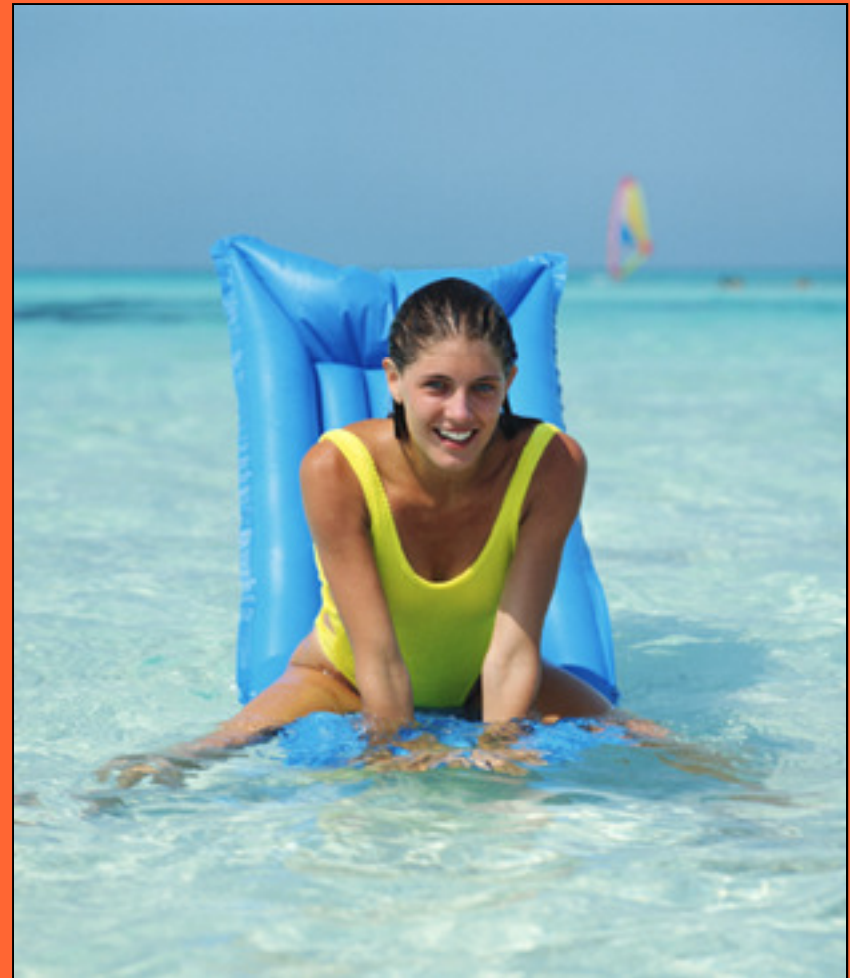
# In Your Opinion

- ❖ *Do most job seekers focus too much on job pay and not enough on fringe benefits?*



# Salary and Fringe Benefits

- An incomplete list of possible fringe benefits includes
  - paid vacation time
  - paid sick time
  - health insurance
  - life insurance
  - pension plan





# Advancement Opportunities

- Advancement should be an important goal because few people start working at the top pay scale.
- Advancing or “moving up” in the company brings more responsibility and higher pay.



# Advancement Opportunities

- Do opportunities exist within the company, or are they limited?
- Does the company fill openings by promotions or by hiring outsiders?
- Is there opportunity to advance outside the company due to rapid growth in the field?



# Work Location and Environment

- The cost of living varies from place to place.
- ***Cost of living*** – The amount of money needed for rent, food, travel, and other everyday expenses.
- ❖ *Find out which 10 U.S. cities have the highest costs of living.*

# Work Location and Environment

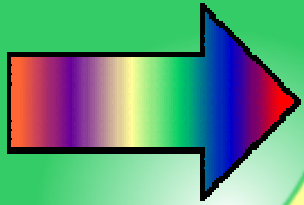
- In choosing a career, think about
  - conditions of the work setting
  - the distance you must travel to get to work
  - cost of travel in time and money





## Did You Know?

- ❖ *Cost-of-living calculators are available on the Internet through banking and career-counseling sites.*
- ❖ *They show how much money you must make in another city to maintain your current standard of living.*



# In Your Opinion



- ❖ *Sometimes a great job exists in a disappointing work site. Assuming the site is neat and clean, name some conditions in which you could not work.*

# Obtaining Career Information



- You can find career information by checking
  - Department of Labor resources
  - school guidance and career counselors
  - the Internet



# Department of Labor References

- These are the first and best references to check:
  - *Occupational Outlook Handbook*, available in hard copy and at <http://www.bls.gov/oco>
  - *Guide for Occupational Exploration*, in hard copy only
  - Occupational Information Network, called the O\*NET, found at <http://online.onetcenter.org/>



# School Counselors

- These professionals can tell you exactly where to find information on
  - specific careers and their requirements
  - schools offering the necessary programs
  - facts on government service and recruiting
  - local opportunities to observe jobs in your career field



# The Internet and Your Career



- Searching *careers* opens a vast number of Internet sites.
- Also check specific companies and professional groups for job openings.



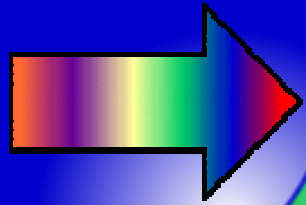
# Additional Ways to Investigate Careers

- Research
- Interviewing workers
- Job shadowing
- Community/service learning
- Part-time jobs
- Career events and job fairs



# Research

- Key places to conduct research include
  - school and public libraries
  - trade unions
  - professional associations
  - public employment services
- Public employment service centers exist to help people find employment.
  - They are listed under *Job Service* in the state government section of the phone directory.



# In Your Opinion

- ❖ *Do you think most people like to talk about their jobs?*
- ❖ *Do job seekers pay more attention to workers who like their jobs or who dislike them?*

# Interviewing Workers

- Talking with people working in your interest area can provide practical advice not found anywhere else.



# Job Shadowing

- ***Job shadowing*** – Accompanying a person to his or her job to learn about that person's job.
- You can experience firsthand the normal duties of the job.

# Community/Service Learning

- You can learn about jobs by volunteering locally to provide helpful services to others.
- ❖ *Can you think of examples?*





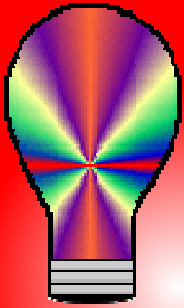
# Part-Time Jobs

- A part-time job provides work experience and an opportunity to see other jobs in action.
- ***Cooperative education*** – A program between schools and places of employment that allows students to receive on-the-job training through part-time work.
- ❖ *What part-time jobs are available to you?*



# Career Events and Job Fairs

- You can learn about jobs through
  - career days held at school or at the mall
  - tours of career sites and training centers
  - career workshops
- Most speakers answer audience questions and provide helpful materials.



# Think About It

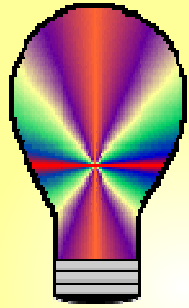


- ❖ *Explain the basic job factors.*
- ❖ *Identify ways to obtain career information and investigate careers.*



# Chapter 4: In the Know

- Choosing a career requires knowing its
  - duties
  - future prospects
  - education and skill requirements
  - salary levels
  - advancement opportunities
  - work locations and environment
- Research, school counselors, talks with workers, work experience, and career events can help you choose a career.



## Chapter 4: Think More About It

- ❖ *What school opportunities exist for you to pursue the following?*
  - ❖ *learning about careers*
  - ❖ *gaining actual work experience*
  - ❖ *talking with workers about their jobs*