

Occupation Sort Worksheet

Occupation Sort helps you identify occupations that match what is important to you. It doesn't tell you what you should be, but matches what you say is important with the factors of occupations. Using Occupation Sort is kind of like asking a real estate agent to help you find a house. You might start by providing them with a list of desired features. Your list might include such things as: two stories, a corner lot, three bedrooms, two bathrooms, a laundry room, a family room, a dining room, a fireplace, landscaped yard, and a two-car garage with a workshop area. You ask him or her to bring you a short list of houses that are compatible with your preferences. The agent returns with the following information:

I found the following houses that match the features you are looking for:

- 100 two-story houses;
 - 25 are on corner lots;
 - 75 have three bedrooms or more;
 - 65 have two or more bathrooms;
 - 35 have laundry rooms;
 - 35 have both family and dining rooms;
 - 16 have fireplaces;
 - 30 have two-car garages;
 - 10 have workshop areas, and
- All 100 have yards with various degrees of landscaping.



The agent asks, “Can you be more specific about which preferences have priority?”

The real estate agent can only select houses based on the preferences and priorities of the buyer. Because the ideal house (with all the desirable features) rarely exists when price is also considered, one needs to prioritize the factors by importance – which factors are more important (e.g., 3+ bedrooms, both family and dining rooms) and which are less (e.g., fireplace and 2 car garages). By clearly stating what is needed and wanted, the buyer enables the agent to better search for possibilities; however, by being too specific the buyer may eliminate a wonderful house because of a single factor that does not match. Somewhere in the middle are some great houses to consider.

Occupation Sort works in much the same way. It matches the list of features (factors) you want in an occupation with the factors of occupations and creates a list of occupations that match your preferences. Prioritizing the features by their importance to you produces the best list of occupations. During the process you may decide to revise your preferences and make some compromises along the way. Like buying a house, you aren't finished when you have a short list. The short list simply helps you focus your research efforts. Once a list of houses is narrowed down, the buyer needs to get a description of the properties, see photographs, do research about the community, and visit the houses before making a decision. No one can do that except the prospective buyer. Researching occupations and then deciding which occupation to pursue is much the same.

Occupation Sort Checklist

In Occupation Sort there are 28 factors often considered in selecting occupations. These are not the only factors you will want to consider, but they represent factors important to many people and for which a computerized sorting tool can be useful. The following pages include descriptions for each factor. Follow steps 1 and 2 below to get the most out of this tool.

Instructions	Include	Order	Occupation Sort Factors
<p>1. As you read the descriptions on the following pages, put a check in the "Include" column next to the factors you want to use in Occupation Sort. Choose at least 10 but not more than 15. As you review the list, think about past jobs or experiences as well as future jobs to decide what factors you would like to use in your search for occupations. When you start your search on the computer, you will be asked to report your preferences in those activities that you selected as important. Please mark as important also factors that refer to work activities you want to avoid.</p>	<input type="checkbox"/>	_____	Advise
<p>2. The next step is to rank the factors you checked in step 1 in priority order. Your number one priority should be the factor most important to you. On your checklist write the priority number in the "Order" column. Write 1 by the most important factor, 2 by the second most importance and so on. You will use this information when you start Occupation Sort on the computer.</p>	<input type="checkbox"/>	_____	Artistic
	<input type="checkbox"/>	_____	Assist and care for others
	<input type="checkbox"/>	_____	Attention to detail
	<input type="checkbox"/>	_____	Communicate
	<input type="checkbox"/>	_____	Design equipment or systems
	<input type="checkbox"/>	_____	Education and training
	<input type="checkbox"/>	_____	Enterprising
	<input type="checkbox"/>	_____	Flexible hours
	<input type="checkbox"/>	_____	Independence
	<input type="checkbox"/>	_____	Indoors or outdoors
	<input type="checkbox"/>	_____	Influence others
	<input type="checkbox"/>	_____	Job prospects
	<input type="checkbox"/>	_____	Math and science
	<input type="checkbox"/>	_____	Organize
	<input type="checkbox"/>	_____	Physical activity
	<input type="checkbox"/>	_____	Plants or animals
	<input type="checkbox"/>	_____	Problem solving
	<input type="checkbox"/>	_____	Responsibility for others
	<input type="checkbox"/>	_____	Shift work
	<input type="checkbox"/>	_____	Supervise
	<input type="checkbox"/>	_____	Teach
	<input type="checkbox"/>	_____	Travel
	<input type="checkbox"/>	_____	Urban or rural
	<input type="checkbox"/>	_____	Variety
	<input type="checkbox"/>	_____	Wages
	<input type="checkbox"/>	_____	Work with hands
	<input type="checkbox"/>	_____	Work with the public

Occupation Sort Descriptions

The following pages describe the 28 factors available in Occupation Sort for selecting occupations. These are not the only factors you will want to consider, but they represent factors important to many people and for which a computerized sorting tool can be useful.

Advise

In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.

Examples of occupations in which workers advise others:

A great deal

Farm and Home Management Advisors
Lawyers

Hardly ever

Bakers
Aircraft Mechanics

Artistic

In some jobs, workers express themselves through music, dance, words, or visual arts. In other jobs, workers design or create visually interesting, yet functional objects.

Examples of occupations in which workers express themselves artistically:

A great deal

Architects
Fine Artists

Hardly ever

Property and Real Estate Managers
Vehicle Painters

Assist and care for others

In some jobs, workers provide personal assistance, medical attention, emotional support, or other personal care to others. They work with patients, customers, or coworkers.

Examples of occupations in which workers assist and care for others:

A great deal

Physicians
Psychiatric Technicians

Hardly ever

Biologists
Engineering Technicians

Attention to detail

Some jobs require workers to pay close attention to details and make sure they complete all tasks.

Examples of occupations in which workers pay attention to detail:

A great deal

Landscape Architects
Proofreaders

Hardly ever

Trash Collectors
Demonstrators and Promoters

Communicate

Some jobs require workers to speak or write clearly to communicate with others.

Examples of occupations in which workers speak or write:	
A great deal	Hardly ever
Public Relations Specialists	Merchandise Displayers
News Reporters	Prepress Workers

Design equipment or systems

In some jobs, workers design equipment or products (e.g., factory machines, airplanes). In other jobs, workers design systems or processes to solve problems (e.g., computer networks).

Examples of occupations in which workers design equipment or systems:	
A great deal	Hardly ever
Computer Systems Analysts	Air Traffic Controllers
Mechanical Engineers	Insurance Adjusters and Examiners

Education and training

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training.

Examples of occupations requiring the following length of education and training:		
5 or more years	2 to 3 years	A few hours to 3 months
Physical Therapists	Physical Therapy Assistants	Home Health Aides
Lawyers	Paralegals	File Clerks

The categories in the education and training factor cover many levels of preparation. The list below shows common ways to achieve each level.

5 or more years

- 5 or more years of school (master's, doctoral, or professional degree); or
- 4 years of school (bachelor's degree) plus one year of work experience or on-the-job training; or
- 5 or more years of previous work experience

4 years

- 4 years of school (bachelor's degree); or
- 2 years of school (associate degree) plus two years of work experience or on-the-job training; or
- 3 to 4 years of previous work experience

2 to 3 years

- 2 to 3 years of school (associate degree); or
- 2 to 3 years of on-the-job training; or
- 3 or 4 years of apprenticeship; or
- up to 2 years of previous work experience

4 months to 1 year

- 4 months to 1 year of school
- Previous work experience is helpful but not required

A few hours to 3 months

- A few hours up to three months of on-the-job training
- No previous work experience required

Enterprising

Some jobs give workers chances to start up and carry out new projects, activities, or ideas.

Examples of occupations with the following potential to be enterprising:

A great deal

Construction Managers
Agents and Business Managers

Hardly ever

Construction Helpers
Movie Projectionists

Flexible hours

Some jobs require working 9 a.m. – 5 p.m., Monday through Friday. Others do not have rigid schedules and work time may be flexible.

Examples of occupations in which workers have flexible hours:

A great deal

Writers
Recreation Guides

Hardly ever

Printing Press Operators
Reservation and Ticket Agents

Independence

Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.

Examples of occupations in which workers are independent:

A great deal

Heavy Truck Drivers
Watch Repairers

Hardly ever

Service Station Attendants
Electrician Helpers

Indoors or outdoors

In some jobs, workers spend most of the day outside. In other jobs, workers spend most of the day indoors. Some people work both indoors and outdoors.

Examples of occupations in which work is mostly indoors or outdoors:

Outdoors

Parking Enforcement Officers
Loggers

Indoors

Bailiffs
Woodworking Machine Operators

Influence others

In some jobs, workers try to convince people to change their minds or their behavior. This may include getting people to buy something or interact differently with others.

Examples of occupations in which workers influence others:

A great deal

Real Estate Agents
Travel Agents

Hardly ever

Appraisers and Assessors
Transportation Agents

Job prospects

Occupations need new workers every year to fill new jobs or replace workers who move to other jobs. Some occupations need a lot of new workers; others don't need many at all. The number of job openings may effect how easy it is for you to find a job. Over time the job prospects for an occupation may change. Some occupations may have better prospects ten years from now and some may have worse.

Examples of occupations in which the job prospects are :		
Excellent	Good	Poor
Computer Engineers	Office Machine Repairers	Computer Operators
Medical Assistants	Dietitians	Typists and Word Processors

Math or science

Some jobs require workers to select the correct math formulas or methods to solve problems. Other jobs require workers to use scientific rules and methods to solve problems or create new knowledge. Often an occupation uses similar amounts of math and science. Thus if it is high on one, it will be high on the other. However, a few occupations are high on math or science but not the other.

Examples of occupations in which workers use math or science:	
A great deal	Hardly ever
Astronomers (math and science)	Clergy
Accountants and Auditors (math only)	Interpreters and Translators

Organize

In some jobs, workers schedule events, programs, and activities for groups of people. In other jobs, workers organize data or other types of information.

Examples of occupations in which workers organize:	
A great deal	Hardly ever
Loan Clerks	Models
Meeting and Convention Planners	Maids and Housekeepers

Physical activity

Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.

Examples of occupations in which workers are physically active:	
A great deal	Sitting, rarely moving around
Dancers	Cartoonists and Animators
Fire Fighters	Insurance Underwriters

Plants or animals

In some jobs, workers care for or work with plants or animals.

Examples of occupations in which workers work with plants or animals:	
A great deal	Hardly ever
Animal Scientists	Chemists
Farm and Ranch Workers	Freight Handlers

Problem solving

In some jobs, workers identify problems and review related information. They also develop and apply solutions.

Examples of occupations in which workers solve problems:	
A great deal	Hardly ever
Computer Support Specialists	Data Entry Keyers
Veterinarians	Meat Cutters

Responsibility for others

In some jobs, workers are responsible for products or services created by other workers. In other jobs, workers take care of others who are hurt, in danger, or otherwise in need of protection.

Examples of occupations in which workers are responsible for others:	
A great deal	Hardly ever
Sales Worker Supervisors	Advertising Salespeople
Ambulance Drivers	Dispatchers

Shift work

Some jobs require working nights or evenings. This may be only some of the time or it could be your regular schedule. These jobs may also require working on holidays.

Examples of occupations in which shift work may be part of the job:	
A great deal	Hardly ever
Registered Nurses	Elementary School Teachers
Security Guards	Barbers

Supervise

In some jobs, workers supervise others. This includes guiding, directing, encouraging, and evaluating other people's work. This may include hiring and firing.

Examples of occupations in which workers supervise others:	
A great deal	Hardly ever
Office Managers	Payroll and Timekeeping Clerks
Restaurant Managers	Buspersons

Teach

In some jobs, workers teach others new subjects or how to do things. Teaching may occur in classrooms or work settings.

Examples of occupations in which workers teach others:	
A great deal	Hardly ever
Employee Training Specialists	Employment Interviewers
High School Teachers	School Bus Drivers

Travel

Some jobs require frequent travel away from home for one or more nights per week. Yet other jobs rarely require travel or workers travel during the day but return home at night.

Examples of occupations in which workers travel:	
A great deal	Hardly ever
Flight Attendants	Taxi Drivers and Chauffeurs
Sales Representatives	Retail Salespeople

Urban or rural

Some jobs can be found only in large cities, while others occur only in rural areas. Many jobs can be found everywhere.

Examples of occupations in which are mostly found in:	
Small town-rural areas	Large cities or small cities
Forestry Technicians	Film and Video Editors
Commercial Fishers	Merchandise Displayers

Variety

In some jobs, workers do different tasks almost every day or perform many different tasks during the day.

Examples of occupations in which workers do a variety of tasks:	
A great deal	Hardly ever
Psychologists	Telephone Operators
Business Executives	Tax Preparers

Wages

Some jobs pay workers a lot of money. Other jobs pay modestly, and still others pay little. How much must an occupation pay (for regular, full-time work) before you would consider it? Even though inexperienced workers will probably receive less pay to start, answer as a person who has experience working in the occupation. These are the median rates before deductions.

Examples of occupations with the median monthly wage of:		
At least \$4,500	At least \$2,500	Minimum
Education Administrators	Elementary School Teachers	Child Care Workers
Natural Sciences Managers	Fish and Game Wardens	Nursery Workers

Work with hands

Some jobs require workers to use their hands to manipulate physical objects. This may involve using one's hands to pick up, move or put together objects, use tools, or operate vehicles or machines.

Examples of occupations in which workers work with their hands:	
A great deal	Hardly ever
Structural Metal Workers	Civil Engineers
Auto Body Repairers	Insurance Adjusters and Examiners

Work with the public

In some jobs, workers deal directly with the public, such as greeting or serving customers. In other jobs, working with the public includes performing for audiences.

Examples of occupations in which workers work with the public:	
A great deal	Hardly ever
Optometrists	Lens Grinders and Polishers
Bank Tellers	Automatic Teller Machine Servicers