

GRANTS
aptitudes

RESEARCH PERSONALITY
NEEDS talents values

Working It Out

A Guide to Career Decision Making

HOBBIES profession wants

INTERESTS SKILLS

WORK *ambitions*

DREAMS



Working It Out!

A guide to career decision making.

When you have completed this unit you will be able to see a summary of your interests and job choices and you will have a guideline to complete your research and make decisions.

Name: _____
Class: _____
Date: ____ / ____ / ____

Edited by Jean Rogers

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permission of:*

Mr. Brian Lennon, Guidance Counsellor.

Contents

The A-Z of Career Research.....	4
The Muasic Test of Career Interests	6
Jobs You Like - Ranking Exercise	8
The Decision Making Organiser	10



The A-Z of Career Research

- A) Get a folder.
- B) Divide it into sections E.g.:
 - Accommodation / Jobs & Careers / CAO Applications / Courses / C.V. / Finance / Grants / Interest Test Results / Points PLCs / School Results / Useful Websites etc.
- C) Look at your most recent report.
- D) Make a plan: what marks do you want to have by June?
- E) Make another plan: for a best average and worst leaving cert
- F) List possible careers of interest and print out descriptions of the ones which interest you.
- H) Rank each career out of ten.
- I) Look at the central aspects, entry qualifications etc. in www.careerdirections.ie or view info on www.careersportal.ie
- J) Go to Qualifax to check courses relevant to the career.
- K) Print the main information sheet from Qualifax.
- L) Go to careers www.careersportal.ie and do interest profiler and other tests in the toolbox.
- M) Print out your results.
- N) Tick the areas you agree with.
- O) Search using these areas in:
 - Occupations A-Z, Sectors, Courses.
- P) Print out one occupation and one course.

Q) Return to Qualifax and find related courses, level 7 and level 8.

R) Put them in order of preference on a CAO form.

S) For each one check:

General entry requirements.

Specific entry requirements.

Points.

T) For each one check:

Subjects in first year.

Subjects and options in second year.

Final degree subjects.

U) For each one check:

Semesterisation.

Modularisation.

Co-op placement / Work Experience / year abroad.

V) Check accommodation.

W) Check grant eligibility if relevant on [www.student finance.ie](http://www.studentfinance.ie)

X) Check HEAR and DARE on www.cao.ie

Y) Do the interactive demo and apply and make a copy of your application

Z) Start Plan B!

The Music Test of Career Interests

Read each activity in the list below and decide whether you would actually like to do it or not. Remember it doesn't matter how good you think you are at each activity. Give your answers as a score according to the code shown below. Avoid giving a score of 3 very often. Write the scores in the box to the right of each activity.

- 1 = I really don't like this much
 2 = I don't like this much
 3 = I don't like or dislike it
 4 = I like this a little
 5 = I really like this

Example:

Making model aircraft —

If you like this activity a lot you would write 5 in the box

<ol style="list-style-type: none"> 1. Understanding how things work 2. Lifting & carrying things 3. Work involving planning or patterns 4. Being in charge of a group 5. Writing letters 6. Making things with your hands 7. Being responsible for others 8. Following instructions carefully 9. Dancing acting or entertaining 10. Keeping things in an orderly way 11. Seeing that your ideas are used 12. Working things out in your head 13. Visiting people who are sick 14. Reading good literature 15. Working to help others 16. Getting things done swiftly 17. Studying about your job 18. Taking an active part in a club 19. Designing attractive things 20. Organising people & events 21. Giving up your time for others 22. Woodwork or cooking 	
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- 23. Being patient with others
- 24. Filling in forms and papers
- 25. Showing people around places
- 26. Doing a course in art
- 27. Dealing with people a lot
- 28. Hearing about new inventions
- 29. Working with machinery
- 30. Using colours in clothes or pictures
- 31. Doing science subjects
- 32. Making things beautiful
- 33. Finding ways of making money
- 34. Teaching others how to do things
- 35. Representing your class or group
- 36. Doing outdoor work
- 37. Doing experiments
- 38. Work that keeps you active
- 39. Work that does not change often
- 40. Selling or swapping things
- 41. Working that requires you to be fit
- 42. Doing a course in commerce
- 43. Using natural materials such as clay
- 44. Using tools or other utensils
- 45. Doing indoor work
- 46. Doing calculations
- 47. Using the telephone
- 48. Making a room or garden beautiful

Before continuing, make sure that you have given a response to every item.

Scoring: Add up the totals for each column of boxes remembering to include both pages of the test. Using the boxes to the right to note your total scores

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	U	A	S	I	C

1 = I LIKE this feature
2 = I REALLY LIKE this feature

3 = I NEED this feature
4 = I REALLY NEED this feature

- = I want to SKIP this feature

Preferences

- Outdoor work often
- Variety on the job
- Teamwork important
- Reasonably safe
- Travel daily
- Regular hours
- Independence
- Contact with children
- Detailed accurate work
- Work conditions reasonable
- Uniform usually worn
- Transfer elsewhere maybe

Understanding / Science

- Electronic / Electrical
- Engineering / Technical
- Hygiene, Cleaning
- Science
- ALL UNDERSTANDING CAREERS

It is not necessary to mark all the items. Leaving one blank means that you don't mind whether your career has it or not.

Manual

- Agriculture / Horticulture
- Catering / Hotels
- Clothing
- Construction / Land
- Energy / Minerals
- Food / Drink
- Furniture
- Manufacture / repair
- Marine
- Security / Defence
- Trades
- Transport
- ALL MANUAL CAREERS

Artistic

- Art / Graphics / Sculpture
- Entertainment
- Fashion
- Literary / Publishing
- ALL ARTISTIC CAREERS

Destinations

- Third Level Studies
- PLC
- Job Seeking After School
- Other

Please tick next to what you'd like to do when you've finished secondary school.

Subject Areas You Enjoy

- Communication Subjects (Languages)
- Numeric Subjects (Mathematics, Business Studies)
- Laboratory Subjects (Science, Physics, Chemistry, Biology)
- Practical Subjects (Woodwork, Metalwork, Home Economics)
- Aesthetic Subjects (Art, Music)
- Humanities Subjects (History, Religion, Geography)

Social

- Education / Training
- Law
- Medicine / Health
- Religion
- Service / Social
- Sport / Recreation
- Tourism / Culture
- ALL SOCIAL CAREERS

Clerical

- Administration / Secretarial
- Computers
- Finance
- ALL CLERICAL CAREERS

What Subject Levels Are You Studying?

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1 Pass Level | <input type="checkbox"/> 1 Honour Level |
| <input type="checkbox"/> 2 Pass Level | <input type="checkbox"/> 2 Honour Level |
| <input type="checkbox"/> 3 Pass Level | <input type="checkbox"/> 3 Honour Level |
| <input type="checkbox"/> 4 Pass Level | <input type="checkbox"/> 4 Honour Level |
| <input type="checkbox"/> 5 Pass Level | <input type="checkbox"/> 5 Honour Level |
| <input type="checkbox"/> 6 Pass Level | <input type="checkbox"/> 6 Honour Level |
| | <input type="checkbox"/> 7 Honour Level |
| | <input type="checkbox"/> 8 Honour Level |

For this box, please tick the closest to what you are doing now. For example, if you are studying Pass Level for Irish, English, Maths, Geography and Biology (five pass subjects total) and Honours History (one honours subject) then you would tick next to "5 Pass Level" and also next to "1 Honour Level".

Decision Making Organiser

Self-Understanding

1. I am thinking about: (Check more than one if necessary.)
 - What I am interested in doing after school.
 - How my "needs" relate to what I want to do after school.
 - The type of "personality" I have and which job might best fit the kind of person I am.
 - The kinds of jobs that are available in my community.
 - Other: _____
2. I am collecting information by: (Check more than one if necessary.)
 - Taking an "interest" inventory.
 - Taking a "needs" inventory.
 - Looking over my grade record.
 - Finding what jobs are available in my community.
 - Other: _____

I have selected several occupations to think about. They are:

1. _____

I chose this occupation because:

2. _____

I chose this occupation because:

3. _____

I chose this occupation because:

I am considering the advantages and disadvantages of the following occupations:

1. Occupation: _____
Advantage: _____
Disadvantage: _____

2. Occupation: _____
Advantage: _____
Disadvantage: _____

3. Occupation: _____
Advantage: _____
Disadvantage: _____

I have decided that after school I want to:

- Go to college full time.
- Go to work full time.
- To work and attend school e.g. PLC
- Other: _____

Education After School:

1. I am thinking about attending: (Check one only.)
 - PLC / Training / Apprenticeship.
 - College / Institute of Technology.
 - University.
 - Other: _____

2. I am giving serious thought to the following things that might cause me to decide about going to a particular college or Institute of Technology.
 - Cost.
 - Location.
 - Distance from home.
 - Admission requirements.
 - How close it is to a large city.
 - The reputation of the college.
 - Where my friends are going to go.
 - Other: _____

List Your Highest Interests from the
MUASIC Test:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	U	A	S	I	C

List Your Favourite Jobs:

1. _____
2. _____
3. _____

Explain Why You Chose Each Job:

1. _____
2. _____
3. _____