

# **WORKING IT OUT!**

**A GUIDE  
TO  
CAREER  
DECISION  
MAKING**

# 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/ID: \_\_\_\_\_  
Class: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Edited by Jean Rogers**

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# Contents

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



## The A-Z of Career Research

- A) Create a folder or make an online folder for career research
- B) Divide it into sections E.g.: Accommodation /Jobs & Careers  
CAO Applications / Courses / C.V. / Finance / Grants / Interest  
Test Results / Points/ PLCs/Apprenticeships / 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](http://www.careerdirections.ie) or view info on [www.careersportal.ie](http://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](http://www.careersportal.ie) and do the interest  
profiler and other tests in the toolbox.
- M) Print out your results.
- N) Tick the areas you agree with e.g. Social, Creative
- O) Search using these areas in:  
  
Occupations A-Z, Sectors, Courses.

- P) Print out your favourite and make a favourites file.
- Q) Return to Qualifax and find related courses if relevant
- R) Put them in order of preference on a CAO form if you are applying
- S) For each course you choose check:
- General entry requirements.
  - Specific entry requirements.
  - Points if they are required
- T) For each course check:
- Subjects in first year.
  - Subjects and options in second year.
  - Final career destination or postgraduate options
- U) For each course 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 if you are applying on [www.cao.ie](http://www.cao.ie)
- Y) Do a practice application or use the demo on [Cao.ie](http://Cao.ie)
- Z) Start Plan B!

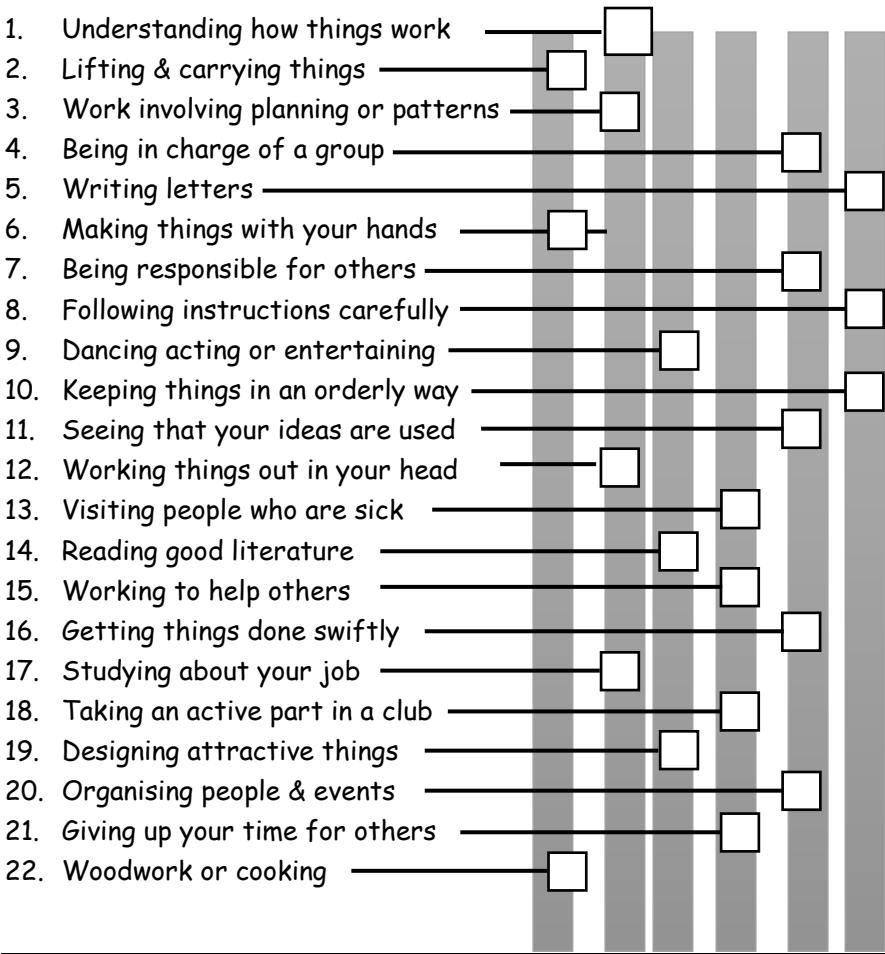
# The Music Test of Career Interests

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.

- 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

Avoid giving a score of 3 often.



- 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 business
- 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

Identifying my Needs – Put 4 beside what is very important

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

**Manual**

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

**Understanding / Science**

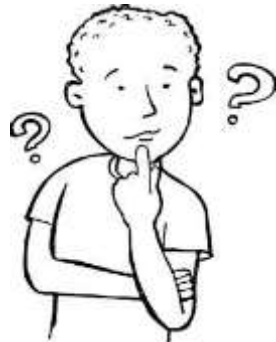
- Electronic / Electrical
- Engineering / Technical
- Hygiene, Cleaning
- Science
- ALL UNDERSTANDING CAREERS

**Artistic**

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

**Social**

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



**Influencing**

- Manager
- Influencer
- Event Organiser
- ALL INFLUENCING CAREERS

**Clerical**

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



### 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)

### Preferences

- Outdoor work often
- Variety on the job
- Reasonably safe
- Travel daily
- Regular hours
- Independence
- Detailed accurate work
- Uniform usually worn
- Teamwork important
- Animals / Plants
- Work conditions reasonable
- Work abroad for a while
- Contact with children

### Destinations

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

For the 'Destinations' box, please tick next to what you'd like to do when you've finished secondary school.

### What Subject Levels Are You Studying?

- 1 Pass Level
- 2 Pass Level
- 3 Pass Level
- 4 Pass Level
- 5 Pass Level
- 6 Pass Level
- 1 Honour Level
- 2 Honour Level
- 3 Honour Level
- 4 Honour Level
- 5 Honour Level
- 6 Honour Level
- 7 Honour Level
- 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**  
**Options I am thinking about:**

1. \_\_\_\_\_  
I chose this occupation /course because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
I chose this occupation / course because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
I chose this occupation /course because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For each choice record your answer to these questions:**

- **What problems are there with this option?**
- **What costs (if any) are there?**
- **How suitable is the location of this option?**
- **What are the career prospects with this option?**
- **Which is the most realistic option?**

**Options After School:**

1. I am thinking about attending:
- PLC / Training / Apprenticeship.
  - College / Institute of Technology.
  - University.
  - Working full time:

Other options:

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## **Useful Career Sites:**

- **[www.careersnews.ie](http://www.careersnews.ie)**  
Very good up to date wide ranging career information.
- **[www.careersportal.ie](http://www.careersportal.ie)**  
Information on jobs and courses/ videos of employees/interest tests.
- **[www.qualifax.ie](http://www.qualifax.ie)**  
Information on courses points and relevant career events
- **[www.susi.ie](http://www.susi.ie)**  
Grant information
- **[www.publicjobs.ie](http://www.publicjobs.ie)**  
Civil Service jobs:
- **[www.nursingcareers.ie](http://www.nursingcareers.ie)**  
Nursing courses and related information
- **[www.smartfutures.ie](http://www.smartfutures.ie)**  
STEM related information