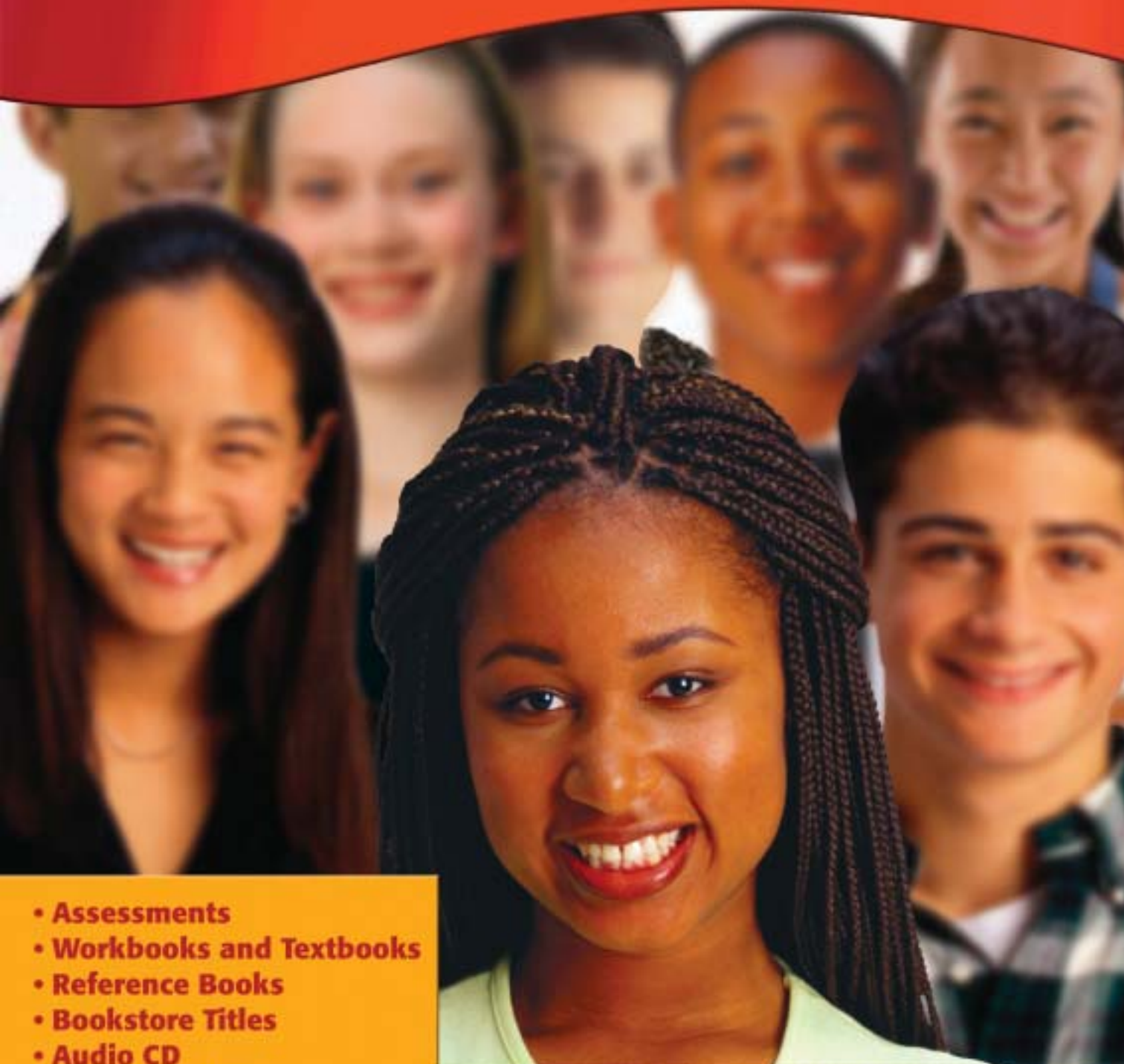


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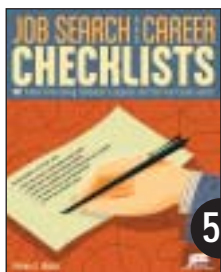


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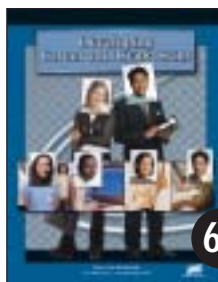
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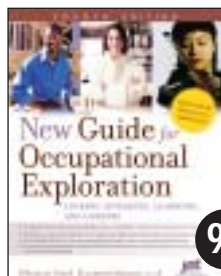


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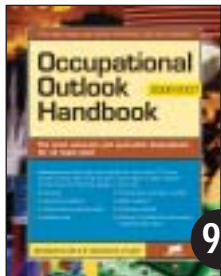


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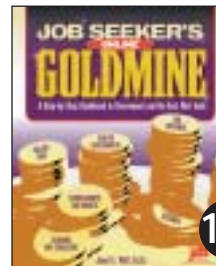
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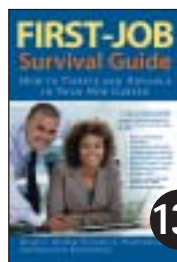
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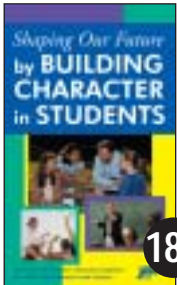
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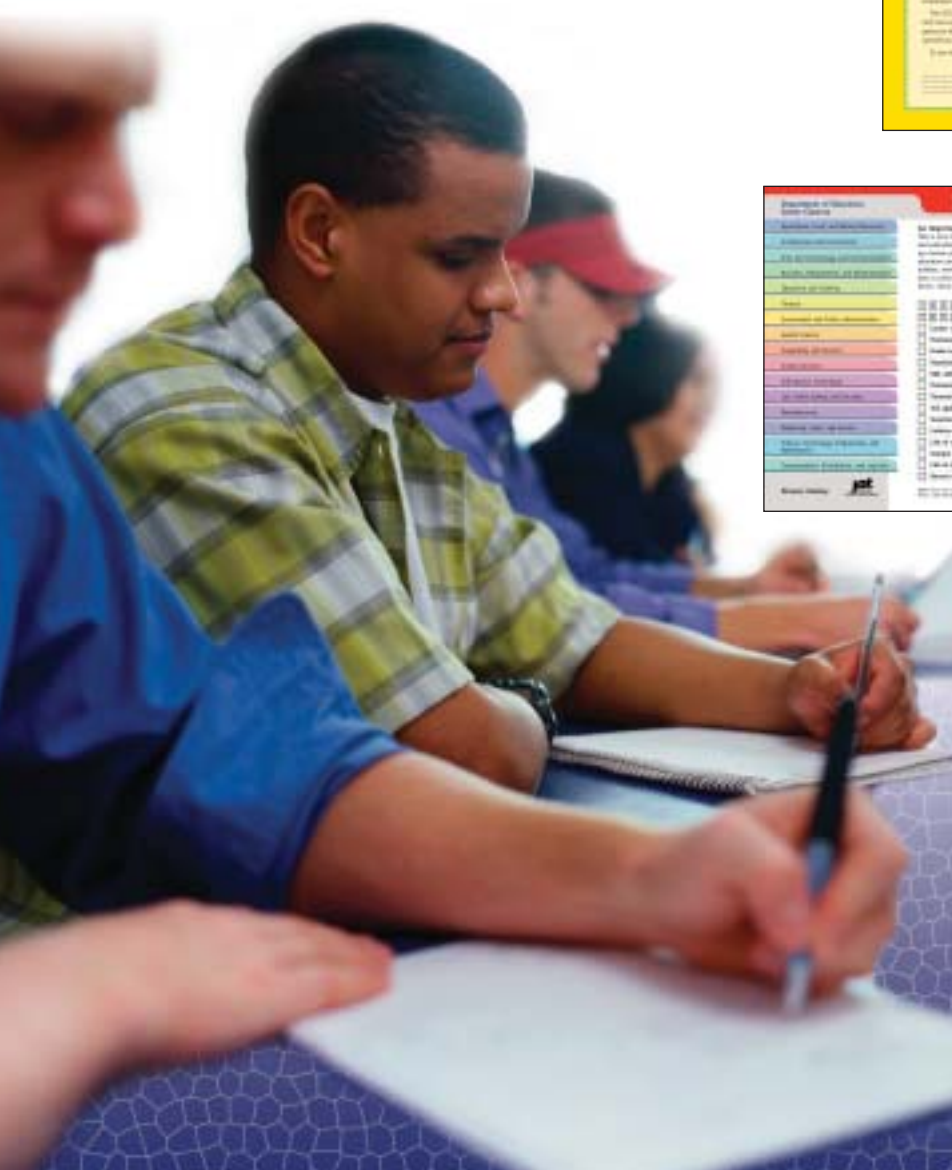
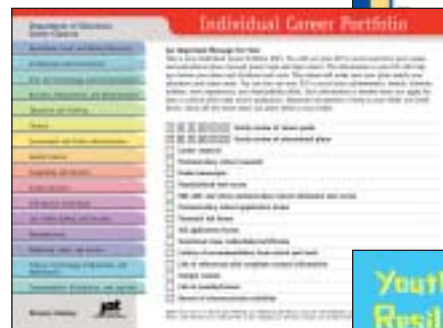
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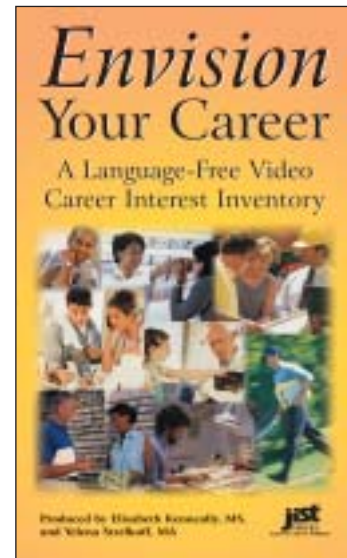
—Brenda Thomas, Catholic Charities, Los Angeles

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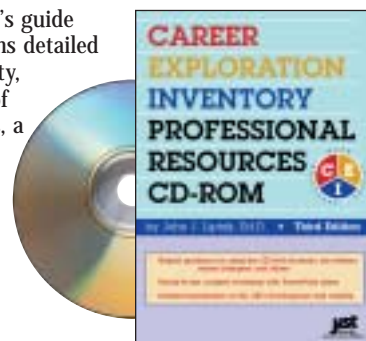
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1.48	2.48	3.48	4.48	5.48	6.48	7.48	8.48	9.48	
1.49	2.49	3.49	4.49	5.49	6.49	7.49	8.49	9.49	
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- *O*NET Career Values Inventory*, p. 23
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- *50 Best Jobs for Your Personality*, p. 103

Step 1: Respond to the Statements										Step 2: Score Your Responses										
<p>Read each statement carefully. If you agree with the statement, fill in the circle with the number 1. If you disagree, fill in the circle with the number 2. If you are unsure, fill in the circle with the number 3.</p>										<p>Record your responses in the circles to the right of the statements. Use the following key to score your responses: 1 = Strongly Agree, 2 = Agree, 3 = Somewhat Agree, 4 = Disagree, 5 = Strongly Disagree.</p>										
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2. Guard money at an armored car	12. Lay back on the sofa	22. Repair household appliances	32. Install flooring in a house	42. Build a brick walkway	52. Drive a truck to deliver packages to customers	62. Perform hair and wig services	72. Work as an officer of a logging camp	82. Assemble products in a factory	92. Refill fish tanks	102. Refill fish tanks	112. Do painting or maintenance work	122. Operate a machine on a job site	132. Test the quality of parts before shipment	142. Repair and install coils	152. Put heat treat fins	162. Put heat treat fins	172. Put heat treat fins	182. Put heat treat fins	192. Put heat treat fins	202. Put heat treat fins
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6. Write press or articles for magazines	16. Create dance routines for a show	26. Play a musical instrument	36. Perform an act in a movie, play or television show	46. Compare or arrange music	56. Dance in a Broadway show	66. Sing professionally	76. Create special effects for movies	86. Act in a play	96. Adjust repair and maintain for a movie show	106. Assess a radio show	116. Write a song	126. Direct a movie	136. Design artwork for magazines	146. Design artwork for magazines	156. Design artwork for magazines	166. Design artwork for magazines	176. Design artwork for magazines	186. Design artwork for magazines	196. Design artwork for magazines	206. Design artwork for magazines
7. Teach an individual an exercise routine	17. Give CPR to someone who has collapsed	27. Teach children how to read	37. Teach an elementary school class	47. Summarize the activities of children at camp	57. Perform rehabilitation therapy	67. Help elderly people with their daily activities	77. Help disabled people improve their quality of life	87. Help people who have problems with hearing disabilities	97. Help families care for a relative with a disability	107. Plan services for disabled children	117. Teach disabled people work and long skills	127. Take care of children at a day care center	137. Assist children in reading papers	147. Assist children in reading papers	157. Assist children in reading papers	167. Assist children in reading papers	177. Assist children in reading papers	187. Assist children in reading papers	197. Assist children in reading papers	207. Assist children in reading papers
8. Perform emergency duties in a hospital	18. Help people with mental or emotional problems	28. Work with severely disabled children	38. Give career guidance to young people	48. Give career guidance to young people	58. Help people with hearing-related problems	68. Help children with reading disabilities	78. Help children with reading disabilities	88. Help children with reading disabilities	98. Provide therapy through a movie show	108. Counsel people who have a hearing disability	118. Counsel people who have a hearing disability	128. Counsel people who have a hearing disability	138. Counsel people who have a hearing disability	148. Counsel people who have a hearing disability	158. Counsel people who have a hearing disability	168. Counsel people who have a hearing disability	178. Counsel people who have a hearing disability	188. Counsel people who have a hearing disability	198. Counsel people who have a hearing disability	208. Counsel people who have a hearing disability
9. Buy and sell stocks and bonds	19. Sell magazines and other reproduction equipment	29. Sell merchandise over the telephone	39. Give a presentation about a product or service on a radio	49. Sell computer disks and tapes at a warehouse	59. Manage the operations of a hotel	69. Sell jewelry and gemstones at a store	79. Manage a department within a store	89. Sell electronics at a music store	99. Start your own business	109. Represent a client in a lawsuit	119. Be responsible for the operation of a company	129. Sell merchandise at a department store	139. Sell merchandise at a department store	149. Sell merchandise at a department store	159. Sell merchandise at a department store	169. Sell merchandise at a department store	179. Sell merchandise at a department store	189. Sell merchandise at a department store	199. Sell merchandise at a department store	209. Sell merchandise at a department store
10. Manage a retail store	20. Operate a handyperson or repair service	30. Run a stand that sells newspapers and magazines	40. Buy and sell land	50. Run a dry clean	60. Sell a house	70. Manage a supermarket	80. Sell a used book or product to a store or customer	90. Sell business products to stores and customers	100. Negotiate business contracts	110. Negotiate business contracts	120. Market a new line of clothing items	130. Sell merchandise at a department store	140. Sell merchandise at a department store	150. Sell merchandise at a department store	160. Sell merchandise at a department store	170. Sell merchandise at a department store	180. Sell merchandise at a department store	190. Sell merchandise at a department store	200. Sell merchandise at a department store	210. Sell merchandise at a department store
11. Develop a spreadsheet using computer software	21. Use a computer program to generate customer bills	31. Repair computer peripheral devices for an office	41. Repair a disk drive from a broken using a computer	51. Run a computer printer and fax	61. Run a computer printer and fax	71. Run a computer printer and fax	81. Run a computer printer and fax	91. Run a computer printer and fax	101. Run a computer printer and fax	111. Run a computer printer and fax	121. Run a computer printer and fax	131. Run a computer printer and fax	141. Run a computer printer and fax	151. Run a computer printer and fax	161. Run a computer printer and fax	171. Run a computer printer and fax	181. Run a computer printer and fax	191. Run a computer printer and fax	201. Run a computer printer and fax	
12. Proofread words or letters	22. Schedule conferences for an organization	32. Load computer software into a large computer system	42. Operate an overhead office projector	52. Operate a calculator	62. Operate an office filing table	72. Operate an office filing table	82. Operate an office filing table	92. Operate an office filing table	102. Operate an office filing table	112. Operate an office filing table	122. Operate an office filing table	132. Operate an office filing table	142. Operate an office filing table	152. Operate an office filing table	162. Operate an office filing table	172. Operate an office filing table	182. Operate an office filing table	192. Operate an office filing table	202. Operate an office filing table	

Features four easy steps: (1) Respond to the Statements, (2) Score Your Responses, (3) Match Your Interests to Specific Jobs, (4) Research Career Options That Interest You Most. Also includes a Job Information Worksheet.

Middle School–Adult

Transition-to-Work Inventory

By John J. Liptak, Ed.D.

- An excellent inventory for people with little or no work experience
- Takes just 25 minutes—use in groups or with individuals.



Nonwork activities are matched to job options in this excellent self-administered and self-scored inventory. Created for a wide audience and non-gender specific, this test matches ratings of 84 nonwork activities to 14 major career interest areas, based on the **Guide for Occupational Exploration (GOE)**.

Users can review related education and training, and self-employment options, and list pros and cons of various possibilities in the space provided.

The **Transition-to-Work Inventory (TWI)** can be used with a wide audience. It is written for individuals at the junior high school level or above, such as:

- Students in school-to-work programs
- Clients in welfare-to-work programs
- People transitioning from military to civilian careers
- Ex-offenders in incarceration-to-work programs
- Job seekers and career changers
- People returning to the workforce
- Clients in rehabilitation-to-work programs
- People with little or no work experience

The inventory was tested on people from various situations and programs who were having problems getting employment. Information on the **TWIs** reliability and validity is posted at www.jist.com.

“Very clear and concise and easy to follow. For just a little time, a person can get back a wealth of information. I have recommended this as a replacement to our current assessment.”

–Fred McQueen
Urban League of Greater Cincinnati

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section 1 Identifying Your Interests

The 84 items arranged in three columns are activities that people enjoy. To identify your interests, look at the example and then follow these steps:

1. Read each activity.
2. Think about how much you like or dislike doing the activity.
3. Circle the response that best describes your interest in each activity using this scale:
Circle 5 if you like the activity very much.
Circle 4 if you like the activity a little.
Circle 3 if you neither like nor dislike the activity.
Circle 2 if you dislike the activity somewhat.
Circle 1 if you dislike the activity very much.
4. Go to Section 2.

section 2 Adding Your Scores

To find your total scores, look at the example and then follow these steps:

1. Add all the circled responses in Row 1A together and write your score in the Interest Subtotal column at the end of the row.
2. Add all the circled responses in Row 1B together and write your score in the Interest Subtotal column at the end of the row.
3. Add the interest subtotals for Rows 1A and 1B together and write that number in the Total Score column.
4. Find the subtotals and totals for the rest of the rows.
5. Go to Section 3.

Interest Inventory (Example)

Activity	Response	Activity	Response	Activity	Response	Interest Subtotal	Row	Total Score
01. visit art galleries	5 (4) 3 2 1	29. dance	5 4 (3) 2 1	57. paint pictures	5 (4) 3 2 1	11	1A	26
02. take pictures/develop film	(5) 4 3 2 1	30. write articles/stories	(5) 4 3 2 1	58. read/browse in a bookstore	(5) 4 3 2 1	15	1B	

Interest Inventory

Activity	Response	Activity	Response	Activity	Response	Interest Subtotal	Row	Total Score
01. visit art galleries	5 4 3 2 1	29. dance	5 4 3 2 1	57. paint pictures	5 4 3 2 1		1A	
02. take pictures/develop film	5 4 3 2 1	30. write articles/stories	5 4 3 2 1	58. read/browse in a bookstore	5 4 3 2 1		1B	
03. study/look at stars/moon	5 4 3 2 1	31. study rocks/minerals	5 4 3 2 1	59. experiment with a chemistry set	5 4 3 2 1		2A	
04. watch the weather	5 4 3 2 1	32. visit science/history museums	5 4 3 2 1	60. watch shows about ancient times	5 4 3 2 1		2B	
05. camp at state parks	5 4 3 2 1	33. board/sit/care for pets	5 4 3 2 1	61. care for lawns and gardens	5 4 3 2 1		3A	
06. grow houseplants	5 4 3 2 1	34. landscape/plant outdoors	5 4 3 2 1	62. breed/raise animals	5 4 3 2 1		3B	
07. learn about fire fighting	5 4 3 2 1	35. volunteer to fight fires	5 4 3 2 1	63. read about law enforcement	5 4 3 2 1		4A	
08. train for self-defense	5 4 3 2 1	36. shoot rifles/pistols	5 4 3 2 1	64. prevent neighborhood crime	5 4 3 2 1		4B	
09. repair radios/televisions	5 4 3 2 1	37. read about electronics/computers	5 4 3 2 1	65. repair electrical wiring	5 4 3 2 1		5A	
10. install/repair personal computers	5 4 3 2 1	38. fix small appliances	5 4 3 2 1	66. build robots/electronic devices	5 4 3 2 1		5B	
11. operate heavy equipment	5 4 3 2 1	39. use hand tools	5 4 3 2 1	67. build cabinets/furniture	5 4 3 2 1		6A	
12. repair plumbing fixtures	5 4 3 2 1	40. remodel the interior of your home	5 4 3 2 1	68. fix things at home	5 4 3 2 1		6B	
13. drive go-karts/minibikes	5 4 3 2 1	41. operate model trains/cars	5 4 3 2 1	69. assemble/repair bicycles	5 4 3 2 1		7A	
14. read about cars/boats/airplanes	5 4 3 2 1	42. work on car/motorcycles	5 4 3 2 1	70. take disabled people places	5 4 3 2 1		7B	
15. set up/operate/tear machines	5 4 3 2 1	43. use machines to move objects	5 4 3 2 1	71. make/repair jewelry	5 4 3 2 1		8A	
16. work from blueprints	5 4 3 2 1	44. re/finish/reupholster furniture	5 4 3 2 1	72. do needlework/sewing	5 4 3 2 1		8B	
17. help prepare tax returns	5 4 3 2 1	45. operate personal computers	5 4 3 2 1	73. keep track of a club’s money	5 4 3 2 1		9A	
18. study financial investments	5 4 3 2 1	46. balance the family checkbook	5 4 3 2 1	74. keep score at athletic events	5 4 3 2 1		9B	
19. talk to people on the phone	5 4 3 2 1	47. persuade people to do things	5 4 3 2 1	75. create publicity flyers	5 4 3 2 1		10A	
20. persuade people to buy things	5 4 3 2 1	48. raise money for a charity	5 4 3 2 1	76. sell items from home	5 4 3 2 1		10B	
21. style/cut hair for others	5 4 3 2 1	49. can/preserve food	5 4 3 2 1	77. cook/prepare food	5 4 3 2 1		11A	
22. entertain friends/family	5 4 3 2 1	50. care for children	5 4 3 2 1	78. plan family activities/vacations	5 4 3 2 1		11B	
23. advise family members	5 4 3 2 1	51. coordinate social activities	5 4 3 2 1	79. read articles about human behavior	5 4 3 2 1		12A	
24. tutor/help students learn	5 4 3 2 1	52. volunteer as a youth counselor	5 4 3 2 1	80. help people with disabilities	5 4 3 2 1		12B	
25. budget your own/others’ money	5 4 3 2 1	53. officer of a club/organization	5 4 3 2 1	81. be in charge of committees	5 4 3 2 1		13A	
26. provide training for others	5 4 3 2 1	54. supervise the activities of others	5 4 3 2 1	82. plan outings for yourself/others	5 4 3 2 1		13B	
27. volunteer at a hospital	5 4 3 2 1	55. care for elderly parents	5 4 3 2 1	83. read about health/nutrition	5 4 3 2 1		14A	
28. nurse sick friends/relatives	5 4 3 2 1	56. learn about first aid/CPR	5 4 3 2 1	84. learn about the human body	5 4 3 2 1		14B	

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Test takers review 84 nonwork activities and rate their like (or dislike) of each one.

High School–Adult



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NEW! Work Preference Match

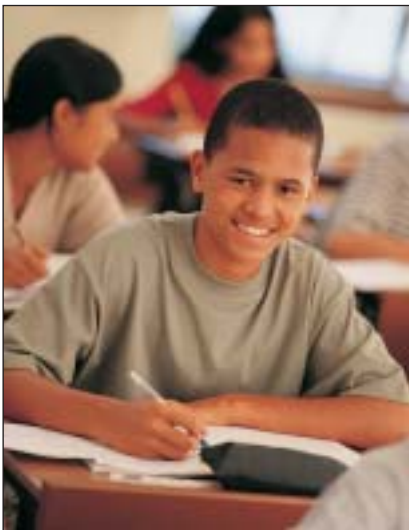
By Lynn R. Dowd, Ed.S., CVE

- A structured way to prioritize work needs and preferences, consider education, and create a grid to use for pro/con career decision-making.
- Helps people learn their “unwritten rules” about employment, gather essential information for an informed career choice, and find a job they’ll love.

The *Work Preference Match* is an easy yet structured way for individuals to identify and compare their work needs, skills, interests, and desires to the realities of jobs. Individuals consider a broad range of 125 work-related factors, grouped by work tasks, environment, schedule, supervision, compensation, work culture, and social issues. After following some easy steps, test takers have a completed grid of their most important work-related preferences for use in exploring and deciding on careers. Identifying work needs and preferences prior to or as part of career exploration, job preparation, and the job search makes these processes realistic, targeted, and effective.

This assessment uses “discrepancy analysis”—a side-by-side comparison of one’s needs and preferences to a career. Through this format, people make the connection between their skills, desires, and needs with the requirements of desired jobs. If discrepancies are identified, individuals can devise a plan to resolve them or look for other options. Discrepancy analysis is the primary way that vocational evaluators (professionals assisting individuals with disabilities in the career decision-making process) determine if the individual’s career choice is appropriate. The *Work Preference Match* provides an opportunity to observe a person’s commitment to making a good career choice and awareness of his or her situation. Useful with a variety of populations. 8th grade reading level but has been used with assistance by people with 5th- to 6th-grade reading skills.

Middle School–Adult



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Available in Spring 2006

NEW! Ability Explorer, Second Edition

By Joan C. Harrington and Thomas F. Harrington, Ph.D.

- Matches 14 work-related abilities with careers, courses, and activities for future planning
- Measures more abilities than traditional aptitude tests, including key soft skills

Ability Explorer ranks strengths in the 14 abilities important in today’s workplace. In about 30 minutes, individuals learn their strongest abilities, plus related courses, activities, and careers for developing and using these abilities. Written at an 8th grade reading level, this 140-question assessment raises self-awareness and creates a foundation for informed career and educational planning. Individuals are asked to read each statement and then indicate how good they are or would be at doing an activity. *Ability Explorer* measures these 14 abilities:

- Artistic
- Clerical
- Interpersonal
- Language
- Leadership
- Manual
- Musical/Dramatic
- Numerical/Mathematical
- Organizational
- Scientific
- Persuasive
- Spatial
- Social
- Technical/Mechanical

This assessment can be used with groups or individuals. It directly links to career guidance and counseling literature and to resources from the U.S. Department of Labor, particularly the *Occupational Outlook Handbook*. It has excellent reliability and validity, was normed on over 8,000 people, and has been tested and used in many states and settings.

The World of Work and You, Third Edition

A Self-Directed Guide to Exploring Career and Learning Options

By Michael Farr

- A 48-page career-planning booklet for middle through high school students.
- Lots of interactive worksheets, checklists, and in-the-book activities.

This effective and inexpensive tool has encouraged self-directed career exploration and learning options for hundreds of thousands of students. Users identify their values, skills and abilities and explore career opportunities in 14 interest areas. The Jobs Chart, which includes details about the 250 job titles from the **Occupational Outlook Handbook** (see p. 92), gives information on earnings, education or training needed, work conditions, and more.

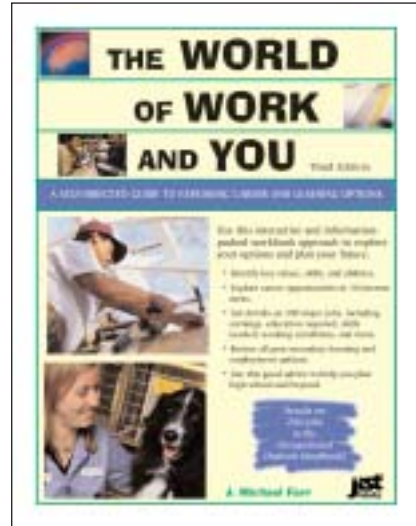
Users review all high school and postsecondary learning and employment options and complete action plan worksheets to make specific plans for high school and beyond. **The World of Work and You** is an excellent tool to motivate students to stay in school and plan a positive future!

Instructor material for **The World of Work and You** can be found in **Exploring Careers Instructor's Guide**. (see p. 100)

RELATED

- **Occupational Outlook Handbook**, p. 92
- **Exploring Careers**, p. 100

Grades 6–12



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The World of Work and You

What Are Your Interests and Abilities?

Planning your career can be complicated. There are thousands of job titles and hundreds of training and education programs. Many people find it difficult to consider so many options.

But don't give up. There is a simple way to explore career and job options. It is a system based on your interests. Your interests are based on life experiences and include your skills, values, abilities, and other factors.

The most effective system for connecting interests to careers was developed by the U.S. Department of Labor.

Their research found that

- ▲ Your interests are an important source of information to use in exploring career and learning options.
- ▲ You are more likely to be interested in things you are good at or enjoy doing, or that are important to you.
- ▲ Your interests can accurately guide you to explore careers that are most likely to meet your needs.

Because exploring thousands of jobs is not practical, researchers organized all jobs into just 14 interest areas, which are presented in the following worksheet. You'll learn more about specific job titles later. Let's begin by identifying your top interests in the Your Career Interest Areas Worksheet.

Your Career Interest Areas Worksheet

Directions: Read each interest area carefully. For each area, put a check mark in the column to the right that best describes your level of interest. The three columns are Not Interested, Somewhat Interested or Not Sure, and Very Interested. Later, you will learn more about specific jobs within each of these interest areas.

	Not Interested	Somewhat Interested or Not Sure	Very Interested
<p>Arts, Entertainment, and Media. An interest in creatively expressing feelings or ideas, in communicating news or information, or in performing. You can satisfy this interest in several creative, verbal, or performing activities. For example, if you enjoy literature, writing or editing might appeal to you. Do you prefer to work in the performing arts? If so, you could direct or perform in drama, music, or dance. If you especially enjoy the visual arts, you could become a critic of painting, sculpture, or ceramics. You may want to use your hands to create or decorate products. You may prefer to model clothes or develop sets for entertainment. Or you may want to participate in sports professionally as an athlete or coach.</p>			
<p>Science, Math, and Engineering. An interest in discovering, collecting, and analyzing information about the natural world; in applying scientific research findings to problems in medicine, the life sciences, and the natural sciences; in imagining and manipulating quantitative data; and in applying technology to manufacturing, transportation, mining, and other economic activities. You can satisfy this interest by working with the knowledge and processes of the sciences. You may enjoy researching and developing new knowledge in mathematics; or maybe solving problems in the physical or life sciences would appeal to you. You may want to study engineering and help create new machines, processes, and structures. If you want to work with scientific equipment and procedures, you could seek a job in a research or testing laboratory.</p>			
<p>Plants and Animals. An interest in working with plants and animals, usually outdoors. You can satisfy this interest by working in farming, forestry, fishing, and related fields. You may like doing physical work outdoors, such as on a farm. You may enjoy animals; perhaps training or taking care of animals would appeal to you. If you have management ability, you could own, operate, or manage a farm or related business.</p>			

(continues)

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Worksheets help students discover their career interests, learn about possible jobs, and plan their education beyond high school.

Grades 6–10



Career & Life Explorer

By Michael Farr

- Excellent career and life planning tool
- Uses proven career exploration principles and can be completed in one class session

Through appealing graphics and easy-to-follow instructions, middle and high school students are encouraged to plan long-term educational goals while exploring career and learning options in this assessment. After examining career clues, students choose from the six Holland “interest groups” and then review more than 250 *Occupational Outlook Handbook* job titles.

The assessment opens into a poster that promotes long-term planning and goal attainment. Children will be inspired to stay in school, explore positive career and learning options, and dream big.

RELATED

- *Exploring Your Career Options* video, p. 164
- *Young Person's Occupational Outlook Handbook*, p. 98

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