

# Occupational Outlook Handbook Activity

**Overview:** The Occupational Outlook Handbook will give you information on the nature and working conditions of an occupation, along with qualifications, potential earnings, and job outlook for employment

If you want to look for a specific job, career, or industry the Occupational Outlook Handbook is loaded with a lot of great information. Use the following tips and process to get the most out of the Handbook. Print off this work sheet and go to <http://www.bls.gov/oco/home.htm>, then read the tips below and complete **Step 1, Step 2, and Step 3!** Once you've completed this process, set up an appointment to meet with your Academic Advisor or a Career Counselor to answer any questions you may have. Academic Advisement appointments can be scheduled by calling (309) 438-7604 and Career Counseling appointments can be scheduled by calling (309) 438-2200.

**Tips:** When searching an occupation on the Handbook, just type in the name of the occupation in the search box located in the upper right hand corner of the page, and click "go". If you cannot find any information, click on the A-Z index and search for the occupation alphabetically, chances are it is listed under another name. For example, if you type the word "ergonomist" into the search box, no results will appear. If you use the A-Z index, you will notice "ergonomist" is listed under the title "Occupational Health and Safety Specialists and Technicians".

## STEP 1

*Take a minute to think of three occupations that you would like to learn more about and write them down in the space provide:*

Occupation # 1	
Occupation # 2	
Occupation # 3	

**STEP 2:** Search each occupation listed above on the Occupational Outlook Handbook and use this information to answer the questions and fill in the information below.

Criteria	Occupation # 1	Occupation #2	Occupation #3
<p>What is it about the nature of the work that sounds most appealing to you?</p>			
<p>Where can you find employment in this field? (Private company, gov. agency, regions, etc)</p>			
<p>What are the qualifications for this type of position? Both academic and skills based.</p>			
<p>What is the potential job outlook and earnings for this position?</p>			
<p>Is there any aspect of this position that does NOT sound appealing to you?</p>			

### STEP 3

Now that you have decided on a few occupations, it's time to see which majors at ISU will help you start moving in the direction of obtaining the occupation you desire. Now visit the Majors of Interest Page in the Explore section of the Find your Major Web site:

<http://www.findyourmajor.ilstu.edu/explore/major/>. This information provides an overview of each major offered, a summary of the skills developed within the curriculum, and related jobs students can obtain with each degree.

**Tips:** When viewing the website with Internet Explorer, go to the "Edit" menu and select "Find or Find in This Page" and type in one of the occupations you've researched into the box and hit "next". This command will highlight the occupation and all you have to do is scroll to find which major it is located under. Some occupations may be listed under several majors. Repeat this process for each occupation you have researched and record your findings in the space provided below.

Remember, employers look for more than just a degree, they desire college graduates to possess a wide array of skills. A degree alone may not land you a job, so you may want to create an action plan to develop your skills as outlined in the "Transferable Skills" section of the "Find Your Major" website. You will also need to develop your employment skills by using the Career Center for resume critiques, mock interviews, and attending events sponsored by the ISU Career Center.

Occupation	Majors at ISU	Skills I need to develop