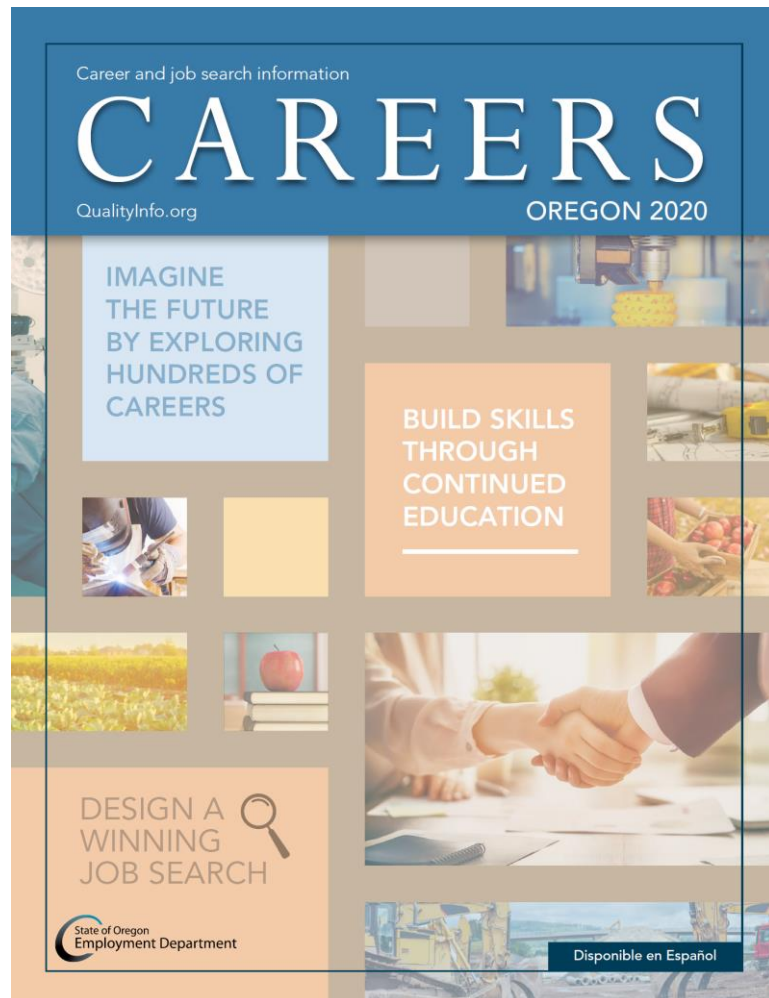


2020

Oregon Employment  
Department

Jason Payton  
503-947-1233  
Jason.M.Payton@oregon.gov



# [CAREERS ACTIVITY GUIDE]

*A series of activities and exercises designed to help students explore the Oregon Careers 2020 publication.*

Page 1 of 22

Careers 2020 Activity Guide  
[www.QualityInfo.org](http://www.QualityInfo.org)

# Careers 2020 Activity Guide

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The *Careers 2020* Activity Guide is an excellent tool to help students explore *Careers*. Each easy-to-understand activity is tied to a particular section in *Careers*.

## Teacher's Guide

A *Teacher's Guide to the Activity Guide* is available by sending an email to Jason Payton at **Jason.M.Payton@oregon.gov**. Please put "Teacher's Guide" in the subject line and note what school or organization you work with. You will receive a document with the answer key to exercises in the Activity Guide.

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## Section 1: Career Planning Activities (Pages 4-14 in Careers)

### Exercise 1: Fill in the Blanks

1. Internships are a great opportunity for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ looking to explore a career change.
2. An \_\_\_\_\_ is when you, the job seeker, interview a person who is currently employed in a job or line of work that interests you.
3. The easiest way to set up a job shadow is to contact companies or organizations directly. \_\_\_\_\_, \_\_\_\_\_, and colleges' \_\_\_\_\_ can also help you arrange a job shadow
4. There were \_\_\_\_\_ high school students who participated in football between 2016 and 2017. There are \_\_\_\_\_ players drafted into the National Football League each year.
5. FEMA Corps is an excellent way for those who have an interest in a career in \_\_\_\_\_ or a related field to help.
6. Three online resources helpful to those thinking about starting their own business are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
7. Volunteering helps you learn about your \_\_\_\_\_ and the \_\_\_\_\_. It helps you explore different careers and roles in an organization that in turn will help you make an informed decision about the \_\_\_\_\_ or \_\_\_\_\_ you would like to pursue.
8. Job Corps is a \_\_\_\_\_ and \_\_\_\_\_ program that helps young people \_\_\_\_\_, begin a career, \_\_\_\_\_, and make more money.

## Exercise 2: Finding Resources

1. List five courses of action you could take to learn about a career.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

2. Give three examples of how you can learn organization and leadership skills.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. What questions could you ask in an informational interview?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

4. Describe what AmeriCorps, Peace Corps, and FEMA Corps have in common.

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### Exercise 3: Volunteering in Your Community

Volunteering is a great way to get involved in your community while gaining valuable work experience that may complement your résumé.

1. Brainstorm some of the causes you think are important (examples include improving the environment, helping the homeless, cleaning up trash in public areas, supporting cancer patients through treatments, helping abused and neglected animals, working with the elderly, or donating blood).

- a. Some of the causes I find important are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Ways I would enjoy addressing one of the causes I listed above and helping my community include \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Use the internet or other resources to research local groups that are actively involved in some of the areas you listed above. Find a contact person for each group (if possible).

- a. Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

- b. Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

3. Select one of the groups, and contact either an administrator or another volunteer and ask them the questions listed below.

Organization I chose to contact: \_\_\_\_\_

- a. What types of activities do volunteers at the organization perform?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. How much time are volunteers required to commit to?

\_\_\_\_\_  
\_\_\_\_\_

- c. Who benefits from the services the organization provides?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d. Does the organization have any upcoming volunteer opportunities?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 2: Education Activities, Pages 15-23

### Exercise 4: Finding Resources

1. List six education or training opportunities available after finishing high school.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

2. What are the benefits of becoming an apprentice?

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3. Students can apply for scholarships online by filling out the \_\_\_\_\_ scholarship application, which offers one common application for nearly 500 scholarship programs.

4. What are two signs of a scholarship scam?

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5. What are two programs offer education assistance to spouses and dependents of veterans?

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## Section 3: Job Search Activities, Pages 24-41

### Exercise 5: Fill in the Blanks

1. \_\_\_\_\_ mistakes and poor \_\_\_\_\_ on letters, applications, and résumés can hurt your job search efforts.
2. Be careful of \_\_\_\_\_ from job recruiters that found your contact information online. Posting \_\_\_\_\_ on job boards can be a productive way to find a job, but it can also lead to unsolicited emails that may not be legitimate.
3. Don't be afraid to become \_\_\_\_\_. Sometimes the best way to get that first job is to create it yourself.
4. The \_\_\_\_\_ limits what employers can ask people about disabilities prior to a job offer.
5. Many employers search \_\_\_\_\_ looking for information about potential candidates, and may make hiring decisions based on what they find.
6. Name two different résumé styles:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
7. List three important steps you should take prior to a job interview:  
\_\_\_\_\_ about the company, prepare for the interview by reviewing \_\_\_\_\_, and prepare \_\_\_\_\_ in advance.



**Exercise 6: Do you have the required skills?**

The article “Do you have the required skills” on page 29 lists examples of technical skills and soft skills that can help you at work and in college. Choose a soft skill and technical skill that you are good at:

**Examples of Soft Skills**

- Accepting criticism
- Active Listening
- Communicating with others
- Flexibility
- Following a dress code
- Inter-Personal Skills
- Problem Solving / Critical Thinking
- Self-Awareness
- Self-Confidence
- Showing Up on Time

**Examples of Technical Skills**

- Computer Skills
- Design
- Mathematics
- Operating POS (Point of Sale) equipment
- Programming
- Repairing
- Troubleshooting
- Use of different Software Applications
- Use of power equipment
- Writing

Two skills I am good at:

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I am good at them because . . .

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Two skills that I can improve:

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I can improve these skills by . . .

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### Exercise 7: Résumé Writing (True or False)

1. Résumés are meant to serve the same purpose as a job application. \_\_\_\_\_
2. You don't need to tailor a résumé to each job application. \_\_\_\_\_
3. The names and locations of previous employers should be listed. \_\_\_\_\_
4. A "Recent Graduate" résumé includes relevant classes or projects. \_\_\_\_\_
5. A résumé should be at least two pages long. \_\_\_\_\_
6. You should include volunteer work in your résumé. \_\_\_\_\_
7. It is okay to use slang and abbreviations in a résumé. \_\_\_\_\_

### Exercise 8: Finding Job Openings and References

Select three job categories, either from the list below or think of some on your own, and list a local business in your area that might employ teenagers and students.

- Office work
- Retail stores
- Restaurants
- Hotels
- Car washes
- Gas stations
- Hospitals
- Dog kennels
- Farms
- Movie theaters
- Amusement parks

1. Job category: \_\_\_\_\_  
Local business name: \_\_\_\_\_
2. Job category: \_\_\_\_\_  
Local business name: \_\_\_\_\_
3. Job category: \_\_\_\_\_  
Local business name: \_\_\_\_\_

Name \_\_\_\_\_

Now imagine that you are planning to apply for a summer position at the businesses you listed above. Brainstorm three different individuals who you could use as a reference on your applications. Try to think of people who can highlight your unique skills and abilities if they were asked about your potential as a job candidate by an employer.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Why is this person a good reference? \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Why is this person a good reference? \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Why is this person a good reference? \_\_\_\_\_

\_\_\_\_\_

### Exercise 9: Preparing for a Job Fair and Job Interview

1. How would you prepare for a job fair?

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2. Name four disqualifiers that cause employers to screen out job applicants.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

3. How would you prepare for a job interview?

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4. If asked in a job interview, what is your favorite subject or activity in school, what would your response be, and why?

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## Section 4: Career Guide Activities, Pages 42-71

### Exercise 10: Research an Occupation (Online Activity)

Explore career options by following these steps.

1. Go to <https://www.qualityinfo.org>. In the [Occupational Profiles tool](#), type a job title you are interested in. You can use the list of occupations on pages 43-62 to help identify career titles. Keep it simple – the search will work better if you use simple terms or keywords. Click on Search.
2. Explore the Matching Occupations dropdown list for a complete list of job titles that match the keywords you typed and select one. If none of these occupations sound appealing to you, choose a different career keyword and click on Search again.
3. Make sure the area is set to “Oregon” and the report type is set to “Full Report.” Click “Get Report.”
4. Scroll down to the section from the bottom titled “Schools and Training Providers.” If there are any colleges, Job Corps centers or other training providers listed in this section, go to #5 below. If there are none listed, choose another occupation until you find one with training providers listed, then go to #5 below.
5. Use the Occupational Report to complete the following:
  - a. Occupation title: \_\_\_\_\_
  - b. How many current job openings are there? \_\_\_\_\_
  - c. Is there a state license associated with your selected occupation? If yes, indicate the license. \_\_\_\_\_
  - d. What is the average annual salary for your selected occupation either statewide or in your local area? \_\_\_\_\_
  - e. List one skill required in your selected occupation:  
\_\_\_\_\_
  - f. List one school or training provider from the Schools and Training Providers section. \_\_\_\_\_
  - g. List one occupation that requires similar skills: \_\_\_\_\_
6. Click on the link for the program of the school or training provider. This will provide you more information about the program. What do you find interesting about the program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Exercise 11: Thinking Through Your Career Choice

Review the occupations in the Career Guide (pages 43-62) and select three potential careers that might interest you. Evaluate each occupation based on the questions below.

1. Occupation \_\_\_\_\_

a. What do you like about the description of this occupation? What don't you like?

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b. What are the average annual job openings for this occupation? Does this encourage you or discourage you to pursue this career choice? Why?

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c. Look at the wages for less experienced and more experienced workers in this occupation. Does this encourage you or discourage you to pursue this career choice? Why?

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d. What level of education is needed for this occupation?

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e. What Oregon schools could you go to for education related to this occupation? Are any of these near where you live now?

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2. Occupation \_\_\_\_\_

a. What do you like about the description of this occupation? What don't you like?

\_\_\_\_\_  
\_\_\_\_\_

b. What are the average annual job openings for this occupation? Does this encourage you or discourage you to pursue this career choice? Why?

\_\_\_\_\_  
\_\_\_\_\_

c. Look at the wages for less experienced and more experienced workers in this occupation. Does this encourage you or discourage you to pursue this career choice? Why?

\_\_\_\_\_  
\_\_\_\_\_

d. What level of education is needed for this occupation?

\_\_\_\_\_  
\_\_\_\_\_

e. What Oregon schools could you go to for education related to this occupation? Are any of these near where you live now?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Occupation \_\_\_\_\_

a. What do you like about the description of this occupation? What don't you like?

\_\_\_\_\_  
\_\_\_\_\_

b. What are the average annual job openings for this occupation? Does this encourage you or discourage you to pursue this career choice? Why?

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c. Look at the wages for less experienced and more experienced workers in this occupation. Does this encourage you or discourage you to pursue this career choice? Why?

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d. What level of education is needed for this occupation?

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e. What Oregon schools could you go to for education related to this occupation? Are any of these near where you live now?

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After reviewing the information you gathered on the three occupations, what would your top choice be, and why?

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## Exercise 12: Exploring Oregon's Universities and Community Colleges (Online Activity)

Follow these steps to explore admissions requirements, tuition costs, program offerings, and other details of a university and a community college in Oregon.

1. Go to the website of a university that interests you. A full list of university websites is available on pages 63-64. Use the links on the school's website or the website's search function to answer as many of the following questions as possible.

a. What is the minimum high school cumulative grade point average for admission?  
\_\_\_\_\_

b. Is completion of the SAT or ACT required for admission? \_\_\_\_\_

c. What is the deadline (date) for admission for fall term? \_\_\_\_\_

d. What is the average annual cost of tuition and fees? \_\_\_\_\_

e. Locate the list of majors offered and select one that interests you. Read the description of the program. What do you find interesting about it?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. List one of the 100 or 200 level courses required for this major that you might enjoy. \_\_\_\_\_

g. Find the contact information for an advisor or faculty member in your selected major or program.

Name \_\_\_\_\_

Phone or email \_\_\_\_\_

Name \_\_\_\_\_

2. Choose a community college this time. To view a list of Oregon's seventeen community colleges, go to page 64. Use the links on the school's website or the website's search function to answer as many of the following questions as possible.

a. Is completion of the SAT or ACT required for admission? \_\_\_\_\_

b. What is the deadline (date) for admission for fall term? \_\_\_\_\_

c. What is the average annual cost of tuition and fees? \_\_\_\_\_

d. Locate the list of majors offered and select one that interests you. Read the description of the program.

Major: \_\_\_\_\_

What do you find interesting about it?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. List one of the courses required for this major that you might enjoy.

\_\_\_\_\_

f. Find the contact information for an advisor or faculty member in your selected major or program.

Name \_\_\_\_\_

Phone or email \_\_\_\_\_

3. Were there any differences between the two schools that surprised you? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Exercise 13: Finding Resources

1. Define the minimum wage.

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2. What is the current minimum wage in the county in which you reside?

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3. What will the minimum wage be in the county in which you reside on July 1, 2020 and on July 1, 2022?

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4. Assume you work full time and you are paid the minimum wage. Calculate your monthly and yearly gross income.

a. Multiply the minimum wage by 174 hours to find your monthly gross income (there are an average of 174 work hours in a month if working full-time).

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b. Multiply the minimum wage by 2,080 hours to find your yearly gross income (there are an average of 2,080 work hours in a year if working full-time).

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5. List three online resources that can help you explore careers.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

## Exercise 14: Budget Planning

This exercise can help you identify where your income will go, and help you understand how much you will need to earn to pay your expenses. For this exercise, we are assuming 25 percent of your wages will be deducted to pay taxes.

The budget sheet provides an approximate low, medium and high amount for each expense. If you have a roommate, and are frugal, your expenses may tend to fall into the low category. If you are less frugal, perhaps live on your own, enjoy eating out and generally spending more money, your expenses may fall into the high category more often.

1. First, select an occupation and look up its more-experienced wage in the Career Guide (page 43-62).
2. Multiply the hourly wage by 174 hours to find your monthly gross income (the average hours in a month when you work full time is 174 hours).
3. Calculate your net monthly income.
4. Estimate how you may spend your money on a monthly basis by entering the amount you think you'll spend on each expense category. A low – medium – high range is provided for each expense. You can use an amount other than those listed if you have information about a particular expense. (Page 41)
5. Finally, add up your expenses and subtract the total monthly expenses from your net monthly income.
6. If the difference is greater than \$0, your income is enough to pay your expenses. If it is less than \$0, your expenses are greater than your income and you need to adjust your expenses and savings until they are equal and your budget is balanced. If you are not sure how much your expenses may be, you can search the internet or ask your family for assistance to estimate expenses.

Name \_\_\_\_\_

<b>Income per Month</b>				
Monthly gross income				\$
Taxes (monthly income x 0.25)				\$
Net monthly income (monthly gross income - taxes)				\$
<b>Expenses per Month</b>				
	Low	Medium	High	Your Expenses
Rent or home mortgage				\$
Utilities (electricity, water, cable, internet, etc.)				\$
Phone				\$
Food - eating at home				\$
Food - eating out				\$
Entertainment and recreation				\$
Clothing				\$
Car - payments, gas, maintenance, insurance, etc.				\$
Public transportation				\$
Healthcare (insurance, doctor visits, supplies)				\$
Personal care (toiletries, haircuts, etc.)				\$
Student education loan payments				\$
Miscellaneous (pet food and care, donations, gym fees, anything else you can think of)				\$
Savings				\$
<b>Total monthly expenses</b>				\$
<b>Difference (net monthly income - monthly expenses)</b>				\$

### Exercise 15: Budget Planning Reaction

The difference between an expected budget and how much a person can actually afford to spend can be shocking. Consider your calculations in this exercise and respond to the following questions.

1. Are there any expense categories where you may have under-budgeted (or inserted an amount that is probably less than the actual expense amount)? If so, what are they? Do you expect to have any expenses that are not included in the worksheet?

Under-budgeted	Expenses not included on worksheet
_____	_____
_____	_____
_____	_____
_____	_____

2. Would you easily be able to cover the monthly expenses of your expected budget with the net monthly income of your chosen career? If not, what are some ways you could reduce your expenses to be able to work in the career of your choice without having financial difficulties?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Find your chosen career in the Career Guide (pages 43-62) and look at the wage for less experienced workers. Does it differ significantly from the wage for more experienced workers? How might this affect your budget early in your career?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Would you be willing to change career paths in order to earn enough money for your budget, or would you prefer to modify your budget in order to work in your preferred career? Why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_