

# Four Steps to a New Career

Is it time for a career change? Or are you looking for your first job? Where do you start? Here are steps you can take and tools you can use to explore career possibilities.

Take the time to think about what you really like to do. Would you rather work in an office or out of doors? What kind of activities do you enjoy? Do you like operating a machine or working on a team? What talents and strengths do you have? Are you artistic or do you like to talk to people? What kind of work is easy for you? Do you like making deliveries or using online accounting software?

## Follow These Four Steps to Your New Career:

### Step 1: Explore Occupations

It is important to learn about yourself. Discover what you like to do and what you do not enjoy doing. Then, consider which occupations would be best for you.

The O\*NET Career Exploration Tools are: (See them online at [www.onetcenter.org/tools.html](http://www.onetcenter.org/tools.html))

- **The Interest Profiler** ([www.onetcenter.org/IP.html](http://www.onetcenter.org/IP.html)) helps you discover the type of work activities and occupations you would like. Take it at your convenience. It is available in both a paper/pencil version and a computerized version.
- **The Work Importance Locator** ([www.onetcenter.org/WIL.html](http://www.onetcenter.org/WIL.html)) helps you identify what is important to you on the job, like independence, relationships, or working conditions. The Locator compares these values and lists occupations you may find satisfying. Take it at your convenience. It is available in both a paper/pencil version and a computerized version.

- **The Ability Profiler** helps you identify job-related strengths and gives occupations that match them. It has a paper/pencil section and an optional section that measures abilities such as motor coordination and manual dexterity. It is given by GDOL staff and scored by computer.

### Step 2: Get More Occupation Information

By now, you may have several occupations that seem interesting. It is time to gather more information on each one. Here are some important sources to check:

- O\*NET OnLine (<http://online.onetcenter.org>) is an easy to use website. Under Find Occupations by Keyword, enter a job title. Then print a Summary Report to compare job tasks, working conditions, needed skills, education and experience level, related occupations and more. You can also find related occupations under Find Occupations by Job Families.

## Have Questions?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed Internet.

Go to [www.dol.state.ga.us](http://www.dol.state.ga.us) to locate an office near you.



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DEPARTMENT OF LABOR  
MARK BUTLER, COMMISSIONER

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- The Georgia Career Information System, or GCIS ([www.gcis.peachnet.edu](http://www.gcis.peachnet.edu)), has extensive Georgia-specific information on occupations, education and training programs, schools and colleges, and financial aid. GCIS also includes a Skills section to identify jobs that match your skills.
- The Occupational Outlook Handbook (<http://www.bls.gov/oco>) is available in book form or online and gives in-depth information about many occupations including qualifications needed, job market trends, advancement opportunities and related occupations.
- Talk to people in the occupation to discover what they like or dislike about their jobs.

## Step 3: Compare Occupations

Use the worksheet on this page to compare the factors most important to you.

You may print it off the Internet at:

[www.dol.state.ga.us/forms\\_and\\_publications.htm#JobSeekers](http://www.dol.state.ga.us/forms_and_publications.htm#JobSeekers)

## Step 4: Develop an Action Plan

If you need more information about an occupation or any required training, factor it in so you can make an informed decision. Next, create an action plan including the steps necessary to prepare for your new career.

If you need more training, explore GA College 411 ([www.gacollege411.org](http://www.gacollege411.org)) or ask about the Workforce Investment Act at your local Georgia Department of Labor Career Center.

### Occupations to Explore Worksheet

Occupation Titles 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Main Work Activities			
Working Conditions			
Main Industries			
Related Occupations			
Education, Training and Experience			
Where to get Education or Training			
Average Wage			
Job Market Outlook			
Positive Points			
Negative Points			
Need More Information			

#### My Action Plan

Goal:

Steps to Take:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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