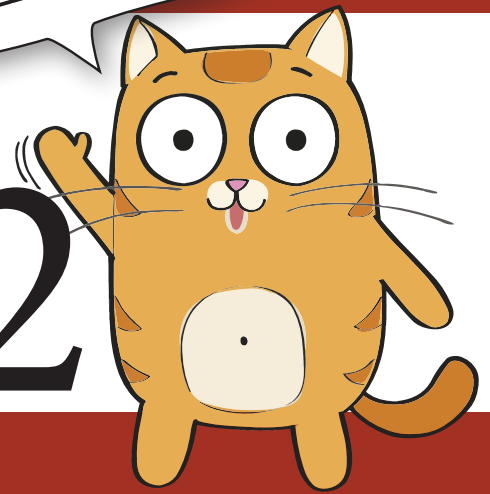


Oregon

# Career Aware 2

Hi! I'm Carson the Career Cat! What's your name?



*Follow the Career Cat!*

Just like my whiskers make me aware of things around me, I'll help you develop career awareness for discovering the thousands of career opportunities in our big world!



Developed by Oregon's Partnership for Occupational and Career Information, a partnership among the Oregon Career Information System, Oregon Employment Department, Oregon Department of Education and the Oregon Department of Community Colleges and Workforce Development.

**Questions:** Contact Jason.M.Payton@oregon.gov, **503-947-1233**.

To download this publication, go to the Careers box on the Publications page at ***[www.QualityInfo.org](http://www.QualityInfo.org)***



# Table of Contents

## Getting Started

True/False Quiz .....	Page 2
Definitions.....	Page 3
Write it Down .....	Page 4
Word Search.....	Page 5

## Exploring Careers

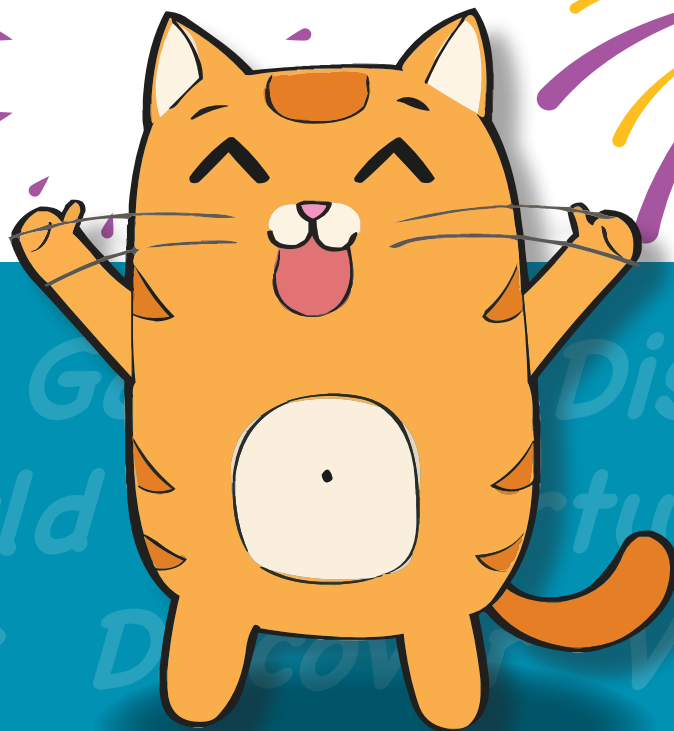
Unscramble .....	Page 7
Matching .....	Page 8
Assembly Line .....	Page 9
Maze .....	Page 10
Cat Condo .....	Page 11
Choose an Occupation.....	Page 12
Interview .....	Page 13

## Getting to Know Myself

Multiple Roles .....	Page 15
Self-Knowledge .....	Page 19
Work Habits .....	Page 17
Work Environment .....	Page 18
The Future .....	Page 19
My First Resume .....	Page 20
Can You Haiku?.....	Page 21

Activities in this booklet are based on *South Dakota Career Aware, 2004 Edition*  
South Dakota Department of Labor, Labor Market Information Center.

Let's get started!

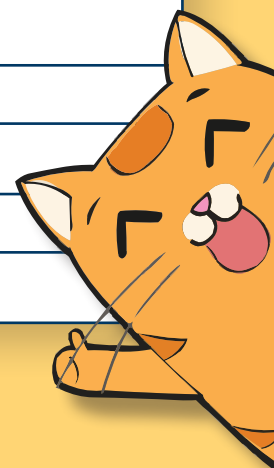




# True / False Quiz

Under each statement, write why it is true or false.

- |     |                               |                                |  |
|-----|-------------------------------|--------------------------------|--|
| 1.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – I need to know exactly what I want to be when I grow up.                       |
|     |                               |                                |  |
| 2.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – Once I decide on a career, I have to stay in that career forever.              |
|     |                               |                                |  |
| 3.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – My job right now is being a student in school.                                 |
|     |                               |                                |  |
| 4.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – Lots of good work habits begin when I am a student.                            |
|     |                               |                                |  |
| 5.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – Kids my age don't have jobs.   |
|     |                               |                                |  |
| 6.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – We only learn things in school.  |
|     |                               |                                |  |
| 7.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – Working in a group is easy because everyone always agrees with each other.     |
|     |                               |                                |  |
| 8.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – People get hired for jobs just because they want them.                         |
|     |                               |                                |  |
| 9.  | <input type="checkbox"/> True | <input type="checkbox"/> False | – I need information to make good choices.                                       |
|     |                               |                                |  |
| 10. | <input type="checkbox"/> True | <input type="checkbox"/> False | – Positive thinking helps you take action; negative thinking causes you to stop. |
|     |                               |                                |  |
| 11. | <input type="checkbox"/> True | <input type="checkbox"/> False | – I can learn from my mistakes.  |
|     |                               |                                |  |
| 12. | <input type="checkbox"/> True | <input type="checkbox"/> False | – It is important to have a plan of action when I decide on a career.            |
|     |                               |                                |  |



# Definitions

<b>Occupation:</b>	The name for a unique set of tasks, skills and abilities that a worker performs. Many workers can be in the same occupation
<b>Job:</b>	The set of tasks done for a specific employer.
<b>Industry:</b>	A business or group of businesses making similar types of goods or services.
<b>Employer:</b>	The person or company who pays a worker for doing a job.

1. What occupations do your family members have?

---

---

---

---

---

2. What are some employers in your community?

---

---

---

---

---

3. What kind of jobs can be done in a hospital?



---

---

---

---

---

# Write it Down

How many occupations can you write down that begin with the letter....

P

---

---

---

S

---

---

---

B

---

---

---

C

---

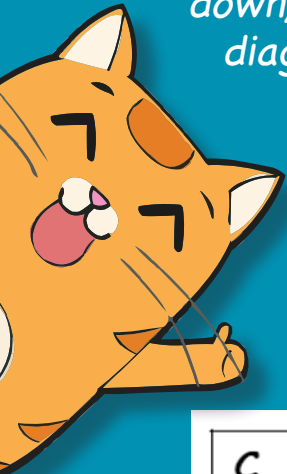
---

---



# Word Search

Find the hidden words listed.  
Remember, the words can run up,  
down, backward, forward, or  
diagonally.

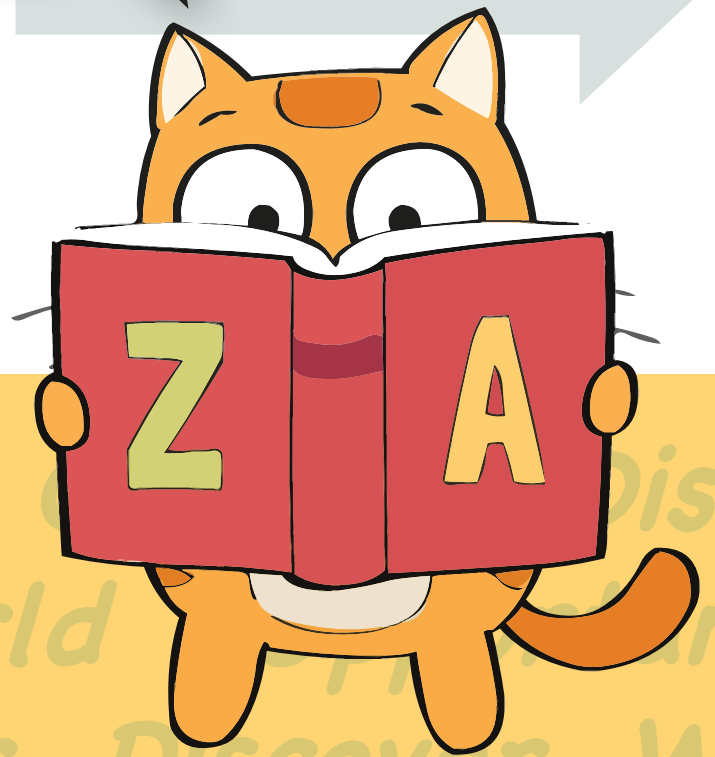


## Word List

CAREER	LABOR MARKET
OCCUPATION	EMPLOYMENT
JOB	SALARY
TOOLS	PROFESSION
UNIFORM	WORK
INDUSTRY	SKILL
EMPLOYER	INTERESTS
WAGE	EXPLORE
INFORMATION	BUSINESS
TRAINING	GOAL

C	H	U	S	T	S	E	R	E	T	N	I	L	O
A	V	C	K	T	R	A	I	N	I	N	G	C	O
R	D	V	I	N	D	U	S	T	R	Y	C	P	E
E	M	P	L	O	Y	M	E	N	T	U	F	W	D
E	C	I	L	R	G	M	K	R	P	Q	S	A	N
R	W	T	A	E	P	S	E	A	G	O	M	G	N
J	U	L	S	L	O	O	T	J	N	X	O	E	J
Q	A	X	O	F	Z	I	D	O	C	A	I	O	L
S	B	Y	A	H	O	P	I	B	L	F	W	K	M
Y	E	R	E	N	B	S	Y	S	H	G	D	W	R
R	M	Q	B	S	S	E	N	I	S	U	B	K	O
Z	L	I	F	E	X	P	L	O	R	E	J	J	F
S	G	A	F	V	N	M	N	O	C	U	X	W	I
R	I	O	I	N	F	O	R	M	A	T	I	O	N
A	R	Z	T	M	H	T	P	K	Y	L	B	R	U
P	L	A	B	O	R	M	A	R	K	E	T	K	A

# Exploring Careers





# UNSCRAMBLE



Anna C. Coutt

accountant

Ray Creets

Tim Niser

Roy Tenat

Art Rein

Chet Incani

Leon Roucs

Nat Joir

Sami C. Thin

Regie Nen

Lela A. Prag

Vic E. Teedt

Bee W. Smart



## Words to choose from:

Minister

Engineer

Janitor

Trainer

Teacher

Detective

Secretary

Webmaster

Machinist

Technician

Counselor

Paralegal

Attorney

# Matching

Draw a line connecting the name of a career with a tool that person might use.

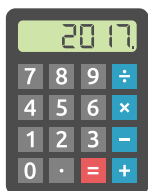
Accountant



Nurse



Firefighter



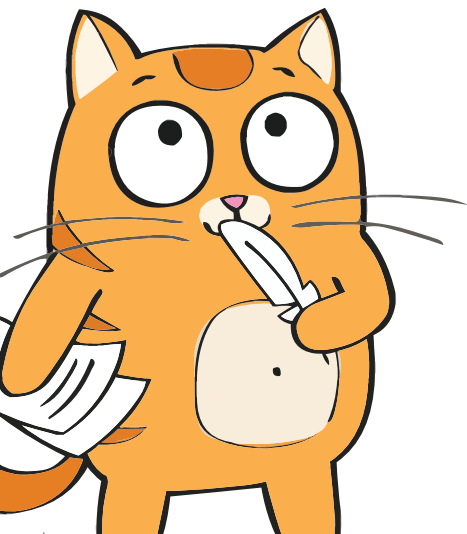
Chef



Electrician



Astronomer



What tools might be used in these careers? Draw a picture of the tools.

Reporter

Carpenter

Elementary School Teacher

Doctor



# ASSEMBLY LINE

*Assembly lines are where factories make products and each person is responsible for making a different part of it or putting pieces together. At the end, someone inspects it for accuracy.*

*What would it be like to work on an assembly line making 20 greeting cards?*

*Get in a group with 8 people. Each person will be in charge of one task.*

## Tasks:

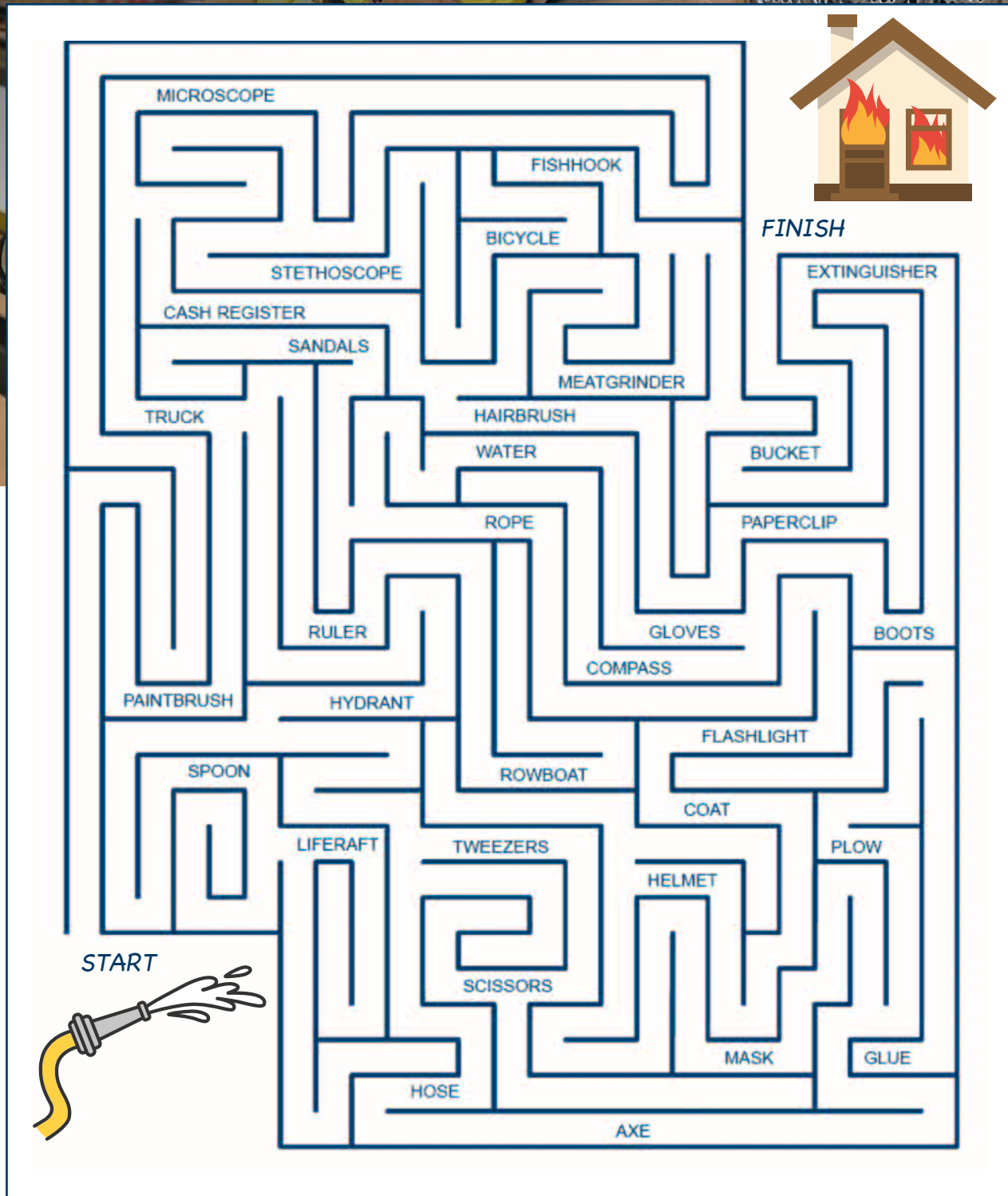
- 1. Fold construction paper in half.*
- 2. Color 4 daisy flowers yellow*
- 3. Color 4 stems green*
- 4. Cut out flowers and stems*
- 5. Glue flowers on inside of card.*
- 6. Write "Have A Great Day!"*
- 7. Write on back of card "Made in the USA".*
- 8. Inspect card for accuracy. Ones with errors go back to be corrected.*

What are the pros and cons of working on an assembly line?

What things around you do you think were made on an assembly line?

# MAZE

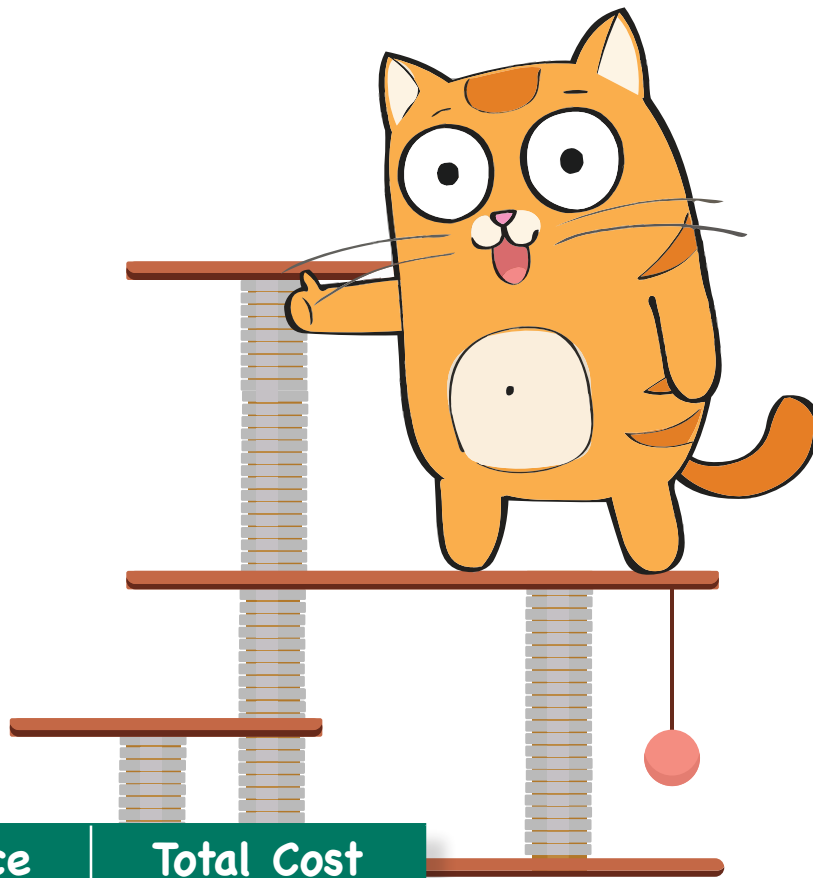
Every occupation uses a unique set of tools. Find your way through the maze by taking the route with a firefighter's tools.



# Cat Condo

*What you learn today  
will help you tomorrow!*

*Reading and math are important skills to have. Architects and construction workers need to be able to plan, read and follow directions. They also need to know how to make estimates on how much material they will need and how much it will cost.*



Materials Needed	Unit Price	Total Cost
1 sheet of plywood	\$9.95	
2 plastic tubes	\$12.45 each	
2 rolls of carpet	\$24.49 each	
1 box of screws	\$8.99	
1 can of tennis balls	\$3.25	
1 roll of yarn	\$2.25	
	<b>TOTAL:</b>	

1. What is the total cost of materials to build the cat condo?
2. Rounding to the nearest 50 cents, what is the estimated cost of materials to build the cat condo?
3. What school subjects would help you build a cat condo?
4. If there was a 15% increase in prices, how much would each material cost? What would the new total be?

# CHOOSE AN OCCUPATION

1. Choose an occupation and write it down here.

---

2. What kind of skills do you think a person would need for this occupation?

---

---

---

3. What kind of tools do you think this person would use?

---

---

---

4. What do you think a typical day on the job might be like for this person?

---

---

---

5. How is their day on the job similar to your day at school?

---

---

---

6. What kind of education do you think a person would need for this occupation?

---

---

---





# Interview

*Interview a person who works in a career in which you are interested. Some questions you might want to ask are:*

1. Where do you work?
2. What is your job title?
3. What is your favorite part of your job?
4. What is your least favorite part of your job?
5. Have you ever made a mistake in your job?
6. What is the easiest part of your job?
7. What is the hardest part of your job?
8. Do you use any special tools on your job?
9. Did you need special training for your job?
10. How did you figure out what career you wanted?
11. What was your favorite subject in school?
12. What school subject helps you the most in your job?
13. What career did you think about when you were young?
14. What do you like to do in your free time?
15. How did you choose your career?



# Getting to Know Myself





# Multiple Roles

*Every person plays more than one role in life. Can you identify some of your roles?*

1 I am the child of:

2 I am the student of:

3 I live in the community of:

4 I am a member of:

5 I am a player of:

6 I am an owner of:

7 I am a relative of:

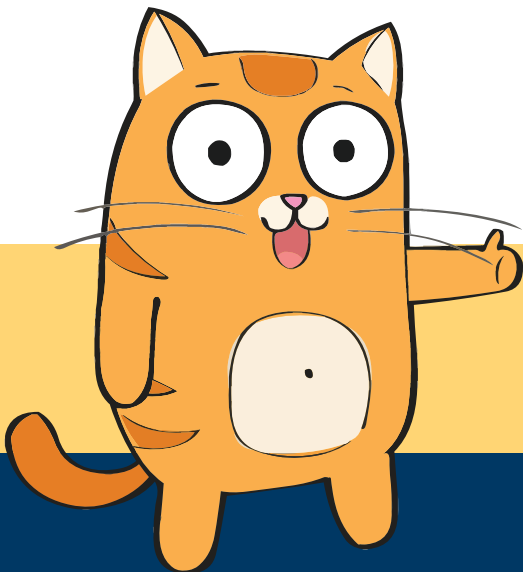
\_\_\_\_\_ is a  
teacher at my school.

\_\_\_\_\_ is a  
person in my neighborhood.

\_\_\_\_\_ is a  
member of my family.

\_\_\_\_\_ is a  
member of my team.

\_\_\_\_\_ is a  
member of my class.





# SELF- KNOWLEDGE

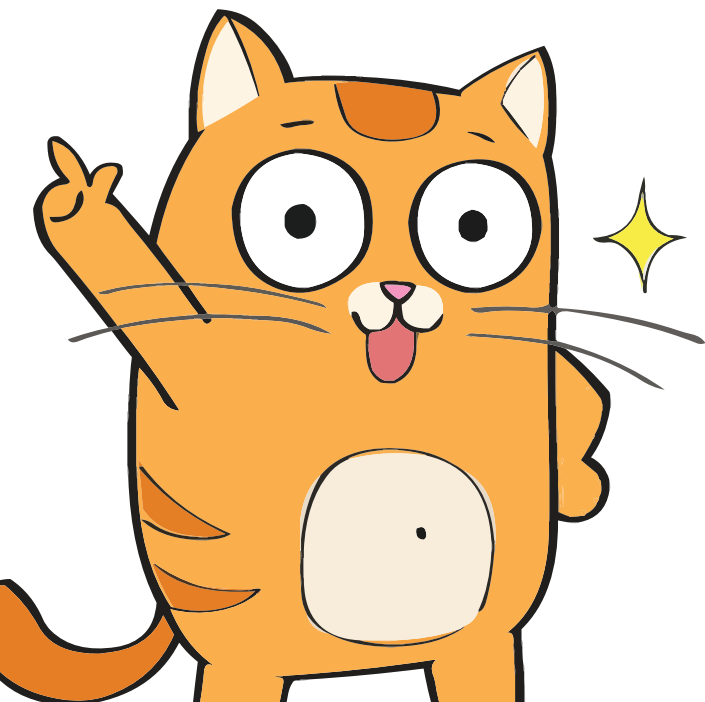
1 Things that interest me at home:

2 Things that interest me at school:

3 Things that I am good at doing:

4 Subjects I have to work hard at:

5 Subjects that are easy for me:



(Circle “Yes” or “No”)

1. I like to solve number problems...

Yes No

2. I like to write about my ideas...

Yes No

3. I am very organized...

Yes No

4. What careers might use some of these interests and abilities?

---

---

---

---

---

# WORK HABITS

*Good work habits are important in any job you have. Right now your job is going to school. Look at your work habits at school and at home and see where you could work to improve these habits for the future.*

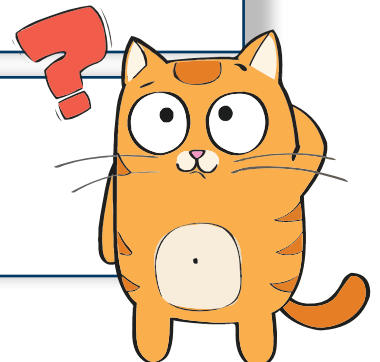
<u>School work habits</u>	<u>Never</u>	<u>Always</u>
Arrive at school on time	0 1 2 3 4 5 6 7 8 9 10	
Listen to directions	0 1 2 3 4 5 6 7 8 9 10	
Hand in homework on time	0 1 2 3 4 5 6 7 8 9 10	
Cooperate with other students	0 1 2 3 4 5 6 7 8 9 10	
Check my work	0 1 2 3 4 5 6 7 8 9 10	
Work neatly	0 1 2 3 4 5 6 7 8 9 10	
Use time wisely	0 1 2 3 4 5 6 7 8 9 10	
Keep desk neat and clean	0 1 2 3 4 5 6 7 8 9 10	
Try to Improve grades	0 1 2 3 4 5 6 7 8 9 10	
Follow rules	0 1 2 3 4 5 6 7 8 9 10	

<u>Home work habits</u>	<u>Never</u>	<u>Always</u>
Wake up on time	0 1 2 3 4 5 6 7 8 9 10	
Listen to directions	0 1 2 3 4 5 6 7 8 9 10	
Do chores when I am supposed to	0 1 2 3 4 5 6 7 8 9 10	
Cooperate with brothers/sisters	0 1 2 3 4 5 6 7 8 9 10	
Check chores are done completely	0 1 2 3 4 5 6 7 8 9 10	
Put my stuff away	0 1 2 3 4 5 6 7 8 9 10	
Use time wisely	0 1 2 3 4 5 6 7 8 9 10	
Keep room neat and clean	0 1 2 3 4 5 6 7 8 9 10	
Help without being asked	0 1 2 3 4 5 6 7 8 9 10	
Follow rules	0 1 2 3 4 5 6 7 8 9 10	

Two habits I will try and improve on are:

- 1.
- 2.



# Work ENVIRONMENT

*Think about the environment you may want to work in.  
On each line, circle the environment you like better.*

Work indoors

Work with people

Travel

Work with hands

Work by myself

Work during the day

Work in busy places

Wear a uniform

Make things

Communicate with words

Work 12 months a year

Work the same schedule each day

Give directions to others

Work with humans

Work under pressure

Work outdoors

Work with information

Work in office

Work with mind

Work with groups

Work at night

Work in quiet places

Wear street clothing

Sell things

Utilize math skills

Work seasonally

Work a variable schedule

Take direction from others

Work with animals

Work without deadlines

*Can you think of any career or careers that have most of your  
favored environments?*



Write a story about how you see yourself in the future, perhaps 15 years from now. Talk about the things that will have changed. What will your life be like? Talk about what responsibilities you will have.

This image shows a single page of white paper with horizontal blue lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# My first RÉSUMÉ

A résumé  
is a short  
summary of a person's  
work experience and  
qualifications. You can  
create your first  
résumé by filling  
in the blanks.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position Sought: \_\_\_\_\_  
(A job you might want to have)

**Abilities and Talents:** *(List positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)*

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_

**Achievements and Awards:** *(List awards you have received and when. For example: honor roll for 4th grade, perfect attendance 2nd grade, scouting award 2018, citizenship award)*

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_

**Work Experience:** *(List jobs you had or currently have. For example: dog walker, babysitter, plant waterer, salesperson at school store. These do not have to be jobs you receive pay for.)*

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_

**Education:** \_\_\_\_\_  
Grade Name of School

**References:** *(List people who will say good things about you)*

- \* \_\_\_\_\_
- \* \_\_\_\_\_

# CAN YOU... HAIKU

Haiku poems are unrhymed traditional Japanese poetry. They are very short, just 3 lines, with 17 syllables total. The first and third lines have 5 syllables and the second line has 7 syllables. Most Haiku poems describe some detail of everyday life with a personal reaction. The poems have two sections. The poet moves from description to reflection. Try to create an image of yourself or a career with just a few words following the Haiku format. Here are 3 samples to help you get started:

**Susan:**

A large broad smile  
Her wide open brown eyes blink;  
Happy in her skin

**The Accountant:**

Adding, subtracting  
calculator on the desk;  
Numbers never stop

**The Vet:**

The animals come  
Each day the doors open wide-  
Owners look like them



5  
7  
5

5  
7  
5

---

---

---

---

---

---





The Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to persons with limited English proficiency at no cost.

El Departamento de Empleo de Oregon es una agencia que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del inglés, a pedido y sin costo.

[Oregon.gov/Employ](https://oregon.gov/Employ)  
RSPUB295b (0322)