



FIND CAREER IDEAS

A How-To Guide Worksheet

Follow these 5 steps to identify careers that fit your interests, skills, and work values.

In these steps you will:

- ✓ Identify your interests
- ✓ Rate your work skills
- ✓ Discover your work values
- ✓ Learn important career information
- ✓ Choose your best career options

STEP 1. IDENTIFY YOUR INTERESTS

Take the [Interest Assessment](#) to identify your work interests and find out which careers they relate to.

- A. Follow directions on [Interest Assessment](#) (CareerOneStop.org/InterestAssessment) to answer 30 questions about how well you like or don't like certain activities.
- B. On the results page, select "Details" in the "Your Interests" box in upper left. Read about your highest interest categories to complete the chart below.

My Career Interest Categories (R, I, A, S, E, C)

Interest Categories <i>List your top 3</i>	Relatable personal qualities	Activities liked from this category	Ways to use this interest area in a job
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

- C. Select "Back to results" in the upper left of the page. Take a look at the career matches in your results and click on any **Career title** to learn more and watch a video about the career.
- D. As you find careers you would like to explore further, write down the career title in the chart below.



My Career Match List - Interest Assessment

Careers that match my interests

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

STEP 2. RATE YOUR WORK SKILLS

Visit the [Skills Matcher](#) to rate the level of your work skills and find occupations that use similar skills.

- A. Follow instructions on the [Skills Matcher \(CareerOneStop.org/Skills\)](#) to create a list of career matches based on your skills and knowledge in 40 topic areas. If you do not have any work experience, you may want to skip this assessment.
- B. On the results page, select the link “see your full list of skills” from the “Your Skills” box in upper left. Read about the skills you rated highest and complete the table below. You can download or print this list to use in your resume, or when talking about your skills in interviews.

My Strongest Skills

Skills	Do you want to use this skill in a job?	What are some ways you can use this skill in a job?
<i>List your top 3</i>		
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

- C. Select “Back to results” in the upper left of the page. Take a look at the career matches in your results and click on any **Career title** to learn more and watch a video about the career.



D. As you find careers you would like to explore further, write down the career title in the chart below. Some may overlap with your interest assessment matches, and some will be new.

My Career Match List - Skills Matcher

Careers that match my skills

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____

STEP 3. DISCOVER YOUR WORK VALUES

Visit [Work Values Matcher](#) to learn how to choose a career and a workplace that share your work values.

- A. Follow instructions for the [Work Values Matcher \(CareerOneStop.org/WorkValuesMatcher\)](#) to place each “card” in the correct column. Take your time, most people change their card sort several times before they finish.
- B. On the results page, read the descriptions of your top scoring values. Select the “Learn more about ...” link in the description to read about jobs and workplaces that reflect that value. Complete the chart below based on what you learn about your workplace values.

My Top Work Values

My work values <i>List your top 2 or 3</i>	Which workplace/ job qualities related to this value are most important to you?	How do you express this value in your current work, school, or personal life?
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____



- C. From any work value page, select the blue “See the list of careers that highlight the value of ...” box, then choose your education level to see a list of careers related to that value. Click on any career title to learn more.
- D. As you may find careers you would like to explore further, write down the career title in the chart below. Some may overlap with your interest or skills assessment matches, and some may be new.

My Career Match List - Work Values Matcher

Careers that match my work values

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

STEP 4. LEARN IMPORTANT CAREER INFORMATION

Consolidate your career match lists to find details about your career ideas on the [Occupation Profile](#).

- A. Review the “My Career Match” lists you have made from your interests, skills, and work values assessments. Are some career titles on more than one list? Note them below. Do any careers stand out? List these as well.

My Combined Career Match List

Combined career titles

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____



- B.** Find the career profile for the first career title on your list either from one of your assessment results pages, or by searching for it at [Occupation Profile \(CareerOneStop.org/OccupationProfile\)](https://www.careeronestop.org/occupation-profile). Use the information from the profiles and your assessment results to complete the first My Career Table below.
- C.** Repeat this process for 3-6 of the careers you are most interested in from your combined list.

My Career Tables

Career title 1: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____

Career title 2: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____



My Career Tables continued

Career title 3: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____

Career title 4: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____



My Career Tables continued

Career title 5: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____

Career title 6: _____

Activities you like : _____

Activities you
wouldn't like : _____

Fit with your interests/
skills/ values : _____

Job outlook : _____

Hourly wages : _____

Education requirements : _____

NOTE: Print extra copies of pages 5-7 if you have more than 6 careers you would like to research.



STEP 5. NARROW YOUR CAREER LIST TO YOUR BEST OPTIONS

Use the Career Tables from Step 4 to evaluate your career options and narrow your list to 1 - 5 careers.

A. Review your Career Tables above, and ask yourself the following:

- Do some of the activities and responsibilities seem interesting, or even fun?
- Do many of the work activities seem unpleasant or boring?
- Reflecting back on your interests, skills, and work values, does the career seem like a good fit?
- Considering the **Outlook** - are job openings likely in the future?
- Look at **Hourly Wages** - are they appropriate for your income needs or goals?
- What **Education** is needed? Would you be willing to obtain the required education?

B. As you review, eliminate careers that have red flags (salary too low, education requirements too high, boring, etc.) Is there one career that stands out as a great match? Or a few? You may have found the career you want, or you may have narrowed your list down to just a few good options. Note these in the chart below.

My Top Career Options

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

This list will help you in your next steps, whether that's gathering more information, exploring education and training options, choosing your next semester's classes, or starting a job search.



Congratulations! You've completed the steps to find career ideas that work for you!

Next steps

To find in-person help for your career planning, visit [American Job Center Finder](https://www.careeronestop.org/jobcenter/) (*CareerOneStop.org/JobCenter*).

Ready to start looking for jobs in your new career area? Search for local openings on the [Job Finder](https://www.careeronestop.org/findajob/) (*CareerOneStop.org/FindAJob*).

Learn more about life on the job! Set up some [Informational Interviews](https://www.careeronestop.org/jobsearch/network/informational-interviews.aspx) (*CareerOneStop.org/JobSearch/Network/informational-interviews.aspx*).

Will you need further training and education? Check out [Local Training Finder](https://www.careeronestop.org/findtraining/) (*CareerOneStop.org/FindTraining*) and learn how to [Pay for Training](https://www.careeronestop.org/payfortraining/) (*CareerOneStop.org/PayForTraining*).

Contact us

If you have any questions about CareerOneStop.org or would like further information, email us at: [info@CareerOneStop.org](mailto:info@careeronestop.org)

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