

## **Finding a Career That Fits**

### Part 1 - Narrowing Down Career Choices Based on Personal Qualities

**Objective:** This activity will help students complete an initial self-assessment to narrow down their options into 3 career clusters, based on their interests, values and personal style. The Career Cluster Inventory will help them increase their level of career maturity, resulting in being more self-aware and motivated to continue career exploration.

### **Standards Met:**

Time Required: 15 - 20 minutes

Materials Required:

- The Career Clusters Interest Survey
- The Sixteen Career Clusters handout
- Access to Onetonline.com
- Michigan's Top 50 Hot Jobs (for those without internet access)

### **ENGAGE**

### **Key Questions:**

- What activities do I enjoy?
- What personal qualities best describe me?
- What are the school subjects that I like?
- Why is important to match my personal qualities to occupations?
- What are my top 2-3 career clusters?

### **EXPLORE**

In Boxes 1-16, ask students to circle the items in the Career Clusters Interest Survey that best describe them. Be sure to circle in all three columns: Activities that describe what I like to do; Personal qualities that describe me, and School subjects that I like. Students may make as many or as few circles in each box as they choose. Students should then add up the circles in each box and enter the number in the 4<sup>th</sup> column.

Students will then identify the three boxes that have the highest numbers. They will find those corresponding Career Clusters on the *Sixteen Career Clusters* handout.

### **EXPLAIN**

Many students feel overwhelmed with career choices because they don't know what opportunities exist in the world of work. Often they are unable to articulate their own interests, values and personal style.

When utilizing the Career Clusters Inventory, students are able to clearly identify what they like and don't like. They are able to see that there are many Career Clusters that would *not* be of interest, therefore, helping narrow down the options that they do want to explore. This helps develop Career Maturity.

### **Key Point:**

Self-assessment is the first and the most important step in choosing an occupation or major, planning a career, and starting a job search. Understanding ones interests, skills, achievements, and values is critical in evaluating them against occupational factors, helping to identify short list of careers to explore.

### **Key vocabulary:**

Career Cluster: Contain occupations in the same field of work that require similar skills. Students can use Career Clusters to help focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

Career Maturity: Is the degree to which individuals are prepared to make good educational or vocational decisions. It is usually seen as dependent on their knowledge of themselves and of the world of work, their ability to make decisions, and a positive attitude toward making career decisions.

### **ELABORATE**

To help students make the connection of how their own top career clusters apply to the world of work, break students into groups based on their top career cluster. If there are groups with only one student, have them join a group based on their second interest.

Students may not be aware of how a variety of career clusters could all be housed in the same industry. Through small group discussion, have students brainstorm occupations from their own cluster that may fit in the Health Care Industry or a company like McDonalds. Have a representative from each small group share out to the whole group. Document the list on a white board or flip chart. Make the point that all career clusters are needed to make the world of work happen. Understanding our career cluster helps us narrow down choices, resulting in better decision-making.

### **EVALUATE**

Through brief journaling activity, have students write their answers to the following questions.

- What did I learn about myself? What interests are important to me? What values impact my choice of career cluster?
- What cluster do I want to learn more about?

• How has my understanding of career options broadened?

Upon completion, students will be able to identify 2-3 Career Clusters that match their interests, personal style and skills. Based on these results, students will then utilize this information to further research careers within each cluster, resulting in a short-list of occupational titles that "fit". Students will be motivated to continue exploration using online research tools.

Go to Part 2 of this lesson titled:

**Narrowing Down Career Choices Based on Career Research** 

# **Career Clusters Interest Survey**

Nan	1e			
Sch	ool		Date	
you Find	ctions: Circle the items in each box that best of choose. Add up the number of circles in each the corresponding Career Clusters on the pag may want to explore.	box. Look to see which three	e boxes have the highest nu	ımbers.
B0X 1	Activities that describe what I like to do:  1. Learn how things grow and stay alive.  2. Make the best use of the earth's natural resources.  3. Hunt and/or fish.  4. Protect the environment.  5. Be outdoors in all kinds of weather.  6. Plan, budget, and keep records.  7. Operate machines and keep them in good repair.	Personal qualities that describe me:  1. Self-reliant 2. Nature lover 3. Physically active 4. Planner 5. Creative problem solver	School subjects that I like: 1. Math 2. Life Sciences 3. Earth Sciences 4. Chemistry 5. Agriculture	Total number circled in Box 1

1. Read and follow blueprints and/or instructions. 2. Picture in my mind what a finished product looks like. 3. Work with my hands. 4. Perform work that requires precise results. 5. Solve technical problems. 6. Visit and learn from beautiful, historic, or interesting buildings. 7. Follow logical, step-by-step procedures.  that I like: 1. Curious 2. Good at following directions 3. Physical Sciences 4. Construction Trades 5. Electrical Trades/Heat, Air Conditioning and Refrigeration/ Technology Education
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### Activities that describe what I like to do: Personal qualities School subjects Total that describe me: that I like: number 1. Use my imagination to communicate new circled in 1. Art/Graphic design information to others. 1. Creative and imaginative Box 3 2. Perform in front of others. 2. Good communicator/good 2. Music 3. Read and write. 3. Speech and Drama vocabulary 4. Play a musical instrument. 3. Curious about new 4. Journalism/Literature 5. Perform creative, artistic activities. technology 5. Audiovisual 6. Use video and recording technology. 4. Relate well to feelings **Technologies** 7. Design brochures and posters. and thoughts of others 5. Determined/tenacious

Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

**Note:** This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

### Activities that describe what I like to do: Personal qualities School subjects Total that describe me: that I like: number 1. Perform routine, organized activities but circled in can be flexible. 1. Organized 1. Computer Box 4 2. Work with numbers and detailed 2. Practical and logical Applications/Business information. 3. Patient and Information 3. Be the leader in a group. 4. Make business contact with people. 4. Tactful Technology 2. Accounting 5. Responsible 5. Work with computer programs. 3. Math 6. Create reports and communicate ideas. 4. English 7. Plan my work and follow instructions 5. Economics without close supervision.

	Activities that describe what I like to do:  1. Communicate with different types of	Personal qualities that describe me:	School subjects that I like:	Total number
B0X 5	people.  2. Help others with their homework or to learn new things.  3. Go to school.  4. Direct and plan activities for others.  5. Handle several responsibilities at once.  6. Acquire new information.  7. Help people overcome their challenges.	<ol> <li>Friendly</li> <li>Decision maker</li> <li>Helpful</li> <li>Innovative/Inquisitive</li> <li>Good listener</li> </ol>	<ol> <li>Language Arts</li> <li>Social Studies</li> <li>Math</li> <li>Science</li> <li>Psychology</li> </ol>	circled in Box 5

	Activities that describe what I like to do:  1. Work with numbers.	Personal qualities that describe me:	School subjects that I like:	Total number
80X 6	<ol> <li>Work to meet a deadline.</li> <li>Make predictions based on existing facts.</li> <li>Have a framework of rules by which to operate.</li> <li>Analyze financial information and interpret it to others.</li> <li>Handle money with accuracy and reliability.</li> <li>Take pride in the way I dress and look.</li> </ol>	<ol> <li>Trustworthy</li> <li>Orderly</li> <li>Self-confident</li> <li>Logical</li> <li>Methodical or efficient</li> </ol>	<ol> <li>Accounting</li> <li>Math</li> <li>Economics</li> <li>Banking/Financial Services</li> <li>Business Law</li> </ol>	circled in Box 6

	Activities that describe what I like to do:	Personal qualities	School subjects	Total
	1. Be involved in politics.	that describe me:	that I like:	number
	2. Negotiate, defend, and debate ideas and	1. Good communicator	1. Government	circled in
	topics.	2. Competitive	2. Language Arts	Box 7
	3. Plan activities and work cooperatively with	3. Service-minded	3. History	
7	others.	4. Well-organized	4. Math	
B0X 7	4. Work with details.	5. Problem solver	5. Foreign Language	
	5. Perform a variety of duties that may change			
	often.			
	6. Analyze information and interpret it to			
	others.			
	7. Travel and see things that are new to me.			

Activities that describe what I like to do:  1. Work under pressure.  2. Help sick people and animals.  3. Make decisions based on logic and information.  4. Participate in health and science classes.  5. Respond quickly and calmly in emergencies.  6. Work as a member of a team.  7. Follow guidelines precisely and meet strict standards of accuracy.	Personal qualities that describe me: 1. Compassionate and caring 2. Good at following directions 3. Conscientious and careful 4. Patient 5. Good listener	School subjects that I like:  1. Biological Sciences 2. Chemistry 3. Math 4. Occupational Health classes 5. Language Arts	Total number circled in Box 8
Activities that describe what I like to do:  1. Investigate new places and activities. 2. Work with all ages and types of people. 3. Organize activities in which other people enjoy themselves. 4. Have a flexible schedule. 5. Help people make up their minds. 6. Communicate easily, tactfully, and courteously. 7. Learn about other cultures.	Personal qualities that describe me: 1. Tactful 2. Self-motivated 3. Works well with others 4. Outgoing 5. Slow to anger	School subjects that I like:  1. Language Arts/Speech 2. Foreign Language 3. Social Sciences 4. Marketing 5. Food Services	Total number circled in Box 9
Activities that describe what I like to do:  1. Care about people, their needs, and their problems.  2. Participate in community services and/or volunteering.  3. Listen to other people's viewpoints.  4. Help people be at their best.  5. Work with people from preschool age to old age.  6. Think of new ways to do things.  7. Make friends with different kinds of people.	Personal qualities that describe me: 1. Good communicator/good listener 2. Caring 3. Non-materialistic 4. Intuitive and logical 5. Non-judgmental	School subjects that I like:  1. Language Arts 2. Psychology/ Sociology 3. Family and Consumer Sciences 4. Finance 5. Foreign Language	Total number circled in Box 10
Activities that describe what I like to do:  1. Work with computers.  2. Reason clearly and logically to solve complex problems.  3. Use machines, techniques, and processes.  4. Read technical materials and diagrams and solve technical problems.  5. Adapt to change.  6. Play video games and figure out how they work.  7. Concentrate for long periods without being distracted.	Personal qualities that describe me: 1. Logical/analytical thinker 2. See details in the big picture 3. Persistent 4. Good concentration skills 5. Precise and accurate	School subjects that I like:  1. Math 2. Science 3. Computer Tech/ Applications 4. Communications 5. Graphic Design	Total number circled in Box 11
Activities that describe what I like to do:  1. Work under pressure or in the face of danger.  2. Make decisions based on my own observations.  3. Interact with other people.  4. Be in positions of authority.  5. Respect rules and regulations.  6. Debate and win arguments.  7. Observe and analyze people's behavior.	Personal qualities that describe me:  1. Adventurous 2. Dependable 3. Community-minded 4. Decisive 5. Optimistic	School subjects that I like:  1. Language Arts 2. Psychology/Sociology 3. Government/History 4. Law Enforcement 5. First Aid/First Responder	Total number circled in Box 12

### Activities that describe what I like to do: Personal qualities School subjects Total that describe me: that I like: number 1. Work with my hands and learn that way. circled in 2. Put things together. 1. Practical Math-Geometry Box 13 3. Do routine, organized and accurate work. 2. Observant 2. Chemistry 4. Perform activities that produce tangible 3. Trade and Industry 3. Physically active 4. Step-by-step thinker courses 5. Apply math to work out solutions. 5. Coordinated 4. Physics 6. Use hand and power tools and operate 5. Language Arts equipment/machinery. 7. Visualize objects in three dimensions from flat drawings.

Activities that describe what I like to do:  1. Shop and go to the mall.	Personal qualities that describe me:	School subjects that I like:	Total number
2. Be in charge.	1. Enthusiastic	1. Language Arts	circled in Box 14
3. Make displays and promote ideas.	2. Competitive	2. Math	BOX 14
4. Give presentations and enjoy public speaking.	3. Creative 4. Self-motivated	3. Business Education/ Marketing	
speaking.  5. Persuade people to buy products or to participate in activities.	5. Persuasive	4. Economics 5. Computer Applications	
6. Communicate my ideas to other people.			
7. Take advantage of opportunities to make extra money.			

	Activities that describe what I like to do: 1. Interpret formulas.	Personal qualities that describe me:	School subjects that I like:	Total number	
BOX 15	<ol> <li>Find the answers to questions.</li> <li>Work in a laboratory.</li> <li>Figure out how things work and investigate new things.</li> <li>Explore new technology.</li> <li>Experiment to find the best way to do something.</li> <li>Pay attention to details and help things be precise.</li> </ol>	<ol> <li>Detail-oriented</li> <li>Inquisitive</li> <li>Objective</li> <li>Methodical</li> <li>Mechanically inclined</li> </ol>	<ol> <li>Math</li> <li>Science</li> <li>Drafting/Computer-Aided Drafting</li> <li>Electronics/Computer Networking</li> <li>Technical Classes/Technology Education</li> </ol>	circled in Box 15	

**Disclaimer:** Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career. This survey does not make any claims of statistical reliability.

# The Sixteen Career Clusters

1 Spriculture, Food & Natural Resources	The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.
rchitecture & Construction	Careers in designing, planning, managing, building, and maintaining the built environment.
3 A/V Technology & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
4 Siness Management & Administration	Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.
ducation & Training	Planning, managing, and providing education and training services, and related learning support services.
6 inance	Planning, services for financial and investment planning, banking, insurance, and business financial management.
7 overnment & Public Administration	Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.
8 ealth Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.
9 Ospitality & Tourism	Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions and recreation events, and travel-related services.

# Career Clusters cont.

10	Saman Services	Preparing individuals for employment in career pathways that relate to families and human needs.
11	nformation Technology	Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.
12	aw, Public Safety, Corrections & Security	Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.
13	unufacturing	Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.
14	arketing	Planning, managing, and performing marketing activities to reach organizational objectives.
15	Science, Technology, Engineering & Mathematics	Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.
16	ransportation, Distribution & Logistics	Planning, mangagement, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

My top three Career Clusters of interest are:

1	 		 		 ,	
2						
ว						

For more information, go to onetonline.org. Under "Find Occupations" you can identify occupations by researching your top three clusters. Make a short list of 10-15 occupations to research further. What ones are a good fit to your skills, values and interests?



MICHIGAN'S HIGH-DEMAND, HIGH-WAGE CAREERS

# MICHIGAN'S JOB OUTLOOK THROUGH 2026

MICHIGAN'S HIGH-DEMAND,	PROJECTED ANNUAL	HOURLY WAGE	JOB GROWTH	TYPICAL EDUCATION AND TRAINING
H-WAGE CAREERS	JOB OPENINGS	KANGE	2016-2026	BEYOND HIGH SCHOOL
Accountants and Auditors	3,520	\$25 - \$42	9.4%	Bachelor's degree, license
Administrative Services Managers	630	\$35 - \$55	9.4%	Bachelor's degree, plus work experience
Architectural and Engineering Managers	800	\$51 - \$74	%0.6	Bachelor's degree, plus work experience, license
Carpenters	2,600	\$16 - \$28	7.5%	Apprenticeship, license
Child, Family, and School Social Workers	1,570	\$19 - \$28	13.6%	Bachelor's degree, license
Civil Engineers	860	\$30 - \$45	16.8%	Bachelor's degree, license
Commercial and Industrial Designers	740	\$28 - \$46	7.9%	Bachelor's degree
Computer and Information Systems Managers	830	\$46 - \$73	12.3%	Bachelor's degree, plus work experience
Computer Systems Analysts	1,200	\$31 - \$49	8.5%	Bachelor's degree
Computer User Support Specialists	1,790	\$17 - \$29	11.0%	Some college, no degree
Construction Managers	540	\$33 - \$56	%6:6	Bachelor's degree, plus moderate-term OJT
Dental Hygienists	770	\$27 - \$34	20.0%	Associate's degree, license
Education Administrators, Postsecondary	630	\$34 - \$66	10.6%	Master's degree, plus work experience
Educational, Guidance, School, and Vocational Counselors	880	\$19 - \$33	15.2%	Master's degree, license
Electrical Engineers	780	\$33 - \$50	13.5%	Bachelor's degree, license
Electricians	2,580	\$20 - \$35	6.8%	Apprenticeship, license
Elementary School Teachers Except Special Education	2,840	\$22 - \$30	2.6%	Bachelor's degree, license
Financial Managers	1,460	\$40 - \$72	18.3%	Bachelor's degree, plus work experience
General and Operations Managers	5,760	\$33 - \$74	8.8%	Bachelor's degree, plus work experience
Health Specialties Teachers, Postsecondary	730	\$36 - \$82	25.4%	Doctoral or professional degree
Healthcare Social Workers	800	\$22 - \$31	18.7%	Master's degree, plus internship, license
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1,020	\$17 - \$29	13.7%	Postsecondary nondegree award, plus long-term OJT, license
Heavy and Tractor-Trailer Truck Drivers	6,870	\$16 - \$24	%2.6	Postsecondary nondegree award, plus short-term OJT, license
Human Resources Specialists	1,600	\$21 - \$36	7.3%	Bachelor's degree
Industrial Engineers	2,200	\$34 - \$51	18.2%	Bachelor's degree, license
Industrial Machinery Mechanics	1,840	\$19-\$30	10.0%	Long-term OJT
Insurance Sales Agents	1,410	\$17 - \$38	%6.6	Moderate-term OJT, license
Lawyers	940	\$33 - \$67	7.3%	Doctoral or professional degree, license
Licensed Practical and Licensed Vocational Nurses	1,420	\$20 - \$26	10.4%	Postsecondary nondegree award, license
Market Research Analysts and Marketing Specialists	2,080	\$21-\$40	24.0%	Bachelor's degree
Marketing Managers	450	\$42 - \$77	11.5%	Bachelor's degree, plus work experience
Mechanical Engineers	3,160	\$34 - \$53	15.2%	Bachelor's degree, license
Medical and Health Services Managers	1,180	\$35 - \$61	18.1%	Bachelor's degree, plus work experience
Nurse Practitioners	350	\$43 - \$55	34.3%	Master's degree, license
Occupational Therapists	380	\$31 - \$45	22.9%	Master's degree, license
Paralegals and Legal Assistants	730	\$19 - \$29	14.5%	Associate's degree
Personal Financial Advisors	530	\$26 - \$72	15.1%	Bachelor's degree, plus long-term OJT, license
Physical Therapist Assistants	630	\$20 - \$30	30.7%	Associate's degree, license
Physical Therapists	630	\$35 - \$48	27.4%	Doctoral or professional degree, license
Physician Assistants	440	\$43 - \$58	37.8%	Master's degree, license
Physicians and Surgeons	540	\$29 - \$100+	%8.6	Doctoral or professional degree, plus residency, license
Plumbers, Pipefitters, and Steamfitters	1,620	\$22 - \$36	12.7%	Apprenticeship, license
Police and Sheriff's Patrol Officers	1,330	\$22 - \$33	%9.9	Moderate-term OJT
Registered Nurses	6,650	\$28 - \$38	13.5%	Bachelor's degree, license
Sales Managers	1,000	\$44 - \$78	7.0%	Bachelor's degree, plus work experience
Sales Representatives, Except Technical and Scientific Products	5,680	\$20 - \$43	2.9%	Moderate-term OJT
Social and Community Service Managers	550	\$26 - \$38	16.3%	Bachelor's degree, plus work experience
Software Developers, Applications	2,160	\$33 - \$53	31.0%	Bachelor's degree
Software Developers, Systems Software	1,000	\$33 - \$52	15.2%	Bachelor's degree
Training and Development Specialists	069	\$20 - \$36	12.4%	Bachelor's degree, plus work experience
ce: DTMB, Bureau of Labor Market Information and Strategic Initiatives				OJT = On-the-Job Training

LEARN MORE:

# LOOKING FOR CAREER INFORMATION? NEED HELP WITH A JOB SEARCH?

### MITALENT.ORG

Pure Michigan Talent Connect is your launch pad for new jobs, careers, and talent. It is an online marketplace offered by the Michigan Talent Investment Agency. It connects Michigan's job seekers and employers, and serves as a central hub linking all public and private stake-holders who support Michigan's workforce. Pure Michigan Talent Connect serves as the state's labor exchange system and provides access to thousands of jobs, as well as valuable tools and resources to help with your career exploration and job searching needs.

### MICHIGAN.GOV/TED

The Talent and Economic Development Department of Michigan and its subsidiary agencies work to provide the connections, expertise, and innovative solutions to drive continued business growth, build vibrant communities, create affordable housing, generate tourism, and attract and retain key talent to fill Michigan's vast pipeline of opportunities.

### MICHIGAN.GOV/TIA

Businesses need a talented workforce. Workers need the right skills to compete for available jobs. The Talent Investment Agency (TIA) was created to bridge the gap between talent and employers. This is accomplished through programs focused on job preparedness, career-based education, worker training, employment assistance and unemployment programs.

### PATHFINDER.MITALENT.ORG

Michigan Talent Investment Agency is excited to introduce Pathfinder—a one-of-a-kind career exploration tool that's designed to increase the number of Michigan residents with high-quality, in-demand degrees and credentials. Pathfinder provides current Michigan labor market information to students, their parents, guidance staff, and all job seekers to help them make informed choices about education and career options, as well as guides the creation of educational development plans.

### MICHIGAN.GOV/LMI

The Bureau of Labor Market Information and Strategic Initiatives is the official source for high quality demographic and labor market information for the state of Michigan and its regions. We provide partners and customers, including job-seekers, with accurate, objective, reliable, timely, accessible, and transparent information and insights.

### MICHIGANWORKS.ORG

The Michigan Works! System is the first unified workforce development system in the U.S. and an integral partner in developing Michigan's economic future. The System is demand-driven, locally-responsive and ready to meet the needs of each community.

# HOT 50















