

Worksheet for Researching Occupations

Gathering information is a critical step in making an effective career decision. Make a copy of this worksheet for each occupation that you are considering. Read about how to research occupations in the Exploring Occupations/Careers section at www.clarion.edu/career/major/index.htm. Use print, Internet, multi-media, and people resources for your information.

Occupation/job title	
Brief description <ul style="list-style-type: none"> • Attach a job description, if available 	
Primary responsibilities <ul style="list-style-type: none"> • What do people in this occupation do? • List at least five specific responsibilities for this occupation. 	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Requirements <ul style="list-style-type: none"> • Key skills and abilities required • Personality traits that are important for this occupation 	Skills and abilities: Personality traits: