



# DELAWARE CAREER COMPASS

2009 – 2010

Which doors  
will you open?



Published by the  
Delaware Department of Labor  
Office of Occupational and Labor Market Information  
with sponsorship of the  
Delaware Advisory Council on Career and Technical Education





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Dear Students,

As Governor, it is my pleasure to present the 2009 edition of the *Delaware Career Compass*. One of our state's most critical commitments is ensuring that every student and job seeker have opportunities to follow their goals and attain their dreams. I hope the *Delaware Career Compass* serves you well in that regard. Within this publication you will find dozens of opportunities to help you develop skills necessary to pursue and prosper in your chosen profession.

The *Delaware Career Compass* is just one of many resources that are available to you. I strongly urge you to speak with your guidance counselors to take full advantage of all training programs that will help you decide on a career path.

I wish you the best as you search for a vocation that will allow you to realize your life goals and prove to everyone that our state's best days truly are ahead of us.

Sincerely,

Jack A. Markell  
Governor



The Honorable Jack A. Markell  
Governor



John J. McMahon, Jr.  
Secretary  
Department of Labor

Dear Students,

As each of you is aware, the work environment has changed dramatically with a very heavy emphasis on skills. The jobs of the future and your success in obtaining those positions will be based on your level of education, overall skills and the number of positions available in your chosen field. In Thomas Friedman's book, *The World is Flat*, he clearly demonstrates how small the world has become and that the global economy has a direct impact on our individual successes. Competition for labor knows no borders, and those individuals with education and skills will be in demand.

The *Delaware Career Compass*, in its 17<sup>th</sup> year, is designed to provide each of you with the necessary information, based on current economic trends that will allow you to make informed choices for your chosen course of study and future career aspirations. You will need to know whether your career area will have positions available upon graduation and thus are considered demand occupations.

The *Delaware Career Compass* has proven to be a great resource to not only help you plan your path toward your chosen career, but also serves as an opportunity for you to establish objectives based on the current and future job needs for that industry. It is often said that education is the currency of the future, and your ability to have real time economic data and planning tools will allow you to make knowledgeable decisions for your future.

The Delaware Department of Labor, Office of Occupational and Labor Market Information (OOLMI), is ready and willing to help, support and guide you through this extremely important phase of your career planning. Please read the *Delaware Career Compass*, use it to help formulate plans, and feel free to contact OOLMI with any questions you may have.

I wish you well in this most important time in your journey to your future, and I am quite sure that the *Compass* will provide you with valuable information to plan your road map to a rewarding career. Good luck!

Sincerely,

John J. McMahon, Jr.  
Secretary  
Department of Labor

The Honorable John J. McMahon, Jr.  
Secretary  
Department of Labor





## Opening Doors

Planning now is your key to opening doors later. Clarify your career goals and set a course to make them happen.

Begin your journey with the *Delaware Career Compass*, your personal guide to career decision-making. Work through all four steps so that you understand the career development process. Then hang onto the *Compass* for future reference – you will find it a valuable resource for years to come. Best of luck!

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photo by tanakawho

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Portia Puffin says,  
“Look for me!”



## Your Steps to Success

Career planning is too important to be left to chance or casual influence. After all, the decisions you make now will affect the rest of your life. If you want the career of your choice, you must prepare.

Career development is a series of steps that will help you know yourself and the labor market. Career development will also help you make decisions and determine your goals. Let the *Delaware Career Compass* guide you through these steps.

But remember that planning for your future is rarely a one-way progression up the steps and through the door of your choice. Life will undoubtedly throw unexpected challenges your way.

If you lose your job, you may need to revisit Step 4, “Action Plan”, to investigate your options. You might want to go back to Step 1, “Who Am I?”, to find out how you have changed over the years. As you climb the steps again and again, remember to stay positive and focused until you reach your new goals.

*If one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with success unexpected in common hours.*

~Henry David Thoreau

### 4. Action Plan

Investigate options for education and training.  
Learn the skills to seek and keep a job.  
Review where you are and where you want to be;  
make changes if necessary.

### 3. Decision Making

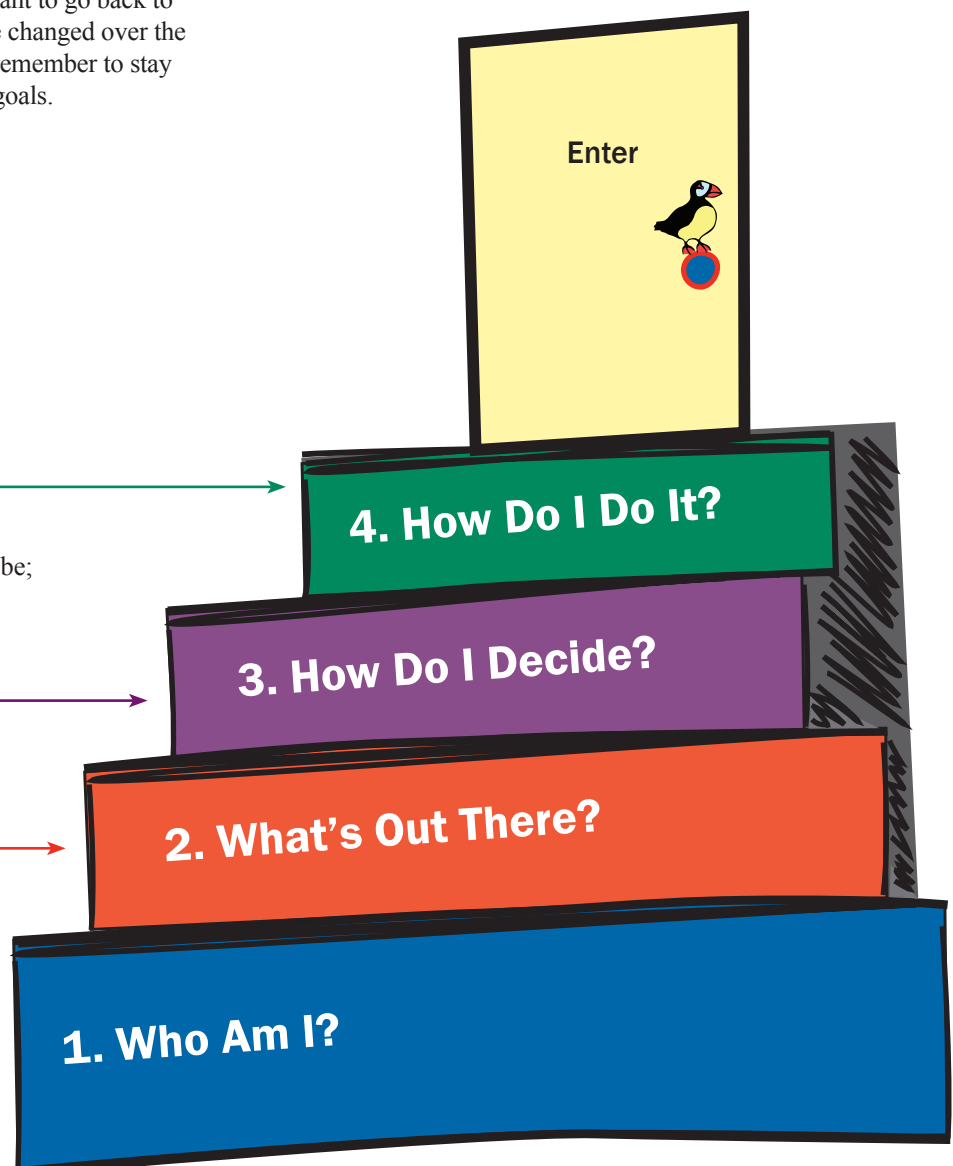
Develop personal and career objectives.

### 2. Occupational Research

Learn as much as you can about a variety of careers; investigate what's available and the preparation needed.

### 1. Self Assessment

Learn about yourself, your learning styles, your values, your interests, your personality, and your abilities.





## Step #1: Self-Assessment

### Who Am I?

What if you're not sure what occupation you want to pursue? What if you have no idea what to do with your life? Rest assured – you're not alone! But it's time to begin thinking about it. It will take lots of research to develop a career plan and the research begins with **YOU**.

Who are you? This may seem like a silly question; after all, you are with yourself everyday. But, surprisingly, we just don't pay as close attention to ourselves as we should.

This section provides several assessments that will help you get to know yourself. Don't worry, they're not tests and there are no right or wrong answers. The only thing you have to do is be honest with yourself as you work through them.

What you learn about yourself will help you develop a list of three possible occupations. Research these three occupations thoroughly to see if you're on the right track. And if you're not, try three more.



**Would you rather  
work with animals  
or work with people?**



**Would you rather  
work with your hands  
or work with ideas?**



**Would you rather  
work where it's warm  
or work where it's cold?**



*photo by Ellen Edersheim*

### What is O\*NET OnLine?

Throughout the *Delaware Career Compass* you will see references to O\*NET OnLine, an interactive occupational database. O\*NET OnLine provides in-depth information on more than 820 occupations.

**This information includes but is not limited to:**

- occupation descriptions
- tasks associated with an occupation
- tools and technology used
- knowledge, skills, and abilities
- work activities
- education needed
- wages
- occupations that are in demand

The website also offers free career exploration tools, both hardcopy and electronic.

**These tools include:**

- an Ability Profiler
- an Interest Profiler
- a Work Importance Profiler

Based on your personal profiler results, the website database will provide you with a list of occupations that may be a good match for you. Use this online tool in conjunction with the *Delaware Career Compass* to begin your occupational search.

**The website address is:**

<http://online.onetcenter.org>



**Now begin learning about yourself.**



## What Is My Learning Style?

People learn in different ways. Your unique style of learning will match some occupations better than others. Use the results of this assessment to guide you toward more informed career decisions.

**1** Score each item and then total each column:

**1 – Seldom or Never**  
**2 – Sometimes**  
**3 – Often**

- I remember better if I write it down.
- Looking at a person helps keep me focused.
- I need a quiet place to get my work done.
- When I take a test, I can see the textbook in my head.
- Music or background noise distracts my attention.
- I doodle in the margins of my notebook.
- I have trouble following lectures.
- I react very strongly to colors.
- I like to build things.

\_\_\_\_\_ TOTAL

If this is your highest score, you are a **visual learner**.

- My papers and notebooks always seem messy.
- I do not follow written directions well.
- If I hear something, I will remember it.
- Writing has always been difficult for me.
- I often misread words from the text.
- I would rather listen and learn than read and learn.
- Pages with small print are difficult for me to read.
- It's hard for me to interpret others' body language.
- My eyes tire quickly, even though my vision check-up is ok.

\_\_\_\_\_ TOTAL

If this is your highest score, you are an **auditory learner**.

- I start a project before reading the directions.
- I hate to sit at a desk for long periods of time.
- I prefer to see something done and then do it myself.
- I use the trial and error approach to problem solving.
- I like to read my textbook while riding an exercise bike.
- I take frequent study breaks.
- I have a difficult time giving step-by-step directions.
- I enjoy sports and do well at several types of sports.
- I am constantly fidgeting.

\_\_\_\_\_ TOTAL

If this is your highest score, you are a **kinesthetic/tactile learner**.

**2**

A score of 20 or more indicates a strength in that area. The Learning Style with the highest score indicates the most efficient method of information intake for you. Write your preferred learning style below.

**My Preferred Learning Style is:** \_\_\_\_\_

**3**

**What does this mean?**

**Visual learners learn best by:**



- creating vivid mental images
- working with pictures and colors
- using graphics like films, slides, illustrations, diagrams, and doodles to reinforce learning
- asking for written directions
- visualizing spelling of words

**Auditory learners learn best by:**



- listening
- using tapes for reading and class lecture notes
- participating in discussions
- having test questions read aloud
- hearing directions

**Kinesthetic/Tactile learners learn best by:**



- hands-on activities
- using physical activity
- performing a variety of tasks like making models, doing lab work, or role-playing
- using computers to reinforce touch

**4**

**Consider these occupations based on your learning style:**

**Visual learners:**

Webmaster  
 Architect  
 Navigator  
 Mechanic  
 Graphic Designer

**Auditory learners:**

Translator  
 Teacher  
 Counselor  
 Salesperson  
 Musician

**Kinesthetic/Tactile learners:**

Athlete  
 Firefighter  
 Dancer  
 Actor  
 Sculptor



## What Skills Do I Need?

The skills below can be used in almost every workplace situation. They are often called transferable skills because they are not limited to any one academic discipline or knowledge area but are transferable to many occupations. Use this exercise to identify your areas of strength, as well as those skills that need more development.

**1** Check your skill level (Can Do or Needs Work) for each phrase below. Then make a plan to improve the areas that need work.

**Can Do**      **Needs Work**

### Communication Skills

- |       |       |  |
|-------|-------|--|
| _____ | _____ | I know how to explain my ideas to others.        |
| _____ | _____ | I ask appropriate questions.                     |
| _____ | _____ | I'm a good listener.                             |
| _____ | _____ | I'm able to interpret written instructions well. |

### Thinking Skills

- |       |       |   |
|-------|-------|---|
| _____ | _____ | I evaluate situations logically.            |
| _____ | _____ | I reason well and make objective judgments. |
| _____ | _____ | I know how to make informed decisions.      |
| _____ | _____ | I know how to use technology effectively.   |

### Organizational Skills

- |       |       |  |
|-------|-------|--|
| _____ | _____ | I have the ability to set goals in my work life as well as my personal life. |
| _____ | _____ | I work neatly and accurately.  |
| _____ | _____ | I handle interruptions and changes and still meet goals.                     |
| _____ | _____ | I plan and manage my time.   |

**Can Do**      **Needs Work**

### Adaptability Skills

- |       |       |   |
|-------|-------|---|
| _____ | _____ | I have a positive attitude toward change.           |
| _____ | _____ | I recognize and respect other people's differences. |
| _____ | _____ | I think of new ways to get the job done.            |
| _____ | _____ | I handle transitions easily.                        |

### Interpersonal Skills

- |       |       |                                     |
|-------|-------|-------------------------------------|
| _____ | _____ | I get along with people.            |
| _____ | _____ | I respect the ideas of others.      |
| _____ | _____ | I support other people's decisions. |
| _____ | _____ | I help others with their problems.  |
| _____ | _____ | I accept authority.                 |
| _____ | _____ | I know how to work on a team.       |

### Learning Skills

- |       |       |  |
|-------|-------|--|
| _____ | _____ | I'm interested in learning more about my areas of career interest. |
| _____ | _____ | I know how to read and find information when I need it.            |
| _____ | _____ | I want to continue learning throughout my life.                    |

### Personal Skills

- |       |       |   |
|-------|-------|---|
| _____ | _____ | I'm honest.                                 |
| _____ | _____ | I'm motivated/enthusiastic about what I do. |
| _____ | _____ | I'm reliable and dependable.                |
| _____ | _____ | I'm courteous and respectful.               |





## What Do I Like?

Likes and dislikes are extremely important in career planning. Knowing what you like to do (and what you don't) will help you to narrow the field of occupational choices. The statements below will help you answer the question, "What do I like the best?"

### 1 Circle the number for each phrase that describes you.

- I'd rather make something than read a book.
- I enjoy problem-solving games and working at puzzles.
- I like helping other people when they need it.
- I enjoy learning about new topics by reading about them.
- I like working with my hands.
- I like being the leader in a group of people.
- I prefer to know all the facts before I tackle a problem.
- I like to take care of other people.
- I enjoy designing, inventing, and creating things.
- I enjoy expressing myself through art, music, or writing.
- I would like a job where I could deal with people all day.
- I like working with materials and equipment.
- I enjoy learning new facts and ideas.
- I find cooperating with others comes naturally to me.
- I like finding out how things work by taking them apart.
- I would choose working with things rather than working with people.
- I can usually persuade people to do things my way.
- I enjoy building and repairing things.
- I enjoy the research part of my projects.
- I like interacting with people.
- I enjoy thinking up different ideas and ways to do things.
- I like hearing other people's opinions.
- I enjoy learning how to use different tools.
- I find it easy to follow written instructions.

### 2 Which numbers did you circle above? Circle the same numbers in the three groups below.

A.	1	5	9	12	15	16	18	23
B	3	6	8	11	14	17	20	22
C.	2	4	7	10	13	19	21	24

### 3 The group (A, B or C) with the most circled numbers indicates your area of strongest interest. The group with the second most circled numbers is an area that you find interesting also, but not as much as the first group. Read the descriptions below.

**A. You're a hands-on person.** You enjoy using tools and machines, making objects with your hands, maintaining and fixing equipment, and finding out how things work.

**B. You're a people person.** You enjoy caring for and helping others, persuading people, working as part of a team, and leading and supervising others.

**C. You're an information person.** You enjoy expressing yourself through writing, music or art, doing experiments or researching, solving puzzles and problems, and studying and reading.



### 4 What have you discovered about yourself?

- The area that I like best is:  
(check the phrase that received the most circles)  
☐ Working with my hands (A)  
☐ Working with people (B)  
☐ Working with information (C)
- The area that I like second best is:  
(check the phrase that has the 2nd most circles)  
☐ Working with my hands (A)  
☐ Working with people (B)  
☐ Working with information (C)

### 5 What does it mean?

Some occupations will be a much better match for you than others. Take what you have just learned about your likes and read through the lists of occupations on the following page. Do those that fall under the area you like most seem interesting to you? Circle 2 occupations that you would like to explore. Be sure to be realistic about the amount of education and/or training you want to receive.

### **I Am a 'Hands-On' Person**

There are many occupations for those who have a knack for using tools & machines, are curious about how things work, and like to build, operate, and maintain equipment. The occupations below require hands-on skill with things.

#### **SOC On-the-Job Training**

27-1013 Fine Artists  
37-3011 Landscaping Workers  
39-2011 Animal Trainers  
47-2061 Construction Laborers  
47-2211 Sheet Metal Workers  
49-3021 Automotive Body Repairers  
49-9021 HVAC Mechanics  
53-3032 Truck Drivers

#### **Work Experience in a Related Occ.**

35-1011 Chefs & Head Cooks  
53-5021 Captains/Pilots-Water Vessels

#### **Postsecondary Vocational Training**

49-3023 Auto Service Techs. & Mech

#### **Associate's Degree**

17-3022 Civil Engineering Technicians  
17-3027 Mech. Engineering Techs.  
19-4092 Forensic Science Technicians  
27-1025 Interior Designers  
29-2021 Dental Hygienists  
29-2056 Veterinary Technicians  
49-9062 Medical Equipment Repairers

#### **Bachelor's Degree**

17-1022 Surveyors  
19-1023 Zoologists  
27-1024 Graphic Designers  
27-3042 Technical Writers  
29-2091 Orthotists & Prosthetists

#### **At Least a Bachelor's + Work Exp.**

27-1011 Art Directors  
27-2041 Music Directors/Composers

#### **Advanced Degrees**

25-4013 Museum Techs.  
29-1011 Chiropractors  
29-1021 Dentists  
29-1123 Physical Therapists  
29-1131 Veterinarians

### **I Am a 'People' Person**

There are many occupations in the world of work for people like you who enjoy exercising your people skills such as caring, helping, advising, persuading, and cooperating. The occupations below require people skills.

#### **SOC On-the-Job Training**

31-1011 Home Health Aides  
33-3012 Correctional Officers & Jailers  
35-3031 Waiters/Waitresses  
39-9011 Child Care Workers  
39-9032 Recreation Workers  
43-4051 Customer Service Reps.  
43-4151 Order Clerks

#### **Work Experience in a Related Occ.**

25-3021 Self-Enrichment Ed. Teachers  
33-1012 Managers of Police  
41-9021 Real Estate Brokers

#### **Postsecondary Vocational Training**

29-2041 Emergency Medical Techs.  
39-9031 Fitness Trainers/Aerobics Inst  
41-3041 Travel Agents  
41-9022 Real Estate Sales Agents

#### **Associate's Degree**

11-9061 Funeral Directors  
29-1111 Registered Nurses

#### **Bachelor's Degree**

25-2031 Secondary Teachers  
29-1071 Physician Assistants  
29-1125 Recreational Therapists  
29-9091 Athletic Trainers  
41-9031 Sales Engineers

#### **At Least a Bachelor's + Work Exp.**

11-2022 Sales Managers  
11-9111 Health Services Managers  
11-3042 Training/Development Mngrs

#### **Advanced Degrees**

19-3031 Clinical/School Psychologists  
21-1014 Mental Health Counselors  
21-1015 Rehabilitation Counselors  
21-1023 Substance Abuse Soc. Workers  
29-1062 Family & General Practitioners  
29-1122 Occupational Therapists

### **I Am an 'Information' Person**

Work today requires people like you who have the ability to find, classify, organize, and explain information in ways that help others understand it. The occupations below require skill with data and information.

#### **SOC On-the-Job Training**

13-1031 Claims Adjusters/Examiners  
25-9011 A-V Collections Specialists  
43-3031 Bookkeeping Clerks  
43-4021 Correspondence Clerks  
43-9081 Proofreaders & Copy Markers

#### **Work Experience in a Related Occ.**

13-1051 Cost Estimators  
33-2021 Fire Inspectors  
33-3021 Detectives  
41-9021 Real Estate Brokers

#### **Postsecondary Vocational Training**

13-2021 Real Estate Appraisers  
23-2091 Court Reporters  
31-9094 Medical Transcriptionists

#### **Associate's Degree**

15-1041 Computer Support Specialists  
19-4061 Social Sci. Research Assts.  
23-2011 Paralegals & Legal Assistants  
29-2071 Medical Records Technicians

#### **Bachelor's Degree**

17-2041 Chemical Engineers  
15-1021 Computer Programmers  
19-1031 Conservation Scientists  
27-3041 Editors

#### **At Least a Bachelor's + Work Exp.**

11-2021 Marketing Managers  
11-1011 Chief Executives  
15-2011 Actuaries  
23-1023 Judges and Magistrates

#### **Advanced Degrees**

19-2012 Physicists  
19-2043 Hydrologists  
19-3011 Economists  
23-1011 Lawyers  
25-4021 Librarians  
29-1051 Pharmacists

**NOTE:** Occupations are organized by the education level needed to be fully qualified. Visit [O\\*Net](#) for more job descriptions.



## Work Importance Locator

The *O\*Net Work Importance Locator, Version 3.0*, can help you learn more about your work values and help you decide what is important to you in a job. It does this by asking you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

When you complete the *Locator*, you will get scores for six work values. These scores show how important each of the work values is to you. This list can help you explore career options. You should use your results for career exploration and career counseling purposes only. Talk to your school counselor or a teacher for more help on how to use this tool.

As you take this assessment, remember that there are no right or wrong answers. Different people will feel differently about the statements. You are just being asked how you feel, so answer honestly.



### Remember:

The more a job agrees with your work values, the more likely you are to be satisfied in that job.

**1** Read each of the 20 statements below that completes the following sentence:

**On my ideal job it is important that ...**

**Statement Grid**

<b>I</b> <input type="checkbox"/> ...I could try out my own ideas.	<b>A</b> <input type="checkbox"/> ...I make use of my abilities.	<b>B</b> <input type="checkbox"/> ...I would be treated fairly by the company.	<b>N</b> <input type="checkbox"/> ...the job would provide for steady employment.
<b>R</b> <input type="checkbox"/> ...I could do something different every day.	<b>J</b> <input type="checkbox"/> ...I could work alone.	<b>G</b> <input type="checkbox"/> ...my pay would compare well with that of other workers.	<b>O</b> <input type="checkbox"/> ...I could do things for other people.
<b>C</b> <input type="checkbox"/> ...I could be busy all the time.	<b>K</b> <input type="checkbox"/> ...I would never be pressured to do things that go against my sense of right and wrong.	<b>H</b> <input type="checkbox"/> ...my co-workers would be easy to get along with.	<b>P</b> <input type="checkbox"/> ...I have supervisors who would back up their workers with management.
<b>D</b> <input type="checkbox"/> ...the job would provide an opportunity for advancement.	<b>L</b> <input type="checkbox"/> ...I could receive recognition for the work I do.	<b>Q</b> <input type="checkbox"/> ...I have supervisors who train their workers well.	<b>S</b> <input type="checkbox"/> ...the job would have good working conditions.
<b>E</b> <input type="checkbox"/> ...I could give directions and instructions to others.	<b>M</b> <input type="checkbox"/> ...I could make decisions on my own.	<b>F</b> <input type="checkbox"/> ...the work could give me a feeling of accomplishment.	<b>T</b> <input type="checkbox"/> ...I could plan my work with little supervision.



Work Importance Locator - Sorting Statements

**2** Write one letter from the previous page in each box of the grid below. Place each letter in the column that best matches how important it is for you to have a job like the one that is described. Put exactly 4 letters in each column.

For Example:

- If “A” (...I make use of my abilities) describes something that is more important to you than the statements in the other lettered boxes, write an “A” anywhere in Column 5.
- On the other hand, if “A” is less important to you when compared with the other statements, write “A” anywhere in Column 1.
- If statement “A” is neither the most important nor the least important, write it in one of the other columns (4, 3, or 2) that best matches how you feel.

Note:

When you are done, the letters corresponding to the four most important statements should be in Column 5, the four next most important should be in Column 4, and so on. The letters corresponding to the four least important statements should be in Column 1. You may erase and rewrite your letters until you have your letters placed where you want them.



**Tip:** After you place a letter in the *Statement Sorting Grid*, put a check in the corresponding box of the *Statement Grid* on the previous page so that you remember you have placed it.



Statement Sorting Grid

Most ImportantLeast Important				
Column 5	Column 4	Column 3	Column 2	Column 1

## Work Importance Locator: Score Report

The 6 work values are:

Achievement	Relationships
Independence	Support
Recognition	Working Conditions

### 3 Determine Your Work Value Scores

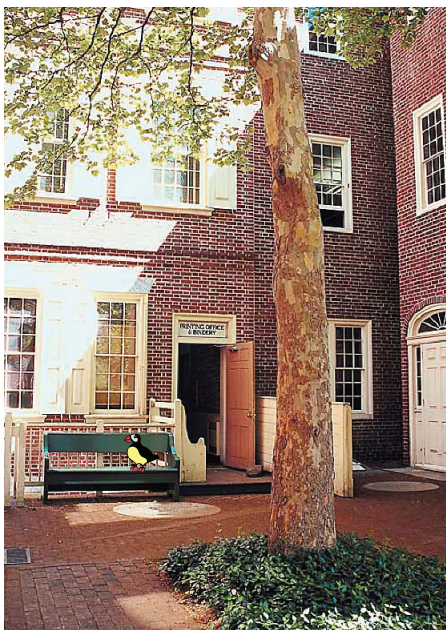
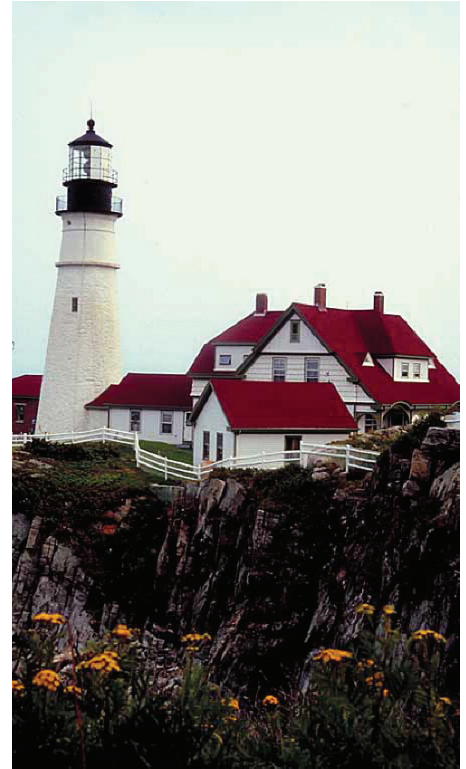
- Using the **Work Importance Locator Worksheet** on the opposite page, calculate your scores for the six work values:
  - Look at your **Statement Sorting Grid** on the previous page.
  - Your score for each statement is the number of the column you put it in. The letters in Column 5 each get a score of 5, the letters in Column 4 each get a score of 4, and so on.
  - Do the same thing for all the other letters.

#### For Example:

In the Achievement box on the next page, note that Statement “A” is listed first. On your **Card Sorting Sheet**, find the column where you wrote the letter “A”. Write the number of that column in the scoring space beside Statement “A” in the Achievement box.

- For each box on your **Work Importance Locator Worksheet**, add up the numbers in the Score Column and write the **TOTAL** in the space provided.
- Multiply each **TOTAL** score by the number shown below that box, and write your score next to the “=” sign in the box provided.

**Note:** Your **TOTAL** score for the value Working Conditions is not multiplied.



### 4 Record Your Work Value Scores

Using the **Worksheet** on the opposite page, determine your two highest Work Values. Write those two scores and the names of the Work Values in the spaces below.

Your highest score: \_\_\_\_\_

Name of your highest score work value: \_\_\_\_\_

Your next highest score: \_\_\_\_\_

Name of your next highest score work value: \_\_\_\_\_

### 5 What Do Your Work Value Scores Mean?

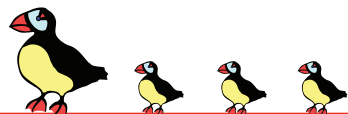
After you have identified your highest work values, look at your **Work Importance Locator Report** on page 12 to learn what your scores mean and how to use them to explore careers.

## Work Importance Locator: Worksheet

ACHIEVEMENT	
Statement	SCORE Column Number
A	
F	+
Add scores for TOTAL	=
Multiply TOTAL by 3	x3
Achievement Score	=

INDEPENDENCE	
Statement	SCORE Column Number
I	
M	+
T	+
Add scores for TOTAL	=
Multiply TOTAL by 2	x2
Independence Score	=

RECOGNITION	
Statement	SCORE Column Number
D	
E	+
L	+
Add scores for TOTAL	=
Multiply TOTAL by 2	x2
Recognition Score	=



RELATIONSHIPS	
Statement	SCORE Column Number
H	
K	+
O	+
Add scores for TOTAL	=
Multiply TOTAL by 2	x2
Relationships Score	=

SUPPORT	
Statement	SCORE Column Number
B	
P	+
Q	+
Add scores for TOTAL	=
Multiply TOTAL by 2	x2
Support Score	=

WORKING CONDITIONS	
Statement	SCORE Column Number
C	
G	+
J	+
N	+
R	+
S	+
Add scores for TOTAL Working Conditions Score	=



## Work Importance Locator: What Does It Mean?

You can think of work values as aspects of work that are important to you. The *Work Importance Locator* measures how important each of the six work values listed below is to your job happiness.

### 1 Read the definitions of your two highest work values.

<b>ACHIEVEMENT</b>	If <b>Achievement</b> is your highest work value, look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.
<b>INDEPENDENCE</b>	If <b>Independence</b> is your highest work value, look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.
<b>RECOGNITION</b>	If <b>Recognition</b> is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.
<b>RELATIONSHIPS</b>	If <b>Relationships</b> is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.
<b>SUPPORT</b>	If <b>Support</b> is your highest work value, look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work in companies with a reputation for competent, considerate, and fair management.
<b>WORKING CONDITIONS</b>	If <b>Working Conditions</b> is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.

### 2 What Occupations Are Linked with Your Work Values?

Now that you know your important work values and have read their descriptions, you are ready to find the occupations that are linked with them. To help you identify occupations that you will likely find satisfying, look at the sample occupations on the next page. Each list shows the occupations that link best with one of the 6 Work Values. Are you interested in any of the occupations that fall under your most important work values area? How about your second highest interest area?

### 3 Find 3 occupations on the next page that you would like to explore and write them below.

<u>SOC Code***</u>	<u>Title</u>
1. _____	_____
2. _____	_____
3. _____	_____



**\*\*\*IMPORTANT:** SOC Code stands for Standard Occupational Classification System. It is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition. To learn more about the 3 occupations you chose to explore, visit O\*Net online at <http://online.onetcenter.org>. Click on **FIND OCCUPATIONS** and enter either the **SOC Code** or a **keyword** from your occupational title to learn more.

## Work Importance Locator: Sample Occupations



Visit O\*Net for more job titles and job descriptions.

SOC	ACHIEVEMENT	SOC	INDEPENDENCE	SOC	RECOGNITION
17-2051	Civil Engineers	17-2021	Agricultural Engineers	11-2022	Sales Managers
19-3021	Market Research Analysts	11-9012	Farmers & Ranchers	11-3031	Financial Managers
19-3031	Educational Psychologists	13-2021	Appraisers, Real Estate	11-9032	Admins, Elementary
25-1072	Nursing Teachers	15-1051	Computer Sys. Analysts	17-2051	Civil Engineers
27-1022	Fashion Designers	15-1061	Database Administrators	27-1011	Art Directors
27-3041	Editors	19-1011	Animal Scientists	27-1027	Set Designers
29-1051	Pharmacists	19-1032	Foresters	27-2012	Talent Directors
29-1067	Surgeons	19-2011	Astronomers	27-2021	Athletes
29-1121	Audiologists	19-3091	Anthropologists	27-2022	Coaches & Scouts
29-1131	Veterinarians	19-3093	Historians	27-2023	Umpires & Referees
33-2011	Forest Fire Fighters	27-2041	Music Composers	27-2032	Choreographers
33-9021	Private Detectives	27-3043	Copy Writers	27-2041	Music Directors
47-2044	Tile & Marble Setters	27-4032	Film & Video Editors	29-1067	Surgeons
47-2111	Electricians	35-1011	Chefs & Head Cooks	41-9012	Models
49-3041	Farm Equipmt. Mechanics	39-5092	Manicurists	43-5031	Emergency Dispatchers
51-9195	Stone Cutters & Carvers	39-9031	Fitness Trainers	53-2011	Airline Pilots
53-2021	Air Traffic Controllers	53-3032	Truck Drivers, Heavy	53-2021	Air Traffic Controllers
53-3011	Ambulance Drivers	53-5020	Ship & Boat Captains	53-5031	Ship Engineers
SOC	RELATIONSHIPS	SOC	SUPPORT	SOC	WORKING CONDITIONS
25-4021	Librarians	13-2041	Credit Analysts	11-3061	Purchasing Managers
29-1111	Registered Nurses	13-2072	Loan Officers	11-9131	Postmasters
29-1125	Recreational Therapists	23-2093	Title Examiners	13-1051	Cost Estimators
29-1126	Respiratory Therapists	33-3012	Correctional Officers	13-2011	Accountants
29-2021	Dental Hygienists	33-3021	Customs Inspectors	13-2031	Budget Analysts
29-2051	Dietetic Technicians	37-2021	Pest Control Workers	15-2011	Actuaries
29-9091	Athletic Trainers	41-2011	Cashiers	23-2092	Law Clerks
33-9091	Crossing Guards	43-5052	Mail Carriers	41-9041	Telemarketers
33-9092	Lifeguards & Ski Patrol	43-9021	Data Entry Keyers	43-9031	Desktop Publishers
35-2021	Food Preparation Workers	43-9022	Word Processors	43-9111	Statistical Assistants
35-3011	Bartenders	47-2011	Boilermakers	45-2011	Agricultural Inspectors
35-3031	Waiters & Waitresses	47-2061	Construction Laborers	49-9041	Ind. Machine Mechanics
31-1011	Home Health Aides	47-2211	Sheet Metal Workers	49-2021	Radio Mechanics
39-5011	Barbers	49-2095	Electrical Repairers	49-9064	Watch Repairers
39-6021	Tour Guides & Escorts	49-9096	Riggers	49-9094	Locksmiths
39-6031	Flight Attendants	51-4194	Tool Grinders	51-5021	Job Printers
39-9011	Child Care Workers	53-3022	Bus Drivers, School	51-6052	Tailors
53-3041	Taxi Drivers & Chauffeurs	53-7031	Dredge Operators	51-9081	Dental Laboratory Techs.



## What is My Personality Type?

Another way to understand yourself is to look at your personality type. Are you Realistic? Investigative? Artistic? Social? Enterprising? Conventional? Dr. John Holland theorizes that both people and occupations can be loosely classified into these six different groups. Most people are some combination of two or three groups.

**These two or three letters are your Holland Code.**

**For example**, if you resemble the Realistic type most, then the Enterprising type somewhat less, and the Social type even less, your Holland code would be “RES.” Knowing this, you can then look to see which occupations have the same “RES” characteristics.

**To determine your Holland Code, follow the instructions on the next page.**

### R

#### I AM...

practical	athletic
frank	mechanical
a nature lover	thrifty
curious	stable
concrete	reserved
self-controlled	ambitious
systematic	persistent

#### I CAN...

fix electrical things  
solve electrical problems  
pitch a tent  
play a sport  
read a blueprint  
plant a garden  
operate tools & machinery

#### I LIKE TO...

tinker with machines or vehicles  
work outside w/ plants & animals  
be physically active  
use my hands to build things  
tend/train animals  
work on electronic equipment  
work in farming, forestry or fishing  
do carpentry work

If your first letter is “R”, you are...

### Realistic

#### Typical “R” jobs include:

Electrician	Surveyor
Civil Engineer	Farmer
Auto Technician	Roofer
Aircraft Mechanic	Plumber
Truck Driver	Cook

### I

#### I AM...

inquisitive	analytical
scientific	observant
precise	scholarly
cautious	curious
self-confident	introspective
reserved	broad-minded
independent	logical

#### I CAN...

think abstractly  
solve math problems  
understand scientific theories  
do complex calculations  
use a microscope or computer  
interpret formulas

#### I LIKE TO...

work with scientific equipment  
use computers  
work independently  
perform lab experiments  
read scientific/technical journals  
analyze situations & find a solution  
use a chemistry set  
do puzzles  
be in a science fair  
solve math/science questions

If your first letter is “I”, you are...

### Investigative

#### Typical “I” jobs include:

Nuclear Med. Tech.	Sociologist
Veterinarian	Chemist
Chemical Engineer	Biologist
Police Detective	Surgeon
Systems Analyst	Dietitian

### A

#### I AM...

creative	intuitive
imaginative	innovative
unconventional	emotional
independent	expressive
original	impulsive
sensitive	open
complicated	idealistic
nonconforming	

#### I CAN...

sketch, draw, paint  
play a musical instrument  
write stories, poetry, music  
sing, act, dance  
design fashions or interiors

#### I LIKE TO...

attend concerts, theater, art exhibits  
read fiction, plays, and poetry  
paint, sculpt, or do ceramics  
take photographs  
express myself creatively  
deal with ambiguous ideas  
read art/music magazines  
act in a play  
design new fashions  
study a foreign language

If your first letter is “A”, you are...

### Artistic

#### Typical “A” jobs include:

Fashion Designer	Dancer
Desktop Publisher	Musician
Creative Writer	Actor
Landscape Architect	Photographer
Interior Designer	Reporter



**1** Read the descriptions on these two pages and circle or check each description that applies to you.

**2** Count the number of circles or checks under each letter (R,I,A,S,E,or, C) and write the total on the line at the top of each column next to the letter that represents that personality type.

**3** Then, put the letter with the highest score in the first space for your Holland Code, then the next highest in the second space, and the third highest in the last space.

**4** Now take a look at the bottom of the page for a few sample occupations.



**My Holland Code Is:** \_\_\_\_\_

**S** \_\_\_\_\_

**I AM...**  
friendly helpful  
idealistic insightful  
outgoing understanding  
cooperative generous  
responsible forgiving  
patient empathetic  
kind persuasive

**I CAN...**  
teach/train others  
express myself clearly  
lead a group discussion  
mediate disputes  
plan and supervise an activity  
cooperate well with others

**I LIKE TO...**  
work and socialize with others  
help people solve problems  
do volunteer work  
work with young people  
play team sports  
belong to a club  
work with the elderly  
cater to needs/wishes of others  
help others with mental, spiritual, physical or vocational needs

If your first letter is "S", you are...

## Social

### Typical "S" jobs include:

School Counselor	Nanny
Registered Nurse	Teacher
Recreation Worker	Clergy
Dental Hygienist	Tour Guide
Physician Assistant	Waiter

**E** \_\_\_\_\_

**I AM...**  
self-confident assertive  
sociable persuasive  
enthusiastic energetic  
adventurous popular  
impulsive ambitious  
inquisitive agreeable  
talkative extroverted  
spontaneous optimistic

**I CAN...**  
initiate projects  
convince people to do things my way  
sell things or promote ideas  
give talks or speeches  
lead a group  
persuade others

**I LIKE TO...**  
make decisions affecting others  
be elected to office  
work on a sales campaign  
start my own service or business  
campaign politically  
have power or status  
use language skills to influence others  
be with leaders

If your first letter is "E", you are...

## Enterprising

### Typical "E" jobs include:

Chief Executive	Ship Captain
Financial Advisor	Logisticians
Police Detectives	Lawyer
Funeral Director	Buyer
Engineering Mngrs.	Optician

**C** \_\_\_\_\_

**I AM...**  
well-organized accurate  
methodical polite  
conscientious efficient  
conforming orderly  
practical thrifty  
systematic structured  
ambitious obedient  
persistent

**I CAN...**  
work well within a system  
do a lot of paper work in a short time  
keep accurate records  
use a computer  
write effective business letters

**I LIKE TO...**  
work with numbers  
type reports or work on computers  
be responsible for details  
collect or organize things  
follow clearly defined procedures  
keep things neat and organized  
work with forms and reports  
work from nine-to-five  
follow a budget  
follow other people's instructions

If your first letter is "C", you are...

## Conventional

### Typical "C" jobs include:

Budget Analyst	Teller
Computer Operator	Librarian
Proofreaders	Accountant
Mapping Tech.	Dispatcher
Law Clerk	Cashier

## What Career Clusters Interest Me?

This activity will help you discover your interests and match them to the 16 U.S. Department of Education Career Clusters. Career Clusters are groups of similar occupations and industries designed to help you better organize your career planning. The 16 Career Clusters provide a link between what you learn in school and the knowledge and skills required to pursue a particular job.

**1** Use the scale from 1 to 5 as a measure of how strong your interest is in each activity.

**1 – Dislike very much**

**2 – Dislike**

**3 – Not sure**

**4 – Like**

**5 – Like very much**

- 1**
- ☐ Manage a beef, dairy, poultry, or fish farm
  - ☐ Set up traps to catch crabs, lobsters, or shellfish
  - ☐ Feed, groom, or care for animals
  - ☐ Maintain planted areas of trees, flowers, or shrubs
  - ☐ Manage the use and development of forests

- 2**
- ☐ Design, build, or remodel homes
  - ☐ Survey roads, property lines, and bridges
  - ☐ Build roads or bridges
  - ☐ Operate machines to power, heat, or cool buildings
  - ☐ Install electrical wiring in homes

- 3**
- ☐ Write stories or plays
  - ☐ Design a web page
  - ☐ Play in a band, orchestra, or music group
  - ☐ Broadcast programs on TV or radio
  - ☐ Install cable TV or telephone cables

- 4**
- ☐ Type or write reports
  - ☐ Prepare tax records for people or companies
  - ☐ Manage a store
  - ☐ Work with computers
  - ☐ Answer the telephone and greet customers

- 5**
- ☐ Teach students to read
  - ☐ Take care of young children
  - ☐ Research test data
  - ☐ Be a physical trainer
  - ☐ Coach a team

- 6**
- ☐ Keep track of money
  - ☐ Sell insurance to people
  - ☐ Manage a bank department
  - ☐ Prepare financial records for people or companies
  - ☐ Help people invest their money

- 7**
- ☐ Develop bills to become laws
  - ☐ Participate in the military
  - ☐ Study legal documents to find information
  - ☐ Make regulations to protect the environment
  - ☐ Serve as a congressional aide

- 8**
- ☐ Examine people & give them medical treatment
  - ☐ Give first aid to patients in an ambulance
  - ☐ Help an injured person learn to walk again
  - ☐ Process medical records and correspondence
  - ☐ Read an X-ray

- 9**
- ☐ Escort groups of people on tours
  - ☐ Serve meals and beverages to people
  - ☐ Umpire or referee a sporting event
  - ☐ Plan and conduct activities and trips for tourists
  - ☐ Manage a hotel

- 10**
- ☐ Counsel people in hospitals, clinics, or schools
  - ☐ Help youth, couples, & families resolve conflicts
  - ☐ Advise people about their nutritional needs
  - ☐ Hold parenting classes
  - ☐ Plan activities for community centers

- 11**
- ☐ Follow blueprints to inspect electronic systems
  - ☐ Use computer applications to create reports
  - ☐ Repair computers
  - ☐ Design programs for computers
  - ☐ Write technical directions for engineers

- 12**
- ☐ Protect lives and property from hazards
  - ☐ Uncover details of a crime and arrest suspects
  - ☐ Study legal documents to find information
  - ☐ Guard money or valuables in an armored car
  - ☐ Defend someone in court; advise them about laws



- 13
- \_\_\_\_\_

Use small/large power tools to build/repair items

\_\_\_\_\_

Use precision devices to make parts

\_\_\_\_\_

Use machines to shape, cut, or mold metal, fabric, or wood

\_\_\_\_\_

Install electrical equipment

\_\_\_\_\_

Configure computers

- 14
- \_\_\_\_\_

Buy clothing & accessories for a department store

\_\_\_\_\_

Sell advertising space for a magazine

\_\_\_\_\_

Provide beauty treatments for hair, faces, or nails

\_\_\_\_\_

Run your own business over the Internet

\_\_\_\_\_

Sell houses or land

- 15
- \_\_\_\_\_

Conduct experiments in a lab

\_\_\_\_\_

Use advanced math to solve complex problems

\_\_\_\_\_

Study causes of animal diseases

\_\_\_\_\_

Study space and the solar system

\_\_\_\_\_

Find alternate power sources

- 16
- \_\_\_\_\_

Drive a truck to deliver products

\_\_\_\_\_

Pilot a ship or airplane

\_\_\_\_\_

Drive a bus or taxi

\_\_\_\_\_

Operate a train

\_\_\_\_\_

Manage a distribution warehouse

- 2
- Total your score for each of the 16 sets of items on pages 16 & 17 and record them below.

- 1 \_\_\_\_\_

9 \_\_\_\_\_

2 \_\_\_\_\_

10 \_\_\_\_\_

3 \_\_\_\_\_

11 \_\_\_\_\_

4 \_\_\_\_\_

12 \_\_\_\_\_

5 \_\_\_\_\_

13 \_\_\_\_\_

6 \_\_\_\_\_

14 \_\_\_\_\_

7 \_\_\_\_\_

15 \_\_\_\_\_

8 \_\_\_\_\_

16 \_\_\_\_\_

- 3
- My top three interest areas are:

(write the 3 highest cluster numbers (1-16) from Step 2)

- #1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

highest

next highest

third highest

- 4
- Using the list of career clusters below, match your top three interest area numbers to the career cluster titles. Write them down in #5.

### The 16 U.S. Dept. of Education Career Clusters

1. Agriculture, Food Production & Natural Resources
2. Architecture & Construction
3. Arts, Audiovisual Technology & Communication
4. Business, Management & Administration
5. Education & Training
6. Finance
7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law & Public Safety
13. Manufacturing
14. Marketing, Sales & Service
15. Science Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

- 5
- The career cluster I'm most interested in is:

\_\_\_\_\_

The cluster I'm next most interested in is:

\_\_\_\_\_

The third career cluster I'm interested in is:

\_\_\_\_\_



The Delaware Career Matrix (pages 24 - 40) is organized by the 16 U.S. Department of Education Career Clusters. Use what you have learned from this assessment to continue your occupational search. Also, remember that the occupations in the Matrix are only a sample.

To learn more about Career Clusters, plans of study, and related occupations, please visit:  
<http://www.careerclusters.org>

This article was adapted from the *Career Cruiser* of the Florida Department of Education.



## What I Know About Myself – Summary

Return to the pages listed below to complete this summary.

**1** *My preferred learning style is* (page 4): \_\_\_\_\_

*Two of my strongest skills are* (page 5):

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

*I plan to improve these two skills* (page 5):

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

*I prefer to work with* (page 6): \_\_\_\_\_

*My two most important work values are* (page 10):

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

*My Holland (personality) Code is* (page 15): **letters** \_\_\_\_ \_\_\_\_ \_\_\_\_

**names** \_\_\_\_\_

*I am most interested in these three Career Clusters* (titles from page 17):

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

**2** Now that you have summarized what you have learned about yourself in Step #1, it is important to use that information to begin your occupational search.

**Choose 3 occupations from Step #1 that you plan to explore further.**

SOC CODE	OCCUPATIONAL TITLE
----------	--------------------



- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**3** **Think about what you've discovered or confirmed about yourself in Step #1.** Does it make sense? Does it all fit together? Are you beginning to think about occupations that match your personality and skills? Learn more in Step #2.

**4** **Try some FREE assessments at O\*Net OnLine.**  
Go to:  
[www.onetcenter.org/tools.html](http://www.onetcenter.org/tools.html)  
You might just learn even more about yourself!

## Step #2: Exploration

# What's Out There?

Next Step: How Do I Decide?

**In Step #1**, you learned about yourself and the kind of work you may want to pursue. It is important to learn all you can about the occupations that interest you. Some require more training or education than others. Some pay more than others. And some may not offer job security over the long run. All this information is available – you just have to look for it!

This section explores Delaware's labor market. You will learn which occupations are projected to have the highest number of annual openings from 2006 – 2016. You can look for occupations that match your personality, skills, and work values. You can also see what an entry-level wage might be and how much education or training is required. And don't forget to visit <http://online.onetcenter.org> to discover more about a particular occupation of interest. Use the SOC Code provided to find the information easily.

When you are finished with this step, you will have a wealth of occupational and labor market information to use in your career decision-making process.



**Would you rather study animals in the wild or treat animals in a clinic?**

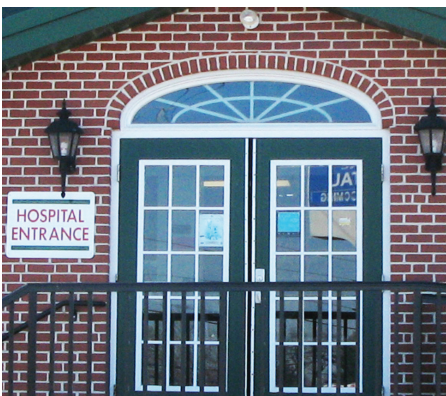


Photo by Mike Barwood

**Would you rather be the travel agent who plans amazing trips for other people or would you prefer to travel with groups as a tour guide?**

## Exploring the World of Work

The world of work is changing faster than ever. These days, it has become far less common for an employee to stay with the same company or even in the same occupation for a lifetime. You should expect to have many different jobs throughout your career.

It is, therefore, important for you to become the manager of your own career. Do not leave the responsibility of knowing yourself, your interests, and the world of work to someone else. And, do not leave the decision to chance; what you get up and do everyday is far too important for that.

So, take time now to learn about Delaware's world of work. What kinds of occupations are growing? Which occupations have a high turnover rate? What wages can you expect in a particular job? Will that be enough for the lifestyle you hope to have? Do you see a company in your neighborhood or in the news that interests you? Begin your research now.

## Labor Market Information – What does it have to do with YOU?

**PLENTY!** Find out how smart research can pay off big in DOLLARS ... and HAPPINESS.

Finding a balance between a job that will pay your bills and a job that you will enjoy can be tricky; there are always trade-offs when you make a career decision. But if you weigh what you know about yourself with what you learn about the labor market, you will have a good start toward making the best possible decision.



### What is the labor market?

The labor market is an informal market in which workers compete for jobs and employers compete for workers.

### What is labor market information?

Labor market information (LMI) is the data that describes the economic conditions within a geographic area. This information includes:

- employment
- unemployment
- wages
- demographics
- projections
- education and training
- industry data

### How can this information help you?

If you are unsure of a career path, labor market information can help you pick out potential occupations by supplying you with current and projected data including:

- mean entry wages
- the minimum amount of education you will need to enter the field
- job openings in 10 years
- occupation descriptions

If you are interested in excellent job availability and above average wages, you can use our most recent projections to find 13 occupations that meet both criteria. These occupations range from registered nurses and accountants to elementary school teachers and food service managers. Add the education

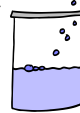
piece to this information and you will find that six of these occupations require a bachelor's degree, two require an associate's degree, four require experience in a related, lower-level occupation, and one requires long-term on the job training.

For those more interested in vocational education, we have data on 42 different occupations in

Delaware, some with high wages, some with low wages, some with excellent job availability, and some whose job prospects are poor. It's better to know the educational demands of the occupation you are considering before you start training, rather than after.

**It's better to know the educational demands of the occupation you are considering before you start training, rather than after.**

It's better to know the educational demands of the occupation you are considering before you start training, rather than after.



### DID YOU KNOW?

**Chemists** who work in New Castle County average \$39.09/hour.

**Chemists** who work in Kent County average \$29.66/hour.

**Chemists** who work in Sussex County average \$28.79/hour.

### What questions might this raise?

Do I want to live in New Castle County where my chances of making more money are better?

How does the cost of living compare from county to county?

Maybe I could commute from downstate.

How much gas would that require and how much does gas cost?

Where are the companies located that I would like to work for?

If I plan to have a family, where will I want to raise the children?

Do the companies in all three counties offer similar benefits?

### DID YOU KNOW?

Openings for some occupations are growing rapidly while others are decreasing or becoming obsolete.

### What questions might this raise?

Should I study an occupation that is growing so I have a better chance of getting a job?

Am I confident that, even if job openings are decreasing, my grades and my skills will make me a top candidate?

### DID YOU KNOW?

**Database Administrators** working in **Retail Trade** average \$64,940/year nationally.

**Database Administrators** working for **Utilities** average \$75,580/year.

### What questions might this raise?

Would I like working in one of these industries more than the other?

How might each of these industries affect what I do each day?

Which of these industries employs the most **Database Administrators**?

### REMEMBER



### Don't Abandon Your Interests

What if you don't have the talent to make it as a professional athlete? You might find career satisfaction as a coach, or a trainer, or an agent, or a sportswriter, or a team marketer, or a field maintenance worker – or in many of the other occupations where you can indulge your love of sports and still earn a good living!

### Where can I find it?

Now that you know some of the uses of labor market information, you need to know where to find it so you can make informed decisions about your future. This publication is a good place to start. The following websites are valuable, too:

[www.bls.gov](http://www.bls.gov)

[www.dol.gov](http://www.dol.gov)

[www.commerce.gov](http://www.commerce.gov)

[www.oohmi.net](http://www.oohmi.net)

If you have trouble finding what you are looking for, please give us a call at:

1-800-452-1589 or at (302) 761-8060.



## Delaware Occupations with the Most Annual Openings

### What is a replacement?

A replacement is a job opening that was created because someone retired, was promoted, or left the job for another reason such as illness.


### What is a new job?


A new job is one that no one has ever held before. All jobs in a brand new business would be considered new. A growing business might need to create new jobs in order to meet the increased demand for its services.

### What do you mean by Total Annual Openings?

Total annual openings are the sum of replacements plus new jobs within an occupation.

As you review the total annual openings below, remember that many of the total openings are due to replacements, not new jobs. But also be aware that no matter what the reason for the opening, it is still a job opportunity for you!



Cluster	SOC Code	Occupational Title	Estimated Emp. 2006	Projected Emp. 2016	Total Annual Openings	Entry Wage 2006	Ed. or Training  see p. 24
14	41-2031	Retail Salespersons	18,110	20,780	825	\$15,454	STOJT
14	41-2011	Cashiers	11,250	11,550	565	\$14,747	STOJT
9	35-3031	Waiters and Waitresses	8,160	9,220	549	\$13,811	STOJT
4	43-4051	Customer Service Representatives	8,880	10,670	426	\$22,922	MOJT
4	43-9061	Office Clerks, General	13,740	15,170	395	\$16,494	STOJT
8	29-1111	Registered Nurses	8,170	10,010	319	\$50,086	Assoc
4	37-2011	Janitors/Cleaners, Exc. Maids & Housekeeping Cleaners	7,940	9,220	281	\$15,309	STOJT
9	35-3021	Comb. Food Preparation/Serving Workers, Inc. Fast Food	6,740	8,180	272	\$13,978	STOJT
4	43-6011	Executive Secretaries and Administrative Assistants	7,090	7,960	200	\$29,224	Exp
9	35-3022	Counter Attendants, Cafeteria, Food Concession, & Coffee Shop	2,520	2,710	195	\$15,059	STOJT
6	43-3031	Bookkeeping, Accounting, and Auditing Clerks	6,220	6,940	170	\$22,776	MOJT
4	13-2011	Accountants and Auditors	4,700	5,510	164	\$33,072	Bach
16	53-3032	Truck Drivers, Heavy and Tractor-Trailer	4,980	5,710	161	\$25,126	MOJT
16	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	4,770	4,850	161	\$16,994	STOJT
9	35-2021	Food Preparation Workers	2,820	3,330	149	\$15,309	STOJT
4	43-4171	Receptionists and Information Clerks	3,770	4,330	148	\$18,928	STOJT
5	25-2021	Elementary School Teachers, Except Special Education	4,390	4,840	141	\$31,588	Bach
12	33-9032	Security Guards	3,600	4,270	140	\$17,659	STOJT
4	13-1111	Management Analysts	3,740	4,440	135	\$49,712	Bach+
8	31-1012	Nursing Aides, Orderlies, and Attendants	5,050	5,920	132	\$20,446	VocEd
1	37-3011	Landscaping and Groundskeeping Workers	3,690	4,490	129	\$18,242	STOJT
14	41-1011	First-Line Supervisors/Managers of Retail Sales Workers	4,030	4,430	125	\$25,251	Exp
14	51-3022	Meat, Poultry, and Fish Cutters and Trimmers	3,140	3,400	125	\$16,224	STOJT
9	35-2014	Cooks, Restaurant	2,800	3,190	115	\$17,534	LTOJT
10	39-9011	Child Care Workers	2,590	2,980	113	\$14,893	STOJT
4	11-1021	General and Operations Managers	4,460	4,500	112	\$53,893	Bach+
9	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,360	1,530	111	\$14,248	STOJT
14	43-5081	Stock Clerks and Order Fillers	4,540	4,110	108	\$15,330	STOJT
14	41-4012	Sales Reps, Wholesale & Mfg, Exc Tech & Scientific Products	3,310	3,640	106	\$33,114	Exp
13	51-9198	Helpers--Production Workers	3,970	4,040	105	\$16,078	STOJT
16	49-3023	Automotive Service Technicians and Mechanics	2,760	3,250	105	\$21,923	VocEd
4	43-1011	First-Line Sups/Mgrs of Office & Admin Support Workers	4,640	4,720	104	\$33,010	Exp
2	47-2031	Carpenters	4,560	4,960	103	\$29,307	LTOJT
9	35-9021	Dishwashers	1,860	2,100	100	\$14,622	STOJT



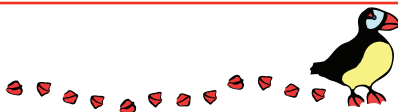
## Delaware's Fastest Growing Occupations

Cluster	SOC Code	Occupational Title	Estimated Emp. 2006	Projected Emp. 2016	Ave. Annual Growth Rate*	Entry Wage 2006	Ed. or Training see p. 24
12	33-9031	Gaming Surveillance Officers and Gaming Investigators	70	110	4.6%	\$21,632	MOJT
11	15-1081	Network Systems and Data Communications Analysts	1,230	1,890	4.4%	\$40,165	Bach
8	31-1011	Home Health Aides	1,530	2,170	3.6%	\$17,618	STOJT
9	39-1011	Gaming Supervisors	50	70	3.4%	\$27,934	Exp
8	29-2052	Pharmacy Technicians	1,270	1,760	3.3%	\$14,685	MOJT
11	15-1031	Computer Software Engineers, Applications	1,730	2,360	3.2%	\$54,704	Bach
15	19-4091	Environmental Science & Protection Technicians, Including Health	170	230	3.1%	\$25,314	Assoc
10	21-1011	Substance Abuse and Behavioral Disorder Counselors	290	390	3.0%	\$24,814	Bach
3	49-9063	Musical Instrument Repairers and Tuners	60	80	2.9%	\$16,536	LTOJT
16	49-3051	Motorboat Mechanics	90	120	2.9%	\$20,717	LTOJT
14	39-5092	Manicurists and Pedicurists	310	410	2.8%	\$15,330	VocEd
8	31-9092	Medical Assistants	1,030	1,350	2.7%	\$24,045	MOJT
8	29-2056	Veterinary Technologists and Technicians	240	310	2.6%	\$20,114	Assoc
10	39-9021	Personal and Home Care Aides	790	1,020	2.6%	\$17,992	STOJT
8	31-9011	Massage Therapists	140	180	2.5%	\$16,390	VocEd
10	21-1014	Mental Health Counselors	210	270	2.5%	\$25,147	Mast
13	51-4122	Welding, Soldering, & Brazing Mach. Setters, Operators & Tenders	70	90	2.5%	\$26,478	VocEd
3	49-9052	Telecommunications Line Installers and Repairers	430	550	2.5%	\$38,771	LTOJT
3	39-3031	Ushers, Lobby Attendants, and Ticket Takers	330	420	2.4%	\$13,811	STOJT
16	53-2012	Commercial Pilots	150	190	2.4%	\$27,350	VocEd
1	37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation	230	290	2.3%	\$22,797	MOJT
8	29-1051	Pharmacists	670	840	2.3%	\$68,973	Prof
8	29-2021	Dental Hygienists	560	700	2.3%	\$51,376	Assoc
8	31-9091	Dental Assistants	720	900	2.3%	\$21,653	MOJT
12	33-3021	Detectives and Criminal Investigators	320	400	2.3%	\$41,787	Exp
14	51-9071	Jewelers and Precious Stone and Metal Workers	80	100	2.3%	\$18,533	VocEd
15	19-2042	Geoscientists, Except Hydrologists and Geographers	80	100	2.3%	\$39,853	Mast
16	49-3093	Tire Repairers and Changers	240	300	2.3%	\$15,413	STOJT
11	15-1061	Database Administrators	930	1,160	2.2%	\$48,734	Bach
8	29-1123	Physical Therapists	490	610	2.2%	\$48,859	Mast
8	29-1131	Veterinarians	290	360	2.2%	\$61,131	Prof
8	31-2021	Physical Therapist Assistants	290	360	2.2%	\$28,454	Assoc
8	29-1071	Physician Assistants	250	310	2.2%	\$56,722	Mast
8	29-2055	Surgical Technologists	250	310	2.2%	\$31,096	VocEd
11	17-2061	Computer Hardware Engineers	130	160	2.1%	\$66,706	Bach
14	41-3011	Advertising Sales Agents	350	430	2.1%	\$28,226	MOJT
8	29-1111	Registered Nurses	8,170	10,010	2.1%	\$50,086	Assoc



\* Average Annual Growth Rate is based on rounded numbers.

## Delaware's Career Pathways



Every student entering a public high school in Delaware must identify and complete a career pathway to fulfill the requirements for graduation. The career pathway is not a part of a required core academic program but is an additional requirement of a planned, sequential series of at least three related courses which provide an in-depth experience in a career area of interest. The career pathway options shown below and many others may be available at your school.

### Management and Administration

**Administrative Services** prepares students for careers that facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection, and project tracking.

**Business and Corporate Management** explores careers that focus on planning, organizing, directing, and evaluating all or part of a business organization through the allocation and use of financial, human, and material resources.

**Business Information Technology** focuses on careers that provide a bridge between business processes or initiatives and IT and assists in aligning business and IT goals and explores the design, development, support, and management of hardware, software, and systems integration services.

### Technology Education

**Information Technology** provides students experience with various methods used to communicate technologically. Included are computer aided design, animation, desktop publishing, and graphic communications.

**Materials Technology** focuses upon the world of materials, their physical and chemical properties, and how they are processed and machined in industry. Study and experiences with all materials, including polymers, metals, ceramics and composites, and chemicals are included in this pathway.

**Energy and Control Technology** represents an evolution of older courses in alternative energy, electronics, mechanics, robotics, etc. Due to technological advancements, these areas have merged to form complex systems which often interface with microprocessors, thus the focus of this pathway is systems control.

### Agriscience

**Plant Science and Horticultural Science** includes courses related to plant life cultivation, maintenance, production, and distribution. Areas such as floriculture, forestry, and turf production are also included in this pathway.

**Animal Science** addresses a wide variety of practices and information necessary to insure healthy animal production and successful maintenance of agricultural and small animals. Animal husbandry, aquaculture, equine studies, and vet tech are a few components of this pathway.

**Biotechnology** pathways address the agriscience application of biotechnology. Topics include the impact of biotechnology on agricultural practices, genetic transfer, as well as the consumer and ethical considerations.

**Natural Resources and Environmental Science** pathways provide insight into topics such as wildlife conservation, environmental preservation, and renewable resource management.

**Agriscience Power, Structural and Technical Systems** enables students to develop hands-on and conceptual understanding of electromechanical systems and design, construction,

management and operation of structures that are used in many agriculture-based applications.

**Food Science** provides an opportunity for students to explore the industry involved in the safe production, processing, storage, preparation, and distribution of food for consumption by living things.

### Family & Consumer Sciences

**Nutrition and Culinary Arts** – Insatiable interest in food, nutrition, and wellness-related issues has developed at a phenomenal rate in our country. In addition to food preparation and safe food handling, students will gain the knowledge and skills to enter careers in nutrition, culinary arts, and other fields that involve work with food.

**Early Childhood Education** – Children are our future. It is imperative that we provide experiences that will positively shape a child's future. Early childhood professionals are responsible for the safety of children and the quality of their experiences to support their growth and development.

**Textiles and Apparel** – Everyone wears clothing. This pathway examines the growing fashion industry and how textiles, construction, and design affect us everyday. Students will review marketing strategies for apparel and textiles products.

**Human Services** – We all need a “little help from our friends.” Careers in Human Services focus on helping others. Individuals and families are both unique and continually changing. Students will be prepared to assist others to find the resources needed to address those changes.

**Health Services** – When you think of health careers do you think only of doctors and nurses? Those occupations are just the tip of the iceberg. This pathway focuses on building a foundation that will allow students to move into the vast health services field.

### Finance

**Accounting** prepares students for occupations that record, classify, summarize, analyze, and communicate a business's financial information and business transactions for use in management decision-making.

**Banking Services** prepares students for occupations that accept deposits, lend funds, and extend credit to businesses and individuals.

### Marketing

**Marketing Communications** prepares students for career opportunities that inform, remind, and persuade a target market of ideas, experiences, goods, services, and images.

**Marketing Management** explores careers that require broad, cross-functional knowledge of marketing and management to support strategic decision-making.

### Skilled and Technical Sciences

– offered mainly through the three county career and technical school districts in Delaware. Skilled and Technical Science pathways focus on a specific career within a career area.

#### Examples of career areas include:

Construction Trades

Cosmetology Arts

Automobile Mechanics

Electronics & Computer Techs.

Health Techs. & Cert. Nursing Assistant (CNA)

Heating, Ventilation & Air Conditioning Tech.

Aviation Technologies

Culinary Arts

Welding Technologies

## How to Get the Most Out of the Delaware Career Matrix

Before making a career decision, it is important for you to do your research. The information within the Delaware Career Matrix will help you get started. It is organized by the U.S. Department of Education Career Clusters. These 16 groupings were developed as a way to link school and work, helping you to choose a curriculum which is best suited to your career plans. When you settle on a Career Cluster that interests you, consider trying one of the suggested High School Career Pathways.

If the particular occupation you want to explore is not in the matrix, don't worry. This is only a small sample of the vast opportunities available to you. Remember to use O\*Net OnLine at <http://online.onetcenter.org> to learn about more occupations.

### Career Matrix Key

#### Work Values

Each abbreviation below represents a work value. The matrix includes the work value that links best to each occupation. To remind yourself of your Work Importance Locator result, go back to page 10. For work value descriptions, see page 12. (Some occupations have more than one work value.)

<b>Ach</b>	<b>Achievement</b>	<b>Rel</b>	<b>Relationships</b>
<b>Ind</b>	<b>Independence</b>	<b>Sup</b>	<b>Support</b>
<b>Rec</b>	<b>Recognition</b>	<b>WC</b>	<b>Working Conditions</b>

#### Interest Code (R-I-A-S-E-C)

Interest Codes represent personality characteristics that are more suited to some occupations than others. To remind yourself of your Interest Assessment results, go back to page 15. For descriptions of each letter, see pages 14 and 15. Only those interest codes that are rated as matching an occupation by 50% or greater are shown.

#### Standard Occupational Classification (SOC) Code

The 2000 Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition.

#### Occupation Title

Job titles are from the Occupational Employment Statistics (OES) Program or O\*Net Classification System.

#### Employment

2006 estimated employment from the DE Dept. of Labor  
2016 projected employment from the DE Dept. of Labor

#### 2006 Mean Entry Wage

The estimated mean entry wages are based on Delaware Wages 2007, published by the Delaware Department of Labor, June 2008. Mean entry wages **≥ \$40,000** are in red.

#### Education/Training

This suggests the minimum education or training necessary to be fully qualified for the occupation. To obtain complete details about training and education, visit O\*Net OnLine.

#### Education & Training Codes

<b>Prof</b>	First professional degree
<b>PhD</b>	Doctoral degree
<b>Mast</b>	Master's degree
<b>Bach+</b>	Bachelor's degree or higher, plus work experience
<b>Bach</b>	Bachelor's degree
<b>Assoc</b>	Associate's degree
<b>VocEd</b>	Postsecondary vocational award
<b>Exp</b>	Work experience in a related occupation
<b>LTOJT</b>	Long-term on-the-job training
<b>MOJT</b>	Moderate-term on-the-job training
<b>STOJT</b>	Short-term on-the-job training

#### Basic Worker Skills

The selected basic O\*Net skills (U.S. Dept. of Labor's National Occupational Database) show the importance of that skill within each occupation. The rated skills (Reading, Listening, Writing, Speaking, Math, Science, Thinking, and Learning) are noted with a "≥" when the importance level is rated at 50 or above on a scale of 100. If the importance of a skill falls below the 50% level, the symbol "<" is shown.

#### Skill Definitions

**Reading Comprehension** – Understanding written sentences and paragraphs in work-related documents.

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Writing** – Communicating effectively in writing as appropriate for the needs of the audience.

**Speaking** – Talking to others to convey information effectively.

**Mathematics** – Using mathematics to solve problems.

**Science** – Using scientific rules and methods to solve problems.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

**Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.

Career Cluster 1: Agriculture, Food Production & Natural Resources

This cluster includes occupations that produce, process, market, distribute, finance, & develop agricultural commodities & resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. Workers in this cluster raise animals, grow food, perform landscaping functions, protect our natural resources, and provide utility services. Also included are mining and extraction operations.




Relevant High School or Community Classes

- Greenhouse Management  
Agricultural Structures  
Landscape Design  
Wildlife & Conservation  
Environmental Science  
Agriscience Mechanics  
Plant and Soil Sciences  
Power & Mechanical Systems  
Landscape & Turf Management
- Aquaculture  
Biotechnology  
Food Science  
Horticulture  
Forestry  
Floriculture  
Agribusiness  
Equine Science  
Animal Science

Delaware High School Career Pathways

- Animal Science  
Biotechnology  
Food Science
- Natural Resources & Environmental Science  
Agriscience Power, Structural & Tech. Systems  
Plant Science and Horticultural Science

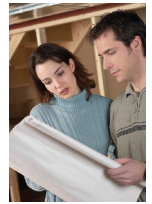
Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Rel	R	37-3011	Landscaping & Groundskeeping Workers	3,690	4,490	\$18,824	STOJT	<	<	<	<	<	<	<	<
Sup	R	39-2021	Nonfarm Animal Caretakers	590	660	\$16,224	STOJT	>	>	<	>	<	<	<	<
Rel	RC	45-2093	Farmworkers, Farm & Ranch Animals	540	540	\$20,613	STOJT	<	>	<	>	<	<	<	<
Ind	REC	37-1012	First-Line Sups./Mngrs. of Landscaping, Lawn Service, & Groundskeeping Wkrs.	480	570	\$33,238	Exp	>	>	>	>	>	<	>	>
Sup	R	51-8031	Water & Liquid Waste Treatment Plant & System Operators	240	280	\$27,144	LTOJT	>	>	>	>	>	<	>	>
Rel	R	37-3012	Pesticide Handlers, Sprayers, & Applicators, Vegetation	230	290	\$23,691	MOJT	>	<	<	<	>	<	<	<
Ach															
Rec	IRC	17-2081	Environmental Engineers	200	240	\$46,010	Bach	>	>	>	>	>	>	>	>
WC															
Sup	R	51-8013	Power Plant Operators	190	190	\$58,261	LTOJT	>	>	>	>	>	<	>	>
Sup	R	37-2021	Pest Control Workers	180	220	\$23,962	MOJT	>	>	>	>	>	<	>	>
Ind	SRE	39-2011	Animal Trainers 	170	200	\$25,376	MOJT	>	>	>	>	<	<	>	>
Sup	RIC	17-3025	Environmental Engineering Technicians	60	70	\$27,747	Assoc	>	>	>	>	>	>	>	>
Ind	IR	19-1013	Soil & Plant Scientists	60	70	\$36,421	Bach	>	>	>	>	>	>	>	>
Rel	R	37-3013	Tree Trimmers & Pruners	40	40	\$31,450	STOJT	>	>	<	>	<	<	>	>
Ind	IRC	19-1031	Conservation Scientists	30	40	\$41,475	Bach	>	>	>	>	>	>	>	>
Ind	RI	19-1032	Foresters	20	30	\$45,219	Bach	>	>	>	>	>	>	>	>

Where occupational titles include multiple similar occupations, the Work Value, Interest Code, and Skills refer to the underlined title.



## Career Cluster 2: Architecture and Construction

This cluster includes occupations that design, plan, manage, build, and maintain physical structures such as industrial, commercial, and residential facilities and buildings, as well as physical structures such as roadways and bridges.




### Delaware High School Career Pathways

Carpentry	Sheet Metal	
Welding	Architectural Drafting	HVAC
Plumbing	Electronic Technologies	Masonry

### Relevant High School or Community Classes

Architectural Drawing	Masonry
Engineering Drawing	Plumbing
Engineering Design	Carpentry
Technical Writing	Structures
CAD	Drafting
Art	HVAC

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Sup	R	47-2061	Construction Laborers	4,840	5,450	\$20,779	MOJT	<	>	<	>	>	<	<	<
Ach	R	47-2031	Carpenters	4,560	4,960	\$29,598	LTOJT	>	>	<	>	>	<	>	>
Ach	R	47-2111	Electricians	2,540	2,590	\$32,510	LTOJT	>	>	<	>	>	<	>	>
Rel	R	47-2152	Plumbers, Pipefitters, & Steamfitters	2,190	2,380	\$33,093	LTOJT	>	>	>	>	>	>	>	>
Ind	ERC	47-1011	First-Line Supervisors/Mngrs of Construction Trades & Extraction Wkrs.	2,040	2,230	\$42,890	Exp	>	>	>	>	>	<	>	>
Sup	R	47-2073	Operating Engineers & Other Construction Equipment Operators	1,570	1,740	\$31,366	MOJT	>	>	<	>	<	<	>	>
WC	R	49-9021	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	1,220	1,330	\$28,850	LTOJT	>	>	>	>	>	>	>	>
Ind	ERC	11-9021	Construction Managers	1,030	1,200	\$54,246	Bach	>	>	>	>	>	<	>	>
WC	CR	13-1051	Cost Estimators	990	1,190	\$35,318	Bach	>	>	>	>	>	<	>	>
Rel	R	47-2141	Painters, Construction & Maintenance	940	1,060	\$25,979	MOJT	>	>	<	>	>	<	>	>
Rel	R	47-2181	Roofers	390	450	\$24,523	MOJT	>	>	>	>	>	<	>	>
Ach	ARIE	17-1011	Architects, Exc. Landscape & Naval	290	320	\$50,794	Bach	>	>	>	>	>	<	>	>
Rel	R	47-3015	Helpers—Pipelayers, Plumbers, Pipefitters, & Steamfitters	270	310	\$20,093	STOJT	>	>	>	>	>	<	>	>
Ach	RCI	17-3013	Mechanical Drafters	200	210	\$34,466	VocEd	>	>	>	>	>	<	>	>
Ach	ARI	17-1012	Landscape Architects 	120	140	\$45,282	Bach	>	>	>	>	>	<	>	>

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

Career Cluster 3: Arts, Audiovisual Technology & Communications

This cluster includes occupations relating to the visual arts, communication, and communication technology. This work includes designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.



Delaware High School Career Pathways

Radio & Television

Digital Media & Imaging

Graphic Design & Production

Communication Technology

Relevant High School or Community Classes

Yearbook

Theater

Fine Arts

Journalism

Photography

CAD

Stagecraft

Video Production

Broadcasting

Technical Writing

Digital Imaging

Drawing & Painting

Graphic Design


Communications

Band/Vocal Music

Commercial Art

Creative Writing

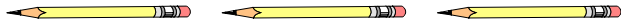
Digital Media

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ind	AES	27-2012	<u>Producers &amp; Directors</u>	640	710	\$26,874	Bach+	≥	≥	≥	≥	<	<	≥	≥
Ach	EAS	27-3031	Public Relations Specialists	630	720	\$37,086	Bach	≥	≥	≥	≥	<	<	≥	≥
Ach	AER	27-1024	Graphic Designers 	500	560	\$28,392	Bach	≥	≥	<	≥	<	<	≥	≥
Rel	ACI	25-4021	Librarians	440	470	\$34,070	Mast	≥	≥	≥	≥	<	<	≥	≥
Sup	R	49-9052	Telecommunications Line Installers & Repairers	430	550	\$46,114	LTOJT	≥	≥	<	≥	<	<	≥	≥
Rel	CS	25-4031	Library Technicians	340	410	\$19,365	VocEd	≥	≥	≥	≥	<	<	≥	≥
Rel	SCE	39-3031	Ushers, Lobby Attendants, & Ticket Takers	330	420	\$15,080	STOJT	≥	≥	<	≥	≥	<	<	<
Rel	CS	27-4011	Audio & Video Equipment Technicians	310	350	\$30,784	LTOJT	≥	≥	≥	≥	<	<	≥	≥
Ach	AES	27-3041	Editors	280	300	\$42,578	Bach	≥	≥	≥	≥	<	<	≥	≥
Ind	AI	27-1014	Multi-Media Artists & Animators	240	290	\$31,117	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ach	AR	27-4021	Photographers	240	250	\$17,098	LTOJT	≥	≥	<	≥	<	<	≥	≥
Ach	A	27-3043	Writers & Authors	230	280	\$36,504	Bach	≥	≥	≥	≥	<	<	≥	≥
Ach	AR	27-4031	Camera Operators, Television, Video, & Motion Picture	140	170	\$38,106	VocEd	≥	≥	<	≥	<	<	≥	≥
Ach	AE	27-1011	Art Directors	120	120	\$44,990	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Ach	RAI	27-4014	Sound Engineering Technicians	80	90	\$23,982	VocEd	≥	≥	<	≥	<	<	≥	≥

Where occupational titles include multiple similar occupations, the Work Value, Interest Code, and Skills refer to the underlined title.

## Career Cluster 4: Business, 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.




### Delaware High School Career Pathways

Business Information Technology      Administrative Services  
Business & Corporate Management

### Relevant High School or Community Classes

Office Procedures  
Word Processing  
Business Ethics  
Accounting  
International Business  
Business Law  
Data Entry  
Finance

Business Communications  
Human Resources  
Principles of Marketing  
Software Applications  
Business Information Technology  
Business Management  
Corporate Management  
Administrative Services

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Rel	C	43-9061	Office Clerks, General	13,740	15,170	\$15,995	STOJT	≥	≥	≥	≥	<	<	<	<
Sup	CES	43-4051	Customer Service Representatives	8,880	10,670	\$21,861	MOJT	≥	≥	≥	≥	<	<	≥	≥
Rel	R	37-2011	Janitors & Cleaners, Exc. Maids & Housekeeping Cleaners	7,940	9,220	\$15,954	STOJT	≥	≥	≥	≥	<	<	<	<
Sup	CE	43-6011	Executive Secretaries & Administrative Assistants	7,090	7,960	\$29,453	Exp	≥	≥	≥	≥	<	<	≥	≥
WC	CE	13-2011	<u>Accountants</u> & Auditors	4,700	5,510	\$36,192	Bach	≥	≥	≥	≥	≥	<	≥	≥
Rel	E	11-1021	General & Operations Managers	4,460	4,500	\$60,694	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Sup	CES	43-4171	Receptionists & Information Clerks	3,770	4,330	\$18,782	STOJT	≥	≥	≥	≥	≥	<	≥	≥
Ach	CEI	13-1111	Management Analysts	3,740	4,440	\$49,587	Bach+	≥	≥	≥	≥	≥	≥	≥	≥
Sup	CR	43-5071	Shipping, Receiving & Traffic Clerks	1,840	1,940	\$19,032	STOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	CE	43-6012	Legal Secretaries	1,230	1,290	\$30,784	Assoc	≥	≥	≥	≥	<	<	≥	≥
Ind	SEC	13-1073	Training & Development Specialists	1,150	1,330	\$37,378	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Rel	SEC	13-1071	Employment, Recruitment & Placement Specialists	800	920	\$33,030	Bach	≥	≥	≥	≥	<	<	≥	≥
Rel	RC	43-5021	Couriers & Messengers	370	410	\$18,512	STOJT	≥	≥	<	≥	<	<	≥	≥
WC	EA	11-2031	Public Relations Managers 	150	180	\$60,653	Bach+	≥	≥	≥	≥	<	<	≥	≥
WC	CE	13-2031	Budget Analysts	140	160	\$43,451	Bach+	≥	≥	≥	≥	≥	<	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

## Career Cluster 5: Education & Training

This cluster includes occupations dealing with planning, managing, and providing education and training services and related learning support services including library and information services.




### Delaware High School Career Pathways

Early Childhood Education

### Relevant High School or Community Classes

Parenting & Child Development  
Emergency Medical Treatment  
Nutrition, Health & Safety  
Marriage & Family Life  
Exploring Early Childhood  
Human Development

Mentoring  
CPR  
First Aid  
Family Living  
Psychology  
Sociology

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ach	SAIC	25-2021	Elementary School Teachers, Exc. Special Education	4,390	4,840	\$30,544	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Rel	SC	25-9041	Teacher Assistants 	3,640	3,860	\$18,042	STOJT	≥	≥	≥	≥	≥	<	≥	≥
Ach	SAI	25-2031	Secondary School Teachers, Exc. Special & Vocational Education	2,010	2,070	\$36,721	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ach	SRE	25-1194	Vocational Education Teachers, Postsecondary	1,220	1,430	\$32,469	Bach+	≥	≥	≥	≥	≥	≥	≥	≥
Ach	SAI	25-2022	Middle School Teachers, Exc. Special & Vocational Education	1,210	1,310	\$36,745	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ach	SACI	25-2011	Preschool Teachers, Exc. Special Education	1,190	1,300	\$17,846	VocEd	≥	≥	≥	≥	<	<	≥	≥
Ach	SA	25-3021	Self-Enrichment Education Teachers	1,130	1,370	\$27,810	Exp	≥	≥	<	≥	<	<	≥	≥
Ach	SACE	21-1012	Educational, Vocational, & School Counselors	880	940	\$31,387	Mast	≥	≥	≥	≥	<	<	≥	≥
Ind	SRE	39-9031	Fitness Trainers & Aerobics Instructors	870	1,000	\$17,368	VocEd	≥	≥	<	≥	<	≥	≥	≥
Ach	SEI	11-9032	Education Administrators, Elementary & Secondary School	560	590	\$77,374	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Ach	ECIS	11-9033	Education Administrators, Postsecondary	540	600	\$54,413	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Rel	SA	25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary	490	560	\$33,964	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ind	SIAE	25-9031	Instructional Coordinators	470	550	\$37,960	Mast	≥	≥	≥	≥	≥	<	≥	≥
Ind	SAI	25-1081	Education Teachers, Postsecondary	200	230	\$33,877	PhD	≥	≥	≥	≥	≥	≥	≥	≥
Ach	SI	25-1072	Nursing Instructors & Teachers, Postsecondary	100	120	\$44,726	PhD	≥	≥	≥	≥	≥	≥	≥	≥

Where occupational titles include multiple similar occupations, the **Work Value**, **Interest Code**, and **Skills** refer to the underlined title.



## Career Cluster 6: Finance

This cluster includes occupations that plan, manage, and provide banking, investment, financial planning, and insurance services.



-2.60	10.39	9.75	9.75	-1.33
-3.90	8.06	7.74	7.74	-0.67
-1.60	13.47	12.99	12.99	-0.58
-1.07	7.87	7.45	7.45	-0.19
-0.82	10.78	10.78	10.78	-0.07
3.20	11.19	11.12	11.12	-0.10
9.03	8.60	8.60	8.60	-0.98
-2.11	10.43	10.08	10.08	-0.85
-5.73	7.02	6.61	6.61	-0.83
-2.60	9.62	9.27	9.27	-0.72
-2.10	11.95	11.54	11.54	-0.96
-5.09	9.17	8.56	8.56	-0.51



### Delaware High School Career Pathways

Accounting      Banking Services      Finance

### Relevant High School or Community Classes

Banking Services      Business Finance  
 Keys to Financial Planning      Accounting  
 Business Law      Personal Finance  
 Mathematics of Finance      Economics  
 Computerized Accounting      Recordkeeping  
 Business Administration & Management

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
WC	C	43-3031	Bookkeeping, Accounting, & Auditing Clerks	6,220	6,940	\$24,003	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	CE	43-3011	Bill & Account Collectors	2,770	3,300	\$24,856	STOJT	≥	≥	≥	≥	≥	<	≥	≥
Ach	EC	11-3031	Financial Managers	1,840	2,070	\$67,184	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Ach	ESC	41-3021	Insurance Sales Agents	1,620	1,940	\$32,157	Bach	≥	≥	≥	≥	≥	<	≥	≥
Rel	CE	43-3071	Tellers	1,580	1,830	\$20,509	STOJT	≥	≥	≥	≥	≥	<	≥	≥
Ind	ICE	13-2051	Financial Analysts	1,570	1,800	\$46,717	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ind	ECS	41-3031	Securities, Commodities, & Financial Services Sales Agents	1,230	1,330	\$36,546	Bach	≥	≥	≥	≥	≥	<	≥	≥
Rel	SEC	13-2052	Personal Financial Advisors	860	1,030	\$46,155	Bach	≥	≥	≥	≥	≥	<	≥	≥
Sup	ESC	13-2072	Loan Officers	830	830	\$34,362	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ach	EICS	13-1031	Claims Adjusters, Examiners, & Investigators	820	950	\$31,366	LTOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	CE	43-9041	Insurance Claims & Policy Processing Clerks	610	620	\$27,456	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	CEI	13-2053	Insurance Underwriters	290	320	\$40,310	Bach	≥	≥	≥	≥	≥	<	≥	≥
Sup	CE	13-2081	Tax Examiners, Collectors, & Revenue Agents	190	210	\$36,358	Bach	≥	≥	≥	≥	≥	<	≥	≥
WC	CE	43-4011	Brokerage Clerks	170	180	\$28,891	MOJT	≥	≥	<	≥	≥	<	≥	≥
WC	ESC	13-2061	Financial Examiners	110	120	\$48,256	Bach	≥	≥	≥	≥	≥	<	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.



## Career Cluster 7: Government & Public Administration

Occupations in this cluster may execute 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.



### Delaware High School Career Pathways

Public Service

Legal Assistant



### Relevant High School or Community Classes

Accounting  
Psychology  
Citizenship  
Foreign Language  
Government & Politics  
Economics

Leadership  
Ethics  
Speech - Debate  
Human Behavior  
History  
Geography

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ach	ICR	13-1041	Compliance Officers, Exc. Agriculture, Construction, Health & Safety, & Transportation	720	790	\$34,050	LTOJT	>	>	>	>	>	>	>	>
Ach	SEA	11-9151	Social & Community Service Managers	590	670	\$45,406	Bach	>	>	>	>	>	<	>	>
Sup	CE	43-4031	<u>Court</u> , Municipal, & License Clerks	280	320	\$26,374	STOJT	>	>	>	>	>	<	>	>
Ach	IE	19-3051	Urban & Regional Planners	140	150	\$43,139	Mast	>	>	>	>	>	<	>	>
Ind	SE	13-1061	Emergency Management Specialists	20	20	\$42,307	Exp	>	>	>	>	<	<	>	>

Go to O\*Net Online and  
learn about lots of occupations!



## Career Cluster 8: Health Science

These occupations plan, manage, and provide therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



### Delaware High School Career Pathways

Dental  
Health Aide


Nursing Assistant  
Medical Assisting



### Relevant High School or Community Classes

Human Anatomy & Physiology  
Exercise Physiology  
Sports Medicine  
Coaching & Sports Officiating  
Medical Assisting  
Medical Terminology

Health  
First Aid & CPR  
Food Science  
Fitness  
Allied Health  
Forensic Science

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ach	SIR	29-1111	Registered Nurses	8,170	10,010	\$51,854	Assoc	≥	≥	≥	≥	≥	≥	≥	≥
Rel	SRE	31-1012	Nursing Aides, Orderlies, & Attendants	5,050	5,920	\$21,050	VocEd	≥	≥	≥	≥	<	<	≥	≥
Rel	SRI	29-2061	Licensed Practical & Licensed Vocational Nurses	2,020	2,290	\$35,131	VocEd	≥	≥	≥	≥	≥	≥	≥	≥
Rel	SR	31-1011	Home Health Aides	1,530	2,170	\$20,363	STOJT	≥	≥	≥	≥	<	<	<	<
Rel	CRI	29-2052	Pharmacy Technicians	1,270	1,760	\$16,557	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Rel	SCR	31-9092	Medical Assistants	1,030	1,350	\$24,814	MOJT	≥	≥	≥	≥	≥	≥	≥	≥
Ach	RIS	29-2034	Radiologic Technologists & Technicians	940	1,090	\$39,936	Assoc	≥	≥	≥	≥	≥	<	≥	≥
Ind	ESI	11-9111	Medical & Health Services Managers	910	1,060	\$53,248	Bach+	≥	≥	≥	≥	≥	≥	≥	≥
Ach	ICRE	29-1051	Pharmacists	670	840	\$70,699	Prof	≥	≥	≥	≥	≥	≥	≥	≥
Rel	SR	29-2021	Dental Hygienists 	560	700	\$49,941	Assoc	≥	≥	≥	≥	<	≥	≥	≥
Ach	SRIA	29-1122	Occupational Therapists	560	660	\$35,485	Mast	≥	≥	≥	≥	<	≥	≥	≥
Rel	ISR	29-1062	Family & General Practitioners	370	400	\$115,170	Prof	≥	≥	≥	≥	≥	≥	≥	≥
Ach	ECRS	29-2081	Opticians, Dispensing	370	380	\$16,848	LTOJT	≥	≥	≥	≥	≥	<	≥	≥
Ach	IR	29-1131	Veterinarians	290	360	\$64,272	Prof	≥	≥	≥	≥	≥	≥	≥	≥
Rel	SR	31-2011	Occupational Therapist Assistants	200	240	\$38,917	Assoc	≥	≥	≥	≥	<	<	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

Career Cluster 9: Hospitality & Tourism

Hospitality & Tourism encompasses the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.



Delaware High School Career Pathways

Tourism

Hospitality Services

Nutrition & Culinary Arts

Food & Restaurant Marketing

Relevant High School or Community Classes

International Foods

Baking

Food and Nutrition

Art History

Geography

Food Preparation

Travel & Tourism


Recreation Marketing

Hotel Management

Food/Restaurant Marketing

Business Communications

Culinary Professional

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Rel	SECR	35-3031	Waiters & Waitresses	8,160	9,220	\$14,747	STOJT	>	>	>	>	>	<	>	>
Rel	R	35-2021	Food Preparation Workers	2,820	3,330	\$15,621	STOJT	>	>	<	>	>	<	<	<
Rel	REA	35-2014	Cooks, Restaurant	2,800	3,190	\$18,907	LTOJT	>	>	<	>	<	<	<	>
Rel	R	37-2012	Maids & Housekeeping Cleaners	2,750	3,100	\$16,515	STOJT	>	<	<	<	<	<	<	<
Ind	ER	35-1012	First-Line Supervisors/Managers of Food Preparation & Serving Workers	2,230	2,530	\$22,880	Exp	>	>	>	>	>	<	>	>
Rel	ESR	35-3011	Bartenders	1,810	2,020	\$14,955	STOJT	>	>	<	>	>	<	>	>
Ind	ECS	11-9051	Food Service Managers	1,560	1,770	\$42,078	Exp	>	>	>	>	>	<	>	>
Rel	SAR	39-9032	Recreation Workers	1,550	1,710	\$17,950	STOJT	>	>	>	>	>	<	>	>
Ind	ERC	37-1011	First-Line Supervisors/Managers of Housekeeping & Janitorial Workers	1,530	1,570	\$25,917	Exp	>	>	>	>	>	<	>	>
Rel	ESR	35-9031	Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop	1,360	1,530	\$14,789	STOJT	>	>	<	>	<	<	<	<
Rel	RCS	35-2012	Cooks, Institution & Cafeteria	590	660	\$19,531	MOJT	>	>	<	>	>	<	>	>
Ind	ERS	27-2022	Coaches & Scouts 	580	650	\$17,434	LTOJT	>	>	>	>	<	<	>	>
Ind	CES	43-4081	Hotel, Motel, & Resort Desk Clerks	540	610	\$17,035	STOJT	>	>	>	>	>	<	>	>
Ind	ESCA	41-3041	Travel Agents	340	350	\$20,259	VocEd	>	>	>	>	>	<	>	>
Rel	ECS	13-1121	Meeting & Convention Planners	260	290	\$33,176	Bach	>	>	>	>	<	<	>	>

Where occupational titles include multiple similar occupations, the Work Value, Interest Code, and Skills refer to the underlined title.



## Career Cluster 10: Human Services

Prepares individuals for employment in career pathways that relate to families and human needs.



### Delaware High School Career Pathways


Cosmetology  
Child Care  
Nutrition

Human Services  
Health Tech. & Certified Nursing Asst.  
Textiles & Apparel

### Relevant High School or Community Classes

Psychology  
Marriage and Family Life  
Health Science  
Fashion Merchandising  
Family & Community Services

Sociology  
Child Development  
Cosmetology  
Human Development  
Human Services

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Rel	S	39-9011	Child Care Workers 	2,590	2,980	\$15,517	STOJT	≥	≥	≥	≥	<	<	≥	≥
Rel	EAS	39-5012	Hairdressers, Hairstylists, & Cosmetologists	2,220	2,580	\$16,578	VocEd	≥	≥	≥	≥	<	<	≥	≥
Ach	SAE	21-1021	Child, Family, & School Social Workers	2,000	2,250	\$32,198	Bach	≥	≥	≥	≥	<	<	≥	≥
Rel Sup	SC	21-1093	Social & Human Service Assistants	790	960	\$21,237	MOJT	≥	≥	≥	≥	<	<	≥	≥
Rel	SR	39-9021	Personal & Home Care Aides	790	1,020	\$18,990	STOJT	≥	≥	≥	≥	<	<	≥	≥
Rel	SI	21-1015	Rehabilitation Counselors	610	700	\$25,397	Mast	≥	≥	≥	≥	<	<	≥	≥
Ind	IAS	19-3031	Clinical, Counseling, & School Psychologists	500	570	\$45,261	PhD	≥	≥	≥	≥	<	<	≥	≥
Ach	SIA	21-1023	Mental Health & Substance Abuse Social Workers	480	570	\$28,974	Mast	≥	≥	≥	≥	<	<	≥	≥
Ach	SIA	21-1022	Medical & Public Health Social Workers	380	430	\$38,584	Bach	≥	≥	≥	≥	<	<	≥	≥
Rel	ESR	39-5092	Manicurists & Pedicurists	310	410	\$14,768	VocEd	≥	≥	<	≥	<	<	<	≥
Ach	SIA	21-1011	Substance Abuse & Behavioral Disorder Counselors	290	390	\$25,605	Bach	≥	≥	≥	≥	<	<	≥	≥
Ach	SIA	21-1014	Mental Health Counselors	210	270	\$26,998	Mast	≥	≥	≥	≥	<	<	≥	≥
Rel	SC	39-9041	Residential Advisors	150	180	\$21,195	STOJT	≥	≥	≥	≥	<	<	≥	≥
Ind	ESCI	23-1022	Arbitrators, Mediators, & Conciliators	50	60	\$33,238	Bach+	≥	≥	≥	≥	<	<	≥	≥
Ach	SAE	21-2011	Clergy	40	50	\$35,235	Mast	≥	≥	≥	≥	<	<	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

Career Cluster 11: Information 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.



Delaware High School Career Pathways


Information Technology  
Computer Applications

Database Management  
Computer Technologies

Relevant High School or Community Classes

Computer Science  
Computer Software Applications  
Visual Basic Programming  
Programming in C++  
Multimedia Presentation  
Adobe Photoshop & Illustrator

Technical Writing  
Programming  
SQL  
Graphic Design  
Web Design  
Network Administrator

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ach	CIR	15-1041	Computer Support Specialists	2,090	2,260	\$37,482	Assoc	≥	≥	≥	≥	<	<	≥	≥
Ind	ICR	15-1051	Computer Systems Analysts	2,080	2,520	\$48,048	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ach	IRC	15-1021	Computer Programmers	2,000	1,870	\$47,944	Bach	≥	≥	<	≥	≥	<	≥	≥
Ach	IRC	15-1031	Computer Software Engineers, Applications 	1,730	2,360	\$56,888	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ach	IR	15-1081	Network Systems & Data Communications Analysts	1,230	1,890	\$41,662	Bach	≥	≥	≥	≥	<	<	≥	≥
WC	IRCE	15-1071	Network & Computer Systems Administrators	1,130	1,350	\$43,014	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ind	ECIR	11-3021	Computer & Information Systems Managers	1,050	1,170	\$81,515	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Ind	ICR	15-1061	Database Administrators	930	1,160	\$47,674	Bach	≥	≥	≥	≥	<	<	≥	≥
Ach	IRC	15-1032	Computer Software Engineers, Systems Software	810	950	\$62,608	Bach	≥	≥	≥	≥	≥	≥	≥	≥
WC	RC	49-2011	Computer, Automated Teller, & Office Machine Repairers	620	610	\$24,461	VocEd	≥	≥	<	≥	<	<	≥	≥
Sup	CR	43-9011	Computer Operators	610	450	\$25,917	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	R	49-2022	Telecommunications Eqpmnt. Installers & Repairers, Except Line Installers	190	220	\$18,574	VocEd	≥	≥	≥	≥	<	<	≥	≥
Ach	IRC	17-2061	Computer Hardware Engineers	130	160	\$68,931	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ach WC	IRAC	15-1011	Computer & Information Scientists, Research	100	120	\$68,952	PhD	≥	≥	≥	≥	≥	≥	≥	≥

Where occupational titles include multiple similar occupations, the Work Value, Interest Code, and Skills refer to the underlined title.

## Career Cluster 12: Law, Public Safety, Corrections & Security

Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.



### Delaware High School Career Pathways

Criminal Justice



### Relevant High School or Community Classes

Legal Process

Law Enforcement

Contemporary Political Issues

Criminal Justice

Speech - Debate

Emergency Medical Technician

Multicultural Studies

Civics

Psychology


Criminal Law

Economics

Sociology

Business Law

Forensics

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Sup	SEC	33-9032	Security Guards	3,600	4,270	\$18,179	STOJT	≥	≥	≥	≥	<	<	≥	≥
Ach	ECIS	23-1011	Lawyers	2,930	3,150	\$68,848	Prof	≥	≥	≥	≥	<	<	≥	≥
Ach	RSEC	33-3051	Police & Sheriff's Patrol Officers	1,780	2,000	\$38,750	LTOJT	≥	≥	≥	≥	<	<	≥	≥
WC	ECS	23-2011	Paralegals & Legal Assistants	1,430	1,670	\$33,426	Assoc	≥	≥	≥	≥	<	<	≥	≥
Rel	RS	33-9092	Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers	550	620	\$16,661	STOJT	<	≥	<	≥	<	<	≥	<
Ach	EIS	33-3021	Detectives & Criminal Investigators	320	400	\$43,285	Exp	≥	≥	≥	≥	≥	<	≥	≥
Sup	SC	43-5031	Police, Fire, & Ambulance Dispatchers	280	320	\$27,810	MOJT	≥	≥	≥	≥	<	<	≥	≥
Rel	SRC	33-9091	Crossing Guards 	200	230	\$25,438	STOJT	<	<	<	<	<	<	<	<
Ach	ESR	33-1012	First-Line Supervisors/Managers of Police & Detectives	170	190	\$66,290	Exp	≥	≥	≥	≥	<	<	≥	≥
Sup	SR	33-9011	Animal Control Workers	120	140	\$14,456	MOJT	≥	≥	≥	≥	<	<	≥	≥
Ind Sup	RCE	33-9031	Gaming Surveillance Officers & Gaming Investigators	70	110	\$22,818	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Ind	ESCI	23-1021	Administrative Law Judges, Adjudicators, & Hearing Officers	70	70	\$35,672	Bach+	≥	≥	≥	≥	<	<	≥	≥
Ach	ESR	33-9021	Private Detectives & Investigators	40	40	\$25,022	Exp	≥	≥	≥	≥	<	<	≥	≥
Ach	ACS	23-2091	Court Reporters	30	30	\$36,005	VocEd	≥	≥	≥	<	<	<	<	≥
Ach Ind Sup	IRC	33-2021	Fire Inspectors & Investigators	20	20	\$35,090	Exp	≥	≥	≥	≥	<	≥	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

Career Cluster 13: Manufacturing

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.





## Career Cluster 14: Marketing, Sales & Service

Planning, managing, and performing marketing activities to reach organizational objectives.



### Delaware High School Career Pathways

Marketing Management      Marketing Communications

### Relevant High School or Community Classes

Marketing Communications  
Fashion Merchandising  
Business Ethics  
Business Economics  
Business Finance  
Database Management  
Marketing Management

Sales & Sales Promotion  
Retail Operations  
Software Applications  
Business Law  
Accounting  
Sports Marketing



Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Sup	ES	41-2031	Retail Salespersons	18,110	20,780	\$16,307	STOJT	≥	≥	≥	≥	≥	<	≥	<
Sup	CER	41-2011	Cashiers	11,250	11,550	\$15,538	STOJT	<	≥	<	≥	≥	<	≥	<
Ind	ECS	41-1011	First-Line Supervisors/Managers of Retail Sales Workers	4,030	4,430	\$25,792	Exp	≥	≥	≥	≥	≥	<	≥	≥
Ach Ind	ESCR	41-4012	Sales Reps., Wholesale & Manufacturing, Except Tech & Scientific Products	3,310	3,640	\$32,282	Exp	≥	≥	≥	≥	≥	<	≥	≥
Ach	IEC	19-3021	Market Research Analysts	2,040	2,070	\$49,338	Bach	≥	≥	≥	≥	<	<	≥	≥
Ind	ECS	41-9022	Real Estate Sales Agents	1,650	1,810	\$25,979	VocEd	≥	≥	≥	≥	≥	<	≥	≥
Ach	ECRS	41-4011	Sales Reps., Wholesale & Manufacturing, Technical & Scientific Products	1,110	1,250	\$54,829	Exp	≥	≥	≥	≥	≥	≥	≥	≥
Ind	EC	11-2022	Sales Managers	1,070	1,160	\$61,485	Bach+	≥	≥	≥	≥	≥	<	≥	≥
Sup	ERS	53-3031	Driver/Sales Workers	880	920	\$14,976	STOJT	≥	≥	<	≥	≥	<	≥	≥
Ach	EC	11-2021	Marketing Managers	810	870	\$80,080	Bach+	≥	≥	≥	≥	≥	≥	≥	≥
Sup	R	51-6011	Laundry & Dry-Cleaning Workers	700	780	\$14,851	MOJT	≥	≥	<	≥	<	<	≥	<
Rel	RE	51-3021	Butchers & Meat Cutters	260	270	\$24,357	LTOJT	<	≥	<	<	<	<	<	<
Ach	AER	27-1025	Interior Designers	140	160	\$17,784	Assoc	≥	≥	≥	≥	≥	<	≥	≥
Ind	ECRS	13-2021	Appraisers & Assessors of Real Estate	130	150	\$27,934	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ind	ESC	11-9061	Funeral Directors	80	90	\$44,304	Assoc	≥	≥	≥	≥	≥	≥	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

## Career Cluster 15: Science, Technology, Engineering & Mathematics

Planning, managing, and providing scientific research and professional and technical services including laboratory and testing services and research and development services.



### Delaware High School Career Pathways


Processes of Design & Engineering  
Fundamentals of Structures  
Audio, Radio & Video Engineering

Foundations of Technology  
Technological Systems  
Drafting & Design

### Relevant High School or Community Classes

Structural Engineering  
Design & Analysis of Structures  
Foundations of Technology  
Technological Systems  
Process of Design & Engineering  
Fundamentals of Structures

Forensic Science  
Robotics  
Applied Technology  
Transfer of Technology  
Engineering - CAD

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Ach	RIC	19-4031	Chemical Technicians	1,110	1,220	\$50,627	Assoc	≥	≥	≥	≥	≥	≥	≥	≥
Ach	RIC	17-2051	Civil Engineers	1,050	1,170	\$55,245	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ach	IRC	19-2031	Chemists	910	1,030	\$48,859	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ach	IR	17-2041	Chemical Engineers	840	920	\$71,094	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ind Ach	EIRC	17-2112	Industrial Engineers	630	710	\$52,770	Bach	≥	≥	≥	≥	≥	<	≥	≥
Ind	IR	19-1021	Biochemists & Biophysicists	600	660	\$60,216	PhD	≥	≥	≥	≥	≥	≥	≥	≥
Ind Ach	IR	17-2071	Electrical Engineers	550	620	\$58,906	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ind	RI	17-2141	Mechanical Engineers	430	450	\$56,347	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ind	EIRC	11-9041	Engineering Managers	360	380	\$88,546	Bach+	≥	≥	≥	≥	≥	≥	≥	≥
Ach	IR	19-2041	Environmental Scientists & Specialists, Including Health	290	350	\$40,893	Mast	≥	≥	≥	≥	≥	≥	≥	≥
Ach	CR	17-3031	Surveying & Mapping Technicians	140	160	\$25,043	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Ind	IR	19-1022	Microbiologists	60	70	\$45,698	PhD	≥	≥	≥	≥	≥	≥	≥	≥
Ach	IEC	19-3011	Economists	60	70	\$57,034	Mast	≥	≥	≥	≥	≥	<	≥	≥
Ach	RCI	17-1021	Cartographers and Photogrammetrists	20	20	\$33,800	Bach	≥	≥	≥	≥	≥	≥	≥	≥
Ind Ach	IA	19-3093	Historians 	30	40	\$37,794	Mast	≥	≥	≥	≥	<	<	≥	≥

Where occupational titles include multiple similar occupations, the **Work Value**, **Interest Code**, and **Skills** refer to the underlined title.

## Career Cluster 16: Transportation, Distribution & Logistics

Planning, management, 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.



### Delaware High School Career Pathways


Automotive Technology  
Engine Technology

Auto Body  
Aviation Mechanics

### Relevant High School or Community Classes

Auto Technology  
Know Your Car  
Small Engine Technology

Aviation Mechanics  
Diesel Technology  
Small Engine Repair

Work Value see p. 10	Interest Code see p. 15	SOC Code	Occupation Title	2006 Est. Empl.	2016 Proj. Empl.	2007 Mean Entry Wage	Ed. - Training	Reading	Listening	Writing	Speaking	Math	Science	Thinking	Learning
Sup	R	53-3032	Truck Drivers, Heavy & Tractor-Trailer	4,980	5,710	\$26,083	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	R	53-7062	Laborers & Freight, Stock, & Material Movers, Hand	4,770	4,850	\$18,262	STOJT	≥	≥	<	<	<	<	<	<
Sup	R	53-3033	Truck Drivers, Light or Delivery Services	3,030	3,440	\$19,032	STOJT	≥	≥	<	≥	<	<	<	<
Ach	R	49-3023	Automotive Service Technicians & Mechanics (Specialty)	2,760	3,250	\$21,965	VocEd	≥	≥	≥	<	<	<	≥	≥
Sup	RS	53-3022	Bus Drivers, School	2,040	2,180	\$16,016	MOJT	≥	≥	<	≥	<	<	≥	<
Sup	CR	43-5052	Postal Service Mail Carriers	1,030	1,100	\$37,606	STOJT	≥	≥	<	<	<	<	<	<
Sup	CE	43-5061	Production, Planning, & Expediting Clerks	830	880	\$27,498	MOJT	≥	≥	≥	≥	≥	<	≥	≥
Sup	R	53-7121	Tank Car, Truck, & Ship Loaders	810	870	\$39,146	MOJT	≥	≥	<	<	<	<	≥	≥
Ind	ERC	53-1031	First-Line Sups./Mngrs of Transp. & Material-Moving Mach. & Veh. Operators	630	710	\$36,275	Exp	≥	≥	≥	≥	≥	<	≥	≥
Rel	R	53-3041	Taxi Drivers & Chauffeurs	630	710	\$16,432	STOJT	<	≥	<	<	≥	<	≥	≥
Ach	R	49-3021	Automotive Body & Related Repairers 	530	590	\$23,213	LTOJT	≥	<	<	<	<	<	<	<
Sup	R	53-7081	Refuse & Recyclable Material Collectors	470	520	\$25,189	STOJT	≥	≥	<	≥	<	<	≥	<
Ind	EC	11-3071	Transportation, Storage, & Distribution Managers	330	380	\$54,122	Exp	≥	≥	≥	≥	≥	<	≥	≥
WD	EC	13-1081	Logisticians	210	250	\$50,045	Bach	≥	≥	≥	≥	<	<	≥	≥
Ach	REIC	53-2012	Commercial Pilots	150	190	\$44,823	VocEd	≥	≥	<	≥	≥	≥	≥	≥

Find complete occupation descriptions at: [www.onetcenter.org/taxonomy/2006/data\\_coll.html](http://www.onetcenter.org/taxonomy/2006/data_coll.html). Click on **Show Descriptions**.

## Your Money

What happens when you leave home, get your own place, and start paying all of the bills your parents used to take care of, like rent, food, phone, and electric bills? Yikes! If you're not careful, you'll find it tough to pay all of your bills, much less afford a social life and leisure activities. Developing a budget, however, can help you manage your money wisely and it will force you to make tough decisions about what you can and cannot buy. Try your hand at working through the budget below.

**Think about this.** Most of us measure job compensation by the dollar amount of our paychecks, but there's more to it than that. Fringe benefits go hand-in-hand with wages to boost a job's paying power. It's important for you to consider what benefits your new employer offers in comparison with other companies. Benefits might include: paid holidays, sick leave, vacation, health insurance, pension, retirement plans, and education assistance.

- 1 Take a careful look at the sample budget below. This person has an annual salary of \$33,588. After paying taxes, the monthly take-home pay is \$1,653. Could you live comfortably on that salary?
- 2 Now build your own budget. Use the entry wage for an occupation you're interested in (divide by 12) or, if you prefer, use the hourly wages\* you currently receive from your part-time job and budget it as a full-time monthly wage.

Your Monthly Budget		Sample	Yours*
I. Gross Monthly Pay		\$2,799	\$_____
(based on the mean entry level for all occupations)			
II. Taxes			
Federal	12.60%	\$353	\$_____
State	5.55%	\$155	\$_____
Social Security	6.20%	\$174	\$_____
Health Insurance	4.80%	\$134	\$_____
Personal Insurance & Pension	11.80%	\$330	\$_____
TOTAL TAXES		\$1146	\$_____
III. Monthly Take-Home Pay (Net)		\$1653	\$_____
IV. Expenses			
Food	13.7%	\$226	\$_____
Housing	33.7%	\$557	\$_____
Clothing	4.8%	\$79	\$_____
Transportation	17.1%	\$283	\$_____
Savings	5.0%	\$83	\$_____
Miscellaneous	14.2%	\$234	\$_____
TOTAL EXPENSES		\$1462	\$_____
V. Take Home Pay – Total Expenses =		\$191	\$_____

\* **Convert Your Hourly Wages to Monthly Wages**  
Step 1: # of hrs. of work/week x # of weeks/year you work = total # of hrs. you work/year  
Step 2: total # of hrs. you work/year / 12 months in a year = # of hrs./month you work  
Step 3: # of hrs./month you work x your hourly wage = Gross Monthly Pay





## Your Dollars Across America

Where you work or go to school determines your cost of living.\*

Check this out!

[www.bestplaces.net/col](http://www.bestplaces.net/col)



City and State	Apt. Rent /mo.	Total Energy /mo.	Phone /mo.	Gas /gal.	Doctor Office Visit	Movie	Hair Cut	Half Gal. Milk	Cereal	Bread	Orange Juice	Pizza
<b>DELAWARE</b>												
Dover	825	221.97	33.64	2.541	69.68	8.50	11.75	2.38	3.57	1.14	3.47	11.36
Wilmington	815	194.56	33.64	2.597	78.33	7.59	13.92	2.48	4.06	1.27	3.89	10.86
Sussex County	700	218.59	33.64	2.501	76.35	7.75	12.25	2.54	3.16	1.06	3.39	10.86
<b>NORTHEAST</b>												
Boston, MA	1,479	229.58	29.26	2.543	132.33	10.28	15.53	2.39	5.18	1.30	3.31	9.38
Burlington, VT	1,083	233.10	25.21	2.722	92.72	7.83	13.10	2.38	2.94	1.63	3.36	9.73
Manhattan, NY	3,481	260.05	36.95	2.852	106.00	10.37	15.56	2.47	5.33	2.64	4.08	9.99
Philadelphia, PA	1,385	168.01	35.89	2.699	100.28	8.70	13.91	2.16	4.00	1.26	4.33	10.88
<b>SOUTHEAST</b>												
Charleston, WV	610	140.89	30.11	2.709	79.53	7.86	9.83	2.07	2.85	1.16	2.98	10.46
Louisville, KY	832	180.79	28.00	2.629	73.07	7.50	11.87	1.86	3.02	1.12	3.38	12.32
Raleigh, NC	739	141.03	26.00	2.584	80.88	8.02	13.62	2.58	3.06	1.36	3.45	9.89
Orlando, FL	820	170.01	31.01	2.562	70.38	7.77	11.70	2.43	2.98	1.22	3.22	11.96
<b>NORTH CENTRAL</b>												
Des Moines, IA	595	156.47	25.56	2.515	82.00	7.16	11.85	1.75	2.98	1.01	2.99	10.63
Chicago, IL	1,443	172.63	29.15	2.946	83.03	9.94	14.41	2.05	3.39	1.34	3.46	9.60
St. Louis, MO-IL	811	153.39	22.61	2.618	79.17	7.37	12.42	2.14	3.59	1.55	3.16	9.91
<b>SOUTH CENTRAL</b>												
Denver, CO	797	175.65	24.78	2.569	94.44	8.90	13.52	2.20	3.37	1.28	3.14	9.68
Houston, TX	812	175.16	23.71	2.505	81.72	8.40	13.07	2.13	2.46	.75	2.90	9.26
Phoenix, AZ	788	161.96	22.27	2.608	74.63	8.77	14.13	1.79	3.29	1.16	3.07	9.32
<b>WEST</b>												
Anchorage, AK	991	189.96	23.66	2.572	114.07	9.10	15.93	2.26	3.76	1.31	4.14	13.16
San Francisco, CA	2,031	143.06	23.16	3.218	119.93	10.07	15.10	2.68	4.71	1.73	4.72	12.33
Bozeman, MT	707	164.75	27.11	2.690	83.00	7.63	10.83	2.04	3.45	1.20	3.11	10.32
Portland, OR	946	174.09	25.99	2.918	96.67	8.45	16.67	1.95	3.45	1.81	3.96	11.83
<b>U.S.A</b>												
<b>Minimum</b>	<b>453</b>	<b>81.64</b>	<b>17.08</b>	<b>2.407</b>	<b>52.08</b>	<b>5.00</b>	<b>6.58</b>	<b>1.52</b>	<b>2.25</b>	<b>.55</b>	<b>2.30</b>	<b>8.34</b>
<b>Maximum</b>	<b>3,481</b>	<b>350.46</b>	<b>37.45</b>	<b>3.338</b>	<b>148.44</b>	<b>10.37</b>	<b>20.00</b>	<b>3.43</b>	<b>5.35</b>	<b>2.96</b>	<b>5.79</b>	<b>15.66</b>

\*ACCRA Cost of Living Index, Annual Averages, 2007

Step #3: Focus

How Do I Decide?

**In Step #1**, you looked at your personal interests, your skills, your work values, and your cluster interests.

**In Step #2**, you looked at Delaware’s labor market.

**Now**, it’s time for you to match your self-assessment results with the occupations that interest you most. You will also match your chosen occupations to specific job characteristics such as wages or education and consider your future life roles.

**Work/Life Balance**

Planning your career is truly a lifelong process. Over time your needs, skills, abilities, interests, and life roles will change. As you develop your career-planning skills, not only will you pay close attention to your occupational choices, but you will also consider your leisure activities, your educational goals, and your family roles. It’s a lot to balance, but with attention and practice you will find that you can adapt to your ever-changing life and make time for all the different roles that will make your life full.



spouse



student



pensioner



child – parent



leisurite



worker



homemaker



citizen

*\* Consider the different roles you may assume during your lifetime. Which roles will require the most time? Which roles will require the most energy? How will you prioritize?*

*\* Based on the work of Donald E. Super and his concept of the Life Career Rainbow*

## How Do I Match Up?

**1** Review "What I Know About Myself" on page 18 and look over your budget on page 41.

**2** Use the worksheet below to compare what you want in an occupation (*My Profile*) with two different occupations that interest you (*Job Profile #1* and *Job Profile #2*).



**NOTE:** The Delaware Career Compass and O\*Net OnLine will provide you with the needed information.

My Personal Profile	Job Profile #1	Job Profile #2
<b>My Name</b> <hr/>	<b>Job Title #1</b> <hr/>	<b>Job Title #2</b> <hr/>
<b>My Desired Wages</b>  Entry Level: <hr/> Advanced: <hr/>	<b>Job #1 Estimated Wages</b>  Entry Level: <hr/> Advanced: <hr/>	<b>Job #2 Estimated Wages</b>  Entry Level: <hr/> Advanced: <hr/>
<b>My Training/Education</b>  Current: <hr/> Expected: <hr/>	<b>Job #1 Training Required</b>  <hr/>	<b>Job #2 Training Required</b>  <hr/>
<b>My Personality Type (Holland Code)</b>  <hr/>	<b>Job #1 Holland Code</b>  <hr/>	<b>Job #2 Holland Code</b>  <hr/>
<b>My 2 Strongest Work Values (from WIL)</b>  <hr/> <hr/>	<b>Job #1 Work Values</b>  <hr/> <hr/>	<b>Job #2 Work Values</b>  <hr/> <hr/>
<b>My 2 Career Cluster Interests</b>  <hr/> <hr/>	<b>Job #1 Career Cluster</b>  <hr/>	<b>Job #2 Career Cluster</b>  <hr/>



## Review Your Profile Choices

Consider the two occupations you have chosen for your job profiles. Are you on the right track or should you chart a new course?

1

Reflect carefully on the following questions:

*Did your personal interests and aptitudes match the occupations you chose?*

- It's probably NOT a good idea to choose:
- *veterinarian* if you don't like working with animals or are allergic to cat hair.
  - *nursing* if sick people make you sick.
  - *engineering* if you have poor study habits or do poorly in math.
  - *carpenter* if you're not a hands-on person.

*Did you choose occupations that suit your personality?*

- It's probably NOT a good idea to choose:
- *computer programmer* if your personality is social and artistic.
  - *graphic designer* if your personality is conventional and investigative.
  - *recreation worker* if you're not a social person.

*Will you have the skills you need for an entry level job in the occupations you chose?*

- It's probably NOT a good idea to choose:
- *clinical psychologist* if you don't want to go to school for a long time.  
When will you have the skills you need for the occupation you want to pursue? When you graduate from high school? If you don't have the skills, will you be able to obtain them yourself or should you plan to take courses in the near future? Will you have the required high school diploma and the financial means to enroll in college?

*Will you earn the money you need to live the life you desire?*

- It's probably NOT a good idea to choose:
- *home health aide* unless the satisfaction of providing assistance to those in need is stronger than your desire for a high income.
  - *dentist* if you don't want to spend every day working in people's mouths even though you would probably earn the money you need to live the life you desire.

*If you want to work in a restaurant, which occupation would suit you best?*



*waitstaff  
hostess  
dishwasher  
chef  
owner  
manager  
food prep*

**Note:** Today, most occupations require a lifelong commitment to additional training or education. Companies often want employees to upgrade their knowledge and skills with more education. Your best career match will be an occupation that allows you to continue to learn in the areas you prefer.

*Lifelong learning is the key to success!*

- Other questions to consider:
- Will there be openings for this type of work when I finish my training/college?
  - Will my earnings be enough to support the lifestyle I want?
  - How many years of training are required?
  - Will I need special certification or licensing?
  - Will I have to relocate to another city?
  - Can I meet the physical demands of this job?
  - What support do I have in place? What type of support do I need to find?
  - Do I have reliable transportation? Break-downs and bad weather may sometimes cause you to be late to work. Or is there public transportation available?

## My Career Choice

Based on all that you know about yourself and the labor market are either of the two occupations you chose for your profiles a good match?

If not, try again - choose two more. Continue this process until you are excited about at least one choice.

2

Write your first occupation choice on the line below.

My first choice is...





## Setting Goals, Reaching Dreams

Do you have dreams? Do you visualize yourself fulfilling your dreams? If not, now is the time to begin dreaming and now is the time to begin your work toward making your dreams come true.

To fulfill your dreams you must set a series of achievable, short-term goals that serve as stepping stones to your ultimate destination. Without these goals, you won't have the plan you need to reach your dreams; and without your dreams, you won't have the passion you will need to keep moving forward, especially when the going gets tough.

*No dream is too big if you're passionate about it.*

### 1 Read through the following dream and goals example

**MY DREAM – I will become a successful restaurant chef.**

**Things to consider:**

What does “successful” mean to you? What kind of chef do you want to be and in what kind of restaurant? Where do you want to live? As you learn more about the occupation and about yourself, you will be able to identify your goals more specifically.

### MY STRATEGY

**These are my specific, realistic, and attainable goals:**

**In 24 hours:** I will create a file in which to keep everything that I learn about this occupation. I will begin researching the accredited culinary schools, apprenticeships, certifications, job availability, and professional organizations.

**In 1 week:** I will make appointments to meet with 5 restaurant chefs who work in different types of kitchens. I will make a list of questions to ask them and I will take notes.

**In 1 month:** I will complete all my chef interviews.

**In 2 months:** I will build a resume and apply for summer restaurant jobs.

**In 3 months:** I will work in a restaurant to learn about the field firsthand. I will keep a journal of my experiences.

**In 6 months:** I will reflect on my summer experiences and revisit my dream to make sure that I'm still passionate about it. If I am, I will take more culinary arts classes in high school.

**In 9 months:** I will research financial aid and I will apply to culinary schools.

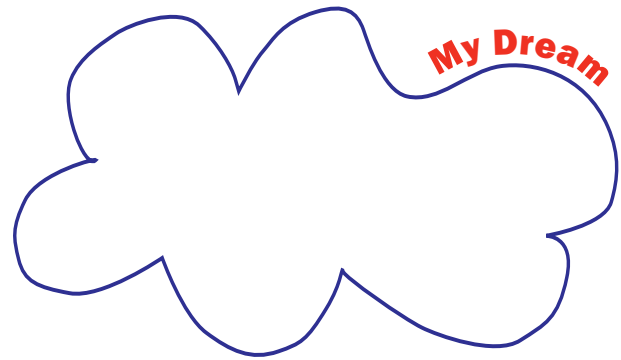
**In 1 year:** I will begin culinary school.

**In 2 years...**

**In 5 years...**

**Do you get the idea? Now you try it.**

### 2 Write your dream in the dream cloud. Write your goals under *My Strategy*, starting with what you plan to do in the next 24 hours to begin your journey.



### My Strategy

**Never give up!**



## Step #4: Implementation

### How Do I Do It?

**In Step #1**, you looked at your personal interests, your skills, your work values, and your cluster interests.

**In Step #2**, you looked at Delaware's labor market.

**In Step #3**, you chose the occupation most suited to your self-assessments.

#### **Now, comes the fun part!**

It's time to take your goals and turn them into reality. Whether you are looking for additional training or education, considering the military, or thinking about entering the workplace, this section will provide assistance.

**No matter what you decide, you won't go wrong if you:**

*Think about life as an adventure filled with exciting unknowns. Have fun!*

*Look for the positive in every situation. What's the plus? Where's the opportunity?*

*Know what you want in life and don't go for the quick fix. Stay true to your values.*

*Know your strengths and think about them every day.*

*Identify your weaknesses and know that they are limitations, not flaws.*

*Build on your strengths and find ways to reduce your limitations.*

*Learn from your mistakes. Think what you will do differently the next time.*

*Learn to speak up for yourself and verbalize what you want.*



**On-the-job training?**



**Military?**



**Apprenticeship?**



**2-year degree? 4-year degree? More?**



**Own your own business?**



**Peace Corps?**

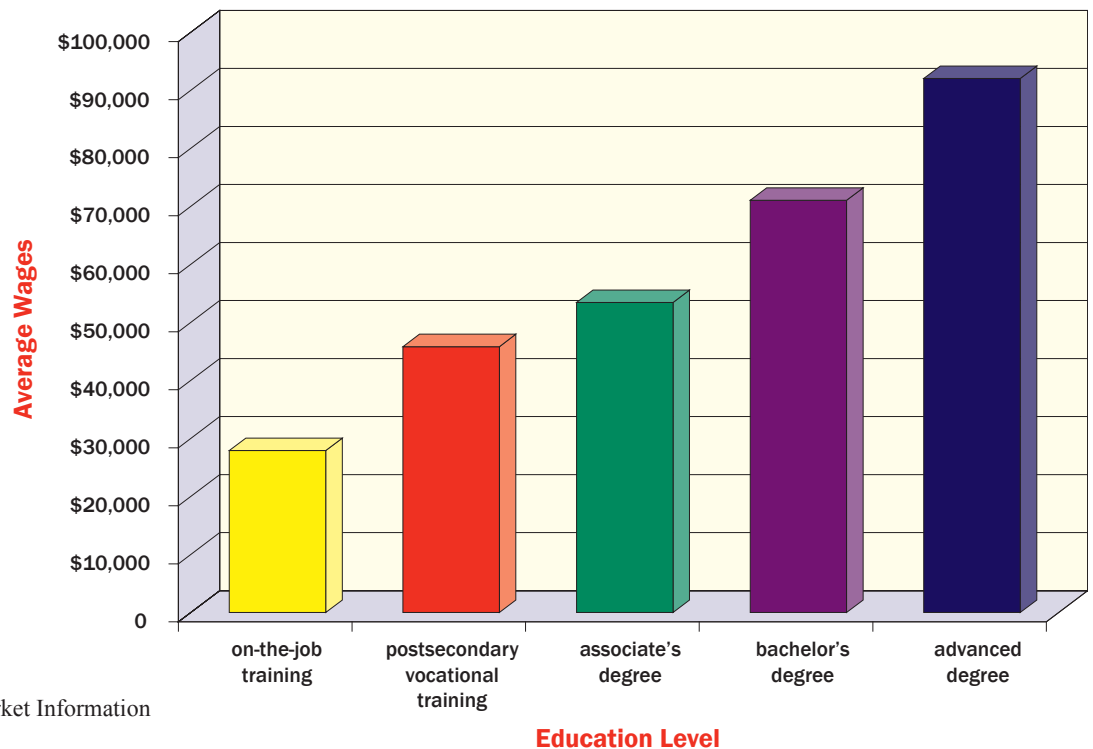
**Read on to plan your next steps.**



## Stay in School

In general, the average wage which an occupation can be expected to pay increases with the education, training, and work experience required to be qualified for that occupation. Not every person who holds an advanced degree reports a high income, and many people who have left school early have high earnings today. But, overall, there is a clear relationship between the amount of schooling and subsequent earnings.

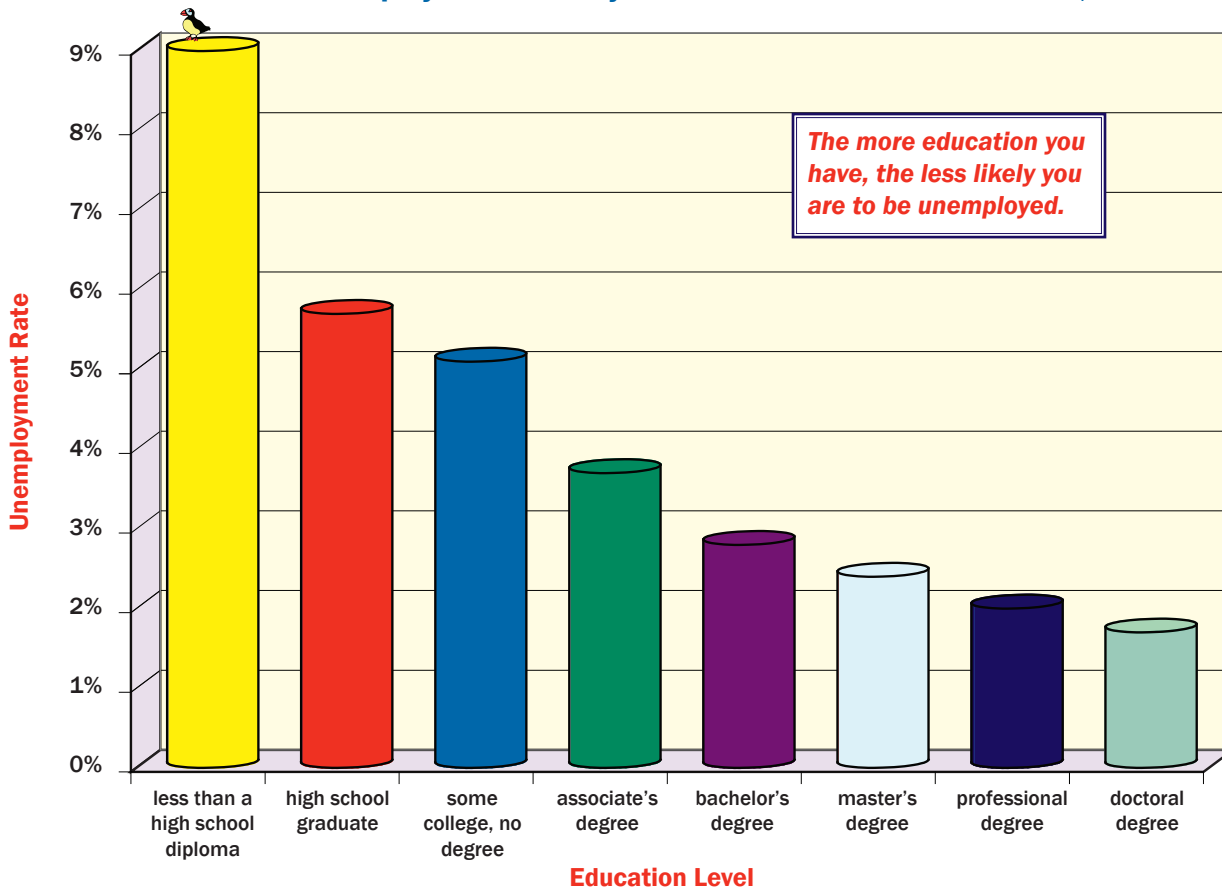
**Delaware Average Wages by Level of Educational Attainment, 2007**



**Source:**

Office of Occupational & Labor Market Information  
[www.oolmi.net](http://www.oolmi.net)

**National Unemployment Rate by Level of Educational Attainment, 2008**



**Note:**

Data are for persons 25 and over.

**Source:**

U.S. Bureau of Labor Statistics

# Avoid Drugs and Alcohol

It's estimated that the cost of employee drug and alcohol abuse is as high as \$100 billion each year. To fight this alcohol and drug problem, corporate America is taking a strong stand to provide a drug-free workplace. Applicant and employee drug testing, for example, are now standard practice. Many companies have established policies not to hire a person who presents positive test results indicating the use of drugs.

## So what does all this mean to you as a job applicant?

As time goes on, chances become greater and greater that you will be asked to take a drug test before you will be hired. Some employers include information about their drug policy on the application form. Others tell applicants in the first interview that drug testing is required. But don't count on getting a warning. some employers make no mention of drug testing in advance.

## Drug testing should not be taken lightly.

A positive test result, or answering "yes" to a question about drug use, may eliminate your chances for employment. Different companies have different policies. Some may allow retesting if a test result is positive, or be more lenient towards someone who last used drugs over five years ago. But others will reject an applicant on the basis of one positive test.

Don't let one positive drug test interfere with your career plans!

Employers conduct drug screenings in various ways: by asking applicants about current and past drug use; by giving pencil-and-paper or polygraph (lie detector) tests; or by medical tests of urine, blood, or hair samples. The most commonly used test is a urinalysis, which is laboratory testing of a urine sample. Retention time (the length of time any substance remains in the body and can be detected in the urine) varies with the drug and the individual.

Current military policy is zero tolerance, meaning that all military personnel are subject to immediate discharge if a drug test has a confirmed positive result. Further, a Presidential Executive Order has authorized drug testing throughout the Federal Government.

## Alcohol and drugs can destroy your work life.

Substance abuse can lead to job loss and make it difficult to maintain a job. All drugs cause disorientation. The side effects of marijuana are memory loss and inability to concentrate. Cocaine users become anxious and paranoid. Alcohol can cause irritability and depression, and may reduce your ability to express yourself. Addicts often believe that alcohol or drugs make them feel more confident. But that feeling doesn't last. Addiction can lead to serious health problems or death if left untreated.

## What can I do?

- Do not use drugs!
- If you have a substance abuse problem, **GET HELP!**
- Ask if there is going to be drug screening and why.
- Be sure that in having a drug test done, your rights to privacy and dignity are not invaded.
- Don't misuse prescription drugs. Report any prescription drugs or medications taken before testing.
- Find out what type of laboratory testing is done to be sure fair and accurate procedures are in place.
- Know the company's policy on retesting.
- Ask for reasons for employment rejection.
- Be aware that not wanting to take a drug test may be interpreted as fear of a positive test result.

If you or someone you know has a problem with drugs, alcohol, or gambling, here are some resources:

New Castle County	
Brandywine Counseling, Inc.	302-656-2348
Connections Community Support Programs, Inc.	302-984-3380
NET Kirkwood Detoxification	302-691-0140
Kent County	
Connections Community Support Programs, Inc.	302-672-9360
Kent County Counseling	302-735-7790
Kent/Sussex Detoxification (Ellendale)	302-422-8338
Sussex County	
Sussex County Counseling	302-854-0172
Thresholds	302-856-1835
Kent/Sussex Detoxification (Ellendale)	302-422-8338
Alcoholics Anonymous	
New Castle County	655-5113
Kent County	736-1567
Sussex County	856-6452
Website	<a href="http://www.ndiaa.org">www.ndiaa.org</a>
Al-Anon/Alateen	
New Castle County	366-8484
Kent County	734-8010
Sussex County	422-8010
Gambling Hotline	888-850-8888
Narcotics Anonymous	800-317-3222

 **NOW AVAILABLE!**

The Directory of Human Services for Delaware 2009 is online and free of charge at:  
[www.dhss.delaware.gov/dhss/dssc/files/2009\\_hsdirectory.pdf](http://www.dhss.delaware.gov/dhss/dssc/files/2009_hsdirectory.pdf)



## Delaware Career and Technical Education

### Should I Be a Delaware Career and Technical Education Student?

1. Would you like to know more about high-skill, high-wage, and high-demand career opportunities?
2. How does earning college credit, while you are still in high school, sound to you?
3. Would you like to look for a career where an employer might pick up the tab for some of your college expenses?
4. Do you think that learning how to solve career-based math and science problems might make math and science more interesting?
5. Are you interested in finding a higher skill, higher wage job during the summers between college semesters that could provide valuable career experience?
6. Do you think learning the basic skills that employers highly value would help your future career?
7. Would you like to join with other students in the fun and excitement of a Career and Technical Student Organization?
8. Does working on project teams seem interesting to you?
9. Would you like to learn technical career skills that can be used immediately after high school graduation but can also connect directly with post-high school educational opportunities?



**All local comprehensive high schools as well as the Career & Technical Education Centers in each county offer a wide variety of programs.**

### About Delaware Career & Technical Education

You may soon realize that discovering which career is best for you isn't all that simple. Career and Technical Education could help by providing valuable information and realistic experiences. It includes a wide variety of programs that are designed to equip you with career and life skills. As a career and technical education student, you can explore career options, gain close insight into a number of fields, prepare for a wide range of occupations, and generally improve your life. Career and Technical Education programs prepare students for careers in both global and local economies.

Delaware Career and Technical Education programs offer concentrated education that can prepare you for diverse careers in areas such as agriculture, business systems, computer applications, construction trades, cosmetology, culinary arts, electronics, finance, medical technologies, and transportation technologies. (See page 23 for more information.) Students who successfully complete these programs can apply for jobs that form the foundation for high-skill, high-wage, and high-demand careers.

**If you answered "yes" to one or more of these questions, you should ask your counselor for more information about the career and technical programs available to you.**

### Thinking about college? Great!

#### Consider these facts:

- High School Career and Technical Education programs can offer free Tech Prep college credits.
- Career and Technical Education-based jobs can provide career direction as well as valuable experience for college graduates.
- Career and Technical Education graduates who work their way through college can minimize or eliminate their college loan burden.
- Unemployed and under-employed 4-year college graduates often enroll in post-secondary Career and Technical Education programs so that they can gain access to high-skill, high-wage, and high-demand technical jobs.

Most career and technical education programs combine classroom instruction, laboratory work, on-the-job cooperative work experiences, and participation in student organizations. This combination makes this type of education an exciting prospect as you consider ways to achieve your career goals.

Remember, career and technical education doesn't stop once you get your high school diploma. Many students continue their education beyond high school in colleges, trade schools, and apprenticeship training programs.

## Join a Career & Technical Student Organization



If you're looking for ways to enhance your career and technical education experience, participate in a student organization. Currently, there are six active organizations available to students enrolled in career and technical education programs. These student organizations can have a very positive impact on

career development because they offer "real-life" experiences, insight into careers, and the chance to make valuable contacts with business professionals. Contact your career guidance counselor or career and technical education teacher to sign up.



**Business Professionals of America (BPA)**  
[www.bpa.org](http://www.bpa.org)

BPA is designed to meet the needs of high school and postsecondary students enrolled in business and management, finance, and information technology programs. This group contributes to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills through its Workplace Skills Assessment competitive events, as well as Torch and Special Recognition Award Programs.



**Future Farmers of America (FFA)**  
[www.ffa.org](http://www.ffa.org)

Future Farmers of America is a national organization of students preparing for careers in agriculture through agricultural education courses in public schools. This group uses activities, scholarships, and award programs to give students practical experience in the application of agricultural skills and knowledge. Currently, FFA consists of over 500,000 active members in 7,358 chapters in all fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands.



**Technology Student Association (TSA)**  
[www.tsaweb.org](http://www.tsaweb.org)

The TSA is designed to prepare students for the challenges of our dynamic world that is dominated by technology. TSA promotes technological literacy, leadership, and problem solving resulting in personal growth and opportunities for its members. As a global leadership organization, TSA provides students with unique opportunities. State and National competitions, community service projects, achievement awards, and group organizational activities are all a part of TSA.



**Distributive Education Clubs of America (DECA)**  
[www.deca.org](http://www.deca.org)

DECA is an organization designed to enhance occupational competencies needed for careers in marketing, management, and entrepreneurship. DECA also helps students develop leadership abilities, social and business etiquette, understanding of civic responsibility, ethical behavior in personal and business relationships, and an understanding of the role of the free enterprise system in a global economy. DECA uses a series of competitive events and activities to emphasize academic and vocational excellence.



**Family, Career & Community Leaders of America, Inc. (FCCLA)**  
[www.fcclainc.org](http://www.fcclainc.org)

FCCLA is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making, and interpersonal communication that are necessary for success in the home, workplace, and community.



**Skills USA**  
[www.skillsusa.org](http://www.skillsusa.org)

Skills is an organization for trade, industrial, technical, and health occupations students. In an effort to better prepare students for the labor market, Skills emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship, and safety as well as a partnership with businesses. Skills is made up of nearly 300,000 members nationwide, including 15,000 local chapters in high schools, area vocational centers, postsecondary schools, and junior and community colleges.

LEARN HOW TO GET

# FREE COLLEGE CREDIT!

FOR DELAWARE PUBLIC HIGH SCHOOL STUDENTS WHO SIGN UP TODAY!

Tech Prep is a FREE program that offers students the opportunity to earn college credits while still in high school, leading to many of the fastest growing careers today! Different career pathways are available at each of the Delaware high schools. Talk to your school's guidance office or your Career and Tech Ed teachers to get a jump start on your college career now!

**Tech Prep Delaware**  
**371-A West North Street**  
**Dover, DE 19904**  
**Phone: 1 (302) 739-6163**  
**Fax: 1 (302) 739-6171**

# TECH DELA



[www.techprepdelaware.org](http://www.techprepdelaware.org)





## CASTLE COUNTY DELAWARE

**DELAWARE  
TECH**

[www.dtcc.edu/stanton-wilmington](http://www.dtcc.edu/stanton-wilmington)

**WILMINGTON  
UNIVERSITY**  
[www.wilmu.edu](http://www.wilmu.edu)



[www.wesley.edu](http://www.wesley.edu)

**Delaware State  
University**  
*Making our mark on the world*  
[www.desu.edu](http://www.desu.edu)

**UNIVERSITY OF  
DELAWARE**  
[www.udel.edu](http://www.udel.edu)



<http://goldey.gbc.edu/>



[www.k12.de.us/adulted/ate.html](http://www.k12.de.us/adulted/ate.html)

## OUR POST-SECONDARY COLLEGE PARTNERS

### OUT OF STATE

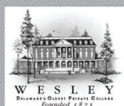


[www.jwu.edu](http://www.jwu.edu)

**DELAWARE  
TECH**

[www.dtcc.edu/terry](http://www.dtcc.edu/terry)

**Delaware State  
University**  
*Making our mark on the world*  
[www.desu.edu](http://www.desu.edu)



[www.wesley.edu](http://www.wesley.edu)



[www.polytechworks.com](http://www.polytechworks.com)

**WILMINGTON  
UNIVERSITY**  
[www.wilmu.edu](http://www.wilmu.edu)

### NORTHEAST MARYLAND



[www.cecil.edu](http://www.cecil.edu)

### KENT COUNTY DELAWARE

**DELAWARE  
TECH**

[www.dtcc.edu/owens](http://www.dtcc.edu/owens)

**WILMINGTON  
UNIVERSITY**  
[www.wilmu.edu](http://www.wilmu.edu)



[www.sussextechtraining.net/  
apprenticeship/apprenticeshipindex.html](http://www.sussextechtraining.net/apprenticeship/apprenticeshipindex.html)

### SUSSEX COUNTY DELAWARE

# PREP WARE

[www.techprepdelaware.org](http://www.techprepdelaware.org)



## Am I Eligible to Work?

Delaware developed a series of laws many years ago to protect anyone under 18 from harmful employment practices by an employer. These laws are designed to prevent you from using dangerous equipment and to limit the number of hours you

can work. If you're thinking of getting a part-time job while in high school, or if you already have one, you should know your eligibility requirements and be aware of what you can and cannot do on the job.

### **How old do I have to be to work in Delaware?**

You must be at least 14 years old.

### **Do I need a permit?**

Yes. All public middle schools, high schools, and school district offices have Child Labor Work Permit forms. After you have filled out the center part of the form and the employer has filled out the upper part, a designated issuing officer will issue the permit. You may also pick up a work permit from Delaware Department of Labor Offices:

4425 N. Market St., 3rd floor, Wilmington;  
225 Corporate Blvd., Suite 104, Pencader Corp. Ctr. Newark;  
1114 S. DuPont Hwy., Dover;  
24 N.W. Front St., Suite 100, Milford; and  
600 Dupont Hwy., Georgetown.

### **Do I have to appear in person to get my work permit signed by an issuing officer?**

You must be present in order to have the work permit validated except at the Department of Labor/Office of Labor Law Enforcement in Wilmington, Newark, or Milford. All other locations require your presence.

### **In addition to the completed form, what do I have to bring with me to get a work permit?**

If you are getting your permit at your school, the issuing officer can use your school records to verify your birth date. Anywhere else, you must bring a valid driver's license, birth certificate (original or certified, not a copy), baptismal certificate, passport, or other official government document to prove your age.

### **Do I need my parents' permission to get a work permit?**

If you are 14 or 15 years old, your parent or legal guardian must sign your work permit. This is not required for 16- and 17-year-old students.

### **Do I have to carry my permit with me whenever I'm at work?**

No. You will give one permit copy to your employer to keep on file. Another copy will be kept on file at the Department of Labor in Newark until you reach age 18. A third copy should be kept for your own records. You must obtain a work permit each time you change jobs until age 18.

### **What hours can a 14- or 15-year-old work?**

You may work between the hours of 7:00 a.m. and 7:00 p.m. from the day after Labor Day until May 31st. From June 1st through Labor Day, you may work between the hours of 7:00 a.m. and 9:00 p.m. You are also limited to the following:

- On school days: 4 hrs.  
(Some employers may only allow 3 hrs. of work due to federal law.)
- On a non-school day: 8 hrs.
- Any 5-day school week: 18 hrs.
- During vacation weeks: 40 hrs.
- No more than 6 days in any week.

### **What hours can a 16- or 17-year-old work?**

You are limited to 12 hours a day in a combination of your school and work hours. And, you must have 8 consecutive hours of non-work, non-school time in each 24-hour period.

### **What kind of work is NOT allowed for teenagers under the age of 18 years?**

Using or cleaning slicing machines, dough mixing machines, and many metal forming, punching, or shearing machines is prohibited. The erection and/or repair of electrical wires is also prohibited. **\*Please contact the Department of Labor/Office of Labor Law Enforcement in Newark for a complete list of prohibited occupations.**

### **Are there jobs that 14- and 15-year-old students can't perform that 16- and 17-year-old students are allowed to do?**

Yes. Some examples are using deep fat fryers, baking, construction work, any job using ladders or scaffolds, loading and unloading trucks, and jobs in warehouses (except office and clerical work).

### **Is there any kind of work I can do without getting a work permit or while I'm younger than 14 years old?**

Babysitting, domestic work, or chores in private homes. You may deliver newspapers without a work permit, if you buy the papers and offer them for resale. Or, you could be a golf caddy. In addition, if your parent or legal guardian owns a business, he or she can give you non-hazardous work.

### **What is the minimum amount of money I can be paid?**

The minimum wage in Delaware is \$7.25 per hour before any deductions are made for taxes or benefits. However, if you have a job where the customers regularly give you tips, your employer may pay you as little as \$2.23 per hour as long as you get enough tips to bring your earnings up to \$7.25 per hour.

### **Do I get a break at work?**

You are entitled to a 30 consecutive minute non-work period if you work more than 5 hours continuously. The employer is required by law to give you this break.



## Apprenticeship Programs

If you’re already a career and technical education student, you’re well on your way to develop skills that will help in an apprenticeship. In fact, if you are a graduate of one of the five technical high schools in Delaware, you are eligible to apply for an exemption of year one of the apprenticeship program.

An apprentice is a paid employee with benefits provided. You sign a contract with an employer to learn a skilled occupation. You will receive two to four years of on-the-job training while also receiving related classroom instruction.

Generally, an apprentice’s pay begins at about half that of an experienced worker (probably \$20,000-\$22,000 the first year), and increases periodically throughout the apprenticeship. Once training is complete, the apprentice becomes a journeyperson, and, depending on the trade learned, will earn, on average, in excess of \$30,000 per year. If a journeyperson is employed by one of the larger Delaware employers, he or she can expect to make \$40,000 within five years of receiving his or her “journey papers.” The journeyperson certificate is a nationally recognized standard of accomplishment in a given trade.

Most employers require applicants to have at least a high school diploma. Requirements vary from trade to trade, program to program, and plan to plan. Courses in shop, mathematics, drafting, physics, chemistry, and others related to the technical and mechanical trades are highly recommended.

In 2008, Delaware had approximately 1,750 active apprentices, with just under 500 sponsors of apprenticeships statewide, including trade unions and employers from the largest to the smallest.

With state funding, the Department of Education administers funds for registered apprentices enrolled in programs recognized by the State of Delaware. This program is free of charge for any registered apprentice enrolled through the Adult Education program at one of the five Delaware career and technical high schools.

For more information, call: (302) 451-3423

### Construction

Bricklayer  
Carpenter  
Electrician  
HVAC  
Heavy Equipment Operator  
Iron Worker  
Painter/Decorator  
Pipefitter  
Plumber  
Sheet Metal Worker

### Manufacturing

Electrician  
Instrument Technician  
Machine Repair  
Machinist  
Maintenance Mechanic  
Mechanic  
Millwright

### Service

Auto Mechanic  
Truck Mechanic





## Is the Military for You?

### About the Military

The military is one of the largest employers in the United States, employing 1.8 million men and women. Each year over 300,000 young people enlist in one of the five branches of the military: Army, Navy, Air Force, Marines, or Coast Guard.

### Reasons to Join

- It gives you the chance to earn money toward college tuition while also gaining valuable work experience.
- It offers a wide variety of tuition assistance programs.
- It provides training and solid work experience in a number of fields from medicine, to navigation, to missile system operations.
- If you are 17 years or older, you can participate in National Guard activities while also going to high school, college, or even while working full-time.

### Entering the Military

To enter the military as an officer, you must have a four-year college degree. To enlist, you must have a high school diploma. You could still become an officer eventually by meeting certain qualifications.

When you enter the reserves, you serve on active duty for the first couple of months of your enlistment. Then you return to civilian life, but you are still required to work one or two days a month, usually on weekends. Reserve training is offered in the Army, Navy, Air Force, Marines, Coast Guard, Army National Guard, and Air National Guard.

### Military Websites:

Army	<a href="http://www.goarmy.com">www.goarmy.com</a>
Air Force	<a href="http://www.rs.af.mil">www.rs.af.mil</a>
Marines	<a href="http://www.marines.com">www.marines.com</a>
Navy	<a href="http://www.navy.com/yvr">www.navy.com/yvr</a>
Coast Guard	<a href="http://www.uscg.mil">www.uscg.mil</a>
Air Nat'l Guard	<a href="http://www.goang.com">www.goang.com</a>

### Making a Career Decision

If you are considering the military, the Armed Services Vocational Aptitude Battery (ASVAB) is an evaluation that will help you determine a career field. Once you complete the evaluation, an accompanying workbook matches your interests to various career fields.

Before you make any decisions, think carefully about whether a career in the service is right for you. Gather as much information as possible about the branch you’re interested in before you enlist. Make sure to check into salary, benefits, training, and the terms of your tenure.

Reserves	<a href="http://www.goarmyreserve.com">www.goarmyreserve.com</a>
Reserves	<a href="http://www.afreserve.com">www.afreserve.com</a>
Reserves	<a href="http://www.mfr.usmc.mil">www.mfr.usmc.mil</a>
Reserves	<a href="http://www.navalreserve.com">www.navalreserve.com</a>
Reserves	<a href="http://www.uscg.mil/reserve">www.uscg.mil/reserve</a>
Army Nat'l Grd	<a href="http://www.1800goguard.com">www.1800goguard.com</a>



# What If I Have a Disability?

**N**OW, MORE THAN EVER, FULL EMPLOYMENT OPPORTUNITIES ARE AVAILABLE TO INDIVIDUALS WITH DISABILITIES WHO WANT TO WORK! There are a variety of organizations and a number of resources available to assist with the planning that getting and keeping a job involves.

**A** GOOD STARTING PLACE IS WITH YOUR LOCAL DVR OFFICE. As part of the Delaware Department of Labor's Division of Vocational Rehabilitation (DVR), you and your counselor will work one-on-one. The goal is to identify the resources needed to accomplish a meaningful employment goal so that you can go to work.

## DVR SERVICES INCLUDE:

- Vocational evaluation and assessment
- Employment planning
- Guidance and counseling
- Job development and job placement
- Follow along



## How Do I Connect with Vocational Rehabilitation:

The Division of Vocational Rehabilitation offers employment assistance statewide at the following office locations. Call the office in your area and let DVR provide you the help you need to go to work.

### NEW CASTLE COUNTY:

**Wilmington:** 302-761-8275  
**Newark:** 302-368-6980  
**Middletown:** 302-378-5779

### KENT COUNTY:

**Dover:** 302-739-5478

### SUSSEX COUNTY:

**Georgetown:** 302-856-5730



**WEBSITE:** [www.delawareworks.com/dvr/welcome.shtml](http://www.delawareworks.com/dvr/welcome.shtml)

~Division of Vocational Rehabilitation - Helping people with disabilities to go to work~



## Prepare for College

Even if you're not sure yet whether college is for you, follow these steps so that you still have the option to apply when you become a senior. It's hard to know for sure how you and your circumstance will change during your high school years.

### Sophomore Year

**October:** As a tenth grader, you may want to take the PLAN to give you an assessment of your academic skills. The PLAN is in part a practice version of the ACT entrance exam that you may take in your junior or senior year and includes a questionnaire meant to provide you with guidance on study habits and career choices. At this point, you can also take the Preliminary Scholastic Aptitude Test (PSAT), which is a shorter version of the SAT, the other big college admissions exam. In Delaware, most students take the SAT rather than the ACT, but most colleges accept either. Don't feel obligated to take either "P" (Preliminary) test; however, if you do take one, don't fret over the results as they are not passed on to colleges. They do serve to familiarize you with sample questions. Check out these websites for more information: [www.act.org](http://www.act.org), [www.collegeboard.com](http://www.collegeboard.com) and [www.yesyoucande.com/about.html](http://www.yesyoucande.com/about.html).

### Junior Year

**September:** Register for the PSAT, given in October, even if you took it in your sophomore year. Again, the results won't be sent to colleges, but juniors who are among the top scorers in each state may be considered for National Merit Scholarships of up to \$2,000 – [www.nationalmerit.org/nmsp.php](http://www.nationalmerit.org/nmsp.php). If you want to begin exploring your financial aid options and get an early start on the financial aid process, go to [www.FAFSA4caster.ed.gov](http://www.FAFSA4caster.ed.gov). By using FAFSA4caster, you and your family will receive an early estimate of eligibility for federal student aid. This website will also provide you with an opportunity to learn about the financial aid process. It will familiarize you with the various types of federal student aid that are available and will help you to investigate other sources of aid, such as grants and

scholarships. When you're ready to apply for aid, you can easily transition from FAFSA4caster to FAFSA on the web. Much of the information that you enter in the FAFSA4caster will populate your FAFSA on the web application, making the experience of applying for federal student aid a lot easier.

**December:** This is when you will receive your PSAT scores. Make an appointment with your guidance counselor to discuss the type of school you might want to attend. Check the schedules to determine when you will take the ACTs or SATs and the achievement tests, which measure knowledge in specific areas. These are given at regular intervals during the school year; you must register about six weeks before the exam date. Results will be sent to the colleges you designate.

**January to March:** Begin to develop your preliminary list of 15 to 20 colleges that seem interesting to you by consulting with your guidance counselor, college catalogs, websites, reference books, and other materials in your high school career center. Make informal visits to a few nearby schools to get a feel for the differences between large and small, rural and urban campuses. Ask your guidance counselor about advanced placement tests which award college credits to high scorers. Visit [www.collegeboard.com/student/testing/ap/cal.html](http://www.collegeboard.com/student/testing/ap/cal.html).

**May:** Take advanced placement tests.

**June:** Request college viewbooks, catalogs, and application forms. Examine the materials and refine your list to 10 or fewer schools. College websites are also a great source of information.

**Summer Vacation:** Begin to schedule interviews and campus visits for August, September, and October. Start thinking about your application essay.

### Senior Year

**September:** Ask your guidance counselor for a copy of the *Delaware Scholarship Compendium*, which lists almost 200 private and state scholarships and provides information about planning and paying for college. The *Compendium* is available online

at [www.doe.k12.de.us/dhec](http://www.doe.k12.de.us/dhec). Working with your guidance counselor, narrow your list to five to eight final selections. Ask if any financial aid or college nights have been scheduled for your area. Find out what forms your colleges require for financial aid and be sure to meet each deadline. Ask teachers to write the recommendations that accompany your applications. Work on your essay so you can show it to parents and teachers in time to make revisions. If you are applying under any Early Decision or Early Action plans, make sure your transcript is correct and ready to go out.

**October:** Start sending applications to schools with rolling admissions. Finish up your Early Decision or Early Action applications, which are usually due between Nov. 1 and Dec. 1; some schools require early financial aid forms with those applications. Many colleges provide online applications or you may be able to use the Common Application at [www.commonapp.org](http://www.commonapp.org) to apply to more than one college at a time.

**December:** Many high schools require that you submit regular deadline college applications for processing early this month. Brace yourself! Early Action and Early Decision responses will arrive from about December 15 through December 31. You can apply for federal financial aid after January 1 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or ask your guidance counselor for a paper copy of the Free Application for Federal Student Aid (FAFSA).

**January:** Final deadline season begins. Almost all schools require regular admissions applications by one of these dates: January 1, January 15, February 1, February 15, or March 1. File financial aid forms. Have your high school records office send transcripts of your first-semester grades to the colleges to which you have already applied.

**March & April:** Do things to try to take your mind off waiting for the "answer." Go to the movies, walk in the woods, or take a long bike ride. Once your responses arrive, take a deep breath, open the envelopes and read the decisions.

Good luck!





## Learn About Financial Aid

### What is Financial Aid?

Financial aid is money to help you meet after-high-school education costs. The money for financial aid comes from federal and state governments, banks, the schools themselves, and private donors.

#### **You must apply for financial aid to get it.**

You apply for aid separately from admission to the school. You will not be eligible for a financial aid program if you miss the application deadline. The amount and kind of aid you get is based on your financial need, your academic record, and on the kinds of aid available at the school you attend.

Most students who receive aid get a combination of grants, loans, and work-study funds. These sources of financial aid are put together in a “financial aid package” by the financial aid office at the school or college you have chosen. Financial aid applications are available from most high school counseling offices and college financial aid offices.

### Types of Financial Aid

**Grants:** Usually awarded based on financial need and do not have to be repaid (example: Federal Pell Grant\*).

**Loans:** Typically repaid after you leave school at much lower interest rates than regular bank loans (ex: Stafford Loan\*).

**Work Study:** Money you earn. Jobs are usually on campus and are sometimes related to career goals or fields of study (example: Federal Work Study\*).

\*Research all federal grants, loans, and work study programs at: <http://studentaid.ed.gov>

**Private Scholarships:** These are not repaid. They are awarded by organizations and individuals using a wide range of criteria, including academic excellence, artistic ability, athletics, ethnicity, and field of study (example: National Merit Scholarship Program).

[www.finaid.com/scholarships](http://www.finaid.com/scholarships)

**Aid for Military Personnel:** Financial aid opportunities that come with joining the military (ex: Montgomery G.I. Bill). See how you can qualify at: [www.todaysmilitary.com/benefits/tuition-support](http://www.todaysmilitary.com/benefits/tuition-support)



**Do not assume that you won't be able to afford more education after high school. Do your research!**

### Resources for Financial Aid

There are many sources of financial aid information available. Look in your school, your public library, on the Internet, or at a career counseling office.

#### **Information about federal student aid is available online at:**

[www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)

1-800-433-3243

#### **For information about state-sponsored aid, contact the Delaware Higher Education Commission:**

[www.doe.k12.de.us/high-ed](http://www.doe.k12.de.us/high-ed)

302-577-5240 (local)

800-292-7935 (outside New Castle County)

### Be Aware of These Financial Aid Opportunities

#### **Delaware SEED (Student Excellence Equals Degree)**

Maintain a 2.5 grade-point average and stay out of trouble and you could earn a SEED Scholarship. SEED provides tuition for eligible full-time students enrolled in an associate's degree program at Delaware Technical & Community College ([www.dtcc.edu/seed](http://www.dtcc.edu/seed)) or the Associate of Arts program at the University Of Delaware ([www.udel.edu/associateinarts](http://www.udel.edu/associateinarts)).

#### **The Governor's Education Grant for Working Adults**

This is a state-sponsored tuition assistance program for Delaware residents taking classes part-time and who meet employment, enrollment, and income requirements. Application and eligibility requirements are available online at:

[www.doe.k12.de.us/dhec](http://www.doe.k12.de.us/dhec)

#### **The Academic Common Market**

This is a tuition-savings agreement between the 16 states that are members of the Southern Regional Education Board (SREB). If your major is not offered at the University of Delaware or Delaware State University, you may be eligible to pay the in-state tuition of participating public colleges for selected programs of study. For a list of eligible programs and participating colleges, visit:

[www.doe.k12.de.us/programs/dhec/ACM](http://www.doe.k12.de.us/programs/dhec/ACM)

or call the Higher Education Commission (number above.)

#### **Academic Competitiveness Grant**

This is a federal grant available to eligible students in their first and second years of college and who qualify for the Pell Grant. You must have completed a rigorous high school program. The Academic Competitiveness Grant does not need to be repaid. To learn more, visit:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/NewPrograms.jsp>

### The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This federal grant is available to eligible students in their second and third years of college and who qualify for the Pell Grant. You must be majoring in physical, life or computer sciences, mathematics, technology or engineering, or in a foreign language determined critical to national security. To learn more, visit:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/NewPrograms.jsp>

### Federal Tax Credit

Depending on your income and enrollment status, you may be eligible for either the Hope Credit (up to \$1,500/year) or the Lifetime Learning Credit (up to \$2,000/year). For more information, see IRS Publication 970, Tax Benefits for Education, which is available online at: [www.irs.gov/publications/p970/index.html](http://www.irs.gov/publications/p970/index.html)

### AmeriCorps

AmeriCorps is a network of national programs throughout the U.S. and is made up of three programs: AmeriCorps State and National, AmeriCorps/Vista, and AmeriCorps/ National Civilian Community Corps. AmeriCorps volunteers receive education awards for specified terms of service, which can be used to pay for college or pay back student loans. To learn more, call: 1-800-942-2677 or visit [www.americorps.org](http://www.americorps.org)

### Things to do in high school that may save you time and/or money later:

- Work hard to keep up your grades
- Take advantage of Tech Prep Programs, including apprenticeships  
[www.techprepdelaware.org](http://www.techprepdelaware.org)
- Explore Career and Technical Education
- Take advantage of Dual Enrollment
- Take Advanced Placement (AP) courses and the accompanying exams
- Develop your talents in music, sports, etc.
- Volunteer in your community  
[www.volunteersolutions.org](http://www.volunteersolutions.org)
- Join a club and be a leader
- Develop an informed career plan
- Job shadow
- Apply for internships
- Participate in school-based enterprises
- Use your summers wisely – build your employability skills and develop some career interests
- Consider a distance learning class

## 12 Steps to Getting Financial Aid

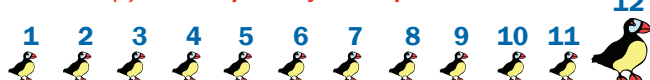
### In the fall before you enter your first year of higher education:

1. Select schools that will fulfill your educational and occupational goals.
2. Write, call, or email the admissions office at each of these schools. Ask about financial aid possibilities and application procedures. You may be able to apply online.
3. Obtain the correct financial aid applications you will need from high school guidance counselors, college financial aid offices, or private scholarship donors. You can apply online for federal aid and a number of other programs.
4. Estimate the cost of attending each of the schools you have chosen.
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable income, and information on assets.

### Soon after January 1:

7. Submit your Free Application for Federal Student Aid (FAFSA) by mail or online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you and your parents need help completing the FAFSA, visit [www.collegegoalsundayusa.org](http://www.collegegoalsundayusa.org) to receive assistance.

Cross out (x) each step after you complete it.



### In the spring:

8. Some schools may request additional information from you. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you whether they will give you financial aid. They also will explain how much grant, loan, work-study, or scholarship money they can offer you. Compare college costs and financial aid packages using College Board's comparison tool at:  
[http://apps.collegeboard.com/fincalc/compare\\_aid.jsp](http://apps.collegeboard.com/fincalc/compare_aid.jsp)
10. Tell each school in writing if you will accept or decline their financial aid package.

### Those who choose to attend the summer term:

11. Aid awarded for the academic year must be used during that period. Aid may, however, be available during the summer term. Ask your aid officer well in advance of summer enrollment if summer aid is available at your school. Some schools may have a separate summer application process, so be sure to check with your financial aid office.

### Each January, if you are planning to be in school the next year:

12. You must reapply for federal aid each year. If your FAFSA is received by the federal processor by April 15th each year, you will also be considered for the state's need-based grant, the Scholarship Incentive Program—[www.doe.k12.de.us/dhec](http://www.doe.k12.de.us/dhec). Find out if you need to reapply for any other sources of financial aid you receive.

## College and University Information

College or University	Admissions Office	Financial Aid Office	Tuition & Fees*	Degrees	Campus Locations	Satellite Campuses
DE College of Art & Design	622-8867 x123	622-8867 x122	\$16,830	C,AFA	Wilmington	
<a href="http://www.dcad.edu">www.dcad.edu</a>						
DE State University	857-6351	857-6250	\$6,481	C,B,M,D	Dover	Georgetown
<a href="http://www.desu.edu">www.desu.edu</a>						Wilmington
DE Tech & Comm. College	571-5343	434-5552	\$2,588	Dip,C,A	Wilmington	
<a href="http://www.dtcc.edu">www.dtcc.edu</a>	454-3954	453-3706	\$2,588	Dip,C,A	Stanton - Newark	
	857-1020	857-1040	\$2,588	Dip,C,A	Terry - Dover	
	855-1619	855-1693	\$2,588	Dip,C,A	Owens - Georgetown	
Goldey Beacom	225-6248	225-6265	<b>\$14,304</b>	C,A,B,M	Wilmington - Pike Creek	
<a href="http://goldey.gbc.edu">goldey.gbc.edu</a>						
University of Delaware	831-8123	831-8761	\$8,646	C,A,B,M,D	Newark	Dover
<a href="http://www.udel.edu">www.udel.edu</a>						Georgetown
						Wilmington
Wesley College	736-2400	736-2494	<b>\$19,830</b>	A,B,M	Dover	Dover Air Force Base
<a href="http://www.wesley.edu">www.wesley.edu</a>						New Castle
Widener University	477-2216	610-499-4174	<b>\$11,482</b>	C,A,B	University College**	Wilmington-PT
<a href="http://www.widener.edu">www.widener.edu</a>	477-2162	477-2272	\$32,040	JD/LLM	Law School-Wilmington	
Wilmington University	356-6744	356-4636	<b>\$7,309</b>	C,A,B,M,D	New Castle	
<a href="http://www.wilmu.edu">www.wilmu.edu</a>			<b>\$7,309</b>			Middletown
			<b>\$7,309</b>			Claymont
			<b>\$6,205</b>			Dover
		call →	674-8726			Dover Air Force Base
			<b>\$5,917</b>			Georgetown/Rehoboth

### Degree Abbreviations

AFA ..... Associate of Fine Arts  
 Dip..... Diploma  
 C ..... Certificate  
 A ..... Associate  
 B ..... Bachelors  
 M ..... Masters  
 D ..... Doctorate  
 JD ..... Juris Doctor  
 LLM ..... Master of Law

\* Tuition & fees are based on **annual full-time** (12 credit hours) **in-state undergraduate rates**.  
 Tuition and Fee rates in red are for the 2009-2010 school year. All others are 2008-2009.

**Please contact your school of interest for the most up-to-date information.**

\*\* University College is the part-time adult undergraduate college of Widener University.

**Which school will be a good match for you?**

**Looking for a job?**  
**Keep reading.**



## How Do I Find a Job?

Job seekers often rely on family, friends, and teachers for advice on how to find a job. The problem is, the job market has changed in the past decade, and much “common wisdom” is now out of date. Many of the old rules about finding and keeping a job no longer apply in today’s economy.

Finding the right job takes planning and preparation. It takes good organization,

a lot of time and energy, a positive outlook, and making the right decisions. Keep in mind that you’re promoting a productive worker – you! You have abilities that an employer can use. You are marketing your skills, your ability to learn, and your willingness to help an employer succeed.

Maintaining a positive outlook throughout your job search takes energy.

Whether you are a first-time job seeker, whether you’re employed, or whether you are re-entering the job market, there are certain guidelines to follow that will help you organize your job search and improve your chances of success, even in a difficult job market.

**Think about the ideas listed below and then put them into action.**



### A Word to the Wise

*Most, if not all, Delaware employers now check your high school transcript to help determine whether or not to hire you. They’re not only looking at your grades, but also at your attendance records (punctuality? absences?). These are a good measure of your reliability and commitment and will be taken into consideration.*

## Develop Your Strategy

### Volunteer

Volunteering provides valuable personal and work experience, which can be an important resume builder. In addition to a sense of personal fulfillment, you will gain unique experiences that can help you determine your career goals, develop teamwork and leadership abilities, and learn new skills.

Teach For America, the Peace Corps, and AmeriCorps all provide job opportunities. Don’t hesitate to apply to these organizations if your heart is set on it. Just remember that there are plenty of organizations needing assistance, so you don’t have to focus solely on those that are most popular.

### Network

Networking is a skill that will benefit you throughout your life. When you need that extra bit of help to land a job, don’t be afraid to call on the experience, support, and knowledge of family, friends, teachers, alumni, neighbors, parents’ friends, etc. Most people are happy to do what they can to help you on your way. If you have made the effort to connect with them, they will be there for you!

### Start now

Don’t assume that networking has nothing to do with you because you are still a student. School is the perfect time to practice valuable networking skills.

### How?

Get involved in school clubs and associations that interest you and pertain to your future career. Be a leader in these clubs. Use your time in school to connect with your community and the greater world as much as possible. Do projects that will require conversations and research with business leaders, government officials, and community activists. Learn from them. Invite them to be your friends and your mentors. Have you ever approached someone and simply asked about his/her job? Why not? What better way to learn about an occupation that interests you than to ask someone who’s actually doing it!

A more formal way to learn about different occupations is to conduct information interviews. Call to make an appointment with someone in a field that interests you. You will not only learn about the occupation, but you will be adding to your network and developing a relationship with someone who might hire you someday. Remember to respect

the person’s time. Come prepared, act professionally and send a thank you note afterwards.

### Document your contacts

Now that you have ideas of how to network, it’s important to remember everyone. Make sure you have a system to do just that.

### Keep track of the people you meet!

Start a networking notebook that includes information about each contact: name, how you know them, what they do, phone number, and any other pertinent information.

### Introduce yourself

Networking is a two-way street. Make sure everyone you meet knows who you are. Always look the person in the eye, shake hands, and introduce yourself. If they ask you about yourself, do you know what you would say? Think about that question and then practice answering it in private. Before long it will be natural for you to talk about yourself.

**Keep a log of the people you meet.  
Ask for a business card.**







***Always put your best foot forward and you will receive help when you need it.***

### Role Exploration

Choosing a career is a big decision. Why not try out some jobs before you make a long-term commitment? Think about taking an internship or job-shadowing for awhile. You might also try a temporary job or part-time work. Any of these can provide valuable information.

### Use Your High School Or College Career Center

Many high schools and universities allow recent graduates and alumni access to their facilities for a certain period of time following graduation. Take advantage of the services they offer.

### Be Prepared For Each Interview

An interview is an opportunity to exchange important information. In order to get the most out of your interviews, come prepared to be an active participant.

### Do your homework

Make sure you have done your homework and know the job requirements and the organization's needs. This way you will be able to speak

to your ability to solve problems and improve company performance.

### Avoid modesty

Many job-hunters do not know how to translate their knowledge, skills, and abilities into something marketable. Be sure to discuss all of your relevant work experience, regardless of how unglamorous you believe it is, as the skills you learn and utilize in each work environment can be valuable in a multitude of situations.

### Join A Job Club

Job clubs for graduating students often provide the opportunity to participate in mock interviews and resume workshops.

### Be Creative

Although you want that one specific job that's available at only a select number of companies, you may need to broaden your search. Be resourceful and determine where and how you can use your strengths. Many of your skills are undoubtedly transferable to other occupations. Can you analyze, communicate, design, market, motivate, organize, plan, sell, train? These are just a few of the skills that can be used across many occupations. Don't be afraid to be creative when you need to be.

### Be Flexible With Location

Certain cities inevitably have more opportunities than others. If you can, avoid being rigid about staying in one city. Not only will you broaden your job opportunities, but you will broaden your life experiences.

### Do Not Rely Solely On The Internet

Online postings can be a viable and effective way to conduct a job search, but in today's market, don't forget that face-to-face networking and "pounding the pavement" are still critical.

### Develop A Proactive Strategy

Take all this information and develop your plan. It will not only set your course in the right direction, it will help you maintain your energy and enthusiasm as you check off each goal.

### Try These Job-Search Websites

[www.delawareworks.com](http://www.delawareworks.com)  
[www.delawarestatejobs.com](http://www.delawarestatejobs.com)  
<http://delawarepersonnel.com>  
[www.jobhuntersbible.com](http://www.jobhuntersbible.com)  
[www.jobweb.com](http://www.jobweb.com)  
[www.jobsfed.com](http://www.jobsfed.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[www.jobbankusa.com](http://www.jobbankusa.com)  
[www.jobcircle.com](http://www.jobcircle.com)  
[www.JobFair.com](http://www.JobFair.com)  
[www.monster.com](http://www.monster.com)  
[www.worktree.com](http://www.worktree.com)  
[www.dice.com](http://www.dice.com)  
[www.careerjournal.com](http://www.careerjournal.com)  
[www.employmentguide.com](http://www.employmentguide.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.acinet.org](http://www.acinet.org)  
[www.rileyguide.com](http://www.rileyguide.com)  
[www.Petersons.com](http://www.Petersons.com)  
[www.careers.org](http://www.careers.org)  
[www.CareerNet.com](http://www.CareerNet.com)



***Are you willing to relocate?***



## Resumes, Cover Letters, & Applications

You have skills that employers want, but those skills won't get you a job if no one knows you have them! Good resumes, applications, and cover letters tell employers how your qualifications match a job's responsibilities. If these are constructed well, you have a better chance of landing interviews and eventually, a job.

The availability of personal computers and laser printers has raised employers' expectations of the quality of resumes and cover letters. Also, electronic mail, Internet postings, and software that

"reads" resumes help some employers sort and track hundreds of resumes at a time.


Resumes should be error free, no typos, or spelling mistakes, but beyond that, use any format that conveys the information well. Ads for a single job opening can generate dozens, even hundreds of responses. *Busy reviewers often spend as little as 30 seconds deciding whether a resume deserves consideration.* And, in some companies, if a resume is not formatted for computer scanning, it may never reach a human reviewer.

The first section on resumes, describes what information they should contain, how to highlight your skills for the job you want, types of resumes, and formatting resumes for easy reading and computer scanning. There's also a brief look at using online resume services.

The next section discusses the four parts of a cover letter: salutation, opening, body, and closing.

A final section offers advice on completing job application forms.

## Resumes: Marketing Your Skills

A resume is a marketing piece designed for one specific purpose: to win an interview. A good resume will focus on the employer's needs, not yours. It will say to the employer – if you hire me, you will get these direct benefits. It is your job to sell yourself.  ***It is your job to sell yourself. So get over your modesty and don't be afraid to shine!***

There are four main steps to help you create your resume: compile appropriate information about yourself; choose a resume format; add style; and proofread the final document. You may also want to prepare your resume for computer scanning, emailing, and Internet posting, especially if you are pursuing a computer-intensive field.

### Gather & Organize the Facts

Gather and document your personal information. Don't forget to update your file as you gain new experience, learn new skills, win awards, etc. Build your resume by organizing your facts to convey why you are the perfect candidate for a specific job.

Each job for which you apply will require a custom resume. Use the *Personal Fact Checklist* on the next page as a guide for the information collection process.

**Contact Information:** Place your name at the top of your resume and your contact information beneath it. Make it easy to see; reviewers who can't find your phone number can't call you for an interview! Make sure the outgoing message on your answering machine or cell phone is professional. If you list an email address, remember to check your in-box regularly.

**Objective Statement:** These statements are optional and are most often used by recent graduates and those changing jobs. Writing a job objective can be tricky; a vague statement such as "Seeking a position that uses my skills and experience" is meaningless. And an overly specific objective can backfire, eliminating you from jobs you want that are slightly different from your objective.

If you decide to include one, customize it to match the position for which you're applying. Convey the following three things: you want the job that is available; you are a superior candidate because you have the qualities necessary for the job; and most importantly, you want to contribute to the company. If you prefer, you may use a Profile Statement in its place to highlight your skills without specifying a particular position.

**Education:** If you have not yet completed one of your degrees, use the word *expected* before your graduation date. If you do not know when you will graduate, add *in progress* after the name of the unfinished degree.

**Experience:** Emphasize results instead of responsibilities and performance, not just qualities. Results might include the actual amount of time and/or money you saved or the percentage increase in a club's membership because of your leadership. Performance might include the number of phone lines answered, the number of forms processed, or the number of people supervised. Any team successes should be noted as such. Build your list using strong action verbs.

**Activities and Associations:** If you don't have much concrete work experience, list your involvement in school or extracurricular activities. Employers look for people who demonstrate initiative, hard work, and leadership.

**Special Skills:** Highlight your impressive skills even if they don't relate directly to the occupation you're pursuing. These skills reflect the interesting and accomplished person you are.

**Awards and Honors:** Note formal recognition you have received including

## Personal Fact Checklist



### Contact Information

\_\_\_\_ Full legal name  
 \_\_\_\_ Permanent address  
 \_\_\_\_ Phone number  
 \_\_\_\_ E-mail address

### Objective Statement

\_\_\_\_ Describe your career goals

### Education

\_\_\_\_ Schools attended  
 \_\_\_\_ City/state  
 \_\_\_\_ Dates attended  
 \_\_\_\_ Field of study  
 \_\_\_\_ Diploma/degree/certificate  
 \_\_\_\_ GPA if higher than 3.4  
 \_\_\_\_ Honors/awards

### Experience

(include relevant volunteer activities,  
 internships, and school projects if you  
 have little paid experience)  
 \_\_\_\_ Names of employers/groups/organizations  
 \_\_\_\_ City/state  
 \_\_\_\_ Dates worked

\_\_\_\_ Job title  
 \_\_\_\_ Promotions/awards  
 \_\_\_\_ Increased responsibilities  
 \_\_\_\_ Results you achieved  
 \_\_\_\_ Performance measures

### Activities and Associations

\_\_\_\_ Professional affiliations  
 \_\_\_\_ School clubs  
 \_\_\_\_ Community activities  
 \_\_\_\_ Student government  
 \_\_\_\_ Other \_\_\_\_\_

### Special Skills

\_\_\_\_ Computer  
 \_\_\_\_ Language  
 \_\_\_\_ Other \_\_\_\_\_

### Awards and Honors

### Other Personal Information

### References

\_\_\_\_ Names  
 \_\_\_\_ Company/Organization  
 \_\_\_\_ Title  
 \_\_\_\_ Contact information

professional or academic awards. These are often listed in the experience or education section, but may be listed separately.

**Other Personal Information:** You should include information that is important to the job for which you are applying. This might include a portfolio or a willingness to travel. Do not disclose information on health, disability, marital status, age, or ethnicity. This information is illegal for most employers to request.

**References:** "References available upon request" is sometimes centered at the bottom of a resume, but it is not necessary anymore. Before offering anyone as a reference, be sure he/she has agreed to recommend you.

Create your own reference sheet to mail or fax to an employer and to take to interviews. Include three to five people who know your abilities and will speak highly of you. At the top of the sheet, type your name and contact information, repeating the format you used in your resume.

### Choose a Format

Now that you've gathered your information, determine how to best present it to a specific employer for a specific job. Two traditional resume formats are: chronological and functional. Each of these is briefly described and samples of both styles are provided. Study them so you can choose the one that will highlight your qualifications while best meeting the needs of the employer. Regardless of the style you choose, remember to use strong action verbs to begin each statement. Use the action verbs list provided to help you.

If you have gaps in your work history, use the cover letter to explain them or you could fill them in by adding volunteer work, community activities, or family responsibilities to your job list.

**Chronological Resume:** This type is the most common. It organizes your experience around the dates of the jobs you have held. Three to five results/

performance items for each job are usually sufficient. This format is an excellent choice for people with steady work histories or previous jobs that relate closely to their career objective.

**Functional Resume:** This format organizes your information around your job skills rather than job titles. It is recommended for those with little job history or a history of positions that do not directly relate to the job being sought.

Identify three or four skills required for your target job. For each skill, identify three to five concrete examples that clearly demonstrate your ability to perform that skill. Arrange the skill headings in order of importance. The closer the match between your skill headings and the reviewer's expectations for the job vacancy, the more qualified you will seem.

Finally, include a brief work history. Include the company name, its location, your job title, and years worked.

## Resume Action Verbs

Accomplished	Designed	Instructed	Recommended
Achieved	Developed	Led	Reduced
Adapted	Directed	Maintained	Revised
Administered	Established	Managed	Scheduled
Analyzed	Evaluated	Mastered	Simplified
Assisted	Expanded	Motivated	Solved
Completed	Facilitated	Operated	Streamlined
Conceived	Implemented	Organized	Supervised
Coordinated	Improved	Participated	Taught
Created	Increased	Planned	Trained
Delegated	Influenced	Programmed	Utilized
Demonstrated	Initiated	Provided	Won

### Add Style

Create a good impression with an attractive and easy-to-read resume. An inviting style draws attention to your qualifications.

Print it on white or lightly-colored paper. Use a laser printer and keep the font size at 10 point or higher.

**Design:** Boldface, large type, capital letters, centering, or horizontal lines can be used to make headings stand out on the page. Bullets or italics can draw attention to key accomplishments. One-inch margins around the page and blank lines between sections will make all the information easier to see. Small design elements are nice – a border or a name and address printed in letterhead style. Large graphics are distracting.

Maintain the same style from beginning to end. If your education heading is bold and centered, then every heading should be bold and centered. Use no more than two typefaces, such as Arial and Times Roman.

**Length:** In general, students and recent graduates use a one-page resume. If you are over this limit, your resume probably contains unnecessary words or irrelevant information. Eliminate anything that does not help prove that you are the perfect candidate for the job.

### Proofread

***Your resume is a “0” error zone.*** Make sure there are no typos, no grammatical errors, no spelling errors, no punctuation errors, and no content errors. Computer spell checkers do not catch correctly spelled words used incorrectly, e.g., “of” for “on” or “their” for “there.” Use your spell check but also have several people proofread your resume.

Finally, consider how your resume will look when it arrives on a reviewer’s desk. Hastily stuffed, illegibly addressed, and sloppily sealed envelopes do nothing to enhance your image as a neat, would-be professional. If you are faxing your resume, set the fax machine in fine printing mode, and always fax an original.

### Going Digital

A traditional hard copy, paper resume is designed to catch the eye of the human reader. An electronic or digital resume is designed to catch the “eye” of a computer. The content of your resume will be the same but the format will be quite different if you hope to be successful.

Two types of digital resumes are plain text that can be emailed to employers or posted to databases and scannable that can be read by computer optics.

**Plain Text Resumes:** These must be written using ASCII, or plain text. Plain text uses no special formatting codes, so every computer can understand it. The success of this type of resume depends, in part, on the number of keywords it contains – those nouns and phrases in your resume that match the skills an employer is seeking. Use this type of resume to apply online and to email to prospective employers.

Before emailing your resume to an employer, email it to yourself and a friend to see how it transmits. Always send your cover letter and resume as text in a single message. Do not send it as an attached word-processed document.

**Scannable Resumes:** Companies sometimes use computers to sort the hundreds of resumes they receive. They scan paper resumes into a computer database. When managers need to fill a position, they program the computer with keywords that describe the qualifications they seek. The computer then searches its database for resumes that match those keywords. Just as in the plain text resume, the success of this type of resume depends, in part, on the keywords and phrases you choose.

Before you submit your resume to a company, call them to find out if they scan. If they do, make sure your resume is computer friendly.

### Build Your Resume Online

Online forms can be a good way to begin what can be a very daunting process, especially if you’ve never written a resume before. However, the result will rarely be as perfect and professional as one you create yourself. If you choose to build your resume online, it is recommended that, upon completion, you copy and paste it into a word processor for editing. This will allow you to make changes to both content and formatting.



## Sample Chronological Resume

## John S. Anderson

School Address  
19 Main Street  
Beachtown, Maryland 19401  
(410) 555-5555  
Email: JSA@school.edu

Home Address  
1253 Park Drive  
Anytown, Delaware 19802  
(302) 555-5555  
Email: JSAnderson@Internet.com

 **If you are not away at school, just center your home address.**

## OBJECTIVE

To obtain a position as a Certified Nursing Assistant in a children's hospital.

## EDUCATION

**School of Technology**  
17 East 47th Street  
Anytown, Delaware 19801  
Major: Nurse Technology

June 2010

### Related Course Work

Anatomy, Physiology, Microbiology, Basic Health Care Skills, Pharmacology, Human Relations, CPR, Patient Care Skills, Range of Movement, Body Mechanics, Nutrition

## EXPERIENCE

## Nursing Aide

Mary Elizabeth Scott Center Anytown, Delaware

August 2008 to present

- provide patient care including feeding, bathing, grooming, and assistance with walking
- transport patients to different areas of Center
- assist in turning bedfast patients
- answer call bells and respond appropriately

## Hospital Volunteer

Anytown General Hospital Anytown, Delaware

Summer 2008

- played with children at their bedsides using silly toys, funny books, gags, and joke books from the “Humor Cart” to promote healing through laughter

## Special Olympics Event Volunteer

Anytown University Anytown, Delaware

May 2008 and 2009

- prepared and served meals to the athletes
- assisted with conducting competitions

## CERTIFICATIONS

Certificate in Nursing Aid Training Program  
Certificate in Health Occupations

2009  
2008

## AWARDS

Student Volunteer Service Award  
Special Olympics Volunteer Award  
Spring Coaches Award  
Academic Excellence in Physical Education

June 2009  
May 2009  
2007 and 2008  
2008

**Identify the SKILLS that you demonstrated in your work and volunteer experiences.**

# Sample Functional Resume

## Theresa Young

2006 Main Street • Downtown, Delaware 19802 • Home: 302-555-1212 • Cell: 302-123-4567 • TYoung@comcast.net

### PROFILE

An honor roll student athlete with work experience in the fast food industry and youth summer camp. Demonstrates outstanding leadership, public speaking, and technical skills. Major strengths include softball analysis, youth development, and time management. Expertise in desktop publishing, digital photography, and customer service.

### SKILLS

Customer Service	Demonstrate strong communication skills by filling customer orders quickly and accurately Exceed sales targets by using an enthusiastic and cheerful demeanor Instruct new employees in methods of greeting customers
Leadership	Coach summer camp youth softball team Use strong counseling skills to guide 5 campers to a successful summer Direct all desktop publishing activities which result in weekly newsletters to parents Prepare and deliver speeches as a representative of the Principal's Advisory Committee
Computer	Proficient in Microsoft® Office Suite Proficient in Adobe® Creative Suite Experience with Macromedia Dreamweaver® Knowledge of HTML

### WORK EXPERIENCE

Cashier	McDonald's	Downtown, DE	2007 - present
Youth Counselor	Beach Sports and Technology Camp	Beach, DE	2007, 2008, 2009

### EXTRACURRICULAR ACTIVITIES

Captain	Downtown High School Varsity Softball Team	2010
Yearbook Photographer	Downtown High School	2009 and 2010
Principal's Advisory Committee	Downtown High School	2007 – 2010

### AWARDS and HONORS

Employee-of-the-Month Award for outstanding customer service at McDonald's  
All-State First Baseman for outstanding varsity player and overall sportsmanship

### EDUCATION

Downtown High School  
Expected Graduation, June 2010

## Cover Letters: Introduce Yourself

Every resume you send, fax, or e-mail needs its own cover letter. Sending a resume without a cover letter is like starting an interview without shaking hands. The best cover letters spark an employer's interest and create an impression of competence. Cover letters are an opportunity to convey your focus and energy.

Writing a strong cover letter and then calling to follow up shows the employer you have drive and interest. Although you should feel free to consult references and models, use your own words when writing; don't mimic another person's writing style. Cover letters are an opportunity to convey your focus and energy.

Write your cover letter in standard business format. Put your address and the reviewer's address at the top and your signature above your typed name at the bottom. (Emailed cover letters do not include mailing addresses.) All letters should be single-spaced, flush left, with each paragraph followed by a blank line. Most are two or three paragraphs long.

### Parts of a Cover Letter

Every cover letter should fit on one page and contain the following four parts: salutation, opening, body, and conclusion.

#### Salutation

Whenever possible, send your letter to a specific person rather than to an office. If you do not know to whom you should write, call the company and ask who is hiring for the position. Check that the name you use is spelled correctly and the title is accurate. Pay close attention to the Mr. or Ms. before gender-neutral names. Finally, use a colon after the name, not a comma.

#### Opening

The first few sentences of your cover letter should tell the reviewer which job you are applying for and the connection you have to the company. If someone the reviewer knows suggested you apply, mention that recommendation. If you are responding to an ad, refer to it and the source that published it.

Your knowledge of the company will give you another opportunity to connect yourself to the job. Briefly describe your experience with its products, refer to a recent company success, or refer to an article written about the company. But don't go overboard; save specifics for the interview.

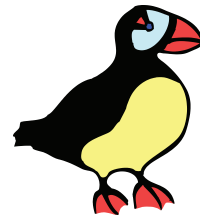
#### Body

This portion will contain a brief explanation of your qualifications. Don't repeat your resume. Summarize your most relevant qualifications or provide additional details about a noteworthy accomplishment. Address the employer's requirements directly and don't be afraid to use special formatting to your advantage.

You can also use the body of the cover letter to address gaps in your work history. Do not volunteer negative information unless you must. Always maintain a positive, confident tone.

#### Closing

In your final paragraph, thank the reviewer, request an interview, and repeat your home phone number. The closing is your chance to show commitment to the job. If you tell the reviewer that you plan to call, then make sure you do it. You must be assertive and continue to keep your name in the interviewer's mind.



**It's always a good idea to put your writing aside for a little while before sending it. When you read through it again with fresh eyes, you'll find ways to improve it or you'll be satisfied that it's the best you can do.**

## Job Applications

**Request two copies of the form.** If only one is provided, copy it before you write on it. You'll need a copy to prepare your rough draft.

**Carefully read the whole form before you start to complete it.**

Follow all directions carefully.

**Be neat on the form.** Print in ink or type the requested information. Carry a pen with an ink eraser or some correction fluid just in case you happen to make a mistake.

**Spell properly and use good grammar.**

Take the time to check!

**Leave no blanks.** Put "not applicable" when the information requested does not apply to you.

**Give reliable references.** Be sure to request permission of each reference source.

**Sign and date the application.**

**Be sure to have a reference sheet with you when you apply.**

## Sample Cover Letter



2006 Main Street  
Downtown, Delaware 19802

March 25, 2010

Mr. Thomas Jeffers  
Human Resources Manager  
Downtown Green Hornets  
1000 South Main Street  
Downtown, Delaware 19801

Dear Mr. Jeffers:

I was referred to you by Mr. James Smith, Assistant Coach for the Green Hornets, who informed me that you are actively seeking to hire an Administrative Intern for the summer. This position appeals to me because of my strong interest in softball and my desire to use and improve the computer and organizational skills I've developed through my classes and extracurricular activities at Downtown High.

My strengths include strong communication and time management skills, as well as great energy and dependability. I am proficient in both Microsoft® Office Suite and Adobe® Creative Suite. I enjoy taking digital pictures, many of which have been used in the Downtown High Yearbook. I am confident that the combination of my practical skills, my interest in softball, and my ability to apply my knowledge to whatever tasks are given me will make me a valuable asset to the Green Hornets organization.

Enclosed please find a current copy of my resume. If you have any questions, please call me at 302-555-1212. I may also be reached by email at TYoung@comcast.net. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

*Theresa Young*

Theresa Young

enclosures



## Sample Job Application (abbreviated)



### PERSONAL INFORMATION:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

### POSITION WANTED:

Position Title \_\_\_\_\_ Date available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Check any that apply: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Temporary \_\_\_\_\_ Day shift \_\_\_\_\_ Night Shift \_\_\_\_\_

### EDUCATION:

Name and Address Of School - Degree/Diploma - Graduation Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills and Qualifications: Licenses, Skills, Training, Awards

\_\_\_\_\_

### EMPLOYMENT HISTORY:

Present Or Last Position:

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

References: Name/Title Address Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify by my signature below, that the information contained in this application is true and complete and that any false or omitted important facts in my answers, may be cause for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## What to Do Before, During, and After the Job Interview

Although an interview can be a stressful experience, consider it a form of recognition and an opportunity to gain something valuable without risking anything but your time. Leaving nothing to chance will give you an important advantage.

### Before

#### Make a Job Search File

Collect anything you may need to be prepared for your job search. This is where a personal portfolio could come in very handy.

#### Include the following:

- Birth certificate
- Social security card
- Work permit (if applicable)
- Copy of driver's license
- Diploma
- Personal data sheet with previous employment information
- Several copies of your resume
- A copy of your job application (is it neat and complete?)
- A copy of your references
- Letter of introduction
- Letters of recommendation
- Samples of your work, if appropriate
- A black pen to complete any forms or tests, and paper to take notes

#### Prepare Yourself

**Attitude:** Am I thinking positively and like a winner?

**Outfit:** Is my dress appropriate, pressed, and clean?

**Neatness:** Do I have a comb, brush, and cosmetics to touch-up?

**Body Scent:** Do I have a clean, fresh scent? Have I bathed and used an appropriate amount of deodorant and/or perfume?

**Hair:** Is my hair clean and combed?

**Breath:** Is my breath okay?

**Language:** Use appropriate language.

#### Know Yourself

- How do your education, training, knowledge, skills, and abilities relate to the specific job for which you are interviewing?
- What makes you different and more qualified than other people?
- What are your goals and objectives, including what you're looking for in a job and/or career?
- What is your previous work experience?
- What are the names of previous employers, addresses, kinds of businesses, and telephone numbers?
- What are your dates of employment?
- Who can give information about your performance?
- What are the reasons you gave up or lost your previous positions?
- What were the elements of your jobs that you liked best/least? Why?
- Are there any similarities between any postsecondary and/or work experience and the potential job?

#### Know the Company

- What are the products and services the company offers?
- Who are the company's major competitors?
- What is the company's philosophy?
- What is the company's size, its annual sales, and its share of the market?
- What jobs are available in this company?
- What are their hiring practices and procedures?
- What are the duties, responsibilities, and promotion potential for the job they are filling?



**Use the Internet to find out as much as possible about the company. If you know someone who works there, be sure to talk to him/her prior to your interview.**



#### Prepare to Answer Questions

- What are your long-range career objectives?
- What do you consider your greatest strengths and weaknesses?
- In what ways do you think you can make a contribution to our organization?
- Why should I hire you?
- What courses did you like best in school?
- What interests you about this job?
- What are the most important factors that you require in a job?
- Do you prefer working with others or by yourself?
- Why did you choose this field of work?
- How do you handle pressure?
- What did you like most in the jobs you have held? Least?
- Do you ever work overtime?
- What kind of relationship did you have with your last two supervisors?
- How many days did you miss on your last job?
- What do you feel was your greatest accomplishment on your last job?
- In one word, how do you describe yourself?

#### Prepare to Ask Questions

- What are you looking for in the person you hire for the position?
- What are the possibilities of advancement in this organization?
- What are the job duties?
- Is there anything else you need to know about me in order for me to be fully considered for the job?
- When will a decision be made?

## During

- Go alone.
- Arrive at least five minutes early.
- Act naturally (do not smoke or chew gum).
- Shake hands firmly.
- Know the name of the person interviewing you.
- Answer clearly and honestly.
- Maintain eye contact with the interviewer.
- Give a good reason for hiring you.
- Don't discuss your personal, domestic, or financial problems or criticize former employers.
- Be positive and enthusiastic; show your interest.
- Thank your interviewer before leaving.

## After

### Write a Thank-You Letter

The day after the interview, write a thank-you letter expressing appreciation to the interviewer for taking the time to see you. Make sure to proofread it!

If you don't hear from the interviewer within two weeks, call or write to politely remind him/her that you are still interested in the job. Ask when a hiring decision will be made.

### Select the Right Job

If you are among the fortunate to be offered a job, there is some information you may want to check before accepting it. Do not hesitate to ask for information to help make an intelligent decision as to whether to accept the job or not.

#### Organization:

- Are the goals of the business or agency compatible with your work values?
- Are the immediate future prospects of the business relatively secure and stable, or is bankruptcy or a merger possible?
- Does the business fluctuate with the growth and decline in the economy?

#### Work:

- Where is the job located?
- What are my hours?
- How does it fit into the overall operation of the organization?
- Does it fully utilize your abilities and interests?
- Is travel involved? If so, how much?
- How much turnover of personnel is there in the organization?

#### Opportunities:

- What are the training opportunities?
- What are the opportunities for challenge and expansion of job duties?

#### Salary and Benefits:

- What is the starting salary?
- How often and under what circumstances can a raise be expected?
- What is the complete package of benefits?
- How financially secure is the retirement system?

### Some Reasons You Weren't Chosen

- Lack of clear career goals and purposes or maybe you have chosen the wrong goal - your goal doesn't match your skills or the job market
- Inability to express information clearly
- Lack of interest or enthusiasm—merely shopping around
- Failure to look interviewer in the eye; no confidence or poise
- Poor personal appearance
- Interested only in the best dollar offer
- Asking uninformed questions about the job or the company
- Unwilling to start at the bottom
- Sloppy application form
- Arriving late for the interview
- Body piercings or tattoos that are inappropriate for the job

**It's also very possible that you did everything right during your interview but someone else was simply a better fit for the job. Try not to let this discourage you. It could take many interviews to find the right match but when you do, it will have all been worth it.**

### Keep Your New Job

#### Do good work

- Learn your job and do it well, every day.
- Make yourself invaluable.
- Learn a skill that few people in your workplace know.

#### Be dependable

- Be on time. If you say you'll be somewhere, be there. If you say you'll do something, do it.
- If you must take a day off for family or personal reasons, arrange it ahead of time with your boss.
- If you're too ill to work, call your boss and explain as soon as you know you can't come in.

#### Keep a good attitude

- Don't wait to be told what to do. Look around, see what needs to be done, and do it. Be willing to do more than you are asked to do.
- Be polite and respectful to your coworkers, supervisors, and customers.

#### Be helpful

- If a supervisor needs you to help a co-worker on a project, don't hesitate. Not only is it great to be known as a helpful person, but you'll learn a few things and become an even more valuable employee along the way!

#### Be a team player

- Support your coworkers, encourage others to succeed, and use your strengths in the workplace.

#### Dress for success

- Pay attention to how you look and dress. Keep your hair and general appearance neat and well groomed.
- Wear clean and pressed clothing that is appropriate for your job.

#### Treat everyone with respect

- Be honest. Stay positive. Your coworkers are your teammates. Mutual respect is the key to a healthy working environment.

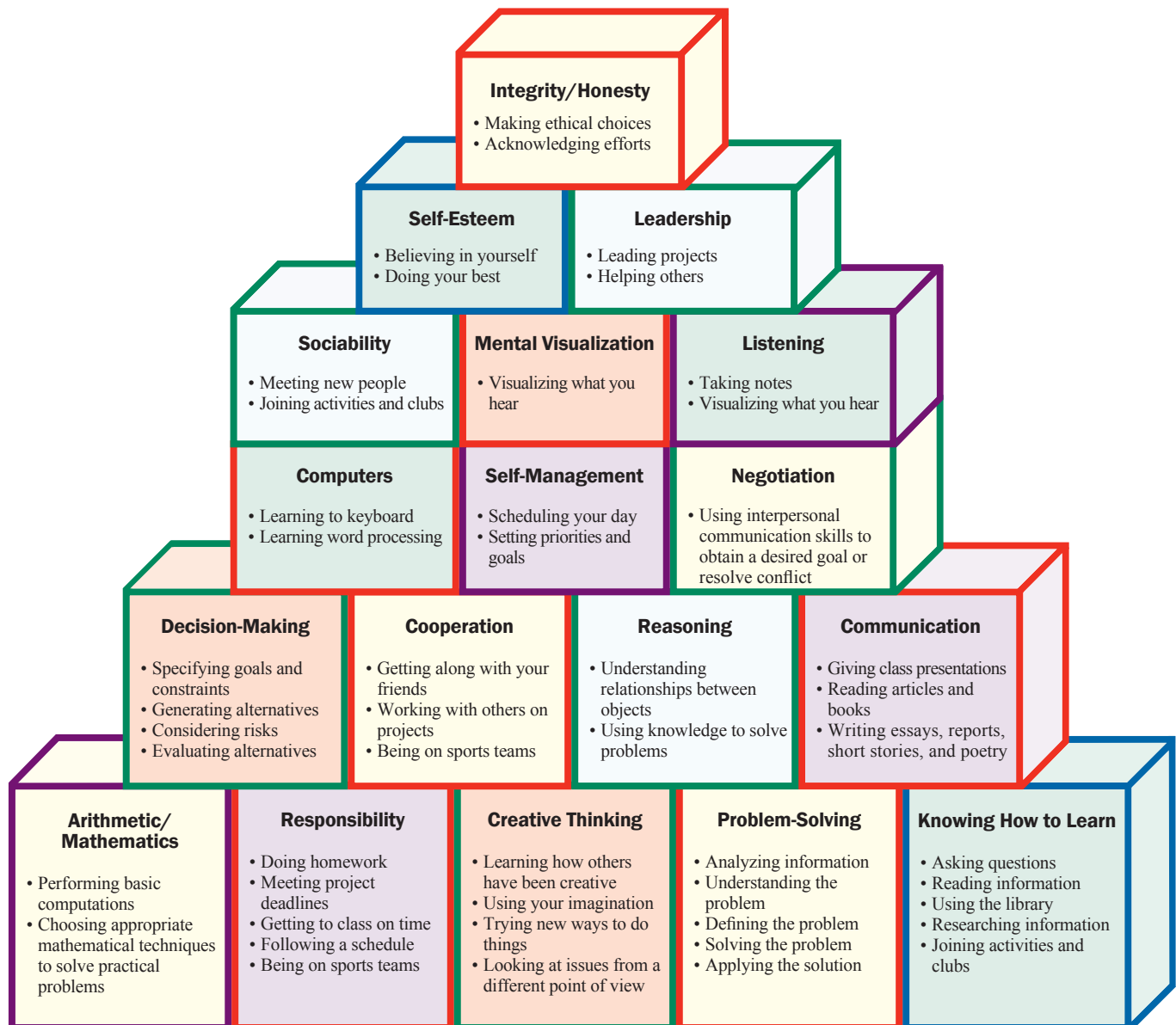


**Good luck with your career.**

# Build Your Work Foundation in School

Employers seek people who possess a variety of positive personality traits and personal skills. These traits and skills are the building blocks of your work foundation. The blocks below contain these traits and skills along with some of the many ways that school helps you build them.

All classes and school activities help you build your work foundation, including: English, languages, history, social studies, science, math, physical education, art, music, drama, computer studies, business, trades and technology, student council, school newspaper, clubs, sports teams, and chorus/band/orchestra.



**Note:** These blocks are equally important and are in no particular order. They are based primarily upon the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS). The Top Ten Work Skills list from the 1996/97 Canada Prospects also was used.



# DELAWARE CAREER COMPASS

