Career Outline Sheets Description

The outline sheets: There are 13 spaces that need to be completed on each.

1. **Job description** – Students should summarize their job in their own words.
2. **Why I selected this job** – Opinion.
3. **Personal qualifications/skills** - What do you need to be good at that job? Patience, personable, physically fit, etc.
4. **Education and training** - What type of degree and/or on the job training?
5. **Hours** - What time do you work?
6. **Location** - Where. For example: As a teacher I work in a school, in a classroom.
7. **Conditions** - How is it there? Is it clean, dirty loud, quiet, heavy lifting, well lit, temperate, etc.
8. **Salary** - From the lowest salary they find to the highest and why it varies, years on the job, education level, etc.
9. **Benefits** - As I tell them, things worth money without really giving you money, health ins., dental ins., paid vacations, sick days, holidays, maybe company cars or phones, daycare.
10. **Future outlook/Room for advancement** - Is the field increasing or decreasing and why? Also, can they get a promotion and move up the corporate ladder or is it a dead end job?
11. **Want ad’s** (not included in written report) Students are supposed to get a newspaper over the weekend and cut out/attach an actual ad to their outline sheet.
12. **How well I match up with this job** - after researching, do they love it? Hate it? Why? Did it match up with their personality traits?
13. **Bibliography** - just a spot for them to write down their sources so they do not forget. In the final written report, they should include ALL sources used for the entire project in MLA format, which we went over and they have an instruction sheet and a sample for.