BUS 226 Researching Your Career Worksheet

Module 1: Using the Library for Career Research

1. What kind of information can you find in Ferguson's Career Guidance Center?
   a. Job profiles
   b. Industry profiles
   c. Professional organizations
   d. Industry resources
   e. All of the above

2. Find a job profile. Describe which one you chose, the salary range, and its education/training requirements.

3. Find an industry profile and read the Background section. Which industry did you choose? What are some current trends in this industry?

Module 2: Using the Occupational Outlook Handbook (OOH)

1. The OOH is a website brought to you by:
   b. Berkeley College Library (.edu)
   c. LinkedIn (.com)
   d. Idealist (.org)

2. Find a job page in the OOH. Which job did you pick? From the "What They Do" tab, name three duties of this profession.

3. From the "How to Become One" tab, list three things (education, skills, or knowledge) you need in order to get a job in your field.
4. What is the outlook for your profession? Describe a reason that your profession is growing or shrinking.

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**Module 3: Web Search Skills for Great Job Searches**

1. Which of the following should I **never** have to do when searching for a job on the web?
   - a. Research a company
   - b. Pay money to apply for a job
   - c. Use an industry specific/niche job site
   - d. Network with others using social media sites

2. Where you can find job postings?
   - a. Job search aggregators
   - b. Company websites
   - c. Professional organizations
   - d. Social media sites
   - e) All the above

3. Explore one of the websites or career resources mentioned in the third video. What was your experience? Describe your experience navigating the site and how you think it may help you in your future job search.