



# CAREER NAVIGATOR Worksheet

## Recommended List

Career Navigator is not a test. It is designed to let you say what you know about yourself, your likes and dislikes, and creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, Career Navigator locates occupations that match the factors you regard as important.

**This worksheet consists of 10 factors that many people find important.**

1. If you want to change the order of the factors, select the order of the factors (1 should be the first or most important factor you want to use, 2 should be your second most important factor, etc.)
2. Indicate the level of each factor you want in an occupation.
3. Enter your factors on Internet Career Kōkua and see the results of your choices.

**Education and training**  **Include**    1 **Order**

Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training.

**How much time do you want to spend preparing (school, on-the-job training) for an occupation?**

- 5+ years     4 years     2-3 years     4 months-1 year     A few hours-3 months

Check all levels you are willing to consider.

- 5+ years     4 years     2-3 years     4 months-1 year     A few hours-3 months

The categories in the education and training factor cover many levels of preparation. The list below shows common ways to achieve each level.

**5 or more years**

- 5 or more years of school (master's, doctoral, or professional degree); or
- 4 years of school (bachelor's degree) plus one year of work experience or on-the-job training; or
- 5 or more years of previous work experience

**4 years**

- 4 years of school (bachelor's degree); or
- 2 years of school (associate degree) plus two years of work experience or on-the-job training; or
- 3 to 4 years of previous work experience

**2 to 3 years**

- 2 to 3 years of school (associate degree); or
- 2 to 3 years of on-the-job training; or
- 3 or 4 years of apprenticeship; or
- up to 2 years of previous work experience

**4 months to 1 year**

- 4 months to 1 year of school
- Previous work experience is helpful but not required

**A few hours to 3 months**

- A few hours up to three months of on-the-job training
- No previous work experience require

**Communicate**  **Include**    2 **Order**

Some jobs require workers to speak or write clearly to communicate with others.

**How much do you want to speak or write as part of a job?**

- A great deal     A lot     Somewhat     A little     Hardly ever

Check all levels you are willing to consider.

- A great deal     A lot     Somewhat     A little     Hardly ever

<b>Math or science</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>3 Order</b>
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Some jobs require workers to select the correct math formulas or methods to solve problems. Other jobs require workers to use scientific rules and methods to solve problems or create new knowledge. Often an occupation uses similar amounts of math and science. Thus if it is high on one, it will be high on the other. However, a few occupations are high on math or science but not the other.

<b>How much do you want to use math or science as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Indoors or outdoors</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>4 Order</b>
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In some jobs, workers spend most of the day outside. In other jobs, workers spend most of the day indoors. Some people work both indoors and outdoors.

<b>Do you want to work indoors or outdoors?</b>		
<input type="radio"/> Always outdoors	<input type="radio"/> Mostly outdoors	<input type="radio"/> Both indoors and outdoors
<input type="radio"/> Mostly indoors	<input type="radio"/> Always indoors	
Check all settings you are willing to consider.		
<input type="radio"/> Always outdoors	<input type="radio"/> Mostly outdoors	<input type="radio"/> Both indoors and outdoors
<input type="radio"/> Mostly indoors	<input type="radio"/> Always indoors	

<b>Physical activity</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>5 Order</b>
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Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.

<b>How much physical activity do you want in a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Problem solving</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>6 Order</b>
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In some jobs, workers identify problems and review related information. They also develop and apply solutions.

<b>How much do you want to solve problems as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Independence</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>7 Order</b>
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Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.

<b>How much do you want independence to be part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Wages</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>8</b> <u>Order</u>
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Some jobs pay workers a lot of money. Other jobs pay modestly, and still others pay little. How much must an occupation pay (for regular, full-time work) before you would consider it? Even though inexperienced workers will probably receive less pay to start, answer as a person who has experience working in the occupation. These are the median rates before deductions.

How much must an occupation pay?	We assume you are willing to accept more.
<input type="radio"/> At least \$4,500 per month (\$25.96 per hour)	<input type="radio"/> At least \$4,500 per month (\$25.96 per hour)
<input type="radio"/> At least \$3,500 per month (\$20.19 per hour)	<input type="radio"/> At least \$3,500 per month (\$20.19 per hour)
<input type="radio"/> At least \$2,500 per month (\$14.42 per hour)	<input type="radio"/> At least \$2,500 per month (\$14.42 per hour)
<input type="radio"/> At least \$1,500 per month (\$8.65 per hour)	<input type="radio"/> At least \$1,500 per month (\$8.65 per hour)
<input type="radio"/> At least the minimum wage	<input type="radio"/> At least the minimum wage

<b>Artistic</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>9</b> <u>Order</u>
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In some jobs, workers express themselves through music, dance, words, or visual arts. In other jobs, workers design or create visually interesting, yet functional objects.

How much do you want to express yourself artistically as part of a job?				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Organize</b>	<input checked="" type="checkbox"/> <b>Include</b>	<b>10</b> <u>Order</u>
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In some jobs, workers schedule events, programs, and activities for groups of people. In other jobs, workers organize data or other types of information.

How much do you want to organize things as part of a job?				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>What occupations are you now considering?</b>
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OCCUPATION TITLE \_\_\_\_\_

OCCUPATION TITLE \_\_\_\_\_

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