

Chapter 20: Career Planning

I-Summary: This chapter discusses the purpose and importance of planning a career.

Choosing a career is an important decision that everyone must make. A job is something you do for pay. A career is a work history of one or more jobs. Thinking about what interests you is the first step when planning a career. Values are the beliefs and ideas by which you live. A skill is a trait that is developed through experience. Your potential for learning a skill is your aptitude. Ability is the proficiency for performing a skill. The world of work is constantly changing. Today's workers must be willing to learn new technologies and ways of working. Once potential careers are identified, the next step is research. The information on careers can come from written sources, career counselors, networks, or work itself. The career ladder begins with an entry-level job. The job market is affected by supply and demand. The more demand for a worker's skill, the easier it will be to find a job. Before reaching career goals you must reach other goals. Short-term goals are something you might reach quickly. Long-term goals may take a long time to reach. The more realistic your goals are, the more likely you are to achieve them. Making a career plan takes effort and is a good way to prepare for future career decisions.

I-Quiz

Quiz yourself to check your understanding. For each question, you will hear four answer choices. After you hear all four answer choices, choose your answer during the pause. Then you will hear the correct answer. Let's begin.

Question 1

Which is a history of one or more jobs?

- a. occupation
- b. career
- c. full-time job
- d. work

Question 2

Which is a sum total of a person's feelings, actions, habits and thoughts?

- a. values
- b. aptitude
- c. beliefs
- d. personality

Question 3

Which is NOT a source of career information?

- a. the Occupational Outlook Handbook
- b. career counselor
- c. networks
- d. outsourcing

Question 4

Which is a temporary paid or unpaid position?

- a. volunteerism
- b. job shadowing
- c. entry-level job
- d. internship

Question 5

Which is considered a long-term goal?

- a. getting a job
- b. buying a car
- c. getting a promotion
- d. retiring at age 60

Answer Key

1. The correct answer is B, career. A career is a work history of one or more jobs.
2. The correct answer is D, personality. Personality is the sum total of your feelings, thoughts, actions, and habits. It is the set of characteristics that make a person special.

3. The correct answer is D, outsourcing. Outsourcing is using outside sources to do tasks that are usually handled by internal staff.

4. The correct answer is D, internship. An internship is a temporary paid or unpaid position that involves direct work experience.

5. The correct answer is D, retiring at age 60. A long-term goal is something that will take a long time to achieve.