Congratulations on taking this step toward exploring your career interests! With this IDEAS workbook, you will learn about your interests and about different types of careers and jobs that you might enjoy.

Before you begin, read the following statements and circle the one that best describes you right now.

- I need to find an interesting job in a hurry.
- I'm trying to decide on a college major or a career path at work.
- I simply want to explore some options for the future.
- I'm ready to narrow my search to a small number of career fields.
- I am just beginning to think about my plans for the future.

This workbook will help you understand what your IDEAS scores mean. The first step is to review your scores on the IDEAS profile.

Your IDEAS profile will show you how your scores in 16 interest areas compare with those of other people your age. Your profile is a picture of your current interests.
The Big Picture About Interests

Even before you completed the IDEAS inventory, you already knew a great deal about yourself. When you look at your IDEAS results, you should think about that self-knowledge as well as your scores. To get an even bigger picture of your interests, fill in the following boxes.

<table>
<thead>
<tr>
<th>Favorite ways to spend my free time…</th>
<th>Favorite ways to spend extra money…</th>
<th>Favorite things to read about…</th>
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<thead>
<tr>
<th>Favorite things to talk about…</th>
<th>Other favorite things to do…</th>
<th>My dream job would be…</th>
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<td>1.</td>
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</table>

List the three highest interest areas from your profile.

1. 

2. 

3. 

Now compare what you wrote in the boxes above to your IDEAS profile. Circle the things that are similar to the areas with the highest scores on your profile.

Put a star next to those activities that are helping you develop skills that may be useful in future work activities.
Questions That You Might Have About Your Profile

What are interests? Your interests are your preferences for certain activities. Finding your areas of highest interest helps you identify work and leisure activities that may be pleasurable and satisfying. These interests may change as you get older and get more experience, so it is best to think of your profile as how you feel right now.

What is a high score and what does it mean? When your score for an area is over 50, it means that your interest in it is higher than average for your age group.

What do low scores mean? Your low scores indicate areas that are not of interest to you. They may also indicate areas that you don't know much about and may want to explore if the sample jobs appeal to you.

What if you disagree with your profile? That's OK. The items in some interest areas may not directly correspond to what you want to do. You can still use this information in your exploration.

Look at your profile and find the two columns labeled Standard Scores along the left and right sides. Notice that scores below 50 in these columns are labeled Low Interest, scores around 50 are labeled Average Interest, and scores above 50 are labeled High Interest. Look at your scores as they are plotted on the profile and see which ones indicate your low, average, and high interest areas.

Many people have two or three interest areas with scores that are above 50. If you have more than three, you should choose the three that are most interesting to you right now and explore the others later.

If you have no scores above 50, or only one, it probably means that you are uncertain about many career activities or that you like parts of some career areas and dislike others.

You should plan to do some indepth career exploration to help you decide what you really like. As a starting point, find your three highest scores.

1. Find the three areas with the highest scores on your profile and put a plus sign next to the descriptions on pages 6-7 that match those areas. These are careers that might interest you.

2. Find the three areas with the lowest scores on your profile and put a minus sign by the descriptions on pages 6-7 that match those areas. A low score may mean that you don't know much about that area, and you may want to do some exploring.

3. Read the descriptions of the areas you marked on pages 6-7.
The 16 interest areas from your IDEAS profile are described briefly below. The suggestions on page 8 will help you find more information about careers in these areas. Keep in mind that your scores indicate your interests, not your abilities. They do not tell you how good you would be at something; they only indicate your interest level.

**Interest Areas and Sample Jobs**

If you scored high on . . .

- **Mechanical/Fixing**
  You may enjoy using tools, fixing things, improving things, or making things.

Some jobs that match these interests: mechanic, carpenter, electronics engineer, plumber

- **Protective Services**
  You may enjoy serving the community, enforcing laws, providing security.

Some jobs that match these interests: police officer, firefighter, Secret Service agent, correctional officer

- **Nature/Outdoors**
  You may enjoy being outside, growing flowers, planting trees.

Some jobs that match these interests: farmer, archeologist, park naturalist, conservation scientist

- **Mathematics**
  You may enjoy studying algebra or geometry, working math formulas, solving math puzzles.

Some jobs that match these interests: mathematician, computer programmer, bookkeeping clerk

- **Science**
  You may enjoy working in a research lab, reading books about science, doing science experiments.

Some jobs that match these interests: agricultural technicin, astronomer, biologist, nuclear medicine technologist

- **Medical**
  You may enjoy giving medical help, doing research on diseases, improving the health of other people or animals.

Some jobs that match these interests: nurse, doctor, physical therapist, dental hygienist, chiropractor, veterinarian, emergency medical technician, pharmacist

- **Creative Arts**
  You may enjoy drawing, sketching, going to art galleries or museums, hobbies such as pottery or weaving, acting, singing, playing a musical instrument.

Some jobs that match these interests: graphic designer, architect, photographer, fashion designer, sculptor, actor, cartoonist, musician, dancer

- **Writing**
  You may enjoy writing magazine or news articles; writing novels, poetry, or plays; studying literature and poetry.

Some jobs that match these interests: reporter, editor, English teacher, scriptwriter, copywriter, proofreader, technical writer
If you scored high on...

Community Service
You may enjoy being with people and helping them, helping someone solve personal problems, doing volunteer work.

Some jobs that match these interests: social worker, parole officer, clergy, guidance counselor, psychologist, public health educator, recreation worker

Educating
You may enjoy helping people learn, showing people how to do things.

Some jobs that match these interests: high school or elementary school teacher, teacher’s aide, occupational therapy assistant

Child Care
You may enjoy being with children, helping children with lessons, taking care of children.

Some jobs that match these interests: day care program supervisor, developmental psychologist, pediatrician, elementary school or pre-school teacher, child care worker

Public Speaking
You may enjoy giving speeches, debating, speaking up for personal viewpoints, interviewing.

Some jobs that match these interests: lawyer, religious leader, lobbyist, reporter, radio/TV announcer, recruiter, public relations specialist

Business
You may enjoy being a manager and leader, interviewing people for a job.

Some jobs that match these interests: store manager, accountant, human resources specialist, buyer, paralegal

Sales
You may enjoy selling things to people, persuading people to buy things, studying sales and marketing techniques.

Some jobs that match these interests: travel agent, advertising manager, stockbroker, retail salesperson

Office Practices
You may enjoy typing letters or reports, keeping records, data processing tasks.

Some jobs that match these interests: bookkeeper, medical records technician, administrative assistant, data entry keyer, computer operator, court reporter

Food Service
You may enjoy preparing food, trying new recipes, working in a restaurant.

Some jobs that match these interests: baker, cook, chef, home management advisor, dietitian, food service manager, waiter/waitress, food preparation worker
Before you make any decisions, you should learn more about jobs in your interest areas. Some excellent ways to find out more are listed below.

- Surfing the Internet (see page 13)
- Taking a class related to your interest area
- Working in an entry-level job or as a volunteer in a career area that interests you
- Talking to people who have jobs in your area of interest
- Looking up facts about jobs in your area of interest: salaries, responsibilities, expected openings, training requirements, opportunities for advancement, etc.

Two sources of information about careers are the Occupational Outlook Handbook (OOH) and O*NET Online. The OOH can be found in your school or local library. O*NET Online can be found at [http://online.onetcenter.org](http://online.onetcenter.org). OOH page numbers and O*NET codes for descriptions of various jobs are listed on pages 9-12. Occupations are listed according to how much education they require. Occupations with favorable job prospects are highlighted.

On pages 9-12, you may want to circle the top two or three interest areas indicated by your IDEAS profile. Then look through the various jobs in that category and mark the ones that you want to find out more about using the OOH or O*NET Online. Use the space below to record some notes about these occupations.

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MECHANICAL/FIXING
Related Courses: Auto Mechanics, Drafting, Electronics/Electricity, General Business, General Math, Mechanical Drawing, Physical Sciences, Robotics, Shop, Welding, and Woodworking

Occupational Examples:
(Area of study plus training required) (College or professional degree required)
Aircraft mechanic * 49-3011.00 Civil engineer * 17-2051.00
Appliance repairer 49-9031.00 Construction manager * 11-9021.00
Automotive master mechanic * 49-3023.01 Cost estimator * 13-1051.00
Bicycle repairer 49-3091.00 Electrical engineer * 17-2071.00
Computer and office machine repairer 49-2011.00 Industrial engineer * 17-2112.00
Construction Carpenter 47-2031.01 Industrial production manager * 11-3051.00
Electrician * 47-2111.00 Mechanical engineer * 17-2141.00
Jeweler 51-9071.01
Plumber * 47-2152.02
Roofers * 47-2181.00
Tool and die maker 51-4111.00

PROTECTIVE SERVICES
2006/07 OOH: 185, 188, 194, 206, 362-376, 469-470, 666-673, 678
Related Courses: Criminology, Human Development, Law Enforcement, Physical Education, Psychology, Sociology

Occupational Examples:
(Area of study plus training required) (College or professional degree required)
Correctional officer and jailer 33-3012.00 Correctional officer and jailer 33-3012.00
Detective and criminal investigator * 33-3021.00 Criminal investigator and special agent * 33-3021.03
Firefighter * 33-2011.00 Firefighter 33-2011.00
Military enlisted/officer 55-3019.99 Lawyer 23-1011.00
Police and sheriffs' patrol officer * 33-3051.00 Municipal fire officer * 33-3011.01
Police, fire, and ambulance dispatcher * 43-5031.00 Probation officer 21-1092.00
Private investigator 33-9021.00 Sociologist 19-3041.00
Security guards * 33-9032.00
Sheriff * 33-3051.03

NATURE/OUTDOORS
Related Courses: Agriculture, Biology, Botany, Chemistry, Conservation, Ecology, Forestry, Landscaping, Zoology

Occupational Examples:
(Area of study plus training required) (College or professional degree required)
Farmer and rancher 11-9012.00 Agricultural technician * 19-4011.01
Fish and game warden 33-3031.00 Archaeologist 19-3091.02
Landscaping and groundskeeping worker 37-3011.00 Biologist 19-1020.01
Lifeguard and ski patrol worker 33-9092.00 Conservation scientist 19-1031.00
Logging worker 45-4029.99 Forester 19-1032.00
Nursery and greenhouse manager 11-9011.01 Geoscientist * 19-2042.00
Range manager 19-1031.02 Landscape architect 17-1012.00
Tree trimmer and pruner 37-3013.00 Park naturalist 19-1031.03
Veterinary assistant 31-9096.00 Surveyor * 17-1022.00
MATHEMATICS


Related Courses: Algebra, Arithmetic, Calculus, Computer Programming, Economics, General Math, Geometry, Physics, Trigonometry

Occupational Examples:

(High school or high school plus training required) (College or professional degree required)

Accounting clerk * 43-3031.00 Actuary * 15-2011.00
Auditing clerk * 43-3031.00 Aerospace engineer * 17-2011.00
Billing, cost, and rate clerk 43-3021.02 Computer programmer * 15-1021.00
Bookkeeping clerk * 43-3031.00 Financial analyst * 13-2051.00
Brokerage clerk * 43-4011.00 Mathematician 15-2021.00
Payroll clerk * 43-3051.00 Mathematics teacher 25-2031.00
Statement clerk 43-3021.01 Physicist * 19-2012.00
Timekeeping clerk * 43-3051.00 Statistician * 15-2041.00

SCIENCE


Related Courses: Astronomy, Biology, Botany, Calculus, Chemistry, General Sciences, Geology, Engineering, Pharmacy, Physics, Zoology

Occupational Examples:

(High school or high school plus training required) (College or professional degree required)

Agricultural technician * 19-4011.01 Astronomer 19-2011.00
Biological technician * 19-4021.00 Biologist 19-1020.01
Chemical technician * 19-4031.00 Chemist * 19-2031.00
Engineering technician 17-3029.99 Dietitian and nutritionist * 29-1031.00
Geological and petroleum technician 19-4041.00 Engineer * (search for engineer)
Nuclear equipment operation technician * 19-4051.01 Geoscientist * 19-2042.00
Nuclear medicine technologist 29-2033.00 Meteorologist 19-2021.00
Science technician 19-4099.99 Physicist * 19-2012.00
Science teacher (postsecondary) 19-2023.00
Zoologist and wildlife biologist * 19-2023.00

MEDICAL

2006/07 OOH: 281-318, 318-347, 348-362, 676, 678-679

Related Courses: Anatomy, Biology, Chemistry, General Science, Health, Nursing, Pharmacy, Physics

Occupational Examples:

(High school or high school plus training required) (College or professional degree required)

Dental hygienist * 29-2021.00 Chiropractor * 29-1011.00
Emergency medical technician and paramedic * 29-2041.00 Dentist * 29-1021.00
Home health aide * 31-1011.00 Family and general practitioner 29-1062.00
Physical therapy assistant * 31-2021.00 Nurse-midwife * 29-1111.00
Radiologic technologist * 29-2034.01 Occupational therapist * 29-1122.00
Surgical technologist * 29-2055.00 Optometrist * 29-1041.00
Dentist * 29-1021.00 Pharmacist * 29-1051.00

CREATIVE ARTS


Related Courses: Art, Crafts, Dance, Drama, Graphic Arts, Music, Photography, Theater

Occupational Examples:

(High school or high school plus training required) (College or professional degree required)

Actor 27-2011.00 Architect * 17-1011.00
Art director 27-1011.00 Art, drama, and music teacher (postsecondary) 25-1121.00
Dancer 27-2031.00 Fashion designer 27-1022.00
Director 27-2012.02 Graphic designer 27-1024.00
Illustrator 27-1013.00 Interior designer 27-1025.00
Landscape architect 17-1012.00 Medical illustrator 27-1013.00
Multi-media artist and animator 27-1014.00 Scientific illustrator 27-1013.00
Musician and singer 27-2042.00 Painter 27-1013.00
Photographer 27-4021.00 Sculptor 27-1013.00
Sculptor 27-1013.00 Set and exhibit designer 27-1027.00

Page 10
WRITING
2006/07 OOH: 184, 212, 225-229, 269-272, 278-281, 680
Related Courses: Communications, English, Journalism, Literature, Poetry
Occupational Examples: (High school or high school plus training required)
Proofreader and Copy Marker 43-9081.00
(Contents of table continue)

COMMUNITY SERVICE
2006/07 OOH: 179-182, 190-200, 367-371, 407-408, 675
Related Courses: Anthropology, Family Studies, History, Humanities, Life Sciences, Political Science, Psychology, Religious Studies, Social Studies, Sociology
Occupational Examples: (High school or high school plus training required)
Police patrol officer * 33-3051.01
Recreation worker 39-9032.00
Social and human service assistant 21-1093.00
(Contents of table continue)

EDUCATING
2006/07 OOH: 34-37, 215-216, 221-237, 358-359
Related Courses: Child Development, Education, Educational Psychology, Psychology
Occupational Examples: (High school or high school plus training required)
Occupational Therapist Assistant * 31-2011.00
Preschool Teacher 25-2011.00
Self-enrichment education teacher 25-3021.00
Social and community service manager 11-9151.00
Teacher assistant 25-9041.00
Vocational education teacher (postsecondary) 25-1194.00
(Contents of table continue)

CHILD CARE
2006/07 OOH: 34-39, 179, 229-233, 298, 395-398
Related Courses: Biology, Child Development, Family Studies, General Science, Health, Nutrition, Psychology
Occupational Examples: (High school or high school plus training required)
Child care worker 39-9011.00
Education administrator, preschool and child care center 11-9031.00
(Contents of table continue)

PUBLIC SPEAKING
2006/07 OOH: 26, 50-54, 68, 206, 261-263, 266-270, 274-276, 675
Related Courses: Communications, Debate, History, Law, Political Science, Public Administration, Public Relations, Speech
Occupational Examples: (High school or high school plus training required)
Personnel recruiter 13-1071.02
Public relations manager 11-2031.00
Radio and television announcer 27-3011.00
(Contents of table continue)
### BUSINESS

**2006/07 OOH:** 26-29, 42, 50-68, 70-96, 174-178, 182, 206-211, 674-675  
**Related Courses:** Accounting, Business, Business Law, Economics, Finance, General Math, Marketing, Public Administration, Public Relations  
**Occupational Examples:**  
(No high school or high school plus training, college or professional degree required)  
| General and operations manager | 11-1021.00 | Accountant * | 13-2011.00 |  
| Insurance adjuster, examiner, and investigator * | 13-1031.02 | Economist | 19-3011.00 |  
| Legal secretary | 43-6012.00 | Financial manager * | 11-9001.00 |  
| Paralegal and legal assistant | 23-2011.00 | General manager | 11-1021.00 |  
| Purchasing agent | 13-1023.00 | Hotel manager * | 11-9001.00 |  
| Wholesale and retail buyer * | 13-1022.00 | Human resources specialist | 13-1079.99 |  
| Lawyer | 23-1011.00 | Management analyst | 13-1011.00 |  
| Market research analyst * | 19-3021.00 | Marketing manager * | 11-1021.00 |  
| Operations manager | 11-9001.00 | Public relations manager | 11-9031.00 |  
| Retail store manager * | 41-1011.00 | Urban and regional planner * | 19-3051.00 |  
| General manager | 11-1021.00 |  
| Paralegal and legal assistant | 23-2011.00 |  
| Purchasing agent | 13-1023.00 |  
| Wholesale and retail buyer * | 13-1022.00 |  

### SALES

**2006/07 OOH:** 26-29, 409-437, 451-452, 679  
**Related Courses:** Business, Economics, General Math, Marketing, Public Relations  
**Occupational Examples:**  
(No high school or high school plus training, college or professional degree required)  
| Automobile salesperson | 41-2031.00 | Advertising and promotions manager * | 11-2011.00 |  
| Customer service representative * | 43-4051.00 | Insurance sales agent * | 41-3021.00 |  
| Real estate sales agent | 41-9022.00 | Sales manager * | 11-2022.00 |  
| Retail salesperson * | 41-2031.00 | Securities and commodities sales agent * | 41-3031.01 |  
| Sales representative, wholesale and manufacturing * | 41-4012.00 | Stock broker * | 41-3031.01 |  
| Travel agent | 41-3041.00 |  

### OFFICE PRACTICES

**2006/07 OOH:** 200-201, 331-332, 438-465, 474-484, 487-493, 679-680  
**Related Courses:** Bookkeeping, Business, Data Processing, General Math, Typing  
**Occupational Examples:**  
(No high school or high school plus training, college or professional degree required)  
| Accounting clerk * | 43-3031.00 |  
| Bank teller * | 43-3071.00 |  
| Bookkeeper * | 43-3031.00 |  
| Computer operator | 43-9011.00 |  
| Court reporter/stenographer | 23-2091.00 |  
| Data entry keyer | 43-9021.00 |  
| Executive secretary and administrative assistant | 43-6011.00 |  
| Hotel desk clerk * | 43-4081.00 |  
| Legal secretary | 43-6012.00 |  
| Medical records technician * | 23-2071.00 |  
| Medical secretary * | 43-6013.00 |  
| Reservations agent * | 43-4181.00 |  
| Word processor and typist | 43-9022.00 |  

### FOOD SERVICE

**2006/07 OOH:** 45-46, 287, 376-383, 400-401, 593-594, 676, 678  
**Related Courses:** Food Science, General Business, General Math, General Sciences, Home Economics, Nutrition  
**Occupational Examples:**  
(No high school or high school plus training, college or professional degree required)  
| Baker | 51-3011.00 | Dietitian * | 29-1031.00 |  
| Bartender * | 35-3011.00 | Farm and home management advisors | 25-9021.00 |  
| Chef * | 35-1011.00 | Food service manager * | 11-9051.00 |  
| Cook * | 35-2014.00 |  
| Flight attendant * | 39-6031.00 |  
| Pastry baker | 35-1011.00 |  
| Waiter/Waitress * | 35-3031.00 |
Career-Search Resources on the Internet

Listed below are some Internet sites where you may find some valuable information to help you in your career search.

www.monstertrak.com
Includes a job search guide, career index, salary calculator, guide to graduate schools, and more.

www.bls.gov/oco
This on-line version of the *Occupational Outlook Handbook* allows you to use a keyword search to find information about various occupations.

www.jobweb.com
JobWeb is owned and maintained by the National Association of Colleges and Employers (NACE). It is a source of current information about salaries, legal issues, diversity recruitment, internships, and general employment/labor statistics relating to professional staffing and the college-educated work force.

www.onetcenter.org
Occupational Information Network (O*NET). This site is the replacement for the *Dictionary of Occupational Titles*. It is a "comprehensive database of worker attributes and job characteristics."

www.petersons.com
Peterson's offers information about test preparation, finding the right school, obtaining financial aid, and advancing your career.
Now that you've identified some areas of interest and some possible careers, it's time to start thinking about how to get there. You may want to talk to some people who work in your area of interest or look into the training you'll need to accomplish your goal. You may also want to spend some time thinking about what success means to you in your career and what your ideal salary range would be. All of these steps require you to act on what you've learned by completing this IDEAS workbook.

It's time to make a commitment to act. Complete the promise below and review it with your counselor, a teacher, or your family.

A Promise to Myself

Today I will

This week I will

Within a month I will

By this time next year, I will

Signed: ___________________________ Date: ________________

Good luck in your career adventure!
Date: 09/18/2009  
Age: 15

Highest Grade Achieved: Not provided  
Norms: Grades 7-9

### IDEAS Profile for ID: 123456

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<th>Realistic</th>
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**Standard Scores:**

- **High Interest:** 70, 65, 60, 55, 50, 45, 40, 35, 30
- **Average Interest:** 43, 41, 47, 42, 43, 40, 60, 64, 56, 50, 41, 58, 58, 42, 39, 51
- **Low Interest:**

### Sample Information

- Mechanical/Fitting
- Protective Services
- Nature/Occupations
- Community Service
- Medical
- Creative Arts
- Child Care
- Public Speaking
- Business
- Sales
- Office Procedures
- Food Service
Item Responses

11: 3  12: 4  13: 4  14: 2  15: 3  16: 2  17: 4  18: 3  19: 4  20: 4
51: 3  52: 2  53: 4  54: 5  55: 2  56: 2  57: 4  58: 5  59: 3  60: 4
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91: 4  92: 3  93: 3  94: 4  95: 4  96: 2  97: 2  98: 3  99: 5 100: 2