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**FIND  
THE RIGHT DIRECTIONS  
FOR YOUR FUTURE**

A GUIDE FOR YOUTH

Phyllis E. Worden

Agricultural Extension Service 2  
University of Minnesota )

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FIND THE RIGHT DIRECTIONS FOR YOUR FUTURE  
A GUIDE FOR YOUTH

Phyllis E. Worden  
Assistant Extension Specialist,  
4-H and Youth Development

"The future is what we all are interested in, because all of us are going to spend the rest of our lives there. And the future begins two seconds from now." --Charles Kettering

OBJECTIVES

To help 4-H'ers develop positive attitudes towards work and towards themselves as potential workers.

To help 4-H'ers recognize that they need beginning work skills and habits upon which to build realistic vocational plans.

Your work choices will involve at least 40 years of productive work. How many types of jobs can you name? Doctor, lawyer, merchant, teacher, secretary are just a few. Actually, there are over 40,000 different ways of earning a living in the United States today, with over half open to high school graduates. Let's look at a few odd jobs:

What does a "necker" do? Not what you might think. A necker feeds a machine that wraps fabric around cardboard to form linings (necks) for jewelry boxes.

What about a "fancy man?" He molds and decorates ice cream confections. A "kiss setter?" He, or maybe she, shapes candy kisses by hand.

Then there's the "knockdown man." He burns rubbish and garbage in an incinerator plant. A "pillar robber" removes pillars of coal, salt, and ore left to support roofs of tunnels during regular mining.

Often, we see new or fancy titles for old jobs. For example, the "sanitary engineer" used to be called the garbage collector.

Of course, we can't neglect the many new jobs, such as key punch operator, computer programmer, and astronaut, that have come into being since the last world war.

Categories of Occupations

1. Professional occupations (physicians, dentists, lawyers, engineers, ministers, etc.)
2. Managerial and sales occupations (salesmen, store managers, buyers).
3. Service occupations (domestic helpers, barbers, custodial workers, waitresses, policemen).

4. Skilled occupations (painters, plumbers, watchmakers; such positions usually involve apprenticeship training programs).
5. Semi-skilled occupations (machine operators).
6. Unskilled occupations.

Ask your high school counselor for information on careers. He may be able to suggest some aptitude tests for you to complete.

Perhaps you are asking yourself these questions:

- \* What kind of job do I want?
- \* What are my main interests?
- \* What am I able to do best?
- \* What are my chances of learning to do the kind of work I believe I would like?
- \* How can I be sure of choosing the job that is best for me?

The occupational choice you make is important for yourself and society. Your future occupation will influence your:

- \* family life (how you live, where you live, size of family).
- \* income.
- \* social relationships.
- \* leisure time activities.
- \* freedom in daily decisions.
- \* retirement.
- \* health, physical and mental.

Persons influencing career choices\*

Types of persons	High school seniors		College undergraduates	
	Female	Male	Female	Male
	- - - - -percent - - - - -			
Parents . . . . .	30	34	24	21
Teachers . . . . .	9	10	15	10
Close friends . . . . .	8	4	10	11
Advisors or counselors . . . . .	4	3	4	9
Prominent acquaintances . . . . .	1	2	5	6
No one influential . . . . .	26	24	19	22
All others . . . . .	12	13	6	11
Don't know . . . . .	10	10	17	10
Total . . . . .	100	100	100	100
Number of respondents . . . . .	941	910	153	185

\* From Washington State Experiment Station Bulletin 568.

Where jobs will open up fastest in next decade\*

Jobs	1969	1980 (estimate)	Percentage change	Estimated number of new jobs
Government . . . . .	12,200,000	16,600,000	Up 36	4,400,000
Services . . . . .	15,700,000	20,900,000	Up 33	5,200,000
Construction . . . . .	4,200,000	5,400,000	Up 29	1,100,000
Retail and wholesale trade . . . . .	17,200,000	20,300,000	Up 18	3,100,000
Finance, insurance, real estate . . . . .	3,900,000	4,600,000	Up 18	700,000
Manufacturing . . . . .	20,400,000	22,100,000	Up 8	1,700,000
Transportation, utilities . . . . .	4,600,000	4,900,000	Up 7	300,000
Mining . . . . .	660,000	580,000	Down 12	-80,000
Farming . . . . .	4,000,000	3,200,000	Down 20	-800,000
Total jobs in U.S. . . . .	82,860,000	98,580,000	Up 19	15,720,000

\* Source: U.S. Department of Labor projections.

In a new guide for career opportunities in the 1970's, the U.S. Department of Labor makes these predictions:

- \* Professional occupations will grow fastest.
- \* Semi-skilled and unskilled workers will find no increase in demand.
- \* Number of farm workers will decrease by 1980.

Specific labor department predictions include:

- \* Accountants--biggest demand for college-trained accountants.
- \* TV broadcasting--moderate growth.
- \* Scientists--very good employment prospects.
- \* Technicians--demand for junior college graduates.
- \* Auto mechanics--moderate increase in demand.
- \* Physicians--excellent opportunities--more specialization anticipated.
- \* Dentists--demand to increase rapidly.
- \* Nurses--very favorable opportunities.
- \* Teachers--supply of qualified teachers for elementary and high schools expected to exceed demands.
- \* Computer programmers--very rapid increase expected.
- \* Salesmen--moderate increase in retail trade; outlook better in whole-sale field.
- \* Draftsmen--job opportunities considered favorable all through the 1970's.
- \* Journalists--good employment opportunities forecast.
- \* Architects--continued rapid growth anticipated.
- \* Carpenters--moderate increase in employment.
- \* Secretaries--rapid growth expected.

For complete outlook information, see the "Occupational Outlook Handbook, 1970, published by the U. S. Department of Labor, at your school or local library.

In thinking about your future career you may want to analyze yourself.

A. What are your personality characteristics? Are you:

Usually free from worries, tensions, anxieties? \_\_\_\_\_

Sociable? \_\_\_\_\_

Able to take responsibility? \_\_\_\_\_

Energetic? \_\_\_\_\_

Free from suspicion of other people? \_\_\_\_\_

Persuasive? \_\_\_\_\_  
Able to enjoy giving to others? \_\_\_\_\_  
Careful with details? \_\_\_\_\_  
Able to make friends easily? \_\_\_\_\_  
Able not to give up easily? \_\_\_\_\_  
Calm under stress? \_\_\_\_\_  
Self-controlled? \_\_\_\_\_

B. What are your mental characteristics? Do you feel adequate in these areas:

Vocabulary usage? \_\_\_\_\_  
Use of logical reasoning? \_\_\_\_\_  
Ability to work with numbers? \_\_\_\_\_  
Mechanical understanding? \_\_\_\_\_  
Ability to visualize solutions? \_\_\_\_\_

After analyzing your personal characteristics, you should answer these questions:

- \* When and where have I succeeded or failed?
- \* Were there other reasons besides circumstances for my failure?
- \* Have I changed so I won't make the same mistake again in the future?
- \* How else can I change?

### JOB ANALYSIS

What items should you look at in studying careers? Remember that first career choices usually are tentative. Here are some important items that you may wish to look at:

A. Nature of the work:

1. What interests underlie this occupation?
2. What are the specific duties and responsibilities in this kind of work?
3. Would the demands of this job continue to interest me or would it soon prove boring or routine work?

B. Educational requirements (talk to your high school counselor, parents, professionals in the field, admissions counselors of local colleges or technical schools; or seek information from career references):

1. What kind of training is necessary: professional, technical, general?
2. What level of education is necessary: college, technical, high school, grade school?
3. What is the cost of this training?
4. Do I have the patience to persevere in a long training period?

You may want to think of your career in broader terms. For example, you might take science to help prepare you for a variety of health careers such as dental or medical assistant, registered or practical nurse, optician, or X-ray technician.

C. Entrance into an occupation:

1. Is a license or certificate required?
2. Is union or professional membership required? What would the cost be?
3. Is training available for this job?

D. Factors that may restrict me:

1. Age.
2. Weight.
3. Height.
4. Physical handicaps.
5. Personal appearance.
6. Training.
7. Ability to travel.

E. Working conditions:

1. What are the hours, physical activity, traveling, and physical hazards involved?
2. Is the work situation usually pleasant?
3. How much supervision would I get? What are the creative demands?



F. Job supply and demand:

1. What is the demand for new workers?
2. Is there a large turnover of workers?
3. Is there likely to be a decrease in demand for the job?

G. Income and compensation:

1. What is the beginning wage?
2. What are the opportunities for promotion and salary increases?
3. What are other fringe benefits?
4. Can I live on the salary paid in this field?

After you've made a tentative choice, it's a good idea to get some experience in some phase of the occupation, such as through summer work experience or a part-time job. Or you might talk to a person currently in the job. Try to find out if this job will really meet your needs. Remember that there is a difference between a job and a career: a job is a way of earning a living, but a career is a way of life. One way to prepare yourself is to take home study courses. For information on available courses, write to:

National Home Study Council  
1601 18th Street N. W.  
Washington, D. C. 20009

It has been estimated\* that a high school graduate will, on the average, receive \$76,000 more income during his life than those who drop out before finishing. That is \$19,000 more income for each of the 4 years spent in high school. A college degree or attendance at a technical school will add an average of \$177,000 to your lifetime income.

Social Relationships

The career you choose will affect the people with whom you come in contact and may provide you the opportunity of meeting your future spouse.

Leisure Time Activities

The job you have will influence your leisure activities. Many people estimate that by 1972 the 35-hour week will be common for most nonagricultural occupations.

Remember, the final responsibility of choosing a career is yours. You will still want to get help and ideas from other people. Finding a satisfying career will be one of the greatest and, hopefully, most rewarding experiences you will ever have.

Good luck in exploring career opportunities!

\* Manpower Challenge of the 1960's, U.S. Department of Labor, and 1968 Statistical Abstract of the United States.

My Job Analysis Sheet

Description or title of job

Where will I work? (i. e., company, educational institution, etc.)

What will I do in this job?

What are the job qualifications (education, training, age, license requirements, etc.)?

What are the earnings and working conditions?

What are the opportunities in this field in the future?

Where can I obtain additional information about this career?

Once you've explored several job areas, you have to be ready to apply for a job. How do you prepare for a job interview? First, prepare a resume for yourself.

PERSONAL FACT SHEET (Sample)

John Doe (Social Security Number)

1807 Laramie Street Telephone

Anytown, Minnesota 55421

Personal: Single or married, height, weight, age.

Education: High school diploma, May 1969, Central High, Anytown, Minnesota. One semester at Anytown Junior College.

Experience: Office clerk for Mr. Joe Brown, lawyer, Anytown, Minnesota.

Laborer, Ace Builders, 10 West Street, Anytown, Minnesota.

4-H club member and junior leader.

Member, St. Luke's Lutheran Church, president of youth group.

Background: Reared on farm in Iowa until 2 years ago, when parents moved to Minnesota. Two brothers and a sister.

Interests: Water skiing, fishing, painting, tennis.

References: List two or three people, not relatives. Give addresses so your potential employer can contact them. Teachers and former employers make good references. Ask the person if he is willing to serve as a reference before listing his name.

You can call for an interview or respond to an ad in a newspaper. Here are two samples of typical newspaper ads:

BILLING CLERK

Full-time position for high school grad with math aptitude for billing clerk in hospital business office. Light typing. 8 to 4:30 Monday through Friday. Comprehensive benefit program. Contact:

PERSONNEL DEPT.

ST. JOSEPH HOSPITAL

2414 So. 7th St.

An Equal Opportunity Employer



Job Interview

Here are some tips for preparing for a face-to-face interview with an employer:

DO

Be on time (or ahead of time).  
Be neatly dressed.  
Be courteous.  
Ask relevant questions about the job, company, or apprenticeship program.  
Listen carefully to the interviewer.  
Communicate simply but clearly.  
Think of your potential to your employer when you respond to his questions.  
Have vocational interests and well-defined goals and be able to express them.  
Be honest and straightforward in your replies.  
Practice a job interview with a friend before going to an interview.  
Thank the interviewer for his time and for considering you.

DON'T

Be tense.  
Become too emotional in your responses.  
Talk too little or too much.  
Try to be smart or funny.  
Emphasize starting salary.  
Be overly concerned about fringe benefits.  
Be impatient.  
Be unprepared.  
Limit your availability to a certain location, unless you realize that it will limit your job chances.  
Over dress (be neat and clean and wear appropriate clothing).

What will the interviewer want to know about you? Here are some typical questions he may ask you:

- \* What is your full name, or how do you pronounce your name?
- \* Is this your permanent address? How long have you lived there?
- \* Do you have copies of your birth certificate and social security card?
- \* What is your draft status? (for boys 18 and over)
- \* If single, do you have any marriage plans?
- \* Do you expect to work after you are married? (primarily for girls)

- \* If married, how long have you been married? Any plans for a family now or in the future?
- \* How will you get to and from the job?
- \* For what types of work have you been trained?
- \* Have you talked to anyone who has ever done this type of work?
- \* What was your best subject in school? Worst? Favorite subject?
- \* Have you graduated from high school? Have you had training beyond high school?
- \* What school and community activities have you been involved in?
- \* Have you held any jobs in the past?
- \* Do you have any hobbies or leisure time activities?
- \* What is your minimum salary requirement?
- \* Are you currently under a doctor's care? Do you take prescription drugs?

Remember to ask yourself these questions: Am I qualified for the job? Will this job be the right one for me? And remember that it is never too early or too late to begin planning toward goals that are desirable and that will add up to a happy and successful life.

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