



# Introduction

Your career choice is one of the most important decisions you will make in life. The activities in this workbook will help you explore and identify career options by using the job descriptions in the *Occupational Outlook Handbook*, a reference book available separately from JIST Publishing.

## About the OOH

The *Occupational Outlook Handbook*, also known as the *OOH*, is the most widely used and respected career reference book. It gives interesting, detailed descriptions for more than 260 major jobs that together employ about 90 percent of the American workforce.

The *OOH* is published by the U.S. Department of Labor and revised every two years. Try to find the most recent edition so you are working with the latest information. The activities in this workbook, however, can be used with any edition of the *OOH*.

Each job description in the *OOH* follows the same format:

- Nature of the Work
- Working Conditions
- Employment
- Training, Other Qualifications, and Advancement
- Job Outlook
- Earnings
- Related Occupations
- Sources of Additional Information

## Use These Activities and the OOH to Research Careers

The activities in this workbook will help you “mine” the *OOH* job descriptions to

- Define your career interests and match them to jobs
- Research your career options
- Describe your ideal job
- Review your skills and experiences from paid and unpaid work that might help you in a future job
- Identify the skills you have and need for jobs
- Plan your education and training
- Learn about earnings and advancement potential
- Write your job objective
- Create an action plan
- Prepare for your job search
- Prepare for interviews

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## Getting Started Is Easy

Before starting the activities in this workbook, get to know the *OOH* by looking over the job titles in its Contents. The job titles in the *OOH* are arranged into groups of related jobs. Most of the activities in this workbook require or suggest that you use the *OOH* for your answers.

## Meets National Career Development Guidelines

These activities meet the National Career Development Guidelines, a major nationwide effort to foster career development at all age levels. Specifically, they fulfill many high school and adult competencies related to self-knowledge, educational and occupational exploration, and career planning.

## These Activities Can Be Used with Other Resources

The activities in this workbook can be used with two other reference books, the *Enhanced Occupational Outlook Handbook* and *America's Top 300 Jobs*. These books contain the same text as the *OOH*, in addition to other helpful information. The *OOH*, the *Enhanced Occupational Outlook Handbook*, and *America's Top 300 Jobs* are available from JIST Publishing at 1-800-648-JIST or [www.jist.com](http://www.jist.com).

The *OOH* job descriptions can also be found online at [www.careerlink.com](http://www.careerlink.com), which provides detailed information on 14,000 job titles. The U.S. Department of Labor has the *OOH* job descriptions on the Web at [www.bls.gov/oco/](http://www.bls.gov/oco/).

