

PICS Career Planning Worksheet



As you begin researching careers of interest, take the time to consider your educational background, strongest school subjects, and work experience. Also consider the earnings and benefits you want, the type of working conditions you might expect, and what level of responsibility you may want to accept. This information will be helpful as you focus your choices.

Then, applying what you've learned from taking the *PICS*, use the following worksheet to learn even more about careers of interest. First use your *Occupational PICS Code* with the *PICS Career Locator* or other job classification materials to find job titles that interest you. Write down the jobs you would like to learn more about and then use the remainder of the worksheet to help you research them further and plan your next step.

A Guide to the PICS Career Planning Worksheet

Job Title: Job titles can be found using the *PICS Career Locator* as well as any other job search and job classification materials which reference the RIASEC system including the *O*Net Dictionary of Occupational Titles* and the *Enhanced Occupational Outlook Handbook* which can be found at your local library and are also available at from JIST.

Education Required: The *PICS Career Locator* lists jobs by education level required. Most career research materials will have this information as well.

Projected Earnings and Job Outlook: The *O*NET Dictionary of Occupational Titles*, the *O*NET* database, and the *Enhanced Occupational Outlook Handbook* all provide earnings and job outlook information.

My Applicable Skills: Use this section to list those skills and activities which would be seen as necessary or beneficial to this particular job. Feel free to list both work related, transferable, and everyday life skills.

My Next Step: Use this section to suggest possible actions you could take to pursue this job. This could include doing additional research, getting particular training, sending out resumes, or discussing job prospects with a career counselor or advisor.

The following example shows how one job might look on the chart:

| Job Title | Education Required | Projected Earnings | Job Outlook | My Applicable Skills | My Next Step |
|-----------------------------|-------------------------------------|--------------------|------------------------------------|---------------------------------|---|
| <i>Construction Laborer</i> | <i>Moderate on-the-job-training</i> | <i>\$24,000</i> | <i>236,000 jobs 17% growth</i> | <i>Use power and hand tools</i> | <i>Check for local on-the-job-training.</i> |

PICS Career Planning Worksheet

Name:

Occupational PICS Code ___ ___ ___ ___ ___

Education and Training History:

Work Experience:

| Job Title | Education Required | Projected Earnings | Job Outlook | My Applicable Skills | My Next Step |
|-----------|--------------------|--------------------|-------------|----------------------|--------------|
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