CHAPTER 3: EXPLORING WORK

User Guide

Introduction
Exploring Work is a Career Visions module for exploring the world of work and learning about the connections between who you are and the types of occupations you might find enjoyable and satisfying. This guide shows you the main screens you will see in Exploring Work.

Starting the Program
To start Exploring Work:
Click the World of Work button on the Main Menu. Then click on the Exploring Work button on the World of Work Menu.

To start a stand-alone version:
Double-click the Exploring Work icon on the Desktop.
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Main Screen
- Click here to see occupations
- Click on the category titles to see the characteristics
- Click here to enter your test scores
- Click here to choose whether you want to use your test scores for finding occupations
- Click here to clear all your choices
- Click here to see a list of the choices you've made

Making Choices
- Click here to see occupations
- Click on the Zoom Out button to return to the main screen
- Rate 1 or 2 occupational features by clicking on the radio buttons
Clicking on this dial changes the kind of information you get when you click on an occupation. In this picture it’s set to Full Description. So, when you click on an occupation, you will get the full description of the occupation.

Clicking on an occupation to get information on it

Click on the radio buttons to see matching occupations

Click on the tab bar to change your list

Click here to change the sort order of your list

Click on the Zoom Out button to return to the main screen
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Getting Information on an Occupation

Because the dial is set to Short Description, clicking on an occupation in the list will display a short description.

Why/Why Not

Because the dial is set to Why Very Good, clicking on an occupation in the list will display the choices you’ve made and whether or not they match the selected occupation.
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Entering Test Scores

Click OK after you have selected a test.

This popup is displayed after clicking on the Enter Test Scores button from the main screen. From this screen you can choose the test for which you want to enter scores.
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Administrator's Guide

Overview

Exploring Work is a Career Visions module for exploring the relationship between one's personality and one's occupational options. Given a set of personal and occupational characteristics, the user can:

• Assign any characteristic a ranking according to how important it is that an occupation match or not match that characteristic
• See a list of occupations sorted according to how well each matches the user's choices
• Get information about any of the occupations
• Compare (in chart form) the characteristics of two to five occupations at once
• Compare (in more detail) two occupations side by side.

The target audience includes users who:

• Have little experience or knowledge about occupations.

Time Required for Use

An experienced Exploring Work user may take two or three minutes setup time, five to fifteen minutes to make choices, plus five to ten minutes per occupation accessed. An inexperienced user will need five to ten minutes setup time, twenty to thirty minutes to make choices, plus five to ten minutes per occupation accessed.

General Program Sequence

Most Exploring Work users will work back and forth between the characteristics and the list of occupations. They may repeatedly make a choice, check the list, make another choice, and occasionally access information about the occupations. This module was designed to encourage exploration and experimentation, rather than to identify one occupation that best suits the user.

Links to Other Data

[Does not apply to stand-alone versions]

The Education Path section in the Occupation Information module includes links to the programs of study database (see screen on next page). A user could begin by getting information about Computer Engineering, for example, jump from there to information about Program of Study - Electrical, Electronics, and Communications Engineering, and could even jump from there to descriptions of colleges that offer the program. At any time the user could back up to Exploring Work and repeat the procedure for another occupation.
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Scoring Formula

Many people can become confused about how *Exploring Work* scores occupations. This section explains all the details.

An occupation receives a certain number of points for matching each of the user's choices. (Important: To match a choice marked as "Dislike," the occupation must NOT involve that characteristic to a significant extent.) The points awarded for a match are:

- Like A Lot: 5
- Like: 3
- Dislike: 4

The maximum number of points an occupation could receive depends on how many characteristics the user has chosen, as well as the ranking the user gave each characteristic. The score for the occupation is found by dividing the number of points received by the maximum possible points given the user's choices, and multiplying by 100. Once an occupation is scored, it is put in either the Very Good category, the Good category, the Fair category, or the Poor category. Occupations are placed in a particular category based on the chart below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Good</td>
<td>85 to 100</td>
</tr>
<tr>
<td>Good</td>
<td>70 to 84</td>
</tr>
<tr>
<td>Fair</td>
<td>50 to 69</td>
</tr>
<tr>
<td>Poor</td>
<td>0 to 49</td>
</tr>
</tbody>
</table>
If an occupation does not have a Required characteristic, it is automatically put in the Poor Category.

**Example:**
Occupation A involves Math and Physics, but not Language Arts
Occupation B involves Math, Language Arts, but not Physics
Occupation C involves Language Arts, but not Math or Physics
The user chooses
- Like A Lot - Language Arts
- Like - Math
- Dislike - Physics.

The maximum points an occupation could receive would be $5 + 3 + 4 = 12$.
Occ A receives 3 points: It doesn't match the user's choice for Language Arts, nor Physics. Occ A's score would be $(3 / 10) \times 100 = 30$.
Occ B gets all 12 points: It involves both of the user's positive choices, but not Physics, the negative choice, so it matches all 3. Occ B's score would be $(12 / 12) \times 100 = 100$.
Occ C receives 9 points: It matches the user's choice for Language Arts and Physics, but not for Math. Occ C's score is $(9 / 10) \times 100 = 90$.

**Choosing Ranks**
A student who ranks every choice as Like A Lot is not going to get good discrimination in the occupation list. To see why, consider the scoring formula. Suppose a student has chosen three characteristics, ranking each of them as Like.
A Lot. Table 1 shows the possible scores for that set of choices. Table 2 shows the possible scores if the user changes the ranking of the 3rd choice to Like. Notice that there are only 4 possible scores in Table 1, but there are 6 possible scores in Table 2. This is because there are more unique ways to combine 5, 5, and 3 than there are ways to combine 5, 5, and 5.

It has been suggested that it is unreasonable to expect middle-school students to be able to make a distinction between what is Required, Liked A Lot, or Liked. In fact, this is one of the fundamental objectives when using Exploring Work: Teaching students to make distinctions between what is truly important and what is not, so that they can make wise decisions in the future.