

Doing some research and planning before you travel helps make the most of the time and money you'll spend on the adventure. Where do you want to go? What sites do you want to see? What activities do you want to do? Likewise, to make the most of the time and money you'll invest in career preparation, it pays to do some research and planning to make informed decisions.



Getting to really know yourself is the first step on your career decision-making journey. Look at your interests, values, skills, learning style, personality type, aptitudes and other characteristics that make you the unique person you are.

- Take interest assessments, such as the Labor Market Information Center's South Dakota Career Interest Survey, the one included in SDMyLife, the O*Net Interest Profiler or those available at your nearest job service office.
- Take aptitude assessments to help determine the kinds of work your abilities are best suited for. Think about which school subjects come easiest for you.



The most enjoyable and rewarding careers relate to an individual's personality, values, interests and skills. With hundreds of career choices, it's helpful to start with broad groupings of similar career options. Listed below are 16 commonly used career clusters, along with a few examples of occupations in each. Explore more options at **dlr.sd.gov/lmic/careerclusters**.

Learn where you fit.

Agriculture, Food & Natural Resources: Farmworkers • Soil & Plant Scientists • Forest & Conservation Workers • Pesticide Applicators • Agricultural & Food Science Technicians • Farm Equipment Mechanics • Zoologists & Wildlife Biologists

Architecture & Construction: Cement Masons & Concrete Finishers • Cost Estimators • Carpenters • Electricians • Construction First Line Supervisors • Operating Engineers • Plumbers • Highway Maintenance Workers • Surveyors

Arts, Audio-Visual Technology & Communications: Graphic Designers

Radio & TV Announcers
Multimedia Artists & Animators
Reporters
Telecommunications Equipment Installers & Repairers
Photographers
Technical Writers

Business, Management & Administration: General & Operations Managers • Human Resource Specialists • First Line Supervisors of Office and Administrative Support Workers • Management Analysts • Purchasing Managers

Education & Training: Education Administrators • Educational, Guidance, School & Vocational Counselors • Elementary School Teachers • Middle School Teachers • Secondary School Teachers • Library Technicians • Librarians

Finance: Accountants & Auditors • Credit Analysts • Loan Officers • Financial Managers • Insurance Sales Agents • Personal Financial Advisors • Loan Interviewers & Clerks • Budget Analysts • Financial Services Sales Agents

Government & Public Administration: Compliance Officers • Eligibility Interviewers, Government Programs • Financial Examiners • Tax Examiners • Urban & Regional Planners • Emergency Management Directors • Real Estate Appraisers

Health Science: Dental Hygienists

Medical & Clinical Lab Technologists

Medical and Health Services Managers

Physical Therapists

Nurse Practitioners

Pharmacists

Registered Nurses

Physician Assistants

Radiologic Technologists

Pharmacy Technicians

Medical Record Technicians

Dietitians & Nutritionists

Home Health Aides

Optometrists

Hospitality & Tourism: Bakers • Food Service Workers • First Line Supervisors of Food Preparation & Serving Workers • Janitors & Cleaners • Hotel Desk Clerks • Recreation Workers • Lodging Managers • Travel Agents • Gaming Dealers

Human Services: Child, Family & School Social Workers
Childcare Workers
Fersonal Care Aides
Anticate Health Counselors
Anticate Aides
Rehabilitation Counselors

Information Technology: Computer Systems Analysts

Network & Computer Systems Administrators
Software Developers, Applications
Web Developers
Computer Systems Analysts
Information Security Analysts

Law, Public Safety, Corrections & Security: Firefighters • Lawyers • Police Officers • Fish & Game Wardens • Correctional Officers • Emergency Medical Technicians • Security Guards • Paralegals • Court Reporters • Forensic Science Technicians

Manufacturing: Welders • Food Batchmakers • Machinists • Engine and Machine Assemblers • Engineering Technicians • Maintenance & Repair Workers, General • Mechanical Drafters • Fiberglass Fabricators • CNC Machine Programmers

Marketing: First Line Supervisors of Retail Sales Workers

Sales Representatives, Wholesale & Manufacturing
Cashiers

Wholesale & Retail Buyers

Market Research Analysts & Marketing Specialists

Parts Salespersons

Sales Managers

Sales Representatives, Scientific Products

Real Estate Agents

Advertising Sales Agents

Public Relations Specialists

Science, Technology, Engineering & Mathematics: Industrial Engineers

Mechanical Engineers

Chemists

Conservation
Scientists

Microbiologists

Statisticians

Hydrologists

Engineering
Managers

Health

Safety
Engineers

Transportation, Distribution & Logistics: Automotive Service Technicians & Mechanics • Bus Drivers • Industrial Truck & Tractor Operators • Shipping & Receiving Clerks • Logisticians • Heavy & Tractor-Trailer Truck Drivers • Pilots

dlr.sd.gov/lmic/careerclusters



In the third step, learn as much as you can about the occupations of highest interest to you. For each occupation of interest, find out:

- What workers really do on the job.
- What the working conditions are work environment (indoor, outdoor, office setting), hours involved, etc.
- Skills and knowledge needed.
- Level and area of education needed. Is licensing required? If so, what are the prerequisites?
- Amount and length of experience required.
- Projected employment trends and outlook.
- Starting and average wages.
- Do industries which typically employ the occupation normally offer employee benefits?

Use resources like those listed at the right for detailed information on career options and planning.

Decide if careers are a good fit.

In the **fourth step**, think about how well the careers you are considering would fit you. Take what you learned about yourself and career options in steps one through three, and evaluate your plans. Should you stay with your original plans and pursue the careers you were initially interested in? Or, is it time to reroute? Would the careers be a good destination for you? Ask yourself and others these kinds of questions about the occupations:

- Do they fall in your general interest area or cluster?
- Are they a good match for your aptitudes?
- Do they fit with your values and goals?
- Are they in a growing field? Do they have favorable job outlook?
- Would the wages provide the type of lifestyle you want?
- Are you willing to pursue the level of education required?
- Where is the required education available? What are the anticipated costs? Which educational facilities are the best fit for you and your career goals?

For more career exploration & planning

The Labor Market Information Center is a great source of reliable, reputable and unbiased career exploration and planning tools and information. From their website dlr.sd.gov/Imic, select:

- Career Exploration and Planning to:
 - Explore occupations by career cluster
 - * Take the South Dakota Career Interest Survey
 - Explore occupations by career interest area
 - Learn about Hot Careers in South Dakota (high demand-high wage occupations)
- Virtual Labor Market Data System to find state-specific occupational data such as:
 - * Projected employment and outlook
 - * Wages
 - * Current job openings



bls.gov//ooh careerkey.org careeronestop.org mynextmove.org onetonline.org



Remember the importance of choosing a career you are passionate about. Considering in your adult lifetime, you will likely spend 20 percent to one third or even more of your waking hours at work, you will want to enjoy and find fulfillment in what you do.





The purpose of the process outlined here is not to discourage you from any career you are passionate about. The point is to help you make an **informed** career decision. Choose a career path with your "eyes wide open," having realistic expectations of things like the education you'll need, the wages you'll likely earn and the competition you'll face in the job market.

Talk through your options and anything confusing you with those who care about you: family, adult friends, mentors, teachers, counselors, etc.





Explore options to "try out" occupations you are considering. Visit with people employed in the occupation. Shadow someone working in the field. Get help to arrange a work experience opportunity. Pursue volunteering options in the field.

How career trend sarvy are you?

- How much more do South Dakota occupations normally requiring some education beyond high school pay, on average, than occupations requiring a high school education? ('Some education beyond high school' ranges from short-term postsecondary education up to and including an associate degree.)
 - A. 10 percent more B. 17 percent more
 - C. 36 percent more D. 72 percent more

Your take-away: Although there are some goodpaying job opportunities in South Dakota which do not require formal education beyond high school, in general, it pays to stay in school. On average, occupations which require some type of education beyond high school pay more than those requiring a high school diploma or equivalent. Choosing a career field you will enjoy and find fulfilling is the most important. But make a realistic career choice for you, having an idea of your earning potential and how it fits the lifestyle important to you.

2. Employee benefits (such as paid leave, health insurance and retirement savings) costs a Midwest employer about what percentage of a total employee compensation package (including wages)?

A. 5 percent	B. 10 percent
C. 15 percent	D. 30 percent

Your take-away: Employee benefits are a valuable commodity and are an important factor when considering a job offer. Although the availability of benefits can vary from position to position in an occupation, some industries (and therefore the occupation common to those industries) are more likely to offer benefits than others. It pays to do the research mentioned in step three.

Answers: 1. C 2. D

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