

Thinking about Your Future Jobs or Career: A Questionnaire



As you approach the end of high school, your school teachers and career center are urging you to think about the kinds of jobs or careers you might want in the future. The University of Oregon creates much of the career counseling computer software that high schools use all over the United States. As the economy changes, career counseling must adapt. Before adapting the software, we first need to find out:

What job characteristics are most important to high school students? When you think about which job or career best suits your talents, drives and skills, what do you think about first? When you sit in front of a computer at the career center to try to figure out future possibilities, what do you want to be sure you will not forget? What features of jobs and careers do you want the most? What features of jobs and careers do you wish to avoid?

This survey aims to gather systematic information to answer these questions. UO's *intoCareers* program and *Oregon Survey Research Laboratory (OSRL)* have partnered for this survey. Your high school career counselors have volunteered to help. Your participation will

importantly influence how high school career guidance software will be structured in the future.

This survey should only take you 10 minutes to complete. It has no sensitive questions, and there are no right or wrong answers. (This is *not* a test!) Please do not write your name on the questionnaire; this survey is entirely anonymous. No one will be able to connect your name with your answers, and of course your participation is completely voluntary. Every person's views, experiences and opinions are important in order to obtain an accurate understanding of how high school students approach their future jobs and careers.

Please return this questionnaire by handing it back to your teacher or career counselor. OSRL will tabulate the survey data and report findings. If you have any questions about the survey, please do not hesitate to contact *intoCareers*; ask for Dan Erdmann or Caryn Stoess at 346-2356, or email them: erdmann@oregon.uoregon.edu, or cstoess@oregon.uoregon.edu.

Thank you for your help in this important undertaking.



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Below you will find fifty typical "job characteristics" and descriptions of what these might mean in everyday life on a job. Please give a quick, gut-level answer saying whether each job characteristic is important to you - yes or no. If you circle "yes", then please mark whether it is "very important" or "somewhat important" to you in the next column; if you circle "no", just go to the next item. Please answer each item.

We expect you will find 10-20 items below that you will want to know about when exploring jobs and careers. You might find some items

that you definitely *do not want* in a future job or career. For those, please check the box in the far right column "I do not want this in a job".

You do not need to know "what you want to be when you grow up" to answer these questions. Just answer with what is important to you now. If do not understand an item, or part of it, or if you are not sure, feel free to make comments in the margins or on a separate page. We will read your comments and take them into account. Remember, *this is not a test!* We just need to know which job characteristics are important to *you* now. *Thanks!*

Job characteristic	What this may mean in real life on the job:	When exploring jobs or a career, is it important for you to know...	Circle one for each		If "Yes": How important is it to you? Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	I do not want this in a job <input type="checkbox"/>
			No	Yes		
Accuracy and details	Some jobs require workers to attend to details carefully and make sure they complete all tasks.	the level of accuracy and detail required?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Activity	Some jobs keep workers busy all day. In other jobs, workers sometimes need to wait to do their tasks.	the job's general activity level?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Advancement opportunities	In some jobs, workers can move to a higher job if they perform their tasks well.	the chances of advancing to a higher job?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Analytical thinking	In some jobs, workers evaluate information and use logic to analyze and solve problems.	the level of analytical thinking required?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Annual job outlook	Some jobs offer little or no work for part of the year, due to holiday seasons, bad weather, or varying demand for skills.	whether a job offers steady employment?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Artistic	In some jobs workers design or create interesting things and express themselves in music, pictures, dance, or building design.	whether a job requires artistic ability?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Care for people	In some jobs, workers give medical or emotional attention to people.	whether a job involves caring for people?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Check accuracy	In some jobs, workers compare sets of letters, numbers, objects, pictures, or patterns, and then note when they do not match.	whether a job involves checking accuracy?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Coaching	In some jobs, workers train and encourage people to improve skills or knowledge. This applies to athletics but also to other fields.	whether a job involves coaching?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Communication	Some jobs require workers to clearly speak or write information.	the level of communication required?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Community service	In some jobs, workers provide services and programs in places to help people.	whether a job serves the community?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Enterprise	Some jobs give workers chances to take risks, such as starting up and carrying out new projects, activities, or ideas.	if a job offers enterprising opportunities?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Flexible hours	Some jobs do not have rigid work schedules. Other jobs require working 9 a.m. -5 p.m., Monday through Friday.	how flexible working hours will be?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Health and safety	Some jobs need workers to care for people who are sick, hurt, in danger, or need protection.	if a job involves health and safety?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Income and pay	Some jobs pay workers a lot of money. Other jobs pay modestly, and still others pay little.	how much a job pays?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>

Job characteristic	What this may mean in real life on the job:	When exploring jobs or a career, is it important for you to know...	Circle one for each	If "Yes": How important is it to you?	I do not want this in a job
Independence	Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.	how much independence workers have?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Indoors vs. outdoors	Some jobs need workers indoors nearly all day. Other jobs need workers outdoors most or all of the day.	whether a job requires outdoor work?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Information gathering	Some jobs need workers to find and select information that fits a task. Other jobs give workers all the information they need.	if a job includes finding information?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Length of training	Some jobs require four or more years of college. Other jobs require a few hours of on-the-job training. Most jobs are between these two.	the amount of training needed to qualify?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Listening	Some jobs need workers to listen to what people say and ask questions when needed.	whether a job requires listening skills?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Long-term job outlook	Some jobs need more workers because that part of the economy is growing. Other jobs are declining so fewer workers are needed.	if the need for workers will increase or decrease?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Maintain and repair things	Some jobs require workers to know the tools and processes needed to keep machinery and equipment running, or to fix it when broken.	if a job involves maintaining and repairing equipment?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Manual dexterity	Some jobs require workers to use their hands to pick up, move, or put together objects. This is different from the finger skills needed to type.	whether a job requires hand skills?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Math	Some jobs require workers to select correct math formulas or methods from accounting, geometry, or statistics to solve problems or to plan.	whether a job uses math?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Operate vehicles	In some jobs, workers drive or navigate vehicles such as forklifts, trucks, boats, or planes.	if a job involves operating vehicles?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Operate machines	In some jobs, workers use or control machines, for example, to make plastic, paper, food products, cloth, or clothing.	if a job includes operating machines?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Organize	In some jobs, workers schedule and coordinate events, programs, and activities for groups of people.	if a job involves organizing events?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Persuasion	In some jobs, workers try to convince people to change their minds or their behavior.	if a job includes persuading people?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Physical activity	Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.	how much physical activity is needed?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Prestige	Workers in some jobs are admired, honored, and respected by people in their organization or community.	whether people consider a job prestigious?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Plants, animals, and nature.	In some jobs, workers work with or care for plants and animals, or help protect the environment.	if a job includes working with plants, animals, or the natural world?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Problem solving	In some jobs, workers identify problems, review related information, develop and implement solutions.	whether a job involves problem solving?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Provide advice & consultation	In some jobs, workers discuss topics with individuals or groups, and then guide, suggest, or recommend options or solutions.	whether a job involves advising others?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Public interaction	In some jobs, workers deal directly with the public, such as greeting or serving customers.	if a job involves working with the public?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Reading	Some jobs require workers to look at and understand written words and information.	the amount and level of reading required?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Resolve conflict and negotiate	Some jobs bring people together to try to settle their differences or disputes.	if a job involves resolving conflicts and negotiating?	No Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>

Job characteristic	What this may mean in real life on the job:	When exploring jobs or a career, is it important for you to know...	Circle one for each.		If "Yes": How important is it to you?	I do not want this in a job
Responsibility	Some jobs require a worker to be accountable for final products or services, which result from many workers' activities.	how much responsibility a job involves?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Sell things	In some jobs, workers try to convince others to buy goods or services.	whether a job includes selling?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Shift work	Some jobs require night or evening work, at least some of the time.	whether a job requires unusual work hours?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Stress	Some jobs have high levels of pressure, anxiety, or importance for a long time. In other jobs, workers rarely experience high stress.	a job's stress level?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Supervise	In some jobs, workers guide, direct, encourage, and evaluate other people's work, including hiring and firing.	whether a job involves supervising people?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Teach others	In some jobs, workers teach others how to do things, and they teach in systematic and structured ways.	whether a job includes teaching?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Think creatively	Some jobs require workers to come up with unusual or clever ideas about a topic or develop new ways to solve problems.	whether a job involves creative thinking?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Travel	Some jobs require frequent travel away from home for one or more nights per week. Other jobs require daily travel, but workers go home every day. Yet other jobs require travel rarely.	the amount and kind of travel required?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Urban or rural	Some jobs can be found only in large cities, and some jobs occur only in rural areas. Many jobs can be found everywhere.	the job's location?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Use science	Some jobs require workers to use scientific rules and methods to solve problems or create new knowledge.	whether a job uses science?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Variety	In some jobs, workers do different tasks almost every day.	whether a job has variety?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Work conditions	Some jobs expose workers to heat, cold, odors, or other unpleasant conditions. In other jobs, the work environment is protected.	the type of work conditions?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Work with abstract ideas	Some jobs require workers to analyze concepts, test hypotheses, or create theories.	whether a job involves abstract ideas?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>
Work with children	In some jobs, workers teach or care for children. Other jobs have nothing to do with children.	whether a job involves work with children?	No	Yes	Very important <input type="checkbox"/> Somewhat important <input type="checkbox"/>	<input type="checkbox"/>

If you could have any job or career you wanted, which *two* job characteristics above would be most important to you?

Most important: 1. _____

Most important: 2. _____

Are any other job characteristics important to you that we did not list above? (Please circle yes or no.)

No

Yes → What are those? _____

Thank you for your help in answering these questions!