

# U.S. Work World's

## CAREER MINI-LESSON

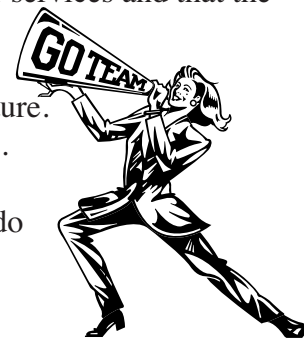


### Match Jobs & Skills

Directions:

- Use the Job Projections “Most New Jobs by the Year 2016” page with this lesson.
- Use your own notebook paper as an answer sheet. Number your answer sheet from #1 to #21.
- Use your opinion to identify one job on the “Most New Jobs” page for which the workers in that job need that employment skill. Example for #1: For which job on the “Most New Jobs” page do the workers need the employment skill of adaptability?
- List: **a)** One job for each of the 21 employment skills, and **b)** your reason for your answer.

- 1) **Adaptability:** The ability to make changes smoothly, or to successfully adjust to changes that happen every day at work.
- 2) **Commitment:** The ability to stick to a job or task until it is done.
- 3) **Communication Skills:** The ability to listen to others and communicate to others verbally (spoken) and in writing.
- 4) **Courtesy:** The ability to show a level of caring, concern, and respect for others.
- 5) **Dependability:** The ability to do what is required such as showing up for work on time — because the job cannot start without this worker.
- 6) **Empathy:** The ability to understand how another person feels.
- 7) **Good Judgment:** The ability to make good decisions about which actions and words are right for a work situation and which are not.
- 8) **Honesty:** The ability to avoid dishonest actions such as lying and stealing.
- 9) **Initiative:** The ability to start a task without being told, and to continue working at that task until it has been completed.
- 10) **Integrity:** To have moral (do what is right) character. To follow the honorable values of life.
- 11) **Loyalty:** The ability to remain faithful and committed to the company and work team.
- 12) **Positive Attitude:** The ability to think about what's right instead of what's wrong; to speak about what can be done instead of what can't be done; to share good events rather than complain/gossip.
- 13) **PR (Public Relation) or HR (Human Relation) Skills:** The employee's words and actions that give customers the impression that the company provides quality products or services and that the company is organized, caring, and a great place to work.
- 14) **Quality Control:** To have an awareness of the importance of doing things in the best way each day — and to look for ways to improve in the future.
- 15) **Reliability:** The ability to do every task correctly and completely every time.
- 16) **Respect:** To have consideration, concern, and esteem for another person.
- 17) **Self-Discipline:** The ability to control oneself in a businesslike manner and do the task being paid to do.
- 18) **Tact:** Saying or doing just the right thing in a difficult situation.
- 19) **Team Player:** The ability to work well with others and help others succeed on the job.
- 20) **Time Management Skills:** The ability to organize the work area and materials, schedule tasks, proceed with the tasks, and complete the entire job within the time limit.
- 21) **Trustworthiness:** The ability to handle work situations correctly when given the power to make decisions about supplies and equipment, work tasks, or other people.



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## Most New Jobs by the Year 2016

### Professional degree

- 1) Physicians/surgeons
- 2) Lawyers
- 3) Pharmacists
- 4) Veterinarians
- 5) Dentists
- 6) Chiropractors

### Doctoral degree

- Postsecondary (college) teachers
- Clinical, counseling, and school psychologists
- Medical scientists
- Computer and information scientists, research
- Biochemists and biophysicists

### Master's degree

- 1) Clergy (church)
- 2) Physical therapists
- 3) Mental health and substance abuse social workers
- 4) Educational, vocational, and school counselors
- 5) Rehabilitation counselors
- 6) Mental health counselors
- 7) Instructional coordinators
- 8) Occupational therapists
- 9) Environmental scientists/specialists, including health

### Bachelor's degree

- Accountants and auditors
- Computer software engineers, applications
- Business operation specialists
- Elementary school teachers (not special education)
- Computer systems analysts
- Network systems and data communications analysts
- Computer software engineers, systems software
- Network and computer systems administrators
- Securities and financial services sales agents
- Construction managers
- Financial analysts
- Middle school teachers (not special education)
- Personal financial advisors
- Secondary school teachers (not special ed/vocational ed)

### Associate (community/technical college) degree

- Registered nurses
- Computer support specialists
- Paralegals and legal assistants
- Dental hygienists
- Legal secretaries
- Radiologic technologists and technicians
- Medical records and health information technicians
- Veterinary technologists and technicians
- Respiratory therapists
- Medical and clinical laboratory technicians
- Computer specialists
- Physical therapist assistants
- Interior designers

### Community/technical college certificate

- Nursing aides, orderlies, and attendants
- Preschool teachers
- Automotive service technicians and mechanics
- Licensed practical and licensed vocational nurse
- Hairstylists and cosmetologists
- Fitness trainers and aerobics instructors
- Real estate sales agents
- Emergency medical technicians and paramedics
- Bus and truck mechanics and diesel engine specialists
- Massage therapists
- Manicurists and pedicurists

### Long-term training or education (12 months or more)

- Carpenters
- Cooks, restaurant
- Police and sheriff's patrol officers
- Plumbers, pipefitters, and steamfitters
- Electricians
- Fire fighters
- Coaches and scouts
- Claims adjusters, examiners, and investigators
- Heating, air conditioning, and refrigeration mechanics
- Industrial machinery mechanics
- Automotive body and related repairers
- Musicians and singers
- Mobile heavy equipment mechanics
- Bakers

### Moderate-length training or education (1-12 months)

- Customer service representatives
- Bookkeeping, accounting and auditing clerks
- Truck drivers (heavy and tractor-trailer)
- Medical assistants
- Maintenance and repair workers
- Construction laborers
- Social and human service assistants
- Pharmacy technicians
- Dental assistants

### Short-term training or education (1 month or less)

- Food preparation and serving workers
- Office clerks, general
- Personal and home care aides
- Janitors and cleaners (except maids)
- Waiters and waitresses
- Child care workers
- Landscaping and groundskeeping workers