

Performance Assessment Network



The Career Exploration Inventory TM – Third Edition (CEI)

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The Career Exploration Inventory

A Guide for Exploring Work, Leisure, and learning Third Edition

Introduction

The *CEI* is more than a career interest test. It is designed to help you explore and plan three major areas of your life—your work, leisure activities, and education or learning. It does this by asking you to respond to 128 items and then to score your responses in relation to 16 major interest clusters. This will help you identify which career, leisure, and educational goals best relate to your interests. The *CEI* will also help you locate information on occupations, leisure activities, and related educational programs that you may want to consider more carefully.

Many people are most interested in how the *CEI* can help in career planning. Planning your career is a lifelong process. Over time, your needs, skills, and interests change. By encouraging you to think about options and action plans, the *CEI* will help you develop career—planning skills. But, like any other interest inventory, the *CEI* does not measure your ability (what you do well) or your motivation (how hard you are willing to work to meet your goals). These factors are very important for selecting and succeeding in a career.

You can succeed in hundreds of careers, so the challenge is to narrow the possibilities. The *CEI* guides you in this process as you select career clusters based on what you enjoy doing. Some careers may require additional training or education, and some pay more than others. You have these and other issues to consider. So the answer to "What career is right for me?" is not easily found, but the *CEI* will help you get started.

So use the *CEI* as a tool to gather information and consider alternatives. Understand that it will not tell you what jobs you should do or are qualified for, how to spend your leisure time, or what classes or major to study. Only you can make those decisions, and no test can do that for you.

Understanding Your CEI Scores

Interest areas where you scored above average (19 or higher) show where you have continuing interest and where you will probably find the most enjoyable work, leisure, and learning activities. To help you interpret your inventory results, here are some relationships that may occur:

- 1. One score may be considerably higher than the others. If this happens, it may mean that you will be satisfied in that interest area in both work and leisure activities. For example, a person who scored 22 in Arts and Communication and significantly lower in other areas would likely be satisfied in a job such as graphic designer or reporter and enjoy leisure activities such as writing articles or dancing.
- 2. Several high scores may indicate that you will enjoy a variety of work and leisure combinations. For example, a person with high scores in Education and Training and Agriculture and Natural Resources might find satisfaction in working as a teacher and in gardening as a hobby.
- 3. If none of your scores is very high, you are probably interested in a variety of things. You should explore those areas with the highest scores.

Remember that the *CEI* is designed to help you identify and explore your work, leisure, and learning interests. It is not intended to simply match you with a future job.

The Career Exploration Inventory

Activities	Score	1	2	3	4	5	6	7 1	В	9 1	0 11	1 1:	2 13	14	15	16	17	18	19	20	21	22	23	24
Agriculture and Natural Resources	6																							
Architecture and Construction	6																							
Arts and Communication	5																							
Business and Administration	5																							
Education and Training	5																							
Finance and Insurance	5																							
Government and Public Administration	7																							
Health Science	6																							
Hospitality, Tourism, and Recreation	5																							
Human Service	7																							
Information Technology	5																							
Law and Public Safety	5																							
Manufacturing	4																							
Retail and Wholesale Sales and Service	8																							
Scientific Research, Engineering, and Mathematics	6																							
Transportation, Distribution, and Logistics	5																							

The scores above indicate your level of interest for that particular activity.

Your Personal CEI Profile

Anne Burton, here is an overview of your profile based on your three highest scores from the Career Exploration Inventory. Sample Occupations, Activities, and Education and Training possibilities are provided to get you started exploring your work, leisure, and learning interests. Remember that these are only *suggestions* designed to match your responses to the inventory.

AGRICULTURE AND NATURAL RESOURCES (Score=8): An interest in working with plants, animals, forests, or mineral resources for agriculture, horticulture, conservation, and extraction

Agricultural engineer, animal scientist, farmer, landscaper, park naturalist, fisher, Occupations that might interest you:

food scientist, environmental engineer, construction driller

Animal breeding and training,4-H, bird watching, rock collecting, gardening, fishing, **Activities that might interest you:**

hiking, planting trees, visiting state parks, volunteering at an animal shelter

Agribusiness, animal science, biology, earth science, ecology, farm management, **Education that might interest you:**

food science, forestry, geology, horticulture, landscaping, physics, zoology

ARCHITECTURE AND CONSTRUCTION (Score=7): An interest in designing, assembling, and maintaining components of buildings and other structures.

Architect, building inspector, carpenter, electrician, heating and air conditioning Occupations that might interest you:

mechanic, insulation worker, painter, plumber, roofer, stonemason, surveyor

Building cabinets or furniture, home remodeling and repair, electrical repairs, **Activities that might interest you:**

painting, upholstering, house construction/repair, woodworking

Architectural drafting, bricklaying, calculus, carpentry, computerized drafting, **Education that might interest you:** industrial arts, landscaping management, masonry, plumbing, woodworking

ARTS AND COMMUNICATION (Score=7): An interest in creatively expressing feelings or ideas, in communicating news or information, or in performing for an audience

Photographer, artist, composer, graphic designer, actor, editor, playwright, novelist, Occupations that might interest you:

reporter, architect, choreographer, director, interior designer, musician

Singing, painting, writing, attending plays, interior design, sculpting, drawing, **Activities that might interest you:**

storytelling, puppetry, photography, amateur film, dance, book clubs

Art, drama, graphic arts, theater, music, photography, dance, interior design, **Education that might interest you:**

literature, journalism, writing, communications, philosophy, public speaking

A more detailed Work, Leisure, and Learning Activities Guide containing relevant information on all sixteen interest areas begins on the next page of this report.

Work, Leisure, and Learning Activities Guide

This following guide provides details on all 16 of the interest clusters measured in your profile. The chart also includes a brief description of the cluster; information on typical jobs; a list of topical leisure activities; and courses or programs of study related to each cluster. The last column provides information you can use to look up hundreds of related jobs in the *New Guide for Occupational Exploration (NGOE)*, available from JIST.

Pay particular attention to those interest clusters with the highest scores on your profile as the guide includes additional information to that found in your personalized report. As you review the guide, pay close attention to occupations and activities that seem particularly interesting to you or that you would like to know more about. If you are considering getting additional education or training, pay particular attention to that row.

Remember that the information provided for each cluster is representative—there are many more related occupations, leisure activities, and educational programs. You will need to spend additional time to explore alternatives.

1. AGRICULTURE AND NATURAL RESOURCES

An interest in working with plants, animals, forests, or mineral resources for agriculture, horticulture, conservation, extraction, and other purposes.

conservation, extraction, and other purposes.				
Agricultural Crop Farm Managers; Agricultural Engineers; Agricultural Scientists; Construction Drillers; Derrick Operators, Oil and Environmental Engineers; Explosives Workers, Ordnance Handling Blasters; Farmers and Ranchers; Fish Hatchery Managers; Fishers a Fishing Workers; Food Scientists and Technologists; Forest and Con Workers; Foresters; General Farmworkers; Geological Data Technologists and Channeling Machine Operators; Nursery and Greenhouse Mana Naturalists; Pest Control Workers; Petroleum Engineers; Plant Scientists; Poologists and Pruners; Well and Core Drill Operators; Zoologists and Biologists				
Typical Leisure Activities	4–H or FFA Activities; Animal Breeding; Animal Training; Bird Watching; Camping; Collecting Rocks or Minerals; Designing and Landscaping a Flower Garden; Fishing; Growing Plants; Herb Gardening; Hiking; Horseback Riding; Keeping Tropical Fish; Lawn Care; Orienteering; Picking Berries; Planting Trees; Reading Farm Magazines; Scouting; Showing Dogs; Vegetable Gardening; Visiting State Parks; Volunteering at an Animal Shelter			
Related Education and Training	Accounting; Agribusiness; Agricultural Systems; Agronomy; Animal Science; Biology; Calculus; Chemical Safety; Computer Science; Dairy Science/Technology; Drafting; Earth Science; Ecology/Environmental Science; Farm and Ranch Management; Food and Fiber Crops; Food Science; Foreign Languages; Forestry; Geology; Heavy Equipment Operating; Horticulture; Landscaping; Management; Mechanical Drawing; Mining Practices; Oilfield Practices; Physical Science; Physics; Plant Pest Management/Pathology; Soil Science; Turf Management; Vocational Agriculture; Water Safety; Zoology			
Related O*NET Job Groups	01 AGRICULTURE AND NATURAL RESOURCES 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 17–0000 Architecture and Engineering Occupations 19–0000 Life, Physical, and Social Science Occupations 37–0000 Building and Grounds Cleaning and Maintenance Occupations 45–0000 Farming, Fishing, and Forestry Occupations 47–0000 Construction and Extraction Occupations 53–0000 Transportation and Material Moving Occupations			

2. ARCHITECTURE AND CONSTRUCTION An interest in designing, assembling, and maintaining components of buildings and other structures.				
Related Occupations	Architects; Architectural Drafters; Brickmasons and Blockmasons; Ceiling Tile Installers; Construction and Building Inspectors; Construction Carpenters; Construction Managers; Crane and Tower Operators; Drywall Installers; Electrical Power—Line Installers and Repairers; Electricians; Fence Erectors; Floor Layers; Grader, Bulldozer, and Scraper Operators; Heating and Air Conditioning Mechanics; Highway Maintenance Workers; Home Appliance Installers; Insulation Workers; Maintenance and Repair Workers, General; Painters, Construction and Maintenance; Paperhangers; Pipelayers; Plasterers and Stucco Masons; Plumbers; Roofers; Sheet Metal Workers; Stonemasons; Surveyors			
Typical Leisure Activities	Building Cabinets or Furniture; Constructing Stage Sets; Designing and Building Home Additions; Electrical Wiring and Repairs; Furniture Design; Home Remodeling; House Construction/Repair; Operating Power Tools; Painting; Reconstructing Historical Buildings; Repairing Plumbing; Upholstering; Wallpapering Rooms			
Related Education and Training	Architectural Drafting; Architectural History; Art; Blueprint/Schematic Reading; Bricklaying; Business Computer Applications; Business Writing; Calculus; Carpentry; Computerized Drafting and Design; Construction Shop; Construction Technology; Drafting; Electrical Circuits; Heavy Equipment Operating; Industrial Arts; Landscaping; Management; Masonry; Mechanics/Mechanics of Materials; Personnel Management; Physics; Plumbing; Shop Math; Surveying; Wood Shop/Woodworking			
Related O*NET Job Groups	02 ARCHITECTURE AND CONSTRUCTION 11–0000 Management Occupations 17–0000 Architecture and Engineering Occupations 47–0000 Construction and Extraction Occupations 49–0000 Installation, Maintenance, and Repair Occupations 51–0000 Production Occupations 53–0000 Transportation and Material Moving Occupations			

3. ARTS AND COMMUNICATION An interest in creatively expressing feelings or ideas, in communicating news or information, or in performing			
Related Occupations	Actors; Air Traffic Controllers; Art Directors; Broadcast News Analysts; Camera Operators, Television, Video, and Motion Picture; Cartoonists; Choreographers; Composers; Copy Writers; Creative Writers; Dancers; Directors—Stage, Motion Pictures, Television, and Radio; Editors; Exhibit Designers; Fashion Designers; Film and Video Editors; Graphic Designers; Interior Designers; Interpreters and Translators; Makeup Artists, Theatrical and Performance; Multi—Media Artists and Animators; Music Arrangers and Orchestrators; Musical Instrument Repairers and Tuners; Musicians, Instrumental; Painters and Illustrators; Photographic Retouchers and Restorers; Poets and Lyricists; Police, Fire, and Ambulance Dispatchers; Producers; Professional Photographers; Public Relations Managers; Radio and Television Announcers; Reporters and Correspondents; Sculptors; Set Designers; Singers; Sketch Artists; Sound Engineering Technicians; Technical Writers		
Typical Leisure Activities	Acting; Belonging to a Book Club; Blogging; Cartooning; Carving Small Wooden Objects; Ceramics; Community Theatre; Creating Your Own Greeting Cards; Dancing; Designing Stage Sets; Designing Web Pages; Doing Crafts; Doing Crossword Puzzles; Downloading Music; Drawing; Editing or Proofreading a Newspaper, Yearbook, or Magazine; Filming Family Movies; Keeping a Journal; Knitting; Listening to Music; Painting; Performing Magic Tricks; Photography; Playing a Musical Instrument; Pottery; Reading; Singing; Taking Ballet or Other Dance Lessons; Volunteering at a Library; Writing Articles, Stories, Poetry, or Plays; Writing Letters or E-mail to Friends and Relatives; Writing Songs		
Related Education and Training	Abstract Writing; Acoustics; Acting Techniques; Advertising; Advertising Art/Production; Art; Band; Broadcast Journalism; Ceramics; Choir/Chorus; Cinematography; Computer Concepts/Methods; Computer Graphics; Copy Writing; Costuming; Creative Writing; Dance; Design Graphics; Design Media; Directing; Drafting; Drama; Editing; Fashion Illustration; Fiction Writing; Fine Arts; Floral Arranging; Grammar; Journalism; Literature; Management; Marketing/Merchandising; Music Composition/Arranging; Music Theory and History; Orchestra; Painting, Fine Arts and Applied; Photography; Physical Education; Psychology; Public Speaking; Radio/TV Operations; Sculpture/Sculpting; Shop Math; Technical Writing; Theater Arts; Voice		
Related O*NET Job Groups	03 ARTS AND COMMUNICATION 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 27–0000 Arts, Design, Entertainment, Sports, and Media Occupations 39–0000 Personal Care and Service Occupations 43–0000 Office and Administrative Support Occupations 49–0000 Installation, Maintenance, and Repair Occupations 51–0000 Production Occupations		

53-0000 Transportation and Material Moving Occupations

4. BUSINESS AND ADMINISTRATION An interest in making an organization run smoothly.				
Related Occupations	Accountants; Auditors; Bookkeeping, Accounting, and Auditing Clerks; Brokerage Clerks; Budget Analysts; Chief Executives; Compensation, Benefits, and Job Analysis Specialists; Executive Secretaries and Administrative Assistants; File Clerks; General and Operations Managers; Housekeeping Supervisors; Human Resources Assistants; Human Resources Managers; Janitorial Supervisors; Legal Secretaries; Management Analysts; Medical Secretaries; Meeting and Convention Planners; Office Clerks, General; Payroll and Timekeeping Clerks; Personnel Recruiters; Postal Service Clerks; Production, Planning, and Expediting Clerks; Secretaries; Shipping, Receiving, and Traffic Clerks; Tax Preparers; Training and Development Specialists			
Typical Leisure Activities	Addressing Letters for an Organization; Balancing Family Checkbook; Budgeting Family Income; Civic Elective Office; Coaching; Keyboarding Papers and Letters; Keying In Text for a School or Community Publication; Organizing Neighborhood Activities and Community Events; Preparing Family Income Taxes; Reading Business Magazines; Serving as President of an Organization			
Related Education and Training	Accounting; Auditing Procedures; Bookkeeping; Business Analysis; Business Computer Applications; Business Law; Business Machine Operating; Business Math; Business Organization; Business Writing; Clerical Practices/Office Practices; Contract Law; Data Entry; Financial Information Systems; Keyboarding; Management; Marketing/Merchandising; Math Computing; Medical Terminology; Operations Research; Personnel Management; Production/Inventory Control; Property Management; Record Keeping; Shipping Regulations; Spelling; Statistics			
Related O*NET Job Groups	04 BUSINESS AND ADMINISTRATION 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 15–0000 Computer and Mathematical Occupations 17–0000 Architecture and Engineering Occupations 37–0000 Building and Grounds Cleaning and Maintenance Occupations 43–0000 Office and Administrative Support Occupations			

5. EDUCATION AND TRAINING An interest in helping people learn.				
Related Occupations	Adult Literacy, Remedial Education, and GED Teachers and Instructors; Archivists; Audio–Visual Collections Specialists; Curators; Educational, Vocational, and School Counselors; Elementary School Teachers; Fitness Trainers and Aerobics Instructors; Graduate Teaching Assistants; Instructional Coordinators; Kindergarten Teachers; Librarians; Library Assistants, Clerical; Middle School Teachers; Museum Technicians and Conservators; Postsecondary Teachers; Preschool Teachers; Secondary School Teachers; Self–Enrichment Education Teachers; Special Education Teachers; Teacher Assistants; Vocational Education Teachers			
Typical Leisure Activities	Coaching Children in Sports Activities; Helping Friends and Others with Homework; Learning Sign Language; Planning and Arranging School Programs; Researching Interesting Things; Serving as a Leader of a Scouting or Other Group; Speaking in Public; Teaching English as a Second Language; Teaching Games to Children; Tutoring; Visiting Museums or Historic Sites; Volunteering at a Library; Volunteering at a Nursery School			
Related Education and Training	Archeology; Arts and Crafts; Biology; Business Computer Applications; Chemistry; Child Development/Care; Clerical Practices/Office Practices; Counseling Techniques; Data Retrieval Techniques; Education; Educational Psychology; Foreign Languages; Guidance; Health; History; Home/Consumer Economics; Human Growth and Development; Literature; Management; Math Computing; Personnel Management; Photography; Physical Education; Physics; Psychology; Public Speaking; Record Keeping			
Related O*NET Job Groups	05 EDUCATION AND TRAINING 11–0000 Management Occupations 21–0000 Community and Social Services Occupations 25–0000 Education, Training, and Library Occupations 39–0000 Personal Care and Service Occupations 43–0000 Office and Administrative Support Occupations			

6. FINANCE AND INSURANCE An interest in helping businesses and people be assured of a financially secure future.					
Related Occupations	Advertising Sales Agents; Appraisers, Real Estate; Assessors; Bill and Account Collectors; Claims Examiners, Property and Casualty Insurance; Cost Estimators; Credit Analysts; Credit Authorizers; Credit Checkers; Financial Analysts; Financial Managers, Branch or Department; Insurance Adjusters, Examiners, and Investigators; Insurance Appraisers, Auto Damage; Insurance Claims Clerks; Insurance Policy Processing Clerks; Insurance Sales Agents; Insurance Underwriters; Loan Counselors; Loan Interviewers and Clerks; Loan Officers; Market Research Analysts; New Accounts Clerks; Personal Financial Advisors; Proofreaders and Copy Markers; Sales Agents, Financial Services; Sales Agents, Securities and Commodities; Survey Researchers; Tellers; Treasurers, Controllers, and Chief Financial Officers				
Typical Leisure Activities	Being a Statistician for Athletic Events; Being an Income Tax Volunteer; Budget Planning; Financial Planning/Advising; Predicting Financial Trends; Raising Funds for an Organization or School; Reading Financial Magazines and Newspapers; Serving as the Treasurer of a Club or Organization; Studying Investments				
Related Education and Training	Accounting; Business Analysis; Business Computer Applications; Business Law; Business Machine Operating; Business Math; Business Writing; Clerical Practices/Office Practices; Consumer Behavior; Criminal Investigating; Finance; Grammar; Insurance; Management; Marketing/Merchandising; Math Computing, Standard Formula; Money and Banking; Personnel Management; Public Speaking; Real Estate Laws/Regulations; Record Keeping; Selling; Spelling; Statistics				
Related O*NET Job Groups	06 FINANCE AND INSURANCE 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 19–0000 Life, Physical, and Social Science Occupations 41–0000 Sales and Related Occupations 43–0000 Office and Administrative Support Occupations				

7. GOVERNMENT AND PUBLIC ADMINISTRATION An interest in helping a government agency serve the needs of the public.					
Related Occupations	Agricultural Inspectors; Aviation Inspectors; Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators; City Planning Aides; Court Clerks; Court Reporters; Environmental Compliance Inspectors; Equal Opportunity Representatives and Officers; Financial Examiners; Fire Inspectors; Fish and Game Wardens; Forest Fire Inspectors and Prevention Specialists; Government Property Inspectors and Investigators; Government Service Executives; Immigration and Customs Inspectors; License Clerks; Licensing Examiners and Inspectors; Mechanical Inspectors; Motor Vehicle Inspectors; Municipal Clerks; Occupational Health and Safety Specialists; Social and Community Service Managers; Tax Examiners, Collectors, and Revenue Agents; Urban and Regional Planners				
Typical Leisure Activities	Belonging to a Political Science Club; Campaigning for a Political Candidate or Issue; Doing Public Debating; Managing a Political Campaign; Serving as President of a Club; Serving as the Secretary of a Club or Organization; Volunteering at the Voting Polls				
Related Education and Training	Accounting; Architectural History; Biology; Bookkeeping; Business Computer Applications; Business Law; Business Writing; Clerical Practices/Office Practices; Criminal Investigating; Customs Law; Finance; Geographic Information Systems; Government; Law Enforcement; Legal Terminology; Management; Personnel Management; Physical Science; Public Health; Public Speaking; Research Methods; Safety Regulations; Sociology; Statistics				
Related O*NET Job Groups	07 GOVERNMENT AND PUBLIC ADMINISTRATION 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 19–0000 Life, Physical, and Social Science Occupations 23–0000 Legal Occupations 29–0000 Healthcare Practitioners and Technical Occupations 33–0000 Protective Service Occupations 43–0000 Office and Administrative Support Occupations 45–0000 Farming, Fishing, and Forestry Occupations 51–0000 Production Occupations 53–0000 Transportation and Material Moving Occupations				

8. HEALTH SCIENCE An interest in helping people and animals be healthy.			
Related Occupations	Anesthesiologists; Animal Trainers; Athletic Trainers; Audiologists; Biological Technicians; Cardiovascular Technologists and Technicians; Chiropractors; Coroners; Dental Assistants; Dental Hygienists; Dentists, General; Diagnostic Medical Sonographers; Dietitians and Nutritionists; Embalmers; Family and General Practitioners; Home Health Aides; Licensed Practical and Licensed Vocational Nurses; Massage Therapists; Medical and Clinical Laboratory Technicians; Medical and Health Services Managers; Medical Transcriptionists; Nursing Aides, Orderlies, and Attendants; Obstetricians and Gynecologists; Occupational Therapist Assistants; Occupational Therapists; Opticians, Dispensing; Optometrists; Oral and Maxillofacial Surgeons; Orthodontists; Pediatricians; Pharmacists; Pharmacy Technicians; Physical Therapist Assistants; Physical Therapists; Physician Assistants; Podiatrists; Psychiatric Technicians; Psychiatrists; Radiologic Technologists; Registered Nurses; Respiratory Therapists; Speech—Language Pathologists; Surgeons; Veterinarians; Veterinary Technologists		
Typical Leisure Activities	Being an Athletic Trainer; Consulting for an Athletic Team; Helping Conduct Physical Exercises for People with Disabilities; Helping Sick Relatives; Nursing Sick Pets; Reading Medical Journals; Staying Fit, Eating Right, and Taking Care of Your Health; Volunteering at a Crisis Clinic; Volunteering at a Hospital or Hospice; Volunteering at a Nursing Home or Retirement Home		
Related Education and Training	Abnormal Psychology; Anatomy; Anesthesia; Animal Breeding; Animal Grooming; Animal Obedience Training; Auditory Development; Biochemistry; Biology; Business Law; Business Writing; Chemistry; Dental Anatomy; Diet and Therapy; Genetics; Health; Health Law; Hematology; Kinesiology; Laboratory Science; Medical Record Science; Medical Terminology; Nursing Care; Nutrition; Optics; Oral Anatomy; Oral Development; Oral Hygiene; Personnel Management; Pharmacology; Physical Education; Physical Therapy; Physics; Psychology; Public Health; Recreation; Veterinary Sciences; X–Ray Technology		
Related O*NET Job Groups	08 HEALTH SCIENCE		
	11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 19–0000 Life, Physical, and Social Science Occupations 29–0000 Healthcare Practitioners and Technical Occupations 31–0000 Healthcare Support Occupations 39–0000 Personal Care and Service Occupations 45–0000 Farming, Fishing, and Forestry Occupations		

9. HOSPITALITY, TOURISM, AND RECREATION

An interest in catering to the wishes and needs of others so that they may enjoy a clean environment, good food and drink, comfortable accommodations, and recreation.

food and drink, comfortable accommodations, and recreation.				
Related Occupations	Amusement and Recreation Attendants; Athletes and Sports Competitors; Bakers, Bread and Pastry; Bartenders; Butchers and Meat Cutters; Chefs and Head Cooks; Coaches and Scouts; Combined Food Preparation and Serving Workers; Concierges; Cooks; Counter Attendants, Cafeteria, Food Concession, and Coffee Shop; Dining Room and Cafeteria Attendants and Bartender Helpers; Dishwashers; First—Line Supervisors/Managers of Food Preparation and Serving Workers; Flight Attendants; Food Preparation Workers; Food Servers, Nonrestaurant; Food Service Managers; Gaming and Sports Book Writers and Runners; Gaming Dealers; Gaming Managers; Gaming Supervisors; Hairdressers, Hairstylists, and Cosmetologists; Hosts and Hostesses; Hotel, Motel, and Resort Desk Clerks; Janitors and Cleaners; Locker Room, Coatroom, and Dressing Room Attendants; Lodging Managers; Maids and Housekeeping Cleaners; Recreation Workers; Reservation and Transportation Ticket Agents; Tour Guides and Escorts; Travel Agents; Travel Guides; Umpires, Referees, and Other Sports Officials; Ushers, Lobby Attendants, and Ticket Takers; Waiters and Waitresses			
Typical Leisure Activities	Baking and Decorating Cakes; Canning and Preserving Food; Coaching Amateur Sports; Cooking at Home; Cooking for Community Events; Cutting and Trimming Hair for Family and Friends; Doing Makeup and Nails for Family and Friends; Handling Equipment for a Local Athletic Team; Planning Family Recreational Activities; Planning Parties and Outings; Playing Baseball, Basketball, Football, or Other Sports; Serving as a Host or Hostess for Houseguests; Setting Tables for Club or Organizational Functions; Setting the Table and Serving Family Meals; Traveling; Ushering for School or Community Events; Waiting on Tables at Club or Organizational Functions; Watching Sports			
Related Education and Training	Accounting; Baking; Business Analysis; Business Law; Business Organization; Business Writing; Cake Decorating; Coaching; Consumer Behavior; Cooking; Cosmetology; Culinary Arts; Finance; Food Preparation/Service; Foreign Languages; Hotel Administration; Management; Marketing/Merchandising; Menu Planning; Officiating; Personnel Management; Physical Education; Record Keeping; Recreation; Selling			
Related O*NET Job Groups	09 HOSPITALITY, TOURISM, AND RECREATION 11–0000 Management Occupations 27–0000 Arts, Design, Entertainment, Sports, and Media Occupations 35–0000 Food Preparation and Serving Related Occupations 37–0000 Building and Grounds Cleaning and Maintenance Occupations 39–0000 Personal Care and Service Occupations 41–0000 Sales and Related Occupations 43–0000 Office and Administrative Support Occupations 51–0000 Production Occupations			

10. HUMAN SERVICE An interest in improving people s social, mental, emotional, or spiritual well–being.				
Related Occupations	Child Care Workers; Child, Family, and School Social Workers; Claims Takers, Unemployment Benefits; Clergy; Clinical Psychologists; Counseling Psychologists; Directors, Religious Activities and Education; Funeral Attendants; Interviewers; Marriage and Family Therapists; Medical and Public Health Social Workers; Mental Health and Substance Abuse Social Workers; Mental Health Counselors; Nannies; Personal and Home Care Aides; Probation Officers and Correctional Treatment Specialists; Rehabilitation Counselors; Residential Advisors; Social and Human Service Assistants; Substance Abuse and Behavioral Disorder Counselors; Welfare Eligibility Workers and Interviewers			
Typical Leisure Activities	Babysitting or Caring for Children; Helping Friends with Personal Problems; Helping People with Disabilities; Reading about Religious Issues; Serving as a Volunteer Counselor at a Youth Camp or Center; Serving as a Volunteer Interviewer in a Social Service Organization; Teaching Sunday School; Volunteering at a House of Worship; Volunteering in a Homeless Shelter or Food Pantry			
Related Education and Training	Abnormal Psychology; Child Development/Care; Counseling Techniques; Criminology; Education; Home Management; Philosophy; Psychology; Public Health; Public Speaking; Record Keeping; Religion; Social Problems; Social Work			
Related O*NET Job Groups	10 HUMAN SERVICE 19–0000 Life, Physical, and Social Science Occupations 21–0000 Community and Social Services Occupations 39–0000 Personal Care and Service Occupations 43–0000 Office and Administrative Support Occupations			

11. INFORMATION TECHNOLOGY An interest in designing, developing, managing, and supporting information systems.				
Related Occupations	Automatic Teller Machine Servicers; Coin, Vending, and Amusement Machine Servicers and Repairers; Computer and Information Systems Managers; Computer Operators; Computer Programmers; Computer Security Specialists; Computer Software Engineers, Applications; Computer Software Engineers, Systems Software; Computer Support Specialists; Computer Systems Analysts; Data Processing Equipment Repairers; Database Administrators; Network and Computer Systems Administrators; Network Systems and Data Communications Analysts; Office Machine and Cash Register Servicers			
Typical Leisure Activities	Assembling Radios and Computers from Kits; Belonging to a Computer Club; Creating Web Pages; Playing Chess; Playing Computer Games; Reading about Technological Developments such as Computer Science or Aerospace; Repairing Computers; Searching the Internet; Solving Complex Puzzles; Upgrading Hardware in Personal Computers; Writing Computer Programs			
Related Education and Training	Business Machine Repair; Calculus; Computer Concepts/Methods; Computer Network Management; Computer Programming; Computer Science; Database Theory/Design; Electrical Circuits; Electronic Devices; Management; Personnel Management; Systems Analysis; Technical Writing			
Related O*NET Job Groups	11 INFORMATION TECHNOLOGY 11–0000 Management Occupations 15–0000 Computer and Mathematical Occupations 43–0000 Office and Administrative Support Occupations 49–0000 Installation, Maintenance, and Repair Occupations			

12. LAW AND PUBLIC SAFETY ple s rights or in protecting people and property by us

An interest in upholding people s rights or in protecting people and property by using authority, inspecting, or investigating.

investigating.		
Related Occupations	Air Crew Members; Arbitrators, Mediators, and Conciliators; Bailiffs; Command and Control Center Specialists; Correctional Officers and Jailers; Criminal Investigators and Special Agents; Emergency Management Specialists; Emergency Medical Technicians and Paramedics; Fire Fighting and Prevention Supervisors; Fire Investigators; Forest Fire Fighters; Highway Patrol Pilots; Infantry; Infantry Officers; Judges, Magistrate Judges, and Magistrates; Law Clerks; Lawyers; Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers; Municipal Fire Fighters; Paralegals and Legal Assistants; Police Detectives; Police Patrol Officers; Private Detectives and Investigators; Security Guards; Sheriffs and Deputy Sheriffs; Special Forces; Special Forces Officers; Title Searchers	
Typical Leisure Activities	Being on the Debate Team; Civil Defense Groups; Directing Traffic at Community Events; Doing Volunteer Work for the Red Cross; Fighting Fires; Learning First Aid and CPR; Reading Detective Stories; Reading Military Stories; Serving as a Volunteer on an Emergency Rescue Squad; Taking Self–Defense Training; Target Shooting; Watching Television Detective Shows; Watching Television Shows and Movies about the Military	
Related Education and Training	Arbitration/Negotiation; Business Computer Applications; Business Law; Business Writing; Contract Law; Criminal Investigating; Criminology; Data Retrieval Techniques; Emergency Care/Rescue; Fire Fighting; First Aid; Health; Laboratory Science; Law Enforcement; Law, Comprehensive; Legal Terminology; Management; Penology; Personnel Management; Philosophy; Police Science; Record Keeping; Safety Regulations; Technical Writing	
Related O*NET Job Groups	12 LAW AND PUBLIC SAFETY 13–0000 Business and Financial Operations Occupations 19–0000 Life, Physical, and Social Science Occupations 23–0000 Legal Occupations 29–0000 Healthcare Practitioners and Technical Occupations 33–0000 Protective Service Occupations 55–0000 Military Specific Occupations	

13. MANUFACTURING An interest in processing materials into intermediate or final products or maintaining and repairing products by using machines or hand tools.		
Related Occupations	Aircraft Engine Specialists; Automotive Specialty Technicians; Bookbinders; Cabinetmakers and Bench Carpenters; Chemical Equipment Tenders; Cutters and Trimmers, Hand; Foundry Mold and Coremakers; Gas Appliance Repairers; Gaugers; Industrial Production Managers; Jewelers; Metal Fabricators, Structural Metal Products; Molding and Casting Workers; Paper Goods Machine Setters, Operators, and Tenders; Platemakers; Precision Devices Inspectors and Testers; Precision Printing Workers; Production Laborers; Sawing Machine Operators and Tenders; Semiconductor Processors; Sewing Machine Operators; Slaughterers and Meat Packers; Soldering and Brazing Machine Operators and Tenders; Tool and Die Makers; Watch Repairers; Welder–Fitters	
Typical Leisure Activities	Assembling and Repairing Bicycles; Assembling Toys, Shelving, Furniture, and Other Items Around the House; Building or Repairing Radios or Television Sets; Building Robots or Electronic Devices; Making Belts or Other Leather Articles; Making Jewelry; Making Sketches of Machines; Metal Working; Operating Power Tools; Painting, Refinishing, or Reupholstering Furniture; Repairing Clocks; Repairing Electrical Household Appliances; Repairing Family Cars; Sewing; Taking Apart or Fixing Mechanical and Electronic Devices; Welding; Wood Carving	
Related Education and Training	Aircraft Mechanics; Auto Mechanics; Blueprint/Schematic Reading; Bookbinding; Cabinetmaking; Clothing; Crafts Shop; Diesel Mechanics/Diesels; Electricity/Electronics; Engine Mechanics; Hydraulics/Hydraulic Shop; Industrial Organization; Industrial Safety; Instrument Repair; Jewelry; Laser Electronics/Optics; Leathercraft; Locksmithing/Lock Repair; Machine Operating; Manufacturing Processes; Metal Forming and Fabrication/Technology; Metalsmithing; Model Making; Moldmaking; Nuclear Safety; Offset Printing; Optics; Photography; Print Shop/Printing; Printmaking; Pump Operation; Quality Control; Sewing; Shop Math; Tool Design; Watchmaking/Watch Repair Shop;Welding	
Related O*NET Job Groups	13 MANUFACTURING 11–0000 Management Occupations 43–0000 Office and Administrative Support Occupations 45–0000 Farming, Fishing, and Forestry Occupations 47–0000 Construction and Extraction Occupations 49–0000 Installation, Maintenance, and Repair Occupations 51–0000 Production Occupations 53–0000 Transportation and Material Moving Occupations	

14. RETAIL AND WHOLESALE SALES AND SERVICE An interest in bringing others to a particular point of view by personal persuasion and by sales and promotional techniques.			
Related Occupations	Adjustment Clerks; Advertising and Promotions Managers; Cashiers; Counter and Rental Clerks; Customer Service Representatives, Utilities; Demonstrators and Product Promoters; Funeral Directors; Marketing Managers; Models; Property, Real Estate, and Community Association Managers; Purchasing Agents; Purchasing Managers; Real Estate Brokers; Real Estate Sales Agents; Receptionists and Information Clerks; Retail Salespersons; Sales Managers; Sales Representatives; Service Station Attendants; Telemarketers; Wholesale and Retail Buyers		
Typical Leisure Activities	Conducting House–to–House or Telephone Surveys; Doing Home Demonstration Sales; Doing Publicity for a School or Community Event; Fund Raising; Giving Presentations in Public; Modeling Clothes for a Fashion Show; Persuading People to Sign Petitions or Support a Cause; Planning Advertisements for a School or Community Newspaper; Recruiting Members for a Club or Organization; Selling Advertising Space for a School Newspaper or Yearbook; Soliciting Clothes, Food, and Other Supplies for Needy People; Soliciting Funds for Community Organizations		
Related Education and Training	Accounting; Advertising; Agribusiness; Business Analysis; Business Law; Business Machine Operating; Cashiering; Chemistry; Consumer Behavior; Data Retrieval Techniques; Electricity/Electronics; Management; Marketing/Merchandising; Modeling, Personal; Personal Grooming; Personnel Management; Public Speaking; Real Estate Laws/Regulations; Record Keeping; Retailing; Selling		
Related O*NET Job Groups	14 RETAIL AND WHOLESALE SALES AND SERVICE 11–0000 Management Occupations 13–0000 Business and Financial Operations Occupations 39–0000 Personal Care and Service Occupations 41–0000 Sales and Related Occupations 43–0000 Office and Administrative Support Occupations 53–0000 Transportation and Material Moving Occupations		

15. SCIENTIFIC RESEARCH, ENGINEERING, AND MATHEMATICS

An interest in discovering, collecting, and analyzing information about the natural world, life sciences, and human behavior

human behavior.		
Related Occupations	Actuaries; Aerospace Engineers; Anthropologists; Archeologists; Astronomers; Biologists; Cartographers; Chemical Engineers; Chemists; Civil Engineers; Economists; Educational Psychologists; Electrical Engineering Technicians; Electrical Engineers; Electronic Drafters; Electronics Engineering Technicians; Electronics Engineers; Environmental Engineering Technicians; Epidemiologists; Geographers; Geologists; Historians; Hydrologists; Industrial Engineers; Mapping Technicians; Materials Scientists; Mathematical Technicians; Mechanical Drafters; Mechanical Engineering Technicians; Mechanical Engineers; Physicists; Political Scientists; Sociologists; Statisticians; Surveying Technicians	
Typical Leisure Activities	Astronomy; Belonging to a Science Club; Calculating Sports Statistics; Conducting Experiments Involving Plants; Doing Chemistry Experiments; Doing Mathematical Puzzles; Helping Friends and Others with Math; Performing Experiments for a Science Fair; Playing Chess; Reading about Technological Developments, such as Aerospace; Reading Scientific Magazines; Visiting Planetariums; Visiting Science Museums	
Related Education and Training	Archeology; Astronomy; Biochemistry; Biology; Biostatistics and Epidemiology; Botany; Calculus; Chemical Safety; Chemistry; Computer Concepts/Methods; Construction Technology; Crystallography; Drafting; Earth Science; Economics; Educational Psychology; Electric/Electronic Theory; Genetics; Geographic Information Systems; Geography; History; Human Growth and Development; Industrial Hygiene; Industrial Organization; Laboratory Science; Math Computing; Mechanics/Mechanics of Materials; Metallurgy/Metal Properties; Meteorology; Microbiology; Naval Architecture; Nuclear Safety; Personnel Management; Photography; Physics; Political Science; Psychology; Public Health; Quality Control; Research Methods; Social Anthropology; Statistics; Surveying	
Related O*NET Job Groups	15 SCIENTIFIC RESEARCH, ENGINEERING, AND MATHEMATICS 11–0000 Management Occupations 15–0000 Computer and Mathematical Occupations 17–0000 Architecture and Engineering Occupations 19–0000 Life, Physical, and Social Science Occupations 27–0000 Arts, Design, Entertainment, Sports, and Media Occupations 43–0000 Office and Administrative Support Occupations	

16. TRANSPORTATION, DISTRIBUTION, AND LOGISTICS An interest in operations that move people or materials.			
Related Occupations	Able Seamen; Aircraft Cargo Handling Supervisors; Airline Pilots, Copilots, and Flight Engineers; Ambulance Drivers and Attendants; Bus Drivers; Cargo and Freight Agents; Couriers and Messengers; Driver/Sales Workers; Freight Inspectors; Locomotive Engineers; Motorboat Operators; Postal Service Mail Carriers; Public Transportation Inspectors; Railroad Conductors and Yardmasters; Stevedores; Storage and Distribution Managers; Subway and Streetcar Operators; Taxi Drivers and Chauffeurs; Traffic Technicians; Train Crew Members; Transportation Managers; Truck Drivers		
Typical Leisure Activities	Chauffeuring Special Groups; Collecting Model Airplanes, Automobiles, or Boats; Customizing Cars; Driving a Bus as a Volunteer for an Organization; Driving a Truck and Tractor to Harvest Crops on a Family Farm; Driving an Ambulance as a Volunteer; Driving Go–Karts; Model Railroading; Operating a CB or Ham Radio; Operating a Motorboat or Other Pleasure Boat; Operating Flight or Driving Simulators on the Computer; Reading Airplane or Boat Magazines; Reading Automotive Magazines; Restoring Classic Cars; Running Traffic Control for Sporting Events		
Related Education and Training	Aeronautical Charts; Airport Safety; Driver Education; Flight Safety; Flight Training/Pilot Training; Industrial Distribution; Locomotive Equipment/Operating; Navigation; Personnel Management; Railroad Safety; Scheduling; Ship Systems; Shipping Regulations; Traffic Control/Management; Truck Operating		
Related O*NET Job Groups	16 TRANSPORTATION, DISTRIBUTION, AND LOGISTICS 11–0000 Management Occupations 43–0000 Office and Administrative Support Occupations 53–0000 Transportation and Material Moving Occupations		

Identifying and Researching Your Top Interests

After reviewing Your Personal CEI Profile and the Work, Leisure, and Learning Activities Guide, you can use the worksheet on the next page to further explore those activities that interest you most. In the first column, list the three interest clusters from Your Personal CEI Profile. While these interest clusters have the highest scores, this is *your* plan, so feel free to substitute an interest cluster with a lower total score if that cluster seems more interesting to you. Then use the second column to list one or more related occupations that you would like to learn more about. In the third column, write one or more leisure activities related to each cluster. Then use the fourth column to record training or education related to the interest cluster listed in column one.

This is not meant to be a recreation of your profile, but should be used to narrow your focus for further research and exploration. For each interest area, feel free to write in related occupations, leisure activities, and learning activities not listed in the profile or the guide to the right. You may become aware of these options through previous experience or from further research. You may also use a separate sheet of paper to organize this information before completing the worksheet.

Work, Leisure, and Learning Activities Worksheet

First Interest Area Choice:			
Occupations	Leisure Activities	Learning Activities	
Second Interest Area Choice:			
Occupations Third Interest Area Choice:	Leisure Activities	Learning Activities	
Occupations	Leisure Activities	Learning Activities	

Additional Sources of Information

The previous steps in the *CEI* have helped you to identify areas of interest that can be related to work, leisure, and learning activities. You may now wish to explore these options in more detail. Following are some sources of additional information.

<u>Occupational Outlook Handbook (OOH)</u>: Updated every two years by the U.S. Department of Labor, this book provides helpful information on more than 270 jobs that employ about 90 percent of the U.S. workforce. Each job description includes information on the skills and education required, pay ranges, working conditions, related jobs, projected openings, and other details. Available from JIST.

New Guide for Occupational Exploration (NGOE): This easy—to—use book is based on the 16 U.S. Department of Education clusters that connect learning to careers. The leisure and learning activities columns of the Work, Leisure, and Learning Activities Guide contain information derived from the **NGOE**. Available from JIST.

<u>O*NET Dictionary of Occupational Titles:</u> This book provides descriptions for more than 1,100 occupations that are key in our economy from the Department of Labor's Occupational Information Network (O*NET) database. The last column of the Work, Leisure, and Learning Activities Guide gives you O*NET numbers you can use to look up hundreds of additional job descriptions. Available from JIST.

School and college reference guides: A variety of books provide information on business and technical schools, colleges and universities, and other training options.

The library: Most public and school libraries have many books on specific occupations, schools, leisure activities, career planning, job seeking, and related topics. Some also provide career—related videos and software.

The Internet: You can find numerous sites covering careers, job openings, education and training options, and much more. Start with <u>www.jist.com</u>. For free information on 14,000 job titles, visit <u>www.careeroink.com</u>.

Counselors: If a career, academic, or school counselor is available to you, ask for help in obtaining information or in making decisions. A counselor may also recommend other tests or reference materials.

Volunteer Work: Doing volunteer work related to your interests is often an excellent way to gain experience and valuable references.

Talking with people: Get to know people who work in jobs, are involved in leisure activities, or are enrolled in or work for educational programs that interest you.

Creating an Action Plan

The *CEI* can help you learn about your interests and how they relate to work, leisure, and learning activities. The following worksheet will help you think through what you want to do, based on what you have learned so far from the *CEI*.

First, develop long—range goals that you might like to reach in the next two to five years. Start with work, and then do leisure and learning. Examples might include "starting my own business" (Work), "scuba diving" (Leisure), and "getting my bachelor's degree in teaching" (Learning).

Next, develop medium—range goals (things you would like to accomplish within one or two years) and short—range goals (things you would like to accomplish within one to three months) for work, leisure, and learning.

An Action Plan

	A Plan for Work	A Plan for Leisure	A Plan for Learning
Short-Range Goals (1-3 months)			
Medium–Range Goals (1–2 years)			
Long-Range Goals (2-5 years)			

We hope that the *CEI* has helped you to think about what you want to do with your work and your life. Remember that your plans and goals are likely to change over time, so it is OK to modify the plans you make now as your needs and interests change. Good Luck.

Career Exploration Inventory Item Responses

P- Past, C- Currently, F- Future, N- N/A

- 1. Study soil or rock samples.: N
- 2. Grow flowers or trees: P
- 3. Study and follow drawings and specifications: N
- 4. Use hand tools and measuring instruments: C
- 5. Perform in dramatic or musical activities: P
- 6. Write a novel or poem: N
- 7. Fill out income tax forms: C
- 8. Take a course in administration and leadership: P
- 9. Coordinate class field trips: P
- 10. Prepare course objectives and course outlines: C
- 11. Operate a calculator or spreadsheet: N
- 12. Prepare a basic financial budget: P
- 13. Do word processing in a government office: C
- 14. Inspect items to enforce standards: C
- 15. Research new cures for diseases: N
- 16. Examine specimens under a microscope: C
- 17. Entertain friends in your home: F
- 18. Help others with their personal appearance: F
- 19. Help others find employment: C
- 20. Have others come to you for help: C
- 21. Create and apply new technology: P
- 22. Design and oversee computer database systems: N
- 23. Watch programs about law enforcement: P
- 24. Watch presentations about fire prevention: P
- 25. Set up machines according to written standards: P
- 26. Use gauges and measuring tools: N
- 27. Raise money for an organization or cause: C
- 28. Demonstrate or sell products: C
- 29. Use numbers to express ideas: C
- 30. Use logic or scientific thinking: P
- 31. Drive a truck to pick up and deliver materials: N
- 32. Drive a bus: P
- 33. Watch pets for others: P
- 34. Care for lawns and shrubs: N
- 35. Operate heavy equipment: N
- 36. Design buildings: P
- 37. Attend plays or musicals: C
- 38. Design products for visual display: F
- 39. Show leadership ability: N
- 40. Serve as an officer of a group: N
- 41. Assign lessons and correct homework: N

- 42. Teach your favorite subjects in small groups: N
- 43. Quickly gather and analyze financial information: P
- 44. Set up a record or filing system: N
- 45. Investigate unemployment insurance fraud: C
- 46. Design and plan elements of a city: C
- 47. Visit laboratories where medicines are manufactured: N
- 48. Care for people in a hospital: P
- 49. Cook or bake for other people: N
- 50. Cut or set hair: C
- 51. Interview people to collect personal information: F
- 52. Develop personal relationships: C
- 53. Maintain security of computer systems: C
- 54. Analyze, design, and evaluate Local Area Networks: P
- 55. Guard peoperty against theft or vandalism: F
- 56. Plan public safety programs: N
- 57. Install mufflers on automobiles and trucks: P
- 58. Set up and operate woodworking machines: C
- 59. Be a persuasive speaker: P
- 60. Call people on the telephone to sell products: P
- 61. Understand and express technical information: N
- 62. Use high-level mathematics: P
- 63. Operate and maintain a motorboat: N
- 64. Pilot an airplane: N
- 65. Bathe and groom pets: C
- 66. Study plants: C
- 67. Install plumbing, roofing, or electricity: F
- 68. Use carpentry skills to finish building projects: C
- 69. Do freehand drawings: C
- 70. Write magazine or newspaper articles: F
- 71. Keep accurate accounting records: N
- 72. Manage and direct others: P
- 73. Present lectures to increase student knowledge: N
- 74. Plan individual and group activities for children: F
- 75. Predict financial trends: N
- 76. Analyze financial records: P
- 77. Manage a community service agency: P
- 78. Be a government leader: P
- 79. Study the properties of a disease: C
- 80. Volunteer in a hospital: P
- 81. Take people on guided tours: N
- 82. Clean house: P
- 83. Do social work: P
- 84. Help people with personal problems: N
- 85. Write computer programs: N
- 86. Use the internet to gather information: P

- 87. Fight fires: P
- 88. Visit a fire station: N
- 89. Do precision assembly work: P
- 90. Inspect, sort, weigh, and count products: N
- 91. Persuade people to buy your products: C
- 92. Promote an idea or product: C
- 93. Solve problems by using facts: C
- 94. Work with scientific equipment: F
- 95. Drive long distances: C
- 96. Operate a locomotive engine: C
- 97. Visit botanical gardens: F
- 98. Raise animals: C
- 99. Build things out of wood: C
- 100. Do manual labor: F
- 101. Study literature: N
- 102. Take photographs: N
- 103. Supervise others: P
- 104. Be a leader: C
- 105. Plan course content and method of instruction: P
- 106. Prepare, administer, and correct tests: C
- 107. Analyze stocks and other investments: C
- 108. Add columns of figures: P
- 109. Be a clerk in the court system: N
- 110. Inspect automobiles and planes: P
- 111. Take biology courses: P
- 112. Study health problems: F
- 113. Participate in sports events: P
- 114. Plan a trip: N
- 115. Lead group counselling sessions: P
- 116. Help clients find community resources: P
- 117. Develop and maintain Web sites: N
- 118. Provide technical assistance to computer users: P
- 119. Defend people in court: P
- 120. Enforce laws and investigate crimes: N
- 121. Install and repair electrical systems: N
- 122. Operate precision instruments: N
- 123. Make speeches to groups: P
- 124. Launch and carry out sales campaigns: F
- 125. Conduct scientific experiments: N
- 126. Read technical books and articles: F
- 127. Drive an ambulance: C
- 128. Drive a vehicle for long periods: C