**ENG101 HW2: Career postings Skills/functions list: Due\_\_\_\_**

(answer on a separate paper or email..)

1)Imagine a career you find interesting.

2)Look up a job posting online (monster.com, jobs.com etc). Can be general or specific (nurse vs pediatric nurse).

\*3)**List 5 skills, functions or qualities** the job posting says are necessary.

\*5)for each, write **MEANS:** translate for yourself what you think each skill/quality means.

**For example**

**CAREER**: Software Engineer posting at Banner Hospital:
**SAMPLE JOB AD:** <http://www.newclassroom.com/Banner_job_description.pdf>

**SKILL/Function 1:**: ‘Supports and practices established change control standards’
**Meaning 1:** uses software to force users in hospital to comply with changes in laws & practices

(Do rest of… #2, 3, 4, and 5 SKILLS + MEANING

Analysis Breakdown ESSAY (100pts) Do I. to VI. below
: Career Goals for a SPECIFIC profession
 (70pts breakdown quality + 30pts summary of analysis essay)

This is a tracker sheet for an analysis breakdown related to career. Follow the instructions; enter answers directly in space provided or enter digitally and email back. **If you have completely no idea of a possible career**, choose one after a visit to career services:
A)Firefighter
B)Locksmith
C)stock broker

I. Initial Research: 5 things done by those in this career

1)Go to [www.mymajors.com](http://www.mymajors.com)
2)Choose ‘Careers’ option on top bar.

3)Enter a career (golfer, supply chain analyst, skate boarder etc). if necessary find something close, from suggested careers.

4)From the results, click on a link/ entry for 'job and career' information

5)Look at the 'what they do, ' results (if button says ‘click for more’, do so).

6)**Choose 5 ‘what they do’** that strike you as important or that you didn't know.
For each, translate into plain English that anyone could understand. Ask someone, use google, etc, to find meaning.

**Example:**

0a) What they do: “Implement new or improved supply chain processes”

0b) In plain English “means Find a new way to better connect between business-to-business”

1a)What they do:

1b) In Plain English this means:

2a)What they do:

2b) In Plain English this means:

3a)What they do:

3b) In Plain English this means:

4a)What they do:

4b) In Plain English this means:

5A)What they do:

5b) In Plain English this means:

II. Sample Majors

1)For your mymajors.com choice, click on the ‘Education’ tab

2)List 1-3 majors that usually lead to that career. If there are no majors, list **why** you think this is.

MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. Typical Skills:

1)Choose 5 things from SKILLS tab that you found interesting/surprised you. How can/have you learned each of these skills?

2)For EACH SKILL, list what you worry could prevent you from acquiring this skill.

**1)SKILL 1:**

**Worry or risk:**

2)SKILL 2:

**Worry or risk:**

3)SKILL 3:

**Worry or risk:**

4)SKILL 4:

**Worry or risk:**

5)SKILL 5:

**Worry or risk:**

IV. WAGES:

1a)List the Median annual wage, 1b)hourly wage, and 1c) total # employed in this field in the U.S.

V. DEEP RESEARCH: Find a job posting

1)FIND A JOB POSTING for your profession that really looks interesting if you were qualified in 3+ years (try monster.com, or google "<career name here> wanted ads", or use job search engine of your choice).

2)**PRINT or COPY the job posting and staple to this document**/ paste into this section if sending assignment by email.

3)IF possible, look up 5 words you didn't know the definition of (for example workflow, asynchronous communication, etc)

**WRITE 5 VOCABULARY here:**

4)List 5 skills from the ad for gap analysis (that you would hope to meet/skills you don't have yet).

 How might you meet each (doing what job? Taking what course? From what club or association)?

**4a)JOB POST SKILL 1 + how you will meet/add that skill:**

**4b)JOB POST SKILL 2 + how you will meet/add that skill:**

**4c)JOB POST SKILL 3 + how you will meet/add that skill:**

**4d)JOB POST SKILL 4 + how you will meet/add that skill:**

**4e)JOB POST SKILL 5 + how you will meet/add that skill:**

VI. Write a Career plan Analysis as a 1-2 page 5 paragraph essay

**On a separate paper or attached as a document…**

Write a 1-2 page 5 paragraph essay following the model of page 7 of this full sample career plan analysis:

<http://www.newclassroom.com/careersample.pdf>

First para starts with: "The primary career I hope to have is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. See the example for rest….

2nd para: The most important job skills include ..... See the example; list at least 5.

3rd para: The things I will need to focus most upon to get to this position are .... See the example; list at least 2-3.

4th para: Greatest risks for me becoming a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list 3). <Tell in 1-2 sentences, for each risk, why you are worried about these issues.

5th para: <list 5 things> are why I would perfect in this profession, specifically working as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.