

# Career Worksheet

Name: \_\_\_\_\_ Hour \_\_\_\_\_

Career Choice: \_\_\_\_\_

**Use this Link for your Research**

<http://www.bls.gov/ooh/home.htm>

## **Job Description: (What do they do?)**

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Duties:

- 1.
- 2.
- 3.

## **Benefits / Health Factors:**

What health benefits are available to employees? Once you have great employees on board, how do you keep them from jumping ship? One way is by offering a good benefits package. (List four for your Health Package)

## **Benefit Basics**

*The law requires employers to provide employees with certain benefits. You must:*

- ~ Give employees time off to vote, serve on a jury and perform military service.
- ~ Comply with all workers' compensation requirements.
- ~ Withhold FICA taxes from employees' paychecks and pay your own portion of FICA taxes, providing employees with retirement and disability benefits.
- ~ Pay state and federal unemployment taxes, thus providing benefits for unemployed workers.
- ~ Contribute to state short-term disability programs in states where such programs exist.
- ~ Comply with the Federal Family and Medical Leave (FMLA).

- ~ Retirement plans
- ~ Single & Family Health plans
- ~ Dental or vision plans
- ~ Life insurance plans
- ~ Paid vacations, holidays or sick leave
- ~ 401 (k) Plans

*List 4 benefits from above*

- 1.
- 2.
- 3.
- 4.

**Work Environment:**

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**Work Schedules:**

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**How to Become One:**

Education: \_\_\_\_\_

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**Important Qualities**

- 1.
- 2.
- 3.

Licenses, Certifications, and Registrations:

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Any On-the-job training needed for this Career?

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**Pay:**

The Lowest 10 percent \_\_\_\_\_

The Highest 10 percent \_\_\_\_\_

What is the maximum salary you can expect. \_\_\_\_\_

**Job Outlook: (small paragraph)**

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Job Prospects:

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**What health and safety issues are involved in this career?**

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**Similar Occupations:**

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|----|------|
| 1. | Pay: |
| 2. | Pay: |
| 3. | Pay: |

**Personal Opinion of Career (Google)**

Advantages:

- 1.
- 2.
- 3.

Disadvantages:

- 1.
- 2.
- 3.

Do you still think this is a good Career for you? (Explain why)

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