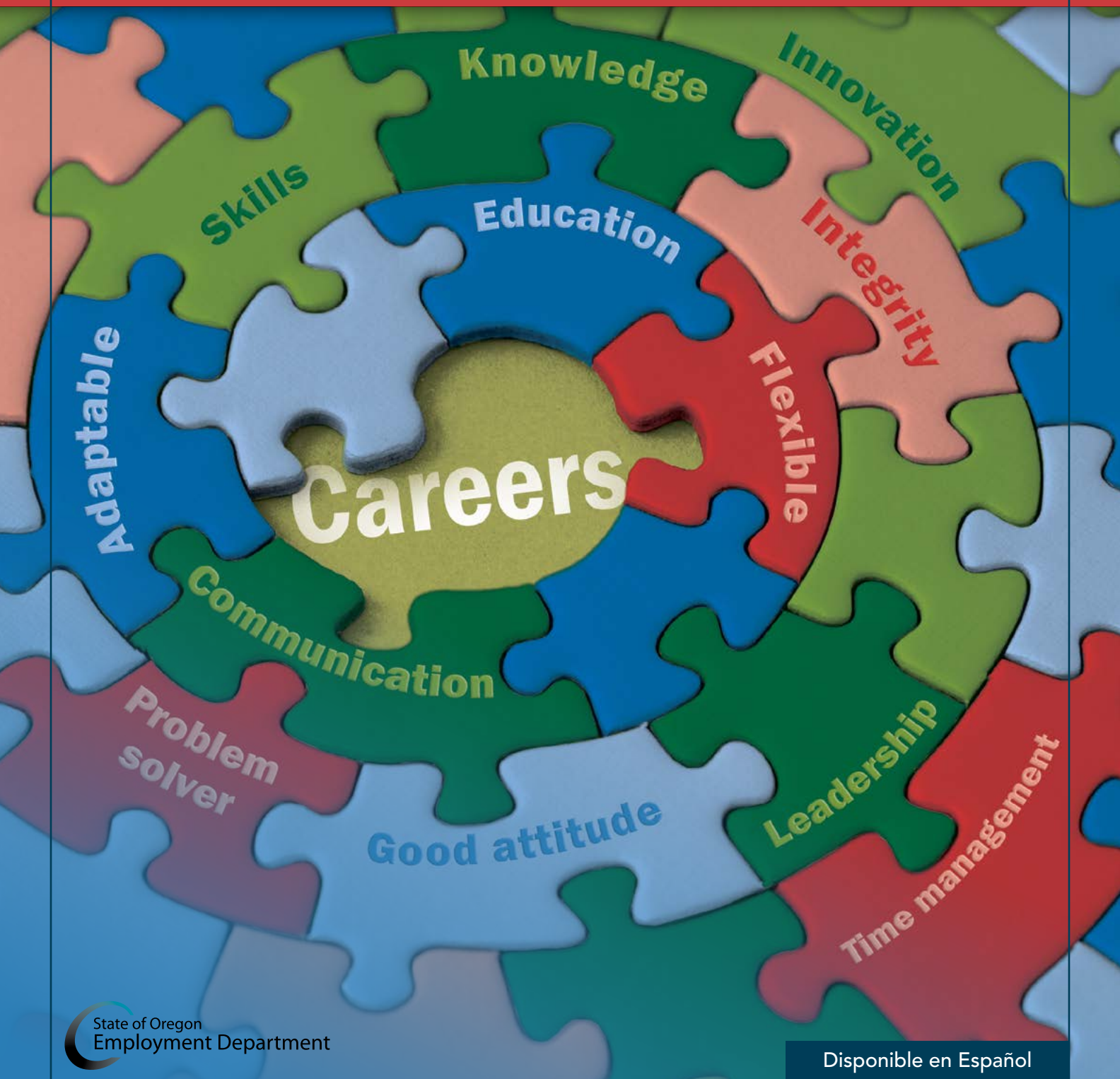


Career and job search information

CAREERS

QualityInfo.org

OREGON 2016



BROCHURES, ACTIVITIES, AND PARENT RESOURCES

ACTIVITIES FOR STUDENTS

The *CAREERS 2016 Activities Guide* contains activities to help students explore this magazine. To print a copy of the *CAREERS 2016 Activities Guide*, go to www.QualityInfo.org, then click on publications at the top of the page. The guide is located in the “Careers” box.

PARENT RESOURCES

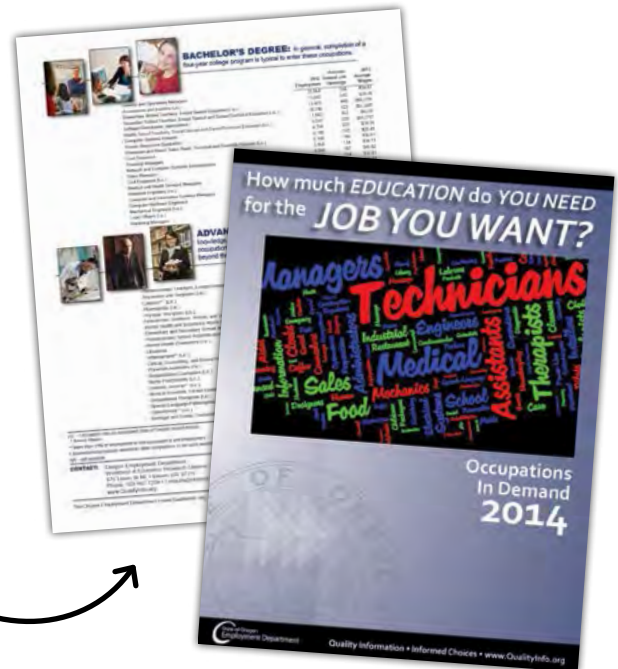
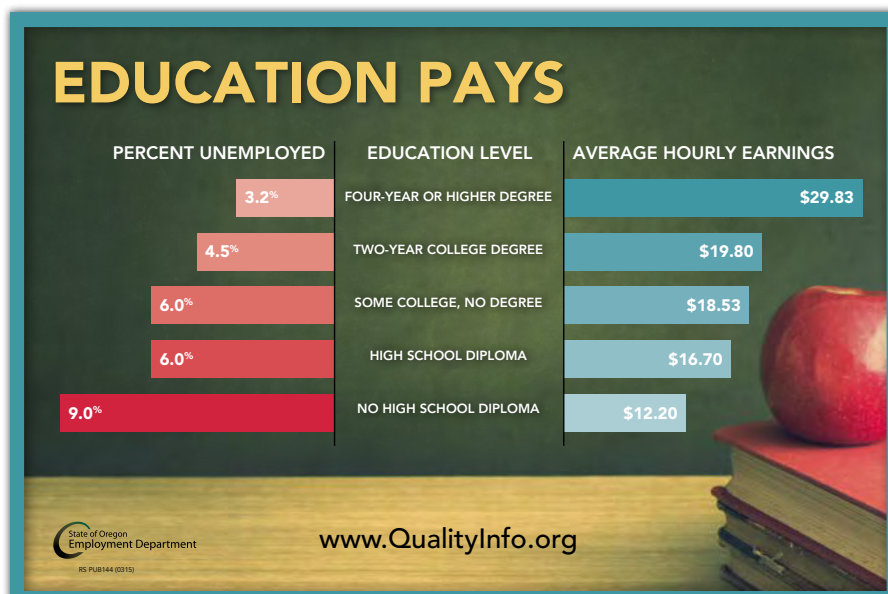
The *Parent Involvement = Future Success* brochure is a free resource that offers tips, guidelines, and a wealth of information for parents to support their children’s career development. Brochures are available for schools to hand out at parent-teacher conferences, use in student packets, or distribute at parent nights. To order the free brochures, see the contact information on page 3.

FREE OCCUPATIONS IN DEMAND BROCHURES

This brochure lists occupations with the most projected job openings in the coming years sorted by education level. Median wages for each of these most in demand occupations are also listed. To order copies, see the contact information on page 3.

FREE EDUCATION PAYS POSTER

To order free posters, see contact information on the following page. Posters are 18” x 12”.



FREE STEM BROCHURES

See the back cover of this magazine for more information.



WorkSource Oregon: A Complete Job and Career Resource Center

WorkSource Oregon is a partnership of state and local agencies and organizations that offer personalized services to help you with job and career information. They can help you get the skills needed for the jobs you want, and find jobs that match your skills.

WorkSource Oregon can help you:

- Assess your skills and interests.
- Get needed training to become more marketable.
- Earn a National Career Readiness Certificate (NCRC) to highlight your skills and stand out to employers .
- Explore careers, occupations, wages, jobs, and educational options.
- Learn about available programs, community resources, and events.
- Access the hidden job market and network with employers to uncover opportunities for job shadowing, informational interviews, or apprenticeships.
- Write a resume and learn how to succeed in an interview.
- Find and apply for jobs that match your skills.

These and other services are offered at no charge.

Visit www.WorkSourceOregon.org to find a center near you, get job search information, and browse current job listings.

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CAREERS IS AVAILABLE IN SPANISH

Carreras en Oregon 2016 will be available on www.QualityInfo.org in early 2016.

OREGON CAREERS 2016

Editor	Brenda Turner
Graphics	Carlee Justis
Editorial Assistance	Jessica Nelson Kathi Riddell
CIS Information	Matt Bell

FOR COPIES OF OREGON CAREERS 2016 IN ENGLISH, CONTACT:

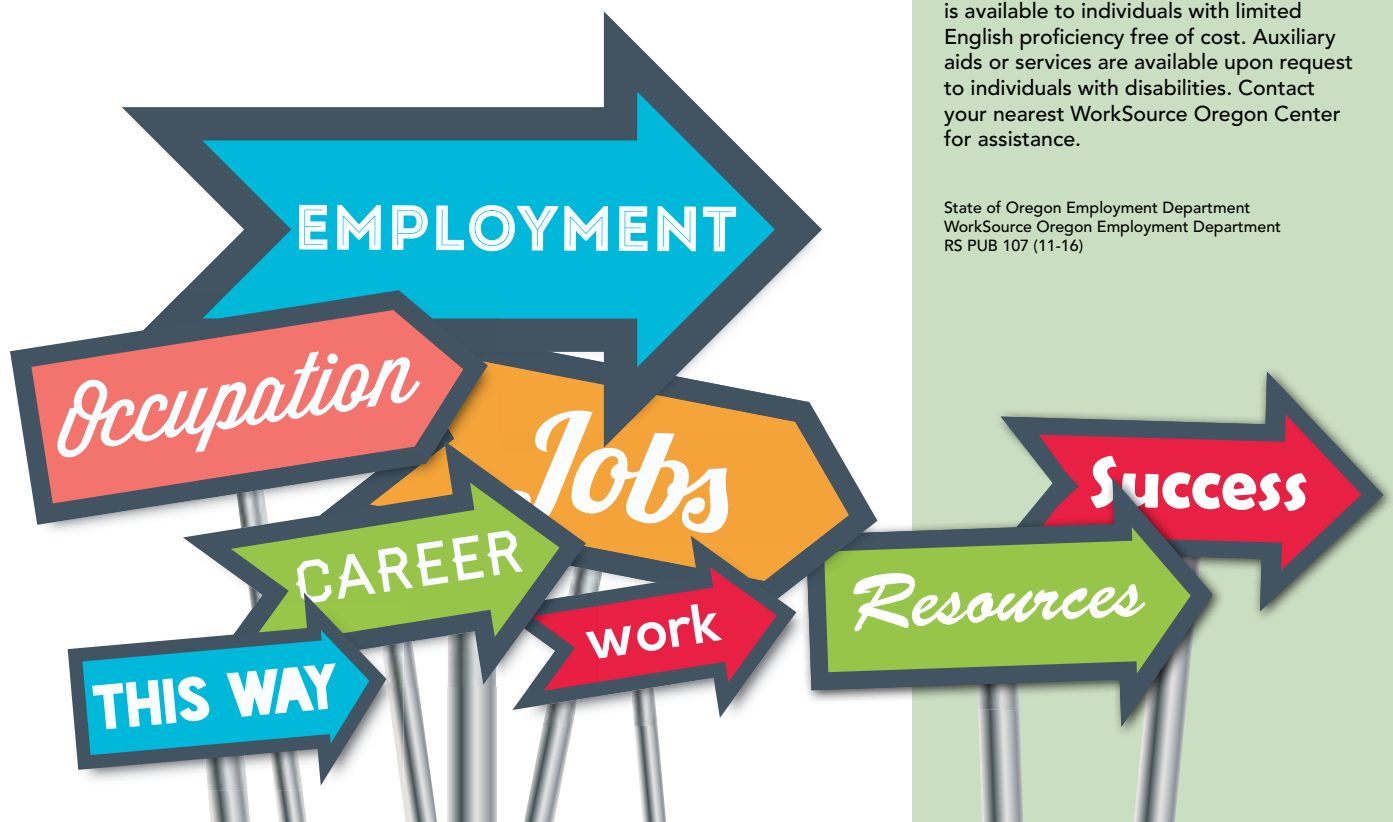
Oregon Employment Department
Workforce and Economic Research
Lmipubs@oregon.gov
(503) 947-1266, (800) 262-3912, ext. 71266
TDD (800) 947-1391

PLEASE SEND QUESTIONS OR COMMENTS REGARDING CAREERS TO:

Brenda Turner
Brenda.P.Turner@oregon.gov, or 503-947-1233

The WorkSource Oregon Employment Department is an equal opportunity program/employer. Language assistance is available to individuals with limited English proficiency free of cost. Auxiliary aids or services are available upon request to individuals with disabilities. Contact your nearest WorkSource Oregon Center for assistance.

State of Oregon Employment Department
WorkSource Oregon Employment Department
RS PUB 107 (11-16)



EDUCATION BEYOND HIGH SCHOOL GIVES YOU KNOWLEDGE, SKILLS, AND MORE OPPORTUNITIES

Regardless of how you continue your education, you'll gain knowledge and skills that you'll use for the rest of your life in the career you choose.

Where can you continue your education?

- **CAREER SCHOOL:** You can learn dental assisting, truck driving, welding, floral design, and so much more!
- **COMMUNITY COLLEGE:** Get a certificate in a few months, or earn a two-year degree.
- **UNIVERSITY:** Small. Large. Urban. Rural. So many choices!
- **APPRENTICE:** Earn while you learn in dozens of occupations.
- **MILITARY:** Opportunities abound.

Continuing your education will also give you more job opportunities to choose from than those who don't pursue education after high school.

Finally, you will likely earn more money. A person who continues their education beyond high school generally earns more than a person who doesn't. And, they are less likely to be unemployed. But you do have to weigh the costs of education with the benefits. While you will likely earn more, you will also have to pay for that education.

Occupation	Minimum Education or Training	2015 Median Hourly Wage	2015 Median Hourly Salary Range
Office Clerks, General	High School Diploma or Less	\$15.05	\$15 - \$17
Fork Lift Operators		\$16.48	
Pest Control Workers		\$17.10	
Pharmacy Technicians	Postsecondary Non-Degree Award	\$17.37	\$17 - \$25
Massage Therapists		\$24.97	
Truck Drivers, Heavy and Tractor-Trailer		\$18.58	
Electrical and Electronic Engineering Technicians	Associate's Degree	\$29.00	\$21 - \$29
Graphic Designers		\$21.23	
Paralegals and Legal Assistants		\$26.77	
Computer Programmers	Bachelor's Degree	\$33.63	\$27 - \$34
Market Research Analysts		\$27.34	
Dietitians and Nutritionists		\$30.65	
Biochemists and Biophysicists	Master's Degree	\$28.31	\$28 - \$39
Occupational Therapist		\$39.21	
Clinical, Counseling, and School Psychologists		\$33.25	
Optometrists	Professional Degree	\$46.04	\$36 - \$60
Veterinarians		\$36.91	
Pharmacists		\$60.79	

An Apprenticeship Can Land You a Great Career

Do you like a **challenge**? Do you enjoy being **physically active, creative, and building things**?

When you sign up for an apprenticeship, you can learn skills in construction trades, manufacturing, facilities maintenance, public utilities, and more.

And with so many people retiring these days, workers in these areas are in demand.

Apprentices **work full time**, usually starting at half the wage of a worker who has been certified in the occupation. They **receive regular pay increases** as they learn to perform more complex tasks, and **take classes** as they **learn on the job**.

Keep in mind that apprenticeships can be very competitive. If you get discouraged along the way, or if someone tells you “no,” then maybe you’re talking to the wrong person. Be persistent. Call apprenticeship programs directly, even if they’re full or not accepting applications at this time. See if they are offering orientations or have tips about filing an application. Ask for an informational interview or see if you can visit a work site or shop.

Review the Apprenticeship Guide at www.oregon.gov/BOLI/ATD/index.shtml, or contact Atdemail.boli@state.or.us, (971) 673-0760. Also, all apprenticeship programs qualify for Veteran GI Bill benefits!

Source: Oregon Bureau of Labor & Industries

To prepare to become an apprentice, it is important to:

- Study math, science, and communication;
- Earn your high school diploma or GED;
- Stay drug free;
- Ask questions of people who work in occupations that offer apprenticeships;
- Keep a good driving record and reliable transportation; and
- Learn what a good work ethic is and practice it.

CAREER SCHOOL: SHORT-TERM TRAINING FOR LONG-LASTING SKILLS

What can you learn at a private career school (PCS)? You can take courses and earn a certificate that prepares you for careers in:

BOOKKEEPING
phlebotomy
tax preparation
dental assisting
massage therapy
truck driving
and many more!

COSMETOLOGY

Before you enroll, you should:

- **Visit** to see what they have to offer. Sit in on classes.
- **Schedule an appointment with the school’s director** to find out more about the school and what it can offer you.
- **Talk with current students and graduates** to get their opinions about the school.
- **Prepare to enroll** by reading the catalog, student handbook, school calendar, enrollment agreement, and loan agreement (if applicable).
- **Make sure you read and understand** the school information and are aware of what the total program (including tuition, fees, books, and supplies) will cost.
- **Ask potential employers** if they’ve hired graduates of the school you are considering.
- **Don’t rush** into a decision to attend a private career school. Take your time and explore your options.

For more information, call (503) 947-5751 or visit www.ode.state.or.us/go/pcs.

Source: Private Career Schools, Oregon Department of Education

SERVE YOUR COUNTRY WITH MILITARY SERVICE, GAIN VALUABLE EXPERIENCE

Military service provides education and work experience in hundreds of occupations that are needed to maintain a strong national defense. Running a hospital, programming computers, and operating a nuclear reactor are just a few. The career possibilities are practically endless.

Some people serve for a relatively brief period in the armed forces – three to six years of active duty. Others begin a career that lasts 20 years or more. Publications on the armed forces are available at most high schools, colleges, public libraries, and state employment offices. For more information, contact:

ARMY

(888) 550-ARMY
www.goarmy.com

Air Force

(800) 423-USAF
www.airforce.com

Marine Corps

(800) MARINES
www.marines.com

Navy

(800) 872-6289
www.navy.com

U.S. Coast Guard

(877) NOW-USCG
www.uscg.mil

Oregon Army National Guard

(503) 584-3980
www.oregon.gov/OMD/

Air National Guard

(800) TO-GO-ANG
www.goang.com

Find Your Future at an Oregon Community College!

At Oregon's community colleges you can get training for many high demand careers with one to two years of college courses. There are even options for short-term training or certificates – just one or two terms – that can lead to higher-paying, in-demand jobs. And with the Associate of Arts Oregon Transfer degree you can start at a community college and then transfer to one of Oregon's four-year universities, as well as to many private and out-of-state colleges.



Not yet ready for a degree but need to enhance some skills? Community colleges can help with that, too. Not only can you prepare for specialized careers, but community colleges also

help students improve basic skills such as math, writing, and English.

Community colleges have flexible course schedules including classes offered at night and on weekends, at different locations, and online. And the cost of courses at community colleges is significantly lower than at four-year colleges. You can save money while earning credits during the first two years of college and then transfer. Finally, enrollment at community colleges depends on a student's "ability to benefit," not a required grade point average (GPA) or test score.

Whether you're starting out, applying for a promotion, or looking for a career change, take action. Right here in Oregon you'll find 17 community colleges with resources to get you started and moving toward the life you want for yourself.

For more information visit www.oregon.gov/CCWD/ccdirectory.shtml.

Source: Department of Community Colleges and Workforce Development

OREGON'S COLLEGES AND UNIVERSITIES: IN PERSON OR ONLINE

Many careers with high levels of responsibility require at least a bachelor's degree. Hundreds of fascinating majors and quality programs across the state are available, from traditional or emerging fields including veterinary medicine, computer science, journalism, the arts, engineering, and agricultural studies.

Urban or rural, big or small, there is a university in Oregon that fits you. You can even start your education at a community college and then transfer to a four-year university in Oregon. Can't move away to go to school? Not

a problem. Check out the numerous distance education alternatives (online courses or classes at different locations) on each university's website.

Oregon's universities offer many ways to help you pay for your education, including scholarships, grants, work study, and loans (see the financial aid article in this publication).

To learn more about Oregon's seven public universities, visit www.ous.edu. For private universities, go to the Oregon Alliance of Independent Colleges and Universities site at <http://oaicu.org/>.

AmeriCorps: Getting Things Done in America

Do you want to help your community, gain valuable work experience, and earn money for college?

AmeriCorps is a national service program that provides Americans the opportunity to serve their communities. AmeriCorps members receive a small living allowance and access to health benefits. Some programs provide housing, and some may cover relocation expenses. After a term of service,

members may receive an education award to be used to pay for future education or to repay student loans.

To qualify for AmeriCorps, you must be a U.S. citizen, U.S. national, or lawful permanent resident, and be at least 18 years old.

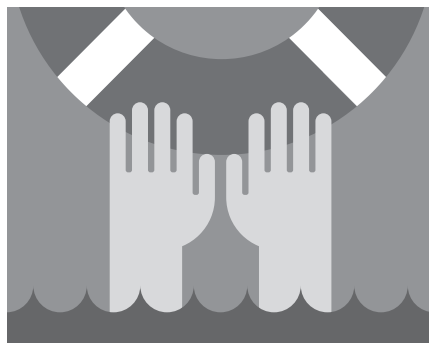
Visit www.oregonvolunteers.org to learn more about AmeriCorps in Oregon.

PEACE CORPS: HELPING OTHERS AROUND THE WORLD

Making a real difference in other people's lives is the main reason most volunteers serve in the Peace Corps. Volunteers also have the chance to learn a new language, experience another culture, and develop career and leadership skills.

Peace Corps benefits during service include in-country language and technical training, a living allowance to cover housing and other basic needs, full health benefits, ample vacation time, and a readjustment allowance to help you settle back into life in the United States after completion of service.

For more information about Peace Corps, call (800) 424-8580, visit www.peacecorps.gov or follow Peace Corps updates on Facebook, Twitter, and Tumblr.



Want Free Career Training? You may Qualify for Job Corps

Job Corps is a free career training and education program that helps young adults get a better job, make more money, and take control of their lives. Job Corps helps youth to obtain a high school diploma or GED, learn a trade, and gain the experience necessary to competitively enter the workforce.

Job Corps might be right for you if you are 16 to 24 years old, a citizen or legal resident of the United States, and meet income

qualifications. While in Job Corps, you will have career training; housing, meals, and basic medical care; driver's education; and a clothing allowance.

Oregon Job Corps Centers are located in Astoria, Estacada, Glide, Portland, Troutdale, and Yachats. For more information: www.jobcorps.gov or (800) 733-JOBS



I ALREADY KNOW WHAT I WANT TO DO: BECOME A PROFESSIONAL ATHLETE!

While you may be the best player on your team, and your team is the best in your league, and you won the regional tournament, and you placed high at state, chances are your dream of becoming a professional athlete may not turn into reality.

According to the NCAA, a very small percent of high school athletes make it to the pros. In basketball, it's about .03 percent. So out of the 150,000+ high school boys basketball seniors, only about 40 will be drafted into the NBA after college. Only about 32 women will go on to play basketball at the professional level.

The odds are better in football, with about 250 of the more than 315,000 high school senior players being drafted. And it gets a little better in baseball, but not much.

With these odds, the best thing to do is have a backup plan. You may be one of the lucky few, but just in case you aren't, create a plan B. Just in case.

Benefits of an Internship

An internship is a hands-on way to learn new skills at an actual company rather than in a classroom. Completing an internship can expose you to the workplace, letting you see what really goes on in a certain industry, which is helpful information as you consider various careers.

Internships are a great opportunity for high school students or recent high school grads, college students, and even adults looking to explore a career change.

Interns usually have a regular work schedule and are expected to contribute to the workplace, not just observe what others are doing, just like they would at a regular job. And just like a job, there is an application process to get an internship.

Opportunities are available in professional careers, not in entry-level jobs such as working at a movie theater or pumping gas.

Internships are temporary. They usually last a few weeks to a few months. But they can lead to long-term benefits, such as job opportunities in the company, work experience, and increased knowledge about the industry.

Some college programs require an internship before graduation.

While many are unpaid, the benefits of completing an internship are priceless.



VOLUNTEERING CAN HELP YOUR CAREER PATH

At first, being a volunteer might not have much appeal. After all, you give up your free time and have to work – sometimes very hard – and all without getting paid! But the benefits can easily outweigh the drawbacks.

- **EXPRESS YOURSELF** Show your community what you care about – whether that means cleaning up a local park, delivering meals to the homeless, taking care of stray animals at a local shelter, or something else that is important to you.
- **LEARN NEW STUFF** Learn and improve basic skills like teamwork, communication, patience, and hard work. Volunteer projects can also teach specialized skills, such as home construction, gardening, and caring for people who are sick or disabled.
- **NETWORK** Meet new people so you will have more contacts when the time comes to look for a job.

- **STRENGTHEN YOUR JOB APPLICATION** List volunteer experiences on job and scholarship applications to show employers your job-related skills and your positive, dedicated attitude.
- **CHANGE THE WORLD!** Volunteering might not change the *whole* world, but you can still make an impact in a way that is important to you.

The next step is to find a volunteer opportunity. And don't worry; it is much easier than getting a job! There are many people who can help, including your friends and family, your school counselor, or a teacher. If you already know about organizations that need volunteer help, you can contact them directly.

*“We make a living by
what we get, but we
make a life by what
we give.”*

Winston Churchill

KNOWING MORE THAN ONE LANGUAGE SAYS A LOT ON A RESUME

We all communicate with people. We need to be able to understand each other. But sometimes we need to communicate with someone who doesn't speak the same language we do, and it can be challenging.

Businesses have this issue come up all of the time – they work with people who speak a different language, either here in the U.S. or in another country. So businesses need workers who can speak more than one language to communicate with customers and other businesses.

People who can use two languages are called bilingual. Some know a few words in a second language while others are fluent – they can speak, read, and write it very well. Knowing a second language can truly be an asset to your career.

Think about it. Cashiers at a store need to communicate with their customers, dental assistants with their patients, and Department of Motor Vehicle workers with the public. And it would be difficult to go to the doctor and try to explain what was wrong if you didn't speak the same language.

Now think about a business with locations and customers around the world. If a company in the U.S. wants to buy products from a foreign country, they need to be able to discuss how much of the product they want to buy, what price they will pay, and when the product will arrive, among other things.

In both cases, employers will be looking for workers who know a second language. Sometimes, knowing a second language is required to qualify for a job. In other

cases it may be preferred, meaning you don't have to know a second language, but if you do you may be considered ahead of other job seekers for the position.

Obviously, bilingual skills may be helpful on occasion, but they also can be an inherent part of a job. Occupations such as translators, interpreters and foreign language teachers require the use of a second language regularly.

When considering a career path, remember that knowing a second language may be required for some jobs, and it can give you a competitive edge for others. From 911 dispatcher to taxi driver, and teacher to social worker, bilingual skills can be an important foundation of your career.

New Oregon Promise Helps Pay for Community College

The state is launching its Oregon Promise program – offering new high school graduates and GED recipients an opportunity to have some or all of their community college tuition covered. Grants are for students entering a community college in Oregon in Fall 2016.

You may qualify if you:

- Graduate from an Oregon high school or complete the GED in Spring/Summer 2016
- Have a 2.5 cumulative GPA or higher
- Have been an Oregon resident for at least 12 months prior to enrolling in community college

Steps to take:

Apply for the Oregon Promise between November 1, 2015 and March 1, 2016, including:

- Complete the Oregon Promise application (online or written)
- Submit your high school transcript or GED scores
- Complete the FAFSA or its approved alternative

Once approved, enroll in an Oregon community college within six months of graduating high school or completing the GED (Fall 2016) and accept all state and federal grants.

For more information, visit OregonPromise.org.



For more information, visit

www.OregonPromise.org



SURF THE NET

Here is just a sample of the countless career and job information websites available to help you explore careers, learn how to apply for jobs, and find a job openings.

AMERICA'S CAREER INFONET

www.acinet.org

Wages, employment trends, and career exploration including career videos.

CAREER BROWSER

bigfuture.collegeboard.org/explore-careers

Explore careers, browse specific jobs, and learn about working conditions, job forecasts, and related professions. Great site for students, parents, and teachers!

EMPLOYMENT & TRAINING ADMINISTRATION (ETA)

www.doleta.gov/jobseekers

Career exploration, job hunting resources, and links to providers and services.

JOB BANK USA

www.jobbankusa.com

Links to industry and professional associations, employment services, and job search resources.

JOB SEARCH MADE SIMPLE

www.simplyhired.com

Searches thousands of job sites and companies for job openings.

MECHANICAL/TRADE JOBS

www.ELECTRICjobs.com

Full service nationwide job bank site for HVAC, electrical, plumbing and piping companies and industries.

MILITARY AND VETERANS

www.militarycareers.com

Online resource for those who are seeking information on jobs in the military.

www.militaryhire.com

This website was developed and is maintained by a team of both military veterans and corporate hiring authorities. Provides job search resources and contacts specifically for veterans.

www.1800goguard.com

Describes benefits and responsibilities of joining the U.S. Army National Guard.

MONSTER JOBS

www.monster.com

One of the largest job search and career exploration sites on the Web. Offers interactive career management tools for job seekers.

MY FUTURE

www.myfuture.com

Provides information on colleges, careers, military service, scholarships, financial aid, and money management designed specifically for young adults.

MYPATHCAREERS

MyPathCareers.org

Explore career options and take the next step on your career path at one of Oregon's 17 community colleges.

OLDER WORKFORCE

www.aarp.org

Click on the 'work & retirement' link from the AARP home page to find articles, programs, and online community chat groups geared for folks age 50 and older.

O*NET ONLINE

online.onetcenter.org

Detailed information on occupations, including a search that finds occupations requiring the skills you already have.

PETERSON'S GUIDE

www.petersons.com

Education resource guide.

OREGON CAREER INFORMATION SYSTEM

oregoncis.uoregon.edu

CIS is a complete Oregon-based occupation, education, and job search information system. It can be accessed from computers at most middle and high schools, community colleges, WorkSource Oregon Centers, and at home. If you are accessing CIS from home, click "About CIS" and then "Contacts" and contact CIS regarding accessibility.

QUALITY INFO

QualityInfo.org

This site contains wages, skills, and employment information, such as where jobs are located and job trends for hundreds of occupations.

QUINTESSENTIAL CAREERS

www.quintcareers.com

Offers self-assessment tools to help you locate the right college, career, or job. This website offers lots of good information and resources for everyone.

STEM CAREERS

www.careercornerstone.org

Career planning resources in science, technology, engineering, mathematics, computers, and healthcare. Provides career preparation tips; salary data; job search ideas; information about scholarship opportunities; interviews with people working in STEM fields; and updated lists of summer camps, national programs, and projects. They also offer free monthly online newsletters.

THE WALL STREET JOURNAL

www.careerjournal.com

www.collegejournal.com

Updated daily, these sites offer a wealth of information and interactive tools for effective job hunting, college searches, and career exploration.

Paying for College

HOW CAN I AFFORD COLLEGE?

Students of all backgrounds can afford college. More than half of all college students in Oregon receive some sort of financial aid, including:

- Grants and scholarships – these do not have to be repaid.
- Loans – these must be repaid with interest.
- Work-study – students get paid for working while in school.

You can start today by researching your options, and planning your college path.

GETTING STARTED

If you are in high school:

- Start with your high school guidance counselor or ASPIRE mentor, if ASPIRE is offered at your school, tell them about your college interests, and ask for their help.
- Go to www.OregonStudentAid.gov and click on the “Plan & Pay for College” tab for information about financial aid basics and tips for getting scholarships, grants, loans, and other financial aid.

If you are an adult who is thinking about going back to college:

- Go to www.OregonStudentAid.gov, and select the link to “I am a ... Adult Learner.” Click on the “Plan & Pay for College” tab for financial aid basics and tips for getting scholarships, grants, and loans.

If you are getting ready to attend college:

- If you will be a first-year student in the fall, be sure to complete an application for admission to the college(s) you hope to attend and apply for financial aid.
- Fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is the required application for both federal financial aid programs and the Oregon Opportunity Grant. Complete your FAFSA as soon as possible after January 1, 2016, if you plan to attend college anytime between fall 2016 and summer 2017.

- Apply for scholarships for the 2016-17 academic year by filling out the online “OSAC scholarship application” administered by the Office of Student Access and Completion (OSAC), and explore the scholarships offered at www.OregonStudentAid.gov. OSAC offers one common application for nearly 500 scholarship programs that pertain to academic and career choices; specific populations; employers and membership organizations; and the high school from which the student graduated. The deadline is March 1, 2016, and applications submitted by February 15 qualify for an early bird review and a chance to win a \$500 scholarship.
- Research which school and programs will best help you meet your goals by browsing campus websites, contacting admissions

Financial aid offices will have information about campus-based awards and application deadlines. They will also require FAFSA data (see above). Average costs for Oregon students are listed below, but individual student budgets vary by school and program of study.

- Attend a College Night in Oregon event (Fall 2015) or a College Goal Oregon event (in early 2016) to get help filling out your FAFSA and learn about available funding and scholarship tips. Go to www.collegenights.org or www.CollegeGoalOregon.org for information.
- If possible, attend a local “financial aid night” workshop or college fair.
- Research application requirements and deadlines, and send in your completed applications to the colleges you are interested in.

2015-16 AVERAGE COST FOR AN OREGON RESIDENT TO ATTEND COLLEGE

Expenses	Oregon Community College	Oregon Public Universities	Oregon Independent College
Tuition & Fees	\$4,831	\$8,871	\$31,791
Room & Board	\$7,984	\$10,898	\$10,000
Books & Supplies	\$1,560	\$1,308	\$1,112
Personal Expenses (including transportation)	\$2,932	\$3,536	\$2,589

Note: Estimates are based on full-time enrollment for 15 credit-hours per semester/quarter, as of August 2015. Actual budgets may vary. Private career schools such as beauty and business schools are not listed because their tuition varies widely.

Source: Oregon Office of Student Access and Completion, an office of the Higher Education Coordinating Commission

- offices, or accessing the Oregon Career Information System at many schools, libraries, and all Oregon Employment Department offices.
- Contact financial aid offices and research college costs at the schools you are thinking of attending.

FOR MORE INFORMATION

Call OSAC at (800) 452-8807 or visit www.OregonStudentAid.gov for links to help you understand the financial aid process as well as information on careers, colleges, and how to fill out scholarship applications.

Is a Career Hot or Not for YOU?

Complete this simple questionnaire to see if a career may be a good choice for you.

1. Pick an occupation from the Career Guide (pages 37-55).

Occupation Title: _____

Does the Occupational Description describe a job you might like to have?

Yes ___ No ___

2. Look at wages for the occupation:

Entry wage \$_____

Average wage \$_____ (usually earned after 3-5 years)

Is this enough income to meet your needs? (You can use the budget on page 35 to help answer this question.)

Yes ___ No ___

3. Check out the education level to enter this occupation. How much education is needed? (4th column, first line)

___ No educational requirement

___ High school or equivalent

___ Postsecondary (a certificate earned at a private career school or a community college, can take a few months up to two years to earn)

___ Associate's degree (two-year college degree)

___ Bachelor's degree (four-year college degree)

___ Master's degree (one or two years of college beyond bachelor's degree)

___ Doctoral or professional degree (usually two to four years of college beyond a bachelor's)

Are you willing to get this level of education?

Yes ___ No ___

HOW MANY OF THE QUESTIONS DID YOU ANSWER "YES"?

SCORING

3 Very promising match for this type of work

2 Might be a good choice, but keep your options open

1 Might want to consider a different choice

Also, if the number of job openings in the 3rd column, first line is average, above average, or substantial, this occupation is expected to have a good number of openings, increasing your likelihood of landing a job in this field.

There are many other questions to ask yourself when you are exploring careers. Here are a few:

- Where do I want to live? Are there jobs in my career field there?
- What matters most to me? Having fun, working with my hands, working with others, getting paid well, or some combination of these and other?
- Would I like to work outdoors?
- Do I have any specific skills or talents that I could apply to a job?
- Am I artistic?
- Do I like working with numbers?

Answers to these types of questions can help you narrow down your career search.

To help guide your career exploration, take a career assessment test. These tests are fun and easy. They ask you about your likes, your dislikes, and questions similar to those above. You can find them in Oregon Career Information System (CIS) or talk to your career counselor. Be sure to talk with your career counselor after you take an assessment test so they can help you interpret the results.

BE YOUR OWN BOSS

Does the idea of working for yourself sound good to you? Imagine how nice it would be to set your own hours and not have to report to anyone else.

Starting your own business isn't for everyone. But if you have a dream, if you know how to take initiative, and you are not afraid of hard work, then perhaps being a business owner is right up your alley.



You don't have to start big. Heck, the first Nike shoes were created with a waffle iron in a garage by Nike co-founder Bill Bowerman. eBay was started by a computer programmer in his living room. And the toy making giant Mattel started by making and selling picture frames out of a garage, and then used scraps from the frames to make dollhouse furniture.

If you recognize some of the traits below in yourself, perhaps you may want to consider starting a small business of your own.

- Can make decisions
- Manages time well
- A planner
- Motivated to succeed
- Communicates effectively
- Gets along well with others
- Takes initiative

For advice on starting a business, visit www.bizcenter.org/how-to-start-a-business.

CHECK OUT THESE RESOURCES TO HELP YOU START A BUSINESS

SMALL BUSINESS ADMINISTRATION (SBA)

Provides counseling, publications, seminars, loan guarantees, and direct loans. The SBA's Small Business Institutes (SBIs) and Small Business Development Centers (SBDCs) offer management assistance by supervised senior and graduate students in business administration. A free business start-up kit that offers valuable start-up information is available from the Small Business Institute or Center in your area. An online version can be viewed at the SBA's web site. For more information, visit www.sba.gov.

OREGON SECRETARY OF STATE, CORPORATION DIVISION

This organization provides several business guides online, free of charge. The guides include information

on starting a business in Oregon, becoming or being an employer, and finding assistance for your business.

To locate the guides, go to sos.oregon.gov/business/Pages/default.aspx. In the left menu, select "Forms, Fees and Publications" then scroll down under Publications to "Oregon Business Guides".

On the same website, you can search for business names, get help about notary requirements, renew your business registry, review the uniform commercial code, search it for specific references, and find business referrals. For more information, visit filinginoregon.com.

OREGON SMALL BUSINESS DEVELOPMENT CENTERS (OSBDC)

Small Business Development Centers offer help in developing management skills vital to a successful business.

They are located in over 20 communities throughout Oregon. To locate the nearest center in your area, go to OSBDC website www.bizcenter.org.

SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

Provides counseling to small businesses. The SCORE web site provides many online services, including consulting and monthly workshops. To locate the SCORE chapter nearest you, visit www.scorepdx.org.

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CAREER INFORMATION AT YOUR FINGERTIPS



Oregon Career Information System (CIS)

CIS is a complete Oregon-based occupation, education, and job search information system. It can be accessed from computers at most middle and high schools, community colleges, WorkSource Oregon Centers, and online at <http://oregoncis.uoregon.edu>. If you are accessing CIS from home, click "About CIS" and then "Contact" and contact CIS regarding accessibility.



QualityInfo.org

This site contains wages, skills, and employment information, such as where jobs are located and current job openings, for hundreds of occupations. Click on Jobs and Careers, then on Occupation and Wage Information to look up particular occupations.



MyPathCareers.org

Explore career options and take the next step on your career pathway at one of Oregon's 17 community college. Click on the location nearest you on the map, you will be redirected to the Career Pathways webpage with your local community college to connect to the courses, skills, and credentials you will need to prepare for a high-demand job.

CAREER PATHWAYS

Nobody wants to be stuck in a boring, dead-end job where they make little money. And while dream jobs don't just fall into your lap, you can achieve your dreams by making smart choices about your education and career path.

Every step you take in life – school, hobbies, jobs – can help you move along your career pathway. Building your career pathway is a life-long process shaped by each decision you

make and each event that occurs in your life (planned or unplanned). You will go from school to school, job to job, and perhaps career to career, with each change resulting in another step on your path.

Take each step in your life carefully, make informed decisions, don't be afraid to ask questions of those around you, and you will follow your pathway to success.



Career Pathways at Community Colleges

One way to continue education after high school, whether it is right after you graduate or many years later, is at one of Oregon's community colleges. You can take a single class, or take many courses. You can earn a short-term certificate, or a two-year degree.

To help students complete training for specific careers, Oregon's community colleges offer Career Pathways, or defined lists of courses that, upon completion, prepare students for specific careers.

Read about the Career Pathways offered at your local community college by going to www.mypathcareers.org and clicking on the map. Click on the city closest to you to find your local

community college. Once you click on a city, you will see the Pathways programs offered at your local community college.

A Career Pathways Certificate opens the door to your educational and career goals. Each certificate requires just a few courses. You can move at a pace that is comfortable for you. The shorter-term certificate gives you a competitive edge when applying for entry-level positions in a given career. As you take more courses, you'll find that each new Career Pathways Certificate will give you an advantage for better positions. These certificates can eventually lead to an associates degree - or even beyond! It's up to you how far you want to go.

Jobs That Didn't Exist 10 Years Ago

I wonder what will be on this list 10 years from now?

Educational consultants test students and interview them and their families to help kids get the education support they need from tutoring to finding the right college.

Chief listening officers keep their ears (and eyes) open and tied to social channels and real life conversations to keep their company up to speed on what their customers are saying.

Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom in nursing practice.

NEW OCCUPATIONS RELATED TO OUR AGING SOCIETY

Senior move management companies help older adults and families with the

physical and emotional demands of downsizing, relocating, or modifying their homes.

Elder-care services coordinators may go to appointments with patients, sort through medical bills, and work with doctors to assure patients are getting the care they need.

KEEPING UP WITH TECHNOLOGY

Telework managers manage the telework (use to be called telecommuting) programs which allow workers to do their jobs from home.

Online advertising managers are savvy marketers who understand how new technology enables the creation of innovative advertising programs.

Bloggers develop and maintain blogs.

Social media strategists use social media tools to help companies interact with customers and create a buzz about the company's products.

User experience analysts look for ways to keep you on their website and how to make your experience while you're there memorable and useful.

App developers keep apps coming. Since the iPhone and Android were introduced seven years ago, more than a million apps have been put up for sale in Apple's App Store and Android's Google Play.

Cloud computing jobs relate to the online storage and sharing of data. Companies need database managers and engineers for storing and indexing massive amounts of data — we're talking petabytes (one quadrillion bytes) of information.

KEEP UP IN TODAY'S WORLD, NEVER STOP LEARNING

Want to increase your chances of getting and keeping a good job? How about increasing the odds of advancing in your career over time? As you plan for your career, keep in mind that increasing your education **and** expanding your skills with lifelong learning will increase your chances of getting and keeping a job in the future.

Learning is power. And it does not need to end when you get a diploma, certificate, or degree. I'm talking about seeking new things to learn and new ways to learn in all aspects of your life. (Maybe that is why they call it *lifelong learning*.)

In years, or perhaps decades, past, holding a degree or a certificate was enough to qualify for certain high-level jobs. While it is still absolutely necessary for many jobs, these days employers are focused on much more than just your formal education.

Employers want their employees to have skills, to be able to do certain tasks, and to learn quickly if they don't have just the right skills for the job.

There is so much to learn from other aspects of your life outside formal education! You can learn organization and leadership skills by organizing a group to pick up roadside trash, or coaching a youth academic or sports team. You could learn communication skills by tutoring students or volunteering at a community event. Know anyone with an interesting hobby? Ask them to teach you about it, or teach others about your hobbies.

If you embrace a lifelong learning attitude, and seek ways to create new

"Study the science of art. Study the art of science. Develop your senses — especially learn how to see. Realize that everything connects to everything else."

Leonardo da Vinci

learning opportunities, there is a good chance you will become inspired, and inspire those around you. Who knows? You may discover a new love for learning as it's fueled by the passion of your dreams.

Prepare for a Winning Job Search

Searching for a job can sometimes seem daunting. Perhaps you've never applied for a job before, or maybe you were just laid off after years at the same job. No matter the circumstances, your search will be much more productive and much less stressful if you organize all of your information.

Keep track of the people you talk to, the resources you use, the jobs you apply for, your interviews, and any follow-up notes. This information will be very helpful if you have multiple job applications. When people contact you, you need to know how they are connected to your search. You don't want to miss a job opportunity because you forgot where one of your contacts works.

Everyone organizes differently, and you need to do so in a way that makes sense to you. Whether you use a notebook, a weekly planner, or software, the most important thing is that you stay organized. Remember to write down dates and keep copies of applications and letters you send out. Whatever you decide to use, track the items listed below.

IMPORTANT INFORMATION

Before you apply for any jobs, it's a good idea to collect important information (e.g., places and dates of past employment, list of skills and certifications, special accomplishments, references) that you will need for job applications. You will then be able to use this information to write your résumés and cover letters.

PEOPLE IN YOUR NETWORK

Keep a list of your contacts with their job title, phone numbers, e-mail addresses, and mailing addresses, as well as anyone they have suggested you contact. Keep in touch with your network.

RESOURCES

It's also a good idea to track resources you use in your job search. The most obvious ones include websites, employment centers, or books. But you should also keep copies of tests that you take so that you can refer back to them, and save receipts of money spent on your search for tax purposes.

Your portfolio is a great place to gather and save this information.

INTERVIEWS

Keep track of all your interviews, whether they are informational interviews or interviews for jobs. Include a calendar for upcoming interviews, and record the names and contact information of the people who interviewed you. Make notes about the questions asked, what you learned about the workplace, and your impressions of the interviewers.

FOLLOW-UP

Thank you notes are an important way for you to stand out from other applicants or interviewees. Send them immediately after informational interviews and job interviews.

It's also important to organize your life so that you stay positive and motivated.



JOBS APPLIED FOR

Keep a detailed record of each job you apply for. Include the name of the company, the department, and the specific position. Write down dates and times of phone calls, résumés sent, and who you have talked to. When a potential employer calls you to set up an interview, they assume you know which job they are talking about.

Searching for a new job can take a long time, and there may be disappointments and rejection along the way.

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GET IT FROM THE SOURCE!

MANAGER AT HIGH-TECH COMPANY TALKS ABOUT WHAT HE LOOKS FOR WHEN HE HIRES EMPLOYEES.

Scott Nichols
Engineering Manager
Datacenter and Connected Systems Group
Intel Corporation



What are the top qualities you look for when you hire an employee?

First I look for experience – including **internships** and **volunteer** work – related to the job an employee will be doing. I've seen people who started building experience on their own in middle school! Then I look at their education, and for evidence they are self-driven or have leadership qualities; that's where **clubs**, **volunteerism**, **sports**, and **hobbies** can help.

What makes job applicants stand out?

People who love technology so much they **take initiative** and do something technical in their free time, like contributing to an open source project, building something, or helping a local computer club.

What advice would you give job applicants looking for a job at your company?

Find something you love to do (hopefully with computers, but our company hires many kinds of workers), then do everything you can to get good at it, then try to meet lots of people who do something similar and get paid for it, so they can help connect you with open jobs. Getting paid to do something you love is really quite awesome!

What is one thing you repeatedly see job applicants do that causes them to not get hired?

Repeatedly I see people answer interview questions in generalities or hypotheticals, saying things like “Well, if I was in that situation I would probably do...”, which makes it hard to tell if the person has ever actually done what they're saying. During an interview, the best thing to do is give very specific examples (to prepare, **make a list of your most impressive accomplishments**, and be ready to tell those stories!) of when you exhibited the behavior the interviewer is asking about.

INTERNSHIPS Like a job, but it's short term and you may not get paid. You can get great experience, professional connections, and exposure to the job world.

VOLUNTEER Endless opportunities to learn about different careers while giving back to your community.

SCHOOL CLUBS AND SPORTS Meet others and learn more about your shared interest together. Oh yeah, and have fun!

HOBBIES AND COMMUNITY CLASSES Get hands-on with a hobby, or take classes in your community (at the library, or YMCA for example) to help build your interests and talents.

TAKE INITIATIVE Do something without being asked or told to – like volunteer for a local youth club, or seek out internship opportunities.

PART-TIME JOBS Earn some pocket money while learning something new, meeting people, and checking out a potential career field.

JOB SHADOWING Have no idea what a particular career really involves? Watch, listen, and ask questions while someone does their job.

BE POSITIVE

Finding a new job often takes a long time, even for the most qualified people. Stay positive! The better you manage stress and anxiety as you look for a job, the more successful you will be in the process. There are many things you can do to prevent the stress of your job search from having a negative impact on your life.

MOTIVATE YOURSELF

Set intermediate goals for your job search, such as submitting five applications. Reward yourself when you reach certain goals. Review your skills often to stay enthusiastic about your own abilities.

SCHEDULE YOUR TIME

You will feel more in control if you schedule your job search activities and make long-range plans. Have a plan for each day of the week, and take breaks on weekends.

IMPROVE YOURSELF

Take classes, work on hobbies, volunteer, or participate in workshops. Improving your skills will help you stay positive about yourself. Volunteering can help you keep your skills active and your mind sharp. It also shows employers that you are self-motivated.

CONNECT WITH OTHERS

Keep in touch with your support network of friends and family. Talk about your frustrations. Their support will build your confidence and lessen your fears. If you don't have friends or family to talk with, consider a job counselor or support group.

EAT A BALANCED DIET

Make sure your body is getting the nutrients it needs. Eat regular meals, and eat foods high in protein and fiber. Avoid junk food, especially if you are feeling stressed.



EXERCISE REGULARLY

Exercise is a proven way to relieve stress. It also helps you stay positive. If you can't afford a gym membership, take regular walks, run, or participate in a community sport league.

SLEEP REGULARLY

Sleep seven to eight hours a night to restore your body and mind. It might be tempting to stay up late playing video games or watching TV and then sleep in late. But looking for a job is a 40-hour a week task. Don't waste time sleeping all day when you could be finding your next job.

AVOID DRUGS AND ALCOHOL

Using drugs or alcohol will only impair your job search, and may lead to bigger problems. Your mind needs to be clear so you can organize, concentrate, and make decisions.

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Spelling Mistakes, Poor Grammar Hurt Job Search



Letters, applications, and resumes with mistakes are much less likely to receive a reply or result in an interview.

It's a big turn-off for employers. They see errors as a red flag that you don't pay attention to details and don't do your best work when it really counts.

Some employers electronically scan resumes and search for keywords in job titles, education, or skills to find job applicants to interview. If the words they are searching for are spelled wrong, they won't get picked up.

Read everything you send to any potential employer carefully. Read it more than once, use spell checker, and ask someone else to review it. Don't let simple errors slow your job search.

How to Tell if a Job is a Scam

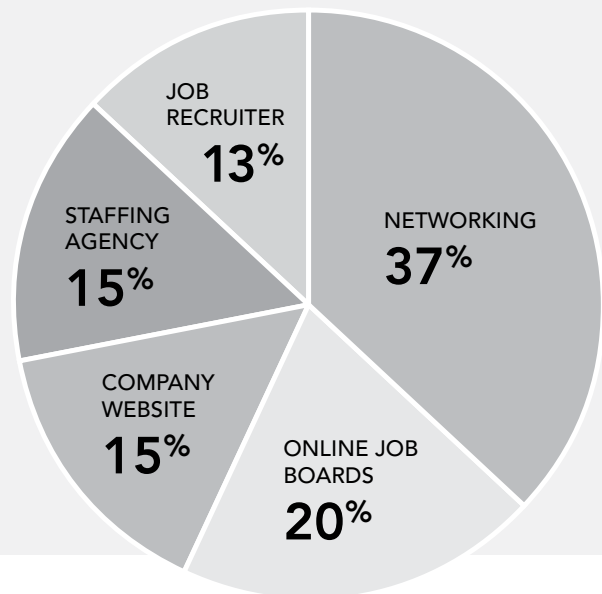
It is unfortunate that people try to take advantage of others. But they do, and job searching is no exception.

When you look for a job, make sure the job you are applying for is legitimate.

- Visit the company's web site. Does it look professional? Does it contain contact information? Are there job openings posted?
- Research the company online, not just on their web site.
- Does the salary sound too good to be true? If so, then there is a good chance it is.
- Does the company want money? Don't give it to them. If they are legitimate, they won't ask for money. Also don't give them important personal documents with private information, such as credit card numbers or passports, or anything with your social security number on it unless you are confident that the business is legitimate.
- While some work-at-home jobs are legitimate, others are not. Carefully research any work-at-home jobs.
- Be careful of email from job recruiters that found your contact information online. Posting resumes on job boards can be a productive way to find a job, but it can also lead to unsolicited emails that may not be legitimate.
- Finally, are there grammatical or spelling errors in the job posting? Legitimate companies will post cleanly written job announcements.

HOW ARE MOST JOBS FOUND?

Most people spend a lot of time in front of a computer when looking for a job. In fact, a survey conducted by Simply Hired found that 86 percent of survey respondents look for jobs on the Internet. But don't forget to get out of the house, talk to everyone you know, and meet new people. They can help you hear about job openings, even before they hit the Internet.



SOCIAL NETWORKS

If networking is the most effective way to get a job, then social networks might be the most effective way of networking. Face-to-face communication is still very important, so don't neglect traditional interaction. But studies show that job searchers who use social networks are hired more quickly than those who don't. Employers use social networks to look for potential candidates, and there are even social networks meant just for professional use.

It used to be that social networks were considered job searchers' worst enemies. There are countless tales of people losing jobs or not being hired because of inappropriate photos or comments on their profile or blog. Now, the opposite is true. Most employers seek out a job applicant's online

presence to learn more about their professional experience.

YOUR PROFILES

There are a few rules to how you present yourself online. It is important to keep your social networking profile

pages clean. Think about what your employer would want to see. You don't need to be in a suit and tie in every photo, but if all your photos show you out late partying, you may be passed over for an interview. It may be necessary to delete photos or other content, or even cancel your account and start over.

While there are hundreds of social networking websites, the most popular and effective are:

- LinkedIn
- Facebook
- Twitter
- Forums
- Blogs

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WAYS TO SEARCH

Once you have identified the people in your network and have contacted them, it's time to start searching for jobs. While it might be tempting to jump online and start looking through job websites right away, keep in mind that more than half of all workers found their current jobs through two methods: networking and contacting employers. Be sure to use all of your job search options.

CONTACT EMPLOYERS

Most employers don't advertise open positions, often because they don't need

to in order to find good workers. If you don't contact these employers, you will never learn what jobs they have open!

AGENCIES & LISTINGS

There are numerous organizations to help you find work, from state employment agencies and private temp agencies to newspaper classified ads and the library.

ONLINE SEARCHES

Many jobs are posted online. There are national web sites to help your search, but you'll want to check local websites

as well. Just remember: jobs posted online usually have a lot of applicants.

JOB FAIRS

Job fairs allow you to talk to hiring managers from dozens of companies at once, build your network, and even interview for job positions. You'll want to look your best and stay positive.

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Informational Interviews

When you meet with people for informational interviews, you can learn what they do in their jobs, how they prepared to do it, what they do and do not like about their jobs, and what advice they have to offer you. They may even have ideas for you after you share your goals and interests with them.

Remember that an informational interview is not a job interview. Applying for a job is an entirely separate process. While you can expect an informational interview to give you confidence and expand your network, you cannot expect it to result in a job offer. Just relax and enjoy learning about occupations.

When contacting people to request informational interviews, introduce yourself and explain that you are gathering career information and how you got their names. Ask for 15 to 20 minutes of their time to talk about the career field in which you are interested. Since every job is slightly different, it is helpful to meet with more than one person in each occupation.

The following questions will help you get the most from a visit:

1. What is your job like?
 - On a typical day what do you do?
 - What kinds of problems do you solve?
2. What do you like most about your job?
 - What do you find challenging?
 - What do you not like about your job?
 - Is your job different from how you first thought it would be?
3. What things (work, activities, classes, or hobbies) did you do before you entered this occupation?
 - Which have been most helpful?
 - What other jobs can you get with the same background?
 - What attracted you to this type of work?
4. Has technology changed your work in any way?
5. How could I start working in your field?
 - What are the major qualifications for success in this occupation?
 - If you were starting again, what, if anything, would you do differently?
 - What is a typical pay range for someone entering this occupation?
6. What other advice do you have for a person considering this career?

- What kinds of decisions do you make?



AFTER THE INTERVIEW

Ask your interviewees for referrals. They will likely know others in the same field. However, you should not expect them to help with personal problems or provide career guidance.

Follow up with a thank-you card or letter. Let them know they were helpful, and thank them for their time. Ask them to keep you in mind if they come across any information that may be helpful to you in your career research. If the interview went well, consider asking if they will allow you to do a job shadow, where you spend a day watching them work. Also consider asking an interviewee if they are willing to mentor you as you look for work.

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Job Application Tips

Most applications are available online, allowing you to print out a copy. Many companies also use online applications, which you fill out and submit online. If applying online, make sure your computer meets the system requirements of the website before you begin.

Job application forms ask for information about education, work history, skills and abilities, and references. It's easiest to collect this information before you start filling out applications. Your résumé may not include all of the information requested on applications.

Many applications also have essay questions. It's important to answer these questions thoroughly, but concisely. Use specific examples, but don't refer back to your résumé or the application. Include all relevant information in your answer.

Your application is just as important as your résumé and cover letter. It is another opportunity to demonstrate your communication and organization skills. Some specific things to keep in mind as you fill out applications include:

- Follow directions carefully. Employers will notice if you do not.
- Review your application before you submit it. Check your spelling and grammar, and make sure you answered all questions.
- Don't leave blank spaces on the application. If a space does not apply to you, simply write "N/A" or "Not Applicable."
- If the application asks what days or hours you can work, be as flexible as possible in your answer.
- When writing down your work history, focus on aspects of each job that relate to the job you are applying for. Emphasize duties or accomplishments.
- Where appropriate, list all of the computers, software, equipment, and tools you are able to use.



- If asked which position you are applying for, be specific and list each one by name. Don't just write "anything."
- If asked for a salary range, make sure the range you list is within the range being offered for the position.
- When listing references, list three people that have known you for at least a year and are willing to be listed. Previous supervisors or former customers are often the best references. They should have some knowledge of your work. Do not list relatives.
- If applying in person, treat the application process as you would a job interview.

You may be required to present certain documents during the application process. Make sure you have these with you:

- Social Security card
- Proof of citizenship or Alien Registration Card (green card)
- Driver's license or state-issued ID card
- Birth certificate or passport

*"Choose a job
you love and
you will never
have to work
a day in your
life."*

Confucius

- High School or GED diploma
- College diploma and transcripts
- DD214 (if you have served in the military)

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RÉSUMÉS

Résumés contain much of the same information as a job application. The difference is that your résumé should sell you, your skills, and your knowledge to the employer. Your résumé should be designed to get you a job interview.

Tailor each résumé to the job you are applying for. Include the most relevant facts about yourself and your skills. Write your résumé using vocabulary common to the industry, company, or occupation. You can learn that vocabulary from the people in your network and from trade journals, forums, and blogs.

Start by writing down the skills listed on the job description. Then figure out something specific that each skill connects to, such as the kinds of problems you might have to solve. When you write about your skills and experiences in your résumé, show how they relate to the current job by the words you use.



Skill statements effectively describe your experiences and skills to your potential employers. Statements should answer who, what, where, and how questions. Whenever possible, include numbers and words that demonstrate your experience and show results of your actions.

Each section below has more detailed information about specific areas of your résumé.

EMPLOYMENT HISTORY

Your employment history includes any paid or unpaid work you have done, as well as any military service.

Your Online Reputation Matters!

You've submitted a carefully crafted résumé. Your skills and experience match the job requirements perfectly. You think to yourself, "I'm guaranteed a call back," and yet the recruiter has already disqualified your application.

It's likely you have an online reputation, even if you do not know it, and it could be used to screen you out of a job.

WHAT IS IT?

Any information about you in blogs and social networks, comments, tweets, videos, and links make up your online reputation.

HOW IS IT USED IN GETTING A JOB?

It's as simple as a Google or Facebook search. When surveyed in a Microsoft Online Reputation study, 79 percent of U.S. hiring managers claim to review online reputations of job applicants.

Top 3 Disqualifiers:

- Unsuitable photos and videos
- Concerns about the applicant's lifestyle
- Inappropriate comments

HOW DO I MANAGE MY ONLINE REPUTATION?

First, see what others see. Start by running name searches on popular search engines by putting your name in quotation marks. Include your hometown if you have a common name. Also run your name through popular social media sites (remember to log out of your account to see what others see). Remember to include accounts you no longer use, but have not deleted. You may find that the Internet "remembers" things you have long forgotten about.

Also, look at what others have posted about you. What do they say about you in comments? What videos or photos are they sharing that feature you? Start evaluating yourself from an outsider's perspective.

Did your results present you in a light you want others to see? Does your search present a person entirely different from the professional persona in your résumé or application? Would someone be offended by what they've learned about you online, or worried about your ability to be a good and successful employee? Could the company you keep persuade someone to think you have poor decision-making skills?

Work History

Your work history is a chronological listing of all of your paid employment, from most recent to least recent. Include the names and locations of employers, and use action words to describe your work. Tailor each description to focus on skills important to the job you are applying for.

Include at least 15 years of employment, if you have been working for that long. Depending on how many jobs you have held, it may be a pretty long list. You may want to have longer descriptions for jobs that are most relevant to the job you are applying for, and shorter descriptions for others. Since most résumés should fit on one to two pages, use concise bullet points.

Include dates for each job, but only the beginning and ending dates by month and year. If you have any gaps in employment, be prepared to explain why and show how you used your time.

Volunteer Work/Community Service

If you have performed volunteer work that

shows how your skills or abilities relate to the job you are seeking, it is important to include it in your résumé. List each organization you have worked with, and describe your role. Be sure to highlight any supervision or project management tasks you have done. If your community service was related to misdemeanor offenses, do not include it here.

Military Service

If you have served in the military, there are two ways to include this information in your résumé. The first option is to add it to your Work History, described above. This works well if you spent a significant amount of time on active duty, where the military was your main job.

The other option is to place your military service in a separate section. This is effective if you are a Reserve or National Guard member and held jobs outside of the military. It allows you to demonstrate the skills and training you received during your service, without creating confusion about what jobs you held during that period of time.

Education History

The schools you list will depend on your age, level of education, and the job you are applying for. If you just recently graduated from high school or earned your GED, it is important to list your high school information. If you are a college graduate, you do not need to list your high school. If you have graduate degrees, you will need to list each college or university you attended.

If you are a recent graduate, include information about positions held, awards, honors, and athletics. If you have been out of school for a while, give less detail. You should at least include the school name, dates attended, and degree earned. Finally, list courses relevant to the job you are applying for.

Licenses and Certificates

List any licenses or certificates you hold, with a brief description of their importance. Include the training required and what it allows you to do. *(continued on page 24)*

You may find out that your online personal life is much more public than you would like. You may even decide that you would like to better advertise your achievements and good character. Considering these



questions allows you to start actively managing your online reputation.

PROTECT YOURSELF

Use these tips to help protect your online reputation and avoid being disqualified from jobs:

- Tighten privacy controls on all of your accounts.
- Delete inactive accounts. This prevents your information from being hijacked, or embarrassing you later.
- THINK before you share.
- Talk with your friends and family about what you do or don't want shared. Honor their privacy and reputation as well.
- Consider untagging yourself from photos.
- Sign up for personal alerts tied to mentions of your name or other personal information.
- Continue monitoring your reputation. Consider this regular maintenance like changing the oil in your car, or online spring-cleaning.
- Do something about it quickly. The longer the bad information is there, the more susceptible you are to having it spread or archived.

Take your online reputation seriously, or someone else will.

(continued from page 23)

Other Information

These sections of your résumé are important to include, but should also be very brief to conserve space. Most only need to be listed, but if you have room you can also include short descriptions.

Achievements

Awards, recognition, scholarly work, and presentations are just a few of the achievements you could list here. Any important achievement that demonstrates your knowledge, work ethic, or skill should be listed. Have you traveled around the world? Climbed Denali? Built a log cabin? These are all achievements and can go here.

Activities

List any activities that are relevant to the job or will give your employer a better sense of your skills and work ethic. Include items such as athletics, clubs, or hobbies.

Skills

It is very important to tailor this section of your résumé to the job you are applying for. Include languages you speak, specialized equipment, computer hardware and software, and any other special skills.

Personal Information

Your name and contact information should be at the top of your résumé. Include your full name, mailing address, phone number, and e-mail address. Avoid abbreviations and nicknames. It's important that your e-mail address is appropriate and professional.

References

Some applications ask for references on your résumé. Only include them if asked to. Most employers will eventually ask for references so you should have them available.

Create Your Résumés

How you present the information on your résumé is very important.

Because many employers read résumés quickly, the order of the information on your résumé is important. Some industries prefer certain résumé formats. Talk to people in your network to find out how you should format your résumé. If you are still unsure, use the chronological format, as it is the most common.

Regardless of how you format your résumé, there should be no spelling or grammar errors. It should be clean, neat, and easy to read. Don't use flashy paper or odd fonts.

The length of your résumé will depend on your experience and the requirements of the job you are applying for. Potential employers may be turned off by wordy or unnecessarily long résumés. Try to keep your résumé to one or two pages.

There are several ways to present your résumé online, as well. LinkedIn is the most popular, and can also be an effective networking tool.

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COVER LETTERS

Always write a cover letter when sending your résumé to a prospective employer. While your résumé shows that you are qualified for a position, a cover letter explains why you are the best fit for the job. It gives you an opportunity to provide specific examples of your abilities.

Cover letters should be brief and to the point. You should explain why you are interested in the job, state your qualifications, and request an interview. You should also rewrite your cover letter for each job you apply for. Potential employers can often tell when a letter is just a copy from another application, and may treat it as junk mail.

Proofread your cover letter very carefully, and have a friend review it as well. Format the letter using a letter template in Word or other computer program. Print your cover letter on the same high quality paper as your résumé.

A cover letter usually consists of the address and content. The content, the actual text of the letter, should be written in three parts. Each part should be only one brief paragraph.

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CHRONOLOGICAL

- Lists work experience from most recent to least recent
- Good for people with recent related experience or no breaks in employment
- Most commonly used résumé format
- Can make gaps in employment harder to explain

GAIL BELL CAMP

541.###.####

bellcampg@example.org

OBJECTIVE

Full-time employment as an Assistant Accountant

EXPERIENCE

Accounting Clerk I. Klamath Community College, February 2013 to present.

- Maintain accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implement new ledger process and management procedures that save employee and management time.

Machine Forming Operator. ABC Company, September 2005 to June 2012.

- Read complex blueprint specifications to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments.
- Received Zero Percent Error Award, 2006, 2007, 2011.

Machine Tool Cutting Operator. ABC Company, March 2002 to September 2005.

- Observed, regulated, and controlled all phases of operation.
- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machine to cut metal stampings.

Set-Up Operator. ABC Company, February 2000 to March 2002.

- Monitored gauges and dials to assure machines ran properly.
- Set up and operated a variety of machine tools, such as lathes, milling machines, and drill presses, on a custom basis.
- Performed routine maintenance, decreasing breakdowns by 40%.

EDUCATION

Associate of Applied Science, Accounting Technology.

July 2010 to December 2012.

Klamath Community College, Klamath Falls, OR.

COMPUTER SKILLS

Microsoft Office, including Excel, Word, and PowerPoint.

REFERENCES

Available upon request.

CHRONOLOGICAL RÉSUMÉ SAMPLE

OREGON CIS Job Search and Résumé Creator

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RECENT GRADUATE

- Includes most important educational accomplishments
- Provides work history in a chronological format
- May include classes or projects relevant to the job you are applying for

ROBERT T. GILBREATH

541.###.#### ~ robgilbreath@example.com

OBJECTIVE

Entry-level position in a photographic processing shop.

SUMMARY OF QUALIFICATIONS

- Experience in processing and editing digital images
- Knowledgeable about digital photography
- Excellent customer service and front desk skills

EDUCATION

Corvallis High School, Corvallis, Oregon.
Diploma

Hallmark Institute of Photography, Corvallis, Oregon.
Six-week workshop in digital imaging.

RELATED COURSES

Photography, Yearbook, Journalism

EXPERIENCE

Photographer. August 2013-June 2015
Corvallis High School Newspaper and Yearbook

Processed photos weekly for 3 photographers.
Cropped, resized, and converted to black and white.
Talked with editor and staff about what pictures were needed.

Sales Clerk. June 2014-September 2014.
Sears, Corvallis, Oregon

Set up floor and counter displays.
Demonstrated and sold household appliances.
Maintained receipts.

AWARDS & MEMBERSHIPS

Awarded first place, Oregon Arts Council photography competition, June 2014.

Member, Photography Club. August 2012-June 2015.

INTERESTS

Portrait photography, making frames, repairing old photos.

REFERENCES

Dan Tucker, Manager
Sears
541.###.####

Sue Stiles
Photography Club Advisor
Hallmark Institute of
Photography
541.###.####

Lynn Bavin

503.###.#### • lynn.bavin@example.org

ACCOMPLISHMENT

- Uses the best of chronological and functional formats
- Displays skills related to the job at the top, while also providing work history
- Connects skills, experience, and work history

SUMMARY

Analyze marketing programs and sales techniques to secure profits, research and recommend changes to existing services and products to improve performance, and maintain positive client relations.

EXPERIENCE & ACCOMPLISHMENTS

Marketing Analyst, Open Gate, Inc., 2010 to Present.

- Goal: Reverse a product line's \$500,000 loss.
- Result: Developed a merchandising plan that resulted in turning the loss into a \$345,000 profit in one year.
- Goal: Improve company's declining customer service ratings.
- Result: Created training scripts for customer service staff that helped to improve customer satisfaction by 15%.

Sales Manager, Janel Company, 2008 to 2010.

- Goal: Research and develop new product lines. Review existing product lines.
- Result: Created 20% growth in sales by identifying an existing product that could be modified to meet new customer's needs. Developed a unique product line that produced a profit in eight months. Recommended new pricing structure and packaging idea for a product that boosted market share and outsold competitors' product.

Sales Representatives, Marshall Industries, 2006-2008.

- Goal: Secure and retain sales accounts.
- Result: Within one year after hire, secured the company's largest sales account, netting \$2,000,000 in profits over the life of the account. Exceeded every sales benchmark and won "Top Salesperson of the Year" award three times. Negotiated foreign contracts annually as part of a four-person team for garment listings in the Fashion Distribution Quarterly.

EDUCATION

Bachelor of Arts, Marketing, 2006

University of Oregon, Eugene, OR

ACCOMPLISHMENT RÉSUMÉ SAMPLE
OREGON CIS Job Search and Résumé Creator

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FUNCTIONAL-SKILLS

- Relates your skills to the employer's needs
- Good for people with a broad range of experiences
- Skill statements must be more descriptive as they are not presented in the context of a job

JAN MOSSIER

541.###.####

mossierj@example.com**SUMMARY OF SKILLS**

- Able to solve and repair electronic equipment.
- Contribute to teams and create good work relationships.
- Energetic, hardworking, willing to learn.
- Basic understanding of computers.

EXPERIENCE**ELECTRICAL SKILLS**

- Built a TV scrambler from a circuit board in electronics class.
- Rewired lamps, repaired plumbing and appliances in home maintenance projects.
- Operated power tools (saws, drills, sanders) to cut and help frame buildings.

BUSINESS SKILLS

- Tracked and priced inventory with team to improve product availability to customers in grocery store.
- Greeted customers and helped them to find hard-to-locate items.
- Cashiered and calculated cash flow at the end of each shift.

COMPUTER SKILLS

- Set up and entered personal budget on Excel.

EMPLOYMENT HISTORY

Stock Clerk/Cashier, Sunny's Market
Construction Helper, The Builder's Group

2012-Present
Summers 2010-2012

EDUCATION

Roosevelt High School, Boise ID
Related courses: drafting, basic electronics, management

2012

FUNCTIONAL SKILLS RÉSUMÉ SAMPLE
OREGON CIS Job Search and Résumé Creator

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5 Steps to a Successful Interview

Step 1 PREPARE for the Interview

Gather Information

First, make sure that you know the time that the interview is scheduled for, where the interview will take place, the name and job title of the person who will interview you, and whether you need to bring anything (such as work samples) to the interview.

Then gather as much information as you can about the company. Helpful resources are the Internet (check the company's website or look for news articles about the company), your local library, and your local chamber of commerce. Having this background information also makes it easier for you to think of questions to ask the employer during your interview. Find out the essential elements of the job and think about how they match your skills and interests.

Plan Your Route

A few days before your interview, go to the place where the interview will be. If you are driving, park your car and walk into the building to see how many minutes it will take you to get there. If you are using public transportation, it also is a good idea to figure out approximately how long it will take you to get to the interview.

Knowing in advance where the interview will take place increases your confidence and decreases the possibility of arriving late. Allow extra time for unexpected delays. If the place of interview is in a busy part of town or where parking spaces are limited, you may want to consider using public transportation.

Make sure that you have the right time and place, the name of the interviewer, and everything from the "What to Bring" checklist.

What to Bring

Gather these items a few days before your interview:

- A small pad of paper and pen for



taking notes

- Your driver's license (if applicable)
- Samples of your work
- Originals and copies of academic transcripts, educational certificates, and professional qualifications
- Extra copies of your résumé
- A copy of your application
- Your reference list
- Your list of questions that you would like to ask

Step 2 DRESS for Success

Dress Smart

Your appearance says a lot about you. To make the best first impression on your interview, be clean, well-groomed, and nicely dressed. A good rule of thumb is to dress one step above what you would wear on the job, or at minimum in good, clean dress clothing.

For men, this means a dress shirt, tie, dress slacks, dress socks, and dress shoes. For women, this means a suit or a nice simple shirt with a skirt or pants and dress shoes. If you will be wearing stockings, make sure they are close to your skin tone. Dark or neutral colors are generally wise. Do not wear anything too revealing.

Several Days Before the Interview

Well in advance of your interview, you need to:

- Get a haircut
- Groom your hands and nails
- Shine your shoes
- If you have a beard or moustache, trim it so it looks neat
- Buy or borrow appropriate clothing
- Make sure your clothing is clean and ironed
- Lay your clothing out the night before so you are sure it is clean and all there
- Get a good night's sleep

The Morning of the Interview

To prepare the morning of the interview you need to:

- Take a shower or bath
- Wash your hair
- Shave
- Use extra unscented deodorant
- Do not use perfume or aftershave (some people are allergic)
- Cover visible piercings or tattoos
- Eat a light meal or snack before the interview
- Brush and floss your teeth
- Use mouthwash or breath mints
- Light makeup (women)

- Bring a small mirror, brush, and/or comb

Learning how to dress smart for your interview will create a great impression and also give your self-confidence a real boost. Do not wait until the night before to prepare. Your job interview is too important, so get yourself organized early.

Step 3 PRACTICE Makes Perfect

Try a mock interview. Several days before your interview, have a friend or family member ask you interview questions. Why is it important to practice answering interview questions?

- Helps you prepare for the interview
- Helps you respond to questions more naturally
- Gets you to think about who you are and why you are a good fit for the job
- Makes you feel more confident and relaxed in the interview
- Shows the employer that you are organized and well-prepared
- Increases your chances of making a good impression
- Improves your ability to articulate your skills

Prepare for your interview by reviewing sample interview questions you could expect an employer to ask you.

- Why do you want to work for this company?
- What are your strengths?
- What are your weaknesses?
- Tell me about your education and training background?
- What was your favorite subject or activity in school?
- What is your formula for getting along successfully with other people?

Interview Strategies

Review these strategies for the interview:

- Be honest and think quickly.

- Speak clearly and maintain eye contact with the interviewer.
- Explain what you can do for the employer and why you want the job.
- Remember to use good examples to illustrate your point and your skills.
- Express yourself in a positive manner.
- Avoid appearing desperate or overly confident for the position.
- Avoid saying negative things about previous employers.

Can They Ask That?

Interviewers may ask questions that may seem strange to you, but you are not necessarily required to give an



answer. For example, interviewers are able to ask what your nationality is, but they cannot use that information in a hiring decision. If you are asked this question, you may say that you are able to do the job regardless of your nationality. You may also ignore the question or politely refuse to answer it.

In jobs requiring you to drive vehicles, employers may ask for your driver's license number to check your driving record. For more information on employee rights, refer to the U.S. Equal Employment Opportunity Commission at: eeoc.gov

Step 4 The INTERVIEW

Most interviews start with introductions, handshakes, and casual conversation. Remember that the interviewer may be nervous too! This conversation helps everyone relax a bit. Be energetic and enthusiastic, smile, and offer a firm handshake. It is fine for you to initiate the handshake. If you are meeting someone who is unable to shake hands for some reason, it is still polite for you to offer your right hand. Your handshake should be firm and solid, but not bone-crushing or too gentle.

If the interviewer walks out of his or her office to meet you, he or she will probably introduce himself or herself first. If you walk into the interviewer's office to meet him or her, introduce yourself when you enter. Use your full name when you introduce yourself, and speak clearly. The interviewer will most likely direct you to a chair. Sit up straight in the chair, leaning forward occasionally. Look the potential employer straight in the eye, because good eye contact means that you are interested in the person and confident in yourself. It is alright to smile and laugh during the interview, as long as it is appropriate.

The interviewer may give you a lot of detail about the job, or he or she may start by asking about you. Many times job interviews turn into conversations, and that is fine. Feel free to ask questions throughout the interview. Many interviewers will ask you questions from a structured list, because they want to make sure that all applicants are asked the same questions. You may get tough questions from the interviewer to see how well you think on your feet. Remain composed and enthusiastic to show how well you work under pressure.

It is also important to articulate your skill set to the interviewer. Although you need to answer the questions they ask, it is essential to illustrate your skills and abilities through your answers to the questions and make your qualifications clear to the interviewer. It may feel uncomfortable to be so forward about

your abilities, but this is not the time to be shy! Be yourself, but remember that you are your own best advocate.

Expect that the interviewer will have a prepared list of questions and may take notes as you answer the questions. Do not be concerned if the interviewer is writing things down. He or she may be taking notes simply in order to remember what you said.

Here are a few key tips on what to bring and what to do:

- Bring your handbag, briefcase, and/or portfolio.
- Go alone. It is not appropriate to bring parents, relatives or friends/girlfriend/boyfriend with you.
- Arrive 10 to 15 minutes early.
- Be very courteous to receptionists, personal assistants or secretaries as they often have enormous influence on hiring decisions.
- Review your résumé and qualifications as you wait.
- Visualize the interview going well, take deep breaths, and relax.
- Do not chew gum during an interview, as it is distracting to the interviewer and prevents you from speaking clearly when you answer questions.
- Avoid swearing or using slang.

Questions to Ask

Near the end of the interview, the employer may ask directly if you have any questions about the job. It is very important that you have some questions to ask. It is helpful if you think of these questions in advance, using the information you learned when you researched the company. Keep in mind that while the interviewer is determining whether you are a good fit for the job, you are determining whether the job is a good fit for you.

Your questions should relate to the company or the job duties, but it is not appropriate to ask how much the job pays. Use the following questions



to help you think about what you may want to ask your interviewer.

- When do you expect to fill the position?
- May I see the area where I will be working?
- What is the next step in the interview process?
- May I be introduced to one or two employees?
- What education and training does the company provide?
- Why is this a good place to work?
- Will I work alone or with other people?
- Do you have any company literature I could take with me?
- What is the management style of your company?
- To whom would I be reporting?
- How often will I meet with my supervisor?
- Is there a probation period?
- What opportunities are there for advancement?
- How are the employees evaluated?
- What types of problems will I need to solve in this position?
- What tools, safety gear, or uniforms are required? Do I purchase them, or does the company supply them?

THE TOP 10 PERSONAL QUALITIES/SKILLS EMPLOYERS SEEK

A good GPA is, of course, important but employers look at other attributes, too. These qualities are not found in any one particular job or major, but can be gained in a variety of ways including classwork, extracurricular activities, volunteer work, athletics, internships, and group projects in the classroom.

1. Communication skills (verbal and written)
2. Teamwork skills (works well with others)
3. Decision making and problem solving skills
4. Ability to plan, organize and prioritize work
5. Ability to obtain and process information
6. Analytical skills
7. Technical skills
8. Computer software skills
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

(Source: National Association of Colleges and Employers' "Job Outlook 2013")

Discussing Salary

One question that employers use to screen out job applicants is, "What is your expected salary?" If you are asked this question, keep your answer as general as possible, because employers would not consider you if your amount is too high. If you are pressed for a dollar amount, you could say, "I would like to earn approximately the average salary for someone with my experience."

Finish with Confidence

At this point, the interviewer may ask you if you have anything else that you would like to tell them. This is a great opportunity to emphasize your skills and abilities in a concise and confident manner, and to share information that did not come up in the interview. Keep it brief, around 30 seconds to one minute. This is your chance to highlight the things that make you a great fit for the job and leave the interview on a positive note. Remember, do not be shy or humble about your abilities. It is up to you to explain why you are the best person for the position. Always do your best to respond to this opportunity if it is offered to you.

If the interviewer does not offer this question or opportunity to you, it is okay to ask them if you can briefly talk about some of your skills you feel would be essential for them to know.

At the End of the Interview

It is appropriate to shake the interviewer's hand again at the end of the interview, thank him or her for taking the time to interview you, and say goodbye. It is also a good idea to tell the employer that you are interested in the position. This is another way of showing your enthusiasm for the job. You can ask for the interviewer's business card if he or she has not given it to you yet.

Step 5 AFTER the Interview

When you get home, write down the



name and title of your interviewer and any other people you met including other staff and receptionists. This will help you to prepare your own thank you letter and identify what you need to improve for future interviews.

Write and send a thank you letter to your interviewer and anyone else you spoke with during your interview (receptionists and administrative assistants included). Type your thank you letter on a computer. Be sure to check your spelling of all names and titles. Thank the interviewer for the time he or she took to interview you, re-emphasize your skills, talents, and abilities, and include anything you may have forgotten to add during the

interview or in your résumé that might help get you the job.

What to do after the interview:

- Send a thank you letter.
- If you get the job, think about whether the job is right for you.
- If you take the job, do not be shy about negotiating a salary.
- If you did not get the job, get feedback on why you did not get the position and stay positive.
- Reflect on what went well and what did not go well to improve for the next interview.

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CAN 14 TO 17-YEAR-OLDS WORK IN OREGON?

Absolutely! They can work in offices, stores, restaurants, hotels, carwashes, service stations, theaters, amusement parks, parks, yards, nursing homes, hospitals, daycare centers, kennels, and farms.

14- and 15-year-olds can work:

When school is in session:

- Three hours per day on school days
- Eight hours per day on non-school days

- 18 hours per week maximum
- Only between the hours of 7 a.m. and 7 p.m.
- Working is not allowed during school hours.

When school is not in session:

- Eight hours per day
- 40 hours per week maximum
- From June 1 through Labor Day: 7 a.m. to 9 p.m.

16- and 17-year-olds can work any time of year, any hours, and with no daily restrictions. They can also work up to 44 hours per week.

For more information, visit www.oregon.gov/boli/WHD/CLU/docs/employmentminorsbrochure.pdf

LEARN WHAT A GOOD WORK ETHIC IS, AND PRACTICE IT

Work hard. Take initiative. Be responsible. Work smart. Be positive. Manage time. Show enthusiasm and energy.

All the above are part of a good work ethic. Even if you have the skills to do a job, if you don't have a good work ethic you may be first on the list when your boss looks for ways to cut costs by laying off workers.

Which of the following do you think represent a good work ethic and which are examples of a bad work ethic?

	Good	Bad
Showing up to work on time	<input type="checkbox"/>	<input type="checkbox"/>
Doing things without being told	<input type="checkbox"/>	<input type="checkbox"/>
Stealing from the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Lying	<input type="checkbox"/>	<input type="checkbox"/>
Cooperating and working well with co-workers	<input type="checkbox"/>	<input type="checkbox"/>
Waiting until the last minute to get something done, but getting it done on time	<input type="checkbox"/>	<input type="checkbox"/>
Being reliable, someone others can count on	<input type="checkbox"/>	<input type="checkbox"/>

	Good	Bad
Respecting co-workers and customers	<input type="checkbox"/>	<input type="checkbox"/>
Working diligently	<input type="checkbox"/>	<input type="checkbox"/>
Being disruptive or rude in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Always asking others for help with your job	<input type="checkbox"/>	<input type="checkbox"/>
Communicating well with co-workers and customers	<input type="checkbox"/>	<input type="checkbox"/>
Blaming others for your mistakes	<input type="checkbox"/>	<input type="checkbox"/>
Calling in sick when you are not	<input type="checkbox"/>	<input type="checkbox"/>

LOOKING FOR YOUR FIRST JOB?

Whether you find a job working for a business, or become your own boss, working as a teenager can help you:



- Learn responsibility and work ethic
- See how taking initiative pays off
- Boost your savings account or give you some pocket money

Don't be afraid to become your own boss. Sometimes the best way to get that first job is to create it yourself. Offer your services to neighbors and relatives. Get creative and design a flyer for your "business," letting people know what you could do for them.

Work for yourself:

- Babysitting
- Dog walking
- Lawn and yard care
- Car washing

Or apply for a part-time job to work for someone else:

- Amusement park
- Movie theater
- Farm
- Coaching or refereeing

WHERE WILL YOUR MONEY GO?

Whether you're saving money for college or a new car, or just paying your monthly bills, you need to make sure you have enough to cover your current and future expenses. This is called budgeting, and it can help you identify your expenses and achieve your financial goals.

The average person spends a portion of their income on the basics (like food, housing, and clothing), as well as for other important expenses such as health care and transportation.

It's also important to save some money each month to prepare for planned and unplanned expenses. Accumulating a savings account equal to three to six months of expenses can help prepare you for unforeseen situations.

The chart below represents an approximate budget based on a national survey of how people spend their money. It's just an example and your

spending may be quite different than the example shown.

There are a couple of ways to look at your earning and spending potential: You can follow directions below and complete the worksheet on the next page, OR you can visit Reality Check on the Oregon CIS (Career Information Systems) <http://oregoncis.uoregon.edu/home>. You will need an Oregon CIS user name and password to access CIS. It's worth a look – a great way to see how your spending choices add up.

The following budget exercise can help you identify how you plan to spend your money or how much you need to earn to finance your spending. Follow the steps below to fill out your own budget.

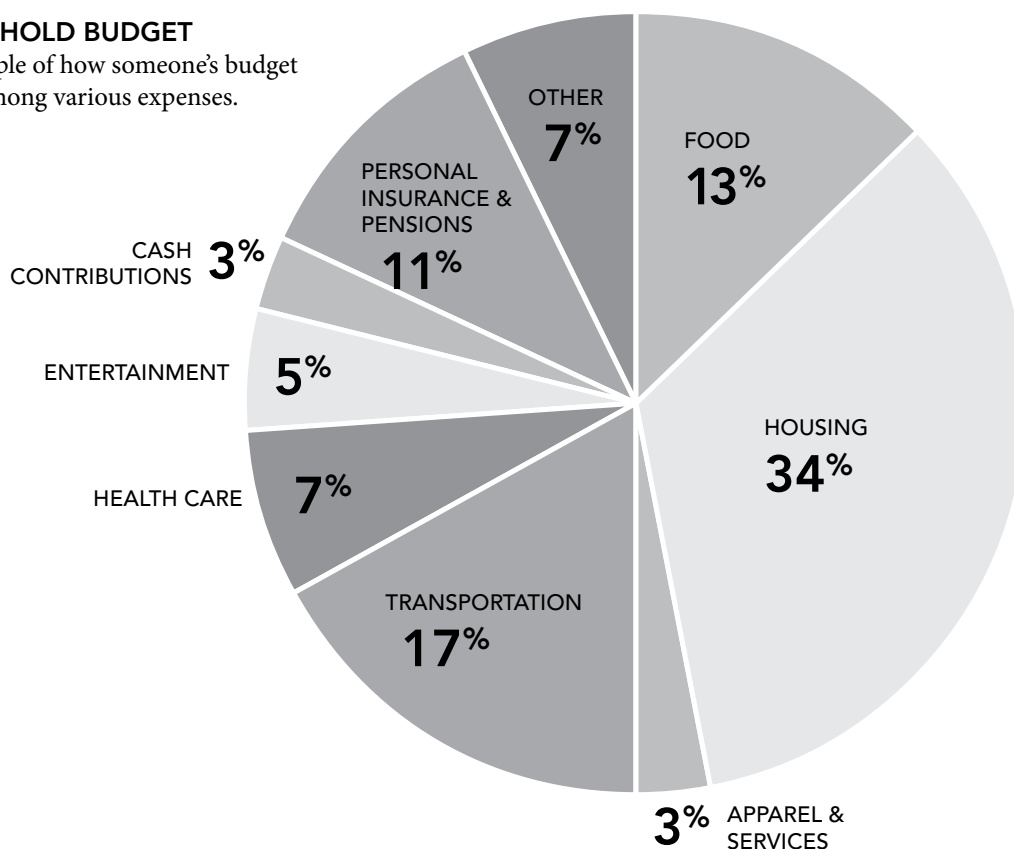
1. First, select an occupation and look up its average wage in the Career Guide (page 37-55). Multiply the hourly wage by 174 hours to find

your monthly income. Enter the wage on the worksheet, and figure out your Net Monthly Income. Or, if you are currently working, enter your monthly income in the table.

2. Next, identify how you spend your money (or estimate how you may spend your money) on a monthly basis. Enter the dollar amounts based on the amount of income you think you'll spend on each expense category. You can use the chart depicting an example budget to show how an average budget is spent, but your spending may be different.
3. Finally, add up your expenses and subtract them from your Net Monthly Income. This number needs to be \$0 to have a balanced budget.

EXAMPLE HOUSEHOLD BUDGET

This is just one example of how someone's budget may be spread out among various expenses.



BUDGET (HOW MUCH WILL YOU NEED TO EARN?)

Income	Amount You Earn
Monthly income	\$
Taxes (monthly income x 0.25)	\$
Net monthly income (monthly income - taxes)	\$

Expenses	Amount Spent per Month
Rent or home mortgage	\$
Utilities (electricity, water, cable, Internet, etc.)	\$
Phone	\$
Other home stuff (furniture, toilet paper, etc.)	\$
Food - eating at home	\$
Food - eating out	\$
Entertainment and recreation	\$
Clothing	\$
Car - payments, gas, maintenance, insurance, etc.	\$
Public transportation	\$
Healthcare (insurance, doctor visits, supplies)	\$
Personal care (toiletries, haircuts, etc.)	\$
Pet (vet bills, food, etc.)	\$
Education and training	\$
Debt and loan payments	\$
Gym fees	\$
Renter's insurance	\$
Savings	\$
Donations	\$
Other expenses	\$
Total Monthly Expenses	\$

Difference (Net Monthly Income Less Monthly Expenses)	\$
--	-----------

CAREER GUIDE

Occupations are grouped by Oregon's six Career Learning Areas in the Career Guide, which allows you to see occupations in the same broad field of study listed together.

DESCRIPTION

The CIS Title refers to the related occupational title that you see on the online Oregon Career Information System, oregoncis.uoregon.edu. If a CIS title is not listed, the Occupational Title in the first column is the same as the CIS Title.

EMPLOYMENT/OPENINGS

Employment on first line: Shows how many jobs are in the occupation. A "very small" occupation has few jobs in the state, while "very large" indicates high levels of employment.

Openings on second line: The number of job openings each year helps tell you the likelihood of finding a job in the occupation. "Substantial" means there will likely be a lot of opportunities for you, but "limited" means there will be fewer opportunities, thus making it harder to find a job.

WAGES

Entry wage on first line: The approximate wage one can expect to earn when entering the occupation.

Median (average) wage on second line: The approximate wage people earn when they work full time in the job for a few years.

To calculate a **monthly wage**, multiply the hourly wage by 174 (the average number of hours worked in a month working full time).

To calculate an **annual wage**, multiply the hourly wage by 2,080 (the number of hours worked in a year working full time).

EDUCATION/LICENSE/APPRENTICESHIP

Education: Lists the typical education level needed to enter the occupation. In some cases, there is no education needed.

License: Indicates if there are state licensing requirements associated with the occupation.

Apprenticeship: Indicates if there are apprenticeship opportunities associated with the occupation.

SCHOOLS

Schools and training entities for each occupation are listed by number, and the complete list is on pages 56-60.

Source: Information in the schools column is from the Oregon Career Information System. Occupational descriptions are based on information from intoCareers and Oregon Career Information System ©2015-2016, University of Oregon and the Bureau of Labor Statistics. Used with permission.

Education or Training	What Do I Need to Do to Get the Training?	How Long Will it Take?
No educational requirements	No education is typically needed to get a job in this occupation	
High school diploma or equivalent	Complete high school or get a GED	4 years
Postsecondary non-degree award	Completion of a program for which a certificate is awarded	Varies, usually less than 2 years beyond high school
Associate's degree	Education and training offered by a community college	2 years of study beyond high school
Bachelor's degree	Education offered by a college or university; a requirement for some professional occupations	4 (maybe 5) years of study beyond high school
Master's degree	Advanced education offered by a college or university; a requirement for some professional occupations	1-2 years of study beyond a bachelor's degree
Doctoral or professional degree	Advanced education offered by a college or university; a requirement for many research occupations	2-3+ years of study beyond a bachelor's degree



AGRICULTURE, FOOD, AND NATURAL RESOURCE SYSTEMS

If you want to save the planet from global warming or toxic waste, develop new food products and market them globally, or are fascinated with animals and their well-being, then this could be the pathway for you. If you want to safeguard the environment for generations to come, then consider careers in farming, landscape technology, forest conservation, environmental science, zoology, or wildlife management.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Agricultural and food science technicians	work with scientists to conduct food and animal research. They help scientists conduct tests and experiments. CIS Title: Science Technicians	Small (652) Fair (32)	\$11.99 \$18.43	Associate's degree	58, 60, 63, 66, 69, 73, 74
Conservation scientists	work in soil conservation and range management to preserve water, soil and forage. CIS Title: Conservation Scientists; Park Naturalists	Small (514) Fair (20)	\$22.14 \$32.52	Bachelor's degree	9, 37, 38, 45, 64, 67
Environmental technicians	perform laboratory and field tests to monitor the environment and investigate sources of pollution. They may collect samples of gases, soil, water, and other materials for testing. CIS Title: Science Technicians	Small (366) Fair (20)	\$16.76 \$25.09	Associate's degree	9, 20, 22, 35, 36, 37, 42, 45, 47, 48, 49, 50, 57, 59, 61, 64, 65, 67, 73, 74
Fallers	use axes or chainsaws to cut down trees. Their understanding of tree characteristics and cutting techniques allow them to control the direction the tree will fall and to minimize damage to the tree. CIS Title: Loggers	Small (570) Limited (10)	\$12.75 \$29.77	High school diploma or equivalent	74, 105, Work Site
Farmworkers	help farmers raise crops and nursery plants. They help plant, water and harvest crops. At nurseries, they may plant, weed and prune plants. CIS Title: Farm and Ranch Workers; Nursery Workers	Very Large (21,777) Substantial (988)	\$9.28 \$9.42	No educational requirement	Work Site
Farriers	take care of horses' feet. They examine hooves for bruises and cracks, trim and shape hooves, and fit, shape and nail shoes to hooves. CIS Title: Animal Caretakers	NA	NA	Postsecondary non-degree award	66, 118
Fishers	catch ocean fish and other marine life using nets, hooks and traps. CIS Title: Commercial Fishers	Average (962) Fair (26)	NA	No educational requirement	62, Work Site
Foresters	manage, use and help protect forests and other natural resources. Forests supply timber for wood products, and provide sites for recreation and habitats for wildlife.	Average (853) Fair (32)	\$23.16 \$29.95	Bachelor's degree	37, 38, 47, 57
Logging equipment operators	drive logging tractors or other equipment with one or more accessories, including bulldozers, grapples, cable winches and crane booms, to fell trees; load, unload or stack logs; or to pull stumps or clear brush. CIS Title: Loggers	Average (2,387) Average (101)	\$15.89 \$20.39	High school diploma or equivalent	74, Work Site
Pest control workers	use chemicals and other methods to destroy or repel bugs and rodents.	Average (1,021) Average (56)	\$12.22 \$17.10	High school diploma or equivalent State license requirement	58, 60, Work Site



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Water treatment plant operators	help make water safe to drink. They remove pollutants from wastewater so it may be safely returned to the environment.	Average (1,135) Average (47)	\$15.73 \$24.66	Postsecondary non-degree award State license requirement	61, 66, 70, 74
Zoologists and wildlife biologists	study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. They may specialize in wildlife research and management. CIS Title: Zoologists	Average (1,388) Average (57)	\$19.84 \$29.43	Bachelor's degree	37



ARTS, INFORMATION, AND COMMUNICATIONS

Whether it's a performing or visual art, or the venue is a stage or museum, check out this pathway if you have an artistic side. Perhaps designing websites or developing new computer games is more to your liking. Other careers in this Career Learning Area relate to journalism, such as writing for a newspaper or magazine, or working as a television broadcaster.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Actors	portray characters in stage, TV, radio, video, or movie productions. They entertain audiences and communicate ideas. They may dance or sing.	Very small (236) Limited (12)	NA	High school diploma or equivalent	9, 13, 19, 20, 37, 42, 45, 47, 48, 49, 50, 54, 57, 60, 61, 63, 65, 66, 67, 69, 70, 73, 74, 127, 136
Broadcast technicians	record and broadcast radio and television programs. They work with electrical equipment, adjusting the picture and sound of the broadcast to ensure clarity for viewers.	Small (400) Limited (7)	\$9.38 \$13.34	Postsecondary non-degree award	67
Camera operators	film a wide range of subjects. They use different types of cameras, including movie, TV and video cameras.	Very small (255) Limited (6)	\$12.57 \$23.27	High school diploma or equivalent	2, 13, 45, 48, 49, 67, 69, Work Site
Computer programmers	create and test computer programs that store, find or retrieve data and documents. They may also program web sites. CIS Title: Computer Programmers	Average (3,137) Average (113)	\$20.82 \$33.63	Bachelor's degree	2, 9, 13, 16, 19, 20, 35, 37, 38, 42, 45, 47, 48, 49, 50, 54, 57, 58, 65, 67, 71, 96, 110, 123
Computer software engineers (applications)	develop, create and modify general computer applications software. They analyze user needs and design software or customize software for their clients. CIS Title: Computer Engineers	Very Large (8,382) Above average (302)	\$24.71 \$42.90	Bachelor's degree	9, 13, 19, 20, 35, 36, 37, 38, 42, 45, 47, 48, 49, 57
Computer software engineers (systems software)	research, design, develop, and test operating systems-level software. They develop computer software systems, such as those that control manufacturing processes.	Large (3,689) Average (99)	\$32.97 \$49.17	Bachelor's degree	9, 13, 19, 20, 35, 36, 37, 42, 45, 47, 48, 49, 50, 54, 57
Computer systems analysts	improve existing computer systems. They plan and develop new systems and help organizations redesign computer systems.	Large (5,320) Above average (207)	\$25.95 \$39.73	Bachelor's degree	9, 13, 16, 19, 20, 35, 36, 37, 42, 43, 45, 47, 48, 49, 50, 54, 57, 74





Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Computer user support specialists	help people solve computer hardware and software problems. They find answers and sometimes provide training. Their work can be done in person or over the phone.	Very Large (8,526) Above average (309)	\$14.99 \$22.25	Postsecondary non-degree award	12, 13, 16, 25, 36, 43, 45, 54, 59, 60, 61, 65, 66, 69, 70, 71, 73, 74, 105, 110
Database administrators	create and maintain computer database systems, which contain complex sets of information.	Average (1,355) Average (45)	\$21.91 \$42.48	Bachelor's degree	9, 12, 13, 19, 20, 35, 37, 42, 45, 47, 48, 49, 50, 54, 57, 110
Desktop publishers	format text and images for publications. They use specialized computer software to create such documents as newsletters, brochures, catalogs, magazines, and books.	Small (386) Limited (7)	\$13.20 \$20.33	Postsecondary non-degree award	2, 9, 37, 38, 42, 45, 59, 60, 61, 65, 66, 67, 69, 70, 74, 110
Editors	select, prepare and revise written material for documents such as newspapers, magazines and books.	Average (1,002) Fair (31)	\$11.20 \$19.98	Bachelor's degree	9, 13, 19, 20, 30, 42, 48, 49, 50, 57
Fashion designers	design clothes and accessories. They create original garments or design garments that follow well established fashion trends.	Small (373) Fair (17)	\$14.06 \$25.20	Bachelor's degree	2, 37
Film and video editors	use editing equipment to remove unwanted parts of a film or video. They reassemble the best parts so that the film is entertaining and interesting.	Very small (267) Limited (7)	\$12.06 \$18.98	Associate's degree	2, 41, 45, 48, 49, 61, 67, 69
Floral designers	cut and arrange live, dried and artificial flowers and plants to create designs according to clients' needs.	Small (683) Fair (18)	\$9.28 \$10.75	High school diploma or equivalent	65, 97, Work Site
Graphic designers	design or create graphics such as brochures, logos, packaging, and displays for commercial or promotional purposes. They use many forms of media, including electronic, film and print.	Average (2,789) Average (119)	\$13.29 \$21.23	Associate's degree	2, 9, 37, 38, 41, 42, 45, 48, 49, 59, 60, 61, 65, 66, 67, 69, 70, 71, 74, 110
Jewelers	design, repair and appraise jewelry and precious metals like gold and silver. Gem cutters and polishers shape and polish gems used in jewelry.	Small (343) Limited (7)	\$13.22 \$21.00	Postsecondary non-degree award	2, 33, 49, 59, 65, 81
Multi-media artists/animators	create special effects, animation and other visual images using film, video, computers, or other electronic tools and media for use in products or creations, including computer games, movies, music videos, and commercials. CIS Title: Animators and Multimedia Artists	Small (733) Fair (37)	\$18.81 \$27.44	Bachelor's degree	2, 9, 13, 20, 41, 42, 45, 48, 49, 57, 69
Musicians and singers	play musical instruments and sing songs to entertain people. They may perform alone or be members of musical groups on stage, radio, TV, film, video, or record in studios.	Average (1,210) Average (44)	\$9.48 \$23.13	High school diploma or equivalent	6, 7, 9, 13, 19, 20, 22, 24, 30, 37, 42, 45, 47, 48, 49, 50, 53, 54, 57, 59, 60, 61, 63, 65, 66, 67, 69, 70, 73, 74, Private Training
Photographers	produce images that paint a picture, tell a story or record an event.	Small (533) Limited (12)	\$11.08 \$16.40	High school diploma or equivalent	2, 9, 22, 33, 37, 38, 41, 42, 45, 49, 67, Work Site
Producers	select plays or scripts, arrange financing, and make other production decisions. Directors interpret plays or scripts by directing the work of the cast and crew. CIS Title: Producers and Directors	Average (1,046) Average (50)	\$15.68 \$26.34	Bachelor's degree	9, 13, 45, 48, 49, 50, 57, 61

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Radio and television announcers	talk on radio or television. They may interview guests, act as masters of ceremonies, read news flashes, identify stations by giving call letters, or announce song titles and artists. CIS Title: Announcers	Small (371) Limited (8)	\$9.49 \$16.49	Bachelor's degree	67, 136, Work Site
Reporters and correspondents	collect and analyze facts about news events by investigation and interviewing individuals. They report and write stories for newspapers, magazines, radio, and television. CIS Title: News Reporters	Small (603) Fair (22)	\$11.96 \$15.93	Bachelor's degree	7, 9, 13, 20, 30, 42, 48, 49, 50, 66, 69
Sound engineers	use console boards to record, copy and edit music, voices or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions.	Very small (147) Limited (4)	\$11.07 \$20.75	Postsecondary non-degree award	30, 45, 61
Telecommunication line installers and repairers	construct and maintain telephone or television wire and cable networks. CIS Title: Line Installers and Repairers	Average (1,384) Fair (34)	\$12.25 \$21.38	High school diploma or equivalent Apprenticeship available	58, 61, 168, Work Site
Writers and authors	originate and prepare written material such as scripts, stories and advertisements. CIS Title: Writers	Small (569) Fair (21)	\$14.96 \$28.81	Bachelor's degree	6, 7, 9, 13, 19, 20, 22, 24, 30, 37, 38, 41, 42, 45, 47, 48, 49, 50, 53, 54, 57, 69



BUSINESS AND MANAGEMENT

Does marketing new products, managing budgets, or selling real estate intrigue you? Would you like to own a business someday? Or perhaps your ideal work conditions are toiling away under sunny skies near beautiful beaches? Perhaps tourism or hospitality careers may interest you. These careers and more are found in this Career Learning Area.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Accountants and auditors	work with financial information. They gather data, study it, make sure it's accurate, and create reports.	Very Large (12,432) Substantial (542)	\$19.57 \$29.39	Bachelor's degree State license requirement	6, 7, 9, 13, 20, 24, 25, 30, 36, 37, 38, 45, 48, 49, 50, 53
Actuaries	use math and statistics to calculate odds. They design insurance programs and pension plans. Their duties depend on whether they work in insurance, finance or employee benefits.	Very small (134) Limited (7)	\$25.89 \$39.65	Bachelor's degree	7, 9, 13, 19, 20, 30, 36, 37, 38, 42, 45, 47, 48, 49, 50, 54, 57
Advertising managers	plan, develop and direct promotional materials and events like posters and contests in order to sell products or services. Advertising creates extra interest in these products and services.	Small (592) Fair (27)	\$21.07 \$31.05	Bachelor's degree	2, 6, 9, 13, 20, 22, 30, 37, 42, 45, 48, 49, 50, 64
Bank tellers	help customers with banking activities. They do such routine banking operations as cashing checks, accepting deposits and payments, and handling withdrawals.	Large (6,244) Above average (333)	\$10.12 \$12.67	High school diploma or equivalent	Work Site
Bill and account collectors	find and notify people who have overdue bills. May also collect the overdue payments.	Large (4,370) Above average (193)	\$10.79 \$16.76	High school diploma or equivalent	Work Site



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Bookkeeping and accounting clerks	create and review financial records. They record income and expenses. They make sure the information is complete and accurate.	Very Large (27,728) Substantial (665)	\$11.73 \$17.57	Postsecondary non-degree award	25, 43, 53, 58, 59, 77, 87, 98, 104, 105, 122, 125, All Community Colleges except Oregon Coast, Work Site
Budget analysts	help prepare and manage financial plans for how money will be spent. They review how it has been spent in the past and plan how it should be spent in the future.	Small (753) Fair (36)	\$24.03 \$32.35	Bachelor's degree	6, 7, 9, 13, 20, 22, 30, 35, 36, 37, 38, 42, 43, 45, 48, 49, 50, 53, 54, 57
Business executives	run companies or government agencies. They create plans to help their organizations grow.	Average (2,067) Average (64)	NA	Bachelor's degree	6, 7, 9, 13, 16, 20, 22, 24, 25, 30, 35, 36, 37, 38, 42, 43, 45, 48, 49, 50, 53, 54, 57
Claim investigators adjusters and examiners	decide if insurance claims have been properly paid. CIS Title: Insurance Adjusters and Examiners	Average (3,079) Average (93)	\$20.25 \$33.29	High school diploma or equivalent State license requirement	Work Site
Computer and information systems managers	coordinate the tasks of computer-related workers. They determine computer and information needs and find workers who will meet those needs. CIS Title: Computer and Information Systems Managers	Large (4,203) Above average (134)	\$33.60 \$52.10	Bachelor's degree	7, 9, 13, 16, 19, 20, 25, 30, 35, 36, 37, 42, 43, 45, 47, 48, 49, 50, 54, 57, 61, 66, 67, 73, 74, 110
Credit analysts	evaluate requests for credit and loans. They prepare reports about whether a company should lend money to loan applicants.	Small (722) Fair (30)	\$21.41 \$33.23	Bachelor's degree	6, 7, 9, 13, 20, 22, 36, 37, 45, 48, 49, 50, 53
Customer service representatives	answer customers' questions, provide information, and resolve complaints about products and services.	Very Large (24,184) Substantial (1,005)	\$10.40 \$15.85	High school diploma or equivalent	93, 105, All Community Colleges except Oregon Coast, Work Site
Data entry keyers	use computers to enter numbers and information into a database.	Average (1,855) Fair (24)	\$10.14 \$13.71	High school diploma or equivalent	93, 105, All Community Colleges except Oregon Coast, Work Site
Dispatchers	coordinate the movement of workers, equipment and vehicles to meet customers' needs.	Average (2,705) Average (110)	\$10.56 \$16.69	High school diploma or equivalent Apprenticeship available	70, Work Site
Financial managers	oversee the financial activities of a company, including budgets and investments. They may negotiate with banks or investment firms.	Large (5,244) Above average (167)	\$27.06 \$45.84	Bachelor's degree	6, 7, 9, 13, 20, 25, 30, 36, 37, 42, 45, 48, 49, 50, 53
General office clerks	perform a variety of duties that help keep offices running. Most general office clerks file and type. They also operate office machines such as photocopiers and fax machines.	Very Large (33,748) Substantial (1,039)	\$9.85 \$15.05	High school diploma or equivalent	93, 105, All Community Colleges except Oregon Coast, Work Site
Insurance agents	sell policies that provide financial protection in case of death, accidents or acts of nature.	Large (3,351) Average (108)	\$14.02 \$26.33	Postsecondary non-degree award State license requirement	6, 7, 9, 13, 20, 22, 30, 36, 37, 38, 42, 45, 48, 50, 53, 54, 57, 75, 82, 103, 117, 129, 138



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Mail carriers	deliver mail to homes and businesses on established routes. At the post office, they sort mail in the order it will be delivered and then distribute it on foot, by vehicle or a combination of both.	Average (3,009) Average (114)	\$16.58 \$27.09	High school diploma or equivalent	Work Site
Meter readers	walk or drive trucks over established routes and take readings of electric, gas, steam, and water meter dials.	Small (435) Limited (12)	\$15.57 \$20.70	High school diploma or equivalent	Work Site
Office managers	plan and oversee the work of office staff.	Very Large (15,529) Substantial (574)	\$15.01 \$23.12	High school diploma or equivalent	43, 77, All Community Colleges except Oregon Coast, Work Site
Parts salespersons	sell parts and equipment in repair shops and parts stores.	Large (3,665) Average (127)	\$10.18 \$15.64	No educational requirement	Work Site
Payroll and timekeeping clerks	check employee time records and issue paychecks. They review employee work charts or timecards to be sure they are complete.	Average (2,731) Average (95)	\$14.06 \$20.10	High school diploma or equivalent	43, All Community Colleges except Oregon Coast, Work Site
Personnel clerks	document and file employee information, including names, Social Security numbers, job titles, and salaries. CIS Title: Human Resources Assistants	Average (1,626) Average (49)	\$12.87 \$18.86	High school diploma or equivalent	93, 105, All Community Colleges except Oregon Coast, Work Site
Public relations specialists	help build a positive public image for organizations. They engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media.	Average (2,360) Average (65)	\$14.20 \$26.70	Bachelor's degree	2, 13, 15, 19, 20, 22, 30, 36, 37, 42, 45, 48, 49, 50, 53, 54, 57, 74
Purchasing agents	buy products and services necessary for the operation of a business. CIS Title: Buyers and Purchasing Agents	Average (3,246) Average (94)	\$18.23 \$27.10	Bachelor's degree	6, 7, 9, 13, 20, 22, 30, 35, 36, 37, 38, 42, 43, 48, 49, 50, 53, 54, 57
Real estate agents	help clients buy, sell or lease property and buildings.	Very Large (7,609) Above average (216)	\$9.88 \$15.64	Postsecondary non-degree award State license requirement	58, 59, 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 74, 75, 76, 78, 90, 111, 117, 124, 129, 138
Receptionists and information clerks	greet visitors, provide information regarding services or activities, and answer questions about the location of people and places within an organization. CIS Title: Receptionists	Very Large (11,808) Substantial (445)	\$9.64 \$13.04	High school diploma or equivalent	43, 93, 102, 105, All Community Colleges except Oregon Coast, Work Site
Retail salespersons	help customers find items in stores, demonstrate how items work, and explain the details of items to customers.	Very Large (58,116) Substantial (2,626)	\$9.32 \$11.17	No educational requirement	All Community Colleges except Central Oregon and Treasure Valley, Work Site
Secretaries	perform routine clerical and administrative functions including writing letters and memos, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers.	Very Large (23,879) Substantial (640)	\$10.68 \$16.19	High school diploma or equivalent	43, 86, 93, 105, All Community Colleges except Oregon Coast, Work Site

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Stock clerks	receive, unpack, check, store, and track merchandise or materials.	Very Large (15,800) Substantial (539)	\$9.52 \$13.16	No educational requirement	Work Site
Tax preparers	complete tax returns for individuals and small businesses and attempt to minimize the customer's taxes.	Average (1,394) Fair (38)	\$12.54 \$17.11	Postsecondary non-degree award State license requirement	64, 98, 104, 106, 122, 125



HEALTH SERVICES

Walk down this path if you want to make people feel better and save people's lives. With an aging population, more people are living longer than decades ago, often fighting diseases and illnesses, and requiring more health care services. Careers in these pathways deal with keeping people healthy and using technology to diagnose and treat health problems.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Audiologists	test how well people can hear and help people with hearing disorders. They may fit hearing aids and research hearing problems. CIS Title: Speech Pathologists and Audiologists	Very small (249) Limited (12)	\$24.47 \$36.68	Master's degree State license requirement	42, 45, 49
Cardiovascular technologists and technicians	help doctors identify and treat heart and blood vessel problems. CIS Title: Cardiovascular Technologists	Small (696) Fair (26)	\$16.23 \$33.12	Associate's degree	36, 119, Work Site
Chiropractors	treat patients with health problems related to back, neck and other joint injuries.	Small (502) Fair (20)	\$15.09 \$28.27	Doctoral or professional degree State license requirement	51
Dental assistants	help dentists with patient care, office tasks and lab duties. They work closely with dentists as they examine and treat patients.	Large (4,670) Above average (141)	\$14.96 \$19.02	Postsecondary non-degree award	5, 58, 59, 60, 61, 65, 66, 69, 70, 74, 77, 92, 105, 128, 135, Work Site
Dental hygienists	clean teeth and teach customers how to prevent tooth decay and gum disease.	Large (3,604) Above average (148)	\$30.95 \$36.86	Associate's degree State license requirement	36, 42, 58, 59, 60, 65, 67, 69, 73, 74
Dentists	examine teeth and gums. They correct dental problems by filling cavities, pulling teeth and treating dental diseases. Most are general practitioners.	Average (1,219) Average (41)	NA	Doctoral or professional degree State license requirement	35
Dietitians	plan diets for people and educate them about healthy eating. Some supervise food preparation and service.	Small (625) Fair (17)	\$21.43 \$30.65	Bachelor's degree State license requirement	26, 35, 37, 51, 139
Health information technicians	collect, code and maintain patients' medical information, which includes data from doctor and hospital visits. Such records include symptoms, medical histories and test results.	Average (3,260) Above average (141)	\$12.84 \$19.47	Postsecondary non-degree award	5, 12, 25, 36, 59, 60, 64, 65, 67, 69, 70
Home health aides	care for elderly, recovering or disabled persons in their own homes.	Very Large (8,061) Substantial (375)	\$9.40 \$10.83	No educational requirement	64, 70, 71, Work Site





Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Licensed practical nurses (LPNs)	care for the sick, injured and disabled. They work under the direction of a doctor or registered nurse. Most LPNs provide basic bedside care.	Average (2,920) Average (120)	\$18.96 \$23.20	Postsecondary non-degree award State license requirement	43, 59, 60, 62, 63, 64, 65, 67, 68, 70, 73, 74, 92, 99, 102, 137
Massage therapists	improve circulation and provide relaxation by rubbing, kneading, pressing, stroking, tapping, thumping, and stretching muscles and connective tissues.	Average (1,864) Average (62)	\$10.29 \$24.97	Postsecondary non-degree award State license requirement	5, 12, 26, 51, 59, 60, 65, 70, 83, 94, 115, 121, 134, 139, 162
Medical and clinical laboratory technicians	conduct routine tests to detect, diagnose and treat diseases using samples of body fluids, cells and tissues. CIS Title: Medical Laboratory Technicians	Average (1,209) Average (57)	\$13.77 \$19.83	Postsecondary non-degree award	61, 69, 70, 133, 142
Medical and clinical laboratory technologists	perform complex medical laboratory tests for the diagnosis, treatment and prevention of disease. CIS Title: Medical Laboratory Technologists	Average (1,769) Average (66)	\$20.04 \$32.49	Bachelor's degree	35, 36, 45, 72
Medical assistants	help care for patients under the direction of a physician. They record vital signs, prepare patients for examination and maintain office records.	Very Large (8,512) Above average (352)	\$12.19 \$16.49	Postsecondary non-degree award	5, 12, 16, 43, 59, 60, 61, 62, 63, 66, 68, 69, 70, 71, 74, 77, 92, 102, 105
Medical sonographers and ultrasound technologists	produce ultrasonic recordings of internal organs for use by physicians. CIS Title: Medical Sonographers	Small (541) Fair (25)	\$32.55 \$41.90	Associate's degree	36
Medical transcriptionists	listen to audio recordings made by physicians and other health care professionals and type what they hear into a computer.	Average (1,288) Fair (36)	\$12.55 \$18.66	Postsecondary non-degree award	59, 60, 65, 71, 73, 77
Naturopathic physicians	help patients maintain and improve their health with natural medicines and remedies.	NA	NA	Master's degree	1, 26, 34
Nuclear medicine technologists	give patients radioactive drugs or radiation treatments. They administer radioactive isotopes for tracer studies and to identify selected internal areas.	Very small (183) Limited (6)	\$30.66 \$39.16	Associate's degree	36
Nursing assistants	give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.	Very Large (14,651) Substantial (534)	\$10.12 \$13.53	Postsecondary non-degree award State license requirement	58, 59, 60, 62, 63, 64, 65, 66, 67, 68, 70, 72, 73, 74, 89, 105
Occupational therapists (OTs)	help people regain or learn daily living or work skills. They help people who have mental, physical or developmental disabilities caused by birth defects, injuries, illnesses, or aging.	Average (1,185) Fair (40)	\$28.61 \$39.21	Master's degree State license requirement	42
Optometrists	examine eyes to diagnose vision problems. They prescribe corrective lenses or other treatments.	Small (462) Fair (26)	\$22.87 \$46.04	Doctoral or professional degree State license requirement	42
Pharmacists	dispense drugs and provide information about their use.	Large (3,761) Above average (148)	\$48.46 \$60.79	Doctoral or professional degree State license requirement	35, 37, 42



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Pharmacy technicians	help pharmacists provide drugs and other health care products to patients.	Large (5,039) Above average (132)	\$12.86 \$17.37	Postsecondary non-degree award State license requirement	5, 12, 43, 59, 60, 65, 66, 70, 71, 72, 77, 113, 119
Physical therapists	help relieve pain and increase strength and mobility. Doctors may refer patients recovering from accidents, strokes and heart disease to physical therapists.	Average (2,627) Average (124)	\$29.71 \$38.41	Doctoral or professional degree State license requirement	13, 42
Physical therapy assistants	help patients regain physical function after illness or injury. They are supervised by physical therapists.	Small (656) Fair (32)	\$20.02 \$25.84	Associate's degree State license requirement	13, 65, 67
Physician assistants (PAs)	provide health care services under doctor supervision. They perform many duties, including interviewing patients, performing physical exams and ordering lab tests. PAs make basic diagnoses and give shots.	Average (1,075) Average (53)	\$38.89 \$49.02	Master's degree State license requirement	35, 42
Physicians	help people maintain and improve their health. There are two types of physicians. Doctors of osteopathy (D.O.) focus on muscles and bones in the body. Medical doctors look at all parts of the body. Both use drugs, surgery and other methods to treat disorders.	Very Large (8,856) Above average (373)	NA	Doctoral or professional degree State license requirement	26, 35, 56
Psychiatric aides	care for patients with mental and emotional disorders in hospitals and institutions.	Average (1,183) Average (42)	\$12.27 \$15.41	High school diploma or equivalent	Work Site
Radiologic technologists	use special equipment to create images of internal organs, tissues and bones.	Average (2,117) Average (62)	\$23.34 \$31.54	Associate's degree State license requirement	36, 43, 58, 59, 62, 63, 66, 69, 72, 77
Registered nurses (RNs)	promote health and help patients cope with illness and injury. They work in hospitals, doctors' offices, nursing homes, and public health facilities such as government agencies and schools.	Very Large (32,661) Substantial (1,091)	\$29.38 \$40.22	Associate's degree State license requirement	6, 9, 13, 16, 20, 25, 30, 35, 36, 50, 52, 99, 137, All Community Colleges except Klamath and Tillamook Bay
Respiratory therapists	evaluate, treat and care for patients with breathing disorders.	Average (1,238) Fair (33)	\$23.80 \$30.63	Associate's degree	36, 65, 67, 92
Speech pathologists	help people speak more clearly or hear better. They treat language and speaking disorders. CIS Title: Speech Pathologists and Audiologists	Average (1,024) Fair (33)	\$22.54 \$34.84	Master's degree State license requirement	42, 45, 49
Surgical technologists	help with medical operations under the supervision of surgeons and nurses. They also are called operating room technicians.	Average (1,076) Fair (31)	\$17.84 \$23.55	Postsecondary non-degree award	67, 92
Veterinarians	diagnose and treat animal health problems. They work to prevent, control and cure animal diseases. Veterinarians work with sick, injured and healthy animals.	Average (1,157) Average (56)	\$25.03 \$36.91	Doctoral or professional degree State license requirement	37
Veterinary assistants	care for animals and help with lab tests, treatment and surgery.	Average (1,322) Average (48)	\$9.31 \$12.00	High school diploma or equivalent	5, 58, 66, 69, 70, 77, Work Site



HUMAN RESOURCES

The careers along this path span a wide spectrum – from educating children to protecting neighborhoods to responding to accidents to serving the public as an elected official. These careers are varied but rooted in a general principle: to work with people and help others in need.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Ambulance drivers	transport sick, injured and recuperating persons. They are assisted by ambulance attendants.	Very small (78) Limited (2)	\$9.34 \$11.13	High school diploma or equivalent	Work Site
Appraisers and assessors	estimate the value of items such as art, antiques, buildings, and land. Their work can help determine property taxes paid by homes and businesses.	Average (1,095) Fair (21)	\$16.49 \$26.22	Postsecondary non-degree award State license requirement	22, 45, 65, 117, 129
Bakers	mix and bake ingredients to produce breads, pastries and other baked goods.	Average (2,503) Average (90)	\$9.67 \$12.99	No educational requirement Apprenticeship available	2, 18, 43, 59, 65, 66, 71, 72, 74, 105, Work Site
Bartenders	mix and serve drinks to customers in bars and restaurants.	Very Large (8,894) Substantial (447)	\$9.27 \$9.40	No educational requirement State license requirement	Work Site
Chefs and dinner cooks	prepare meals in restaurants, hotels and institutions. Although the terms "chef" and "cook" are used interchangeably, chefs tend to be more highly skilled and better trained than cooks.	Average (1,366) Average (42)	\$12.24 \$17.46	Postsecondary non-degree award	2, 18, 43, 59, 64, 65, 66, 71, 72, 74, 91, 105
Child care workers	supervise, care for and teach children in schools or businesses.	Large (5,673) Above average (234)	\$9.28 \$10.03	High school diploma or equivalent	9, 107, 108, 114, All Community Colleges except Columbia Gorge, Oregon Coast and Rogue, Work Site
Child, family and school social workers	work to ensure the safety and health of children. They help families solve social, financial and health problems. CIS Title: Social Workers	Large (3,624) Average (117)	\$12.10 \$21.27	Bachelor's degree State license requirement	6, 13, 42, 45, 49, 50, 53
Clergy	provide spiritual leadership. Most U.S. clergy are Protestant ministers, Jewish rabbis or Roman Catholic priests. Other religious organizations also have spiritual teachers and leaders.	Large (3,824) Average (98)	\$9.56 \$19.99	Bachelor's degree	4, 6, 7, 8, 13, 17, 21, 22, 23, 24, 28, 29, 30, 31, 32, 39, 40, 44, 50, 53, 55, 88
College instructors	teach one or more subjects. They give presentations to their classes, plan assignments and grade the assignments. CIS Title: College and University Teachers	Very Large (21,066) Substantial (583)	\$26,344 \$53,599	Master's degree	6, 7, 9, 10, 13, 15, 19, 22, 24, 30, 34, 35, 36, 37, 38, 41, 42, 45, 46, 47, 48, 49, 50, 53, 54, 57
Construction and building inspectors	examine new or remodeled structures for quality and safety.	Average (1,306) Average (48)	\$19.68 \$29.57	High school diploma or equivalent State license requirement	37, 45, Work Site





Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Correctional officers	guard inmates in prison. They keep order, enforce rules and maintain security. They also supervise inmates' activities and work assignments.	Large (4,206) Above average (135)	\$19.62 \$25.87	High school diploma or equivalent Apprenticeship available State license requirement	25, 30, 43, 45, 48, 54, All Community Colleges except Mt. Hood, Oregon Coast, Southwestern Oregon, Work Site
Court reporters	keep records of official proceedings using a steno machine. They record every word spoken at legal trials, hearings, business conferences, legal depositions, and arbitrations.	Very small (106) Limited (2)	NA	Postsecondary non-degree award State license requirement	137
Crossing guards	direct the movement of pedestrians and drivers at street intersections and construction sites. They guide traffic through school zones, construction sites and detour routes.	Average (1,494) Average (45)	\$9.61 \$12.14	High school diploma or equivalent	59, 64, 65, 70, 73, 112, Work Site
Elementary school teachers	instruct public and private school children in grades one through six. Sometimes they teach combined grades. They usually teach one class of about 25 students.	Very Large (14,114) Substantial (468)	\$37,311 \$57,020	Bachelor's degree State license requirement	6, 7, 9, 13, 19, 20, 22, 24, 30, 37, 38, 42, 45, 49, 50, 53, 54, 57, 66, 107, 108, 141
Emergency medical technicians (EMTs)	give immediate care to ill or injured people. If patients need additional care, EMTs drive them to medical facilities.	Average (1,967) Average (82)	\$11.76 \$17.27	Postsecondary non-degree award State license requirement	27, 35, 36, All Community Colleges except Clatsop and Linn-Benton
Emergency vehicle dispatchers	direct police car, fire truck and ambulance activity. They coordinate movement of workers and vehicles. CIS Title: Dispatchers	Average (1,015) Fair (38)	\$18.45 \$25.63	High school diploma or equivalent Apprenticeship available State license requirement	69, 70, 93, 105, Work Site
Fast food workers	take and fill food orders. They total bills, receive cash, make change, and give receipts. They may clean and restock work areas. CIS Title: Counter Attendants	Very Large (38,095) Substantial (2,008)	\$9.27 \$9.39	No educational requirement	105, Work Site
Firefighters	put out fires and rescue people in danger. They may provide medical assistance. Forest firefighters work only on fires in forests and rangelands.	Large (3,859) Above average (137)	\$9.50 \$30.59	Postsecondary non-degree award	59, 60, 61, 62, 69, 70, 71, 73, 74, 105, 168, Work Site
Fitness trainers and aerobics instructors	teach or coach exercise activities or sports to improve clients' fitness levels and sports skills.	Large (3,764) Average (93)	\$10.03 \$18.85	High school diploma or equivalent	6, 7, 9, 20, 30, 37, 42, 45, 48, 49, 53, 54, 57, 59, 60, 61, 63, 65, 66, 67, 69, 70, 71, 74, 109
Forensic science technicians	study physical evidence using scientific methods to solve crimes. They often collect physical evidence at crime scenes.	Very small (209) Limited (10)	\$19.42 \$30.28	Bachelor's degree	6, 7, 9, 13, 36, 37, 42, 45, 47, 48, 49, 50, 53, 54, 57, 59, 63, 71, 72, 73
Funeral service managers	organize and direct funeral services, providing important assistance in times of sadness and loss.	Very small (216) Limited (7)	\$17.87 \$26.94	Associate's degree State license requirement	67
Hairstylists and cosmetologists	wash, cut, color, perm, and style hair. Cosmetologists also apply makeup.	Large (4,623) Above average (222)	\$9.29 \$11.44	Postsecondary non-degree award State license requirement	67, See list of Beauty and Barber Schools



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Health educators	improve individual and community health by helping individuals and communities adopt healthy behaviors. CIS Title: Public Health Educators	Small (808) Fair (32)	\$14.90 \$27.13	Bachelor's degree	20, 35, 37, 42, 45, 54
High school teachers	teach specific subjects to students in grades nine through 12. They help students study subjects more closely than they did in elementary school in subjects that include English, history, math, science, and foreign languages.	Very Large (11,310) Substantial (423)	\$37,796 \$57,613	Bachelor's degree State license requirement	6, 7, 9, 13, 19, 20, 22, 30, 37, 38, 42, 45, 48, 49, 50, 53, 54, 57
Hotel desk clerks	ensure the comfort of hotel guests. They work at the front desk in hotels, motels and resorts, make reservations by telephone, and greet guests when they arrive.	Large (3,851) Above average (218)	\$9.32 \$10.49	High school diploma or equivalent	Work Site
Interpreters and translators	convert spoken or written words from one language to another. They may work with live speech, listening to speakers and translating what they say.	Average (944) Fair (39)	\$13.03 \$17.89	High school diploma or equivalent State license requirement	9, 13, 19, 20, 37, 42, 45, 47, 48, 49, 50, 54, 57, 58, 59, 60, 61, 62, 63, 65, 66, 67, 69, 74
Janitors	keep buildings tidy and in good condition. They clean and maintain buildings using power and hand tools.	Very Large (25,990) Substantial (902)	\$9.32 \$11.93	No educational requirement	86, Work Site
Laundry and dry cleaning workers	clean clothing, linens, rugs, and other items. They also may staff the counter and receive articles from customers.	Average (1,782) Average (64)	\$9.33 \$10.50	No educational requirement	Work Site
Law enforcement officers	keep order and make sure people obey laws. They protect life and property, prevent crimes, investigate complaints and crimes, make arrests, write reports of their activities, and testify in court.	Large (4,730) Above average (182)	\$22.54 \$31.71	High school diploma or equivalent Apprenticeship available State license requirement	7, 25, 30, 43, 45, 48, 50, 54, All Community Colleges except Oregon Coast, Work Site
Lawyers	study, explain and apply laws to specific problems. They advise clients of their legal rights and suggest courses of action. They represent clients in court and present supporting evidence.	Large (5,372) Above average (157)	NA	Doctoral or professional degree State license requirement	19, 49, 57
Librarians	organize materials in libraries and help people find them. Most libraries contain books, magazines, documents, recordings, and films. Librarians select, order and classify items.	Average (1,867) Average (60)	\$16.85 \$27.85	Master's degree	11, 45
Loan counselors	guide prospective loan applicants who have problems qualifying for traditional loans. They may help customers determine the best type of loan and explain loan requirements and restrictions.	Small (610) Fair (21)	\$15.71 \$20.98	Bachelor's degree	6, 7, 9, 13, 20, 22, 30, 36, 37, 38, 42, 45, 48, 50, 53, 54, 57, 129
Maids and housekeepers	clean hotels, motels, hospitals, and private households. Responsibilities include making beds and stocking linens. CIS Title: Room Cleaners	Very Large (12,348) Substantial (392)	\$9.29 \$10.48	No educational requirement	Work Site
Manicurists	clean, shape and polish nails.	Very small (256) Limited (10)	\$9.26 \$9.37	Postsecondary non-degree award State license requirement	67, All Beauty Schools except 156 and 159



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Medical and public health social workers	provide psychosocial support to help people cope with chronic, acute or terminal illnesses, including Alzheimer's, cancer and AIDS. They advise family caregivers, provide patient education and counseling. CIS Title: Social Workers	Average (1,420) Average (51)	\$20.11 \$29.28	Bachelor's degree State license requirement	6, 13, 42, 45, 50, 53
Meeting and convention planners	organize and coordinate group events such as meetings, conferences and conventions.	Average (1,018) Average (44)	\$13.57 \$20.51	Bachelor's degree	6, 9, 13, 20, 22, 30, 37, 45, 48, 49, 50, 60, 67
Mental health and substance abuse social workers	help clients with mental, emotional or substance abuse problems. They may provide individual or group therapy sessions, crisis intervention and education. CIS Title: Social Workers	Average (2,325) Average (84)	\$13.10 \$20.03	Master's degree State license requirement	6, 13, 42, 45, 50, 53
Middle school teachers	teach seventh- and eighth-grade students in public and private schools in one or more subjects.	Large (6,893) Above average (228)	\$40,939 \$58,465	Bachelor's degree State license requirement	6, 7, 9, 13, 19, 20, 22, 30, 37, 38, 42, 45, 48, 49, 50, 53, 54, 57
Paralegals	research and investigate facts for lawyers.	Average (2,343) Average (82)	\$16.83 \$26.77	Associate's degree	43, 58, 66, 69, 73, 74, 137
Preschool and kindergarten teachers	help children explore interests and develop talents. They help children build self-esteem and learn how to behave with others.	Large (5,749) Above average (251)	\$9.64 \$12.69	Associate's degree State license requirement	6, 7, 9, 19, 20, 22, 24, 30, 37, 38, 42, 45, 49, 50, 53, 54, 107, 108, All Community Colleges except Oregon Coast
Private detectives and investigators	help lawyers, businesses and the public find information or detect such unlawful acts as shoplifting.	Very small (280) Limited (12)	\$12.70 \$17.82	Associate's degree State license requirement	7, 43, 45, 48, 50, 54, All Community Colleges except Oregon Coast
Professional athletes	compete individually or as part of a team in athletic events.	Very small (98) Limited (4)	NA	High school diploma or equivalent	Work Site
Recreation workers	design and lead classes in a variety of activities, such as arts and crafts, music, camping, sports, or exercise. Recreation workers teach participants and encourage them to try new things.	Large (4,927) Above average (131)	NA	High school diploma or equivalent	6, 7, 9, 37, 38, 42, 45, 48, 53, 54, 57, 58, 59, 61, 63, 65, 67, 69, 70, 74
Rehabilitation counselors	help clients identify and remove barriers to educational, career, emotional and social development. They work with clients who have been in accidents or have disabilities from illnesses or from birth.	Average (1,477) Average (50)	\$10.49 \$16.60	Master's degree State license requirement	42, 45, 54
Restaurant hosts	greet customers and escort them to tables.	Large (4,012) Above average (348)	\$9.26 \$9.35	No educational requirement	Work Site
Restaurant managers	plan and direct the activities of places that serve food and beverages.	Average (2,962) Average (98)	\$13.16 \$21.54	High school diploma or equivalent	2, 37, 45, 48, 58, 59, 60, 64, 65, 66, 67, 71, 72, 74, Work Site

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
School counselors	teach people about career choices and help them find jobs. They also counsel students about personal problems. In high schools, school counselors help students evaluate abilities and interests and discuss their goals.	Average (2,934) Average (97)	\$16.00 \$26.05	Master's degree State license requirement	19, 30, 37, 38, 42, 45
Security guards	protect property from illegal entry, vandalism, theft, and fire.	Very Large (8,088) Above average (248)	\$9.36 \$12.84	High school diploma or equivalent State license requirement	25, 64, 105, Work Site
Substance abuse and behavioral disorder counselors	help those who have alcohol, tobacco, drug, gambling, eating, and other disorders. They may counsel individuals, families and groups, or work in abuse prevention programs. CIS Title: Addictions Counselors	Average (1,661) Average (66)	\$13.08 \$19.81	High school diploma or equivalent State license requirement	19, 45, 59, 60, 61, 62, 64, 67, 69, 70, 72, 74
Teacher assistants	provide teaching and clerical support for classroom teachers. They help children learn lesson material and may work with groups or individual students. CIS Title: Teacher Aides	Very Large (18,296) Substantial (624)	\$20,401 \$29,111	High school diploma or equivalent	7, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 71, 72, 73, 74
Travel agents	plan trips and make travel arrangements for clients.	Average (984) Limited (15)	\$11.16 \$16.97	High school diploma or equivalent	37, 38, 58, 60, 65, 67, 72, Work Site
Urban and regional planners	conduct studies and develop proposals for cities and counties. They plan for the overall growth and improvement of urban, suburban and rural areas.	Average (1,079) Average (60)	\$24.74 \$35.66	Bachelor's degree	45, 49
Waiters and waitresses	serve food in restaurants and other dining establishments.	Very Large (29,730) Substantial (1,829)	\$9.26 \$9.35	No educational requirement	Work Site



INDUSTRIAL AND ENGINEERING SYSTEMS

Do you ever wonder how things work? If you're a detail-oriented person who loves to use technical and mechanical skills, then consider careers in this area. Engineers, technicians, and production workers in manufacturing all help build the products we use every day. If you want to build, inspect, or maintain infrastructure like roads and bridges, this could be a Career Learning Area for you.

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Air traffic controllers	work in airports. They coordinate and manage air traffic to ensure pilots and passengers travel safely.	Very small (170) Limited (8)	NA	Postsecondary non-degree award	The Federal Aviation Administration (FAA) Academy
Architects	plan and design buildings and structures, including homes, office buildings, stores, and factories.	Average (1,469) Average (60)	\$20.85 \$31.38	Bachelor's degree State license requirement	45, 49
Automobile mechanics	inspect, maintain and repair cars and light trucks.	Large (5,982) Above average (208)	\$11.15 \$18.90	Postsecondary non-degree award Apprenticeship available	59, 60, 61, 62, 64, 65, 66, 67, 69, 70, 74, 105, Work Site



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Bicycle repairers	fix bicycles and build new ones using hand tools.	Very small (280) Limited (14)	\$9.68 \$12.43	High school diploma or equivalent	140, Work Site
Bricklayers and blockmasons	use bricks, stones and mortar to build and repair walls, archways, paths, and other structures. CIS Title: Bricklayers and Stonemasons	Small (532) Fair (23)	\$16.89 \$29.85	High school diploma or equivalent Apprenticeship available	67, 70, 105, 112, 168, Work Site
Building maintenance and repair workers	keep buildings in good shape. They repair plumbing, electrical fixtures, machinery and the structure of buildings. CIS Title: Building Maintenance Workers	Very Large (13,336) Substantial (422)	\$11.07 \$18.07	High school diploma or equivalent	58, 59, 60, 61, 62, 64, 65, 69, 70, 72, 73, 74, 86, 105, 112, 129, Work Site
Bus drivers	transport people en masse from one place to another. There are three types of bus drivers: local, intercity and charter.	Average (2,693) Average (79)	\$12.40 \$20.88	High school diploma or equivalent	61, 62, 70, 74, 95, 101, 143, Work Site
Captains	command ships. They set the course and speed and steer vessels to avoid hazards and other ships. Mates oversee the operation of the vessel for part of the day. CIS Title: Ship Captains and Mates	Very small (257) Limited (14)	\$18.45 \$35.41	Postsecondary non-degree award State license requirement	62, 105
Carpenters	cut, fit and assemble wood and other materials. They help build and repair buildings, furniture, and other structures.	Very Large (10,312) Substantial (409)	\$12.15 \$19.67	High school diploma or equivalent Apprenticeship available	61, 62, 65, 67, 70, 105, 112, 168, Work Site
Cartographers and photogrammetrists	make maps and similar displays. They use information from geographic information systems.	Small (429) Fair (17)	\$18.01 \$27.73	Bachelor's degree	36, 37, 45, 49, 59, 61, 65, 73
Chemists	work with chemicals to conduct experiments and learn new things. They observe how substances react to heat, light or other chemicals. They also prepare test solutions to study how chemicals combine.	Small (735) Fair (31)	\$17.99 \$31.13	Bachelor's degree	6, 9, 13, 19, 20, 35, 37, 38, 42, 45, 47, 48, 49, 50, 54, 57, 59, 66, 67
Civil engineering technicians	help engineers plan, design and oversee the construction and maintenance of buildings and structures like sewer systems and bridges. CIS Title: Engineering Technicians CLA: IES	Average (962) Fair (26)	\$20.46 \$28.67	Associate's degree	58, 60, 66, 67, 69, 70, 74
Civil engineers	plan and design roads, buildings, airports, tunnels, dams, bridges, and water systems. They may also supervise construction jobs.	Large (3,649) Above average (149)	\$24.52 \$36.52	Bachelor's degree State license requirement	36, 37, 45, 50
Computer hardware engineers	research, design, develop, and test computers or computer-related equipment. CIS Title: Computer Engineers	Large (3,664) Average (129)	NA	Bachelor's degree	9, 13, 19, 20, 35, 36, 37, 42, 45, 47, 48, 49, 50, 54, 57
Conductors	coordinate and supervise the travel of passengers and cargo on trains. Yardmasters move trains in yards and see that they come and go safely with the correct cars attached. CIS Title: Train Conductors and Yardmasters CLA: IES	Small (479) Fair (17)	\$17.02 \$25.49	High school diploma or equivalent	Work Site
Construction equipment operators	drive bulldozers, graders, shovels, and other machines to move dirt and rocks. CIS Title: Operating Engineers	Large (3,496) Above average (132)	\$15.43 \$23.98	High school diploma or equivalent Apprenticeship available	66, 70, 74, 112, 168, Work Site

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Construction managers	are in charge of construction projects, such as buildings, roads, or bridges. They receive the plans for a project and must figure out how to build it.	Average (3,225) Average (121)	\$24.36 \$40.82	Associate's degree	50, 69, 112, 129
Cost estimators	calculate how much time and money it takes to complete a construction project. They talk to project managers to learn what they want to build, read bid proposals, and study blueprints and drawings.	Average (3,290) Above average (178)	\$14.38 \$28.55	Bachelor's degree	6, 7, 9, 13, 19, 20, 22, 30, 36, 37, 42, 45, 47, 48, 49, 50, 53, 54, 57, 69, 70, 112, Work Site
Crane and tower operators	use mechanical booms, cables, or tower and cable equipment to lift and move heavy objects or loads.	Small (582) Fair (31)	\$19.04 \$26.41	No educational requirement Apprenticeship available	70, 74, 112, 168, Work Site
Electric motor and power tool repairers	install, maintain and repair electric motors, wiring and switches. CIS Title: Electric Motor Repairers	Very small (254) Limited (7)	\$9.42 \$14.44	Postsecondary non-degree award	58, 59, 64, 66, 69, 70, 72, 105, 168, Work Site
Electrical and electronics repairers	install, maintain and fix such complex electronic equipment as industrial controls, transmitters and antennas. CIS Title: Industrial Electronics Repairers	Average (990) Fair (33)	\$19.72 \$29.54	Postsecondary non-degree award Apprenticeship available	58, 59, 60, 62, 64, 65, 66, 69, 70, 72, 105, 168, Work Site
Electrical engineering technicians	help engineers design, build and repair electrical components used in medical devices, radar, computers, and more. CIS Title: Engineering Technicians	Average (2,862) Average (79)	\$19.35 \$29.00	Associate's degree	16, 36, 60, 61, 62, 63, 65, 69, 70
Electrical engineers	design, develop, test, and maintain the electrical equipment used for commercial, scientific, or military purposes. CIS Title: Electrical and Electronic Engineers	Average (1,414) Average (52)	\$25.28 \$38.75	Bachelor's degree State license requirement	13, 35, 36, 37, 45, 50, 67
Electricians	install, test and maintain electrical wiring, fixtures and equipment. Many electricians work in new construction or maintain old electrical systems.	Very Large (7,786) Above average (266)	\$21.29 \$33.34	High school diploma or equivalent Apprenticeship available State license requirement	58, 59, 60, 61, 62, 64, 65, 66, 67, 69, 70, 72, 74, 105, 168, Work Site
Forklift and industrial truck operators	use trucks and tractors to lift and move heavy loads of materials around a warehouse, storage yard or construction site. CIS Title: Forklift Operators	Very Large (9,473) Above average (238)	\$11.05 \$16.48	No educational requirement	70, 112, Work Site
Glaziers	install windows and mirrors in homes and other buildings. They may install new glass or repair broken panes.	Small (566) Fair (28)	\$13.05 \$21.46	High school diploma or equivalent Apprenticeship available	67, 168, Work Site
Heating and cooling system mechanics	install and repair heating, air-conditioning and refrigeration systems.	Average (2,866) Average (116)	\$13.46 \$21.69	Postsecondary non-degree award Apprenticeship available	60, 65, 66, 69, 70, 102, 112, 168
Heavy equipment mechanics	repair and maintain such equipment as graders, backhoes and loading shovels used in construction, logging and other industrial work.	Average (1,933) Average (80)	\$16.60 \$23.73	High school diploma or equivalent Apprenticeship available	58, 64, 65, 66, 69, 70, 168, Work Site



Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Heavy truck drivers	transport goods and materials in large trucks or tractor-trailers.	Very Large (23,000) Substantial (688)	\$14.10 \$18.58	Postsecondary non-degree award Apprenticeship available State license requirement	58, 61, 70, 74, 79, 95, 101, 116, 143, 168, Work Site
Highway maintenance workers	make basic repairs to highways and rural roads.	Average (1,686) Fair (36)	\$16.89 \$21.26	High school diploma or equivalent	112, Work Site
Industrial machinery mechanics	install, maintain and repair machinery in factories or pipeline distribution systems.	Large (4,212) Above average (230)	\$17.67 \$25.64	High school diploma or equivalent Apprenticeship available	58, 59, 62, 66, 69, 70, 72, 74, 168, Work Site
Interior designers	plan and design spaces and furnish the interior of private homes, public buildings and commercial spaces such as offices and hotels.	Small (539) Fair (25)	\$13.99 \$21.25	Associate's degree	2, 13, 22, 37, 49, 69, 100
Landscapers and groundskeepers	water and mow lawns, trim plants, prune trees and shrubs, and rake leaves. They may plant trees, shrubs, lawns and flowers, and apply mulch, fertilizers and pesticides.	Very Large (10,643) Substantial (453)	\$9.43 \$12.67	No educational requirement Apprenticeship available	61, 66, 69, 70, 86, 105, Work Site
Light truck drivers	transport goods or materials in small trucks. They help load trucks, drive them to customers and help unload shipments.	Very Large (8,570) Above average (221)	\$9.67 \$14.46	High school diploma or equivalent State license requirement	61, 70, 74, 95, 101, 116, 143, Work Site
Locksmiths and safe repairers	install and repair locks and safes. They unlock homes or cars for locked-out customers. CIS Title: Locksmiths	Small (411) Fair (20)	\$10.42 \$14.99	High school diploma or equivalent State license requirement	Work Site
Machine feeders and offbearers	feed materials into or remove materials from machines or equipment that is automatic or tended by other workers. CIS Title: Production Helpers	Large (5,353) Above average (164)	\$9.34 \$14.32	No educational requirement	Work Site
Machine tool operators	run computer-controlled machines or robots programmed to cut and shape metal and plastic parts. CIS Title: Numerical Control Machine Operators	Average (2,294) Average (125)	\$11.35 \$18.28	High school diploma or equivalent Apprenticeship available	59, 60, 61, 65, 66, 67, 69, 70, 74, 168, Work Site
Machinists	use machine tools such as lathes, drill presses and milling machines to produce precision metal parts. CIS Title: Machinists	Large (3,371) Above average (151)	\$14.83 \$22.32	High school diploma or equivalent Apprenticeship available	60, 61, 65, 66, 67, 69, 70, 168, Work Site
Material moving machine operators	use machines to move mining products and other heavy loads.	Average (1,015) Fair (30)	\$13.62 \$19.79	No educational requirement	61, 112, Work Site
Mechanical engineers	oversee the design, construction and testing of mechanical products and systems.	Average (2,768) Average (129)	\$25.88 \$38.06	Bachelor's degree State license requirement	13, 36, 37, 45, 50
Millwrights	install, dismantle or move machinery and heavy equipment according to layout plans, blueprints or other drawings.	Small (821) Fair (27)	\$16.40 \$22.85	High school diploma or equivalent Apprenticeship available	58, 59, 62, 66, 69, 70, 74, 168, Work Site

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Musical instrument repairers and tuners	adjust, repair and tune instruments to improve their sound. They often specialize in one type of instrument.	Very small (69) Limited (3)	\$9.54 \$13.26	Postsecondary non-degree award Apprenticeship available	131, Work Site
Packaging and filling machine operators and tenders	run machines to produce or wrap products. They may stuff sausage meat into casings, add potato chips to bags, or put plastic wrap around rolls of paper towels.	Large (5,918) Above average (197)	\$9.42 \$11.89	High school diploma or equivalent	Work Site
Packers and packagers	prepare materials for shipping by hand.	Very Large (8,190) Above average (289)	\$9.30 \$9.96	No educational requirement	Work Site
Painters	apply such finishes as paint, stain and varnish to buildings and other structures.	Large (3,795) Above average (172)	\$11.13 \$16.62	No educational requirement Apprenticeship available	105, 168, Work Site
Parking lot attendants	park cars in lots and garages, or help customers park cars.	Average (1,273) Average (66)	\$9.31 \$9.79	No educational requirement	Work Site
Plumbers and pipefitters	install and repair pipe systems that carry water, steam, air, and other fluids and gases. CIS Title: Plumbers and Pipefitters; Pipelayers	Large (3,877) Average (107)	\$20.79 \$34.47	High school diploma or equivalent Apprenticeship available State license requirement	60, 65, 66, 70, 71, 74, 105, 168, Work Site
Production helpers	move items between work areas and clean work areas.	Large (3,420) Average (98)	\$9.56 \$13.70	No educational requirement	Work Site
Quality control inspectors	examine products to make sure they meet standards. They monitor quality standards for products and make sure companies follow product manufacturing rules.	Large (5,464) Above average (193)	\$10.60 \$16.71	High school diploma or equivalent	59, Work Site
Sailors and marine oilers	help operate and maintain ships and their equipment. CIS Title: Deckhands	Very small (304) Fair (17)	\$19.30 \$25.68	No educational requirement	62, 105, Work Site
Security and fire alarm systems installers	install, program, maintain, and repair security and fire alarm wiring and equipment.	Small (782) Fair (29)	\$16.21 \$22.56	Postsecondary non-degree award State license requirement	66, Work Site
Semiconductor processing	operators make wafers and microcircuits. These parts are found in computers and other digital devices. CIS Title: Semiconductor Processing Operators	Average (2,401) Average (70)	\$11.04 \$15.48	High school diploma or equivalent	16, 36, 60, 61, 65, 69, 70
Sewing machine operators	run or tend machines that join parts of garments and items such as clothing, shoes, drapes, towels, and sheets.	Average (1,480) Limited (14)	\$9.39 \$11.87	No educational requirement	Work Site
Ship engineers	operate engines and other equipment on many types of ships.	Very small (81) Limited (4)	NA	High school diploma or equivalent	62, 105
Small engine mechanics	service and repair outdoor power equipment including lawnmowers and chainsaws.	Small (394) Limited (14)	\$10.17 \$16.60	High school diploma or equivalent	Work Site
Solar panel installers	place solar panels in sunny places to gather the sun's power.	Very small (55) Limited (2)	\$15.31 \$17.99	High school diploma or equivalent	65, 70, 73

Occupation and Description		Employment/ Job Openings	Wages (Entry and Median)	Education/ License/ Apprenticeship	Schools and Training Sites (see pages 56-60 for school list)
Stationary engineers	operate and maintain large equipment such as steam engines and generators.	Small (460) Limited (14)	\$15.22 \$25.84	High school diploma or equivalent Apprenticeship available	69, 168, Work Site
Surveyors	measure and map land, air space and water boundaries. They determine official boundaries and write descriptions of land for legal documents such as deeds and leases.	Small (672) Fair (20)	\$21.21 \$32.69	Bachelor's degree State license requirement	36, 37, 45, 74
Tool and die makers	produce tools, dies and special devices that enable machines to make products.	Small (378) Limited (8)	\$17.29 \$26.01	High school diploma or equivalent Apprenticeship available	168, Work Site
Welders, cutters, solderers and brazers	use heat to permanently join metal pieces. CIS Title: Welders and Solderers	Large (4,654) Above average (171)	\$13.43 \$19.21	High school diploma or equivalent Apprenticeship available	80, 105, 130, 145, 168, All Community Colleges except Oregon Coast and Tillamook Bay, Work Site
Woodworking machine operators	cut and shape raw wood to make products. They use such machines as power saws, lathes, planers, routers, and sanders.	Average (1,965) Average (43)	\$10.34 \$15.08	High school diploma or equivalent	Work Site



COLLEGES AND UNIVERSITIES

ID	School Name	City	Website
1	American College of Healthcare Sciences	Portland	www.achs.edu
2	Art Institute of Portland, The	Portland	www.artinstitutes.edu/portland
3	Birthingway College of Midwifery	Portland	birthingway.edu
4	Canby Bible College	Canby	www.canbybiblecollege.org
5	Carrington College	Portland	carrington.edu/schools/portland-oregon
6	Concordia University	Portland	www.cu-portland.edu
7	Corban University	Salem	www.corban.edu
8	Dispensational Theological Seminary	Gaston	www.vbcoregon.org
9	Eastern Oregon University	La Grande	www.eou.edu
10	Embry-Riddle Aeronautical University	Portland	worldwide.erau.edu/locations/portland/index.html
11	Emporia State University	Portland	slim.emporia.edu
12	Everest College	Portland	www.everest.edu
13	George Fox University	Newberg	www.georgefox.edu
14	Gutenberg College	Eugene	www.gutenberg.edu
15	Intercultural Communication Institute - University of The Pacific	Portland	www.intercultural.org
16	ITT Technical Institute	Portland	www.itt-tech.edu
17	Kilns College	Bend	www.kilnscollege.org
18	Le Cordon Bleu College of Culinary Arts	Portland	www.chefs.edu/Portland
19	Lewis & Clark College	Portland	www.lclark.edu
20	Linfield College	McMinnville	www.linfield.edu
21	Maitripa College	Portland	www.maitripa.org
22	Marylhurst University	Marylhurst	www.marylhurst.edu
23	Mount Angel Seminary	St. Benedict	www.mountangelabbey.org/seminary
24	Multnomah University	Portland	www.multnomah.edu
25	National American University	Tigard	www.national.edu
26	National College of Natural Medicine	Portland	ncnm.edu
27	National College of Technical Instruction	Milwaukie	www.ncti.edu
28	New Hope Christian College	Eugene	www.newhope.edu
29	North Portland Bible College	Portland	www.northportlandbiblecollege.org
30	Northwest Christian University	Eugene	www.nwcu.edu
31	Northwest College of the Bible	Portland	ncbible.org
32	Northwest University - Salem Campus	Salem	salem.northwestu.edu
33	Oregon College of Art and Craft	Portland	ocac.edu
34	Oregon College of Oriental Medicine	Portland	ocom.edu
35	Oregon Health & Science University	Portland	www.ohsu.edu
36	Oregon Institute of Technology	Klamath Falls	www.oit.edu
37	Oregon State University	Corvallis	oregonstate.edu
38	Oregon State University - Cascades	Bend	osucascades.edu

ID	School Name	City	Website
39	Pacific Bible College	Medford	pacificbible.com
40	Pacific Evangelical School of Ministry	Clackamas	www.pacificecna.org/#/pesm
41	Pacific Northwest College of Art	Portland	www.pnca.edu
42	Pacific University	Forest Grove	www.pacificu.edu
43	Pioneer Pacific College	Wilsonville	www.pioneerpacific.edu
44	Portland Bible College	Portland	www.portlandbiblecollege.org
45	Portland State University	Portland	www.pdx.edu
46	Process Work Institute	Portland	www.processwork.org
47	Reed College	Portland	www.reed.edu
48	Southern Oregon University	Ashland	www.sou.edu
49	University of Oregon	Eugene	uoregon.edu
50	University of Portland	Portland	www.up.edu
51	University of Western States	Portland	www.uws.edu
52	Walla Walla University School of Nursing	Portland	wallawalla.edu/academics/areas-of-study/undergraduate-programs/nursing
53	Warner Pacific College	Portland	www.warnerpacific.edu
54	Western Oregon University	Monmouth	www.wou.edu
55	Western Seminary	Portland	www.westernseminary.edu
56	Western University of Health Sciences	Lebanon	www.westernu.edu
57	Willamette University	Salem	www.willamette.edu

COMMUNITY COLLEGES

ID	School Name	City	Website
58	Blue Mountain Community College	Pendleton	www.bluecc.edu
59	Central Oregon Community College	Bend	www.cocc.edu
60	Chemeketa Community College	Salem	www.chemeketa.edu
61	Clackamas Community College	Oregon City	www.clackamas.edu
62	Clatsop Community College	Astoria	www.clatsopcc.edu
63	Columbia Gorge Community College	The Dalles	www.cgcc.edu
64	Klamath Community College	Klamath Falls	www.klamathcc.edu
65	Lane Community College	Eugene	www.lanecc.edu
66	Linn-Benton Community College	Albany	www.linnbenton.edu
67	Mt. Hood Community College	Gresham	www.mhcc.edu
68	Oregon Coast Community College	Newport	www.oregoncoastcc.org
69	Portland Community College	Portland	www.pcc.edu
70	Rogue Community College	Grants Pass	www.roguecc.edu
71	Southwestern Oregon Community College	Coos Bay	www.socc.edu
72	Tillamook Bay Community College	Tillamook	www.tbcc.cc.or.us
73	Treasure Valley Community College	Ontario	www.tvcc.cc
74	Umpqua Community College	Roseburg	www.umpqua.edu

CAREER SCHOOLS

ID	School Name	City	Website
75	@ Your Pace Online	Grants Pass	www.ayporealestate.com www.einsurancetraining.com
76	A+ Real Estate School	Silverton	aplusreschool.com
77	Abdill Career College	Medford	www.abdill.com
78	Advantage Real Estate School	Portland	advantagerealestateschool.weebly.com/index.html
79	Aisling Truck Academy	White City	www.aislingtruckacademy.com
80	Albany Weld-Trade School	Albany	www.weldschool.com
81	American Jeweler's Institute	Portland	www.jewelersschool.org
82	Amerist Schools, LLC	Beaverton	www.amerist.com
83	Ashland Institute of Massage	Ashland	aimashland.com
84	Barbizon School of Portland	Portland	www.barbizon.tv
85	Betty's Pet Grooming Academy	Cornelius	www.bettysgroomingschool.com
86	Beyond Limitations Career School	Portland	www.phcnw.com/blcs
87	Bookkeeping Career Institute	Portland	teachmequickbooks.com
88	Canyonview Equestrian College	Silverton	www.canyonviewequestriancollege.org
89	Caregiver Training Institute	Portland	cnatrainingoregon.com
90	Century 21 American Dream Realty School	Grants Pass	www.oregonrealty.school.com
91	Christian Culinary Academy	Cannon Beach	www.christianchefs.org/school
92	Concorde Career College	Portland	www.concorde.edu/campus/portland-oregon
93	DePaul Industries Training Center	Portland	www.depaulindustries.com/training.html
94	East-West College of the Healing Arts	Portland	www.eastwestcollege.com
95	Elite Truck School	Hillsboro	www.elitetruckschool.com
96	Epicodus, Inc.	Portland	www.epicodus.com
97	Floral Design Institute	Portland	floraldesigninstitute.com
98	H & R Block Income Tax School		www.hrblock.com/corporate/income-tax-course/index.html
99	Health and Educational Consultants	Portland	healtheducationalconsultants.com
100	Heritage School of Interior Design	Beaverton	www.heritageschoolofinteriordesign.com
101	IITR Truck Driving School	Albany, Clackamas, Creswell, Medford, Redmond	www.iitr.net
102	Institute of Technology	Salem	www.iot.edu/locations/salem
103	Insurance Training Associates	Portland	www.itaamerica.com/state/oregon
104	Jackson Hewitt Tax Service	Albany, Beaverton, Bend, Salem, Springfield, Portland	www.learnincometaxes.com
105	Job Corps	Astoria, Estacada, Glide, Portland, Troutdale, and Yachats	www.jobcorps.gov/centers/or.aspx

ID	School Name	City	Website
106	Liberty Tax Schools	Albany, Canby, Eugene, Grants Pass, Gresham, Klamath Falls, Medford, North Bend, Portland, Roseburg, Salem, Tigard, Woodburn	www.libertytax.com
107	Montessori Northwest	Portland	www.montessori-nw.org
108	Montessori of Alameda	Portland	montessoriofalameda.com
109	National Personal Training Institute	Beaverton	portland.nationalpti.edu
110	New Horizons Computer Learning Center	Beaverton	www.nhoregon.com
111	Norman F. Webb Real Estate Courses	Salem	www.webbrecourses.com
112	Northwest College of Construction	Portland	www.nwcoc.com
113	Northwest Institute for Healthcare Training	Wilsonville	www.nwihct.org
114	Northwest Nannies Institute	Lake Oswego	www.nwnanny.com
115	Northwest School of Animal Massage	Portland	www.nwsam.com
116	Northwest Trucking Academy	Tangent	nwtruckingacademy.com
117	onlineEd.com	Tigard	www.onlineed.com
118	Oregon Farrier School	Silverton	www.oregonfarrierschool.com
119	Oregon Medical Training	Springfield	www.oregonmedicaltraining.com
120	Oregon Pet Grooming Academy	Albany	www.oregonpetgroomingacademy.com
121	Oregon School of Massage	Portland	www.oregonschoolofmassage.com
122	Pacific Northwest Tax Service	Portland	pnwtaxschool.com
123	PDX Code Guild LLC	Portland	pdxcodeguild.com
124	Peninsula Real Estate School	Portland	www.peninsularealestateschool.com
125	PFS Tax School	Salem	www.jacksonhewitt.com
126	POCA Technical Institute	Portland	www.pocatech.org
127	Portland Actors Conservatory	Portland	www.actorsconservatory.com
128	Practical Dental Assisting of Oregon	Corvallis	www.pdaoforegon.com
129	ProSchools	Portland	www.proschools.com
130	R&S Welding Mentors LLC	Salem	weldingmentors.com
131	Randy Potter School of Piano Technology	Bend	pianotuning.com
132	Rapid Eye Institute	Salem	rapideyetechnology.com
133	Rogue Valley Phlebotomy School	Medford	roguevalleyphlebotomyschool.com
134	Sage School of Massage and Healing Arts	Bend	www.sageschoolofmassage.com
135	Southern Oregon Dental Assistant Education	Jacksonville	
136	Sports Management Worldwide	Portland	www.sportsmanagementworldwide.com
137	Sumner College	Portland	www.sumnercollege.edu
138	Superior Schools, Inc.	Bend	a1schools.co
139	The Wellspring School of Healing Arts	Portland	thewellspring.org
140	United Bicycle Institute, Inc.	Ashland	www.bikeschool.com
141	Waldorf Teacher Training	Eugene	www.wtee.org

ID	School Name	City	Website
142	West Coast Phlebotomy	Oregon City	www.westcoastphlebotomy.com
143	Western Pacific Truck School of Oregon	Portland	www.wptruckschoolforegon.com
144	Wieden + Kennedy 12	Portland	www.wk.com/office/Portland
145	WW NDT Services/Weld School	Eugene	www.weldcerts.com

BARBER AND BEAUTY SCHOOLS

ID	School Name	City	Website
146	Academy of Hair Design	Salem	
147	Aesthetics Institute	Portland	aestheticsinstitute.net
148	Aveda Institute Portland	Portland	www.avedapdx.com
149	Beau Monde Colleges of Hair Design	Portland	beaumontcollege.com
150	Bella Institute School of Cosmetology	Tigard	www.bellainstitute.com
151	College of Cosmetology	Klamath Falls	www.collegeofcos.com
152	College of Hair Design Careers	Salem	www.collegeofhairdesigncareers.com
153	Eastern Oregon College of Industries and Arts, LLC	John Day	eocia.net
154	Hair We Are Beauty College	North Bend	www.hairweare.com
155	IBS School of Cosmetology	Eugene	www.ibs-or.com
156	Imani Institute of Cosmetology	Ashland	www.imaniinstituteofcosmetology.com
157	Johnny Matthew's Hairdressing Training School	Salem	www.johnnymatthews.com
158	Northwest College	Beaverton, Clackamas, Eugene, Hillsboro, Medford, Tualatin	www.nwcollege.edu
159	Oregon Dermal Academy, Inc.	Grants Pass	
160	Paul Mitchell the School	Portland	portland.paulmitchell.edu
161	Phagans' Beauty School	Bend, Clackamas, Corvallis, Grants Pass, Medford, Newport, Portland, Salem, Tigard	www.phagans-schools.com www.phagans.com phagansacademy.com
162	Portland Beauty School	Portland	www.portlandbeautyschool.com
163	Roseburg Beauty College	Roseburg	www.roseburgbeautycollege.com
164	Springfield College of Beauty	Springfield	www.springfieldcollegeofbeauty.com
165	Tangled Ends Hair Academy	Keizer	www.tangledends.com
166	Techniques School of Cosmetology	Ontario	www.techsoc.org
167	Treasure Valley Academy of Beauty	Ontario	treasurevalleybeauty.com

BUREAU OF LABOR AND INDUSTRIES

ID	School Name	City	Website
168	Oregon Bureau of Labor and Industries	Bend, Eugene, Medford, Portland, Salem	www.oregon.gov/BOLI/ATD

HAVE YOU EVER BEEN IN FOSTER CARE?

There are a number of resources here in Oregon and nationwide serving those in foster care. Whether you're still in foster care or transitioning out, know that you're not alone! Use the links below to learn more about groups and programs that provide support, housing, financial aid, and other services.

COMMUNITY SUPPORT, MENTORSHIP, AND OTHER RESOURCES

Boys and Girls Aid Society

www.boysandgirlsaid.org

Oregon-based organization that helps teens and young adults with Transitional Living Program (TLP), Safe Place, or The STEP program.

Department of Human Services

www.oregon.gov/DHS/children/fostercare

Coordinates foster and adoptive parenting programs, and provides resources and assistance for foster parents and families. Includes information on how businesses and communities can help support children in foster care.

Friends of the Children

friendspdx.org

Pairs at-risk children and youth with professionally trained mentors, starting in kindergarten through high school graduation.

HOUSING, LEGAL ASSISTANCE, AND HEALTH CARE

Independent Living Programs

www.oregon.gov/dhs/children/fostercare/ILP

Provides housing assistance to eligible young adults, skills training, job search assistance, and support groups for youth age 16 and over.

Oregon Health Plan

www.oregon.gov/OHA/healthplan

Health care plans are available for eligible low-income Oregonians, from children and teens to adults. Applications are available online. Youth who age out of foster care are automatically guaranteed OHP. If you have recently aged out and do not have health coverage, contact your former caseworker, or caseworker's supervisor, as soon as possible.

Youth, Rights & Justice

www.youthrightsjustice.org

A nonprofit law firm that serves foster care children and youth. Also provides resources and information for teens as they transition out of foster care.

SCHOLARSHIPS & FINANCIAL AID

Beat the Odds Scholarship Program

stand.org/oregon/beat-the-odds/apply

Offer scholarships for Oregon public high school students that have overcome barriers, such as poverty or personal tragedy, to achieve academic success. Applications may be submitted online, with early submissions encouraged.

Foster Care to Success (FCS)

www.fc2success.org

The FCS Sponsored Scholarship Program provides funding for former or current foster care youth under the age of 25 who plan to attend college or other post-secondary schooling.

Office of Student Access & Completion (OSAC)

400+ scholarships are available through the Office of Student Access & Completion at www.oregonstudentaid.gov including:

- **Irmgard Schultz Scholarship**
This scholarship is privately funded and can be accessed through OSAC. Note: Foster youth are a secondary priority. First priority is to any graduate from Jackson County.
- **DREAM Scholarship for Foster Youth**
This scholarship was initially funded by the Oregon Legislature but is now funded by private donations. Primary eligibility is for those former foster teens who do not meet the requirements for the ETV listed below. However, as a secondary purpose, this scholarship can serve youth who were youth adopted from DHS child welfare

between the ages of 14 ½ and 16; former foster youth who did not receive Chafee funds before age 21, or are over age 23 (less than age 26) and have not yet completed their education.

Oregon Tuition & Fee Waiver

Once a student is enrolled and receiving the tuition and fee waiver at one of Oregon's public colleges or universities, the student is entitled to the equivalent of four years of undergraduate studies. To be eligible a youth must:

1. Have at least 180 days of Oregon child welfare care (DHS or Tribe) after the age of 14 and have been in DHS or Tribal custody at age 16 or older.
2. Submit the Free Application for Federal Student Aid (FAFSA).
3. A student must complete 30 hours of volunteer activities to retain eligibility for year two and all subsequent years.
4. A student must enroll prior to age 25. If accessing the program at age 25, the student may continue until they have accessed the equivalent of four years of undergraduate studies. Students must make satisfactory progress.

Education Training Voucher/Grant

(ETV or ETG) This grant provides up to \$3,500.00 a year for youth who were in foster care (DHS or one of the federally recognized tribes) and dismissed from care at age 16 or older with 180 days of foster care placement services. If a youth is receiving these funds at age 21, he or she may be considered for up to \$5,000 per year until age 23. Access application through oregonstudentaid.gov/chafeeetv.aspx

Youth must apply for their financial aid between January 1st and March 1st (FAFSA, OSAC and ETV applications) in order to obtain maximum funding for post-secondary education.

MONEY FOR EDUCATION IF YOU ARE A CHILD OR SPOUSE OF A VETERAN

Children and spouses of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition, may be eligible to receive money for school or job training.

Dependents Educational Assistance is a program that offers up to 45 months of education benefits for degree and certificate programs, apprenticeship, and on-the-job training. For more information, contact VA Education Benefits, (888) 442-4551, or www.benefits.va.gov/gibill/survivor_dependent_assistance.asp.

In addition, spouses of currently deployed or recently returned veterans can receive job search assistance from Local Veteran Employment Representatives and Disabled Veteran Outreach specialists by contacting www.oregon.gov/EMPLOY/jobseekers and clicking on “Contact your veterans representative.”

Source: United States Department of Veterans Affairs and WorkSource Oregon Employment Department



CAREER HELP FOR PEOPLE WITH DISABILITIES

Oregon's Office of Vocational Rehabilitation Services (OVRs) helps individuals with disabilities to get and keep a job that matches their skills, interests, and abilities. OVRs staff work with the community and businesses to

develop job opportunities for people with disabilities.

OVRs assists people with all types of disabilities, with the exception of blindness or deaf-blindness, in all areas of the state.

Their services are individualized to ensure that each person who is determined eligible for their support receives services that are essential to their employment success.

For more information, visit www.oregon.gov/DHS/vr.

Source: Office of Vocational Rehabilitation Services, Oregon Department of Human Services



Scholarship Scams – Be Careful!

A scam is when someone deceives “customers” to take something from them, usually money. There are scammers out there that want to make money from you! These tips will help you keep your money in your pocket.

There are many scholarship search agencies. Some are free, while others charge hundreds of dollars. Some provide good information; others do not. Many search companies will not refund your fee if you are dissatisfied with their services. Be sure to check out refund policies before you pay any enrollment fees.

Most scams are easy to spot if you know what to watch for:

- You have to pay money before or after you receive money.
- The matching service guarantees success.
- Financial aid “seminars” turn out to be sales pitches.
- You are a “finalist” in a contest

you never entered or “selected” by a national foundation for a scholarship you did not apply for.

- The scholarship offer requires you to give a credit card or bank account number.
- The “scholarships” are actually loans.

A small number of legitimate scholarships do charge a small processing fee. Check with your high school guidance counselor or financial aid office if you are unsure about a scholarship.

Learn more at:

- studentaid.ed.gov/types/scams
- Federal Trade Commission: ftc.gov/scholarshipscams

You can report scams to the National Fraud Information Center at fraud.org

Source: Excerpted from Oregon Career Information System, ©2015-2016, University of Oregon, All Rights Reserved.

OREGON'S NATIONAL CAREER READINESS CERTIFICATE

The National Career Readiness Certificate (NCRC) is one way to measure what you can DO, rather than what you KNOW. A certificate helps those applying for jobs show potential employers their career readiness skills. Earning a certificate helps job applicants stand out to employers who prefer the NCRC, both in Oregon and across the country.

NCRC BENEFITS

The National Career Readiness Certificate is used by thousands of employers, employees and job applicants nationwide. Earn yours to experience the benefits of the NCRC:

- Be confident in your skills when you earn a nationally recognized certificate.
- Stand out to employers who prefer the NCRC in their hiring practices.
- Earn a portable certification recognized by employers nationwide.
- Be acknowledged for the skills you have worked hard to gain.
- Available at no cost to you.

Job applicants can complete a brief pre-assessment to learn whether they are ready to take the NCRC or if they first need to brush up on their skills. Online courses can

help work on your skills before taking the NCRC test. To obtain the certificate, three types of skills are evaluated: math, reading and locating information. Tests are given at local WorkSource Oregon centers around Oregon.

SKILLS ASSESSED TO RECEIVE CERTIFICATE

Applied Mathematics: Measures the skill people use when they apply mathematical reasoning, critical thinking and problem-solving techniques to work-related problems.

Reading for Information: Measures the skill people use when they read and use written text in order to perform job tasks. The written texts include memos, letters, directions, signs, notices, bulletins, policies and regulations.

Locating Information: Measures the skill people use when they work with workplace graphics, including comparing, summarizing and analyzing information found in charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges. For more information on the NCRC, visit www.OregonWorkReady.com. You can also contact your local WorkSource Oregon Center to see how you can get started.



OREGON'S WORKFORCE INVESTMENT BOARDS – KEY PLAYERS IN OREGON'S ECONOMY

Oregon's efforts to build a strong economy with jobs that offer good wages, includes a partnership between business, state government, local governments and organizations.

The heart of this effort is the Local Workforce Investment Boards (LWIB). There are LWIBs around the state that set the tone for attracting industries to their area and ensuring their local workforce has the tools they need to develop the skills in demand by employers.

Overseeing the state's workforce system is the Oregon Workforce Investment Board, or OWIB.

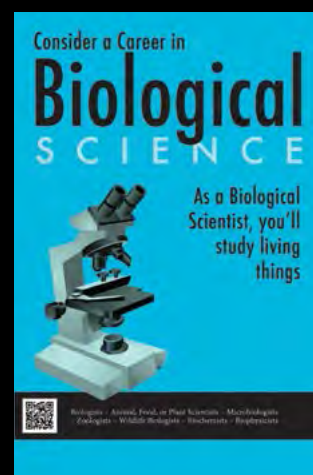
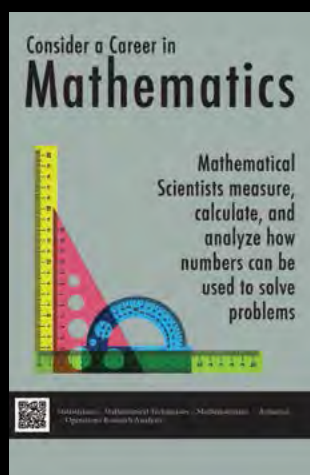
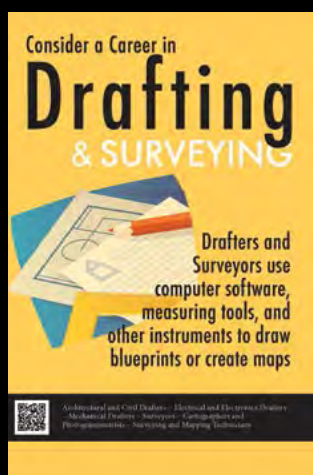
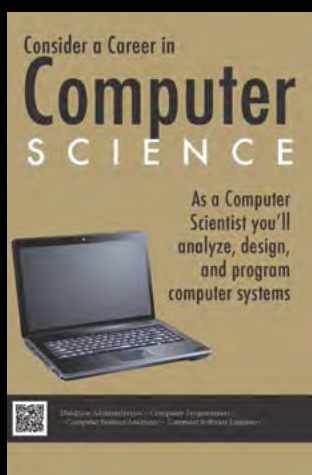
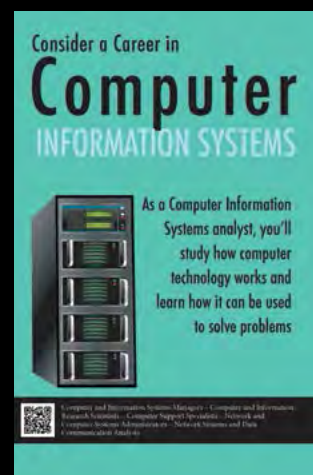
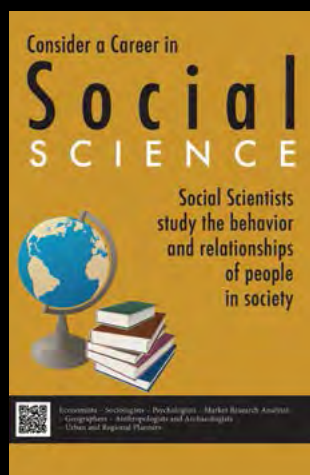
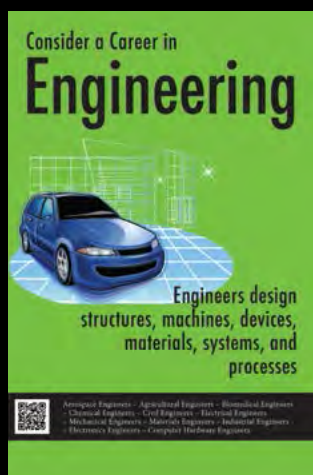
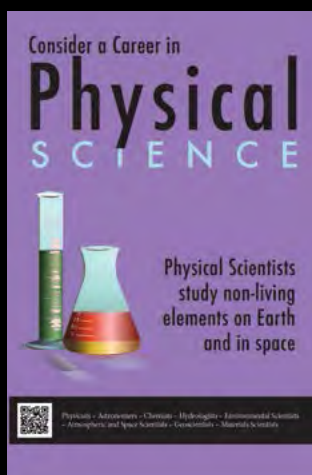
The OWIB serves as the overall advisory board to the Governor on workforce matters. The OWIB is made up of leaders representing private sector businesses, labor, community-based organizations, education, and state and local government.

This system provides a wealth of services including job placement and training for youth and adults, employment-related services for veterans, people with disabilities, migrant farm workers, limited English speakers and other Oregonians in need of special assistance.

Oregon's workforce system also serves employers by providing job listing and qualified applicants, as well as testing, screening and labor market information.

You can find more information about Oregon's workforce system and the Oregon Workforce Investment Board at www.oregon.gov/gov/owib.

FREE STEM BROCHURES



TO ORDER THESE
BROCHURES, CONTACT:

Oregon Employment Department
Workforce and Economic Research
Lmipubs@oregon.gov
(503) 947-1266,
(800) 262-3912, Ext. 71266
TDD (800) 947-1391

These brochures will help
students learn about **STEM**
careers, with information
about eight STEM fields to
help **pique their interest**.