**14.1 Career Development and Entrepreneurship Opportunities**

Career development is a life-long process. The “Career Development Process” can be divided into four parts:

1. Self-Assessment
   1. Interests
   2. Skills
   3. Personal Preferences
   4. Values
   5. Work Environment Preferences
   6. Decision-Making Style
2. Research Careers
   1. Books
   2. Websites
   3. Career Files
   4. Professional Associations
   5. Educational Opportunities
3. Supervised Agricultural Experiences [SAE]
   1. In class / laboratory skill development
   2. Part-time work
   3. Internships
   4. Job Shadowing
   5. Volunteering
   6. Student Organizations
   7. Summer Jobs
4. The Job Search
   1. Networking
   2. Etiquette
   3. Cover Letters, Resume, and References
   4. Application Process
   5. Dress for Success
   6. Interviewing

**14.11 Self-Assessment** All Career and Technology Education programs should offer learning styles, skills aptitude and career assessments for students. The information found from these assessments is used to assist students and parents to develop individual plans for further education and entry into the workforce.

1. **Interests:** Student career interest must be determined. There are a few options to help determine which career field a student will succeed in. KUDER Career Planning System can help an educator with discovering a student’s career interest.

<http://www.kuder.com/educators/k-12-educators.html>

1. **Skills:** When in the laboratory setting, this is the instructor’s opportunity to assess the skills that individual students possess.
2. **Personal Preferences:** The ASVAB Career Exploration Program is a career planning and exploration program that combines a multiple-aptitude test with an interest self-assessment and a wide range of career exploration tools. <http://www.asvabprogram.com/>
3. **Values:** Employers appreciate an employee with values. Knowing and understanding protocol is important on a job site.
4. **Work Environment Preferences:** Some students are better suited for outdoors jobs while some prefer inside tasks. It is important to monitor students preference in their working environment. Placing students correctly in a work environment can promote efficiency.
5. **Decision-Making Style:** Discuss decision making styles. One style is presented in the link below. Students are to look at the situation and discover all options. From those options, they should make a choice as to which option they select. Action will then be taken. Upon acting, students are encouraged to evaluate their decision.

<http://www.langleyflyingschool.com/Images/CPL%20Pilot%20Decision%20Making/Pilot%20Decision%20Making%20Process.gif>

**14.12 Research Careers** A substantial portion of any Career and Technology Education class should be utilized for skills assessments and career awareness.

One of the best resources for employment opportunities is *Employment Opportunities for Graduates in the U.S. Food, Agricultural and Natural Resources System.* <http://www.csrees.usda.gov/newsroom/news/2005news/USDA_05_Report2.pdf>

OR this document is saved as USDA\_05\_Report2

Another great site is the Bureau of Labor Statistics

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

1. **Books:** Review books about specific careers. You can find these books online and your local library -- or check out our [Industry-Specific Career Books](http://www.quintcareers.com/industry_books.html).
2. **Websites:**  Conduct [career research](http://www.quintcareers.com/career_research_checklist.html) online. Learn more about careers, specific jobs, and jobs for specific college majors. Students should be encouraged to search and research various careers online. Most companies have their own websites that give their background and a description of the company. There are usually lists of employment opportunities along with a job application.
3. **Career Files:** Developing a file for careers that students have researched can be beneficial for students to be able to reflect back on interesting jobs that they have selected for the file.
4. **Professional Associations:** Some jobs will come with the option/requirement to join a professional association. Not only will this be a positive addition to a résumé, but it also provides multiple networking opportunities within a company or organization.
5. **Educational Opportunities:** There are various employment opportunities for students while still in high school. Feed stores, grocery store meat markets and local farms and ranches are often more than willing to take on a part time worker. Students have the opportunity to engage in every day business and gain knowledge about the production system.

**14.13 Supervised Agricultural Experiences (SAE)**

A quality SAE for students in Advanced Animal Science should be closely linked with the course curriculum. Students in Advanced Animal Science would be well served with an SAE in any of the following:

1. **In class / laboratory skill development:** Track stocks concerning livestock and report current stock prices and factors affecting the status.
2. **Part-time work:** Working a paid part-time job after school and on weekends at a local broiler operation or egg production facility.
3. **Internships**: Interning at an Angus Ranch and showing heifers in livestock shows.
4. **Job Shadowing**: Job shadowing at a local veterinarian clinic on weekends without pay.
5. **Volunteering:** Volunteer on a scheduled basis (weekly or daily) at a pet shelter to walk the dogs.
6. **Student Organizations**: Actively practicing in any of the animal related Career Development Events for two or three hours each weeks and by participating in authentic assessments throughout the year.
7. **Summer Jobs:** Assist in managing a cattle operation while learning all aspects of the business.

**14.14 The Job Search** Other than possessing the skills to complete a job, the job search is the most important skill a student can be taught. Professionalism is to be expected in all fields, regardless of entry or managerial positions.

1. **Networking:** Networking is a skill that is commonly overlooked but should have a prominent place in the curriculum. Networking is a process where you develop long term relationships with others for mutual benefit. It is a two-way process where you make contacts that may be beneficial to you, by where you also offer information and assistance in return. This should be a life-long habit that is used consistently and it is a skill that can be learned.

**Read more:** <http://www.how-to-change-careers.com/networking-know-how.html>

1. **Etiquette:** Etiquette is important when in search for a job and during the interview process. Etiquette helps to establish the unforgettable first impression. Having good manners can make the difference in getting a call back on an interview and securing the job.
2. **Cover Letters, Resume, and References:** When developing and writing cover letters, résumés and reference sheets, keep in mind that the reviewer is only interested in one thing; the facts. The cover letter as not an autobiography; it should be brief and to the point. The purpose of the cover letter and resume should demonstrate that you meet or exceed the requirements listed in the job description. It should demonstrate that you’re interested in the position, and that you are available to accept the position if offered. Additional information can be counterproductive, as it dilutes the core purpose of the cover letter and resume.

When writing the cover letter, avoid negatives. A cover letter is not the place to explain why you left or are leaving an employer, why there are gaps in your employment dates, etc. These "negatives" are best delivered in person during the interview so they can be explained

Avoid illustrating a salary history in the cover letter and résumé. Even if the position specifically asks for your salary history, providing this information may be detrimental and if needed will be located on the job application. If the job ad specifically says that résumés without a salary history will not be considered, give a historical salary range, and state that your salary requirements are flexible based on the opportunity the position will provide.

**Read more on résumés:** <http://www.how-to-write-a-resume.org/cover_letter_tips.htm#ixzz1PTBqoWaN>

References should be located on a separate sheet and should not be included on the résumé. Select professional references that can verify your work experiences and skill set that will support your application for a specific job. Make sure the references selected know what the job requires. Many times job candidates select personal references and while this is not necessarily bad these references may not know what work experiences or job skills the candidate offers.

1. **Application Process:** When a job opening is announced it is typical that some sort of job application is required. IT is important that the application is completed properly, with no errors and that it is accurate. As part of the students SAE they could participate in the Job Interview Leadership Development Event or as part of a class complete various job applications. The State of Texas Application for Employment is a very detailed application and is a great example to use for a laboratory assignment. Students should be expected to complete job applications with precision and attention to detail.

**State of Texas Application:** <http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf>

1. **Dress for Success:** It is always better to over dress than under dress. For example, gentleman can always remove a coat and tie if the interview is slightly more casual. However, if you show up to a formal interview and you are wearing blue jeans and a pull over shirt; there are not many improvements that can be made. For this reason, it is safer to always dress your best for success. Professional attire says that a person is professional about their job and it establishes a positive first impression.
2. **Interviewing:** There are different types of interviews. The important objectives to remember concerning interviews are; demonstrate knowledge of the phases of an interview, understand the different types of interviews, understand when these types will be used, and know how to handle yourself with each type.

**Insert “The Different Types of Interviews” Handout**