

**CAREER NAVIGATOR Worksheet**

Career Navigator is not a test. It is designed to let you say what you know about yourself, your likes and dislikes, and creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, Career Navigator locates occupations that match the factors you regard as important.

Select 10 to 15 factors. (Put a ✓ in the  **Include** boxes.)

1. Select the order of the factors (1 should be the first or most important factor you want to use, 2, should be your second factor, etc.)
2. Indicate the level of each factor you want in an occupation.
3. Enter your factors on Internet Career Kōkua and see the results of your choices.

<b>Advise</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers discuss topics with individuals or groups. Then they guide, suggest, or recommend options or solutions.

<b>How much do you want to advise others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Artistic</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers express themselves through music, dance, words, or visual arts. In other jobs, workers design or create visually interesting, yet functional objects.

<b>How much do you want to express yourself artistically as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Assist and care for others</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers provide personal assistance, medical attention, emotional support, or other personal care to others. They work with patients, customers, or coworkers.

<b>How much do you want to assist and care for others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Attention to detail</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require workers to pay close attention to details and make sure they complete all tasks.

<b>How much do you want to pay attention to detail as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever



<b>Communicate</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require workers to speak or write clearly to communicate with others.

<b>How much do you want to speak or write as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Design equipment or systems</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers design equipment or products (e.g., factory machines, airplanes). In other jobs, workers design systems or processes to solve problems (e.g., computer networks).

<b>How much do you want to design equipment or systems as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Education and training</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require four or more years of school or training. Other jobs require a few hours of on-the-job training. Yet others require several years of experience or a combination of experience and training.

<b>How much time do you want to spend preparing (school, on-the-job training) for an occupation?</b>				
<input type="radio"/> 5+ years	<input type="radio"/> 4 years	<input type="radio"/> 2-3 years	<input type="radio"/> 4 months-1 year	<input type="radio"/> A few hours-3 months
Check all levels you are willing to consider.				
<input type="radio"/> 5+ years	<input type="radio"/> 4 years	<input type="radio"/> 2-3 years	<input type="radio"/> 4 months-1 year	<input type="radio"/> A few hours-3 months

The categories in the education and training factor cover many levels of preparation. The list below shows common ways to achieve each level.

**5 or more years**

- 5 or more years of school (master's, doctoral, or professional degree); or
- 4 years of school (bachelor's degree) plus one year of work experience or on-the-job training; or
- 5 or more years of previous work experience

**4 years**

- 4 years of school (bachelor's degree); or
- 2 years of school (associate degree) plus two years of work experience or on-the-job training; or
- 3 to 4 years of previous work experience

**2 to 3 years**

- 2 to 3 years of school (associate degree); or
- 2 to 3 years of on-the-job training; or
- 3 or 4 years of apprenticeship; or
- up to 2 years of previous work experience

**4 months to 1 year**

- 4 months to 1 year of school
- Previous work experience is helpful but not required

**A few hours to 3 months**

- A few hours up to three months of on-the-job training
- No previous work experience required



<b>Enterprising</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs give workers chances to start up and carry out new projects, activities, or ideas.

<b>How much do you want to be enterprising as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Flexible hours</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require working 9 a.m. – 5 p.m., Monday through Friday. Others do not have rigid schedules and work time may be flexible.

<b>How much do you want flexible hours to be part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Independence</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs allow workers to do their tasks in their own way with little direction. In other jobs, supervisors tell workers what to do.

<b>How much do you want independence to be part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Indoors or outdoors</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers spend most of the day outside. In other jobs, workers spend most of the day indoors. Some people work both indoors and outdoors.

<b>Do you want to work indoors or outdoors?</b>		
<input type="radio"/> Always outdoors	<input type="radio"/> Mostly outdoors	<input type="radio"/> Both indoors and outdoors
<input type="radio"/> Mostly indoors	<input type="radio"/> Always indoors	
Check all settings you are willing to consider.		
<input type="radio"/> Always outdoors	<input type="radio"/> Mostly outdoors	<input type="radio"/> Both indoors and outdoors
<input type="radio"/> Mostly indoors	<input type="radio"/> Always indoors	

<b>Influence others</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers try to convince people to change their minds or their behavior. This may include getting people to buy something or interact differently with others.

<b>How much do you want to influence others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever



<b>Job prospects</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Occupations need new workers every year to fill new jobs or replace workers who move to other jobs. Some occupations need a lot of new workers; others don't need many at all. The number of job openings may effect how easy it is for you to find a job. Over time the job prospects for an occupation may change. Some occupations may have better prospects ten years from now and some may have worse.

<b>What level of job prospects are you willing to consider?</b>				
<input type="radio"/> Excellent	<input type="radio"/> Very good	<input type="radio"/> Good	<input type="radio"/> Not so good	<input type="radio"/> Not so good
Check all levels you are willing to consider.				
<input type="radio"/> Excellent	<input type="radio"/> Very good	<input type="radio"/> Good	<input type="radio"/> Not so good	<input type="radio"/> Not so good

<b>Math or science</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require workers to select the correct math formulas or methods to solve problems. Other jobs require workers to use scientific rules and methods to solve problems or create new knowledge. Often an occupation uses similar amounts of math and science. Thus if it is high on one, it will be high on the other. However, a few occupations are high on math or science but not the other.

<b>How much do you want to use math or science as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Organize</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers schedule events, programs, and activities for groups of people. In other jobs, workers organize data or other types of information.

<b>How much do you want to organize things as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Physical activity</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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Some jobs require physical activity, like walking, climbing, or lifting. Other jobs require sitting or standing in one place most of the time.

<b>How much physical activity do you want in a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Plants or animals</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers care for or work with plants or animals.

<b>How much do you want to work with plants or animals as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Problem solving</b>	<input type="checkbox"/> <b>Include</b>	<u>    </u> <b>Order</b>
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In some jobs, workers identify problems and review related information. They also develop and apply solutions.



<b>How much do you want to solve problems as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Responsibility for others</b>	<input type="checkbox"/> Include	<u>    </u> Order
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In some jobs, workers are responsible for products or services created by other workers. In other jobs, workers take care of others who are hurt, in danger, or otherwise in need of protection.

<b>How much do you want to be responsible for others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Shift work</b>	<input type="checkbox"/> Include	<u>    </u> Order
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Some jobs require working nights or evenings. This may be only some of the time or it could be your regular schedule. These jobs may also require working on holidays.

<b>How much do you want shift work to be part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Supervise</b>	<input type="checkbox"/> Include	<u>    </u> Order
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In some jobs, workers supervise others. This includes guiding, directing, encouraging, and evaluating other people's work. This may include hiring and firing.

<b>How much do you want to supervise others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Teach</b>	<input type="checkbox"/> Include	<u>    </u> Order
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In some jobs, workers teach others new subjects or how to do things. Teaching may occur in classrooms or work settings.

<b>How much do you want to teach others as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

<b>Travel</b>	<input type="checkbox"/> Include	<u>    </u> Order
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Some jobs require frequent travel away from home for one or more nights per week. Yet other jobs rarely require travel or workers travel during the day but return home at night.

<b>How much do you want to travel as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever



**Urban or rural**  **Include**  **Order**

Some jobs can be found only in large cities, while others occur only in rural areas. Many jobs can be found everywhere.

<b>In what size of community do you want to work?</b>	
<input type="radio"/> Only in a small town-rural area	<input type="radio"/> In a small city/small town-rural area, but not a large city
<input type="radio"/> In a large city/small city, but not a small town-rural area	<input type="radio"/> Only in a small city
	<input type="radio"/> Only in a large city

**Variety**  **Include**  **Order**

In some jobs, workers do different tasks almost every day or perform many different tasks during the day.

<b>How much do you want a variety of tasks to be part of your job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

**Wages**  **Include**  **Order**

Some jobs pay workers a lot of money. Other jobs pay modestly, and still others pay little. How much must an occupation pay (for regular, full-time work) before you would consider it? Even though inexperienced workers will probably receive less pay to start, answer as a person who has experience working in the occupation. These are the median rates before deductions.

<b>How much must an occupation pay?</b>	<b>We assume you are willing to accept more.</b>
<input type="radio"/> At least \$5,000 per month (\$28.85 per hour)	<input type="radio"/> At least \$5,000 per month (\$28.85 per hour)
<input type="radio"/> At least \$4,000 per month (\$23.08 per hour)	<input type="radio"/> At least \$4,000 per month (\$23.08 per hour)
<input type="radio"/> At least \$3,000 per month (\$17.31 per hour)	<input type="radio"/> At least \$3,000 per month (\$17.31 per hour)
<input type="radio"/> At least \$2,000 per month (\$11.54 per hour)	<input type="radio"/> At least \$2,000 per month (\$11.54 per hour)
<input type="radio"/> At least the minimum wage	<input type="radio"/> At least the minimum wage

**Work with hands**  **Include**  **Order**

Some jobs require workers to use their hands to manipulate physical objects. This may involve using one's hands to pick up, move or put together objects, use tools, or operate vehicles or machines.

<b>How much do you want to work with your hands as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

**Work with the public**  **Include**  **Order**

In some jobs, workers deal directly with the public, such as greeting or serving customers. In other jobs, working with the public includes performing for audiences.

<b>How much do you want to work with the public as part of a job?</b>				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever
Check all levels you are willing to consider.				
<input type="radio"/> A great deal	<input type="radio"/> A lot	<input type="radio"/> Somewhat	<input type="radio"/> A little	<input type="radio"/> Hardly ever

**What occupations are you now considering?**

OCC TITLE \_\_\_\_\_ OCC TITLE \_\_\_\_\_  
 OCC TITLE \_\_\_\_\_ OCC TITLE \_\_\_\_\_