

Career Kōkua
COORDINATOR NOTEBOOK
2013 – 2014

Career Kōkua

The Hawai'i Career Information Delivery System

State of Hawai'i

Department of Labor and Industrial Relations

Research and Statistics Office

This project was funded by the Hawai‘i Career Information Delivery System (**Career Kōkua**) through funds appropriated by the 27th Hawai‘i State Legislature Regular Session of 2013 for HCIDS. **Career Kōkua** is administered by the Hawai‘i State Department of Labor and Industrial Relations (DLIR).

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Career Kōkua
The Hawai‘i Career Information Delivery System

State of Hawai‘i
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Career Kōkua
2013 - 2014 Initial Training Agenda

<u>Time</u>	<u>Agenda</u>
8:00 - 8:15 a.m.	I. Introduction A. Opening Activity B. Overview of the Career Kōkua System
8:15 - 8:30 a.m.	II. System Instructions
8:30 - 9:15 a.m.	III. Work Importance Locator A. Work Values B. Hands-On C. Score Reports and Interpretation of Results
9:15 - 10:00 a.m.	IV. RIASEC A. The Party Activity B. Hands-On C. Theory of John Holland
10:00 - 10:15 a.m.	B R E A K
10:15 - 11:30 a.m.	V. SKILLS A. The SKILLS Inventory B. Hands-On C. Interpreting SKILLS Printouts
11:30 - 12:00 noon	VI. INTEREST PROFILER A. The INTEREST PROFILER Instrument B. Hands-On C. Interpreting PROFILER Score Reports
12:00 - 12:45 p.m.	L U N C H
12:45 - 1:00 p.m.	VIII. Access Strategies Review

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<u>Time</u>	<u>Agenda</u>
1:00 – 2:00 p.m.	IX. Information Files <ul style="list-style-type: none">A. OccupationsB. Self-employmentC. Military Information<ul style="list-style-type: none">1. Basic Information2. Military CareersD. Hawai‘i Career PathwaysE. US DOE Career ClustersF. Career of the Week ArchivesG. IndustriesH. Career Exploration LinksI. Programs of Study and TrainingJ. Local SchoolsK. Job Search Aids <p style="text-align: right;">L. Job Success</p>
2:00 - 2:15 p.m.	X. Information Files Review
2:15 – 3:00 p.m.	XI. Resources <ul style="list-style-type: none">A. For Coordinators<ul style="list-style-type: none">1. Activities Handbook2. Community Resources Directory3. System Evaluation<ul style="list-style-type: none">a. User Surveyb. Statistical Report4. Administrative Documents<ul style="list-style-type: none">a. Price Scheduleb. Newsletters/Training ScheduleB. For Parents
3:00 - 3:15 p.m.	XII. Site Coordination <ul style="list-style-type: none">A. Selection and Role of Site CoordinatorB. Career Kōkua Standards
3:15 – 4:00 p.m.	XIII. Workshop Evaluation

Program Rationale

Prior to Career Kōkua, if a person in Hawai‘i wished to choose a career based on careful consideration of his/her own skills, aptitudes and training in relation to the available range of occupations, an immense, individual research effort would have been required to provide even a partial amount of the information needed. Such information was available only in the most scattered fashion even to professionals in the field of career guidance.

Meanwhile, rapid and continuous advances in technology began to profoundly alter the nature of available occupations, compounding the difficulty of making informed career decisions. Yet inadequate knowledge of occupations and their requirements meant a workforce less adequately trained and suited to the needs of the labor market.

Recognizing the importance of informed career decision-making both for the individual and the economy, the Hawai‘i State Department of Labor and Industrial Relations (DLIR) undertook the development and administration of a comprehensive career information delivery system which would meet the needs of the people of Hawai‘i.

Program History

A consortium of public and private agencies and individuals in Hawai‘i was brought together by the DLIR to work as a steering committee to develop a comprehensive up-to-date career information delivery system for Hawai‘i. People and programs that use career and occupational information were surveyed and detailed needs were assessed. Types of information files needed were ranked in order of preference. Governor’s Grant funds were committed to get the system implemented. A National Occupational Information Coordinating Committee (NOICC) grant award and matching state funds made it possible to put Hawai‘i’s career information delivery system into operation. This program, known as Career Kōkua, began providing services to two pilot sites in 1979 and rapidly expanded to meet burgeoning requests for service. From July 1981 State funds were authorized for maintenance, further program development, and expansion of user sites. In 1983 the State Legislature passed House Bill 809 which provided Career Kōkua with statutory authorization. With the Governor’s signature on June 6, 1983, Act 193 was established making Career Kōkua a permanent, statutorily authorized state program. Since then Career Kōkua has annually served over 230,000 users at over 200 agencies and educational institutions in Hawai‘i.



Career Kōkua is a comprehensive computerized system of up-to-date occupational and educational information.

Career Kōkua has
 4 Career Assessments
 530 local Occupational descriptions, preparation, outlook, and wage information
 Self employment information
 140 Military specialties
 6 Hawai'i Career Pathways
 16 Career Clusters
 30 Hawai'i Industries
 800 Hawai'i Programs of Study and Training
 100 Hawai'i Schools and Training Providers
 Job Search Aids
 Keeping Your Job information
 165 Activities and Lesson Plans
 200 Community Career Resources
 Parent Guides
 Resources for Teachers and Counselors
 Career Exploration Links
 Training and User Support

Decision-Making
 Use self-reported preferences to obtain lists of options for exploration.



Self-Employment
 Information on self-employment and entrepreneurship
 Essential qualities
 Career opportunities
 Entrepreneurial Assessment
 Deciding to go into business
 Resources



Programs of Study and Training
 Descriptions of 140 training and about 800 degree and certificate programs.
 Intent
 Coursework
 Related occupations
 Local schools



Resources for Educators
 Activities Handbook - Lesson plans, activity ideas and worksheets
 Community Resources - a directory of 200 businesses and organizations willing to provide tours/field trips, career speakers, and career shadowing experiences
 System implementation and usage information for counselors and teachers
 National Career Development Guidelines - a framework for building comprehensive career development programs for youth and adults
 Career Exploration Links - Links to related sources of career, education, training, and labor market information



WORK IMPORTANCE LOCATOR
PERSONALITY TYPES
SKILLS
INTEREST PROFILER

Occupations
 Information on 530 occupations describing 90% of Hawai'i's labor force.



Military Information
 Information on the military world of work
 Basic information about the military as an employer
 140 military occupational specialties



Local Schools
 Information on about 100 licensed and accredited postsecondary schools in Hawai'i.
 Introduction and deadlines
 Admission requirements
 Housing
 Costs
 Financial aid
 Student services



Job Search Aids
 Tips on how to look and apply for jobs
 Sample application form
 Resume writing tips
 Interviewing hints



Job Success
 Tips on how to deal with coworkers develop good job habits
 Good job habits
 Supervisors and coworkers
 Improving yourself
 Know your employer



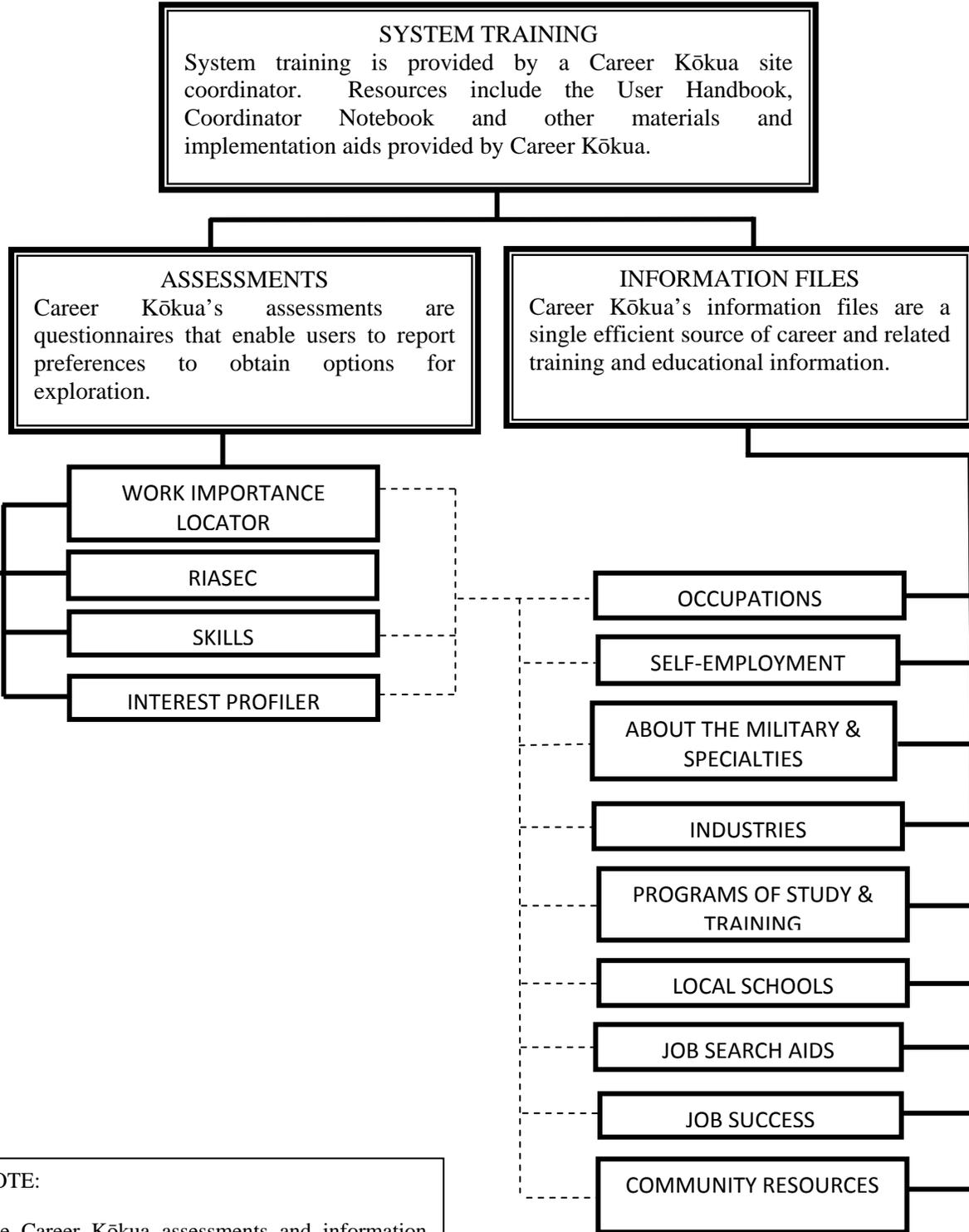
Industries
 Information on 30 local industries.
 Services and Products
 Employment Size
 Working in the industry
 Current Market Outlook
 Occupations
 Employers



Overview/At-a-Glance
 Specific and Common Work Activities
 Skills and Abilities
 Working Conditions
 Physical Demands
 Knowledge
 Interests
 Wages
 Current Employment Outlook
 Helpful High School Courses
 Preparation
 Related Training Programs
 Hiring Practices
 Licensing/Certification
 Advancement Opportunities
 Additional Sources of Information
 Career Videos



Career Kōkua System



NOTE:

The Career Kōkua assessments and information files may be used in any sequence. Solid lines lead to the system components which may be selected by users. Dotted lines show the linkages between components.

Understanding the Career Kōkua System

The chart on the previous page represents the general structure and sequence of use of the Career Kōkua System. While the sequence of use of the system components depends on user needs, most first-time users follow the sequence outlined in the chart. This enables them to learn about the program, to specify desired characteristics and then to get related information. The information files are linked to facilitate other sequences of use and to further information exploration.

System Training:

Site Coordinator. Professional staff member designated and trained to implement the Career Kōkua program, including user orientation and system training, at the user site.

Coordinator Notebook. Guide for the Site Coordinator to implementation techniques, ideas, system information, and references for use in serving users and for in-servicing others at their sites.

Activities Handbook. Curriculum guide for the Site Coordinator to activities, lesson plans, and worksheets for use with the Career Kōkua system.

User Handbook. Guide for the user which includes assessments, questionnaires, system instructions, directions for computer access, and information indices.

Assessments:

WORK IMPORTANCE LOCATOR. A 20-item self-assessment career exploration tool of work values that allows users to focus on what is important to them in a job.

RIASEC. An option for the user to link a personality type to Career Kōkua occupations.

SKILLS. A 72-item inventory designed to help the user identify and prioritize skills and find matching occupations.

INTEREST PROFILER. A 180-item inventory designed to help the user identify their work-related interests.

Information Files:

Occupations. Information on 530 local occupations which includes the following:

At A Glance. A summary of the occupation including the characteristics and information that sets the occupation apart from other occupations

Overview. Describes what workers in the occupation do including the workers' main tasks

Specific Work Activities. Lists work activities performed by workers in the occupation

Common Work Activities. Lists activities that are common to work in other occupations

Related Occupations. Lists related occupations, occupational clusters, the related Hawai'i career pathways, occupational interest codes, and the related USDOE occupational areas

Skills and Abilities. Lists the skills workers need to do and the skills that employers look for when hiring for the occupation

Working Conditions. Describes the conditions and settings that workers in the occupation are exposed to. Also included are the characteristics that a worker needs to do well in the occupation

Physical Demands. Describes the physical activities that workers frequently do on the job

Knowledge. Lists the areas of experience and training needed for the occupation

Interests. Lists the values people in the occupation say are important for them and the overall interest areas people in this occupation tend to prefer

Wages. Provides the latest information on how much workers in the occupation in Hawai'i earn, the wage value for workers nationally, and how workers are paid

Current Employment. Provides information on the number of jobs in the occupation for both the national and state levels

Outlook. Provides estimates on how rapidly the occupation is expected to grow in comparison to all other occupations

Helpful High School Courses. Lists the high school courses that help in preparing for work or additional training

Preparation. Describes the education, training, and experience needed to prepare for work in the occupation

Related Educational Programs. Lists related educational programs available locally

Hiring Practices. Describes what employers prefer or require when hiring someone for the occupation including the formal training or licensure required

Licensing/Certification/Designation/Registration. Describes the requirements that applicants must meet such as licensing, certification, or registration. Information on how to acquire the license or certificate is also provided.

Advancement Opportunities. Provides information about where most people in the occupation start and what positions one may advance to with more training or more experience

Additional Sources of Information. Lists free or low-cost publications that have information about careers, reference books found in schools or libraries, and publications available on the Internet

Community Resources. Links to organizations that can provide first-hand information or experiences for the occupation.

Military Careers. Links to the military counterpart, if any, for the occupation.

HireNetHawaii. Links to job listings, if available, for the occupation in Hawai'i

Career Videos. Plays career videos that depict workers on the job

Compare Occupation. Plays career videos that depict workers on the job

Self-Employment. Information about entrepreneurship and being self-employed including setting up a business, keeping records, and financial considerations.

Is Self-Employment Right for You? Describes essential qualities for self-employment, rewards and costs of working for oneself, and provides an entrepreneurial career assessment.

Self-Employment Opportunities. Looks at the types of self-employment opportunities available.

Deciding to Go into Business for Yourself. Includes information on starting a business, brainstorming business ideas, forms of business ownership, and creating a business plan.

Resources. Lists resources for starting your own business, business.

Military Information. Basic information about the military and information on 140 military occupations.

About the Military Information

About the Military

Quick Facts

Branches of Service

Enlisted Personnel

Commissioned Officers

Education

Diversity

Joining the Military

Military Life

Leaving the Military

For Parents

Sources

Military Career Information

Background. Provides information about the military occupation

What they do. Describes the main work activities performed by workers.

Physical demands. Describes physical attributes required for the occupational specialty

Special requirements. Describes requirements, such as courses, helpful for the occupation

Helpful attributes. Lists interests, helpful school subjects and other personal characteristics helpful for training and working in the occupation

Work environment. Describes the typical work settings and conditions

Hiring practices. Describes citizenship and enlistment requirements and standards

Wages. Explains the basis for pay such as rank or grade as well as length of service. Also describes the different types of bonuses and situations that affect pay.

Training provided. Describes the job training provided including classroom and on-the-job training.

Civilian counterparts. Lists civilian occupations that are comparable.

Opportunities. Provides information on the number of personnel working in the occupation, the average annual need for new personnel, and career advancement.

Military occupational specialties. Lists the various occupational specialties for the various service branches.

Industries. Descriptions of 30 local industries which includes the following:

Description. Describes the services and products provided by the businesses in the industry.

Size. Provides the number of establishments and employment in Hawai‘i.

Related Industries. Lists the related Career Kōkua industries.

Work Setting. Provides information on work schedules and other working conditions for the industry.

Earnings. Describes the average earnings for persons employed in the industry.

Benefits. Lists benefits offered to persons employed in the industry.

Current Market. Describes the current economic conditions affecting the industry.

Outlook. Describes events and trends that may affect the industry and its jobs in Hawai‘i.

Occupations. Lists the occupations employed in the industry.

Employers. Lists the Telephone Book Yellow Page headings that can lead to employers in Hawai‘i.

Programs of Study and Training. Descriptions of approximately 140 local training and education programs which includes the following:

Description. Describes the purpose and intent of the program.

Course Work. Summarizes the course work generally included and the length of the program.

Related Occupations. Lists Career Kōkua related occupations.

Cross References. Links to related Career Kōkua information files.

Related Programs. Lists Career Kōkua related programs.

Schools. Lists the schools in Hawai‘i offering certificate and degree programs in this particular field.

Local Schools. Detailed information on about 100 licensed or accredited postsecondary schools and training agencies in Hawai‘i. The information includes the following topics of information:

Contact Information

Introduction and Deadlines

Average Enrollment Per Term

School and Class Schedule

Special Instructional and Alternative Credit Programs

Library Availability

Programs of Study and Training Offered

Bus/Parking

School Visits

New Student Admissions

Transfer Admission

Steps for Applying

Graduate School

Housing

How to Apply for On-Campus Housing

Average Full-Time Costs

Average Part-Time Costs

Refund Policy

Tuition Exemptions

Types of Financial Aid Offered

How to Apply for Financial Aid

Services for All Students

Community Resources. A directory of over 200 employers, professional organizations, and resource persons who are willing to provide first-hand career information and career exploration activities. The information includes the following:

Career shadowing

Tours and field trips

Speakers and participation in career fairs and other career activities

Resource materials

Advisors for career clubs

Interviews with employees and employers

Workplace mentors

Career information and technical assistance for teachers and counselors

Work-study

Internships

Volunteer work experiences

Part-time employment

Scholarships

Job Strategies. Two modules that provide job seeking and job keeping tips.

Job Search Aids (JSA) provides tips and suggestions on how to seek work and apply for jobs.

Where to Look for Jobs. Sources of job leads and agencies providing job referral and placement services. Additional resources which complement the Career Kōkua JSA information are also listed.

How to Fill Out a Job Application Form. Instructions and tips on how to fill out a job application form correctly

Sample Job Application Form. A standard application form which can be used for practice. A completed form is a handy reference.

Cover Letter. A sample cover letter for resumes and job applications. Included are instructions on how to prepare a cover letter.

How to Prepare Your Resume. Outlines the parts of a resume and provides instructions on how to prepare a resume

Sample Resumes. Examples of how job seekers may summarize their skills and qualifications

Things to Take on a Job Hunt. A list of materials applicants may need for job interviews

Things to Do Before the Interview. Tips on how to prepare oneself to make a good impression

Interviewing Hints. Helpful tips for interviews

After the Interview. Information on what to do after an interview and how to keep track of employment contacts

Job Success. Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.

Good Job Habits. Information on job habits to keep you employed, attitude and respect, and ways to keep your job performance at a high level

Dealing With Your Supervisor. Tips on how to treat your supervisor and information about their responsibilities including training, oversight, and evaluation of how well you do your job duties. Also includes information about getting a raise.

Dealing With Your Coworkers. Information on how to treat your coworkers with respect and good attitudes such as cooperation, courtesy and teamwork to get your job done well

Improving Yourself. Information on how learning takes place at work and how fellow employees, your supervisor, and trainer, who are all experts in their own fields can help you with your career goals and promotions

Working With Your Employer. Tips that can help you succeed in your current job and in your career goals if you know your employer's industry and organization

If You Have Problems. Information on what to do if your job just doesn't seem to be working out including how to assess your situation, the grievance procedure, and how to deal with harassment

Publications. Resources and publications with information that can help you assess your skills and goals, stay employed or transition to work after high school, college, or the military

System Instructions

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GETTING STARTED INSTRUCTIONS

Career Kōkua System

Career Kōkua provides fast and easy access to current information about Hawai‘i occupations, industries, training and education programs, local schools, national schools, financial aid sources, and job strategies. The career assessments match users’ interests, personal preferences, and skills to occupations. College and financial aid searches are also provided. The Career Kōkua web site also has additional options to help students, parents, and other system users with career planning and career decision making.

Step 1. Go to the Career Kōkua web site located at www.careerkokua.org.

You will get the Career Kōkua home page.

The screenshot shows the Career Kōkua home page. At the top left is the State of Hawaii Department of Labor and Industrial Relations logo. At the top right is the Career Kōkua logo. A navigation menu is located below the logos, with links for Home, Career Assessment, Career Exploration, Education and Training, Financial Aid, Job Strategies, and Resources. Below the navigation menu is a user greeting: "Welcome Career Koku Coordinator" with a "Sign Out" link. To the right of the greeting is a "User Survey - Contact Us" link and the date "Tuesday, November 19, 2013". Below the greeting is a "Home" link. The main content area is titled "Welcome to Career Koku" and contains a welcome message. Below this is a "Career Koku News" section with several articles, each with a title, a brief description, and a "Posted" date and time. The articles include "Outlook Quick Look Up", "Fall 2013 Update", "College Degrees that Earn the Most Money", "Skills to Pay the Bills", "University of Hawaii at Manoa's High School Direct Entry in Nursing", and "Green Videos". On the right side of the page, there is a "Career of the Week" section featuring "STEM" (Science, Technology, Engineering, Math) and "Saluting Women With STEM Success". Below that is "Today's Occupational Highlights" and "Most Viewed Occupations".

Getting Started Instructions (continued)

The Navigation bar consists of the following channel markers:

- Career Assessments
 - Career Exploration
 - Education & Training
 - Financial Aid
 - Job Strategies
 - Resources
-
- The 'News' section has announcements and noteworthy items of interest to students, educators, and other users.
 - 'Career of the Week' features a different person and their personal story each week.
 - 'Today's Occupational Highlights' features a different occupation each day.
 - 'Most Viewed Occupations' lists the occupations most requested by Career Kōkua web site visitors.

Step 2. Log in by using the login information given to you by your teacher or counselor.

Step 3. Click on a channel marker on the Navigation bar. You will get a menu of options.

Once you are in a program module or information file, specific instructions and prompts will be provided to guide you. Instructions for each of the career assessments and information files are provided in this Notebook.

Career Kōkua System OPTIONS

Channels & Options	Description
Career Assessments	
WORK IMPORTANCE LOCATOR	A career exploration tool that allows users to focus on what's important to them in a job and uses those work values to list occupations.
RIASEC	An activity that relates the user's personality type to Career Kōkua occupations
SKILLS	A process for identifying skills, the skills one enjoys using, and the occupations that use those skills
INTEREST PROFILER	An assessment that lets users indicate their interests and then relates those interests to occupations
Assessment Forms	Printable versions of the Work Importance Locator cards and card sorting sheet, the RIASEC "Party" and "Island" activity sheets, the SKILLS Inventory worksheet, and the Interest Profiler Questions.
Career Exploration	
Occupations	Current information on 530 occupations which cover over 90% of the occupations found in Hawai'i
Industries	Information on Hawai'i's 30 industries
Self-Employment	Information about entrepreneurship and being self-employed including setting up a business, keeping records, and financial considerations.
Military Information	Basic information about the military as an employer and information on 140 military occupational specialties.
Career Pathways	Information on the six Hawai'i Career Pathways and links to related occupations and programs of study and training
Career Clusters	Information on the 16 US DOE career clusters and links to related occupations
Career of the Week Archives	A module containing all of the 'Career of the Week' articles
Career Information Links	Related career information resources on the World Wide Web
Education and Training	
Programs of Study & Training	Information on about 140 licensed, accredited, or government-approved training programs in Hawai'i
Local Schools	Information on over 90 licensed and accredited schools offering training programs in Hawai'i
National Schools	A module containing easy-to-use college search strategies and information on colleges and universities in the U.S.
Kumu A'ō, the Hawai'i CRCS	The Hawai'i Consumer Report Card System web site which provides information on local WIA (Workforce Investment Act) eligible training providers and training programs
Testing and Education Reference Center	Links to the Hawai'i State Library System's Learning databases

Channels & Options	Description
Financial Aid	
Scholarship Search FAFSA	A search and database of financial aid resources, scholarships, and grants A link to the web site for Government Sponsored Financial Aid. FAFSA opens the door to the federal aid process so students can learn what to expect from beginning to end and get the documents they need.
Job Strategies	
Job Search Aids Job Success	Tips and ideas on how to look for work and how to apply for jobs Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.
Resources	
For Coordinators	
Activities Handbook	A curriculum guide with activities, tips, lesson plans, and worksheets. A master index helps with locating appropriate activities quickly.
Community Resources Directory	A directory of businesses, agencies, and organizations that provide first-hand career information and services
National Career Development Guidelines	
For Parents	
Planning Guide for Middle & High School Students	Provides information for parents and families to help with their children's career development and planning.
Guide to Financial Aid	Provides information on sources of financial aid, where to get financial aid information, and answers to some frequently asked questions about financial aid.
Parent Involvement Guide	Provides parents and families with information and resources to help their children succeed. It also serves career development professionals by showing them how to involve parents in career decision-making and educational planning from the earliest stages of their child's development.
Price Schedule	The Career Kōkua Price Schedule including product descriptions and system requirements.
User Survey	An on-line survey used to gather input from users on the usefulness of the Career Kōkua system

Occupations

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Career Pathways Instructions	20

CLUSTER INFORMATION

Career Kōkua occupational information is organized into the following 16 clusters. Each cluster contains related occupations.

1. Agriculture, Food & Natural Resource
2. Architecture & Construction
3. Arts, Audio/Visual Technology & Communications
4. Business Management & Administration
5. Education & Training
6. Finance
7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections, & Security
13. Manufacturing
14. Marketing
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

FILE FEATURES: A brief description of duties common to the occupations within the cluster. Also listed are the occupations in the cluster, the recommended levels of education or training, and high school courses that are helpful in preparing for the careers within the cluster. (See the example beginning on page 3).

SUGGESTED USES:

- After users have selected occupations to explore, have them look at the cluster listing to find related careers.
- Have users refer to the high school course information prior to course registration to enable them to link careers to course selections.
- Younger users can learn how to group or categorize information by examining common characteristics of careers within a given cluster.
- Jobseekers may want to check through this information to list relevant courses taken on application forms and/or resumes.

>> [Home](#) :: [Career Exploration](#) :: [Occupations](#) :: [Finance](#) ::

Description

In the occupations in the Finance cluster, you would keep track of money. You might provide financial services to a business or individual. Your work could include maintaining records or giving advice to business executives on how to operate their business. You could work in financial planning, banking, or insurance.

Career Kōkua Occupations in This Cluster

You can learn more by looking at the descriptions for these occupations:	Level of Education
Accountants and Auditors	Bachelor's degree
Actuaries	Work experience plus a bachelor's or higher degree
Appraisers and Assessors	Postsecondary vocational training Bachelor's degree
Bank Tellers	Short-term on-the-job training (less than 1 month) Moderate-term on-the-job training (1 to 12 months)
Bill and Account Collectors	Short-term on-the-job training (less than 1 month)
Brokerage Clerks	Moderate-term on-the-job training (1 to 12 months)
Credit Analysts	Bachelor's degree
Credit Checkers and Authorizers	Short-term on-the-job training (less than 1 month)
Economists	Master's degree
Financial Analysts	Bachelor's degree
Financial Counselors	Bachelor's degree
Financial Examiners	Bachelor's degree
Financial Managers	Work experience plus a bachelor's or higher degree
Insurance Adjusters and Examiners	Long-term on-the-job training (over 1 year)
Insurance Agents	Bachelor's degree
Insurance Policy and Claims Clerks	Moderate-term on-the-job training (1 to 12 months)
Insurance Underwriters	Bachelor's degree
Loan Clerks	Short-term on-the-job training (less than 1 month)
Loan Officers	Bachelor's degree
New Accounts Clerks	Work experience in a related occupation
Securities Salespeople	Bachelor's degree
Tax Preparers	Moderate-term on-the-job training (1 to 12 months) Postsecondary vocational training
Title Examiners and Searchers	Moderate-term on-the-job training (1 to 12 months)

The training and education requirements to work in the occupations included in the Finance cluster depend on the specialty and the type of work performed. Some occupations require less than one month of on-the-job training; however, some actuaries need a master's degree.

The information provided in the table above presents the level of education or training required to work in the occupations related to this cluster. Note that some occupations may have more than one required level because the type of work performed may vary in specific jobs.

Check the related programs of study to explore the educational programs that would prepare you to work in this cluster.

High School Courses

High school is the time for you to begin preparing for work. You can take courses that will help you meet the education and training requirements for the occupations in the Finance cluster.

Some occupations require that you get training after high school, others do not. Regardless of the level of training you pursue after high school, be sure to meet your school's graduation requirements now. For Hawaii public school graduation requirements, click here for the [Class of 2014 and 2015](#). Click here for the graduation requirements for the [Class of 2016 and beyond](#). If you attend a private school, check with your school counselor for graduation requirements.

You will be required to take math, English, and other courses to graduate. You also will take electives, which are classes you select based on your interests. Below is a list of electives that will help you prepare to work in this cluster. Consider taking some of these classes during high school.

- Accounting
- Banking and Finance
- Computer Applications
- Consumer Law
- Economics
- Entrepreneurship
- Introduction to Business
- Marketing
- Office Procedures
- Personal Finance
- Principles of Advertising
- Principles of Sales
- Retail Marketing

OCCUPATIONAL INFORMATION

The Career Kōkua Occupations file describes 530 careers which cover over 90% of the occupations in Hawai‘i.

FILE FEATURES: A standard format incorporates the following topics (see the example beginning on page 7):

At A Glance

Provides a summary of the occupation including the occupation’s characteristics, from the average wage to other information that sets the occupation apart

Overview

Describes what workers in the occupation do including a summary of the workers’ main tasks

Specific Work Activities

Lists the tasks and activities performed specifically by workers in the occupation

Common Work Activities

Lists the tasks and activities common to other occupations

Related Occupations

Lists related occupations, occupational clusters, related educational programs, the related Hawai‘i career pathways, occupational interest codes, and the related USDOE career clusters

Skills and Abilities

Depicts the skills workers need to do and the skills that employers look for when hiring someone for the job

Working Conditions

Describes the conditions and settings that workers in the occupation are exposed to and also the characteristics that a worker needs to do well in the occupation

Physical Demands

Describes the physical activities that workers frequently do on the job

Knowledge

Lists the areas of experience and training needed for the occupation

Interests

Lists the values people in the occupation say are important for them and the overall interest areas people in this occupation tend to prefer

Wages

Provides information on how much workers in the occupation in Hawai‘i earn, the wage value for workers nationally, and how workers are paid

Current Employment

Provides information about the number of jobs in the occupation for both the national and state levels

Outlook

Provides an estimate on how rapidly the occupation is expected to grow in comparison to all other occupations

Helpful High School Courses

Lists the high school courses that help in preparing for work or additional training in the occupation

Preparation

Describes the education, training, and experience needed to prepare for work in the occupation.

*Occupational Information (continued)***Related Educational Programs**

Lists related educational programs available in Hawai‘i

Hiring Practices

Lists what employers prefer or require when hiring someone including the formal training or licensure required.

Licensing/Certification/Designation/Registration

Lists the requirements that applicants must meet for the occupation such as licensing, certification, or registration requirements

Advancement Opportunities

Provides information about where most people in the occupation start and what positions one may advance to with more training or more experience

Additional Sources of Information

Lists free or low-cost publications for more information about careers, reference books found in schools or libraries, and publications available on the Internet

Related Information**Community Resources**

Lists the community resources that provide resources or services that relate to the occupation

Military Careers

Lists the military occupational specialties that are related to occupation

HireNet Hawaii

Links to actual job openings posted on the State’s job matching system

Career Videos

Links to the career videos that depict workers on the job

SUGGESTED USES:

- Have users prepare a plan for a selected occupation which addresses skills, licensing, preparation, and career advancement information.
- Users can compare courses in related educational programs in order to choose options according to the desired detail of their career plan.
- Users can interview people in the career field to learn of other ways to prepare for this career.
- Have users use the work activities, skills, abilities, and knowledge sections as a basis for writing functional resumes or completing job application forms.
- Users can compare occupations obtained from various career tests or inventory lists.
- Have users refer to related Career Kōkua careers for further exploration.
- Users can self-assess likes/dislikes, assets/liabilities, and skills related to careers. The Outlook section can be used for career mapping and option planning. The information can confirm, change, or broaden the user’s concept of the career.
- Encourage users to do further career exploration and research by providing lists of easily accessible career reference materials.
- Users can compare occupational information from various information sources.
- Resources may be used for research reports and/or bibliographic structuring.

>> [Home](#) :: [Career Exploration](#) :: [Occupations](#) :: [Computer Security Specialists](#) ::

Overview

Accountants and auditors assemble, analyze, and check the accuracy of financial information.

Accountants often specialize in one of the four major fields of accounting:

- Public
- Management
- Government
- Internal auditing

At a Glance
<ul style="list-style-type: none">• •Have good analytical and math skills• •May work long hours between January and April• •Have a bachelor's degree• •Need a license to use the term CPA (certified public accountant)• •Earn \$63,550 per year (national median)

All accountants and auditors must know the rules and regulations in their area. The rules change frequently. Accountants and auditors must regularly take training to keep their knowledge up to date.

Public accountants

Public accountants have their own businesses or work for accounting firms. Their clients are individuals or businesses. Public accountants provide accounting, auditing, tax, and consulting services. For example, they examine business operations such as revenues and costs. They go over financial records to make sure the information is correct. They may develop accounting systems for clients.

Management accountants

Management accountants work for corporations. These accountants work as part of their company's management team and help make decisions. They give the team advice about how certain financial changes may affect the company. They record and analyze the business's financial information. In addition, they create budgets, and manage costs and assets.

Government accountants

Government accountants maintain and examine the records of government agencies. They must follow special procedures and regulations. Accountants in this area may write reports for government officials. Government auditors check the tax records of businesses and individuals.

Internal auditing

Internal auditors generally work for a company. They check that the company's financial records are correct. They also check for waste or fraud, and help find ways to prevent financial loss.

Specific Work Activities

The following list of occupational tasks is specific to accountants and auditors.

- Determine how much tax is owed and prepare financial and tax statements.
 - Analyze business operations, trends, revenues, and costs.
 - Analyze financial data and records to be sure they follow legal and financial standards.
 - Advise clients about their financial and tax needs.
 - Enter financial information into recordkeeping and accounting systems.
 - Develop accounting or auditing system for firm or agency.
 - Create and maintain budgets based on previous year's financial data.
 - Write reports for management about financial conditions and recommended changes.
 - Conduct research to learn accounting or auditing needs.
 - Advise management about using resources, paying taxes, and budget forecasts.
 - Determine and record value of real property and equipment.
 - Take training to keep skills up to date.
-

Common Work Activities

Accountants and auditors perform the following list of tasks, but the tasks are common to many occupations.

- Determine how much tax is owed and prepare financial and tax statements.
- Analyze business operations, trends, revenues, and costs.
- Analyze financial data and records to be sure they follow legal and financial standards.
- Advise clients about their financial and tax needs.
- Enter financial information into recordkeeping and accounting systems.
- Develop accounting or auditing system for firm or agency.
- Create and maintain budgets based on previous year's financial data.
- Write reports for management about financial conditions and recommended changes.
- Conduct research to learn accounting or auditing needs.
- Advise management about using resources, paying taxes, and budget forecasts.
- Determine and record value of real property and equipment.
- Take training to keep skills up to date.

Related Occupations

Related Occupations:

- [Actuaries](#)
- [Bookkeeping and Accounting Clerks](#)
- [Budget Analysts](#)
- [Cost Estimators](#)
- [Credit Analysts](#)
- [Financial Analysts](#)
- [Financial Counselors](#)
- [Financial Managers](#)
- [Loan Officers](#)
- [Purchasing Managers](#)
- [Tax Examiners](#)

Occupational Interest Codes:

- [CE](#)

Hawaii Career Pathways:

- [Business, Management & Technology](#)

USDOE Career Clusters:

- [Business Management and Administration](#)

Occupational Clusters:

- [Finance](#)

Related Industries:

- [Accommodation](#)
- [Air Transportation](#)
- [Arts, Entertainment, and Recreation](#)
- [Business, Legal and Miscellaneous Services](#)
- [Construction](#)
- [Educational Services](#)
- [Finance](#)
- [Food Services and Drinking Places](#)
- [Government](#)
- [Health Services \(including Hospitals\)](#)
- [Insurance](#)
- [Real Estate](#)
- [Retail Trade](#)
- [Social Assistance](#)

- [Transportation Services](#)
- [Utilities and Waste Management & Remediation](#)
- [Wholesale Trade](#)

Related O*NET Specialties:

- [Accountants](#)
- [Auditors](#)

Skills and Abilities

Accountants and auditors need to:

Communicate

- Listen to others, understand, and ask questions.
- Express ideas clearly when speaking or writing
- Read and understand written information.

Reason and Problem Solve

- Notice when something is wrong or is likely to go wrong.
- Analyze ideas and use logic to determine their strengths and weaknesses.
- Combine several pieces of information and draw conclusions.
- Use reasoning to discover answers to problems.
- Judge the costs and benefits of a possible action.
- Make sense of information by studying it.
- Develop rules or follow guidelines for arranging items.
- Determine how a system should work. Study how changes in conditions affect outcomes.
- Identify ways to measure and improve system performance.
- Identify problems and review information. Develop, review, and apply solutions.
- Concentrate and not be distracted while performing a task.

Use Math and Science

- Use math skills and scientific methods to solve problems.
- Add, subtract, multiply, and divide quickly and correctly.

Manage Oneself, People, Time, and Things

- Check how well one is learning or doing something.
- Manage the time of self and others.
- Decide how to spend money to get the work done and keep track of how the money was used.

Work with People

- Be aware of others' reactions and change behavior in relation to them.
- Use several methods to learn or teach others how to do something.
- Persuade others to approach things differently.
- Solve problems by bringing others together to discuss differences.

Work with Things

- Analyze needs and requirements when designing products.
- Determine the causes of technical problems and find solutions for them.

Perceive and Visualize

- Quickly and accurately compare letters, numbers, objects, pictures, or patterns.
- Identify a pattern (a figure, object, word, or sound) that is hidden in distracting material.

Working Conditions

In a typical work setting, accountants and auditors:

Interpersonal Relationships

- Have a medium level of social contact. They work with customers, other accountants and auditors, and office staff. In general, auditors have more contact with customers than accountants do.
- Are somewhat responsible for the work done by others.
- Communicate via e-mail, telephone, and face-to-face discussions on a daily basis. They also write letters and memos.
- Usually work as part of a team.

Physical Work Conditions

- Often work indoors.

Work Performance

- •Must be exact in their work and be sure all details are done. Errors could cause clients to lose money.
- •Repeat the same mental tasks.
- •Plan most of their own tasks, priorities and goals without talking with a supervisor.
- •Make most decisions without talking with a supervisor. These decisions can greatly affect their clients.
- •Work in a moderately competitive environment. Spring (tax season) is very busy.

Hours / Travel

- May work over 50 hours per week, especially if self-employed.
- May work long hours from January to April, if specializing in tax preparation.
- May travel frequently to visit the offices of clients.

Physical Demands

Accountants and auditors frequently:

- Sit or stand for long periods of time.
- Repeat the same movements
- Use hands to handle, control, or feel objects, tools, or controls.

It is important for accountants and auditors to be able to:

- See details of objects that are less than a few feet away.
- Speak clearly so listeners can understand.
- Understand the speech of another person.

It is not as important, but still necessary, for accountants and auditors to be able to:

- Use fingers to grasp, move, or assemble very small objects.
- See details of objects that are more than a few feet away.
- See differences between colors, shades, and brightness.
- Hear sounds and recognize the difference between them.
- Focus on one source of sound and ignore others.

Knowledge

Accountants and auditors need knowledge in the following areas:

- Economics and Accounting: Knowledge of producing, supplying, and using goods and services. Also includes knowledge of the methods for keeping business records.
- English Language: Knowledge of the meaning, spelling, and use of the English language.
- Mathematics: Knowledge of the rules and uses of numbers. Areas of knowledge include arithmetic, algebra, geometry, and statistics.
- Computers and Electronics: Knowledge of computer hardware and software.
- Administration and Management: Knowledge of managing the operations of a business, company, or group.

- Customer and Personal Service: Knowledge of providing special services to customers based on their needs.
- Law, Government, and Jurisprudence: Knowledge of laws, rules, court procedures, and the political process.

Interests

Accountants and auditors are people who tend to:

- Consider achievement important. They like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.
- Consider independence important. They like to make decisions and try out ideas on their own. They prefer jobs where they can plan their work with little supervision.
- Consider recognition important. They like to work in jobs which have opportunities for them to advance, be recognized for their work, and direct and instruct others. They usually prefer jobs in which they are looked up to by others.
- Consider relationships important. They like to work in a friendly, non-competitive environment. They like to do things for other people. They prefer jobs where they are not pressured to do things that go against their sense of right and wrong.
- Consider support from their employer important. They like to be treated fairly and have supervisors who will back them up. They prefer jobs where they are trained well.
- Have conventional interests. They like work activities that follow set procedures, routines, and standards. They like to work with data and detail. They prefer working where there is a clear line of authority to follow.
- Have enterprising interests. They like work activities that involve starting up and carrying out projects, especially in business. They like to lead and persuade others, make decisions, and take risks for profit.

Wages

Pay varies with the employer's size, location, and type. For accountants, pay can vary by the time of year. Many accountants earn extra money by working overtime during the tax season. Pay also depends on the worker's education, experience, and responsibility. Partners and owners of firms earn more than their employees do.

Accountants and auditors who work full time usually receive benefits. Common benefits include paid vacation, health and dental insurance, and a retirement plan.

Accountants and auditors

Location	Pay Period	25%	Median	75%
Hawaii	Hourly	\$21.51	\$26.60	\$34.34
	Yearly	\$44,750	\$55,320	\$71,440
Honolulu	Hourly	\$21.98	\$27.34	\$35.04
	Yearly	\$45,730	\$56,870	\$72,890
United States	Hourly	\$23.82	\$30.55	\$40.49
	Yearly	\$49,540	\$63,550	\$84,220

Current Employment

This is a large-sized occupation with around 4,500 accountants and auditors employed in Hawaii. Nationally, approximately 39% of accountants and auditors are men.

Nationally, around 1,129,340 accountants and auditors work in this occupation.

Outlook

Average employment growth is expected in Hawaii through the year 2020. Job openings should result from both employment growth and replacement needs. Outlook depends on economic conditions, the number of graduates each year, demand for accounting services, complexity of tax laws, government regulation of financial reporting, technological advances, the number of qualified applicants, and replacement needs. Persons with a good academic background, leadership and communication skills, and related work experience should fare best.

Nationally, the number of jobs for accountants and auditors is expected to grow as fast as the average through the year 2020.

The table below provides information about the number of workers in this occupation in various regions. It also provides information about the expected growth rate and future job openings.

Employment

Most accountants and auditors work in urban areas where accounting firms and central or regional offices of businesses are concentrated.

Major employers:

- Accounting, tax preparation, bookkeeping, and payroll firms
- Finance and insurance
- State and local government agencies

Common titles for accountants are Certified Public Accountant (CPA), Public Accountant (PA), Registered Public Accountant (RPA), or Accounting Practitioner (AP).

Outlook

In the early 2000s there were several accounting scandals. As a result, accounting rules are tighter. Businesses also are monitoring their accounts more closely. In addition, there are a growing number of global businesses. These businesses will need accountants with knowledge in areas such as international trade, mergers, and rules. These factors all will contribute to the need for more accountants and auditors.

One area that will experience less growth is tax preparation. Many individuals and small businesses now use tax software instead of hiring an accountant. Of course many people will still need accountants to do their taxes.

Accountants and auditors are expected to have good job prospects. CPAs will enjoy the widest range of job opportunities.

Accountants and auditors

	Employment		Employment Change	
	2010	2020	Number	Percent
National	1,216,900	1,407,600	190,700	15.7
State	5,040	5,600	620	12.3

Helpful High School Courses

In high school, take classes that prepare you for college. A [college preparatory curriculum](#) may be different from our state's graduation requirements. Click here for public school graduation requirements for the [Class of 2014 and 2015](#). Click here for the graduation requirements for the [Class of 2016 and beyond](#). If you attend a private school, check with your school counselor for graduation requirements.

You should also consider taking some advanced courses in high school. This includes Advanced Placement (AP) and International Baccalaureate (IB) courses if they are available in your school. If you do well in these courses, you may receive college credit for them. Advanced courses can also strengthen your college application.

Helpful electives to take in high school that prepare you for this occupation include:

- Accounting
- Computer Applications
- Economics
- Entrepreneurship
- Introduction to Business
- Keyboarding

The courses listed above are meant to help you create your high school plan. If you have not already done so, talk to a school counselor or parent about the courses you are considering taking.

You should also check with a teacher or counselor to see if work-based learning opportunities are available in your school and community. These might include field trips, job shadowing, internships, and actual work experience. The goal of these activities is to help you connect your school experiences with real-life work.

Join some groups, try some hobbies, or volunteer with an organization that interests you. By participating in activities you can have fun, make new friends, and learn about yourself. Maybe one of them will help direct you to a future career. Click here for [examples of activities and groups](#) that may be available in your high school or community.

Preparation

To work as an accountant or auditor, you typically need to:

- have a high school diploma or GED; and
- have a bachelor's degree in accounting.

To work as a certified public accountant (CPA), you typically need to:

- have a high school diploma or GED;
- complete a five-year, 150-credit hour accounting program (awards a bachelor's or master's degree);
- have public accounting experience; and
- pass the Uniform CPA Examination.

Education after high school

Depending on the type of accounting you want to do, you can study for two to five years. Two-year programs prepare you for bookkeeper jobs. These programs are available at community colleges and private business schools.

A bachelor's degree in accounting prepares you for entry-level accounting or auditing jobs. In your four years of study, you take one year of accounting courses and one year of general business courses. You also take two years of liberal arts courses. These programs are available at many colleges and universities.

If you want to be a CPA, you need to complete an additional 30 hours of study in accounting. The extra courses prepare you to take the Uniform CPA Exam and to work independently as a public accountant.

The table below lists the level of education attained by a subset of workers in this occupation. The workers surveyed were between age 25 and 44.

Education level attained	Percentage of workers in this occupation*
Less than high school diploma	0
High school diploma or equivalent	5
Some college, no degree	9
Associate degree	11
Bachelor's degree	56
Master's degree	17
Doctoral (Ph.D.) or professional degree	2

*National data for accountants and auditors (SOC 13-2011).

Work experience

While in college, you can gain experience through summer or part-time internship programs.

Beginning public accountants generally work for a licensed CPA for at least a year. They do this to gain the experience required for the CPA license.

On-the-job training

After college, you work on routine tasks and are supervised by experienced accountants or auditors. As you gain experience, you are given more difficult tasks and more responsibility. In general, a beginning accountant receives up to twelve months of on-the-job training. An auditor generally receives one to two years of on-the-job training.

Military training

Some branches of the military train people to be finance and accounting managers. Training lasts two to 16 weeks. Further training occurs on the job and through advanced courses. You must have a degree in accounting, finance, or a related field to enter this military occupation.

Related Educational Programs**Related Educational Programs:**

- [Accounting](#)
- [Banking and Finance](#)

Hiring Practices

Most employers require at least a bachelor's degree in accounting or a related field. Some employers prefer applicants who have a master's degree in accounting, or in business administration with an emphasis in accounting. Some employers also require work experience.

Employers prefer applicants who are familiar with computers and their applications in accounting or internal auditing. They also prefer people who can get along with others. Many employers emphasize communication and computer skills. Being a certified public accountant (CPA) is an advantage. Accountants and auditors must be honest because they work with other people's money.

Licensing / Certification / Designation / Registration

Accountants may become certified public accountants (CPAs). To receive a license from the Hawaii board of public accountancy, persons must

- be a United States citizen, a United States national, or an alien authorized to work in the United States
- be at least 18 years old
- have 150 hours of college education that consists of a bachelor's or higher degree from an approved college or university with at least 24 semester hours of upper division or graduate level accounting courses, plus 24 semester hours of upper division or graduate level business-related courses (or meet other education requirements)
- pass the Uniform CPA exam (exam may be waived after meeting specific requirements)
- have 1,500 chargeable hours in performance of audits or 2 years of professional experience
- submit 3 completed "Certificate of Competence" forms.

Initial fees include: \$25 for application, \$70 for 2-year certificate, and \$70 for biennial compliance resolution fund. Renewal every 2 years costs \$40. To practice as a CPA, persons must have a current Hawaii CPA certificate and a permit to practice. A permit to practice costs \$125 for sole practitioners, partners or principals of a corporation and \$55 for staff members. Fees and requirements are subject to change.

Advancement Opportunities

In accounting firms, beginning public accountants usually start by working on a few accounts. They may advance to jobs with more responsibility in one or two years. They may advance to senior positions in another few years. Some become supervisors, managers, and partners. Others open their own firms. Still other accountants may transfer to executive jobs in management accounting or internal auditing in private firms.

Beginning management accountants often start as cost accountants, junior internal auditors, or as trainees for other accounting positions. They may advance to accounting manager or budget director. Other opportunities include chief cost accountant or managers of internal auditing. Some accountants become controllers or chief financial officers. Others become treasurers or corporate presidents.

Additional Sources of Information

Library References

- "Occupational Outlook Handbook" (\$19.95 paper cover to purchase; p. 141)
Bulletin 2700
Publication Date: 2013-2014
Bureau of Labor Statistics
<http://www.bls.gov/ooh/Business-and-Financial/Accountants-and-auditors.htm>
- "Guide for Occupational Exploration" (\$39.95 paper cover/\$49.95 hard cover; pp. 283, 284)
ISBN:9781593571795
Publication Date: Fourth Edition, 2006
JIST Publishing
<http://www.jist.com/>
- "Encyclopedia of Careers and Vocational Guidance" (\$249.95 (\$224.95 for libraries); Vol. 2, p. 1)
ISBN:0816083134
Publication Date: Fifteenth Edition, 2010
J.G. Ferguson Publishing Company
<http://www.fergpubco.com/>

Career Information Available on the Internet

- "Consider a Career in Banking"
American Bankers Association
<http://www.aba.com/ABAEF/Documents/103c0d122b5442a8a8cf76e3f7e2bdcfCIB11x18.pdf>
- "Start Here, Go Places"
American Institute of Certified Public Accountants
<http://www.startheregoplaces.com>
- American Institute of Certified Public Accountants
<http://www.aicpa.org/Pages/Default.aspx>
Hover over "Career" from the top menu, then select "Career Paths". Choose from options on the left.
- American Institute of Certified Public Accountants
<http://www.aicpa.org/Pages/Default.aspx>
Hover over "Become a CPA" from the top menu, then select "FAQs."
- Certification Information
Institute of Management Accountants
<http://www.imanet.org/>
Click on "CMA Certification."
- Certification information
The Institute of Internal Auditors
<http://www.theiia.org/>
From the top menu, select "Certification."
- Careers in Accounting
<http://www.careers-in-accounting.com/>

INSTRUCTIONS

Step 1. Click on the ‘Career Exploration’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Occupations.’

You will get an alphabetical index of occupations.

Note: You can also list the occupations by clusters.

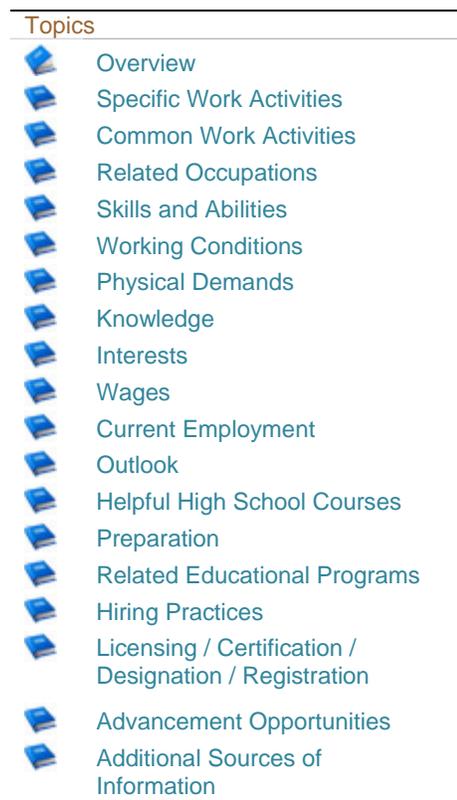
Step 3. Scroll through the listing to locate the occupation that you want.

Note: You can also use the drop-down box to jump to a specific section of the alphabetical listing by clicking on a letter.

Step 4. Click on the occupation title.

The ‘Overview’ and ‘At a Glance’ information for the occupation will be displayed.

Step 5. Use the Topic menu on the left to go to a specific topic of information.



Instructions (continued)

Step 6. Click on any of the options in the ‘Related Information menu (below the Topics menu) for further exploration of related information related to the occupation.



Step 7. Click on ‘Compare Occupations’ to view two occupations you are interested in side by side.

Step 8. Your output options at this point are:

- Click on ‘Printer Friendly Version’ to print the information about the program. Select the topics that you want to print. You can also check ‘All Topics’ for the entire occupational profile.
- Click on ‘Add to Portfolio’ to save the program link to your Pono Portfolio.

Career Pathways

Step 1. Click on the ‘Career Exploration’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Hawai‘i Career Pathways.’

You will get an introduction and information about the six pathways.

Step 3. Click on the pathway that you are interested in.

You will get a brief description of the pathway.

Step 4. Your options at this point are:

- ‘Related High School Courses’ - will provide a listing of related high school courses for the pathway.
- ‘Occupations’ – will provide a listing of related Career Kōkua occupations listed by the amount of training required or recommended
- ‘Programs of Study & Training’ – will provide a listing of Career Kōkua postsecondary training and educational programs

Self-Employment

The Self-Employment module provides information about entrepreneurship and being self-employed including setting up your own business, keeping records, and financial considerations. Self-employment can be a realistic choice for students and others who are changing careers or returning to the work force after time away. Almost eight percent of the workers in the U.S. are self-employed or run their own businesses and the number of self-employed people increases every year.

FILE FEATURES: The following topics of information (see the end of this section for a sample of the Self-Employment information):

1 Is Self-Employment Right for You?

Describes the essential qualities for self-employment and the rewards and costs of working for yourself

2 Entrepreneurial Career Assessment Form

An assessment that can provide insight into the differences between being self-employed and working for an employer. After completing the 20 items, you will receive a score indicating your suitability for self-employment.

3 Self-Employment Opportunities

Looks at the types of self-employment opportunities available and lists Career Kōkua occupations in which at least ten percent are self-employed.

4 Deciding to Go into Business for Yourself

Information on starting your own business, brainstorming business ideas, buying a business or franchise, forms of business ownership, creating a business plan, financial needs, selecting a name, location, and facility, organization and recordkeeping, employees and employment law, and how to develop a marketing strategy

5 Resources

Lists resources for starting your own business, business plans, finances, franchises, home-based businesses, marketing, and where to go for assistance

SUGGESTED USES:

Before starting a business, it is wise to decide whether self-employment is going to work for you. As with any career choice, there are advantages and disadvantages to consider. Use the information in this file to provide a discussion of the rewards and costs of working for yourself. They give an overview of many of the factors to consider when starting a new business. The Entrepreneurial Career Assessment Form can help users understand the personal characteristics that help make a successful entrepreneur.

Entrepreneurial Career Assessment Form*

Entrepreneurs apply their talents in a wide variety of ways, but many seem to have some characteristics in common. The Entrepreneurial Career Assessment Form can help you learn more about entrepreneurs and more about yourself. By taking the assessment, you can gain insight into the differences between being self-employed and working for an employer. When you rate your response to each statement, you may understand why self-employment appeals to you. You may also learn about areas where you need to improve.

The assessment form is not a test and does not predict business success. There is no single set of characteristics that accurately describes all entrepreneurs. You may score low on the assessment and still succeed as an entrepreneur. Use the scale on the right to rate your feelings about each statement. Total the numbers you placed before the statements and enter the total in the space provided. Then refer to the chart on the next page to determine a general assessment of your suitability for self-employment.



- ___ 1. I am willing to work 50 hours or more per week regularly.
- ___ 2. My family will support my going into business.
- ___ 3. I am willing to accept both financial and career risks when necessary.
- ___ 4. I don't need all the fringe benefits provided by conventional employment.
- ___ 5. I would like to take full responsibility for the successes and failures of my business.
- ___ 6. I would experience more financial success by operating my own business.
- ___ 7. I feel a great deal of pride when I complete a project successfully.
- ___ 8. I have a high energy level that can be maintained over a long time.
- ___ 9. I enjoy controlling my own work assignments and making all decisions that affect my work.
- ___ 10. I believe that I am primarily responsible for my own successes and failures.
- ___ 11. I have a strong desire to achieve positive results even when it requires a great deal of additional effort.
- ___ 12. I have a good understanding of how to manage a business.
- ___ 13. I can function in ambiguous situations.
- ___ 14. One or both of my parents were entrepreneurs.
- ___ 15. I believe that my abilities and skills are greater than those of most of my coworkers.
- ___ 16. People trust me and consider me honest and reliable.
- ___ 17. I always try to complete every project I start, regardless of obstacles and difficulties.
- ___ 18. I am willing to do something even when other people laugh or belittle me for doing it.
- ___ 19. I can make decisions quickly.
- ___ 20. I have a good network of friends, professionals, and business acquaintances.
- ___ Total

<u>Score</u>	<u>Assessment</u>
80 - 100	You have outstanding ability to be an entrepreneur.
60 - 79	You have satisfactory ability to be an entrepreneur.
40 - 59	Self-employment may not be an appropriate career for you.
0 - 39	Probably you should avoid an entrepreneur career.

* The "Entrepreneurial Career Assessment Form" is reprinted from Mind Your Own Business, by LaVerne Ludden, Ed.D. and Bonnie Maitlen, Ed.D., with permission of the authors. Copyright 1994 by JIST, Indianapolis, Indiana.

Analysis for the Entrepreneurial Assessment Form

Characteristics of an entrepreneur

The following list describes some common characteristics of an entrepreneur. The number(s) before each characteristic indicates the related statement(s) in the assessment form. This list interprets the form qualitatively. Note that arriving at a conclusive portrait of a typical entrepreneur is very difficult. Therefore, you may score low on the assessment and still succeed as an entrepreneur.

Works hard

This characteristic applies to statements 1 and 8.

Self-employment requires a great deal of time and effort. The entrepreneur must perform a wide variety of time-consuming tasks. Seventy-seven percent of all entrepreneurs report working 50 or more hours per week, and 54% say that they work more than 60 hours per week. Such a time commitment requires that you have a high energy level.

Has family support

This characteristic applies to statement 2.

A successful entrepreneur needs family support. If you are married, your spouse must believe in your business because it will require that both of you sacrifice time and money. The stress may create disruptions in family relationships. If you have children, they will need encouragement in understanding your need to spend so much time away from the family. The more positive support you receive from your family, the more you can concentrate on making the business a success.

Takes risks

This characteristic applies to statement 3.

Entrepreneurs are risk takers. They risk their careers, time, and money in order to make a success of their businesses. A review of the research on this subject finds that most entrepreneurs perceive risks differently than other people. What others see as a risk, the entrepreneur sees as a controllable situation. Entrepreneurs will try to organize a risky situation by identifying resources, ordering them for a purpose, and scheduling their use appropriately. To be successful in self-employment, you should feel comfortable taking reasonable risks.

Sacrifices employment benefits

This characteristic applies to statement 4.

One of the major realities of self-employment is that you won't receive a regular paycheck. You pay for your own fringe benefits. A nice office, secretarial assistance, equipment, and other features of employment you have grown to expect are no longer available unless you provide these for yourself.

Is independent

This characteristic applies to statements 5 and 9.

Entrepreneurs like being independent and in control of situations. Many people who become self-employed consider the opportunity to be their own boss as one of the major benefits of self-employment. Although being independent may not be a major concern for you, it is certainly an aspect of self-employment that you need to feel comfortable with. If you cannot afford to hire other employees when you begin your business, you may at first be lonely as a self-employed person.

Wants financial success

This characteristic applies to statement 6.

A primary reason that most entrepreneurs have for going into business is to achieve financial success. The desire for financial success provides motivational drive for the self-employed person. If you want to be an entrepreneur, you need to establish a reasonable financial goal that you want to achieve through self-employment. This goal will help you measure how well you are doing in fulfilling your personal needs through an entrepreneurial career.

*Analysis for the Entrepreneurial Assessment Form (continued)***Is energetic****This characteristic applies to statements 1 and 8.**

Self-employment requires long work hours. You will frequently be unable to control the number of hours required to fulfill all the necessary tasks. The entrepreneur must have a high energy level to respond to the job's demands. In fact, an entrepreneur will often be energized by the work that is demanded and find an energy loss when "relaxing." You will need stamina that allows you to work 12- to 16-hour days, 6- to 7-day weeks, and 52-week years.

Has an internal "locus of control"**This characteristic applies to statement 10.**

Successful entrepreneurs have an internal locus of control, or inner sense of responsibility for the outcome of a venture. Research evidence shows that an internal locus of control increases creativity and activity. To be an entrepreneur, you should have a strong sense of being a "victor" who is responsible for your actions. If, however, you frequently consider yourself a "victim" and blame other people, bad luck, or difficult circumstances for your failures, entrepreneurship might not be the right career move for you.

Has a need to achieve**This characteristic applies to statements 7 and 11.**

Entrepreneurs have a strong need for achievement. They strive to excel and accomplish objectives that are quite high. If you want to become an entrepreneur, you should be willing to set high goals for yourself and enjoy striving to achieve these goals.

Has business experience**This characteristic applies to statement 12.**

An entrepreneur should have extensive business experience to be successful. General management experience is beneficial because an entrepreneur should know something about all types of management. Formal training and education in management also are helpful.

Has a self-employed parent as a role model**This characteristic applies to statement 14.**

Research has shown that entrepreneurs are more likely to have a parent--especially a father--who is self-employed. A parent's inspiration and knowledge about operating a business can contribute to an entrepreneur's success. If you have a parent who is self-employed, consider this a plus for your own success as an entrepreneur.

Has self-confidence**This characteristic applies to statements 10, 15, and 18.**

An important characteristic of entrepreneurs is self-confidence. This factor is particularly important when you face major challenges and difficulties with your business. You need to believe in yourself. Your belief will help you overcome the problems that inevitably affect all self-employed persons at some point in their careers.

Has integrity**This characteristic applies to statement 16.**

People often cite honesty and integrity as characteristics of entrepreneurs. Customers do not want to deal with business owners who are dishonest and unethical. You should feel positive about your ethical treatment of people and be committed to conducting your business with the utmost integrity.

*Analysis for the Entrepreneurial Assessment Form (continued)***Has determination****This characteristic applies to statement 17.**

One of the most important characteristics of entrepreneurs is determination. This trait is closely related to self-confidence. The more you believe in yourself, the more likely you are to continue to struggle for success when faced with tremendous obstacles. You need determination in order to overcome the problems that beset every new venture.

Adapts to change**This characteristic applies to statements 13 and 19.**

A new business changes rapidly, so an entrepreneur must be able to adapt to change. Two primary skills are required for adaptation to change: the capacity to solve problems, and the ability to make quick decisions. Another skill is the ability to learn from your experiences and to seek formal learning that will help solve your problems. To be a successful entrepreneur, you will need all of these capabilities.

Has a good network of professionals**This characteristic applies to statement 20.**

An entrepreneur has a good network of professionals. This network provides access to those who can be consulted for advice, information, and referrals. You should have an extensive network of professionals to whom you can turn for assistance.

INSTRUCTIONS

- Step 1.** Click on the ‘Career Exploration’ channel marker on the CK System navigation bar. You will get a list of options.
- Step 2.** Click on the ‘Self-Employment’ option. You will get the following overview of the kind of information available in this module and a list of the Self-Employment information topics.

Self-Employment

Self-Employment provides information about entrepreneurship and being self-employed including setting up your own business, keeping records, and financial considerations.

Is Self-Employment Right for You?

Describes essential qualities for self-employment and the rewards and costs of working for yourself.

Entrepreneurial Career Assessment Form

An assessment that can provide insight into the differences between being self-employed and working for an employer. After completing the 20 items, you will receive a score indicating your suitability for self-employment.

Self-Employment Opportunities

Looks at the types of self-employment opportunities available and lists Career Kōkua occupations in which at least ten percent are self-employed.

Deciding to Go into Business for Yourself

Information on starting your own business, brainstorming business ideas, buying a business or franchise, forms of business ownership, creating a business plan, financial needs, selecting a name, location, and facility, organization and recordkeeping, employees and employment law, and how to develop a marketing strategy.

Resources

Lists resources for starting your own business, business plans, finances, franchises, home-based businesses, marketing, and where to go for assistance.

- Step 3.** Click on the topic you want. The information will be displayed.
- Step 4.** Scroll through the information to read it.

Instructions (continued)

Step 5. Your output options at this point are:

- Click on 'Printer Friendly Version' to **print** the information.
- Click on 'Add to Portfolio ' to **save** the Self-Employment link to your Pono Portfolio.

Is Self-Employment Right for You?

Self-employment can be a realistic choice for students and others who are changing careers or returning to the work force after time away. Almost eight percent of the workers in the U.S. are self-employed or run their own businesses. The number of self-employed people is holding steady.

Before starting a business, it is wise to decide whether self-employment is going to work for you. As with any career choice, there are advantages and disadvantages to consider. These files provide a realistic discussion of the rewards and costs of working for yourself. They give an overview of many of the details to consider when starting a new business.

Essential Qualities for Self-Employment

People who become self-employed come from various economic, educational, and ethnic backgrounds. Their individual combinations of skills, interests, and abilities vary widely as well.

Certain qualities are essential for successful self-employment. You may have some of these qualities. You may need some work or assistance in others.

Self-employed people have a lot of drive and energy. They are self-motivated and they have learned how to keep themselves going. Work and play are almost the same to them. They are enthused about their work, so they can work long hours. It may be hard for them to put their energy into activities that are not work-related.

Self-employed people need to be organized. They must build a solid foundation for their businesses with good budgeting and record keeping procedures. They must manage their time and their resources in an orderly manner, especially if they work with or employ others. Good organizing skills help people to be dependable in delivering their products or services.

Being self-employed means being willing to market yourself. Self-employed people must not be hesitant or shy about informing others of their products and services. Self-employed people take pride in their businesses and display enthusiasm that draws customers to them. Most of the time, however, more direct marketing action is required to develop businesses. This may include calling potential clients, conducting seminars, or attending networking socials.

Self-employed people are willing to invest in themselves and in their businesses. They are willing to take some risks and make some mistakes. However, they can determine the size of the risks and use what they learn from their mistakes. Making mistakes is part of the learning process. Self-employed people must be willing to try new things and test new ideas. They must also be willing to grow and learn new skills. This may require taking classes, hiring consultants, or seeking expert advice.

Self-employed people welcome the challenge of being in control. They generally have a strong desire to do things their own way, but they are very adaptable to changes in their situation. They see crises and problems as opportunities.

Like most people, self-employed people have a need for security. However, their security is self-made. They are committed to their ventures and are confident that they can bring about changes. They create their own security by developing businesses that will last.

Rewards and Costs of Working for Yourself

Rewards

People seek many kinds of rewards from their careers. Working for yourself may provide these rewards. Those who work for themselves often say they like the independence, the personal satisfaction, the social recognition, and the income that comes with self-employment.

People who work for themselves have the independence to make their own decisions. They decide what they are going to do and where and how they plan to do it. They decide how many hours they are willing to work and when to take time off. People who work for themselves find that they have more freedom, flexibility, and control over their work schedule and that of their employees.

Personal satisfaction is another common reward of self-employment. Self-employed people get a sense of accomplishment from figuring things out on their own. Personal satisfaction can also come from doing the kind of work they desire, rather than fitting into an established occupation or an established company. Owning a business offers challenges and excitement that working for someone else usually does not. These owners also tend to have more pride in their products or services than other workers.

Some people who work for themselves gain status and get more recognition than people in an organization who do the same kind of work. In part, this is because self-employed people market themselves to gain more business. However, name recognition backed up with strong work performance creates a valuable professional reputation. Self-employed people are completely responsible for their businesses and deserve full credit for big and small successes.

Many self-employed people like to control their own financial future. Owning your business helps you to do that. People who are self-employed are paid out of their business profits. How much you are paid is a direct result of how hard and how well you work.

Costs

Self-employment also has its costs. When considering self-employment, it is important to be aware of them.

Starting a business demands a large amount of personal energy and time. Self-employed people must learn to develop inner trust, good decision-making skills, and strong self-management skills. In addition, almost every business requires the owner to know business management and marketing techniques. Self-employed people may put in long hours. Especially at first, they may work weekends and evenings. This is when they keep the books and do other tasks that they cannot afford to hire someone else to do. Sometimes self-employed people cannot leave their businesses for more than a day or two at a time.

Self-employed people usually invest their personal savings or take out loans to start their businesses. Banks may help, but the self-employed person shares the risks. In addition, it is important to be prepared for income to be irregular, especially in the beginning. Profits are not as dependable as a salary and can vary greatly from month to month. A standard recommendation is to have a minimum of six months of living expenses in the bank before starting self-employment.

Businesses, especially new ones, make demands on personal energy, time, and money. Thus, self-employment can lead to pressures at home unless they are anticipated and planned for. Reducing living expenses and seeking low-cost ways to relax can help reduce pressures. Asking for support and understanding from family and friends can also help self-employed people weather the ups and downs of beginning a business.

Military Information

About the Military3

Military Careers6

The Department of Defense recruits and trains over 200,000 enlisted personnel and officers each year making it one of the largest employers in the U.S. Career Kōkua's Military Information files are provided to help students, parents/families, and educators learn about the many career opportunities available in the military.

FILE FEATURES: The About the Military file describes the unique aspects of the military as a major industry and national employer including enlistment standards, qualifications, pay, and benefits. The Military Careers module introduces the many employment and training opportunities available. It describes 140 enlisted and officer military occupational specialties.

SUGGESTED USES:

- After users have selected occupations to explore, have them look at the military occupational specialties to find related careers.
- Have users review the military training information for options they may want to consider for acquiring the training they need for the occupations they are interested in.
- Use information about yourself – your skills, interests, and values, - to investigate military occupations that may be compatible.
- Have users review the About the Military information and compare to employment information for other industries.

ABOUT THE MILITARY INFORMATION

The Career Kōkua About the Military file describes the unique aspects of the military as a major industry and national employer including enlistment standards, qualifications, pay, and benefits.

FILE FEATURES: The following topics of information (see the example on the following page):

Quick Facts

Branches of Service

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard

Enlisted Personnel

Commissioned Officers

Education

Job Training

- Before Your Service
- During Your Service
- After Your Service

Diversity

- Minorities
- Women
- Religion
- Non-Citizens
- Don't Ask, Don't Tell

Joining the Military

Things to Consider

Recruitment

Qualifying

The ASVAB

Enlistment

Commission

Military Life

Basic Training

Advanced Training

Military Experiences

Wages

Benefits

Military Justice

Military Spouses

Leaving the Military

Your Service Record

Civilian Transition

Veterans' Benefits

For Parents

Sources

SUGGESTED USES:

- Have users review the About the Military file to learn about military as an employer.
- Have users learn about the enlistment standards, qualifications, and the ASVAB as well as hiring practices for the occupations they are interested in.
- Users can learn about the pay, benefits, and training opportunities available to military personnel.

>> [Home](#) :: [Career Exploration](#) :: [Military Information](#) :: [Military Employment](#) :: [Qualifying](#) ::

To join the military, you must meet certain standards. It is very important that you are honest with your recruiter if you don't meet a certain requirement. Your recruiter may be able to have the requirement waived. If you lie about something that disqualifies you, you could end up in jail or receive a dishonorable discharge.

Each branch of service sets its own enlistment standards for specific jobs. The Department of Defense also sets general standards for all services to follow. These standards apply to both enlisted personnel and officers.

The ASVAB (Armed Services Vocational Aptitude Battery)

You have to take the ASVAB to enlist in the military just like you have to take the SAT or ACT to get into college. Each service sets minimum score requirements, and certain jobs require even higher scores. If you join as an officer, you do not have to take the ASVAB. For more, visit [The ASVAB](#).

Education

Recruits with high school diplomas are preferred by the military. You may be able to enlist with a GED, but the armed forces have been allowing fewer and fewer GED-holders in. To become a commissioned officer, you must have a college degree. The military separates potential recruits into three categories of education:

- Tier 1: high school diploma holders
- Tier 2: GED or equivalent certificate holders
- Tier 3: non-graduates

Each branch is allowed to set its own education standards. Tier 1 recruits are preferred, and very few Tier 2 recruits are allowed to enlist. Some require minimum ASVAB scores of Tier 2 recruits. When enlistments are up, as they often are in a slow economy, even fewer Tier 2 recruits are accepted. There are almost no Tier 3 enlistments. As of 2009, each branch set the following education standards for Tier 2 enlistments:

- Army: no more than 5% of enlistments per year
- Navy: no more than 5% of enlistments per year
- Air Force: no more than 1% of enlistments per year
- Marine Corps: no more than 5% of enlistments per year
- Coast Guard: no more than 25 enlistments per year

To learn more about military's acceptance of GED certificates, visit:

- acenet.edu/Content/NavigationMenu/ged/etp/pros/Military_Acceptance_of_GED_Credential_Nov2009.v2.pdf

Moral Character

The military is a disciplined organization and places a great deal of trust in each of its service members. Recruits must have good moral character. The military checks court records, juvenile delinquency, arrests, and drug use. Certain offenses can be waived, but do not lie about your record. You can be sent to jail and dishonorably discharged for lying about your past, years after you enlist.

Age

You can join at 17 with the consent of a parent or legal guardian. If you are 18 or older, you do not need the consent of a parent or guardian.

Maximum ages:

- Army: 42 years
- Navy: 34 years
- Air Force: 27 years
- Marine Corps: 28 years
- Coast Guard: 27 years

Physical & Medical Exam

You must be healthy and meet minimum vision standards to join the military. While some past medical problems can be waived, physical and mental disabilities cannot. Other conditions that will prevent you from enlisting include diabetes, severe allergies, epilepsy, alcoholism, drug addiction, and other diseases.

There are minimum and maximum weight limits depending on your gender, age, and height. Generally, men must be between 5'0" and 6'8". Women must be between 4'10" and 6'8".

Citizenship

You must be a U.S. citizen or meet certain immigration standards to join. For more information, check out:

- [For Non-Citizens](#)

Family Requirements

You can enlist whether you are single or married. If you are single and have dependents under age 18, you may only be eligible for certain branches of service. If you are single and have more than two dependents under the age of 18, you may not be allowed to enlist.



MILITARY CAREERS

The purpose of the Military Careers information is to introduce the military world-of-work. Students, their parents, teachers and counselors can explore the various occupational specialties.

FILE FEATURES: Descriptions of 140 military careers with the following topics of information (see the example beginning on page 8):

Background. Background information about the military occupation

What they do. Describes the main work activities performed by workers in the occupation

Physical demands. Describes specific physical requirements for the occupational specialty

Special requirements. Lists courses or subject areas helpful for the occupational specialty

Helpful attributes. Includes interests, helpful school subjects and other personal characteristics that may be helpful for training and working in the occupation

Work environment. Describes the typical work settings and conditions for the occupation

Hiring practices. Describes citizenship and enlistment requirements and standards

Wages. Explains the basis for pay such as rank or grade as well as length of service. Also describes the different types of bonuses and situations that affect pay.

Training provided. Describes the job training provided including classroom and on-the-job training. Also includes, when applicable, the services that offer apprenticeship programs certified by the US DOL.

Civilian counterparts. Identifies civilian occupations that are comparable to the military occupation. Also lists the kinds of companies or organizations in which the civilian counterparts may be found.

Opportunities. Provides information on the number of personnel working in the occupation and the average annual need for new personnel. Military career advancement is also summarized in this section.

Military occupational specialties. Lists the various occupational specialties for the various service branches.

*Military Careers (continued)*SUGGESTED USES:

- Have users prepare a plan for a selected military career which addresses skills, preparation, and career advancement information.
- Users can interview people in the military occupational specialty to learn of ways to prepare for this career.
- Users can compare careers obtained from various career tests or inventory lists.
- Users can self-assess likes/dislikes, assets/liabilities, and skills related to careers. The Helpful Attributes section could be compared to results from assessments taken for likelihood of success.
- Users can compare occupational information from various information sources.
- Resources may be used for research reports and/or bibliographic structuring.

>> [Home](#) :: [Career Exploration](#) :: [Military Information](#) :: [Military Careers](#) :: [Flight Operations Specialists](#) ::

Background

The services operate one of the largest fleets of aircraft in the world. Hundreds of transport, passenger, and combat airplanes and helicopters fly missions every day. Accurate flight information keeps operations safe and efficient. Flight operations specialists prepare and provide flight information for air and ground crews.

What they do

Flight operations specialists in the military perform some or all of the following duties:

- Check military flight plans with civilian agencies
 - Coordinate air crew needs, such as ground transportation
 - Help plan flight schedules and air crew assignments
 - Keep air crew flying records and flight operations records
 - Keep flight logs on incoming and outgoing flights
 - Plan aircraft equipment needs for air evacuation and dangerous cargo flights
 - Receive and post weather information and flight plan data, such as air routes and arrival and departure times
-

Physical demands

The ability to speak clearly and distinctly is required.

Helpful attributes

Helpful school subjects include general math and typing. Helpful attributes include:

- Ability to keep accurate records
 - Ability to use typewriters and office machines
 - Interest in work involving computers
 - Interest in work that helps others
-

Work environment

Flight operations specialists work indoors in flight control centers or air terminals. Services offering this occupation: Air Force, Army, and Marine Corps. This position is for enlisted personnel.

Hiring practices

To serve in the military, a person must be at least 17; the maximum age for enlistment varies. To enlist, a person must pass a physical exam and an aptitude test. An enlistee must also meet military standards of discipline and be a U.S. citizen or permanent resident alien.

Wages

Pay depends mainly on rank or grade as well as length of service. Bonuses and the situation in which the person is serving (for example: flight duty, sea duty, hazardous duty) also affect pay.

Training provided

Job training consists of seven to 14 weeks of classroom instruction. Training length varies depending on specialty. Course content typically includes:

- Flight planning and airfield operations
- Introduction to aviation operations
- Preparing flight operations reports and records
- Procedures for scheduling aircraft and assigning air crews

Further training occurs on the job and through advanced courses.

Civilian counterparts

Civilian flight operations specialists work for commercial and private airlines and air transport companies. They perform duties similar to military flight operations specialists.

Opportunities

In peace time the services have about 8,000 flight operations specialists. In times of military action the number may be different, depending on the type of specialties required. Each year the services need new specialists due to changes in personnel and demands of the field. After training, new specialists keep logs and type schedules. With experience, they schedule air crews. In time, they may plan flight operations and supervise others.

Military occupational specialties

The military services use the following military occupation codes (MOCs) to refer to occupational specialties. The number in parentheses following each title is a military code. MOC titles and codes may change because the services update them during the year.

Air Force Specialties:

- Air Operations Manager (1C000)
- Airfield Management Apprentice (1C731)
- Airfield Management Craftsman (1C771)
- Airfield Management Helper (1C711)
- Airfield Management Journeyman (1C751)
- Airfield Management Superintendent (1C791)
- Airfield Manager (1C700)
- Aviation Resource Management Apprentice (1C032)
- Aviation Resource Management Craftsman (1C072)
- Aviation Resource Management Helper (1C012)
- Aviation Resource Management Journeyman (1C052)
- Aviation Resource Management Superintendent (1C092)
- Civil Air Patrol (CAP)-USAF Reserve Assistance NCO (9R000)

Army Specialties:

- Aviation Operations Specialist (15P)

Marine Corps Specialties:

- Aviation Operations Specialist (7041)
- Basic Airfield Services Marine (7000)

INSTRUCTIONS

Step 1. Click on the ‘Career Exploration’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Military Information.’

You will get the following menu:

Military Information

The Department of Defense recruits and trains over 200,000 enlisted personnel and officers each year making it one of the largest employers in the U.S. Career Kokua's Military Information files are provided to help students, parents/families, and educators learn about the many career opportunities available in the military.

Military Careers

Descriptions of 140 military occupational specialties.

About the Military

The Career Kokua About the Military file describes the unique aspects of the military as a major industry and national employer including enlistment standards, qualifications, pay, and benefits.

Step 3. Click on ‘About the Military’ to get information about employment and other basic military information.

Click on a topic to view and print the information you want.

Step 4. Click on ‘Military Careers’ to get information about a military occupational specialty.

Step 5. Scroll through the listing to locate the military occupation that you want.

Instructions (continued)

Step 6. Click on the occupation title.

Note: If you are not logged in, you will be prompted to enter your user site's username and password.

The information for the military occupational specialty will be displayed.

Step 7. Scroll through the information display or use the Topic menu on the left to go to a specific topic of information.

Step 8. Your output options at this point are:

- Click on 'Printer Friendly Version' to print the information about the military occupational specialty.
- Click on 'Add to Portfolio' to save the information link to your Pono Portfolio.

Industries

The Industries file describes the services and products that Hawai'i's 30 industries provide. An industry consists of businesses and organizations which have the same major activity. Some industries, such as Agriculture, Manufacturing, and Retail Stores, produce and/or distribute product(s). Other industries, such as Hotels and Air Transportation, provide a service.

FILE FEATURES: Information on employment size, earnings, the occupations employed by the industry, outlook, examination requirements, and benefits (see the end of this section for a sample printout). Have users consider the following when using the Industry information for career decision making or job searches:

Employment Size

Larger industries tend to have more job openings due to replacement needs as well as growth.

Wages

Some industries pay higher wages than others. Employees covered by union contracts often have higher wages than those not covered by a contract.

Occupations

The different types of occupations found within each industry vary greatly. Some occupations, such as clerical occupations, are found in many industries while others, such as construction occupations, are found only in a few industries. More opportunities often exist for occupations that are found in a variety of industries.

Outlook

Some industries have very steady growth, some very little growth, and others a lot of growth in employment during the last few years. Many factors affect how an industry will grow. Encourage users to keep informed of the current economic conditions, the level of government funding, and other events that can affect an industry and its jobs in Hawai'i.

Examinations

In some industries, such as Government, applicants for many positions must take an examination. Persons are hired from a list of eligibles ranked by their test scores. Users who are interested in these types of positions should check what jobs are available and whether they qualify.

Employee Benefits

The kinds of benefits given to employees can vary greatly by industry, salary, and employers. Health insurance and retirement benefits are two types of benefits commonly provided. Some employers cover the whole premium for medical insurance while many contribute partially. Some industries may offer special benefits such as discounts on travel or merchandise to workers. Encourage users to keep in mind the benefits offered when thinking about the salary they are willing to accept.

A checklist of the many different benefits that may be available is provided on page 4 and on the Career Kōkua web site. Provide copies of this list to users to help them compare benefits desired with those offered in their job search.

Employers

Depending on the occupation and industry a user is interested in, he/she may want to consider entry-level positions that do not fit their occupation preferences in order to gain entry into an industry. Some industries have only a few types of entry-level positions and prefer to promote their own employees. In such an industry, it may take several years of experience within a firm before a person can qualify for the occupation they desire, even if they meet minimum educational requirements. Users should keep this in mind when preparing to contact employers. The Employer section of each industry profile provides a list of the Telephone Book Yellow Page headings that can lead to employers in Hawai'i.

SUGGESTED USES: This file provides yet another way to explore careers and jobs.

- Users can learn what services or products Hawai'i's industries provide.
- Have users use the Industries file to learn about employers.
- Users can learn what occupations are employed by various industries, what they pay, and what kinds of benefits are offered.
- Have users use the Industries file to research what industries have steady growth, little growth, etc.

Career Kōkua Employee Benefits Checklist

DESIRED	OFFERED	BENEFITS	DESIRED	OFFERED	BENEFITS
<input type="checkbox"/>	<input type="checkbox"/>	Annual Medical Checkups	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Athletic Leagues	<input type="checkbox"/>	<input type="checkbox"/>	Medical Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Career Counseling Services	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Counseling
<input type="checkbox"/>	<input type="checkbox"/>	Cash Bonuses	<input type="checkbox"/>	<input type="checkbox"/>	Moving Allowances
<input type="checkbox"/>	<input type="checkbox"/>	Club Memberships	<input type="checkbox"/>	<input type="checkbox"/>	Overdraft Privileges/Low-Interest Loans (Bank Employees)
<input type="checkbox"/>	<input type="checkbox"/>	Company Cafeterias	<input type="checkbox"/>	<input type="checkbox"/>	Pension Plans
<input type="checkbox"/>	<input type="checkbox"/>	Company Hospitality Suites	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Paid Legal Services
<input type="checkbox"/>	<input type="checkbox"/>	Company Libraries	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Retirement Counseling
<input type="checkbox"/>	<input type="checkbox"/>	Conference/Convention Expenses Paid	<input type="checkbox"/>	<input type="checkbox"/>	Professional Association Dues Paid
<input type="checkbox"/>	<input type="checkbox"/>	Credit Cards for Business Use	<input type="checkbox"/>	<input type="checkbox"/>	Recreational Facilities
<input type="checkbox"/>	<input type="checkbox"/>	Credit Unions	<input type="checkbox"/>	<input type="checkbox"/>	Profit Sharing
<input type="checkbox"/>	<input type="checkbox"/>	Day Care	<input type="checkbox"/>	<input type="checkbox"/>	Sabbatical or Educational Leave
<input type="checkbox"/>	<input type="checkbox"/>	Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Savings Bond Deductions
<input type="checkbox"/>	<input type="checkbox"/>	Employee Discounts	<input type="checkbox"/>	<input type="checkbox"/>	Scholarship Programs
<input type="checkbox"/>	<input type="checkbox"/>	Employment Agency Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>	Season Tickets for Sports or Cultural Events
<input type="checkbox"/>	<input type="checkbox"/>	Eyeglass or Drug Plans	<input type="checkbox"/>	<input type="checkbox"/>	Settlement or Closing Costs for Homes
<input type="checkbox"/>	<input type="checkbox"/>	Expense Accounts	<input type="checkbox"/>	<input type="checkbox"/>	Severance Pay
<input type="checkbox"/>	<input type="checkbox"/>	Executive Dining Rooms	<input type="checkbox"/>	<input type="checkbox"/>	Stock Purchase Options
<input type="checkbox"/>	<input type="checkbox"/>	Financial Counseling	<input type="checkbox"/>	<input type="checkbox"/>	Training Programs
<input type="checkbox"/>	<input type="checkbox"/>	Flexible Hours/Four-Day Work Week	<input type="checkbox"/>	<input type="checkbox"/>	Transportation on Company Planes or Jets
<input type="checkbox"/>	<input type="checkbox"/>	Free Parking	<input type="checkbox"/>	<input type="checkbox"/>	Travel Discounts
<input type="checkbox"/>	<input type="checkbox"/>	Group Automobile Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Tuition Payments
<input type="checkbox"/>	<input type="checkbox"/>	Health Units and Services	<input type="checkbox"/>	<input type="checkbox"/>	Tuition for Spouses/ Dependents (University Faculty/Staff)
<input type="checkbox"/>	<input type="checkbox"/>	Income Tax Counseling			

INSTRUCTIONS

Step 1. Click on the ‘Career Exploration’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Industries.’

You will get an alphabetical index of industries.

Step 3. Scroll through the listing to locate the industry that you want.

Step 4. Click on the industry title.

Note: If you are not logged in, you will be prompted to enter your user site’s username and password.

The description information for the industry you selected will be displayed.

Step 5. Use the Topic menu (on the left) to go to another topic of information.

Step 6. Your output options at this point are:

- Click on ‘Printer Friendly Version’ to **print** the information about the industry.
- Click on ‘Save to Portfolio’ to **save** the industry link to your Pono Portfolio.

[>> Home](#) :: [Career Exploration](#) :: [Industries](#) :: [Accommodation](#) ::

Description

The accommodation industry includes hotels, motels, inns, resorts, camp grounds, and boarding and rooming houses. These establishments provide lodging for a fee. Some also provide meals and recreational facilities. There are three types of accommodation. Traveler accommodation includes hotels, motels, and inns. Recreational accommodation includes campsites, recreational vehicle parks, and outdoor adventure retreats. Rooming and boarding houses provide accommodation which may serve as a principal residence for the period of use and may also provide meals.

Size (2011 estimates)

- Number of Reporting Units - 410
- Employment – 35,630

Related Industries

Standard Industrial Classification:

- Hotels and Other Lodging Places.

North American Industry Classification System:

- [Accommodation \(721\)](#)

Career Kōkua Related Industries:

- [Air Transportation \(4810\)](#)
- [Construction \(2300\)](#)
- [Food Services and Drinking Places \(7220\)](#)
- [Transportation Services \(4880\)](#)

Work Setting

Hotels are found on all major islands of Hawaii. They are major employers in resort areas including Waikiki. Many hourly employees in hotels are unionized. Hotel employees frequently work on shifts. Workers must use care to avoid injuries when lifting heavy items or working near hot equipment.

Earnings

In Hawaii, average earnings in 2011 were around \$40,520/yr. In some occupations, workers may also receive tips.

Benefits

May vary according to employer and occupation. Benefits may include paid vacation, holidays, sick leave, health insurance, and retirement and pension plans. Employers may offer benefits such as reduced rates on accommodations, restaurants, and other services offered at the company.

Training

See the Preparation information of the Career Kōkua Occupations file.

Hiring Practices

See the Hiring Practices information of the Career Kōkua Occupations file.

Current Market

Hawaii's hotel industry generated \$2.45 billion through the first nine months of 2012, up almost 15 percent for the same period in 2011. Overall, statewide occupancy averaged 77 percent in 2012. Oahu had the state's highest occupancy at 85 percent followed by Maui with an occupancy rate of close to 73 percent. Kauai had an occupancy rate of almost 69 percent while the Big Island had an occupancy rate of 62 percent. The statewide average daily room rates also rose which in turn boosted revenue per available room which is a key industry measure of profitability. The increase in direct flights and branding the Neighbor Islands have been effective in attracting more visitors. However, hotels on the Neighbor Islands are still working on ways to attract more visitors. Working with local visitor bureaus and agencies and with airlines to better align interisland schedules with international flights and using more Neighbor Island resort images in marketing and sales are some of the things Neighbor Island hotels are doing to attract more visitors to their islands.

Outlook

Factors affecting outlook include economic conditions, political conditions worldwide, air fares, room rates, the value of the U.S. dollar, unemployment rates, size of families, income, new technology, government restrictions regarding foreign travel, the supply of qualified workers, and Hawaii's ability to attract visitors.

In Hawaii, average employment growth is expected through the year 2020. Many hotels plan to continue marketing to stay ahead of the competition and attract people who still have discretionary dollars to travel.

Nationally, average employment growth is forecast through 2020. Job growth is expected from new hotel construction and business and international travel. Travel and tourism are expected to grow and many new hotels are expected in growing suburbs. Over the next 10 years, most of the hotels built are expected to be limited service hotels that do not provide food service. However, job openings should be greatest in full service hotels because they employ the most workers. Job opportunities should be best in large sized occupations such as hotel desk clerks and cleaning workers that are found in most types of hotels.

Occupations

Career Kōkua occupations that may be found in this industry are:

- [Accountants and Auditors](#)
- [Baggage Porters and Bellhops](#)
- [Bakers](#)
- [Bartenders](#)
- [Billing Clerks](#)
- [Bookkeeping and Accounting Clerks](#)
- [Building Maintenance Workers](#)
- [Business Executives](#)
- [Buspersons](#)
- [Cashiers](#)
- [Chefs and Dinner Cooks](#)
- [Computer Systems Analysts](#)
- [Counter Attendants](#)
- [Customer Service Representatives](#)
- [Executive Secretaries](#)
- [Food Preparation Workers](#)
- [Food Service Worker Supervisors](#)
- [Freight Handlers](#)
- [General and Operations Managers](#)
- [General Office Clerks](#)

- Hotel and Motel Managers
- Hotel Desk Clerks
- Human Resources Assistants
- Human Resources Managers
- Janitor and Housekeeper Supervisors
- Janitors
- Kitchen Helpers
- Landscapers and Groundskeepers
- Laundry and Dry Cleaning Workers
- Maids and Housekeepers
- Massage Therapists
- Office Managers
- Parking Lot Attendants
- Receptionists
- Recreation Attendants
- Recreation Workers
- Reservation and Ticket Agents
- Restaurant Hosts
- Restaurant Managers
- Retail Salespeople
- Sales Managers
- Secretaries
- Security Guards
- Shipping and Receiving Clerks
- Short-Order Cooks
- Stock Clerks
- Taxi Drivers and Chauffeurs
- Telephone Operators
- Travel Agents
- Waiters and Waitresses

Employers

To find employers in this industry, look in the telephone book yellow pages™ under these categories:

- Bed and Breakfast Accommodations
- Camps
- Fraternal Organizations
- Hostels
- Hotels
- Hotels and Motels-Out of Town Reservations
- Hotels-Apartments
- Motel and Hotel Management
- Motels
- Real Estate Rental Service
- Resorts
- Rooming Houses
- Student Housing
- Veterans and Military Organizations

Additional Sources of Information

- American Hotel and Lodging Association
1201 New York Avenue, NW, #600
Washington, DC 20005-3931
<http://www.ahla.com>

- American Hotel and Lodging-Educational Institute
800 N. Magnolia Avenue, Suite 300
Orlando, FL 32803
<http://www.ei-ahla.org>
- International Council on Hotel, Restaurant and Institutional Education
2810 North Parham Road, Suite 230
Richmond, VA 23294
<http://www.chrie.org>
- International Executive Housekeepers Association, Inc.
1001 Eastwind Drive, Suite 301
Westerville, OH 43081-3361
<http://www.ieha.org>

Programs of Study and Training

Over 800 programs of study and training are offered in Hawai‘i by a wide range of licensed, accredited or government-approved schools and training agencies. Career Kōkua provides this information in 140 general categories of educational and training programs. Some of these programs are intended to help prepare persons for employment, others are not. Some are conducted in schools while others are conducted on the job.

FILE FEATURES: Information on over 140 general types of programs of study and training and 800 specific programs offered at postsecondary schools and training institutions in Hawai‘i. Each program narrative consists of five sections. A sample printout starts on page 4.

Description

Describes the purpose and intent of the program.

Coursework

Describes the course work generally included.

Related Career Kōkua Occupations

Lists related Career Kōkua occupations so users can learn where this training may possibly lead.

Related Career Kōkua Programs

Lists the related Career Kōkua programs.

Schools

Lists the local schools by island offering certificate and degree programs in this particular field. Each school’s program description includes the location of classes, program length, certificates or degrees awarded, and special requirements for entrance. The 5-digit number preceding the school name is the Career Kōkua local school code.

SUGGESTED USES:

- Users can learn what is involved for successful completion of a specific program of study.
- Users can learn where a course of study will lead (careers, skills, etc.).
- Users can confirm their interests and skills to those needed by program areas of interest.

INSTRUCTIONS

Step 1. Click on the ‘Education and Training’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Programs of Study & Training.’

You will get an alphabetical index of programs.

Step 3. Scroll through the listing to locate the program that you want.

Step 4. Click on the program title.

Note: If you are not logged in, you will be prompted to enter your user site’s username and password.

The description of the training program will be displayed.

Step 5. Use the Topics menu on the left to go to a specific topic of information.

Step 6. Your output options at this point are:

Click on ‘Printer Friendly Version’ to **print** the information about the program.

Click on ‘Save to Portfolio ’ to **save** the program link to your Pono Portfolio.

>> [Home](#) :: [Education and Training](#) :: [Programs of Study and Training](#) :: [Chemistry](#) ::

Description

Chemistry programs intend to provide an understanding of the physical properties of matter and the theories and laws that describe chemical events. Bachelor's, master's, and doctoral degree programs are offered at several schools in Hawaii. Most community colleges offer the first one to two years of degree requirements, which may be transferred to a 4-year college for degree completion. Students also take courses for preparation in many positions that require chemistry, such as, engineering and the health sciences (medical, dental, and pharmacy). Students may also take courses to prepare them for teaching positions at the secondary or postsecondary levels.

Course Work

Programs vary but most include some or all of the following:

- Analytical Chemistry
- Biochemistry
- General Chemistry
- Inorganic Chemistry
- Instrumental Analysis
- Mathematics
- Organic Chemistry
- Physical Chemistry
- Physics

Instruction generally consists of lectures, technical and scientific reading, laboratory work, and technical report writing of lab findings.

Related Career Kōkua Occupations

- [Biologists](#) 
- [Chemists](#) 
- [Elementary School Teachers](#)
- [High School Teachers](#)
- [Medical Laboratory Technologists](#)
- [Middle School Teachers](#)
- [Preschool and Kindergarten Teachers](#)
- [Regulatory Affairs Managers](#)
- [Regulatory Affairs Specialists](#)
- [Special Education Teachers](#)
- [University and College Teachers](#)
- [Zoologists](#)

Cross References

Hawaii Career Pathways:

- [Health Services](#)
- [Natural Resources](#)

Related Career Kōkua Programs

- [Dentistry \(357\)](#)
- [Engineering \(251\)](#)
- [Mathematics \(481\)](#)

- [Medicine \(363\)](#)
- [Oceanography \(528\)](#)
- [Physical Science, General \(521\)](#)
- [Physics \(523\)](#)
- [Secondary Education and Teaching \(236\)](#)

Schools

1 BIG ISLAND SCHOOL

[University of Hawaii at Hilo \(13327\)](#)

LOCATION: HILO

"CHEMISTRY": 4-year bachelor of arts degree program. Emphasizes either the physical or biological aspects of chemistry. A health sciences concentration is an option for students who complete 16 hours of biology courses. See UH-Hilo catalog for details.

4 OAHU SCHOOLS

[Brigham Young University - Hawaii \(13113\)](#)

LOCATION: LAIE

"CHEMISTRY EDUCATION": Bachelor of science degree program. Designed to prepare students to teach chemistry in middle and high schools. This is a cooperative program administered by the School of Education at BYU.

"BIOCHEMISTRY": Bachelor of science degree program. Students develop a strong foundation in the principles of chemistry and apply those principles to the study of living organisms. Graduates may find employment in various clinical and industrial labs or continue on to graduate programs in a variety of biochemistry-related fields.

[Hawaii Pacific University \(13121\)](#)

LOCATION: HONOLULU/KANEŌHE

"BIOCHEMISTRY": 124-credit bachelor of science degree program. Graduates of this program will have a deeper understanding of the molecular basis of life that has resulted in the rise of biotechnology companies, the advent of cloning techniques, DNA synthesis and amplification, new drug production, DNA fingerprinting, and a molecular understanding of many diseases.

[University of Hawaii - Manoa Campus \(13129\)*](#)

LOCATION: HONOLULU

"CHEMISTRY": 4-year bachelor of arts (BA) and bachelor of science (BS) degree programs. The BA program requires 27 semester hours of chemistry beyond the introductory level. The BS program, requires additional, in-depth coursework, including at least one additional laboratory course and at least one elective. Opportunities for undergraduate research are available. There are also BA and BS degrees in biochemistry that are currently pending approval. All degrees require related work in math and physics, which should be completed within the first two years. Contact the Chemistry Department for details.

"CHEMISTRY": Master of science (MS) and doctor of philosophy (PhD) degree programs in chemistry. Graduate research opportunities in the sub disciplines of organic, inorganic, physical, and biological chemistry are available. Contact the Chemistry Department or visit the website at www.manoa.hawaii.edu/chem/ for detailed information.

* Changes may be made during each academic year. For more current information, please call the department chair of each unit.

Local Schools

Career Kōkua describes over 90 schools and training agencies offering training programs in Hawai‘i. This includes public and private four-year colleges and universities, two-year colleges, private vocational schools, and job training agencies. This does not include correspondence schools, employers’ training programs for their employees, and schools that are not approved, licensed, certified, or accredited.

FILE FEATURES: Information on over 90 postsecondary educational institutions in Hawai‘i. The following information is provided. (A sample school printout starts on page 4.)

Introduction and Deadlines
Average Enrollment Per Term
School and Class Schedule
Special Instructional and Alternative Credit Programs
Library Availability
Programs of Study and Training
Bus/Parking
School Visits
New Student Admissions
Transfer Admission
Steps for Applying
Graduate School
Housing
How to Apply for On-Campus Housing
Average Full-Time Costs
Average Part-Time Costs
Refund Policy
Tuition Exemptions
Types of Financial Aid Offered
How to Apply for Financial Aid
Services for All Students

SUGGESTED USES:

- Users can learn about schools in Hawai‘i that meet their personal preferences and career interests.
- Users can compare, rank, and/or prioritize the schools that meet their needs and offer the options they want.
- Have users write and/or visit schools for more information.

INSTRUCTIONS

Step 1. Click on the ‘Education and Training’ channel marker on the CK System navigation bar.

You will get a list of options.

Step 2. Click on ‘Local Schools.’

You will get an alphabetical listing of schools.

Note: Additional ways to list schools, such as Numerical (by cluster) and by island, are also available.

Step 3. Scroll through the listing to locate the school that you want.

Step 4. Click on the school name.

Note: If you are not logged in, you will be prompted to enter your user site’s username and password.

The contact information for the school will be displayed.

Step 5. Use the topic menu on the left to get the information you want about the school.

Step 6. Your output options at this point are:

- Click on ‘Printer Friendly Version’ to **print** the information about the school.
- Click on ‘Add to Portfolio’ to **save** a bookmark to this school to your Pono Portfolio.



Topics

- [Contact Information](#)
- [Introduction and Deadlines](#)
- [Average Enrollment Per Term](#)
- [School and Class Schedule](#)
- [Special Instructional and Alternative Credit Programs](#)
- [Library Availability](#)
- [Programs of Study Offered](#)
- [Bus / Parking](#)
- [School Visits](#)
- [New Student Admissions](#)
- [Transfer Admission \(In-State\)](#)
- [Steps for Applying \(Except Summer School of 2-and 4-Year Colleges\)](#)
- [Graduate School](#)
- [Housing](#)
- [How to Apply for On-Campus Housing](#)
- [Average Full-Time Costs](#)
- [Average Part-Time Costs](#)
- [Refund Policy](#)
- [Tuition Exemptions](#)
- [Types of Financial Aid Offered](#)
- [How to Apply for Financial Aid](#)
- [Services for all Students](#)

Contact Information

Leeward Community College
 96-045 Ala Ike
 Pearl City, HI 96782

[Locate this School or Agency on a map. Maps provided by Yahoo! Maps.](#)

Contact: Candace Hochstein
 Tel: 455-0246
 Email: candyhochstein@aol.com
 Web site: <http://www.lcc.hawaii.edu>

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Introduction and Deadlines

Type of School: 2-year public community college

Deadlines for 2013-2014

Admission to School
 Fall & Spring
 See School Catalog

Financial Aid
 Fall & Spring
 See School Catalog

Tuition (subject to change)
 Full time and part-time student
 Resident: \$106 per credit hour
 Nonresident: \$304 per credit hour

Accreditation/Licensing/Approving Agency
 Western Association of Schools and Colleges
 Office of the State Approving Agency for Veteran Training

Types of Degrees/Certificates/Diplomas
 Community college certificate of competence (less than 1 year)
 Community college certificate of completion (less than 1 year)
 Community college certificate of achievement (1 year or more)
 Associate degree (2-year degree)

Accessibility to Buildings for Persons with Disabilities: Yes, 100%

Campus Map with Accessibility Features Available: Yes

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Average Enrollment Per Term

Information Not Available

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School and Class Schedule

When Classes Offered

Mostly day with some night classes
Some weekend classes available
Some online classes available

Type and Length of Term

2 semesters per academic year (17 week semesters)
Two 6 week summer sessions

Summer Session: Undergraduate courses offered

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Special Instructional and Alternative Credit Programs

Programs Offered

Honors Program
Study Abroad
Cooperative Education Programs
Distance Education, i.e., HITS, www, or TV courses
English as a Second Language (ESL)
Marine Option Program (MOP)
Phi Theta Kappa (PTK)
Phi Beta Lambda (PBL)

Alternative Credit Accepted

For Noncollege Sponsored Training
For College Level Examination Program (CLEP) Test
For Independent Study
For Advanced Placement (AP)Test

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Library Availability

Yes, on campus

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Programs of Study Offered

- [Accounting \(157\)](#)
- [Agriculture Production Operations, General \(062\)](#)
- [Anthropology \(582\)](#)
- [Area Studies \(111\)](#)
- [Automobile/Diesel Maintenance Repair Technologies \(278\)](#)
- [Business Management and Administration \(145\)](#)
- [Business Operations Support and Assistant Services \(158\)](#)

- Cinematography and Film/Video Production (317)
- Computer and Information Sciences (211)
- Computer Support Specialist (213)
- Continuing Education (634)
- Counseling (238)
- Digital Arts (312)
- Elementary Education and Teaching (234)
- English Language and Literature, General (451)
- Food Services/Culinary Arts (412)
- Graphic Design (318)
- Hospital and Health Care Facilities Administration/Management (377)
- Hotel/Motel Administration/Management (161)
- Liberal Arts and General Studies (611)
- Marketing and Sales (146)
- Medical Insurance Coding Specialist/Coder (160)
- Music (314)
- Oceanography (528)
- Physical Science, General (521)
- Plant and Soil Sciences (067)
- Secondary Education and Teaching (236)
- Special Education and Teaching (237)
- Tourism and Travel Services Management (162)

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Bus / Parking

Accessible on bus route

TheBus University Bus Pass Program or U-PASS is a reduced rate bus pass available to Hawaii's college students. Currently enrolled students with a valid LCC identification card may purchase this pass. Students must have registered and paid for the current semester.

Parking available

Easy to get

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School Visits

By appointment

Contact: Sheryl Higa, Recruitment Office
96 045 Ala Ike
Pearl City
Tel: 455-0553

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New Student Admissions

Admission Requirements

U.S. high school diploma or equivalent (GED) or 18 years of age or older

Alternate Admission Routes: None

Preference for Admitting Hawaii Residents: No

Early Admit

Contact: High school counselor first

Running Start

Contact: High school counselor

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Transfer Admission (In-State)

- Admission is open to transfer students
- Must be at least 18 yrs. of age or have a high school diploma or equivalent
- Transfer of credits requires a minimum D grade from within or outside the UH system. Students should request evaluation of previous college work
- Fill out Transfer Credit evaluation form
- Have official transcripts sent directly to Admissions and Records Office

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Steps for Applying (Except Summer School of 2-and 4-Year Colleges)

Items to Submit

Application Form: UH system application

Transcript: Recommended

Application Fee: \$25 nonresidents

Can Fee Be Waived? No

Personal Recommendations: No

TB/Medical Clearance: TB/Mumps Measles Rubella

Deadline: See topic 01 Introduction and Deadlines

For More Information

Contact: Admissions and Records

Tel: 455-0642

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Graduate School

None

[[Return to top](#)]

Housing

Off Campus Referral Office Available

Contact: Student Activities Office

Tel: 455-0208

On Campus Housing: None

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How to Apply for On-Campus Housing

Not applicable

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Average Full-Time Costs

(Subject to change)

Tuition

Resident: \$1,272 per semester/\$2,544 per year (12 credits per semester)

Nonresident: \$3,552 per semester/\$7,104 per year (12 credits per semester)

Fees

Books/Supplies

Resident and nonresident: \$488

Total Costs

Resident: \$1,300

Nonresident: \$3,676

Estimated Annual % Increase: Resident and nonresident: 5%

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Average Part-Time Costs

(Subject to change)

Tuition and Fees

Resident: \$106 per credit hour

Nonresident: \$304 per credit hour

Books/Supplies

Resident and nonresident: \$366 per 3 course (estimate)

Estimated Annual % Increase: Resident and nonresident: 5%

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Refund Policy

See current catalog or contact cashiers office at 455-0308

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Tuition Exemptions

- Active military and dependents living in Hawaii pay resident tuition rates
- Bona fide Hawaii residents participating as enlisted or commissioned personnel in the National Guard or Reserves enrolled in regular degree or certificate programs at a UH campus; must apply with their unit and be placed on their award list
- Some members of faculty and staff

Resident Tuition Rates to Persons of Hawaiian Ancestry, Regardless of Place of Residence: Yes

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Types of Financial Aid Offered

Scholarships

- State of Hawaii B Plus Scholarship
- Ruth E. Black Scholarship
- LCC Achievement Scholarship
- LCC Centennial Scholarship
- LCC International Scholarship
- LCC Pacific Islander Scholarship
- LCC High School Scholarship
- LCC Opportunity Scholarship
- Charles R. Hemmenway Scholarship
- Hawaii Veterans Memorial Fund
- Boeing Scholarship
- Second Century Scholarship

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Hawaii Student Incentive Grant (tuition waiver)
- Federal Academic Competitiveness Grant

Loans

- Federal Perkins Loan
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan

Employment

- College Work-Study
- On-Campus employment

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How to Apply for Financial Aid

Required Forms

- Free Application for Federal Student Aid (FAFSA)
- School Code Number: 004549
- Preferred Date: 04/1 for fall (for priority consideration)
- Final Deadline: Not reported

For More Information

Contact: Financial Aid Office
Tel: 455-0606

Note: Selective Service Registration is required of males ages 18-25 to receive Federal and State Student Financial Aid.

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Services for all Students

Orientation for:

New students

Transfer students

Tel: 455-0525

Email: leenso@hawaii.edu

Academic Advising

Contact: Office of Student Services, AD-208

Tel: 455-0233

Admissions & Records

Contact: Admission and Records Office, AD 220

Tel: 455-0642

Career Counseling

Career Development Center

Contact: Jonathan Wong

Tel: 455-0289

Students with Disabilities

Contact: Kris Hernandez

Tel: 455-0421 or 455-0532 (TTY/TDD)

Financial Aid

Contact: Financial Aid Office, AD-210

Tel: 455-0606

Job Placement

Contact: AD-222

Tel: 455-0240

Student Employment Service

Contact: Personnel Office, AD-121

Tel: 455-0277

Learning Center and Related Service

Contact: Beth Kupper-Herr, L-101

Tel: 455-0412

Health Care

Contact: AD-122

Tel: 455-0515

Child Care

Contact: Steve Bobolin, DA Bldg.

Tel: 455-0488

Services for Displaced Homemakers

Contact: Ann Dorado, GT 111

Tel: 455-0652

International Admissions

Contact: Becky George, BE 109

Tel: 455-0570

Services for Women
Contact: Ann Dorado, GT 111
Tel: 455-0652

Services for Veterans
Contact: Admissions and Records Office
Tel: 455-0644

English or Second Language Coordinator
Contact: Mike Sagliano, LA-220
Tel: 455-0429

Services for Students with Disabilities
Priority registration
Auxiliary aids/assistive technology
Interpreters for the deaf/hard of hearing
Tutorial service
Testing accommodations
Contact: Kris Hernandez
Tel: 455-0421 or 455-0532 (TTY/TDD)
Or: Text telephone relay service 643-8833

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Job Search Aids

Job Search Aids (JSA) provides tips and suggestions on how to seek work and apply for jobs.

FILE FEATURES: The following ten topics of information (see the end of this section for a sample JSA printout):

01 Where to Look for Jobs

Sources of job leads and agencies providing job referral and placement services. Additional resources which complement the Career Kōkua JSA information are also listed.

02 How to Fill Out a Job Application Form

Instructions and tips on how to fill out a job application form correctly

03 Sample Job Application Form

A standard application form which can be used for practice. A completed form is a handy reference.

04 Cover Letter

A sample cover letter for resumes and job applications. Included are instructions on how to prepare a cover letter.

05 How to Prepare Your Resume

Outlines the parts of a resume and provides instructions on how to prepare a resume

06 Sample Resumes

Examples of how job seekers may summarize their skills and qualifications

07 Things to Take on a Job Hunt

A list of materials applicants may need for job interviews

08 Things to Do Before the Interview

Tips on how to prepare oneself to make a good impression

09 Interviewing Hints

Helpful tips for interviews

10 After the Interview

Information on what to do after an interview and how to keep track of employment contacts

SUGGESTED USES:

Have users practice and use the techniques and tips presented in Job Search Aids through role-playing activities and/or simulated job hunting experiences.

INSTRUCTIONS

Step 1. Click on the ‘Job Strategies’ channel marker on the CK System navigation bar. You will get a menu of Job Strategies information files

>> [Home](#) :: Job Strategies ::

[Job Strategies](#)

Job Strategies provides job seeking and job keeping tips and information.

[Job Search Aids](#)

Provides tips and suggestions on how to look for and apply for jobs. The information includes job search resources, how to fill out an application form, how to write a resume and cover letter, and interviewing hints.

[Job Success](#)

Provides information about dealing with co-workers and supervisors, good job habits, how to improve yourself to reach career goals, and how to handle problems at work.

Step 2. Click on the ‘Job Search Aids’ option.

You will get a list of ten topics.

Step 3. Click on the topic you want.

The job search information will be displayed.

Step 4. Scroll through the information to read it.

Step 5. Your output options at this point are:

- Click on ‘Printer Friendly Version’ to **print** the information about the job search aid.
- Click on ‘Add to Portfolio’ to **save** the JSA link to your Pono Portfolio.

>> [Home](#) :: [Job Strategies](#) :: [Job Search Aids](#) :: [Interviewing Hints](#) ::

 [Printer Friendly Version](#)

Interviewing Hints

Your interview greatly affects your chances of being hired. It is a chance to convince the interviewer that you can make a significant contribution to their organization. Given equal qualifications, the difference between a successful candidate and an unsuccessful one is the ability to interview skillfully. Some employers may initially screen applicants with telephone interviews.

An interview is an opportunity to exchange useful information. It is a chance for the employer to determine if you have the skills, background, motivation, and personal attributes to be successful in the job. Interviews also help employers know if you are motivated to do the job and if they will like working with you.

Prepare yourself to make a good impression. You may not get a second chance with that potential employer. A successful interview requires a professional and well groomed appearance and that you are pleasant, attentive, enthusiastic, and self-confident. Make sure your clothes are neat and clean and your shoes are polished and in good condition before the day of the interview. Your appearance, like your employment application, communicates your attitude about yourself and work. Always dress appropriately for the job for which you are applying. Avoid displaying anything that could take attention away from your qualifications, such as body piercing and tattoos, unless employees, managers, and clients dress in that style. In most cases, it is a good idea to dress conservatively for an interview.

Job interviews may last around 20 to 35 minutes or more. Here are some interviewing hints to help you create a favorable impression.

Before the interview:

- Get a good night's sleep to ensure your alertness and self-confidence.
- Arrive at the interview alone.
- Know the time and location of the interview and the name of the person you will be meeting.
 - Be sure to ask about parking. Have coins for metered parking, if necessary.
 - Be sure to have good quality copies of your updated resume, current names, addresses, and phone numbers of former employers, list of references, sample of your work, questions for the interview, a pen, and a notebook.
 - Be prepared to fill out a job application form if you have not already completed one.
 - Arrive for the interview five to 10 minutes early for any kind of touch ups (including breath freshener).
 - Let the receptionist know who you are, why you are there, and your appointment time. Being late and rescheduling appointments can create an unfavorable first impression.
- Put your "best foot forward" to everyone. They may be asked for an opinion of you. Initial and overall impressions based on what you do or say are important.
- Be sure you know the correct spelling and pronunciation of the interviewer's name.

During the interview:

- Greet the interviewer(s) by introducing yourself with a friendly smile, offering your hand for a handshake.
 - Be pleasant and enthusiastic and maintain eye contact to convey self-confidence, courtesy, and poise.
 - Show respect for interviewer(s) when you address them. Wait for the interviewer to offer you a seat.
- Be on guard about any nervous mannerisms.
 - Relax, be yourself, be pleasant, and maintain self-control.
 - Sit comfortably, without slouching, with legs together. Keep good posture while sitting and standing.
- Do not chew gum, eat, drink, smoke, or use heavy cologne or perfume.
 - Turn off cellular phones.

- Let the interviewer control the interview, but do participate actively.
 - Show enthusiasm and positive and serious interest in the job.
 - Listen carefully to the questions before answering. Request clarification of questions if needed.
 - Answer questions clearly, concisely, and promptly.
 - Avoid interrupting and using pidgin or slang expressions.
 - Avoid crossing arms or looking around the room.
- Do not react outwardly to questions that may offend you. After difficult questions, remain composed under pressure and use brief moments of silence to your advantage. It gives you time to think.
 - If asked about negative events of the past, stress what you learned and how you can now do a better job.
- Be responsive, businesslike, positive, and honest in your comments.
 - Never make excuses, criticize former employers and coworkers, or underestimate or overestimate your skills and experiences or mention personal problems.
- Be prepared to discuss your ability to manage time well, ability to work with others and independently, reliability, initiative, and emotional maturity. Relate your experience to the requirements of the position and the organization's needs.
- Expect many questions and possible tests for skills and aptitudes.
 - Be prepared to ask questions at the end. Ask pertinent questions to help you learn about the job. Avoid asking too many questions about salary and benefits during your first interview or questions that may put the interviewer on the spot. Leave the interviewer with a positive impression of you.
- If the interviewer does not offer you the job or say when they will call you, ask when a decision will be made.
 - Thank the employer for considering you. If you are interested in the job, let the interviewer know.
 - Be as confident in leaving as you were in arriving.

Review the following points that an interviewer should know about you after an interview. Make sure you are prepared to cover these points:

- Your abilities, interests, talents, creativity, leadership, education, and work experience
- Your past job performance
- Your career goals and reasons for making a job or career change
- Your ability to work well with others in providing customer service or as part of a team or independently (depending on job)
- Your level of self-esteem/self-image and motivation
- Your ability to follow instructions and to complete a job well and on time
- How you react to situations and your ability to adjust to changes in the work environment, work under pressure, and solve problems.

Job Success

Job Success provides information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.

FILE FEATURES: The following seven topics of information (see the end of this section for a sample printout):

21 Good Job Habits

Information on job habits to keep you employed, attitude and respect, and ways to keep your job performance at a high level

22 Dealing With Your Supervisor

Tips on how to treat your supervisor and information about their responsibilities including training, oversight, and evaluation of how well you do your job duties. Also includes information about getting a raise.

23 Dealing With Your Coworkers

Information on how to treat your coworkers with respect and good attitudes such as cooperation, courtesy and teamwork to get your job done well

24 Improving Yourself

Information on how learning takes place at work and how fellow employees, your supervisor, and trainer, who are all experts in their own fields can help you with your career goals and promotions

25 Working With Your Employer

Tips that can help you succeed in your current job and in your career goals if you know your employer's industry and organization

26 If You Have Problems

Information on what to do if your job just doesn't seem to be working out including how to assess your situation, the grievance procedure, and how to deal with harassment

27 Resources

Resources and publications with information that can help you assess your skills and goals, stay employed or transition to work after high school, college, or the military

SUGGESTED USES:

Have users practice and use the techniques and tips presented in Job Success through role-playing activities and/or simulated work experience situations.

INSTRUCTIONS

- Step 1.** Click on the ‘Job Strategies’ channel marker on the CK System navigation bar. You will get a menu of Job Strategies information files

>> [Home](#) :: Job Strategies ::

[Job Strategies](#)

Job Strategies provides job seeking and job keeping tips and information.

[Job Search Aids](#)

Provides tips and suggestions on how to look for and apply for jobs. The information includes job search resources, how to fill out an application form, how to write a resume and cover letter, and interviewing hints.

[Job Success](#)

Provides information about dealing with co-workers and supervisors, good job habits, how to improve yourself to reach career goals, and how to handle problems at work.

- Step 2.** Click on the ‘Job Success’ option. You will get the following list of topics:

>> [Home](#) :: [Job Strategies](#) :: Job Success ::

[Job Success](#)

Job Success provides information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.

[Good Job Habits](#)

Lists job habits that will keep you employed and provides information on attitude and why it is important to respect customers, coworkers, and supervisors.

[Dealing With Your Supervisor](#)

How to deal with supervisor, your responsibilities including how to assess yourself and ask for a raise.

[Dealing With Your Coworkers](#)

How to deal with your coworkers and tips for working as a team member.

[Improving Yourself](#)

Why assessing yourself, your career goals, and learning new skills are important.

[Working With Your Employer](#)

Why information about your employer's industry can help you succeed in your current job and in your career goals.

[If You Have Problems](#)

What to do if your job doesn't seem to be working out, how to resolve problems and resources for assistance.

[Resources](#)

Publications that provide information on job retention, military and school transitions, assessment, and getting along with co-workers.

Instructions (continued)

Step 3. Click on the topic you want.

The job keeping strategy information will be displayed.

Step 4. Scroll through the information to read it.

Step 5. Your output options at this point are:

- Click on ‘Printer Friendly Version’ to **print** the information about the job search aid.
- Click on ‘Add to Portfolio ’ to **save** the job strategy link to your Pono Portfolio.

>> [Home](#) :: [Job Strategies](#) :: [Job Success](#) :: [Good Job Habits](#) ::

Good Job Habits

JOB HABITS TO KEEP YOU EMPLOYED

ATTITUDE AND RESPECT

Just like you, customers, coworkers, and supervisors all like to be treated well and with respect. Part of how you are treated depends on how you treat others.

Attitude

The way you approach your work and your coworkers can affect how you feel about your work and yourself. A positive attitude can make your work more enjoyable. Pleasant people generally make other people feel good. Think about a good experience you had at the bank, the movies, or the Post Office. If the server approached you with a positive attitude, you felt that you would receive good service. The server listened to you and you had a successful transaction. When you walked away, you felt satisfied. Now think about a bad experience you had. If the customer representative was rude or ignored you, you felt defensive and angry. The server could feel your hostility and got angrier himself or herself. If you had any kind of problem to resolve, the server probably exhibited hostility towards you, even though he or she "started" it. When you walked away, even if you got the result you desired, you probably were still angry.

Just as you feel anger and hostility from other people, they can feel it from you. If you feel that someone is approaching you with anger or hostility, you feel defensive. Your relations with your customers, coworkers, and supervisors will be easier if you approach them positively. You do not have to paste on a false smile to get your job done. Just be satisfied with yourself and with your job performance and that attitude will be what people feel and reflect back to you.

Respect

Treat other people just like you want them to treat you. This respect for others and their feelings will reflect back to you. Remember that you have to earn respect from others. It is not automatically given. When you are working, make sure that good ideas are credited to the people who created them. If you make a mistake, admit it. Use that mistake as a learning experience and your job skills will improve. When you are at work, you should use language that would be accepted by your mother, by your clergy, and by your favorite teacher. Make sure you observe other people's personal space and ask before you use any of their things. Unless issued as a tool to carry out your job duties, weapons are never welcomed at legitimate workplaces.

Online Postings

We live in a digital world, where photos and other content are published online for the world to see. What you might find acceptable might not be acceptable to your employer. If you think your digital photos and writings are for your eyes only, think again. Many employers access applicants' Facebook page and other social media as part of the hiring process. Some continue to check your page once you are hired. Your online postings say a lot about your judgment. It sends a bad signal to your employer if you think it is okay to post inappropriate content. These types of postings could prevent you from moving up in your company. Depending on what you post, you could even be fired. Your actions represent the organization you work for. So think twice about what you post online.

Tips for Working with Others

Here are some ideas for getting along with your fellow employees and making your work a bit easier.

- **Do a Good Job**
You will feel positive. Others will respect you.
- **Make a Good First Impression**
First impressions last for a long time in people's minds. If you make a good impression, people will think positively about you and want to work with you.
- **Respect Others**
People will respond by respecting you. You will feel good about yourself.
- **Keep a Positive Attitude**
Time will pass more pleasantly. People will be more positive towards you.

- **Admit Your Mistakes**
You will learn more and be better at your job. Others will respect you.
- **Let People Know Whose Idea It Was**
If you give credit where it is due, others will do the same for you and your good ideas.
- **Use Appropriate Language**
People will use appropriate language around you. You will feel better about yourself and your coworkers.

JOB HABITS TO KEEP YOU EMPLOYED

Working for someone else implies a contract between you and your employer. You provide skills and abilities and your employer provides pay. This is called a labor exchange. Remember that you got this job by promoting yourself as a productive worker. You have agreed to use your skills, your ability to learn, and your willingness to help your current employer succeed. You will be evaluated as an employee while you are working. The following information can help you stay gainfully employed.

- **Be Prepared for Work**
You were hired because the employer felt you had the skills and abilities needed to get the job done. You will now need to prove to your employer that he or she made the right choice in hiring you. It is important to start a new job with a good attitude and thorough preparation. One way to prepare for a new job is to list any issues or problems you have that may affect your employment. Then, list a solution to the issue or problem. Use the Problem Identification form for listing this information. Review the form and follow the steps you listed in order to be best prepared for your new job.
- **Develop Good Work Habits**
The first things that employers will look at are your job habits. Before they can assess your actual job skills, they will see how you fit into the organization. Here are some key habits to keep in mind:
 - **Be on Time**
The first thing that an employer sees about you is when you arrive at work. It is important to arrive at work when the employer has scheduled you to begin the workday. Your coworkers also rely on you to show up to work on time, whenever you are scheduled.
 - **Keep Your Employer Informed**
If you will be late or miss work, call your employer. Every workplace has people just like you. Employers will understand if you are sick or need to arrange emergency care for any child or adult in your care. They will not be as understanding if you fail to let them know why you did not show up for work or if you do not tell the truth about your absence.
 - **Work Diligently**
Make sure you provide a fair day's work for a fair day's pay. Conduct your personal business on your breaks and outside of work. Do not use work phones or computers for personal reasons.
 - **Wear the Proper Clothing**
Find out what kinds of clothes are acceptable at your work. Most employers want your clothing to be appropriate for the job and to be clean. What you wear should not impair your ability to carry out your job or interfere with your safety. Some workplaces require formal office wear (e.g., suits, ties, dresses). Some employers will provide uniforms. Some employers will be more informal. Before you wear jeans and t-shirts to work, observe what people wear during your first week of work. (This could be a good question to ask potential employers at your interview.)
 - **Work Safely**
Keep safety in mind when you are working. Develop habits on the job that will avoid accidents for you and for fellow workers.
 - **Schedule Time Off**
Arrange time off with your employer if it will be necessary to be away from work for appointments or vacation days. Employers appreciate advanced knowledge, because they can schedule someone else to cover your duties. Employers will not be happy to find out that you knew before your absence that you had to be away from work. Find out what your employer's policies are about time away from work.
 - **Don't Abuse Your Breaks**
Your employer offers break and lunch times for you and your coworkers. Find out how many breaks are offered, how long they are, and when you should be back at your work area.

- **Ask Questions**
If you do not understand something, ask for a better explanation. Employers expect new employees to ask for instructions and demonstrations. Employers would rather spend a little more time to train you than to spend a lot of time to correct errors.
 - **Find out About Workplace Rules**
Many employers have formal employment rules. These rules are often presented in employee handbooks, written policies, and procedural manuals. Get copies when you first start working and learn the rules.
 - **Leave Weapons at Home**
Most employers assume weapons at work will be used offensively against coworkers. Some employers may fire people for carrying weapons. Just the fact that you carry weapons can be used against you.
 - **Do Not Use Drugs and Alcohol at Work**
You can focus on your job duties and do them well. Your health will be better. You will not have to worry about getting caught and having a criminal record. A criminal record can eliminate you for consideration in many jobs. In addition, your employer's good name will be protected and your employer will not be legally liable for your disregard of the law.
 - **Stay Away from Problem Employees**
Some people tend to be negative about their jobs. Others may do things against the rules, waste time, or in other ways are not good workers. Spending time with these people will affect your performance. Your coworkers and supervisors may begin to see you as a problem. Be friendly, but do not socialize with people like this more than is necessary.
 - **Manage Children and Other Family Members**
Although children or other family members may be the most important part of your life, they are not the concern of an employer. Make sure that childcare arrangements are in place prior to accepting a job. If your children are in school, arrange childcare so that you do not miss work when they are ill.
 - **Be Yourself**
Be natural, friendly, and show respect to your coworkers and supervisors. Show confidence in the way you present yourself, and don't forget to smile.
 - **Be Willing to Take on Additional Responsibilities**
Try your best to do something extra when you are asked. Volunteer for tasks that allow you to learn something new.
-
- **Dealing with Your Supervisor**
All employers want their employees to succeed. Your boss or supervisor is one of the most important people at your work site. This person will help you learn your job duties and evaluate how well you do them. In general, supervisors want you to do well. Keep a positive attitude towards your supervisor. Think of your supervisor as the direct link to your employer and as your coach. This person is a resource for you. Treat them well and they should treat you well.
 - **Dealing with Your Coworkers**
Very few people work entirely alone. No matter what kind of work you do, you generally have to interact with other people, whether they are coworkers or customers. Remember to treat these people with the respect and good attitudes you would like people to show to you. Cooperation and courtesy are very good ways to get your job done well.
 - **Improving Yourself**
Your output at work depends on your skills and abilities. Like many things in life, your job will depend on what you put into it. Generally, your satisfaction (and that of your supervisor!) depends on the quality of the work you do. Keep your job interesting by improving your current skills and by learning new skills. Keep your career goals in mind. Find out the skills needed for other jobs at your place of business. You may have those skills and can apply for those jobs. If you do not currently hold those skills, pursue any opportunities that can help you develop them. This includes training provided either at school or at work.

WORKING SMART

There are many ways to keep your job performance at a high level. Think about the whole task. Break that task into separate activities. Decide which activity needs to be done first, which needs to be done second, and so on. Keep the ultimate goal of completing the whole task in mind when you are doing each individual activity.

Pay Attention

Listen to what your supervisor asks of you. If you do not understand what is requested, ask for clearer instructions. While your supervisor may be managing the job as a whole, you are responsible for your own performance. Make sure you know what is required of you before you leap into action.

Use Resources Wisely

Think about all the tasks that you have to get done and assign priorities based on the resources and abilities of your employer, your supervisor, your coworkers, and yourself. Resources include other workers, time, equipment, supplies, and energy. Sometimes working with other people can help you get your task done faster and with less effort. Sometimes you can finish the task more quickly by yourself. Learn to know the difference and be able to ask for help when it is needed.

Know Yourself

Assess your strengths and weaknesses. What can you do easily and correctly? What takes more time? Determine if training can help. Training can be formal, offered by a school or the employer's training department; or it can be informal, when you learn from your supervisor or fellow worker. Let your supervisor know if a task requires activities that you need more time to learn. This way, the time schedule can be adjusted or training can be arranged.

Community Resources

Community Resources

The Community Resources program promotes career exploration and development through a partnership of schools, agencies, businesses, and professional organizations. Through this program users are able to gain first-hand career information and experiences.

FILE FEATURES: Descriptions of organizations and businesses willing to provide career exploration and work-based learning opportunities such as:

- Career shadowing experiences
- Tours and field trips
- Speakers and participation in career fairs and other career activities
- Resource materials
- Advisors for career clubs
- Interviews with employees and employers
- Workplace mentors
- Career information and technical assistance for teachers and counselors
- Work-study, internships, and opportunities for volunteer work experiences or part-time employment
- Scholarships

The Coordinator's Section provides examples of permission forms and forms for users to evaluate their experiences, instructions on the use of the directory, tips for developing local resources, and information about career shadowing.

SUGGESTED USES:

- Use the directory to locate career speakers.
- Use these resources to plan tours and field trips for developing users' career awareness.
- Use these resources to help users locate potential mentorships.
- Have users interview the resources for first-hand information about careers.
- Have users apply for career shadowing experiences related to their career choices.
- Have users attend meetings of professional organizations related to their selected careers.

ACCESS:

Internet CK. The Community Resources Directory is located in the 'For Coordinators' section under the Resources channel of the Career Kōkua web site.

The resources are listed alphabetically. Use the List Options on the left system bar to list resources by island, by career pathway or by Career Kōkua occupational cluster.

Instructions

Step 1. Click on the ‘Resources’ channel marker on the Navigation bar. You will get a list of options.

Step 2. Click on ‘For Coordinators.’ You will get a list of options.

Step 3. Click on ‘Community Resources.’

You will get an alphabetical listing of all resources statewide. There is also a ‘List Options’ menu on the left system bar.

The screenshot shows the Career Kōkua website interface. At the top, there is a navigation bar with links for Home, Career Assessment, Career Exploration, Education and Training, Financial Aid, Job Strategies, and Resources. Below the navigation bar, there is a welcome message for the 'Career Koku Coordinator' and a user survey link. The main content area shows a list of community resources, including '291 Combat Communications Squadron-Hawaii Air National Guard, Department of Defense, State of Hawaii' under the '#0-9' category, and 'Accounting Management LLC', 'Agency on Elderly Affairs, Office of Community Assistance, County of Kauai', 'ALTRES Staffing', 'American Society of Mechanical Engineers (ASME)', 'Association of Information Technology Professionals (AITP)', and 'AT&T Wireless' under the 'A' category. The 'B' category is also visible with resources like 'Bay Clinic, Inc., The', 'Board of Water Supply, Communications Office, City and County of Honolulu', 'Bowers & Kubota Consulting', and 'Building Division, Department of Public Works, County of Hawaii'.

Step 4. Scroll through the list of resources.

Step 5. Click on the Resource name to get information about the resource.

Note: If you are not logged in, you will be prompted to enter a username and password.

The information about the resource will be displayed.

Step 6. Scroll through the information display or use the Topic menu (on the left) to go to a specific topic of information.

>> [Home](#) :: [Resources](#) :: [For Coordinators](#) :: [Community Resources](#) :: Komohana Research and Extension Center
::

 [Printer Friendly Version](#)

Contact Information

Komohana Research and Extension Center

College of Tropical Agriculture & Human Resources
University of Hawaii at Manoa
State of Hawaii
875 Komohana St.
Hilo, HI 96720

Map It

Locate this business / agency on a map. Maps provided by [Yahoo! Maps](#).

Contact: Russell T. Nagata, County Administrator
Tel: 981-5211

Description

Conduct research on agricultural including crops and livestock

Tours / Field Trips

When?

Monday - Friday
9:00 a.m. - 11:00 a.m.
12:00 p.m. – 2:30 p.m.

Time needed?

1 hour

How many per group?

12 persons maximum

What age or grade level?

Kindergarten or higher

Any restrictions?

Not responsible for liability risk

Advanced notice required?

Yes, 7 days

Guided tours provided?

Yes

Accessible to persons with disabilities?

Yes, accessible by automobile

What can be observed?

Facilities, orchards, greenhouses and livestock

Career Shadowing

Yes, apply through counselor/ teacher only one month in advance.

What occupations?

- [Agricultural Scientists](#)
- [Agricultural Technicians](#)
- [Educational Program Specialists](#)
- [Extension Agents](#)
- [Research Scientists](#)

Support Services

May provide:

Guest speakers
Extension service and subject matter handouts

Interested in:

Participating in career awareness events

One month advance notice required

Work-Based Learning

Work study experiences:

Summer science programs may be available. Types of positions available are clerical, agriculture extension and research, and HRD extension positions.

Volunteer work experiences:

May be available; contact faculty or farm managers

Part-time jobs:

Positions may be available depending on funding

Other Occupations at This Business / Agency

- [Business, Management and Administration](#)
- [Human Services](#)

[[Return to top](#)]

Activities

The Career Kōkua Activities Handbook provides activities developed by Career Kōkua, Career Information Systems, site coordinators, and other user site personnel for the implementation and integration of career information into on-going curriculum and services. Reproductive rights are granted for all activities in the Handbook for distribution to users. User sites are encouraged to adapt the activities for their particular needs.

FILE FEATURES:

- Activities
- Lesson Plans
- Worksheets
- Tips, ideas, and suggestions for Career Kōkua program implementation and integration into ongoing curriculum and career services

The activities are grouped by the three domains of the National Career Development Guidelines (NCDG) which are

- Personal Social Development (PS),
- Educational Achievement and Lifelong Learning (ED), and
- Career Management (CM).

The NCDG is a framework for thinking about the knowledge and skills young people and adults need to manage their careers effectively, from decisions about school to that first job and beyond.

To support the framework, the Career Kōkua provides career development activities and resources for youth and adults that are linked to the NCDG goals, stages, and indicators. One additional section contains activities adapted from the Waipahu Community School Career Counseling Program for Adults.

See page 4 for a sample activity and lesson plan.

SUGGESTED USES:

- Select an activity for the career development concept or phase you want to address or accomplish for your users.
- Select an activity to prepare students or users prior to their use of Career Kōkua.
- Select an activity as a follow-up or supplement for students or clients after using Career Kōkua.

ACCESS: The activities are provided in the Activities Handbook binder and in the ‘For Coordinators’ section under the Resources channel of the Career Kōkua web site.

A Master Index identifies each activity, the time required for the activity, group or individualized use, grade/age level, and related subject areas.

The Handbook is provided in a loose leaf format so that activities can be conveniently removed for duplication and so that new activities can be added.

INSTRUCTIONS

Step 1. Click on the ‘Resources’ channel marker on the Navigation bar. You will get a list of options.

Step 2. Click on ‘For Coordinators.’

Step 3. Click on ‘Activities Handbook.’

You will get an alphabetical listing of the activities. There is also a ‘List Options’ menu on the left if you would like to list the activities by the National Career Development Guidelines domain.

Step 4. Scroll through the list of activities.

Step 5. Click on an Activity title to get the lesson plan and worksheets, if any, for the activity.

The activity script and lesson plan will be displayed.

Step 6. Scroll through the activity information.

Step 7. Click on ‘Printer Friendly Version’ to print the activity lesson plan.

Step 8. Click on and print on the worksheets listed under ‘Props/Equipment.’



ACTIVITY SPOTLIGHT

NO. CM-55

TITLE: WRITING A SKILL-RELATED RESUME

PLAYWRIGHT: Violet Cooper
Linn-Benton Community College Oregon

THEME: To acquaint the user with the skills required for an occupation and to have the user state the extent to which he or she possesses these skills.

AUDIENCE: Grade 7 and above

TIME: 2-3 hours

PROPS/EQUIPMENT:

- Internet Career Kōkua

SCRIPT:

1. Each user should choose an occupation from the Career Kōkua Occupations file.
2. From the occupational duties have the user list all of the verbs and/or verb phrases that serve to describe what a person does in that occupation. For example, architects prepare reports that include materials, equipment, estimated costs, environmental impact, energy efficiency, and construction time, discuss with clients the needs and budgets for buildings, create designs that meet safety and environmental regulations, use new design rules to decrease the environmental impact of new buildings, calculate energy use of building designs, design systems for buildings to use less water and energy, work with engineers, drafters, and others to prepare final detailed construction drawings and models.; etc.
3. For each verb selected, the user will write a paragraph on his or her ability to perform those tasks. For example, "I have skill in drafting and artistic ability, enabling me to produce sketches which are technically correct and aesthetically pleasing."
4. Have the user write a resume or a statement to go with a job application in which the user includes the paragraphs on his or her skills.