

Make A Match

A Guide To Career Selection

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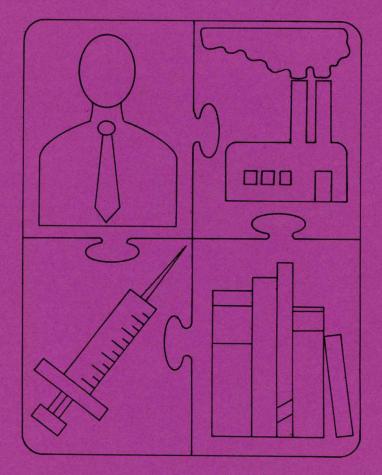
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Iowa Employment Security Commission 1000 East Grand Avenue Des Moines, Iowa 50319

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preface

A major objective of the Job Service of Iowa is to properly match workers with jobs they are eligible to handle. Since workers vary, a number of different job service techniques are used.

Counseling and testing of unskilled workers usually will predict the kinds of jobs in which they will perform best. The same is true with young and inexperienced workers. Training can then be provided through manpower programs to prepare them for employment.

Job Bank furnishes the job service with a computerized system of current job listings. Existing jobs are tabulated daily on the local, state and even national levels, giving workers quick, efficient job service.

For job-ready workers, the Job Information Service (JIS) offers a self-service method of job hunting. The unit provides an updated listing of available job openings that experienced workers can check on their own, selecting jobs that interest them.

Numerous publications on employment and related subjects are available for workers to assist them in their job search activities. Among these is a series of booklets on careers in lowa, including food services, building trades, clerical, licensed occupations and others. These and other printed materials are free

A dedicated, professional job service staff is ready to aid you in any way possible. Please feel free to make use of these services.

Make a Match*

Choosing the right career is important for three reasons: personal satisfaction, life direction and financial security.

Today's broad range of occupations—there are more than 20,000—and the education and training opportunities available make career selecting far from easy. The problem becomes one of matching personal skills, interests and goals with the requirements demanded by a given field of work. Afterward, a practical course can be plotted to prepare for job readiness in that field.

The following chart lists 25 occupational characteristics and requirements in relation to 282 occupations chosen from the 1974-75 *Occupational Outlook Handbook*. The chart is designed as an exploratory tool in matching personal traits—interests, capacities, abilities, tastes, preferences and educational qualifications—with those usually associated with an occupation or group of occupations.

Job characteristics presented in the chart refer to typical jobs found in each category. Since jobs within an occupational group differ, characteristics also differ. Therefore an occupation should not be disregarded because of one undesirable characteristic—unless that one is common to all jobs in that group.

*Adapted from "Toward Matching Personal and Job Characteristics," in *Occupational Outlook Quarterly*," Spring 1975.

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Common Job Characteristics and Requirements

- 1. High school degree—high school diploma generally required.
- 2. Technical school or apprenticeship—some form of non-degree posthigh school training required.
- 3. Junior college-requires Associate in Arts degree.
- College degree—requires at least a bachelor's degree.
 ("C" = BA degree; "G" = graduate work or first professional degree.)
- Jobs widely scattered—jobs are located in most areas of the United States.
- 6. John concentrated in localities—jobs are highly concentrated in one or a few geographical locations.
- 7. Works with things—job generally requires manual skills.
- 8. Works with ideas—uses one's intellect to solve problems.
- 9. Helps people—assists people in a helping relationship.
- 10. Works with people—job generally requires pleasing personality and ability to get along with others.
- Able to see physical results of work—work produces a tangible product.
- 12. Opportunity for self-expression—freedom to use one's own ideas
- 13. Works as part of a team—interacts with fellow employees in performing work.
- 14. Works independently—requires initiative, self-discipline, and the ability to organize.
- 15. Work is closely supervised—job performance and work standards controlled by supervisor.
- 16. Directs activities of others—work entails supervisory responsibilities.
- Generally confined to work area—physically located at one work setting.
- 18. Overtime or shift work required—works hours other than normal daytime shifts.
- 19. Exposed to weather conditions—works outside or is subjected to temperature extremes.
- 20. High level of responsibility—requires making key decisions involving property, finances, or human safety and welfare.
- 21. Requires physical stamina—must be in physical condition for continued lifting, standing, and walking.
- 22. Works with details—works with technical data, numbers, or written materials on a continuous basis.
- 23. Repetitious work—performs the same task on a continuing basis.
- 24. Motivates others-must be able to influence others.
- 25. Competitive—competes with other people on the job for recognition and advancement.

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^{*} See footnotes at end of table.

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Gasoline service station attendants		1	+	>	-	X		X		1	1	X				X	1	1	X	+	+	
Insurance agents and brokers	X	+	+	,	-	+	-	v	X	+	-	X	H			X	+	+	+	X	1	(X

	/3	1800	100/00/00/00/00/00/00/00/00/00/00/00/00/	10/05/0/0/0/0/0/0/0/0/0/0/0/0/0/0/0/0/0/	100000000000000000000000000000000000000	2000	2/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3	War Coloniales	1/0/ 1/ 1/ 1/ 0/ 0/ 1/ 1/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/ 0/	1000 411 000 M	4/0/10/00/00/48	0/	100 30 LOVA	10 5 6 1 1 1 2 5 1 X	West Sparis	0/01/00/0/0	100000000000000000000000000000000000000	ons in the solo	5/00/00/00/0	1,000 x 3/11	1 10 10 10 W	1/00 /00 / M	Res 1 201/8/80	(A) (11) (A) (A)	110 M S/10/2
	-	2				9	1				- 1	12	13	14	15	16	17	18					23		
Manufacturers' salesworkers				С	x	1			X	x		1		X				x		x		X	1	X	X
Models	x	П				x				X			x					x			X		1	T	X
Real estate saleşworkers and brokers	х				x				x	X		1		x				x		x		X		x	X
Retail trade salesworkers					x	1			x	X				x				X						X	X
Route workers					x	1			x	x				x				X	x		X		T	x	
Securities salesworkers				С	x			x	x	x				x				X		x			T	x	X
Wholesale trade salesworkers	X				X	1	1		x	X				x				X				x	T	X	X
DISTRUCTION OCCUPATIONS					1	1																	1	1	
Asbestos and insulating workers		x	1	1	x	1	x				x		1	x			x				x		x	1	_
Bricklayers		х	1	1	x	1	x				x		x						x		x		1	T	_
Carpenters		x	T		x	1	X				x	1	x						x		X		T	1	
Cement masons (cement and concrete finishers)		x		1	x	1	x				X		x			x		X	x		x		T	1	
Construction laborers and carpenter's helpers			1		x	1	x				1		x		x			х	X		X		x	T	
Electricians (construction)		х	1		X	1	x				x		x						X		x	T	1	1	
Elevator constructors					X	1	X				x		x								X		T	T	
Floor covering installers		x	1	1	x	1	x		1		x			X							X			T	
Glaziers	x	x	1	1	x	1	x				x			X					x		x			T	
Lathers		X	1		x	1	x					1	X								X	1	T	T	
Marble setters, tile setters, and terrazzo workers			1	1	x	1	x				x	1		x			x				x		1	T	
Operating engineers (construction machinery operators)	X	x	T	1	X	1	X				х	1		X					X	X	X	1	1	T	_
Painters and paperhangers		х	T	1	x	1	x				x	1		X							X	7	1	T	
Plasterers		x	1	1	x	1	x				×	1	x								X	1	1	1	
Plumbers and pipefitters		x	+	1	X	1	x		1		×	1	1	X							x	1	+	1	
Roofers		x	+	1	x	1	X		1	7	x	+	1	X	1				x		x	1	1	+	-

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Sheet-metal workers	×	x			X		X				x	x				x				X		T	
Stonemasons		X			X		x			1	x	T	x					x		x			
Structural-, ornamental-, and reinforcing-iron workers, riggers, and machine movers		x			X		x			1	x	X						x		x			T
OCCUPATIONS IN TRANSPORTATION																							
Air transportation occupations																							
Air traffic controllers	x					X		X				X			X	X	X		x		X		
Aircraft mechanics	х	x				x	x					X						х	X		X		
Flight attendants	x					x			X	X		X					X			X			
Airline dispatchers				С		x		X				X			X	*	X		X		X		
Flight engineers	×					x	x					X			X		X		X		X		
Ground radio operators and teletypists	×					x		x	X			X				X			X		X		
Pilots and copilots	×					x	X					X			X	X	X		X	X	X		
Traffic agents and clerks	×					x			X	X			X			X	X						
Merchant marine occupations																							
Merchant marine officers				С		X		X				X			X		X		X	X			
Merchant marine sailors						X	X					X		X			X	X			X		
Railroad occupations																							
Srake operators and couplers					X		X					X					X	X		X	X	X	
Bridge and building workers					x		X				X	X		X				X		X			
Clerks	x				X							X		X		Х					X	X	
Conductors					X				X	X					X		X			X		X	
Locomotive engineers	×				X		X						X		X	X	X	X	X	X	X		
Locomotive firemen (helpers)	×				X		X					X		Х			X	X		X		X	

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Railroad occupations			1	+	+	+			+	+	\dagger	+		1	1	1		+	+	+	T	
Shop trades workers		x		1	X	X			1	1	×		X	1			X	1	1	T		
Signal department workers				1	X	X			T	1	X			1			X	T	X	T	T	
Station agents		П		,	X	T		x	X	T		×			X	X		1	T	T	×	
Telegraphers, telephoners, and tower workers				1	X	X		П	1	1	×		X		X	X			T			
Track workers				1	X	X			1	X	X		X				X		X		T	
Driving occupations		П		1	T				T		T								T	T		
Intercity busdrivers				1	X	X		X		1	T	×			X	X	X	T				
Local transit busdrivers		П		,	K	X		x		1	T	X			X	X	X		T	T		
Local truckdrivers				,	K	X						X			X	X	X		X			
Long-distance truckdrivers		П		,	X	X			1			X			X	X	X		X			
Parking attendants				7	K	X		X				X			X	X	X		X			
Taxi drivers					1	x x		X	1			×			X	X	X			T		X
CIENTIFIC AND TECHNICAL OCCUPATIONS		П		1					1	1										T		
Conservation occupations		П		1	1	1			1	T	T	T		1				T	T	T		
Foresters		П		C	X	X				T	T	×		X		X	X	X	X	T		
Forestry aides and technicians		П	X)	×	X				1	X					X	X		X	T		
Range managers				C	K	T	X				T	X					X		X	1		
Soil conservationists				C	X	T	X		1		X	×					X		X	X		
Engineers						T					T									T		
Aerospace				С	1	x	X			X :	x x			X				X	T	X		
Agricultural				С	1	x	X			X	x x			×						X		
Biomedical				С		x	X			X	x x			X						X		
Ceramic				С	7	X	X			X	x x			X						X		
Chemical				С		X	X			X	x x			X						X		
Civil		П		C	X		X	П		X	x x			X				X	T	X		T

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Engineers	+	H	1					1		1	1	1	1	1	1				H		1	+	+
Electrical	1	П	С	x			X			X	X	X	1	1	x						X	T	
Industrial	1	П	С	x			х			1	x	x			X				x		X	7	x
Mechanical	T	П	С	x			X	1		x	x	x		1	x						X	T	T
Metallurgical	T	П	С	T	x		X			x	x	x	1		X						x	T	T
Mining		П	С		x		X			x	x	x	1		Х			х	x		X	T	T
Environmental scientists	T	П		T				1			T	1							П			1	T
Geologists		П	G	T	x		х				x		x								X	T	T
Geophysicists	T		С		X		х	1			x	1	x	1							X	1	1
Meteorologists	T	П	С	T	х		х			1	x	1	x				X		П		X	T	T
Oceanographers	T	1	С	T	X		X		-		x	x			x			X			X	T	T
Life scientists	T	П		T				1			1											T	T
Biochemists	T	П	С	x			х				x		1						П		X	T	T
Life scientists	T	П	G	x			x	1			x	1	x						П		X	T	T
Soil scientists	T	П	С	x			Х				x	1	x						П		X	T	T
Mathematics occupations	T	П		T							1				1				П		T	T	T
Mathematicians		П	С	x			X				X		x			X			П		X	T	T
Statisticians		П	С	x			x				X	x				x		7	П		X	T	T
Physical scientists	T	П									1	1										T	T
Astronomers	T		С	T	X		х				X		x						П			T	T
Chemists			С	x			X				X	1	X		1							T	T
Food scientists	T	П	С	x			х				x		X	1							1		T
Physicists	1	П	С	x			X				x	1	x						П			T	T
Technicians		H									1		1									T	T
Broadcast technicians	X	\prod	1	x		X				1	1	x	1		x		X		x		x	+	T

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	-	T	T	4	П	9	To	0	9	=	12	13	14	15	16	17	18	19				П	24
Technicians		+	T			+	+	+		-					_							H	+
Drafters (draftsmen)		T	X		X		,	(X		X		X					X		T
Engineering and science technicians		T	x		X)						X		X							X		T
Food processing technicians			X		X	,	1	1				X		X						П	Х	П	T
Surveyors	Х	2	2		X	T	1	(X			X			X		П	X	П	1
MECHANICS AND REPAIRERS						1	T	1		П													T
Telephone craft occupations		1	1		X)	1	+					X										T
Central office craft occupations	×				X)	1	1		X			X			X	X				X	X	T
Line installers and cable splicers	×	T			X	>	1	1			1	X		X			X	X		X	X		T
Telephone installers and repairers	×				X	,		1			1	X					X	X	П	X	X		T
Other mechanics and repairers		T				1	T	T					1										T
Air-conditioning, refrigeration, and heating mechanics					X)				X			X				X						
Appliance repairers					X	>							X						X				T
Automobile body repairers		X			X	×		T		X			X			X				X	П	T	T
Automobile mechanics		X			X	>		T		Х			X			X				X			T
Boat-motor mechanics		T			X	>		T		X			X				X						T
Bowling-pin-machine mechanics		T			X	×	1	T				1	X				X			х		Х	T
Business machine repairers	×	X			X	>		T			1		X								X		T
Computer service technicians		T			X	>							X									T	
Diesel mechanics		X			X	,		1		X	1		X			X				X			
Dispensing opticians and optical technicians	X	X			X	>)	X		X			X								X		
Electric sign repairers					X	×				X			X				X	X		X	X		
Farm equipment mechanics		X			X	>	(X	1		X				X	X		х			
Industrial machinery repairers	×	X			X	,		T		П			×				X			X	X		
Instrument repairers	X	X		П	X	>	1	1		H	1		X	(X					Х	1	+

^{*} See footnotes at end of table.

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			100	2000	10 00 10 00	100	100 SON	10/2/2	11/2/2	8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	WILL	W 200 500 00 0000	2/2	14 15 10 00 1 Sell 65.	000	08/08/	5/01/10	Sonis	18/10	West Work	0/0	Per WILLS	140/11/00/00/00/00/00/00/00/00/00/00/00/00
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Other mechanics and repairers					1	1	T						1	1	1	1	1	1	T	T		T	T
Jewelers and jewelry repairers		х			X	1	X						X	1	T	X	1	1	1	1	X	T	T
Locksmiths					X	1	X					1	X	T	1	1	1		T	T	X	T	T
Maintenance electricians		X			X	1	X						X	T	1	T	T	1	T	T	1	T	
Motorcycle mechanics					X		X			X	1		X		1	1	1	1		T	1	T	T
Piano and organ tuners and repairers	X				1	X	X						X	1	1		1	1	1	T	1	T	T
Shoe repairers					X	1	X			X			X		1	X	1		T	X	T	X	T
Television and radio service technicians		X			X	1	X	X		X			X	T	1					T	X	T	T
Truck and bus mechanics		X			X		X						X	T	T				T	X		T	
Vending machine mechanics					1	X	X			X		X	X				X		T	X	X	T	T
Watch repairers		X			X		X			X		X	X		T	X		1		T	X	T	T
EALTH OCCUPATIONS		П				1									1	1	1		T		1	T	
Dental occupations					1	1	T				1		1	T	1	1	1	1	T	T	1	T	T
Dentists				G	X	1	T	Х	X	X	X		X		1		1	X	T	T	X	T	T
Dental assistants			X		X	1		X	X		1	X		X	1	X	1	1		T	1	×	T
Dental hygienists			X		X	1		X	X				X		T	X	T			T	T	X	
Dental laboratory technicians	X	X			1	X				X		X		×	1	X			T		X	X	T
Medical practitioners														1	1	1	1		1		1	T	
Chiropractors				С	X	1		X	X	X	X		X				T		X		X	T	
Optometrists				G	X			X	X	X	X		X		T		X		X		X		T
Osteopathic physicians				G	X			X	X	X	X		X				X	1	X		×		T
Physicians				G	X	1		X	X	X	X		X				X		X		X	T	I
Podiatrists				G	X	1				X	X		X		1	1	1	1	X	1	X	T	
Veterinarians				G	X	1	1			X	X		X	1	1	1	X	X	X	T	X	T	T

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	/-	2	5/3	5/2		3/	3/3	2/3	0/2 2/2	2/2	0/0	6	1/2/2	12/2	2	2	3/0	3/4	O'E	9 16 C	Sing M	Sep/	100
	-	2	3	4		9	7				=	12	13	4 4	2 4	17	1	1 1		21	- 1	24	200
Medical technicians, technologists, and assistants occupations												+	1	+	+	+				+	+	+	+
Electrocardiograph technicians			х		х				X	x		1	x	7	<	T		П		-	x x	x	T
Electroencephalograph technicians			x		x				x	х	1	1	x	,	4	T		П			X >	X	1
Medical assistants			x		x				x	x		1	x	7	<	T	x	П		T	x		T
Medical laboratory workers	x	3.	3	3	x	x	x					1	x	,	<	1	x	П	x		x		T
Medical record technicians and clerks		П		С	x		x					1	1	K	T	1					X	K	T
Operating room technicians	×				x			x	x				×	7	<	T				1	x	1	T
Optometric assistants	×				x				X	x	T		x	,	<	T					x		T
Radiologic (X-ray) technologists		П		С	х		x		x				x	7	K		x		x		x		
Respiratory therapists	×				х				x	x	1	1	x	,	<		x			T	x	T	
Nursing occupations														1	T						T		T
Registered nurses	×	4*	4	4	х				x	X		1	x	7	()		x		х		x	T	T
Licensed practical nurses		5*	5		x				x	x		1	x	,	<	T	x	П		T	x	T	T
Nursing aides, orderlies, and attendants					x				X	X		1	x	,	<		х	П			T		T
Therapy and rehabilitation occupations												1	T	T				П		T	T		T
Occupational therapists		П		С	X				х	x	х	x		x	,	<					x		T
Occupational therapy assistants	×				х				x	x	х		x	,	<						T	T	T
Physical therapists				G	x				x	x	x	x		x	>	<			X		x	T	T
Physical therapy assistants		5*	5		X				X	X	x	1	x	,	<	T				T	T	T	T
Speech pathologists and audiologists				G	x				x	x	X	x		x	>				x		X		T
Other health occupations																T							T
Dietitians				С	x			x	X			1	7	K	×						x		T
Hospital administrators				G	x					x			1	x	>	(x		х		x	×	(
Medical record administrators				С	x		X					1	1	x	T	T					x >	K	T

^{*} See footnotes at end of table.

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Other health occupations	1	T	\Box	1	+	+	+				\dagger	1	t	1		П		\top	\dagger	Ħ	T
Pharmacists	T	T		G	X	>		X		7	1	×		T		Х		X	X	П	T
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Economists		T		C	X	1	X	T			x	×		T		П			X	П	
Geographers		T		C	X	T	X				X	×		T		П			X		
Historians		T		G	Х	T	X				X	×				П			X		
Political scientists		T		C	X	T	X	T			X	×						T	X		
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OCIAL SERVICE OCCUPATIONS		Ī	П		T	1	T					T	T	T							
Counselors	\top	T	П	1	T	T	T				1	T	T	T				1	T	П	
School counselors	1	T			X	1	T	X	Х	T	,	<	T	X				X		П	
Employment counselors	\top	T		0	X	T	T	X	Х	Х	1	X		X	Х			T	T		X
Rehabilitation counselors		T			X	T	T	X	Х		T	X		X				X	T	П	Х
College career planning and placement counselors	T	T		C	X	T	1	X	Х		1	X		X					T	П	X
Clergy			Ħ		T	1	T				T										
Protestant ministers		T		G	х			X	Х		T	X		X					T	П	X
Rabbis		T		G	х			X	Х		T	X		Х							Х
Roman Catholic priests				G	Х			X	Х			X		X						П	х
Other social service occupations													T								
Cooperative extension service workers				0	X			X	X					X							х
Home economists				0	X			X	Х		X	X		X							X
Psychologists				G	X		X	X			X	X						X	X		Х
Recreation workers		T			X	T		X	×	1000	2	KC	No.	X	1	X		,	X	П	Х

towa Employment Security Commission 1000 East Grand Avenue Des Moines, Iowa 50319

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Other social service occupations		T					1					1	1	1	1	T		T	T	П	П	1	1	7
Social service aides		T	T			X	1		X	x		1	x	1	x	1	>	(T		П		1	7
Social workers	\top	T	T	С	х		1		X	х	1	1	1	X	1	x	T	T	X	П		1	X	7
ART, DESIGN, AND COMMUNICATIONS- RELATED OCCUPATIONS																								
Performing arts																		T	T					
Actors and actresses			x			X		х				X	x			T	×							X
Dancers			x			х		Х				x	x				>	<	T					X
Musicians				С	6	x		х	6			Х	X				>		T					X
Singers				С	6*	x		Х	6			х	x					T			П			Х
Design occupations												1							T					
Architects		х		С	x			х	X		X	X		x		x	T		х		х			Х
Commercial artists		Г	x			X		х			X	х	x		X		>	<			х		X	
Display workers	х				x			X			x	x		x			T							
Floral designers					x		X				X	X		x)	K	T	T					
Industrial designers				С		X		х			X	X	x				T		T					
Interior designers			x			X		Х	X		X	X		x		x					x			X
Landscape architects				С	x			Х	X		х	x		X		x					x			Х
Photographers	x	x			x			Х			X	x		x							x			X
Urban planners				G		X		X	X			X	x			x			X		х		X	
Communications-related occupations																								
Interpreters				С		X		X		X				X			>	<						
Newspaper reporters				С	x			х	x		x	x	x				>	K	x	X	x			X
Radio and television announcers	×				x			X						x)	()	<					X	X
Technical writers				С	×			Х			X		x			T		T	X		х			
		_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_		_	-	_	_	

^{1.} Requirements vary according to type of industry.

^{2.} Postsecondary schooling required, usually in junior college, technical school, or vocational school.
3. Educational requirements vary according to area of work. See Occupational Outlook Handbook for details.

^{4.} Type of training program depends on individual preference.

training programs are available from vocational schools or junior college.
 Teachers only.



