

High School students from Upper Dauphin High School came to the Harrisburg Area Community College to research careers. After being taught how to access information through the library's catalog and shown a few reference books that would be useful, they were taught how to use two online sites: Ferguson's Career Guidance Center and the online edition of the Occupational Outlook Handbook. The following are my talking points for those resources.

Ferguson's

- Advanced Search
- Industry Overviews – Why might it be important to look at industry information? (Growth, background information, idea of what employment opportunities are available, feel of the area you would be working in and some of the issues currently going on in the industry)
 - Industry Background – Historical information, types of jobs found in industry and where those jobs might be found
 - Industry Structure – arrangement of industry, main divisions, and jobs and their responsibilities
 - Industry Outlook – Whether or not the field is growing
 - Industry Resources – Recommended websites and contact information
 - Sidebars
 - Related Industries
 - Learn More
- Career Descriptions – Information about what you would do in the career, salary, training, skills, employment prospects, potential majors, licensing information , work environment
 - Duties – A day in the life of..
 - Job History – background of the career
 - Job Description – general description of what they do
 - Work Environment – not only as a place, but social as well
 - Salary range – information about the income and how it can vary depending on size of the company or service and geographic location
 - Employment Prospects – information about growth and the issues that effect that growth
 - Advancement Prospects / Career Ladder – information about the hierarchy of the position (who's the boss of who)
 - Requirements – education as well as any licensing or certification processes
 - Other Requirements – personality traits, skills, interests that people in the career have, other things you might need to know
 - Job Exploration – finding out more information, suggested starting positions
 - Tips for Getting the Job – ways people have come to be employed in the field
 - Unions/Associations – organizations that may deal with certifications, educational programs, networking opportunities, scholarships, and other services and information

- Further Information – Contact and websites
- Sidebars
 - Related Careers
 - Related Industry
 - Fact File
- Industry Resources
 - scholarships, unions, professional or trade magazines, etc. (varies by industry, not available for all industries)
- Scholarships – by area of study, minority status, state, misc.
- Academic Programs – find colleges offering successful cooperative educational programs combining classroom study with paid, on-the-job training
- Non-Academic Programs – Information about jobs available that do not require a four-year degree (ex. Pop/rock musician)
- Career Index Search – Don't worry about it unless you know the code

Occupational Outlook Handbook Online

- Nature of the Work – Information about the duties and structure of the career
- Working Conditions – the physical demands of the position
- Training, Other Qualifications, and Advancement – information about types of degrees, certifications, and the hierarchy of a position
- Employment – what type of organization one can expect to work for
- Job Outlook – rate of growth, which types of positions will grow faster, and the issues affecting the growth
- Earnings – gives median earnings (some sites give the average)
- Related Occupations – occupations that have similar interests, skill sets, or are in the same industry
- Sources of Additional Information – links to additional websites