



Preparation - Employment Literacy

Below are a list of important words related to employment. Define each word and provide examples. Knowing this vocabulary will help you to determine what jobs will be a good fit for you.

Word	Definition	Examples
Environment		
Experience		
Skills		
Qualifications		
Values		



Preparation - Employment Literacy

Word	Definition	Examples
Environment	The surroundings and conditions a person works in	<ul style="list-style-type: none">• Indoor/ Outdoor• Individual role/ working in a team• Noise level• Routine or less predictable tasks• Structured/ self-directed
Experience	Your work history	<ul style="list-style-type: none">• Jobs• Clubs• Teams• Volunteering• Community Groups
Skills	An ability or strength (something you are good at!)	<ul style="list-style-type: none">• Soft Skills (communication, leadership, reliability)• Hard Skills (Microsoft Office, checking blood pressure, mixing concrete, running a cash register)• Language Skills
Qualifications	What makes someone suitable for a certain job	<ul style="list-style-type: none">• Diploma• Degree – Associate's, bachelor's etc.• Certification – OSHA 10, ServSafe• Training in the trades – HVAC license
Values	What is important to you	<ul style="list-style-type: none">• Working towards a mission (save the environment)• Honesty• Being a part of a positive, collaborative, solution-oriented team• Being heard/ understood



Preparation - Job Zones: What Are They?

The Five Job Zones are:

Job Zone	Description	Example
Job Zone 1	Occupations that require little or no preparation	Retail customer service job: These are jobs that require little or no preparation. Meaning you don't need to have any experience: work history, training, or education
Job Zone 2	Occupations that require some preparation	Bank teller: This job does not require extensive preparation, only some. But it does require some. Such as a high school diploma or a GED and also some related work experience. Not necessarily bank experience, or completion of a bank teller training, but customer service experience that can be obtained at many different jobs
Job Zone 3	Occupations that require medium preparation	Electrician: This job requires a medium amount of preparation. Usually, you'll have to be trained in a vocational school and have related on the job experience such as an apprenticeship. You must show knowledge and skill by passing tests during your schooling/training. These tests are meant to prove competence and result in a license.
Job Zone 4	Occupations that require considerable preparation	Accountant: This job requires a bachelor's degree (typically obtained by full time students in 4 years). A considerable amount of work-related skill and knowledge is needed for this occupation. Most of this is obtained through college. Students who graduate with an Accounting Degree may also need additional work experience such as in accounts receivable, or accounts payable. These are less involved jobs related to accounting.
Job Zone 5	Occupations that require extensive preparation	Teacher: This job requires a master's degree, along with student teaching requirements (similar to the electrician's apprenticeship) along with passing a licensing exam.



Preparation - Job Zones Summary

Question	Answer
What Job Zone are you in?	
What Job Zone is your dream job in?	
What kind of environment do you envision at this job?	
What kind of skills will you need to be successful? <i>(Think about the tasks you'll be doing daily.)</i>	
Based on what you know about qualifications pertaining to your dream job, do you think its obtainable?	
How long would it take to become qualified to do your dream job?	
Plan it out: write out the steps you can take to become qualified and obtain your dream job.	



Preparation - O*Net

Use [O*NET OnLine](#) to research jobs.

1. Labor Market Analysis
 - a. Hiring trends
2. Qualifications
 - a. How and where you can become qualified
3. Pay rates
4. Relevant skills, tasks, work environment, etc.





Preparation - Dream Job: Is it Obtainable?

