



CALHOUN AREA VOCATIONAL CENTER

MISSION: DEVELOPING A CAREER

GOAL: NARROWING

OBJECTIVE: UNDERSTANDING EMPLOYER
REQUIREMENTS

MODULE NUMBER: FIVE

ADAPTED FROM CARKHUFF ASSC.
"CAREER DEVELOPMENT MODEL"

WRITTEN BY:

Doug Voshell
Special Needs
Counselor

Nathan Avani
Data Processing Mgr.
Business/Office
Cluster Coordinator

INTRODUCTION

In selecting an occupation, it is important to know what will be expected of you on the job. Employers will have physical, intellectual, and emotional requirements that you will need to measure up to to be able to handle the job successfully. In this module you will identify those requirements for your chosen occupation. Along with these requirements you will develop a favorability scale.

If you can identify occupational requirements, then you can develop favorability scales so that you will know what the employer will expect of you.

On the next page are listed the 7 tasks you will go through in completing this objective, "Understanding Occupational Requirements." Read the tasks, when finished, begin with Task 1 found on the following page. If you have any questions, ask your instructor.

MISSION: Developing A Career
GOAL 2: Narrowing
OBJECTIVE 2: Understanding Employer Requirements

Task 4
Complete the occupational requirements "weighting" form.

Task 3
List and define the emotional requirements of your preferred occupation.

Task 2
List and define the intellectual requirements of your preferred occupation.

Task 1
List and define the physical requirements for your preferred occupation.

Task 7
List emotional requirements and identify employer measurements for each requirement.

Task 6
List intellectual requirements and identify employer measurements for each requirement.

Task 5
List physical requirements and identify employer measurements for each requirement.

TASK 1:

Physical requirements are what the employer wants his employees to be able to do. You will develop the occupational requirements in much the same way as you developed your own occupational values.

Below are listed a few samples of occupational requirements for various occupations.

Step 1: Under the physical section of the occupational requirements form, list at least three requirements of your chosen occupation.

Physical Requirements

Definitions

Attendance

The number of times you are present and on time.

Strength

The amount of weight you can lift.

Sitting

The amount of time you are able to sit at a task.

Step 2: Now define these requirements in the terms used by potential employers of your preferred occupation.

TASK 2:

Intellectual requirements are what the employer wants his employees to know or understand. Use your sources of information to identify the intellectual requirements.

Below are listed a few samples of occupational requirements for various occupations.

Step 1: Under the intellectual section of the occupational requirements form, list at least three requirements of your chosen occupation.

Intellectual Requirements

Definitions

Concentration

The amount of time you can apply yourself to a task without being "distracted".

Communication

The number of times you can accurately transfer information using reading, writing, and speaking skills.

Math

The number of times you can accurately perform mathematical computations.

Step 2: Now define these requirements in the terms used by potential employers of your preferred occupations.

TASK 4:

Emotional requirements are attitudes and skills the employer wants his employees to have. These separate the best workers from the others on this job. Where the emotional requirements are not clearly listed you make inferences or further question people "who know".

Below are listed a few samples of emotional requirements for various occupations.

Step 1: Under the emotional section of the occupational requirements form, list at least three requirements of your chosen occupation.

Emotional Requirements

Definitions

Responsibility

The number of times you complete your work within given time limits.

Understanding

The number of times you let others know you understand where they are at.

Eagerness

The number of times you volunteer for another task when you've completed your assigned work

Step 2: Now define these requirements in the terms used by potential employers of your preferred occupation.

TASK 4:

Now it is necessary to weight these occupational requirements. One way is to ask people "who know" how important each criterion is for entering the occupation.

On the occupational requirement form:

Step 1: Assign a weight of 10 to the requirement most important to the employer.

Step 2: Assign a weight of 1 to the requirement least important to the employer.

Step 3: Assign each of the other requirements a weight to indicate how important they are to the employer.

If you have listed more than 10 requirements, you may use a number more than once.

TASKS 5, 6, & 7:

So that you can be precise in your evaluation of yourself and occupational alternatives, you are going to develop an index of favorability and employers measurement. That is, to determine how much of any requirement must be met in your chosen occupation for you to be at least at the minimal requirements level.

Step 1: List the requirements from the Occupational Requirements Form on the proper Employers Favorability Measurement Form.

Step 2: Taking one requirement at a time: you must determine and describe an observable and measureable example of each level for each requirement. This starts with very favorable (2) to very unfavorable (-2) and all levels in between.

Following is a sample sheet of occupational requirements with Employers favorability measurements.

Step 3: Repeat Steps 1 and 2 until you have all requirements completed.

SAMPLE

Physical, Intellectual, & Emotional
Occupational Requirements
Favorability Index

WEIGHT

+ 8 REQUIREMENT: Sitting

Definition: The amount of time you can remain seated at a desk
and apply yourself to a task.

2	Very Favorable =	<u>90 - 100% of the time</u>
1	Favorable =	<u>80 - 89% of the time</u>
0	Acceptable =	<u>70 - 79% of the time</u>
-1	Unfavorable =	<u>60 - 69% of the time</u>
-2	Very Unfavorable =	<u>50 - 59 of the time</u>

+ 9 REQUIREMENT: Concentration

Definition: The amount of time you can apply yourself to the task
without being distracted.

2	Very Favorable =	<u>7 to 8 hours a day</u>
1	Favorable =	<u>6 to 7 hours a day</u>
0	Acceptable =	<u>5 to 6 hours a day</u>
-1	Unfavorable =	<u>4 to 5 hours a day</u>
-2	Very Unfavorable =	<u>3 to 4 hours a day</u>

+ 9 REQUIREMENT: Responsibility

Definition: The number of times you can complete
work within the given time limits.

2	Very Favorable =	<u>Complete 95% of assignments</u>
1	Favorable =	<u>Complete 90 to 94% of assignments</u>
0	Acceptable =	<u>Complete 80 to 89% of assignments</u>
-1	Unfavorable =	<u>Complete 70 to 79% of assignments</u>
-2	Very Unfavorable =	<u>Complete 60 to 69% of assignments</u>

PHYSICAL OCCUPATIONAL REQUIREMENTS

Physical Requirements	Favorability Scale	Employer's Measurement
1. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
2. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
3. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
4. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____

INTELLECTUAL OCCUPATIONAL REQUIREMENTS

Intellectual Requirements	Favorability Scale	Employer's Measurement
1. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
2. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
3. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
4. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____

EMOTIONAL OCCUPATIONAL REQUIREMENTS

Emotional Requirements	Favorability Scale	Employer's Measurement
1. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
2. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
3. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____
4. _____	2	_____
	1	_____
	0	_____
	-1	_____
	-2	_____