Conducting Career Research

Researching career options involves a variety of sources to get accurate and up-to-date information. When researching career options, keep in mind that job titles can vary, so it is important to be creative and use several variations in titles and keywords when researching.

You May Want to Explore:

Industries, such as: banking, healthcare, education, manufacturing
Career fields, such as: finance, nursing, teaching, supply chain
Occupations, such as: loan officer, pediatric nurse, elementary teacher, financial analyst
Jobs at specific organizations, such as: Youth Director @ YMCA; Engineer at Ecolab

What Questions Should You Ask When Conducting Research?

Consider what types of questions you want answered about the career you're researching. Here are some suggestions to get you started:

- What are the major responsibilities in this job?
- What type of organizations typically hire for this field?
- What are the working conditions (ex. hours, travel, environment, etc.)? ·
- What education/degree is required for this job? ·
- What are the job titles for entry-level positions in this field?
- What are some typical career paths (i.e., places where an entry-level job in this field seem to lead - do people progress to higher-level positions? Go go graduate school?)
- What is the projected employment outlook for this field?
- What is the entry-level salary range for this position?
- What are some related career fields that I may want to research next?
- Based on my research, does this field seem like it aligns with who I am and my goals?
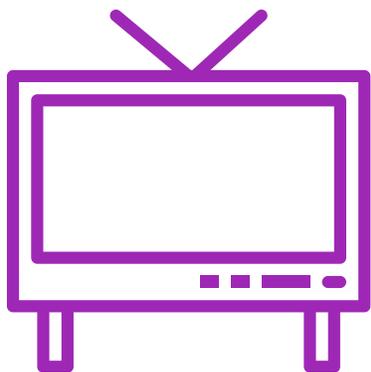
Resources for Career Research

What resources are available to find answers to the questions above? The most effective way to research careers is through a combination of online resources and in-person resources, such as: informational interviewing, job shadowing, or an internship in the field.

We have a guide on conducting informational interviews, but before you start reaching out to people do some online research so you can be prepared with thoughtful questions to ask! On the next page there is a list of websites to get you started.

Occupational Outlook Handbook

For hundreds of different types of jobs -- such as engineer, financial analyst, lawyer, and teacher -- the Occupational Outlook Handbook tells you the training and education needed, earnings expected, job prospects, what workers do on the job, and working conditions.

Candid Career

This resource features thousands of informational video interviews with industry professionals. They talk about what they love about their job and what its challenges are, along with how you can best prepare for a career like theirs.

O*Net Online

O*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

State of MN: Career & Education Explorer

The Career and Education Explorer lets you explore a wide range of occupations and related education in a single easy-to-use online tool.

CAREERwise - Minnesota Job and Career Information

CAREERwise supplies specific career information for Minnesota including assessments, job seeker services, Minnesota schools for continuing education, and employment statistics.

Colleboard.com: Explore Careers

Provides job descriptions, profiles, and requirements, employment outlook, and salary information for a variety of careers.

PathwayU

Explore different career pathways that make the most sense for your unique interests and values. Prepare for your future by learning about your gifts and the type of environment you need to succeed. PathwayU helps connect your results to careers and majors! Complete your 4 assessments (Interests, Values, Personality, and Workplace Preferences) in 20 - 25 minutes. Available to students and alumni for no cost!

Current Students can click here to get access or login to TommieCareers to access the resource. If you are off-campus you may be asked to provide your UST username and password.

Alumni can access this resource by logging in to TommieCareers. If you don't have a username/password for TommieCareers, click here to request an account.