

# CAREER CHOICE RESEARCH WORKSHEET

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## INTRODUCTION TO RESEARCHING CAREERS/PROGRAMS

Customer: \_\_\_\_\_

Date: \_\_\_\_\_

When researching the available jobs for your chosen career, please pay close attention to the educational requirements. Does it require that you have a Certificate, Diploma, or 2-year degree or Bachelor's degree? Knowing this will help you determine exactly what educational level you would be required to have for this particular job. You do not want to discover later, after you have started or finished school, that you either will not have enough education upon completion, or that you really did not need to take such a lengthy and advanced program as you had for this particular job.

In addition to the requirements for a job in your chosen field, keep in mind the location of employment opportunities to match that field. ***Are jobs in your chosen career/program available within a reasonable commute (30-40 miles one way) of your residence? If not, are you willing to relocate to secure employment in your training field?***

**Be aware that a background check or drug screen may be required for certain programs of study and/or employment. This requirement may not necessarily come *before* admission to a program, but it may come up later, and then prevent either program completion or employment. Avoid setting yourself up for failure by researching how any issues such as this relate to you and your chosen program.**

Please remember that Georgia Mountains Workforce Investment Area assists with only one (1) program of study or major, and that it must be completed within 104 weeks (2 years) or less. Most degree programs would be difficult or impossible to complete within this timeframe, especially if you are required to take some additional courses known as provisionals. Most diploma and all certificate programs can be completed within the two-year limit.

Once GMWIA has approved your program of study and you have been enrolled with GMWIA, an upgrade to a degree program is not permitted. A downgrade from a degree or diploma credential level program, or lateral change of program within the same credential level, may be allowed based on documented statements or evaluations by the Training Provider (school), and the WIA Case Manager, or in case of documented medical conditions. The following worksheet will help you gather information about potential jobs available after you complete training for the occupation you have chosen. **So...please research and choose wisely.**