

WIA Eligible Client Occupation Worksheet

THIS SHEET MUST BE COMPLETED PRIOR TO YOUR
APPOINTMENT TIME WITH A CAREER SPECIALIST

1. WRITE DOWN THE FOLLOWING INFORMATION

DISCOVER website address: <https://actapps.act.org/eDISCOVER/>

Your DISCOVER id: _____

Your DISCOVER password: Password (remember your password should be password) _____

TABE Test Date: _____ TABE Test location: _____ (if applicable)

Career Specialist Name and Phone Number: _____

Appointment Location: NIA Center _____

Appointment Time and Date: _____

Remember to contact your Career Specialist if you need to reschedule your appointment time.

2. CHECK THE CAREER YOU ARE INTERESTED IN PURSUING

** The location of each career area on the World-of-Work map from the DISCOVER assessment you completed reflects the degree to which occupations involve working with **data, ideas, people, and things**. While all occupations involve working with data, ideas, people, and things on some level, think about what work task or tasks are most important in the career you are interested in pursuing.*

Business (data)	<input type="checkbox"/> Accounting/Bookkeeping <input type="checkbox"/> Human Resources <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Business Administration
Education (people/ideas)	<input type="checkbox"/> Teacher <input type="checkbox"/> Early Childhood Development
Long term healthcare (people)	<input type="checkbox"/> Registered Nursing <input type="checkbox"/> Licensed Practical Nurse <input type="checkbox"/> PTA/PT <input type="checkbox"/> OTA/OTA <input type="checkbox"/> Surgical Technology <input type="checkbox"/> Pharmacy Technician
Short term healthcare (people)	<input type="checkbox"/> Certified Nursing Assistant <input type="checkbox"/> Extended Duties Dental Assistant <input type="checkbox"/> Phlebotomy <input type="checkbox"/> Certified Medical Technician
Medical Office (people/data)	<input type="checkbox"/> Billing/Coding <input type="checkbox"/> Medical Assistant
Information Technology (things)	<input type="checkbox"/> Network Administration <input type="checkbox"/> Computer Systems Analyst <input type="checkbox"/> Computer and Desktop Support
Skilled Trades (things)	<input type="checkbox"/> HVAC <input type="checkbox"/> Automotive Technician
Undecided	<input type="checkbox"/> I have not yet decided on a career field.

3. ANSWER THE FOLLOWING QUESTIONS ABOUT YOUR CAREER PLANNING

** Review your DISCOVER results to assist you in answering these questions.*

<p>Why have you chosen to pursue this career field? (review the <i>Work Tasks</i> page on <i>DISCOVER</i>)*</p>	<p><i>Some examples could be salary, friends/family in career field, job growth, etc.</i></p>
<p>Did your DISCOVER results match your career goals? (review the <i>“Inventory Summary”</i> page on <i>DISCOVER</i>)*</p>	<p><i>If yes, describe why you believe your DISCOVER results matched your career goals? If no, why you believe your DISCOVER results didn't match your career goals?</i></p>
<p>What barriers could prevent you from achieving your goals? (review the <i>Qualities</i> page on <i>DISCOVER</i>)*</p>	<p><i>Some examples could include childcare, transportation, academic challenges, etc.</i></p>
<p>How do you plan to overcome those barriers?</p>	<p><i>If you need help with math, for example, then you could plan to find a tutor.</i></p>

4. COMPLETE THE FOLLOWING TUITION AND FEES SECTION

Tuition Charges	WIA Funding	Grants & Scholarships	Loans	What You Owe

_____ I have not selected a school/training provider, so I am not able to complete this information.

5. PREPARATION FOR APPOINTMENT

List three items you want to talk with the Career Specialist about at your appointment time.

1. _____
2. _____
3. _____

YOU SHOULD BRING THIS SHEET WITH YOU TO YOUR APPOINTMENT WITH YOUR CAREER SPECIALIST