

JOB INVESTIGATION FORM

for the occupation:

IMPORTANT: This worksheet is for your first orientation. Many more detailed worksheets as well as information and instructions to support you in your career or school choice can be found e.g. in the textbook **“So geht’s weiter”** by Egloff/Jungo/Mathis, published by Ed. Hölzel (www.hoelzel.at/sogehitsweiter) or in other textbooks for career orientation.

① Activities

What are the activities that job-holders regularly do in this occupation?

What are the materials, tools, machines etc. with which people in this occupation work most of the time?

Where do people with this occupation work mainly (e.g. in an office, a sales area, a workshop)?

Who do people with this occupation work with most of the time? Who are their main points of contact (e.g. suppliers, customers, colleagues, etc.)?

② Requirements

What are the talents, abilities, qualities and knowledge I should have in order to exercise this occupation successfully?	I meet these requirements		
	very well	fairly well	less so

What are the specific pressures I have to cope with in this occupation (e.g. dust, noise, physical strain, standing for long periods, etc.)?	I meet these requirements		
	very well	fairly well	less so

③ Education and training background

What are the education and training paths I have to complete for this particular occupation (schools, etc.)?

How long do education or training paths (schools, etc.) last for this occupation?

Where are these education or training paths (schools, etc.) offered?

What are the entrance requirements?	I meet these requirements	I don't meet these requirements
--	----------------------------------	--

④ Opportunities for the future

What are the advancement opportunities in this occupation?

What about vacancies for this occupation? Are they fairly plentiful or fairly restricted?

Will I have the option to work on a self-employed basis later on?

5 Other

Working-hours?

Possibilities of income?

Alternatives and similar occupations?

6 Space for more questions and answers
