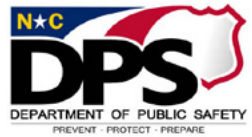


# WHAT'S NEXT?

A Handbook for  
Re-Entering the Workforce



Your Guide to NC Careers



*This document was published through funds from a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*

# Planning for your first career or ready to make a change?

Employment is an important component of the re-entry process.

Even more than a steady source of income, jobs can provide a sense of structure and responsibility to help you reintegrate into society after release. Statistics show that an employed individual is three times less likely to return to prison than one who is unemployed. This guide can lead you through the initial process of exploring careers and planning your educational and workforce future.

I.

## EXPLORE YOUR INTERESTS

Discover your interest areas using the Interest Finder on **page 2**, then fill in the Career Cluster Survey on **page 4** to identify Career Clusters that are most likely to appeal to you.

II.

## EXPLORE CAREER CLUSTERS

Pair your Career Cluster Survey results with the corresponding Career Cluster using the chart on **page 7**, then use your Interest Profile score to identify occupations within that cluster that correspond to your interests in the Career Cluster Matrix on **page 8**.

III.

## KNOW YOUR OPTIONS

Starting on **page 10**, explore a sample of NC's most promising careers sorted by cluster.

IV.

## GET EXPERIENCE WHILE YOU STUDY

If you're building your resume, want to experience a job before working, or still in school, read about options for you on **page 20**.

V.

## PREPARE FOR WORK

Useful links and tips to find your perfect job on **page 21**.

Visit [NCCareers.org](http://NCCareers.org) for more.

## BEFORE YOU SEARCH

Be realistic. Having a criminal record is a barrier. Job searches take time and consistency, don't get discouraged. If you have been out of the workforce for a long time, you may lack the steady work history employers look for and have to start at an entry level job with a salary lower than you desire. You can begin to build a good work history and reputation. By showing up on-time every day and doing your job well you will show employers you are responsible and worthy of taking on more responsibilities.

# I. Explore Your Interests

## INTEREST FINDER

The Interest Finder is designed to help you identify your interests and translate them into occupations. Don't worry if you have enough education or training to do the work or how much money you would make. Check the boxes of activities you think you may like doing if you were skilled and able to do so. Add up the checked boxes for each row.

Scan this QR code to access the online Interest Finder:



[nccareers.org/find-career/interest-finder](http://nccareers.org/find-career/interest-finder)

<b>REALISTIC</b>	<input type="checkbox"/> Build kitchen cabinets <input type="checkbox"/> Lay brick or tile <input type="checkbox"/> Repair household appliances <input type="checkbox"/> Raise fish in a fish hatchery <input type="checkbox"/> Assemble electronic parts	<input type="checkbox"/> Drive a package delivery truck <input type="checkbox"/> Test the quality of parts before shipment <input type="checkbox"/> Repair & install locks <input type="checkbox"/> Set up & run machines to make products <input type="checkbox"/> Put out forest fires	<hr/> <b>Total REALISTIC Checks</b>
<b>INVESTIGATIVE</b>	<input type="checkbox"/> Develop a new medicine <input type="checkbox"/> Study ways to reduce water pollution <input type="checkbox"/> Conduct chemical experiments <input type="checkbox"/> Study the movement of planets <input type="checkbox"/> Examine blood with a microscope	<input type="checkbox"/> Investigate the cause of a fire <input type="checkbox"/> Develop a better way to predict weather <input type="checkbox"/> Work in a biology lab <input type="checkbox"/> Invent a replacement for sugar <input type="checkbox"/> Do laboratory tests to identify diseases	<hr/> <b>Total INVESTIGATIVE Checks</b>
<b>ARTISTIC</b>	<input type="checkbox"/> Write books or plays <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Compose or arrange music <input type="checkbox"/> Draw pictures <input type="checkbox"/> Create special effects for movies	<input type="checkbox"/> Paint sets for plays <input type="checkbox"/> Write scripts for movies or T.V. <input type="checkbox"/> Perform jazz or tap dance <input type="checkbox"/> Sing in a band <input type="checkbox"/> Edit movies	<hr/> <b>Total ARTISTIC Checks</b>
<b>SOCIAL</b>	<input type="checkbox"/> Teach an individual an exercise routine <input type="checkbox"/> Help people with personal or emotional problems <input type="checkbox"/> Give career guidance to people <input type="checkbox"/> Take care of children at a day-care center <input type="checkbox"/> Teach a high-school class	<input type="checkbox"/> Teach children how to play sports <input type="checkbox"/> Teach sign language to people who are deaf or hard of hearing <input type="checkbox"/> Help conduct a group therapy session <input type="checkbox"/> Perform rehabilitation therapy <input type="checkbox"/> Do volunteer work at a non-profit	<hr/> <b>Total SOCIAL Checks</b>
<b>ENTERPRIISING</b>	<input type="checkbox"/> Buy & sell stocks & bonds <input type="checkbox"/> Manage a retail store <input type="checkbox"/> Operate a beauty salon or barber shop <input type="checkbox"/> Manage a large company department <input type="checkbox"/> Start your own business	<input type="checkbox"/> Negotiate business contracts <input type="checkbox"/> Represent a client in a lawsuit <input type="checkbox"/> Market a new line of clothing <input type="checkbox"/> Sell merchandise at a department store <input type="checkbox"/> Manage a clothing store	<hr/> <b>Total ENTERPRIISING Checks</b>
<b>CONVENTIONAL</b>	<input type="checkbox"/> Develop spreadsheets <input type="checkbox"/> Proofread records or forms <input type="checkbox"/> Install software across computers on a large network <input type="checkbox"/> Keep inventory records <input type="checkbox"/> Stamp, sort & distribute a company's mail	<input type="checkbox"/> Calculate the wages of employees <input type="checkbox"/> Inventory supplies using a computer <input type="checkbox"/> Record rent payments <input type="checkbox"/> Operate a calculator <input type="checkbox"/> Keep shipping & receiving records	<hr/> <b>Total CONVENTIONAL Checks</b>

In the spaces below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

FIRST

SECOND

THIRD

### WHAT YOUR INTEREST AREAS MEAN

Which occupations match your interests? Explore occupations that include your First Interest Area. Most people will have interests in several of the interest categories. If you have two Area scores that are the same, consider using them both. Use your Second and Third interest areas to explore additional careers.

#### Realistic: The “Doers”

Enjoy working on practical, hands-on problems and solutions, and real-world materials like wood, tools, and machinery. They often enjoy outside work, but do not like occupations that mainly involve paperwork or working closely with others.

#### Investigative: The “Thinkers”

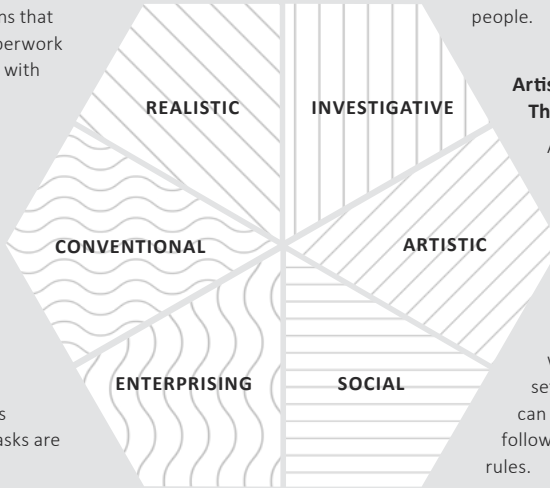
Enjoy working with ideas and thinking more than with physical activity. They prefer to search for facts and figure out problems rather than persuade or lead people.

#### Conventional: The “Organizers”

Like following procedures and maintaining accurate business records. They prefer working in structured settings where roles and tasks are clearly defined.

#### Artistic: The “Creators”

Appreciate the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.



#### Enterprising: The “Persuaders”

Enjoy starting and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They enjoy taking risks for profit. These people prefer action rather than thought.

#### Social: The “Helpers”

Like to assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, give advice, help, or otherwise be of service to people.

## CAREER CLUSTER MATCH

Career Clusters are groups of occupations in the same field of work that require similar skills or knowledge. Identify the clusters most interesting to you by placing a check mark in the space next to the items that best describe you. Then add the number of checks in each row. Enter that number in the “Total Checked” column. The row with the most checks corresponds to the Career Cluster that is most likely to interest you.

Scan this QR code  
to access the online  
Career Cluster  
Match:



[nccareers.org/find-career/career-cluster-match](http://nccareers.org/find-career/career-cluster-match)

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW A	<input type="checkbox"/> Learn how things grow and stay alive <input type="checkbox"/> Make the best use of the earth's natural resources <input type="checkbox"/> Hunt and/or fish <input type="checkbox"/> Protect the environment <input type="checkbox"/> Be outdoors in all kinds of weather <input type="checkbox"/> Plan, budget, and keep records <input type="checkbox"/> Operate machines and keep them in good repair	<input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	_____
ROW B	<input type="checkbox"/> Read and follow blueprints and/or instructions <input type="checkbox"/> Picture in my mind what a finished product looks like <input type="checkbox"/> Work with my hands <input type="checkbox"/> Perform work that requires precise results <input type="checkbox"/> Solve technical problems <input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings <input type="checkbox"/> Follow logical, step-by-step procedures	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to details <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Construction <input type="checkbox"/> Electrical/Heat, Air Conditioning and Refrigeration/Tech Education	_____
ROW C	<input type="checkbox"/> Use my imagination to communicate new information to others <input type="checkbox"/> Perform in front of others <input type="checkbox"/> Read and write <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Perform creative, artistic activities <input type="checkbox"/> Use video and recording technology <input type="checkbox"/> Design brochures and posters	<input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator, good vocabulary <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious	<input type="checkbox"/> Art/Graphic Design <input type="checkbox"/> Music <input type="checkbox"/> Speech & Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual Technologies	_____
ROW D	<input type="checkbox"/> Perform routine, organized activities, but can be flexible <input type="checkbox"/> Work with numbers and detailed information <input type="checkbox"/> Be the leader in a group <input type="checkbox"/> Make business contact with people <input type="checkbox"/> Work with computer programs <input type="checkbox"/> Create reports and communicate ideas <input type="checkbox"/> Plan my work and follow instructions without close supervision	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Computer Applications/Business and Information Technology <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Economics	_____
ROW E	<input type="checkbox"/> Communicate with different types of people <input type="checkbox"/> Help others with their homework or to learn new things <input type="checkbox"/> Go to school <input type="checkbox"/> Direct and plan activities for others <input type="checkbox"/> Handle several responsibilities at once <input type="checkbox"/> Acquire new information <input type="checkbox"/> Help people overcome their challenges	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW F	<input type="checkbox"/> Work with numbers <input type="checkbox"/> Work to meet a deadline <input type="checkbox"/> Make predications based on existing facts <input type="checkbox"/> Have a framework of rules by which to operate <input type="checkbox"/> Analyze financial information and interpret it to others <input type="checkbox"/> Handle money with accuracy and reliability <input type="checkbox"/> Take pride in the way I dress and look	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Finance <input type="checkbox"/> Business Law	_____
ROW G	<input type="checkbox"/> Be involved in politics <input type="checkbox"/> Negotiate, defend, and debate ideas and topics <input type="checkbox"/> Plan activities and work cooperatively with others <input type="checkbox"/> Work with details <input type="checkbox"/> Perform a variety of duties that may change often <input type="checkbox"/> Analyze information & interpret it to others <input type="checkbox"/> Travel and see things that are new to me	<input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service minded <input type="checkbox"/> Well organized <input type="checkbox"/> Problem solver	<input type="checkbox"/> Government <input type="checkbox"/> Language Arts <input type="checkbox"/> History <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	_____
ROW H	<input type="checkbox"/> Work under pressure <input type="checkbox"/> Help sick people and animals <input type="checkbox"/> Make decisions based on logic and info <input type="checkbox"/> Participate in health and science classes <input type="checkbox"/> Respond quickly and calmly in emergencies <input type="checkbox"/> Work as a member of a team <input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy	<input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious & careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Health Science <input type="checkbox"/> Language Arts	_____
ROW I	<input type="checkbox"/> Investigate new places and activities <input type="checkbox"/> Work with all ages and types of people <input type="checkbox"/> Organize activities in which other people enjoy themselves <input type="checkbox"/> Have a flexible schedule <input type="checkbox"/> Help people make up their minds <input type="checkbox"/> Communicate easily, tactfully, courteously <input type="checkbox"/> Learn about other cultures	<input type="checkbox"/> Tactful <input type="checkbox"/> Self-motivated <input type="checkbox"/> Works well with others <input type="checkbox"/> Outgoing <input type="checkbox"/> Slow to anger	<input type="checkbox"/> Language Arts/ Speech <input type="checkbox"/> Foreign Language <input type="checkbox"/> Social Sciences <input type="checkbox"/> Marketing <input type="checkbox"/> Food Services	_____
ROW J	<input type="checkbox"/> Care about people's needs and problems <input type="checkbox"/> Participate in community services and/or volunteering <input type="checkbox"/> Listen to other people's viewpoints <input type="checkbox"/> Help people be at their best <input type="checkbox"/> Work with people from preschool age to old age <input type="checkbox"/> Think of new ways to do things <input type="checkbox"/> Make friends with different kinds of people	<input type="checkbox"/> Good communicator, good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Uses intuition & logic <input type="checkbox"/> Non-judgmental	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/ Sociology <input type="checkbox"/> Family & Consumer Sciences <input type="checkbox"/> Finance <input type="checkbox"/> Foreign Language	_____
ROW K	<input type="checkbox"/> Work with computers <input type="checkbox"/> Reason clearly and logically to solve complex problems <input type="checkbox"/> Use machines, techniques, and processes <input type="checkbox"/> Read technical materials and diagrams and solve technical problems <input type="checkbox"/> Adapt to change <input type="checkbox"/> Play video games and figure out how they work <input type="checkbox"/> Concentrate for long periods without being distracted	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> Sees details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Computer Tech/ Apps <input type="checkbox"/> Communications <input type="checkbox"/> Graphic Design	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW L	<input type="checkbox"/> Work under pressure or in the face of danger <input type="checkbox"/> Make decisions based on my own observations <input type="checkbox"/> Interact with other people <input type="checkbox"/> Be in positions of authority <input type="checkbox"/> Respect rules and regulations <input type="checkbox"/> Debate and win arguments <input type="checkbox"/> Observe and analyze people's behavior	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Government/History <input type="checkbox"/> Law Enforcement <input type="checkbox"/> EMT/Health Science	_____
ROW M	<input type="checkbox"/> Work with my hands, and learn best that way <input type="checkbox"/> Put things together <input type="checkbox"/> Do routine, organized, and accurate work <input type="checkbox"/> Perform activities that produce tangible results <input type="checkbox"/> Apply math to work out solutions <input type="checkbox"/> Use hand and power tools and operate equipment/machinery <input type="checkbox"/> Visualize objects in three dimensions from flat drawings	<input type="checkbox"/> Practical <input type="checkbox"/> Observant <input type="checkbox"/> Physically active <input type="checkbox"/> Step-by-step thinker <input type="checkbox"/> Coordinated	<input type="checkbox"/> Math-Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physics <input type="checkbox"/> Language Arts	_____
ROW N	<input type="checkbox"/> Shop and go to the mall <input type="checkbox"/> Be in charge <input type="checkbox"/> Make displays and promote ideas <input type="checkbox"/> Give presentations and enjoy public speaking <input type="checkbox"/> Persuade people to buy products or to participate in activities <input type="checkbox"/> Communicate my ideas to other people <input type="checkbox"/> Take advantage of opportunities to make extra money	<input type="checkbox"/> Enthusiastic <input type="checkbox"/> Competitive <input type="checkbox"/> Creative <input type="checkbox"/> Self-motivated <input type="checkbox"/> Persuasive	<input type="checkbox"/> Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Business Ed/Marketing <input type="checkbox"/> Economics <input type="checkbox"/> Computer Applications	_____
ROW O	<input type="checkbox"/> Interpret formulas <input type="checkbox"/> Find the answers to questions <input type="checkbox"/> Work in a laboratory <input type="checkbox"/> Figure out how things work and investigate new things <input type="checkbox"/> Explore new technology <input type="checkbox"/> Experiment to find the best way to do something <input type="checkbox"/> Pay attention to details and help things be precise	<input type="checkbox"/> Detail oriented <input type="checkbox"/> Inquisitive <input type="checkbox"/> Objective <input type="checkbox"/> Methodical <input type="checkbox"/> Mechanically inclined	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Drafting/Computer-aided drafting <input type="checkbox"/> Electronics/Computer Networking <input type="checkbox"/> Technical classes, Technology Education	_____
ROW P	<input type="checkbox"/> Travel <input type="checkbox"/> See well and have quick reflexes <input type="checkbox"/> Solve mechanical problems <input type="checkbox"/> Design efficient processes <input type="checkbox"/> Anticipate needs and prepare to meet them <input type="checkbox"/> Drive or ride <input type="checkbox"/> Move things from one place to another	<input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<input type="checkbox"/> Math <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	_____

List the letters of your top 3 scoring rows and use the table on page 7 to match rows to the Career Cluster.

Row Letters: \_\_\_\_\_

Cluster Names: \_\_\_\_\_


The Career Cluster Survey is reproduced with permission of the Career Academic Connections Div. of the Oklahoma Dept. of Career Tech.



# II. Explore Career Clusters

## HOW TO USE CAREER CLUSTERS

Career Clusters help you sort through more than 900 careers. Connect your Interest Profiler results with your identified clusters to discover occupations that most closely match your work interests.

ROW	CAREER CLUSTER	DESCRIPTION
A	 <b>Agriculture, Food, &amp; Natural Resources</b>	Producing, processing, distributing, financing, and marketing of agricultural products including food, plants, fiber, animals, wood, and other plant and animal resources.
B	 <b>Architecture &amp; Construction</b>	Designing, planning, managing, building, and maintaining the built environment.
C	 <b>Arts, Audio/Video Technology, &amp; Communications</b>	Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
D	 <b>Business Management &amp; Administration</b>	Planning, directing, and evaluating business functions essential to effective and productive business operations.
E	 <b>Education &amp; Training</b>	Planning, managing, and providing education and training services and related learning support services, including administration and library services.
F	 <b>Finance</b>	Financial and investment planning, banking, insurance, and business financial management.
G	 <b>Government &amp; Public Administration</b>	Planning and providing government services at the federal, state, and local levels, including services related to national security, legislation, foreign service, revenue and taxation, and regulations.
H	 <b>Health Science</b>	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnological research and development.
I	 <b>Hospitality &amp; Tourism</b>	Managing, marketing, and operating of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
J	 <b>Human Services</b>	Providing family and individual services such as counseling and mental health, personal care, and consumer advice.
K	 <b>Information Technology</b>	Designing, developing, supporting, and managing of hardware, software, Internet, multimedia, and systems integration services.
L	 <b>Law, Public Safety, Corrections &amp; Security</b>	Planning, managing, and providing legal, public safety, corrections, protective services, and homeland security, including professional and technical support.
M	 <b>Manufacturing</b>	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities.
N	 <b>Marketing</b>	Planning, managing, and performing marketing activities to reach organizational objectives.
O	 <b>Science, Technology, Engineering &amp; Mathematics</b>	Planning, managing, and providing scientific research and professional and technical services, including laboratory and testing services, and research and development services.
P	 <b>Transportation, Distribution &amp; Logistics</b>	Planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water.

## USING THE CAREER CLUSTERS MATRIX

On the next two pages are examples of occupations organized by **interest** (top) and **career cluster** (left). Occupations under your first and second interest areas list occupations that are more likely to appeal to you.

	REALISTIC	INVESTIGATIVE	ARTISTIC	
 <b>Agriculture, Food &amp; Natural Resources</b>	Pest Control Workers; Logging Equipment Operators	Zoologists & Wildlife Biologists; Animal Scientists	—	
 <b>Architecture &amp; Construction</b>	Construction Laborers; Roofers; Sheet Metal Workers	Landscape Architects; Civil Engineers	Interior Designers; Architects	
 <b>Arts, Audio/Video Technology &amp; Communications</b>	Telecommunications Line Installers; Craft Artists	Telecommunications Equipment Repairers	Art Directors; Editors; Photographers	
 <b>Business Management &amp; Administration</b>	Postal Service Mail Carriers; Library Assistants, Clerical	Management Analysts; Operations Research Analysts	Fundraisers; Training & Development Specialists	
 <b>Education &amp; Training</b>	Vocational Education Teachers; Museum Technicians	College Economics Teachers; Health Specialties Teachers	Interpreters & Translators; Preschool Teachers	
 <b>Finance</b>	Auto Insurance Appraisers	Financial Analysts; Risk Management Specialists; Insurance Underwriters	—	
 <b>Government &amp; Public Administration</b>	Agricultural Inspectors; Transportation Security Screeners	Occupational Health & Safety Specialists	Urban & Regional Planners	
 <b>Health Science</b>	Veterinary Assistants; Medical Equipment Preparers	Surgeons; Podiatrists; Pharmacists	Recreational Therapists; Psychiatrists	
 <b>Hospitality &amp; Tourism</b>	Dishwashers; Bakers; Maids & Housekeeping Cleaners	—	Chefs & Head Cooks; Recreation Workers;	
 <b>Human Services</b>	Tailors; Massage Therapists; Shampooers	Healthcare Social Workers; Marriage & Family Therapists	Cosmetologists; Childcare Workers	
 <b>Information Technology</b>	Computer User Support Specialists; Software Developers	Software Quality Assurance Engineers & Testers	Video Game Designers; Web Developers	
 <b>Law, Public Safety, Corrections &amp; Security</b>	Bailiffs; Forest Fire Inspectors & Prevention Specialists	Forensic Science Technicians; Fish & Game Wardens	Forensic Artists	
 <b>Manufacturing</b>	Dental Laboratory Technicians;	Industrial Engineering Technicians	Stone Cutters & Carvers; Glass Blowers	
 <b>Marketing</b>	Demonstrators & Product Promoters	Market Research Analysts & Marketing Specialists	Public Relations Specialists; Models	
 <b>Science, Technology, Engineering &amp; Mathematics</b>	Mechanical Engineers; Chemical Engineers; Electrical Engineers	Microbiologists; Materials Scientists; Chemists	Mathematicians, Biochemists & Biophysicists, Sociologists	
 <b>Transportation, Distribution &amp; Logistics</b>	Automotive Body Repairers; Commercial Pilots	Traffic Technicians; Avionics Technicians	—	

Remember: the occupations in this matrix are only a few examples. Visit [tools.nccareers.org/starjobs](https://tools.nccareers.org/starjobs) to find more.

	SOCIAL	ENTERPRISING	CONVENTIONAL
	Farm Labor Contractors	Natural Sciences Managers; Agricultural Engineers	Environmental Science & Protection Technicians
	—	Construction Managers; Cost Estimators	Crane & Tower Operators; Highway Maintenance Workers; Electricians
	Broadcast News Analysts; Choreographers	Agents of Artists, Performers & Athletes; Musicians & Singers	Broadcast Technicians; Technical Writers
	Customer Service Representatives; Human Resources Specialists	Industrial Production Managers; Chief Executives	Auditors; Compensation, Benefits, & Job Analysis Specialists
	Special Education Teachers; School Counselors	Preschool Education Administrators; Curators	Librarians; Teacher Assistants; College Education Administrators
	Insurance Sales Agents; Personal Financial Advisors	Loan Interviewers & Clerks; Brokerage Clerks; Credit Analysts	Bill & Account Collectors; Loan Officers; Tellers
	Emergency Management Directors; Eligibility Interviewers; Legislators	Equal Opportunity Representatives & Officers; Tax Examiners & Collectors; Financial Examiners	Court Clerks; Transportation Inspectors; Assessors
	Nurse Practitioners; Respiratory Therapy Technicians	Opticians, Dispensing; Psychiatric Technicians	Dental Assistants; Pharmacy Technicians
	Tour Guides & Escorts; Waiters & Waitresses; Concierges	Lodging Managers; Umpires & Referees; Bartenders	Hotel Desk Clerks; Reservation & Transportation Ticket Agents
	Clergy; Rehabilitation Counselors; Personal Care Aides	Skincare Specialists; Manicurists & Pedicurists; Credit Counselors	Barbers; Social & Human Service Assistants
	Informatics Nurse Specialists	Computer Network Support Specialists	Computer Network Architects; Web Administrators
	Crossing Guards; Animal Control Workers	Lawyers; Sheriffs & Deputy Sheriffs	Paralegals & Legal Assistants; Security Guards
	Medical Appliance Technicians	Supervisors of Production & Operating Workers	Purchasing Agents; Machinists
	Supervisors of Retail & Non-Retail Sales Workers	Real Estate Brokers; Wholesale & Retail Buyers	Real Estate Sales Agents; Cashiers
	Political Scientists	Industrial Engineers; Economists	Social Science Research Assistants; Statisticians
	Bus Drivers; Flight Attendants	Aircraft Cargo Handling Supervisors; Logisticians	Air Traffic Controllers; Cargo & Freight Agents

# III. Know Your Options

## SAMPLES OF PROMISING CAREERS BY CLUSTER

The list of occupations shows typical jobs in career clusters. It is compiled to help you understand opportunities and to help you think about what kind of job you wish to pursue. Refer to the **resources on pages 18 and 19** for assistance to help guide you through the job search process.

Research shows that former offenders have experienced more success getting work in Administrative and Support Services, Food Services & Drinking Places, Specialty Trade Contractors and Food Manufacturing positions and less success obtaining work in Health Sciences, IT and Sales/Marketing positions. Despite this data, many employers report evaluating hires on an individual basis, so pursue opportunities that interest you.

Also note that even after your case is settled, state statutes and regulations require or authorize further civil actions called collateral consequences that can hinder or prevent you from performing elements of a job. Consult the Collateral Consequences Assessment Tool, [ccat.sog.unc.edu](http://ccat.sog.unc.edu), to better understand any collateral consequences for your situation and potential career path.

A job zone is a way to group occupations that have similar characteristics; specifically how much education, how much related experience and how much on the job training is required to perform the work. There are five job zones:

- Job Zone 1 Minimal Education & Work Experience
- ■ Job Zone 2 Some education (most likely a HS Diploma or equal) & some work experience
- ■ ■ Job Zone 3 Additional education (associates degree or vocational school) & some work experience
- ■ ■ ■ Job Zone 4 Most likely requires a bachelors & several years of work experience
- ■ ■ ■ ■ Job Zone 5 Extensive education (master's or a Ph.D.) & extensive work experience

More detailed information about Job Zones and their meanings can be found at [onetonline.org/help/online/zones](http://onetonline.org/help/online/zones).

## AGRICULTURE, FOOD, & NATURAL RESOURCES

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Agricultural Equipment Operators	\$19,240 / \$25,530	■ ■	R
Animal Trainers	\$20,220 / \$24,510	■ ■	R
Farm Equipment Mechanics & Service Techs.	\$27,200 / \$36,170	■ ■ ■	RCI
Farmworkers	\$19,730 / \$26,350	■	R
Hazardous Materials Removal Workers	\$17,540 / \$28,480	■ ■ ■	RC
Logging Equipment Operators	\$29,400 / \$38,640	■	RIC
Nonfarm Animal Caretakers	\$17,700 / \$22,070	■	RC
Pest Control Workers	\$25,720 / \$33,700	■ ■	RC
Tree Trimmers & Pruners	\$26,300 / \$34,430	■ ■	R
Veterinary Technologists & Techs.	\$25,150 / \$32,600	■ ■ ■	RI

*Note: Interest Areas refer to the Interests identified through the Interest Profiler on pages 2 and 3. R – Realistic, I – Investigative, A – Artistic, S – Social, E – Enterprising & C – Conventional. Two or more letters means that multiple Interest Areas (in the order they are presented) are present in that occupation.*

*Wage Source: 2018 Occupational Employment Statistics, NC Department of Commerce, LEAD. View more occupations and data on job openings, growth and wages in your area at [tools.nccareers.org/starjobs](http://tools.nccareers.org/starjobs).*

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP REQUIRED JOB ZONE	INTEREST AREAS
Brickmasons & Blockmasons	\$30,630	■ ■	RCI
Carpenters	\$27,390	■ ■	RCI
Carpet Installers	\$25,560	■ ■	RE
Cement Masons & Concrete Finishers	\$30,290	■	RE
Construction Laborers	\$22,310	■ ■	RC
Construction Managers	\$68,550	■ ■ ■ ■	ERC
Drywall & Ceiling Tile Installers	\$30,330	■ ■	RC
Electric Motor, Power Tool, & Related Repairers	\$32,170	■ ■ ■	RC
Electrical Power-Line Installers & Repairers	\$40,310	■ ■ ■	RIC
Electricians	\$32,920	■ ■ ■	RIC
Fence Erectors	\$25,640	■ ■	RC
Managers of Construction Trades & Extraction Workers	\$43,230	■ ■ ■	ERC
Managers of Landscaping, Lawn Service, & Groundskeeping Workers	\$36,960	■ ■ ■	ERC
HVAC & Refrigeration Mechanics & Installers	\$29,920	■ ■ ■	RC
Brickmasons, Blockmasons, Stonemasons, & Tile & Marble Setters Helpers	\$23,620	■ ■	R
Carpenters Helpers	\$20,760	■ ■	RC
Electricians Helpers	\$22,910	■ ■	RC
Pipelayers, Plumbers, Pipefitters, & Steamfitters Helpers	\$21,770	■ ■	R
Roofers Helpers	\$23,410	■ ■	RC
Landscaping & Groundskeeping Workers	\$20,890	■	RC
Operating Engineers & Other Construction Equipment Operators	\$30,800	■ ■	RCI
Construction & Maintenance Painters	\$25,910	■ ■	RC
Paving, Surfacing, & Tamping Equipment Operators	\$27,790	■ ■	RC
Pipelayers	\$26,970	■ ■	R
Plumbers, Pipefitters, & Steamfitters	\$31,140	■ ■ ■	RC
Roofers	\$27,060	■ ■	RC
Solar Photovoltaic Installers	\$25,840	■ ■	RC
Structural Iron & Steel Workers	\$31,880	■ ■	RIC
Surveying & Mapping Techs.	\$29,470	■ ■ ■	RC
Tile & Marble Setters	\$26,010	■ ■	RCA

## ARTS, AUDIO/VIDEO TECHNOLOGY, & COMMUNICATIONS

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
A/V Equipment Techs	\$25,820 / \$39,600	■ ■ ■	RIC
Broadcast Techs.	\$22,290 / \$37,930	■ ■	RCI
Telecom. Equipment Install & Repair	\$38,490 / \$53,950	■ ■ ■	RIC
Telecom. Line Install & Repair	\$27,550 / \$43,360	■ ■	RE

## BUSINESS MANAGEMENT & ADMINISTRATION

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Customer Service Representatives	\$22,900 / \$32,910	■ ■	ESC
Interviewers	\$25,400 / \$30,550	■ ■	CES
Mgrs of Office & Admin. Support Workers	\$36,340 / \$53,190	■ ■ ■	ECS
Receptionists & Info Clerks	\$20,210 / \$27,290	■ ■	CES

## EDUCATION & TRAINING

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Elementary School Teachers	\$36,080 / \$45,860	■ ■ ■ ■	SAC
Middle School Teachers	\$36,790 / \$46,290	■ ■ ■ ■	SA
Secondary School Teachers	\$37,290 / \$46,760	■ ■ ■ ■	SAE
Self-Enrichment Education Teachers	\$19,240 / \$29,540	■ ■ ■	SAE
Substitute Teachers	\$20,590 / \$23,080	■ ■ ■	SA
Teacher Assistants	\$20,000 / \$23,380	■ ■ ■	SC

## FINANCE

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Insurance Claims & Policy Processing Clerks	\$32,760 / \$41,010	■ ■ ■	CE
Insurance Sales Agents	\$29,810 / \$49,440	■ ■ ■ ■	ECS
Loan Interviewers & Clerks	\$31,840 / \$41,330	■ ■ ■	CE
Securities, Commodities, & Fin. Services Sales Agents	\$39,150 / \$62,360	■ ■ ■	EC
Shipping, Receiving, & Traffic Clerks	\$23,840 / \$31,340	■ ■	CRE
Court, Municipal, & License Clerks	\$27,200 / \$35,820	■ ■	CE

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OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Government Program Eligibility Interviewers	\$31,460 / \$37,430	■ ■ ■	SCE
Highway Maintenance Workers	\$28,230 / \$35,070	■ ■	RC
Utilities Meter Readers	\$27,400 / \$37,260	■ ■	CR
Police, Fire, & Ambulance Dispatchers	\$28,530 / \$35,190	■ ■	CRE
Septic Tank Servicers & Sewer Pipe Cleaners	\$24,970 / \$33,210	■	R



**HEALTH SCIENCES**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Cleaners of Vehicles & Equipment	\$17,640 / \$22,000	■ ■	RC
Clinical Laboratory Technologists & Techs.	\$35,230 / \$49,950	■ ■ ■ ■	IRC
Dental Assistants	\$32,600 / \$41,660	■ ■ ■	CRS
Laundry & Dry-Cleaning Workers	\$17,500 / \$21,530	■	RC
Licensed Practical & Licensed Vocational Nurses	\$37,260 / \$44,830	■ ■ ■	SR
Massage Therapists	\$27,710 / \$39,590	■ ■ ■	SR
Medical Assistants	\$26,450 / \$32,710	■ ■ ■	SCR
Medical Equipment Preparers	\$25,380 / \$30,770	■ ■	RCI
Medical Secretaries	\$26,410 / \$33,470	■ ■ ■	CS
Medical Transcriptionists	\$23,880 / \$33,550	■ ■ ■	CR
Occupational Therapy Assistants	\$48,400 / \$64,890	■ ■ ■	SR
Parking Lot Attendants	\$17,770 / \$22,500	■ ■	RC
Phlebotomists (people who draw blood)	\$25,950 / \$31,700	■ ■ ■	CRI
Physical Therapist Assistants	\$48,390 / \$60,100	■ ■ ■	SRI
Pressers, Textile, Garment, & Related Materials	\$17,300 / \$20,650	■	RC
Refuse & Recyclable Material Collectors	\$19,380 / \$29,710	■ ■	RC
Sewing Machine Operators	\$20,140 / \$25,890	■	RC
Tailors, Dressmakers, & Custom Sewers	\$17,470 / \$23,400	■ ■ ■	RAE
Veterinary Assistants & Laboratory Animal Caretakers	\$20,890 / \$28,200	■ ■ ■	RSI

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Amusement & Recreation Attendants	\$17,430 / \$19,190	■	ECR
Automotive & Watercraft Service Attendants	\$17,980 / \$22,160	■ ■	RC
Baggage Porters & Bellhops	\$17,480 / \$19,890	■ ■	RC
Bakers	\$18,840 / \$24,140	■ ■	RC
Bartenders	\$17,480 / \$19,980	■ ■	ECR
Butchers & Meat Cutters	\$23,980 / \$31,750	■ ■	RCE
Chefs & Head Cooks	\$33,000 / \$47,070	■ ■ ■	ERA
Combined Food Preparation & Serving Workers, Including Fast Food	\$17,530 / \$18,890	■	CRE
Cooks	\$17,280 / \$18,540	■	RC
Counter Attendants, Cafeteria, Food Concession, & Coffee Shop	\$17,550 / \$19,570	■	RSE
Dining Room & Cafeteria Attendants & Bartender Helpers	\$17,480 / \$18,960	■	RCS
Dishwashers	\$17,500 / \$19,420	■	RC
Managers of Food Preparation & Serving Workers	\$22,880 / \$31,850	■ ■	ECR
Managers of Housekeeping & Janitorial Workers	\$26,300 / \$36,700	■ ■	ECR
Food Batchmakers	\$18,310 / \$25,390	■ ■	RC
Food Cooking Machine Operators & Tenders	\$21,700 / \$30,140	■ ■	RC
Food Preparation Workers	\$17,600 / \$21,660	■	RC
Nonrestaurant Food Servers	\$17,570 / \$20,040	■	SRE
Food Service Managers	\$39,680 / \$55,980	■ ■	ECR
Funeral Attendants	\$20,720 / \$26,040	■ ■	SER
Restaurant, Lounge, & Coffee Shop Hosts & Hostesses	\$17,380 / \$18,960	■ ■	ES
Hotel, Motel, & Resort Desk Clerks	\$17,810 / \$21,800	■ ■	CES
Meat, Poultry, & Fish Cutters & Trimmers	\$21,490 / \$25,990	■	R
Slaughterers & Meat Packers	\$25,860 / \$28,990	■ ■	RC
Ushers, Lobby Attendants, & Ticket Takers	\$17,570 / \$19,120	■ ■	SCE
Waiters & Waitresses	\$17,490 / \$19,140	■ ■	SEC

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**HUMAN SERVICES**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Barbers	\$18,670 / \$30,330	■ ■ ■	REC
Community Health Workers	\$26,940 / \$36,850	■ ■ ■ ■	SIE
Executive Secretaries & Executive Administrative Assistants	\$41,930 / \$53,600	■ ■ ■	CE
Managers of Personal Service Workers	\$26,320 / \$38,140	■ ■ ■	ECS
Fitness Trainers & Aerobics Instructors	\$20,860 / \$34,310	■ ■ ■	SRE
Funeral Service Managers	\$58,370 / \$75,420	■ ■ ■	ECS
Hairdressers, Hairstylists, & Cosmetologists	\$17,480 / \$21,000	■ ■ ■	AES
Healthcare Social Workers	\$41,170 / \$53,600	■ ■ ■ ■ ■	SI
Janitors & Cleaners	\$17,890 / \$23,030	■ ■	RC
Maids & Housekeeping Cleaners	\$17,540 / \$20,740	■ ■	RC
Manicurists & Pedicurists	\$17,510 / \$20,880	■ ■	RES
Mental Health & Substance Abuse Social Workers	\$38,190 / \$48,550	■ ■ ■ ■ ■	SIA
Morticians, Undertakers, & Funeral Directors	\$32,390 / \$56,310	■ ■ ■	ESC
Office Clerks	\$21,150 / \$30,230	■ ■	CER
Rehabilitation Counselors	\$23,450 / \$39,380	■ ■ ■ ■ ■	SI
Skincare Specialists	\$23,530 / \$39,440	■ ■ ■ ■	ESR
Social & Human Service Assistants	\$21,690 / \$29,220	■ ■ ■ ■	CSE
Substance Abuse, Behavioral Disorder, & Mental Health Counselors	\$35,040 / \$46,870	■ ■ ■ ■ ■	SAI


**INFORMATION TECHNOLOGY**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Computer Network Support Specialists	\$39,190 / \$60,820	■ ■ ■ ■	REC
Computer Programmers	\$60,200 / \$91,340	■ ■ ■ ■	IC
Computer User Support Specialists	\$33,130 / \$48,290	■ ■ ■	RIC
Web Developers	\$44,900 / \$68,520	■ ■ ■	CIA

## LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Crossing Guards	\$18,000 / \$22,190	■ ■	SER
Detectives & Criminal Investigators	\$41,470 / \$50,920	■ ■ ■	EI
Firefighters	\$23,360 / \$32,590	■ ■ ■	RS
Police & Sheriff's Patrol Officers	\$34,740 / \$46,160	■ ■ ■	RE
Private Detectives & Investigators	\$38,080 / \$51,370	■ ■ ■	EC
Security Guards	\$20,860 / \$26,720	■ ■	RCE

## MANUFACTURING

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Cabinetmakers & Bench Carpenters	\$20,940 / \$29,270	■ ■	RC
Computer-Controlled Machine Tool Operators	\$30,230 / \$37,890	■ ■ ■	RC
Furniture Finishers	\$23,670 / \$30,010	■ ■	RA
Installation, Maintenance, & Repair Workers Helpers	\$20,600 / \$28,600	■ ■	RCI
Production Workers Helpers	\$19,900 / \$25,600	■ ■	RC
Industrial Machinery Mechanics	\$34,730 / \$49,600	■ ■ ■	RIC
Machinists	\$30,410 / \$40,890	■ ■ ■	RCI
General Maintenance & Repair Workers	\$26,140 / \$37,890	■ ■ ■	RCI
Machinery Maintenance Workers	\$30,350 / \$42,390	■ ■ ■	RCI
Medical Equipment Repairers	\$37,190 / \$53,760	■ ■ ■	RIC
Metal-Refining Furnace Operators & Tenders	\$40,080 / \$52,630	■ ■	RIC
Packaging & Filling Machine Operators & Tenders	\$21,260 / \$29,580	■ ■	RC
Structural Metal Fabricators & Fitters	\$27,820 / \$37,150	■ ■ ■	RC
Upholsterers	\$27,050 / \$38,270	■ ■	R
Welders, Cutters, Solderers, & Brazers	\$30,630 / \$39,610	■ ■ ■	R

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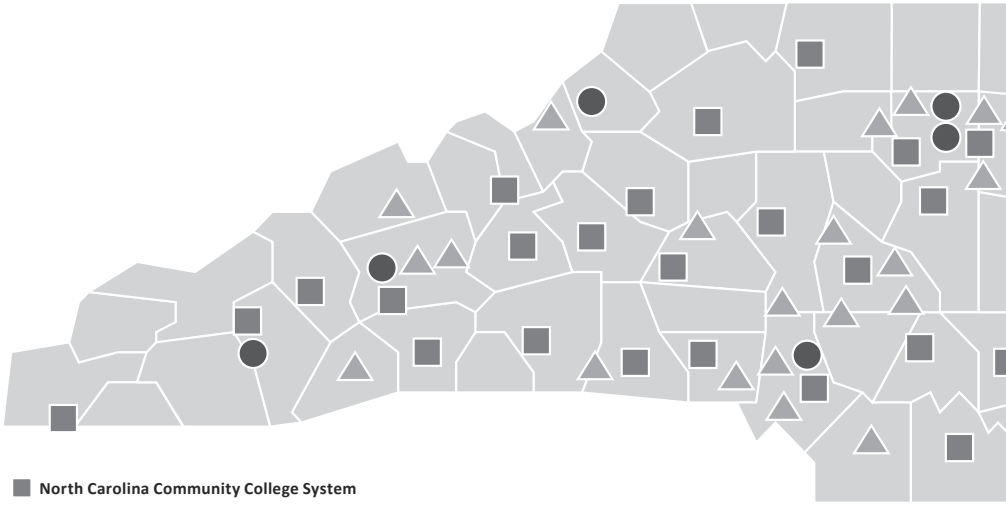
**MARKETING**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Driver/Sales Workers	\$17,420 / \$20,060	■ ■	RE
Managers of Professional Services and Wholesale Sales Workers	\$51,650 / \$84,180	■ ■ ■ ■	ECS
Managers Retail Sales Workers	\$28,170 / \$40,050	■ ■	ECS
Merchandise Displayers & Window Trimmers	\$23,460 / \$33,410	■ ■ ■	AER
Parts Salespersons	\$20,030 / \$29,860	■ ■	ECR
Property, Real Estate, & Community Association Managers	\$34,970 / \$54,630	■ ■ ■ ■	EC
Real Estate Sales Agents	\$26,640 / \$47,690	■ ■ ■	EC
Retail Salespersons	\$17,590 / \$22,440	■ ■	EC
Sales Engineers	\$64,460 / \$90,550	■ ■ ■ ■	ERI
Sales Representatives	\$34,150 / \$59,920	■ ■ ■ ■	CE
Stock Clerks & Order Fillers	\$19,740 / \$24,750	■ ■	CR
Switchboard Operators	\$22,020 / \$27,860	■ ■	CES
Telemarketers	\$20,650 / \$24,550	■ ■	EC

**TRANSPORTATION, DISTRIBUTION, & LOGISTICS**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Dispatchers	\$26,240 / \$38,330	■ ■	CRE
Automotive Body & Related Repairers	\$29,220 / \$45,590	■ ■	R
Automotive Glass Installers & Repairers	\$24,090 / \$34,260	■ ■	RCE
Automotive Service Techs. & Mechanics	\$24,140 / \$39,390	■ ■	RI
Bus & Truck Mechanics & Diesel Engine Specialists	\$32,360 / \$44,150	■ ■ ■	RC
Cargo & Freight Agents	\$31,660 / \$43,920	■ ■	CER
Engine & Other Machine Assemblers	\$28,250 / \$35,610	■ ■	RC
Heavy & Tractor-Trailer Truck Drivers	\$29,390 / \$42,140	■ ■	RC
Laborers & Freight, Stock, & Material Movers	\$20,320 / \$25,880	■ ■	R
Light Truck or Delivery Services Drivers	\$20,950 / \$29,930	■ ■	RC
Mobile Heavy Equipment Mechanics	\$34,880 / \$46,380	■ ■ ■	RC
Motorcycle Mechanics	\$25,190 / \$35,600	■ ■ ■	R
Packers & Packagers	\$17,830 / \$22,740	■ ■	RC
Transportation Equipment Painters	\$28,740 / \$42,640	■ ■	RC
Tire Builders	\$25,870 / \$36,870	■ ■	RC
Tire Repairers & Changers	\$20,980 / \$28,100	■ ■	RC
Transportation, Storage, & Distribution Managers	\$68,040 / \$97,210	■ ■ ■ ■	EC

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## CAREER AND EDUCATIONAL RESOURCES

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**REALITY**  
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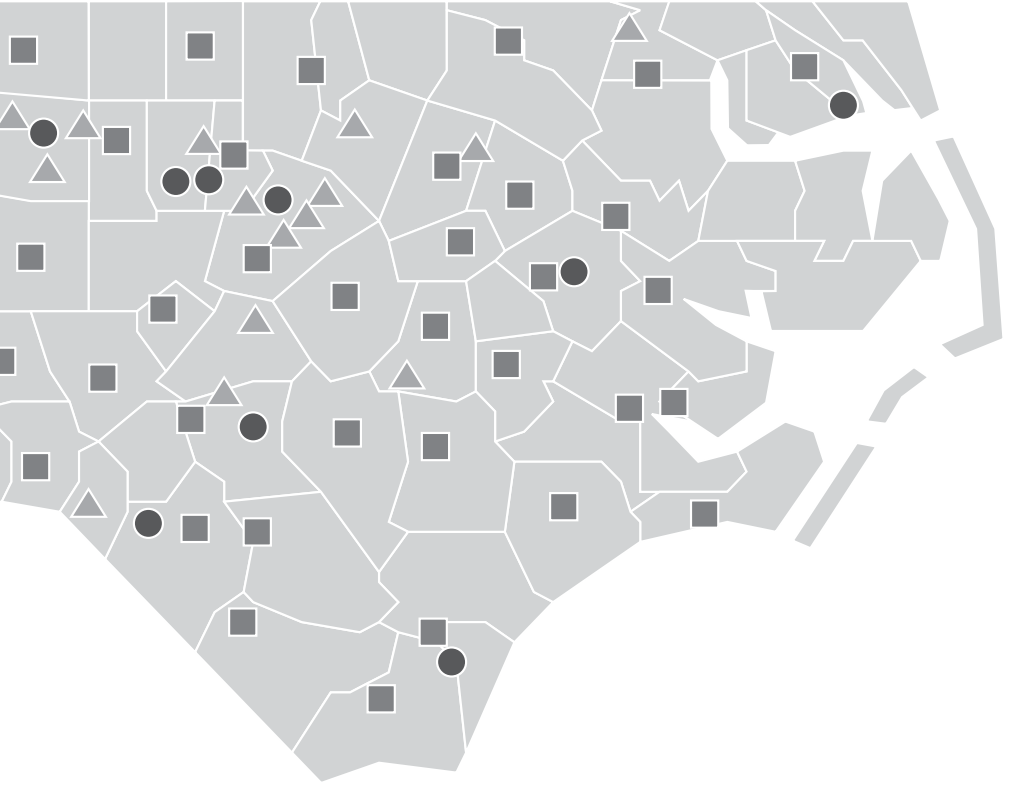
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Scan the QR code to access a searchable table and map of NC Community Colleges, Public Universities, and Independent Colleges & Universities with information including costs, certificates and degree programs to help you prepare for your education and career

[www2.cfnc.org/college-search](http://www2.cfnc.org/college-search)



### ADDITIONAL RESOURCES



[bonds4jobs.com/](http://bonds4jobs.com/)



[legalaidnc.org](http://legalaidnc.org)



[cat.sog.unc.edu](http://cat.sog.unc.edu)



[doleta.gov](http://doleta.gov)

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# IV. Get Experience While You Study

Work-based learning gives you the edge when applying for new jobs.

North Carolina offers employers valuable resources to train you as part of their incoming workforce. You'll gain valuable work experience and meet people who can be your best resource for finding a future job and connecting with potential employers. These experiences can also improve the quality of your resume!

Jump start your future career by "trying out" an occupation through work-based learning programs like those listed below. Your local school or college will offer some of these programs, and you can also seek out these opportunities online and by contacting the local NCWorks Career Center as well as community businesses and organizations.

## JOB SHADOWING

**Job Shadowing** programs usually involve going to work for one or several days with someone whose career interests you. You can observe tasks and skills required for the job, experience the work environment, and interact with people who currently work in your potential career field.

## INTERNSHIPS AND COOPERATIVE EDUCATION

These experiences usually last from a couple of weeks to several months. You observe individuals in your career field of interest while performing some of the job's tasks and duties. **Internships and Cooperative Education** include mentoring by an experienced career professional who can discuss your career decisions and goals. Internships can be paid or unpaid, but Cooperative Education must provide pay. Either program may be eligible for academic credit at a high school or college.

## WORK RELEASE PROGRAM

**The Work Release Program** provides selected offenders the opportunity for employment in the community during imprisonment. It addresses the transitional needs of soon-to-be-released offenders by providing an opportunity to support their families and to reduce the economic costs of imprisonment.

## APPRENTICESHIPS

**Apprenticeships** offer combined academic instruction, structured training, and paid work experience that usually lasts for three to four years. Employers offer these programs in collaboration with the North Carolina Community College System.

## SERVICE LEARNING

**Service Learning** can be a great way to learn about a career and help your community while developing new skills or applying existing skills. You will see how the services you provide connect with what you've learned in classes.

## BUSINESS/INDUSTRY FIELD TRIPS

**Business/Industry Field Trips** are opportunities to leave the classroom to see how what you've learned applies in workplaces. You can observe and investigate activities that relate to a specific school subject and to your career plans.

## PROGRAM SPOTLIGHT BARBERING PROGRAM AT HARNETT CORRECTIONAL INSTITUTE

A collaboration between the NC Department of Public Safety, NC Board of Barber Examiners and Central Carolina Community College provides real life job skills and a pathway to a license, which may not have been considered previously, for offenders with certain qualifications in NC Correctional Facilities. The two-year program held at Harnett Correctional Institute accepts 20 individuals per cohort and provides more than 1,500 hours of classroom work and practical instruction under the guidance of a Licensed Barber Instructor. Upon graduation offenders are assigned to work in one of 12 licensed prison barber shops under a NC Board of Barber Examiners Provisional License where they work until release. Prior to release, offenders are presented to the NC Board of Barber Examiners to obtain a full Barber License.

# V. Prepare for Work

Understanding what employers look for in candidates is useful when exploring career options and entering the job market. To best position yourself to land that job, do some research and prepare yourself to understand both the job and employer requirements.

Much of this research can be done over the internet. If you don't have access to the internet at home, free public internet access is usually available at a NCWorks Career Center or the public library.

## READ JOB POSTINGS

Go online and search what jobs are available. Helpful websites include: [NCWorks.gov](https://www.ncworks.gov), [Indeed.com](https://www.indeed.com) and [LinkedIn.com/jobs](https://www.linkedin.com/jobs).

## VISIT A LOCAL NCWORKS CAREER CENTER

NC Works Career Centers have career counselors who specialize in working with re-entry candidates and can help guide you to the best opportunities. Employers have noted that a reference from a workforce development agency, such as NCWorks, is viewed positively when reviewing candidates.

## RESEARCH THE OCCUPATION

NC Careers' Occupation profile, [tools.nccareers.org/occupationalprofiles/index.html](https://tools.nccareers.org/occupationalprofiles/index.html), and the Bureau of Labor Statistics' Occupational Outlook Handbook, [www.bls.gov/ooh](https://www.bls.gov/ooh), have descriptions and data on occupations including wages and job growth.

## RESEARCH THE INDUSTRY THAT INTERESTS YOU

Through web searches and industry associations you can learn about industries and occupations. This will help prepare you for an interview or to better understand opportunities and challenges in a field: Is it growing? Are technological changes likely to affect future opportunities?

## FIND LOCAL EMPLOYERS

A job posting search will help identify local employers, but, remember, not all local employers are hiring at the same time and some will not post jobs online. Other ways to find local employers is through web searches for your town or city or to use CareerOneStop's Employer Locator Tool, [careeronestop.org/toolkit/jobs/find-businesses.aspx](https://careeronestop.org/toolkit/jobs/find-businesses.aspx). Limiting your search to industries (advertising, machine shops, medical clinics) may be more helpful than searching for occupations (nurse, media specialist, welder).

## RESEARCH THE COMPANY

Before you contact a potential employer, do some homework to learn what the company does. Knowing about the business will impress employers. A good place to start is on the company's online and social media presence. A Google news search is also a good place to gather information.

## ASK FOR AN INFORMATIONAL INTERVIEW

Talking with someone in the company is the best way to learn about a business and what they look for in new employees. Ask your friends and family if they know anyone at the company you are interested in and see if they can help set a meeting. If you don't have a direct link, make a call to the company and explain that you are interested in working for them as employers will schedule a brief meeting to talk with someone interested in working for them. During the meeting, don't ask for a job, instead be prepared with questions and be respectful of their time. You can find interviewing tips and conducting an informational interview at [careeronestop.org/jobsearch/network/form-a-network.aspx](https://careeronestop.org/jobsearch/network/form-a-network.aspx).

## UNDERSTAND EMPLOYER BENEFITS

Benefits are available to employers who have a "fair chance" hiring policy. Be aware and prepared to tell employers about them.

- **Work Opportunity Tax Credit (WOTC)**  
WTOC provides up to a \$2,400 tax credit for each qualified individual hired. To qualify, the employer must hire an individual who has been convicted of a felony or released from prison within the last 12 months. Information on the WOTC is available at [nccommerce.com/grants-incentives/workforce-grants/work-opportunity-tax-credit](https://nccommerce.com/grants-incentives/workforce-grants/work-opportunity-tax-credit).
- **Federal Bonding Program**  
Provides free insurance starting at \$5,000 for any "at risk" job seeker employed, including individuals with a history of arrest or conviction. More information is available at [bonds4jobs.com](https://bonds4jobs.com).

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