

**Activity 1*****Assessing Your Aptitudes***

**Directions:** Successful job seekers match their aptitudes to job opportunities. Your aptitudes and skills can change over time. At each point in your career path, you should consider your aptitudes before making career choices. Complete the following steps to determine your aptitudes and skills.

**Step 1:** Rate yourself in each of the following aptitudes and abilities. Place a checkmark in the box that best describes your aptitude level in each area below.

<b>Aptitude</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>
1. <i>Verbal Ability</i> —ability to understand and use words			
2. <i>Numerical Ability</i> —ability to solve numerical problems			
3. <i>Spatial Aptitude</i> —ability to understand shapes in space			
4. <i>Form Perception</i> —ability to see details in objects			
5. <i>Color Perception</i> —ability to perceive colors and shades			
6. <i>Clerical Ability</i> —ability to understand words and numbers in written or verbal messages			
7. <i>Motor Coordination</i> —ability to use eyes, arms, hands, legs, and feet			
8. <i>Finger Dexterity</i> —ability to manipulate small objects			
9. <i>Manual Dexterity</i> —ability to manipulate objects with hands			
10. <i>Learning Ability</i> —ability to learn new tasks and solve problems			

**Step 2:** Answer the following questions.

- Which three aptitudes are your strongest? \_\_\_\_\_  
\_\_\_\_\_
- What hobbies or interests do you have that express your aptitudes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

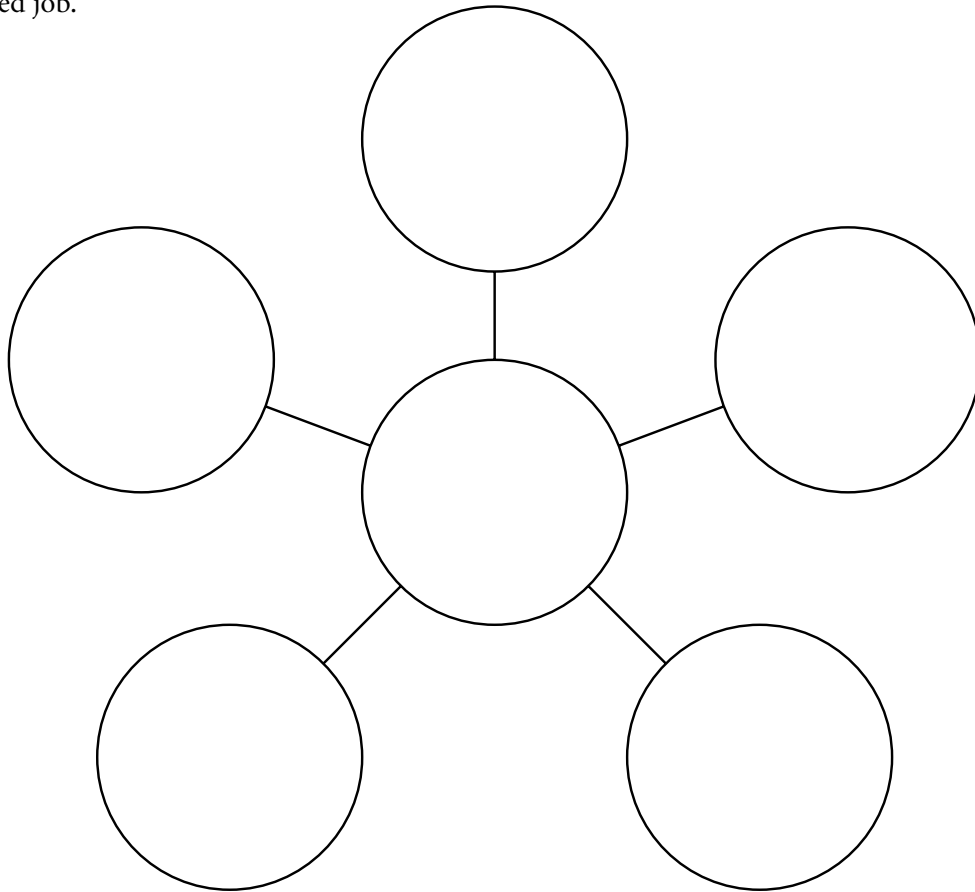
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**Activity 1*****Assessing Your Aptitudes*** (continued)

**Step 3:** Use print or Internet resources to identify five jobs that match your aptitudes. Write the jobs below. If needed, explore the Bureau of Labor Statistics Web site for ideas.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Step 4:** Review your list and select the job that interests you most. Write the job in the center of the concept map below. In the remaining spaces, write five other jobs that are closely linked to the one you chose. On a separate sheet of paper, explain how each of the five jobs may be a stepping stone to your most desired job.

***Follow-Up***

Interview someone in an occupation you identified in Step 3. Find out which aptitudes are most valuable in that job. Ask the person to outline his or her career path. Present your findings to your class.

**Activity 17*****Dressing for Your Job***

**Directions:** Your clothes tell others about you, and employees' clothes tell about the company in which they work. Following your employer's dress code—the set of rules describing required or appropriate clothing—shows that you respect your employer and consider your job important. Dressing appropriately is part of being professional. Follow Steps 1 and 2 to learn about dressing appropriately for the job.

**Step 1:** A company's dress code might affect whether you accept a job. For example, if your culture or religion does not permit you to wear a swimsuit, then you might not be able to accept a job as a lifeguard. Place a checkmark in the appropriate column to respond to the following statements about clothes you would like to wear on the job.

While at work, I would like to wear . . .	Yes	No
Business clothes, such as a suit, tie, and dress shoes.		
Casual clothes, such as shorts or jeans, T-shirts, and tennis shoes or sandals.		
The latest fashions from popular clothing stores.		
A uniform provided by the company.		

**Step 2:** Visit a local business in which you would like to work or one that is similar. Observe the employees and ask the employer about the company dress code. Gather information from the employer to answer the following questions about the company dress code.

1. What types of clothes are the employees allowed to wear?

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2. Which clothes are strictly not allowed?

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*Dressing for Your Job* (continued)

3. What impression is the business trying to convey to others? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What types of hairstyles and jewelry are allowed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How do the managers dress? Is this different from the other employees? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Based on the information you gathered, in what ways does this business match your preferred dress code? In what ways does it not match?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *Follow-Up*

You might be excited about the clothes your employer wants you to wear, but you should remember that clothes are an expense. You will need to be sure you can afford the types of clothes your employer will require. Even if you will wear a uniform, you will likely have to pay for it. Use the Internet and clothing catalogs to determine the cost of clothing for your job. How often will you need to buy new clothes or a new uniform? How much will it cost to clean the clothes if you need to use a laundry facility or dry cleaner to clean them? How much will grooming supplies cost? Calculate a monthly total dress code expense. Write your calculations on a separate sheet of paper and attach it to this activity.