

RESEARCHING OPPORTUNITIES

Finding information about industries, occupations, and employers

The following is a list of topic areas to gather information about to help you when researching industries, occupations, and employers.

INDUSTRY

- Industry
- Career prospects
- Present and future trends
- Characteristics of people working in this industry
- Key issues
- 5 organizations in this industry
- Professional associations

OCCUPATION

- Title
- Duties and responsibilities
- Educational and training requirements
- Skills required
- Experience needed
- Characteristics and values of people working in this field
- Clients (patients, students, children, etc.)
- Salary range and benefits
- Working conditions (hours, environment, etc.)
- Advancement opportunities and career mobility
- Professional association (optional or mandatory)
- Present and future prospects for this occupation
- Related occupations

EMPLOYER

- Name, contact, webpage, e-mail, phone number, address
- Positions available
- Skills and qualifications valued
- Characteristics of people working in there
- Organization type (private, public, NGO, government)
- Products or services
- Number of employees
- Clients (patients, students, children, etc.)
- Industry and trends of this industry
- Location(s)
- Salary range and working conditions for specific position(s)
- Opportunities for advancement and career mobility
- Structure and key personnel
- History and reputation of the organization
- Mission statement and philosophy
- Financial situation and potential growth
- Main competitors
- Recruiting practices

Career and Alumni Services

