

## Resource Guide

The Bridges Career Academies & Workplace Connections program has developed a series of career videos designed to provide students an introduction to the following career pathways:

- Engineering
- Manufacturing
- Heavy Equipment
- Information Technology
- Healthcare

Although the pathways differ, each video follows a similar format and provides the following information:

- Introduction to the career pathway
- Interviews with business owners and workers
- Information regarding regional demand and regional pay
- High school educational planning
- Post-secondary educational options

The following resource materials provide an opportunity to further explore the career and can be used with any or all of the videos:

Page 2: Video Guide Questionnaire Activity

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We'd also like it if you could give us your feedback on the videos. Simply complete the Career Videos Evaluation Form (last page of this PDF) and return to Bridges. Thanks!

## **Video Guide Questionnaire Activity**

This video provides general information about the career pathway. You will listen to a business owner and an employee and learn about the post-secondary options for the career. Be prepared to discuss the following questions at the end of the video.

### **General Information:**

1. What type of jobs and/or educational degrees/certificates are part of this career?
2. What do businesses in this career say about the need for workers?
3. How many businesses in this career are located within 60 miles of here?
4. Does this career offer life-long job opportunities?

### **Employee Comments:**

1. What was the employee's job title?
2. What kind of work did he/she do?
3. Did the job require post-secondary education?

### **Employer Comments:**

1. How many employees does the business have?
2. Where does the company sell their products?
3. Who owns the business?

### **Your High School's Options:**

1. What courses at your high school should you take if you are interested in this career pathway?
2. Who at your high school can help you if you are interested in exploring this career pathway?

## Employee Interview Activity

This activity is designed to provide you with an opportunity to learn about a career pathway from someone with 'real life' experiences. Select someone who is currently employed in this career pathway such as a parent, family friend or neighbor and conduct an interview. Record their responses to these interview questions:

1. What is the name of your employer?
2. What type of work and/or services does the business conduct?
3. What is your job title?
4. What are your main duties or job responsibilities?
5. Does your job require you to work alone or with others?
6. Were you required to have post-secondary education for your job?
7. Do you use technology for you work? If so, what kind?
8. Are you required to write reports or other documents for your job?
9. Does your job require you to work with customers either on-line, by phone or in person?
10. What part of your job do you like the most?

## **Employee Interview Activity., cont.**

11. Is there any part of your job that you dislike?
  
12. Feel free to share or not share this information with me. What is your hourly wage?
  
13. What is the typical average wage for your job? What is the starting wage? Top wage?
  
14. Does your employer provide benefits such as health care and a savings plan?
  
15. Is there anything else you feel is important for me to know about this career?

### Online Job Research Activity

This assignment will help you identify specific information about the jobs within this career pathway. The video identified several specific jobs. List four and answer the following questions:

1. Specific jobs listed in the video:

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

2. Job information for Central Minnesota:

Use this web site help find the answers: <https://careerwise.minnstate.edu/>

Specific Job	Central Minnesota Growth Rate	Average Hourly Wage	Number of Years of Post-Secondary Education Required

3. Are there businesses for these jobs within 60 miles of your home town? If so, list them:

Locate the web site for your home town and the towns within your local area and/or the Chamber of Commerce for these towns to help you find your answers.

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



## Bridges Career Videos

### Career Pathway Work Environment Activity

In exploring a career pathway, it is important to understand the work environment to determine if your values and personality match. Based on the video you viewed and your personal experiences, use the following chart to determine if the specific behavior is important/required in the workplace environment and the importance to you.

Rate the following from 1 to 3; 1 being least important and 3 being the most important

As a worker I will have to:	Requirements are:	Importance to me:
Independence and/or little supervision		
Working on different tasks		
Work that has tasks that are challenging		
Work that shows my artistic talents		
Providing assistance to other employees		
Work as a member of a team		
Long-term job security		
Work that is meaningful to society		
Adequate pay and benefits		
Receiving recognition for my work		
Uses my education and work experience		
Work that produces concrete results		
Requires me to supervise others		
Work where I use my creativity		
Work where my employer values my ideas		
Adequate vacation and sick leave		
Health benefits for my family		

Total: \_\_\_\_\_

Total: \_\_\_\_\_

Scoring:

51-40 You would do well in this work environment.

39-26 You would be happy for a short time in this work environment.

25-17 You would not like to work in this work environment

## **Role Play: Employer Interview**

In this role play, you will be paired in teams of three. Each student will select one of the following roles: business owner, potential employee and recorder. The business owner will select a business, the employee will ask the following questions of the business owner, and the recorder will write the answers below the questions.

What is the name of your business?

What type of work is done at your business?

Who purchases or uses your services/products?

How many workers do you employ?

What has been your business's growth rate over the past five years?

Are you planning any future expansion for your business?

Do you have businesses in other locations?

What is the average wage for a new employee?

What benefits does your business offer to new employees?

Do you require new employees to have post-secondary education for employment?

Are there opportunities for employee promotion?

Do you have educational opportunities or do you provide financial support for professional growth?

## Career Videos Evaluation Form

These videos and activities were designed to introduce you to career pathways that lead to high pay and high demand jobs in Central Minnesota. The **Bridges Career Academies & Workplace Connection** staff would like your input to determine the effectiveness of the materials. Please complete the following survey.

*For each item identified below, check the number to the right that best fits your judgment of its effectiveness. Use the scale above to select the quality number.*

	Least		Most
Questions	1	2	3
The video was interesting and professionally done.			
I gained new information about the high pay and high demand job opportunities that exist locally.			
I learned about the variety of jobs available in this career pathway.			
The employee's presentation helped me understand what it would be like to work in a business for this career pathway.			
The employer's presentation helped me understand the market for the products and/or services for this career pathway.			
I learned about the variety of post-secondary education options available for this career pathway.			
I have changed my view/understanding of this career pathway.			
Having watched the video, I feel better prepared to make a decision about my future career.			
The career video showed the opportunities for advancement in the job market both financially and professionally.			
The video and activities helped me determine if this career pathway is for me.			

Please return this survey to:

Bridges Career Academies & Workplace Connections  
 224 West Washington Street  
 Brainerd, MN 56401