

Career Development

Comps Preparation Study Guide #5

Give a brief history
of career development.

Before 1900 there was little literature or other information available to young people about careers and vocational choices. Jessie B. Davis, a school guidance counselor in Detroit between 1898 and 1907, is credited with starting the first systematic school guidance program. In 1908 Frank Parsons, who is known as the "Father of Vocational Guidance," established the Boston Vocational Bureau. In 1913 the National Vocational Guidance Association was formed. The progressive education movement during the 1920s and 1930s contributed to the growth of school counseling which included vocational guidance.

Testing to determine the interests and aptitudes of students grew out of the tests used by the military during the 1940s. Further growth in vocational guidance was encouraged by the space race of the 1950s and 1960s. In 1985 the National Vocational Guidance Association became part of the American Counseling Association as the National Career Development Association. In addition to Parsons and Davis, important people in the field include Eli Ginzberg, Sol Ginsburg, Sidney Axelrad, John Herma, Donald Super, John Holland, Linda Gottfredson and John Krumboltz.

Discuss the
developmental
approach to career
development.

The developmental approach is based on the theory that career development occurs through stages over a period of time. The approach is holistic and recognizes the interaction of the person with his or her environment. Vocation guidance in this mode helps to educate the student and increase skills and competence. Self-concept, need, and life plan changes are part of the process. So is the change or reversal of early career choices. A leading name in the field is Gottfredson, who devised a four-stage theory of development

Discuss the
decision
approach to
career
development

The decision approach to vocational guidance is a broader perspective than the trait-based approach. Proponents of this approach think that vocational education should be an integral part of all students' entire education. H. B. Gelatt identified two types of decisions: terminal or final decisions and investigatory decisions. A person makes investigatory decisions with added information until he or she reaches a terminal decision. Gelatt devised a model that illustrates the decision-making process and shows information divided into predictive, value, and decision systems.

Discuss the
actuarial
approach to
career
development.

The actuarial or trait-based approach to vocational guidance was developed by Frank Parsons. This approach assumes people are rational and capable of making intelligent vocational decisions when they are aware of which careers are best suited to their interests and aptitudes.

Psychometric testing is used to discover the traits that determine in which employment fields a person is likely to succeed. The Minnesota Occupational Rating Scales is one such test and was used by Edmund G. Williamson to expand Parson's model.

List Donald Super's
vocational development
stages and vocational
development tasks.

The stages are:

- (1) Growth** - birth to 14 or 15 - self-concept, attitudes, interests, and needs develop, child develops a general understanding of the world of work.
- (2) Exploratory** -15 to 24 - person explores choices through classes, work, and hobbies, makes tentative choice and develops related skills.
- (3) Establishment** - 25 to 44 - builds skills and stabilizes in a work situation.
- (4) Maintenance** - 45 to 64 - adjustments are made to improve job situation.
- (5) Decline** - 65+ person prepares for retirement, retires.

The development tasks are:

- (1) Crystallization** - 14 to 18 -develops and plans a possible occupational goal.
- (2) Specification** -18 to 21- chooses a specific vocation.
- (3) Implementation** - 21 to 24 - completes training and enters the job market.
- (4) Stabilization** - 24 to 35 - works at chosen career.
- (5) Consolidation** - 35+ - establishes self in career. According to Super these tasks can be repeated as a person adapts to changes in himself or herself or the work environment changes. They are also somewhat outdated since they were based on middle class white males with college educations during the 1950s and 1960s.

Describe Super's
Archway Model,
Life Career Rainbow,
and
Career Pattern Study.

The Archway Model delineates the changing diversity of life roles a person experiences over his or her life span and illustrates how biographical, psychological, and socioeconomic elements influence the development of a career. The name for the model came from the fact that it was modeled on the doorway of his favorite Cambridge college.

The Life Career Rainbow is a graphic illustration in which each colored band represents a life role and numbers around the outer edge indicate age. The amount of time a person typically spends in each role is indicated by dots of varying sizes within the bands. The Rainbow can be used to help a person find a balance of work and life that is suited to himself or herself.

The Career Pattern Study followed the vocational behavior of a group from the ninth grade to thirty years of age. The study revealed that a person who was mature and an achiever while in high school would likely be a successful young adult.

List the life roles
defined by Donald Super.

Super identified eight life roles that describe the ways people spend time and energy. The child is the time spent relating to parents and lasts throughout the life of the parents.

1. The **student** is time spent in education, starts in early childhood and may last into older adulthood.
2. The ***Leisurite*** is Super's coined word for time spent in leisure activities.
3. The **citizen** is time spent volunteering or in other work for the community.
4. The **worker** is the time one spends working for pay.
5. The **parent** is time spent caring for a child; lasts throughout the child's dependent years and in many cases well beyond.
6. The **spouse** is the time spent in a committed relationship.
7. The **homemaker** is the time spent in maintaining a home - housework, yard work, repairs, shopping, etc.

Explain how the hexagon relates to John Holland's theory.

Holland's hexagon is a graphic illustration of the correlation between his six personality types and six occupational environments or categories that he called **themes**. The themes are positioned on the hexagon so that those with the most similarity are closest together and those with the most differences farther apart.

A person's scores on the *Vocational Reference Inventory* and the *Self Directed Search* determine which work environment is the best fit for his or her personality. Holland believed that most people are not clearly of a single personality type, but will have characteristics from two or three types.

List john Holland's
modal personality types.

Using an actuarial approach Holland developed a theory that the choice of career is an outgrowth of personality that is influenced by the stereotypes people hold of different types of employment. He identified six modal personal orientations that he believed all people have in varying degrees.

(1) The realistic personality type is active and aggressive, prefers explicit tasks, and may not relate very well to others. Career choices would be mechanical or technical work.

(2) The investigative personality is intellectual, prefers creative activities, and may have poor social skills. Typical career choices would be in the sciences or the computer field.

(3) Artistic personalities are imaginative and expressive, with a preference for activities that are not rigidly ordered or systematic. Typical career choices would be something in the arts or some other creative field.

(4) Social personality types enjoy interaction with others and imparting information and have little interest in tools or mechanical devices. Teaching or counseling would be typical careers for them.

(5) Enterprising people are extroverted leaders who are willing to take chances and have little use for abstract thinking. Politics and business are possible careers.

(6) Conventional personality types are practical with a dislike for unorganized or ambiguous activities. Possible careers include office work and accounting.

Describe
John Krumboltz's
Learning Theory of
Career Counseling
(LTCC).

Influenced by Bandura, Krumboltz identified four important factors in career related decision making.

(1) Genetic endowments and special abilities that could limit a person's occupational choices.

(2) Environmental conditions and events in a person's life such as education, activities, economic conditions and personal resources.

(3) Instrumental and associative learning about careers including the reactions and reinforcement from others.

(4) Task approach skills which include problem-solving ability, working and thinking patterns, and emotions. He saw learning as a life-long process and thought a person's beliefs could be changed through career counseling. He also believed that unplanned events could influence a person's career development. In working with clients he made use of the *Career Beliefs Inventory*.

Describe the
Circumscription and
Compromise theory of
career development.

Developed in the 1980s by Linda Gottfredson, the Circumscription and Compromise theory explains how vocational choice develops in children and teenagers. Vocational choices are narrowed (circumscribed) and inappropriate choices discarded (compromise) as the person develops and learns about career possibilities.

Gottfredson described four stages of development (1) Orientation to size and power is the period from age three to age five.

(2) Orientation to sex roles is the years between six and eight when the child learns that many vocations are considered appropriate for one sex or the other.

(3) Orientation to social valuation occurs between the ages of nine and thirteen during which time the child learns that society, including their peers and family, place values on particular occupations.

(4) Orientation to internal unique self begins at about the age of fourteen as the child's interests and ambitions influence his or her vocational choice.

A person's self-concept determines a range of acceptable choices.

Discuss Roe's
career development theory.

Anne Roe's theory of career development was a needs approach in which genetics, childhood experiences, and the relationship with parents were contributing factors to the choice of a career. She believed that the parenting style would determine whether or not a person would be people-oriented. She also subscribed to Maslow's theory that careers are chosen to meet needs; a people-oriented person chooses a career that involves working with people while a non-people-oriented person will choose a career with less involvement with others. Roe pioneered the use of a two-dimensional occupational classification using fields and levels. The eight occupational fields she identified are: service, business contact, organization or managerial, technology, outdoor, science, General cultural, and arts and entertainment. Technology, outdoor, and science are non-person oriented careers.

She also identified six levels of occupational skill:

1. high level professional and managerial
2. regular level professional and managerial
3. semi-professional and managerial or semiprofessional and small business
4. skilled,
5. semi skilled
6. unskilled

Explain the theory of
Ginzberg, Ginsburg, Axelrad
and Herma.

As developmentalists, Ginsberg, Ginsburg, Axelrad and Herma accepted the idea that occupational choice can be divided into three periods:

- (1) Fantasy** - up to the age of eleven, during which period the child may use any occupation in play.
- (2) Tentative** - age eleven to seventeen, during which time the child examines careers in light of interests and values and his or her own capabilities.
- (3) Realistic** -seventeen to young adulthood, when the person makes a choice. The third period is subdivided into three stages:
 - (1) Exploration** - during which the person limits vocational choices to personal interests and abilities.
 - (2) Crystallization** - during which a definite choice is made.
 - (3) Specification** - during which the person is educated for his or her choice of vocation.

This theory was based on a study of a small group of young men from the middle-class in the 1950s and rather ignored the fact that gender, race and social standing were important factors in occupation choice at that time.

Describe the cognitive
information processing (CIP)
career development theory.

In 2001 the CIP career development theory was formulated by Sampson, Reardon, Peterson and Lenz. It is a method of dealing with career problems by using a series of sequential steps.

Step 1- communication, which identifies the person's career needs.

Step 2 - analysis - identifies the components of the problem and sets up a conceptual framework.

Step 3 - synthesis, which defines possible actions.

Step 4 - valuing, which prioritizes the possibilities according to their likelihood of success.

Step 5 - execution, in which the person implements the solution.

Career counseling using this theory has the goal of identifying the needs of the client and helping him or her gain the skill and knowledge that will fulfill the needs.

Describe Tiedeman and
Miller-Tiedeman's
decision making model.

Tiedeman & O'Hara saw career development as parallel to Erikson's psychosocial stages and believed that career decisions were made as ego related problems were solved. They believed that career decisions were related to other decisions one made about other areas of one's life and that each person can choose his or her career. They saw career decisions as a two-phase continuing process and identified the phases as anticipation/ preoccupation, during which a person imagines himself working at a particular job and implementation/adjustment, when the person actually works at that job. Tiedeman and Miller-Tiedeman emphasized the key role an individual plays in making career decisions.

Explain the
constructivism and
contextualism
approaches to career
development.

Both constructivism and contextualism are postmodern approaches to career development. The main idea of **constructivism** is that each person builds his or her own reality. The counselor helps the clients to understand the meaning of their life stories and the life roles each plays, as well as the relationship between those roles and their values and beliefs.

Contextualism acknowledges a close relationship between a person's inner forces and that person's environment.

Contextualism counselors believe each client's reality is drawn from his or her perception of an event and that each client has a personal way of organizing information. In counseling the clients are encouraged to draw meaning from a situation and to consider the situation in its entirety rather than giving attention to a detail of the situation. Clients are also encouraged to regard their behavior from a cognitive and social context viewpoint.

Explain the Social
Cognitive Theory of
career development.

Using concepts from Bandura's social learning theory, the social cognitive theory is based on self-efficacy. Self-efficacy is a person's belief or knowledge about what he or she is able to do and is a critical factor in choosing a career. Another key factor is personal agency, which is the person's ability to actually accomplish a goal. Performance, education, social environment and physical condition can strengthen a person's self-efficacy. Career counseling would be aimed toward increasing the client's self-efficacy.

Describe the
Sociological model of
career development.

The sociological model of career development can also be called a situational model. This approach posits that a person chooses a career because of sociological reasons. In order to choose an occupation, the person must have some knowledge about that occupation. A person's choice is also influenced by such factors as ethnicity and cultural background, which can lead a person to choose a certain type of work or keep him from doing so. Other factors that may influence career decisions include the availability of jobs locally, the requirement for relocation, risks involved in the work, necessary education or training and its availability, and the image of workers in a particular field.

Explain the career development theory of John Crites.

Crites formulated his theory of career counseling after reviewing and writing about the major approaches to the subject. His theory is a comprehensive synthesis of those approaches plus some of his own ideas. He dealt with issues of diagnosis, the counseling process, and outcomes. His work reflects the influence of trait-and-factor and developmental career counseling. He believes that the diagnosis determines the outcome of the counseling. He identified three types of diagnosis: differential, which determines what the problem is; dynamic, which identifies the reasons for the problem; and decisional, which establishes how the problem is dealt with. He developed, used, and recommended that other counselors use the *Career Maturity Inventory*.

Explain the limitations
of career theories.

Although career theories are still evolving and new ones are being developed, many of the classic theories grew out of studies done in the 1950s and 1960s. The subjects of the studies were usually young, middleclass white males, either college-bound, in college, or with college educations. Little work was done with females, with persons of color, or with people from the lower socioeconomic levels, although some attempts were made to apply the theories to these groups. The growing employment of women and socioeconomic gains by the non white segments of the workforce has created a need for new theories. The occupations are changing also as the predominance of manufacturing is giving way to a more technical and highly skilled range of career choices.

Discuss considerations
needed when providing
counseling services to
adults who have
disabilities.

Not all disabilities are visible or limit a person's ability to perform a job. During the intake interview and assessment the counselor should determine if the client has a disability and to what extent the disability will limit the choice of career. The client's self-concept, how well s/he has adjusted to the disability, social skills, how s/he copes with daily life, and any past employment must be assessed and considered in the counseling.

The counselor should be knowledgeable about the American's With Disabilities Act and state and local laws and aid including rehabilitation opportunities and assistance.

It is helpful if the counselor is aware of local businesses that are especially accepting of persons with disabilities as well as those that are likely to be less welcoming.

Define the following terms:
lifestyle,
expressed interest,
manifested interest,
tested interest, and
outplacement counseling.

Lifestyle - the overall pattern of a person's life including such factors as career, home life, romantic partner, interests, hobbies, and recreation.

Expressed interest - an interest that a person openly says s/he has.

Manifested interest - an interest that is revealed by what a person does.

Tested interest - determination of a person's interests through testing.

Outplacement counseling - career counseling for employees whose jobs are ending - may include job placement services.

Discuss considerations
needed when providing
counseling services
LGBT persons.

Since many gay, lesbian, bisexual and transgendered (LGBT) persons conceal the fact that they are members of a sexual minority, it is very likely that most counselors work with them without ever realizing they do so. When the counselor is aware that the client has a LGBT sexual orientation, then such issues as self-concept as it relates to sexual identification, whether or not the client is "out" and to what extent, whether or not s/he prefers to be out at work, and how s/he handles discrimination must be dealt with. While many major companies are known to be gay/trans friendly, small local businesses may be very discriminatory. In order to work successfully with LGBT persons, the counselor must be accepting or at least able to keep his/her personal prejudices from affecting how s/he works with the client.

Describe the
World-of-Work Map.

The World-of-Work Map is a graphic illustration of how occupations are related via primary tasks. The primary tasks are working with data, ideas, people or things. The map was developed by ACT. It is a circle divided into six segments, each representing a cluster of occupations that correspond to John Holland's six occupational types. The types are Administration & Sales, Business Operations, Technical, Science & Technology, Arts, and Social Service. Each cluster is divided into two regions and has from three to seven career areas. Two versions exist; one for counselors to use and the other for students.

Discuss the Internet
resources available for
career development.

The Internet has much to offer job seekers and career counselors. Counselors must be familiar with this tool, competent in its use and willing to use it, and familiar with major sites that can be useful to himself and the clients. Information available on the Internet includes educational resources, financial aid information, government and military information, information about particular businesses and corporations, job listings, job search sites, and help with resumes, interview skills, etc. Some corporations accept applications via the Internet and some accept them only that way. Internet job postings are superseding the "Want Ad" newspaper listings. Among the sites with which counselors should be familiar are US Department of Education, the Bureau of Labor Statistics, Military Career Guide, America's Job Bank, Monster.com, CareerBuilder, America's Career InfoNet, and Imdiversity, which offers information for minorities and women.

Explain the OOH, GOE,
Workforce Investment Act
of 1998,
and 1994 School-to-Work
Opportunities Act,
and give the definition of
hidden job market.

The Occupational Outlook Handbook (OOH) - a compilation of data concerning employment trends and outlooks, salaries, required training and education etc., published every other year by the U.S. Department of Labor.

The Guide for Occupational Exploration (GOE) - a compilation of data concerning occupations, skills and abilities, work environments, salaries, etc., divided into areas of interest

Workforce Investment Act of 1998 - federal program that establishes "one-stop" delivery system for workforce investment and educational services - includes Youth Opportunity, Migrant and Seasonal Farmworker and Native American programs, Job Corps, Adult Literacy Programs and incorporates the Rehabilitation Act of 1973.

1994 School-to-Work Opportunities Act - federally funded program to provide money for work-based learning, school-based learning and connecting activities that encourage collaboration between educational institutions and employers.

Hidden job market - employment opportunities that are not advertised and new employees are recruited by networking - approximately 80% of jobs.

Explain the DOT and O*NET.

The Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, contains descriptions of 12,000 types of occupations and more than 28,000 job titles. It details tasks and gives educational and skill requirements for each job. It is available in print form or as a download from the Information Technology Associates web page. The DOT and O*Net can be downloaded together or both are available on a CD-ROM.

O*Net is the **Occupational Information Network**, a comprehensive database of occupational information and employee requirements. It features assessment and other occupation exploration tools. Eventually it will replace the DOT and become America's primary source of employment information.

Describe the issues
faced when counseling
dual career/dual-earner
couples.

In an increasing number of families both partners are wage earners or are pursuing careers. Among the conflicts that can arise are the inequity of wages when one earns more (especially if it is much more) than the other, sex-role stereotypes and expectations, inequity of home maintenance and child care responsibilities, and questions of how money is handled and spent. Career advancement can cause conflict if one advances faster than the other or advancement for one partner requires relocation.

Explain
Career Education,
retirement counseling,
displaced homemaker,
and dislocated worker.

Career Education - programs that add career education to the curricula from kindergarten through high school - intended to create career awareness in the elementary grades, explore careers in middle school and junior high school and prepare for a career in high school.

Retirement counseling - helps people prepare for retirement by providing information on expectations including financial; home, social, and family life; medical and health issues; and legal matters.

Displaced homemaker - a women reentering the workforce or entering it for the first time after raising a family as a stay-at-home parent - often applied to a divorced or widowed woman who must support herself and may or may not have dependent children.

Dislocated worker - a person unemployed because of job elimination, downsizing, company relocation or company closing.

Define outsourcing.

Outsourcing is the shifting of activities to an agency outside a company or organization or the moving of operations to a non-U.S. location. Some companies use independent contractors for certain types of jobs rather than using employees since contractors do not receive benefits and taxes and social security do not have to be deducted. In recent years many companies have closed factories and other operations in the United States and moved all or part of their production, technical support, and information services to countries where wages are lower and benefits are less or nonexistent

Define the following:
Family and Medical Leave Act,
Glass ceiling,
and leisure.

Family and Medical Leave Act (FMLA) - requires companies that employ fifty or more persons to provide up to twelve weeks of leave without pay during any twelve months for childbirth or because of the illness of a member of the employee's immediate family.

Glass ceiling - by unwritten agreement among the decision makers the highest level in an organization that a person (a woman or a minority) is allowed to reach.

Leisure - time away from work during which a person can decide what to do - also refers to pleasure activities.

Discuss the Self-Directed Search (SDS).

Developed by John Holland the *Self-Directed Search* is an assessment tool that lets a person match his or her interests and personality type to careers of the same type. The SOS is based on the theory that all people fall into one of six categories - Realistic, Investigative, Artistic, Social, Enterprising, and Conventional - and that occupations can be categorized the same way. People are more likely to experience job satisfaction and success when their career matches their type. The SOS is related to the *Dictionary of Holland Occupational Codes* that can then be used to explore careers that match a person's interests and skills.

Explain the following:
underemployment,
self directed search,
lifting requirements work
classifications, and
occupational sex segregation.

Underemployment - an employee whose education and/or experience exceed the requirements for the position.

Lifting requirement work classifications - the level of lifting ability required for a particular occupation - sedentary work requires a ten pound maximum, light work requires a maximum of twenty pounds, medium work requires a maximum of fifty pounds, up to one hundred pounds is required for heavy work, and very heavy work is rated at one hundred pounds or more.

Occupational Sex Segregation. - occupations commonly thought of as female jobs usually have less pay and lower status than occupations regarded as work for men.

Explain how women have changed the U.S. workforce in recent years.

In the past two decades the number of women working full time has doubled and almost 50% of the labor force is now female. On average women earn only about 75% of male wages. Minority women earn even less, with Hispanic-American women earning only 48% and African American women earning 58%, while the earning level of Asian American women is at 67%. Several social issues relating to children and family have developed from the increased numbers of women in the workforce. Since many of them are of childbearing age, pregnancy problems and childbirth insurance is needed. Childbirth leave is a concern for many. Childcare is of great concern and many companies have added in-house daycare facilities.