

Education/Career Assessment Guide

Sometimes it is easier to think about training when you start by looking at the end goal: **where do I want to work once I finish school?**

1. Define the job that you want to have.
2. Locate employers in Minnesota that hire your position & identify what skills you need to learn to get a specific job.
3. Evaluate which training program and school will get you the skills you need to qualify for the job.

Informational Interview (step 1)

Name of the person you interviewed:

Name of the company she or he works for:

What are your five main job duties?

- 1.
- 2.
- 3.
- 4.
- 5.

Describe your work hours and working conditions, including physical demands and general stress level on the job.

What do you like about this occupation?

What do you dislike about this occupation?

What personality traits are most important to succeed in this occupation?

What can I expect for starting pay and benefits?

How will this job be changing in the next 5-10 years?

What advice would you give someone considering this occupation?

Employer Interviews (step 2)

Get answers to the questions below from employers who hire for the occupation you are interested in:

1. How many (job title) have you hired in the last year?
2. What education & experience do you prefer when hiring?
3. What are the wages & benefits you offer to new employees?
4. What changes in hiring (job title) do you expect in the next 1-3 years?

Employer Name	# of Hires	Education & Experience	Wages & Benefits	Changes	Comments

Compare Schools (step 3)

Name of School?		
Program Name?		
Award type (certificate, degree etc.)?		
Length of Program?		
Does this program require accreditation?		
If program does require accreditation, does it meet those accreditation requirements?		
Do the credits transfer to another school?		
Is there a waiting list to get into my program? How long?		
What is the total cost of the program?		
What is my loan payback amount?		
What is the graduation rate?		
How many classes are on-line?		
How many classes are on campus?		

Other Things to Consider

Are there jobs available in my field of study in the metro area?	Yes	No
If no jobs available in the metro area, how far am I willing to drive?	_____	miles
If no jobs available in the metro area, am I willing to re-locate?	Yes	No
Do I NEED this training to get the job I want?	Yes	No
Will I earn more money by completing the training than I can earn today?	Yes	No
Does my career require I pass a background check?	Yes	No
If yes, can I pass a background check?	Yes	No

Have I been to college in the past?	Yes	No
If yes, can I transfer credits into my new program?	Yes	No
Am I eligible for financial aid?	Yes	No

Average Cost of Tuition & Fees in Minnesota

Private Colleges & Universities	\$33,373
Private Career Colleges	\$13,689
University of Minnesota	\$13,526
State Universities	\$7,658
Technical & Community Colleges	\$5,173

Helpful Websites

www.mn.gov/deed (look for the 'data' tab on the right hand side. Select 'data tools')	Employment outlook projections & graduate employment outcome
www.iseek.org/	Explore careers, plan education
www.onetonline.org	Research occupations
www.bls.gov/ooh/	Research careers
www.minnesotaworks.net	Locate jobs
www.ope.ed.gov/accreditation/	Database of accredited postsecondary institutions & programs
www.fafsa.ed.gov	Federal student aid
https://cch.state.mn.us/	Minnesota public criminal history database

Remember, college is not like high school, it is a business and you are the consumer purchasing a service! Know what you are buying BEFORE you sign up!!