

3.03 KEY TERMS

1. **Accurate:** Correct in all details; exact.
2. **Autonomy:** Freedom from external control or influence; independence.
3. **Classify:** Arrange (a group of people or things) in classes or categories according to shared qualities or characteristics.
4. **Clerical:** (Of a job or person) concerned with or relating to work in an office, especially routine documentation and administrative tasks.
5. **Compatibility:** A state in which two things are able to exist or occur together without problems or conflict.
6. **Dictionary of Occupational Titles:** Defunct publication produced by the United States Department of Labor which matched job seekers to jobs from 1938 to the late 1990s. It was then rendered obsolete and replaced by a database which is largely informed by people who have direct experience working in each occupation, the Occupational Information Network or the O*NET.
7. **DOL Employment and Training Administration:** Mission of the Employment and Training Administration (ETA) is to contribute to the more efficient functioning of the U.S. labor market by providing high quality job training, employment, labor market information, and income maintenance services primarily through state and local workforce development systems (DOL stands for Department of Labor).
8. **Goods:** Merchandise; wares; tangible products that satisfy human wants.
9. **Informational Interview:** A meeting between you and a professional to seek advice & insight on their career, the industry, and the corporate culture of a potential future workplace; . The purpose is to help define your career options.
10. **Intrinsic:** Belonging naturally; ff or relating to the essential nature of a thing
11. **Job security:** The probability that an individual will keep his or her job; a job with a high level of job security is such that a person with the job would have a small chance of becoming unemployed.
12. **Job-shadowing:** Work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student.
13. **Myth:** A widely held but false belief or idea.
14. **North American Industry Classification System (NAICS):** Standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
15. **Non-traditional Career:** A non-traditional occupation is defined as any occupation in which women or men comprise less than 25% of the workforce. Today, many women and men are breaking down barriers to pursue careers.

16. **North Carolina Department of Public Instruction:** Implement the state's public school laws and the State Board of Education's policies and procedures governing pre-kindergarten through 12th grade public education. The guiding mission of the North Carolina State Board of Education is that every public school student will graduate from high school, globally competitive for work and postsecondary education and prepared for life in the 21st Century.
17. **Occupational Info Network (O*NET):** A free online database that contains hundreds of occupational definitions to help students, job seekers, businesses and workforce development professionals to understand today's world of work in the United States.
18. **Occupational Outlook Handbook (OOH):** A publication of the United States Department of Labor's Bureau of Labor Statistics that includes information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of different occupations.
19. **Organizational Design:** Step-by-step methodology which identifies dysfunctional aspects of work flow, procedures, structures and systems, realigns them to fit current business realities/goals and then develops plans to implement the new changes.
20. **Periodical:** A magazine or newspaper published at regular intervals.
21. **Primary Research:** Any type of research that you go out, generate, collect yourself. Examples include surveys, asking questions, conducting trials, interviews, observations, etc.
22. **Secondary Research:** Also known as desk research; involves the summary, collation and/or synthesis of existing research; based on the findings from other people's research.
23. **Service Learning:** A teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities
24. **Services:** Intangible products such as accounting, banking, cleaning, consultancy, education, insurance, expertise, medical treatment, or transportation. We pay someone to do something for us because: we do not want to do it, don't have the time or don't have the expertise.
25. **Shift work:** Recurring periods in which different groups of workers do the same job in rotation
26. **Trade:** A skilled job, typically one requiring manual skills and special training (i.e. plumber, electrician, auto mechanic, hvac, construction).
27. **Standard Occupational Classification (SOC):** System is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 840 detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form 461 broad occupations, 97 minor groups, and 23 major groups.

28. **Strategy:** A plan of action or policy designed to achieve a major or overall aim.
29. **Trade:** A skilled job, typically one requiring manual skills and special training.
30. **Traditional Career:** Earlier, women were confined to traditional roles such as housewives but now they also want to contribute to the family budget. The only hassle is that women in the job market have often been confined to undertake traditional jobs rather than being allowed to undertake challenging jobs that men usually take up.
31. **Unbiased:** Showing no prejudice for or against something; impartial.