



Career Plan Guide

Wiscareers

What is the best way to get the job you want? Do your RESEARCH and make a PLAN! Your plan will change over time, that's ok. The important thing is that you always have a goal in mind and know the steps you need to reach your goal.

Let's remember what are the key ingredients of the "perfect" job:

- #1 Find a job you LIKE.
- #2 Find a job you're GOOD AT.
- #3 Find a job that matches your work VALUES.
- #4 Find a job that will BE THERE.

Now that you know what you're looking for, you are ready to research career clusters and jobs by using your Wiscareers account. Follow the instructions given to you by your workshop facilitator to access or set up your Wiscareers account then follow each part in this guide.

Part 1: Find your career CLUSTER and at least one JOB that you would like. Complete the Personal Globe Inventory assessment to find:

The Career CLUSTER I am most interested in: _____

One JOB in this cluster that I am interested in exploring further: _____

Click on the link for that job. You may want to check out the following:

- Click on the '*About the Job*' section of the page to find out the tasks performed in this job (job duties).
- Click on the '*Salary*' section to find out what this career pays.
- Click on '*Outlook*' to find out about the *job outlook* for this career. (Average? Bright? Below average? Job growth expected to be faster than average? etc.) In other words, what are your chances of finding a job once you've completed the required education and training? Will this job BE THERE?
- Click on the '*Education Path*' section to see what are some of the high school courses you would need to take to prepare for this field.
- CLICK ON THE 'SAVE' BUTTON!

Time to Talk: Now that you've found a career cluster and explored a specific job, discuss the following questions with your coach:

- What did you learn about this job?
- After doing some research, is this still a job that you are interested in? Why or why not?
- What are the aspects of this job (skills, interests and values) that make it a good match for you?
- What things about this job do you like the most/least?
- What are some related jobs that also might be a good match?
- What skills would you need to work on if you wanted this job?

Part 2: Find a SCHOOL that will prepare you for that job. Go back to the '*Education Path*' section.

- Read about the education after high school that is required for this job – in the '*Method of Entry*' section.
- Look at the '*Majors & Degrees*'. Click on one, then go to the '*Training Schools & Colleges*' to find a list of schools that offer that program.
- Spend some time exploring schools until you find one that you are interested in attending.
- CLICK ON THE 'SAVE' BUTTON.
- Click on the '*Applications & Admissions*' section. This is very important information about what the school will require in order to accept your application. In particular, pay close attention to '*Entrance Difficulty*' and '*Admission Requirements*.' It is often a good idea to look at the official website for the school and/or speak with an admission representative from the school to get more specific admission information.

Time to Talk: Now that you've found a school, discuss the following questions with your coach:

- What are some things that I like/don't like about this school?
- What are the things I need to do in high school to make sure that I will be admitted to this school?

Part 3: Your PLAN! Go to the home page and click on the '*ePortfolio*' button right underneath your name. You will see that you have already started your PLAN! You should be able to find the following:

- My Assessments - the results of your Personal Globe Inventory.
- My Education – the school you are interested in attending after high school.
- My Careers – the job you are interested in pursuing.

You'll notice that there are a LOT of other resources to continue your plan after today. Discuss with your coach what your next steps could be!

