



Career Plan Guide

What is the best way to get the job you want? Do your RESEARCH and make a PLAN! Your plan will change over time, and 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 review 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 Career Cruising account. Follow the instructions given to you by your workshop facilitator to access or set up your Career Cruising 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 Career Matchmaker 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 '*Job Description*' section of the page to find out the tasks performed in this job (job duties).
- Click on the '*Earnings*' section to find out what this career pays.
- You can also find what the *job outlook* is 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*' section to see what some of the high school courses are that you would need to take to prepare for this field.
- The career you are researching may also have an interview(s) with real life professionals in this career field! Look to see if there is a 'Photos & Interview' section for this career – check it out!
- CLICK ON THE 'SAVE TO MY PLAN' 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' section.

- Read about the education after high school that is required for this job.
- Look at the 'Related College Programs' – most people call them college "majors." Click on one 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 '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 'Undergraduate Application 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.
- CLICK ON THE 'SAVE TO MY PLAN' BUTTON.

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

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

Part 3: Your PLAN! Go to the home page and click on the 'My Plan' 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 Career Matchmaker
- 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!

