

# USER'S GUIDE

MICHIGAN

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# Introduction

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## THE PURPOSE OF CAREER CRUISING

Career Cruising has been developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using.

While in school, we noticed a common problem among our peers—few of us knew what to do with our lives after graduation. Our understanding of our career options was very limited, and often based more on inaccurate stereotypes than the reality of the working world.

To address these problems, we set out to create a career guidance resource that would have appealed to us when we were in school. Our aim with the initial version of Career Cruising was to develop a user-friendly program that combined comprehensive career information with the personal perspective provided by multimedia interviews with people in every occupation.

Over the years, we have responded to the needs of Career Cruising users by adding a number of additional features: first-class career assessment, a comprehensive post-secondary schools database, financial aid information, an Education Development Plan (EDP) tool, employment resources, and helpful administrative features.

The ongoing development of Career Cruising is a labor of love for all of our staff. It is our hope that Career Cruising will engage and inspire all of our users to achieve their full potential in school, career, and life.

## WHO CAN BENEFIT FROM CAREER CRUISING?

Career Cruising is suitable for people from 6th grade to adulthood. It is a user-friendly program and requires no special training or expertise. Career Cruising is particularly useful for:

- **middle school students** starting to learn about various career choices and the relationship between their schoolwork and the working world
- **secondary school students** in the 9th and 10th grades investigating occupations and planning for the future
- **secondary school students** in the 11th and 12th grades making decisions about training, post-secondary study, and work
- **college and university students** learning about careers related to their field of study
- **unemployed adults and young people** evaluating their options and beginning a work search
- **employed adults** considering a career change

# Introduction

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## INDIVIDUAL CAREER GUIDANCE

Career Cruising is designed for individual, self-directed use. The user-friendly interface helps users satisfy five key career guidance needs: self-assessment, career exploration, post-secondary education planning, work search, and EDP development.

Each of these sections can be used on its own. For instance, someone interested in exploring careers could spend days simply learning about different careers and viewing the multimedia interviews with people in those careers.

However, the sections can also be used in combination. You can learn more about your personal interests and find related careers and information about required training; you can explore occupations that interest you and search for related jobs; you can explore schools in your state and find financial aid programs you qualify for; or you can use any other combination of the features and tools available in Career Cruising to help you develop a clear plan for your future.

We encourage you to go through at least the following steps:

### **Step 1: Develop your EDP**

The EDP tool can be used throughout the career exploration and planning process. When using any component of Career Cruising or participating in any other career development activities, you can save your work and document your activities in your EDP. Developing an EDP allows you to continually build on your previous career exploration work. Also, you will be creating a document that can be used to present yourself to prospective employers, post-secondary school admissions staff, and others.

### **Step 2: Self-Assessment**

Start off with the Career Matchmaker assessment. Matchmaker helps you discover your work interests and provides you with a list of suggested careers.

### **Step 3: Explore Careers**

Click on one of the suggested careers to go to its summary page where you will find key information about the career, including core tasks, earnings, and education and training requirements. If the career interests you, explore each section of the occupation profile in depth and view multimedia interviews with real people in the occupation.

### **Step 4: Plan Education and Training**

The Explore Education section provides information on where to get the required education and training. For instance, if you are interested in becoming a graphic designer, you can use the Search For Majors feature to find colleges offering programs in graphic design. You can also go directly to those

# Introduction

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school profiles by using the Related College Programs links in the Education section of the graphic designer occupation profile.

This User's Guide describes the features and functions of Career Cruising's career exploration and planning tools. For additional information and tips on getting the most out of Career Cruising, please consult our support documents in the Help section, or contact your client account manager.

We hope you enjoy exploring the program! If you have any questions, comments or suggestions for our team, please don't hesitate to contact us at [support@careercruising.com](mailto:support@careercruising.com).

# Getting Started

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## SYSTEM REQUIREMENTS

Career Cruising is an entirely web-based system, which supports a variety of browsers:

### Windows Browsers

- Internet Explorer 8 and higher
- Firefox 9 and higher
- Chrome 18 and higher

### Macintosh Browsers

- Safari 5 and higher
- Firefox 9 and higher
- Chrome 18 and higher

### Tablet Browsers

- Safari on iPad
- Default browser on Android

To ensure you are able to make use of all aspects of the Career Cruising website, the following web browser settings are required:

- JavaScript must be enabled
- Check for new versions of pages automatically
- First party cookies must be enabled

Some network settings can also affect the performance of the Career Cruising website. Where proxy servers are used, they should be set to **NOT** cache pages from [www.careercruising.com](http://www.careercruising.com). Also, network firewalls should include [www.careercruising.com](http://www.careercruising.com) as a trusted site.

## VIEWING SOUND AND VIDEO CLIPS

As long as you are using one of the supported browsers, no additional plugins are needed. A text transcription of the multimedia clips is also provided.

## LINKS TO OTHER WEBSITES

Various sections of Career Cruising contain links to useful external websites that users may wish to visit for additional information. When you click on a web link, a new browser window will automatically open up, allowing you to do further research without leaving the Career Cruising website.

**Career Cruising is not responsible for the content of external web links.**

# Getting Started

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## ACCESSING THE CAREER CRUISING WEBSITE

To log in to Career Cruising, go to [www.careercruising.com](http://www.careercruising.com) and type in your personal EDP username and password. Then click the **Log In** button. If you have forgotten your EDP username or password, click on the **Forgot Password?** link on the login page, or contact your site administrator or school.

If you have not created an EDP, or if one has not been created for you by a teacher, counselor, or administrator, sign in using your site username and password, and register to create an EDP. If you are not able to create an EDP, contact your site administrator or school directly.

If you don't know your site username or password, contact us at 1-800-965-8541 or send us an email at [support@careercruising.com](mailto:support@careercruising.com).



# Career Cruising Features

## OVERVIEW

Career Cruising has six main sections: **Explore Assessments**, **Explore Careers**, **Explore Education**, **Explore Financial Aid**, **Employment**, and the **My EDP** tool. Each of these sections can be accessed from Career Cruising's Main Page, or by clicking on the appropriate link in the menu bar that appears near the top of every page in the program.

The screenshot shows the Career Cruising Main Page for user Roshni. The page is divided into several sections:

- Navigation Bar:** Includes 'Español', 'Help', 'My Account', and a 'Search' button.
- User Profile:** Shows 'Roshni My EDP' with a dropdown arrow.
- Menu Bar:** Contains links for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'.
- Left Sidebar:**
  - What do you want to do?**
    - Explore My Interests
    - Learn About Careers
    - Explore Education Options
    - Choose My Courses
    - Find Jobs
    - Build My Resume
  - Important Documents:**
    - Career Overview
    - Request for Interv...
    - Job Shadow Activit...
  - Suggested Links:**
    - ccTheRealGame
    - NCAA Eligibility Center
    - MDE - Michigan Merit Examination
    - Volunteer Forum
- Main Content Area:**
  - Welcome to Career Cruising, Roshni!**
  - My Progress:** A progress bar shows 78% completion. A pie chart breaks down the progress: Complete (78%), Reflect & Confirm (11%), and Incomplete (11%).
  - Quote:** "Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do." - Steve Jobs
  - Focus on Careers:**
    - Careers in radio, film, and television production**
    - If you'd like to work "behind the scenes" in film, television or radio productions, here are some careers to consider:
    - Related Careers:**
      - Broadcast Technician
      - Camera Operator
      - Director
      - Director of Photography
      - Film and TV Crew
      - Film Editor
      - Lighting Technician
      - Recording Engineer
      - Set Designer
    - Image:** A photo of a radio studio with a 'Show me another' button below it.

Career Cruising Main Page

- **Career Cruising Main Page** – Click the Career Cruising logo to return to the Main Page at any time.
- **My EDP** – Open the EDP menu to create, sign in to, or access sections of your personal EDP.
- **My Progress Bar** – Use the bar to track your progress towards EDP completion at a glance. Click the dropdown arrows next to each section to see which areas you've completed, need to review, or have yet to complete.

## Career Cruising Features

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- **Assessments** – Learn more about yourself and your interests in this section. Access the Career Matchmaker, My Skills, Ability Profiler, and Learning Styles Inventory assessments. (You must be signed in to your EDP to take the assessments.)
- **Careers** – Search hundreds of occupation profiles and learn more about what each career is like. You can also find career cluster information, industry data, military profiles, and the Career Selector in this section.
- **Education** – Discover more about your post-secondary education and training options here. Access school profiles, the School Selector, the Compare Schools tool, and the College Planning timeline.
- **Financial Aid** – Search private financial aid programs across the US for those that suit you. Use the Financial Aid Selector to find scholarships that you qualify for, or read more about Federal Financial Aid programs.
- **Employment** – Prepare to join the workforce with information and advice to help you strengthen your job search skills and a Job Search tool to help you find employment.
- **Inbox** – Read messages that teachers and counselors have sent to your EDP here. The number of unread messages is embedded in the Inbox icon.
- **What Do You Want To Do? Menu** – Not sure what to do first? Use this menu to explore Career Cruising's many features and tools.
- **Important Documents** – Files and documents that teachers and counselors have uploaded to your EDP are also available for viewing and downloading on the Main Page once you've logged in using your EDP username and password.
- **Suggested Links** – Links that teachers and counselors have added to the EDP homepage can also be accessed from the Main Page once you've signed into your EDP.
- **Focus on Careers** – A collection of links to occupation profiles that correspond to a particular interest, characteristic, activity, or field of work. Click the **Show Me Another** button to view more.
- **Español** – Allows you to access the Spanish version of the program. This will not affect any data, notes, or messages you have entered, which will remain in their original language. Use this link to toggle between Spanish and English at any time.
- **Help** – Takes you to the Help section, which contains a user's guide, prepared classroom activities, technical support information, and more.
- **My Account** – Use this menu to edit your personal EDP profile or to exit Career Cruising, which will end all of your current sessions.

# Explore Assessments

## ABOUT THE ASSESSMENTS

Career Cruising's Explore Assessments section includes tools to help you understand your interests, skills, abilities, and learning preferences, and how they relate to career choices.

There are four assessments available:

**Career Matchmaker** – Answer questions about your likes and dislikes to find careers that match your interests.

**My Skills** – Rate your level of skill in 45 key areas to see how those skills match up with the careers that you are interested in. (You must complete at least the first 39 questions of Matchmaker in order to access the My Skills assessment.)

**Ability Profiler** – Learn more about your abilities and aptitudes and how they relate to your career interests. (You must complete Matchmaker before taking the Ability Profiler.)

**Learning Styles Inventory** – Discover how you learn and retain information best, and get tips on how to improve your study habits to suit your learning style.

The screenshot shows the 'Explore Assessments' page on the Career Cruising website. The page is divided into three main sections for different assessments:

- Matchmaker & My Skills:** Includes a description, a 'Best Match' of 'Grade 11 (autumn)' updated on 'Aug. 6, 2013', and a 'View All Matches' button.
- Ability Profiler:** Includes a description and an 'About Ability Profiler' button.
- Learning Styles Inventory:** Includes a description, a 'Multi-Method Learner!' profile, and a bar chart showing:
 

Visual Learning	30%
Auditory Learning	40%
Tactile Learning	30%

 and a 'View My Profile' button.

### Explore Assessments

## CAREER MATCHMAKER

Career Matchmaker is a great starting point for people who want to find careers that suit their interests. Based on one of the most respected interest assessment tools in the world, Matchmaker is an interactive survey that matches occupations to your interests.

## Explore Assessments

### Likes and Dislikes

Career Matchmaker starts by asking 39 questions about your likes and dislikes. For each question, there are 5 responses to choose from: **Dislike Very Much**, **Dislike**, **Does Not Matter**, **Like**, or **Like Very Much**. Once you have completed the first stage of the survey, Matchmaker produces a list of 40 career suggestions. The occupations on the list are ranked according to how well they suit your identified interests.

*(Note: This is just the first round of questions; we strongly recommend answering the additional questions. Please see the [Improve My Results](#) section below for more information.)*

In addition to exploring the list of suggested careers, there are a number of other options available on the Career Suggestions page:

- **Career Pathway Recommendations** –Matchmaker also identifies state career pathways that match your interests. Select a pathway to filter your list of suggested careers by that pathway.
- **Level of Education** – This feature allows you to specify the level of education and training you plan to complete, or have already completed, and have Matchmaker tailor the list of suggested careers to reflect your intended level of education. Select an option and click the **Update My Results** button so that only occupations that meet your selected education criteria will be displayed.

# Explore Assessments

The screenshot displays the 'Matchmaker & My Skills' assessment results page on the Career Cruising website. The user, Roshni, has completed 67% of the assessment. The results are for Grade 10 (spring). The page lists eight career recommendations based on the user's interest rank. On the left, there are sections for 'Career Pathway Recommendations' (Health Sciences, Human Services, All Pathways), 'Level of Education' (High School, 2-Year College or Technical Training, 4-Year College / University), and 'Improve My Results' (39/116 Questions Answered).

## Matchmaker Results

- Improve My Results** – After answering the first 39 questions, you have the option of answering an additional 77 questions (for a total of 116 questions). The more questions you answer, the more effective Matchmaker is at suggesting careers that suit your interests. Click on the **Answer More Questions** button to continue with Matchmaker. You can also click on the **Review My Answers** button to view a list of your responses to all of the questions you have answered so far. You can make changes to any of your responses and then update your suggested careers list based on the new responses.
- Other Careers** – If careers you are interested in do not appear on your list of suggestions, use this feature to find out why. Click the **Find Careers** button to search for a career and then view the Suitable For You? information to see which aspects of the career you indicated you dislike.

# Explore Assessments

## MULTIPLE MATCHMAKER RESULTS

Keeping multiple Matchmaker results allows you to see how your interests evolve over time and to reflect on how your changing interests influence your career suggestions. Before beginning a Matchmaker session, you will be prompted to label the session. All results are automatically saved in the **My Assessments** section of your EDP.

If you have completed multiple Matchmaker sessions, you can indicate which result set is your Best Match. Your most recent session defaults as your Best Match, but you can choose any session that best reflects your current career interests.

The screenshot shows the 'My EDP' page for a user named Roshni. The page features a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below the navigation bar, there are links for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'My EDP' and includes a progress bar showing 78% completion. On the left, there is a sidebar with 'My Assessments' and 'My Careers' sections. The 'My Assessments' section is expanded to show 'Matchmaker & My Skills', 'Ability Profiler', 'Learning Styles', and 'Other Assessments'. The 'Matchmaker & My Skills' section contains a table of 'Your Saved Matchmaker Results' with columns for 'Best Match', 'Matchmaker Label', 'Date Updated', and 'My Skills'. The table lists three sessions: 'Grade 10 (spring)', 'Grade 11 (autumn)', and 'Grade 11 (winter)'. The 'Grade 11 (autumn)' session is selected as the 'Best Match'. Below the table, there is a 'Showing Results for:' dropdown menu set to 'Grade 11 (autumn)'. A table below shows the 'Matchmaker' results for 'Recreation Therapist' with a 'Career Interest Rank' of 'B'.

Best Match	Matchmaker Label	Date Updated	My Skills
<input type="radio"/>	Grade 10 (spring)	08/06/2013	✓
<input checked="" type="radio"/>	Grade 11 (autumn)	08/13/2013	✓
<input type="radio"/>	Grade 11 (winter)	08/06/2013	✓

Showing Results for: Grade 11 (autumn)

Matchmaker	My Skills
Career Interest Rank	Score
1. Recreation Therapist Recreation therapists use leisure activities to improve the health of people who are sick or injured, or who have disabilities.	B

### Matchmaker Best Results Display

Your Best Match results set is the set that is used in the printer-friendly report, and the one that others who have been invited to view your EDP will see when they look at your EDP. The Best Match results are also included in CAMS reports and used for reports-based messaging.

# Explore Assessments

## MY SKILLS

This section of Career Matchmaker helps you see how your skills match up with the careers that interest you. You must complete at least the first 39 questions of Matchmaker in order to access the My Skills assessment.

The screenshot displays the 'My Skills' assessment page on the Career Cruising website. At the top, the user's name 'Roshni My EDP' is visible, along with navigation links for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. A progress bar indicates 'My Progress' at 78%. Below this, a specific skill question is shown: '26 Organizing and storing information'. The question text reads: 'The ability to organize a system for managing information, sorting the information so that it's easy for people to find. Information could be in the form of files, documents or a computerized database.' To the right of the question are five radio button options: 'I Am Highly Skilled' (green), 'I Am Skilled' (light green), 'I Have Some Skill' (yellow), 'I Don't Have This Skill' (red), and 'I Can't Answer This' (grey).

**My Skills Assessment**

To complete the assessment, rate your skill level in the 45 skill set areas. For each skill there are five options: **I Am Highly Skilled**, **I Am Skilled**, **I Have Some Skill**, **I Don't Have This Skill**, or **I Can't Answer This**.

After answering the questions, you will be presented with your original list of career suggestions. The order of the careers will not have changed; however, each career will now have a colored icon next to it that represents your skills score for that career. Click on a career from your list to view the Suitable For You? chart, which provides feedback on how your skills match up with the skills required for that career.

You can revisit and change your My Skills answers by clicking on the **Review My Answers** button in the **My Skills** section of the career suggestions page.

The results of the My Skills assessment can be used in 2 different ways:

- Younger students or individuals who have not had the opportunity to develop job-related skills may use their results to determine which areas they need to work on in order to prepare themselves for a particular career.

# Explore Assessments

- Individuals planning to enter the workforce immediately can review their skills assessment results to help determine whether or not they are adequately prepared to pursue employment opportunities in a particular field.

**Career Cruising** Español Help My Account Search

Roshni My EDP Assessments Careers Education Financial Aid Employment

My EDP Build My Resume Share My Plan Print My Plan

**Matchmaker & My Skills** My Progress 0% 20 40 60 80 100% 78%

**Career Pathway Recommendations**

- Health Sciences
- Engineering/Manufacturing & Industrial Technology
- All Pathways

**Level of Education**

- H High School
- C 2-Year College or Technical Training
- U 4-Year College / University

[Update My Results](#)

**Improve My Results**

39/116 Questions Answered

[Answer More Questions](#)

[Review My Answers](#)

**Your Results for: Grade 11 (autumn)** [Printer Friendly](#)

Careers that suit your answers are listed below under Interest Rank. The best matches are at the top of the list. Click on a career to learn more about it and how it suits your answers.

Matchmaker	My Skills
Career Interest Rank	Score
1. <b>Recreation Therapist</b> Recreation therapists use leisure activities to improve the health of people who are sick or injured, or who have disabilities.	B
2. <b>Music Teacher / Instructor</b> Music teachers and instructors teach people to read and interpret music, and to play instruments.	B
3. <b>Speech-Language Pathologist</b> Speech-language pathologists work with patients who have speech, language, and swallowing problems to help them improve their communication.	B
4. <b>Art / Music Therapist</b> Art or music therapists use art or music to help clients express and deal with physical and emotional problems.	B
5. <b>Zoologist</b> Zoologists study mammals, birds, fish, and other animals.	B
6. <b>Animal Breeder</b> Animal breeders raise and sell dogs, cats, horses, birds, and other animals.	B
7. <b>Gerontologist</b> Gerontologists are professionals who work with the elderly, or who perform research to understand and address their needs.	B
8. <b>Occupational Therapist</b> Occupational therapists work with clients who have physical, mental, and developmental problems to help them re-learn or develop skills.	B

## My Skills Results

### ABILITY PROFILER

The Ability Profiler is designed to help you understand the relationship between your aptitudes and abilities and the careers that match your interests. The online assessment is composed of six timed sections that measure your ability in areas that are essential to success in most occupations: arithmetic reasoning, verbal ability, spatial ability, computation, clerical perception, and form perception.



# Explore Assessments

In order to ensure that the Ability Profiler is completed under the proper conditions, those who are eligible to take the test must do so during one of the testing windows. Speak to your teacher or counselor for more information about taking the Ability Profiler assessment.

Ability Profiler results are integrated with your Matchmaker career suggestions.

**Matchmaker & My Skills** My Progress 0% 20 40 60 80 100% 78%

**Your Results for:** ★ Grade 10 (autumn) Printer Friendly

Careers that suit your answers are listed below under Interest Rank. The best matches are at the top of the list. Click on a career to learn more about it and how it suits your answers.

Career Interest Rank	Matchmaker	Ability Profiler		My Skills
		Close or Exceeds	Needs Improvement	
1. <b>Family Physician</b> Family physicians care for patients from infancy to old age, diagnosing and treating a wide variety of illnesses.		3	3	B
2. <b>Physician Assistant</b> Physician assistants evaluate and treat patients under the supervision of doctors and surgeons.		3	3	B
3. <b>Naturopath</b> Naturopaths look for the underlying causes of medical problems and use natural remedies and therapies to restore people's health.		2	4	B
4. <b>Mental Health Nurse</b> Mental health nurses provide care and support to people with emotional and mental disorders.		3	3	B
5. <b>Psychiatrist</b> Psychiatrists are specially trained doctors who diagnose and treat people with mental and emotional disorders.		3	3	B

**Level of Education**

- H High School
- C 2-Year College or Technical Training
- U 4-Year College / University

[Update My Results](#)

**Improve My Results**  
39/116 Questions Answered

**Matchmaker Results with Ability Profiler Scores**

## LEARNING STYLES INVENTORY

The Learning Styles Inventory is intended to help you understand how you learn and retain information. Based on your responses to the 20 questions, the program will determine your learning style.

The Learning Style profile analyzes your preferences and tendencies according to three learning methods: visual, auditory, and tactile. You may be identified as having a primary, primary and secondary, dual, or mixed learning style. The Learning Style profile displays the distribution of your responses in chart and graph format, and provides feedback about what it means to be a visual, auditory, or tactile learner, including tips and techniques for studying and learning new information.

# Explore Assessments

The screenshot shows the Career Cruising website interface. At the top, the logo "Career Cruising" is on the left, and navigation links for "Español", "Help", and "My Account" are on the right. A search bar is also present. Below the header, the user's profile "Roshni My EDP" is displayed, along with navigation tabs for "Assessments", "Careers", "Education", "Financial Aid", and "Employment". A secondary navigation bar includes "My EDP", "Build My Resume", "Share My Plan", and "Print My Plan". The main content area is titled "Learning Styles" and shows a progress bar for "My Progress" at 89%. Below this, the text "Progress 11/20" is shown. A question prompt reads "Select the answer that is the most like you". The question is: "11 To teach someone something new I would rather:". The options are: "give a demonstration", "explain verbally", and "write instructions".

Learning Styles Inventory

# Explore Careers

The Explore Careers section contains hundreds of in-depth occupation profiles. Click on the **Careers** link in the menu bar to access this section at any time. You can search for career profiles in several different ways:

- **Keyword Search** – Enter a career name for a keyword search.
- **Index** – Look up occupations using the alphabetical index.
- **School Subjects** – Select a subject and see related careers.
- **Michigan Career Pathways** – Select a career pathway to see which careers it includes. (Cluster search options vary depending on the primary cluster system in place at your site and whether or not a secondary cluster system is enabled.)
- **Industries** – Learn about key industry sectors and explore related occupations.
- **Career Selector** – Use factors like education level, income, and working conditions to find suitable careers.
- **Military Careers** – Search for military careers by keyword, job family, or service branch.

**Career Cruising** Español | Help | My Account | Search

Roshni My EDP | Assessments | **Careers** | Education | Financial Aid | Employment

Search for Careers | Career Selector | Military Careers

## Explore Careers

Keyword Search:

Index | School Subjects | Michigan Career Pathways | Search by Cluster | Industries

Use the alphabetical index to quickly find the careers you're looking for.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

**Career Selector**  
Search for careers based on a variety of criteria, like earnings, core tasks, and more.

**Military Careers**  
Learn more about occupations in the military.

## Explore Careers

# Explore Careers

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## KEYWORD SEARCH

On the Explore Careers page, search the database for careers that interest you by typing in a career name for a keyword search. A list of occupation profiles that match your keyword search appears with a short description for each profile. Click on any of the career titles to view details about that occupation.

## SEARCH BY INDEX

If you already know which career interests you, this is a quick and easy way to find the information you need. Click on the **Index** tab and use the alphabetical index to find the career. A list of occupation profiles appears in alphabetical order with a short description of each profile. Click on a career title to view details about that occupation.

## SEARCH BY SCHOOL SUBJECT

If you aren't sure which career you'd like to pursue, but would like to learn about potential careers that are related to a school subject that interests you, click on the **School Subjects** tab and select one of the subjects. A list of related occupation profiles appears with a short description of each profile. Click on a career title to view details about that occupation. Use the menu on the left side of the results page to filter the list of careers by education level.

## MICHIGAN CAREER PATHWAYS

Career Pathways are groups or families of occupations that share common characteristics such as knowledge requirements, skill sets, and/or goals. Searching by pathway can help you focus your career goals. On the Michigan Career Pathways page, click on the name of a pathway to see a list of occupation profiles that are in that particular grouping. Click on a career title to view details about that occupation. Check the highest level of education you plan on pursuing in the Level of Education box beside the list of occupations to filter the list by education.

## SEARCH BY CLUSTER / 16 CAREER CLUSTERS

In addition to the Michigan Career Pathways, sites in Michigan can opt to include a secondary cluster search option on the Explore Careers page. Cluster systems can be customized using the Career Advisor Management System (CAMS).

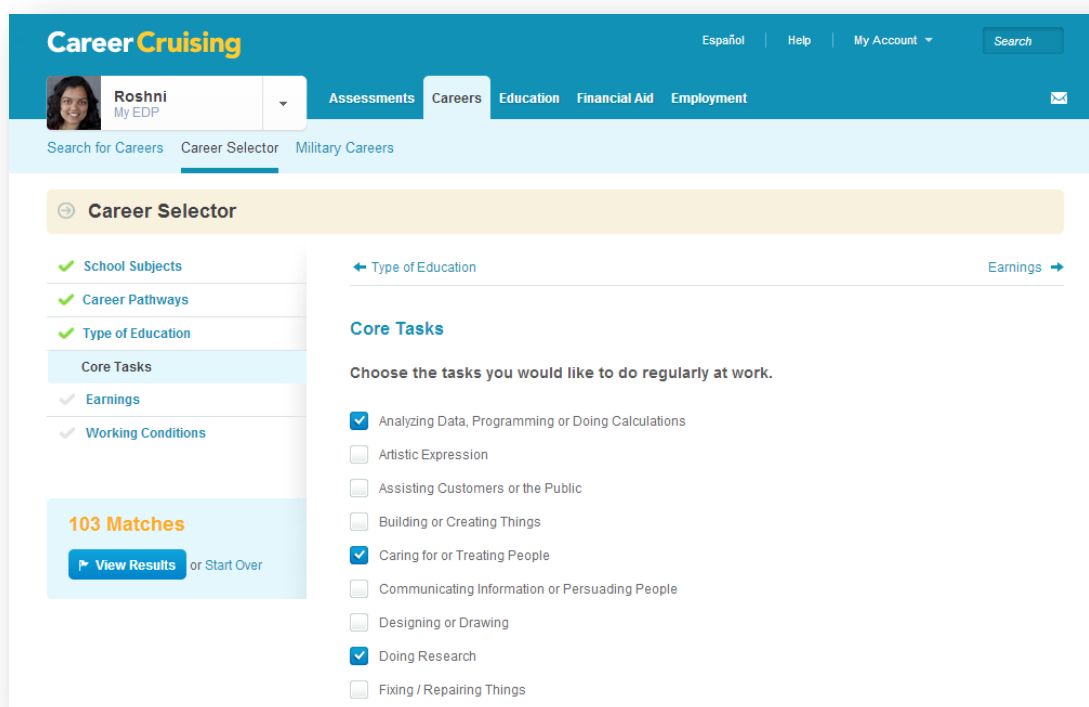
At sites that have the national 16 Career Cluster system as one of their clustering systems, you can click on the blue **16 Career Clusters** tab on the Explore Careers page to learn more about each cluster. Each cluster profile contains a brief description, information on the career pathways related to that cluster, links to occupation profiles in Career Cruising related to that cluster, information on related college majors, and a 4-year sample high school course plan designed to help you prepare for post-secondary education in the cluster or pathway of your choice.

# Explore Careers

## CAREER SELECTOR

Career Selector lets you search for career possibilities using a combination of factors, including school subject, career cluster, type of education, core tasks, earnings, and working conditions.

Click on any of the search criteria listed in the left-hand menu of the Career Selector page to jump to specific criteria, or use the blue criteria links to advance through the tool sequentially. As you progress through the sections, the number of careers that match your criteria is displayed on the left side of the page. At any time, you can click the blue **View Results** button to see your current results.



**Career Selector**

Using the tabs above the results list, you can also see close matches, review the search criteria that you've selected, and compare other occupations to your search criteria. You can revise sections of the Career Selector by returning to the specific criteria on the left-hand navigation menu. To start a new session and clear all previous search criteria, click on the **Start Over** button above the results list.

Career Selector results can also be saved to the EDP by clicking on the blue **Save To My EDP** button. Saved results appear in the **My Careers** of your EDP.

## MILITARY CAREERS

If you are interested in a career with the Army, Air Force, Navy, Marine Corps, Coast Guard, or National Guard, you can find the information you need in Career Cruising's Military Careers section.

# Explore Careers

Military careers are searchable by keyword, job family, or service branch. Each profile includes an overview of the job tasks and work environment, attributes and training requirements, a description of civilian career counterparts, a list of the military branches offering that occupation, and links to related profiles in Career Cruising. (There are also links to related military profiles in the Related Careers section of some occupation profiles.)

Save the military profiles to your EDP by clicking the blue **Save To My EDP** button located on every military profile page. Saved careers can be found in the **My Careers** section, under the **My Saved Careers** heading.

## SEARCH BY INDUSTRY

Industries are a way of categorizing businesses and organizations that produce similar goods or services or use similar production processes. Industry-specific information can be used to target your career exploration to sectors based on current economic conditions and forecast trends.

The screenshot shows the Career Cruising website interface. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search box. Below that, a user profile for 'Roshni My EDP' is visible, along with tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'Health Care and Social Assistance' and includes sub-tabs for 'Overview', 'Industry Subsectors', 'Significant Careers', 'Wages & Trends', and 'Other Resources'. The 'Overview' tab is active, showing 'About the Industry' text, an image of a healthcare professional, and an 'Average Annual Wage' bar chart. Below this, there are 'Employment Statistics' comparing 'National' and 'Michigan' data for 'Number of Establishments' and 'Number of Employees' across 'Federal', 'State', 'Local', and 'Private' ownership types. A table at the bottom right shows 'Ownership' data with wages for National and State levels.

**About the Industry**

Caring for people who are sick or in need, or who require some kind of medical or social assistance, is a huge undertaking. Fortunately, the establishments in the Health Care and Social Assistance industry are there to help. Health care and social assistance activities are grouped together because the services they offer are often interrelated. For example, a nursing home may offer both medical and social assistance to its patients. Some establishments provide only medical care, some provide only social assistance, and many provide both. Establishments vary according to the activities or services provided. Common workplaces for professionals in this industry

**Average Annual Wage**

Ownership	National	Michigan
Federal Government	\$70,036	\$71,037
State Government	\$47,673	\$53,424
Local Government	\$47,548	\$41,603
Private	\$44,494	\$44,531

**Employment Statistics** Compare National to: Michigan

**Number of Establishments**

Ownership	National	Michigan
Federal	~40,000	~10,000
State	~80,000	~10,000
Local	~80,000	~10,000
Private	~1,000,000	~100,000

**Number of Employees**

Ownership	National	Michigan
Federal	~50,000	~10,000
State	~80,000	~10,000
Local	~80,000	~10,000
Private	~300,000	~100,000

Industry Profile

## Explore Careers

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This section features 20 industry profiles, created to help you learn more about the world of work. Each profile contains an overview of the industry (including the estimated number of establishments and the size of the workforce), a description of industry subsectors, a list of the most represented occupations in the industry, links to related occupations in Career Cruising, national and state wage data and employment projections, and links to industry-specific resources.

# Occupation Profiles

## ABOUT THE OCCUPATION PROFILES

Each comprehensive occupation profile contains the following information:

**At A Glance** – A snapshot of the occupation, containing a summary of key information about on-the-job activities, working conditions and employers, earnings, education and training requirements, and relevant skills and abilities. The section also includes earnings and education graphs, and a photo depicting a common task performed by people in the occupation.

**Suitable For You?** – If you have completed Matchmaker, you can use the **Suitable For You?** link to see how aspects of the occupation compare to your interests. If you have not completed Matchmaker, this option will not appear on the occupation profile pages.

The screenshot displays the Career Cruising website interface for the 'Diagnostic Medical Sonographer' occupation profile. The top navigation bar includes 'Español', 'Help', 'My Account', and a search box. The user profile 'Roshni My EDP' is visible. The main navigation menu includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The sidebar on the left lists various sections: 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', and 'Other Resources'. The main content area features a 'Save to My EDP' button, an 'At a Glance' section with a description, a 'Core Tasks' list, and a photo of a sonographer with a 'View PhotoFile' button.

### Occupation Profile

**Job Description** – A detailed description of what people in the occupation do, including common tasks and duties, skills and technology used on the job, and other aspects of the career.

**Working Conditions** – Information on where people in the occupation work, typical hours, and other working conditions, such as potential safety issues.



# Occupation Profiles

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**Earnings** – General information on how much people in the occupation can expect to earn, related benefits and expenses, and factors that influence salaries. Profiles matching state labor market data also contain charts displaying wage and outlook figures.

**Education** – Information on the education and training requirements for the occupation, including related college programs, a sample high school program of study, and other suggested qualifications.

**Sample Career Path** – Shows how titles, responsibilities, requirements, and earnings change over time as individuals progress in the career.

**Related Careers** – Links to related occupation profiles in Career Cruising, military career profiles, career clusters, and top industries.

**Other Resources** – Links to other websites related to this career, such as government resources, professional associations, and other informational resources.

**PhotoFiles** – PhotoFile is a photo-journalistic job description consisting of a series of photos for each occupation, along with informative captions.

**Multimedia Interviews** – Interviews with two practitioners of each career can be accessed by clicking on the names in the Photos & Interviews menu located on the left side of each occupation profile screen.

Each interview has the same structure and includes:

- **Questions & Answers** – View the interviewee’s responses to important questions about his or her career.
- **Likes and Dislikes** – Sound clips of each person describing what he or she likes and dislikes about the job.
- **Advice** – A video clip of each person offering his or her advice to those interested in the career.
- **A Day in the Life** – A ‘diary’ describing a sample workday.
- **Breakdown of Activities** – A chart showing the number of hours spent on specific activities during a typical day.

# Occupation Profiles

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo 'Career Cruising', language options ('Español'), 'Help', 'My Account', and a search box. Below the navigation bar, a user profile for 'Roshni My EDP' is visible. The main content area is titled 'Computer Software Engineer'. On the left, there is a sidebar menu with options like 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', and 'Other Resources'. The main content area features a multimedia interview for 'Jane', including a photo, a 'Print Interview' button, and a list of interview topics: 'Questions & Answers', 'A Day in the Life', 'Breakdown of Activities', 'Likes', 'Dislikes', and 'Advice'. Below the interview, there is a 'Questions & Answers' section with a question: '1 Tell me about your job. Is what you do different in any way from what others in your occupation do?' and a corresponding answer: 'I work for a large engineering consultancy firm. The company manages an internal network of all the high-level technical staff in each of the engineering disciplines (such as civil, electrical, and environmental). I work in collaboration with my colleagues to develop database and project management tools to ensure that knowledge can be shared between all corporate offices around the world, and that the work we do is as efficient and reliable as possible.'

## Multimedia Interview

### SAVING AND PRINTING OCCUPATION PROFILES

To save occupation profiles that interest you to your EDP, click on the blue **Save To My EDP** button in the top right corner of the profile. A prompt will confirm that you have saved the profile. Saved careers can be found in the **My Careers** section of your EDP.

When you visit an occupation profile that you have already saved to your EDP, the star in the **Save to My EDP** button will be highlighted to indicate that the profile has been saved. To remove the saved career from your EDP, you can click the **Save To My EDP** button again.

To print a copy of the occupation profile, click on the **Printer Friendly** icon next to the **Save To My EDP** button. Follow the instructions to use your browser's print function to print the profile.

# Explore Education

The Explore Education section includes information and tools to help you plan the education and training you will need to begin your career.

The screenshot shows the Career Cruising website interface. At the top, there's a blue navigation bar with the 'Career Cruising' logo on the left and 'Español', 'Help', 'My Account', and 'Search' on the right. Below the navigation bar, a user profile for 'Roshni My EDP' is visible, along with tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'Explore Education' and includes a search bar for 'School Name', a map of the United States with state abbreviations, and three side panels: 'School Selector', 'Compare Schools', and 'Planning Timeline'.

Explore Education

On the Explore Schools screen, you can access the following features:

- **Search for Schools & Majors** – Enter a school name for a keyword search or search by state to learn more about colleges that interest you. You can also search for majors or programs that interest you.
- **School Selector** – Use factors like location, majors offered, and admission difficulty to find suitable schools.
- **Compare Schools** – Compare data and view school profiles side by side.

# Explore Education

- **Planning Timeline** – A step-by-step guide designed to help you plan and prepare for college.

## SEARCH FOR SCHOOLS

Career Cruising’s database of school information includes 2 and 4-year colleges, graduate institutions, and career and technical schools. On the Explore Education page, search the database for schools that interest you by typing in a school name or city for a keyword search, or by selecting a state on a map of the country.

Click on any of the schools from the list of matches to view a detailed school profile. If there are a large number of schools on your list, you can filter the list using the **Filter By Institution Type** menu. Save school profiles to your EDP by clicking on the blue **Save To My EDP** button in the top right corner of every profile page. Saved schools can be found in the **My Education** section of your EDP.

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo, language options (Español, Help, My Account), and a search bar. Below this is a user profile for 'Roshni My EDP' and a menu with options like Assessments, Careers, Education, Financial Aid, and Employment. A secondary navigation bar includes 'Search for Schools & Majors', 'Compare Schools', 'School Selector', and 'Planning Timeline'. The main content area displays the profile for 'Michigan State University', featuring a 'Save to My EDP' button and a sidebar with various profile sections. The main content is divided into 'School Information', 'Faculty Information', and 'Admissions'.

School Information	
East Lansing, MI 48824 <a href="#">View Map</a>	Setting: Suburban Phone Number: (517) 355-1855 Website: <a href="http://www.msu.edu/">http://www.msu.edu/</a>
School Type	Academic Calendar
<ul style="list-style-type: none"> <li>• University</li> <li>• Public - State</li> <li>• Coeducational</li> </ul>	Semesters
	Endowment
	\$1,400,380,000.00
Faculty Information	
Full-Time Faculty	2,538
Part-Time Faculty	399
Student to Faculty Ratio	16:1
Admissions	
Application Deadline:	Applications are accepted on a continuous basis. Non-resident applications are accepted on a continuous basis.
Number of Applicants	28,416
Number of Acceptances	20,728

[View More](#)

### School Profile

# Explore Education

## SEARCH FOR MAJORS

This feature allows you to find schools offering the academic or vocational training programs you are looking for. Search for majors by keyword or by choosing a program cluster. Searching by keyword works best if you know what major you are interested in, while the cluster search is usually better if you only have a general idea about the type of program you want.

The results list is organized so that you first see a list of Michigan schools offering the program you selected. You can view out-of-state schools by clicking on the **Add/Edit States** button.

## SCHOOL SELECTOR

If you are not sure where you want to go to school, you can use the School Selector to find schools that match your requirements and goals.

On the **Explore Education** page, click on the type of school that interests you in the **School Selector** box on the right side of the page. You can then narrow down your search by indicating your preferences for a variety of criteria, including location, tuition, and type of program, among others. (The criteria available to you depend on which School Selector option you choose.) As you progress through the sections, the number of schools that match your criteria is displayed on the left side of the page. At any time, you can click the blue **View Results** button to see your current results.

School Selector

# Explore Education

When you have finished choosing your criteria, the School Selector will display a list of schools that match your preferences. Using the tabs above the results, you can also find a list of close matches, review the search criteria you've used, or compare other schools to your search criteria. To start a new session and to clear previous search criteria, click on the **Start Over** button. You can also revise sections of the School Selector by returning to the specific criteria on the left-hand navigation menu.

School Selector results can also be saved to your Plan by clicking on the blue **Save To My EDP** button.

## COMPARE SCHOOLS

The Compare Schools feature helps with the post-secondary school selection process by making it easy to compare the details of up to three schools at once.

On the Explore Education page, click on the type of school that interests you in the **Compare Schools** box on the right side of the page. Click on **Add School** to search for schools by keyword or by selecting a state from the map. Click the blue **Add** button next to the name of the school to include it in the comparison. Select the other school(s) for comparison.

**Compare Undergraduate Schools**

Jump to: [General Information](#) | [Admissions](#) | [Estimated Expenses](#) | [Student Life](#) | [Athletics](#) | [Undergraduate Majors](#)

General Information	University of Michigan	Western Michigan University	Wayne State University
<b>Type &amp; Location</b>			
School Type	4-Year	4-Year	4-Year
Public / Private	Public - State	Public - State	Public - State
Location	Ann Arbor, MI	Kalamazoo, MI	Detroit, MI
Setting	Small town	Urban	Urban
<b>Student Population</b>			
Student Body	Coeducational	Coeducational	Coeducational
Total Students	42,716	25,086	30,765
Total Undergraduate Students	27,407	20,054	20,589

### Compare Schools

## Explore Education

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In the Compare Undergraduate Schools tool, you can include schools you have saved to your EDP in the comparison. After clicking the **Add School** button on the Compare page, click the **My Saved Undergraduate Schools** button at the top of the window that opens.

After making your selections, you can view how the selected schools compare in terms of student population, admission requirements, cost, available majors, athletics, and a variety of other considerations.

You can also access the Compare Schools feature from most undergraduate school profile pages. The **Compare Schools** icon is located beside the **Save To My EDP** button at the top of the school profile page. Select another school to compare with the school whose profile you are viewing.

Only schools offering the same type of programs (undergraduate, graduate, or career and technical) can be compared. The comparison reports include the same information found in our school profiles.

### PLANNING TIMELINE

Adapted from the US Department of Education, the College Planning Timeline is designed to help you prepare for college. The timeline is organized by grade, so you have a chronological, step-by-step plan to help ease the transition from high school to college. The guide includes valuable information about high school course selection, grades, standardized test taking, and questions to ask teachers and counselors. Even if you have already finished high school, you can benefit from the guide's information on researching colleges, financial aid, and assembling application packages. The timeline also provides tips for using Career Cruising's assessments, databases, and the EDP to manage the college planning process.

Click on the **Learn More** button in the Planning Timeline section of the Explore Education page to access the college Planning Timeline. Use the blue links on the left side of the page to navigate the timeline by grade. A customizable printer-friendly version is available by clicking on the gray **Printer Friendly** icon.

## Explore Financial Aid

Career Cruising's financial aid database includes details on thousands of private scholarships, grants, awards, fellowships, and other assistance programs that can help students pay for their education. To learn more about financial aid options, click on **Financial Aid** in the menu bar near the top of the page.

### SEARCH FOR FINANCIAL AID

To search for a specific scholarship or organization offering financial support, enter the name or other keywords in the search box and click **Search**. You can also find financial aid programs using the alphabetical index.

Click on the name of a scholarship from the list to learn more about the award, including donor, contact information, amount of the award, criteria, and application requirements and deadline. To save a scholarship to your Plan, click on the **Save To My EDP** button at the top of every profile page. Saved scholarships appear in the **My Scholarships & Financial Aid** section of your EDP.

The screenshot shows the 'Explore Financial Aid' page on Career Cruising. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a 'Search' button. Below this, the user's profile 'Roshni My EDP' is displayed, along with menu items for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'Explore Financial Aid' and includes a 'Financial Aid Programs' section. It contains a search box for 'Scholarship Name' with a 'Search' button, a 'Financial Aid Selector' box with a 'Start Selector' button, and an alphabetical index grid for letters A through Z.

### Explore Financial Aid

### FINANCIAL AID SELECTOR

The Financial Aid Selector helps you find private financial aid programs you may be eligible for based on your background, academic history, interests, talents, and other relevant factors.

On the Explore Financial Aid page, click on the **Start Selector** button in the **Financial Aid Selector** box. For the best results, make sure you answer all the questions. When you have finished, the Financial Aid Selector will display a list of scholarships that match your eligibility criteria. Click on the name of a



## Explore Financial Aid

scholarship to learn more about the award, including donor, contact information, amount of the award, criteria, and application requirements and deadline. To save a scholarship to your Plan, click the **Save To My EDP** button at the top of every scholarship profile page.

Financial Aid Selector

### FEDERAL FINANCIAL AID

The Explore Financial Aid section also contains a link to information about federal financial aid programs. Adapted from US Department of Education resources, this guide provides helpful information about the value of going to college; completing the Free Application for Federal Student Aid (FAFSA); reducing college costs; and the types of aid administered by the federal government, such as grants, work-study programs, and loans.

# Employment

The Employment section has three primary components: an Employment Guide, a Job Search tool, and the Resume Builder. These features help you take the information you've accumulated through self-assessment and career and education exploration and apply it in practical and meaningful ways to the work search process. For more information about the Resume Builder, please see the [Resume Builder](#) section of this guide.

*(Note: These tools may not be available at your site. Access to the Employment Guide can be activated and deactivated through the Career Advisor Management System (CAMS). Additionally, the Job Search tool is only active by default for libraries, career centers, colleges, and adult education centers. High schools can choose to activate this feature in CAMS, but it cannot be activated for middle school or elementary school users.)*

Employment Homepage

## EMPLOYMENT GUIDE

The Employment Guide provides you with valuable advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to your new job. You'll also find sample documents, such as resumes, and worksheets to help you manage your contacts and evaluate your interviewing skills.

# Employment

To access the Employment Guide, click on **Employment** in the top menu bar, then click the **Learn More** button in the Employment Guide section. (You can also jump straight to a section in the guide using the blue section links.)

Use the blue links on the left side of the page to navigate to different sections of the guide.

The screenshot displays the Career Cruising website's Employment Guide. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search box. Below this, a user profile for 'Roshni My EDP' is visible. The main navigation includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Employment' section is active, showing a sub-menu with 'Employment Guide', 'Job Search', and 'Resume Builder'. The 'Employment Guide' page has a left sidebar with a list of topics, where 'Interview Skills' is highlighted. The main content area is titled 'Employment Guide' and contains two main sections: 'Interview Preparation' and 'Know Yourself'. The 'Interview Preparation' section has blue links for 'First Impressions' and 'Interview Questions'. The 'Know Yourself' section includes text about preparing for an interview and a link for 'Interview Questions'.

## Employment Guide

### JOB SEARCH

The Job Search tool incorporates content from Indeed.Com, a job search engine that allows users to access job postings on company career sites and online job boards. If it is enabled at your site, you can access the Job Search tool through the Employment section or through the occupation profiles.

From the Employment homepage, you can do a basic search for jobs by location and job title, keyword, or company name. Once you have entered your search criteria, click the **Find Jobs** button. (To perform an Advanced search, click the **Advanced Search** link under the **More Options** heading on the Employment homepage. With the advanced search, you can focus your results by selecting very specific search criteria.)

On the Job Search Results page, click on a job title to view the posting. (Postings open in a new window on Indeed.Com.) Use the criteria on the left side of the page to sort your results by relevance or date, or to further filter your results.

# Employment

If you are signed in to your EDP, you can also search for job postings using keywords for occupations that you have saved to your EDP. On the **Employment** homepage, click on the **Keywords For My Saved Careers** link under the **More Options** heading. A list of suggested keywords associated with your saved careers will appear. Enter the suggested keywords in the search field, and click **Find Jobs**.

If you are having problems finding job postings, click on the **Job Search Help** link on the **Employment** homepage for tips on improving search results and answers to common questions about searches.

You can also search for job postings by clicking on the **Find Jobs** button in the menu on the left side of each occupation profile page. On the Job Search page, select a job title related to the career you were just viewing from the suggested keywords dropdown menu (or fill in your own using the **Enter Your Own** link), and enter a location. Click the **Find Jobs** button to see the results.

*(Note: Career Cruising does not screen the postings found on Indeed.Com.)*

The screenshot displays the Career Cruising website interface. At the top, there is a navigation bar with the logo, user profile (Roshni), and links for Español, Help, My Account, and Search. Below this is a secondary navigation bar with links for Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled 'Job Search' and includes a search bar with fields for 'Job / Position' and 'Location', and a 'Find Jobs' button. The search results are displayed in a list format, showing 104 results for 'surgical technologist in Michigan'. The first two results are visible: 'Surgical Technologist' at Detroit Medical Center and 'Physician Assistant (Intensivist/SICU and PCU)' at the Department of Veterans Affairs.

## Job Search Results

# My EDP Tool

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With Career Cruising's EDP tool, you can create your own online portfolio to keep track of your career development activities and develop a career plan. The EDP tool also contains a Resume Builder that allows you to produce a customized resume using the information you have stored in your EDP as well as any additional information you choose to add.

## CREATING AN EDP

To create your own EDP, open the **My EDP Login** menu in the top left corner of the main page, and click on **Create My EDP**. Fill in the required information on the form that appears and click **Create My EDP**.

*(Note: The Create My EDP option may not be available to all users. Depending on the EDP implementation plan in place at your site, turning the Create My EDP feature off may be recommended to ensure that each user has only one EDP.)*

## ACCESSING AN EDP

To access your EDP, log in to Career Cruising with your personal EDP username and password, and use the EDP menu to navigate to the different sections of the EDP.

If you log in to Career Cruising using your site's login information (your school username and password, for example), enter your personal EDP username and password in the spaces provided in the **My EDP Login** menu. You can also log in to your EDP when prompted to before completing any of the assessments or saving any of the career or school profiles to your EDP.

## EDP PRIVACY

All the information that you store in your EDP is kept confidential and secure. The only people who can view your EDP are you, your authorized teacher or career advisor, and your parents or guardians.

The first time you log into your EDP, you will be asked to agree to the Portfolio End User License Agreement. If you would like to review the license agreement or Career Cruising's privacy policy, click on the **Terms of Use** or **Privacy** links in the page footer.

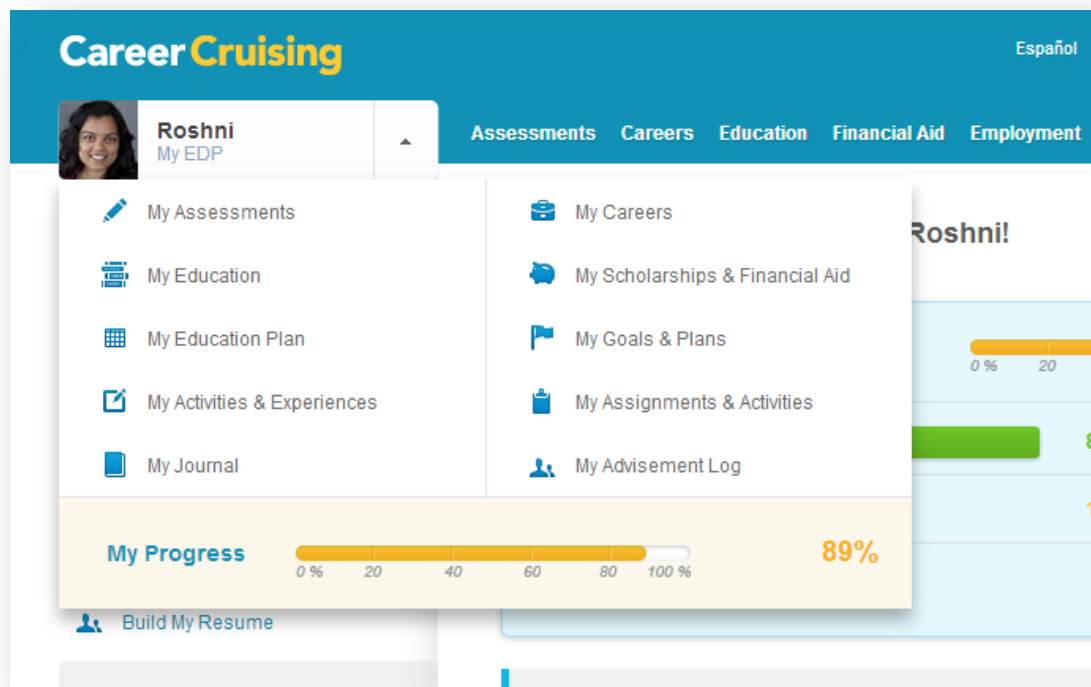
## EDP FEATURES

The EDP tool is organized into a number of different sections. Each of these sections is described briefly below on the following page. It is important to note that most of the sections in the EDP can be enabled and disabled by administrators using the Career Advisor Management System (CAMS), so it is possible that some users may not have access to all of these features.

**My Progress** – The My Progress bar tracks the progress you have made towards fulfilling the completion requirements put in place at your school. Click on the **View Details** link to see exactly which required EDP development tasks you have completed and which tasks you have yet to complete.

## My EDP Tool

**Matchmaker & My Skills (My Assessments)** – The Matchmaker & My Skills subsection is the place where your Matchmaker and My Skills assessment results are saved.



My EDP Menu

To change your Best Match, select the name of the session you'd like to designate as your new Best Match. To review or make changes to your answers for a specific Matchmaker session, click on the appropriate result set label to load the career suggestions page for that session.

If you have completed Matchmaker, but not My Skills for your current Best Match, you can complete the assessment by clicking on the **Start Now** link. If you have completed both Matchmaker and My Skills, you can link to your integrated results.

**Ability Profiler (My Assessments)** – If you have completed the Ability Profiler assessment, your test details are recorded in this section. You can also link to your Ability profile, Matchmaker and Ability Profiler career suggestions, and a printer-friendly report of your Ability profile. If you have not completed the Ability Profiler assessment, speak to your teacher or counselor for more information about taking the test.

**Learning Styles (My Assessments)** – This section allows you to store the results from the Career Cruising Learning Styles Inventory. If you have not yet completed the assessment, click on the **Start Learning Styles** button to access the test. If you have taken the assessment, you will see a summary of your learning style profile.

# My EDP Tool

**Other Assessments (My Assessments)** – The Other Assessments section provides templates for you to save your results from common career assessments and standardized tests that you complete outside of Career Cruising.

**My Saved Careers (My Careers)** – This section includes a list of all the careers you have saved to your EDP while using the features in the Explore Careers section. You can maintain notes for all saved careers on an ongoing basis. My Saved Careers also includes a section for saved military careers.

**My Saved Pathways (My Careers)** – On the My Saved Pathways page, you can indicate which career pathways you are interested in and enter comments about any of the clusters. Click on a pathway title to view a list of occupation profiles that belong in that pathway. You can also review career pathway matches suggested for you by Career Matchmaker. Click on the suggested pathway to see which careers from your Matchmaker suggestions list are included in that pathway.

The screenshot shows the 'My EDP' homepage for a user named Roshni P. The page features a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below the navigation bar, there are tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The user's profile is displayed, including a photo, name, school (ABC High School, Oakland, Michigan), and a 'My Progress' bar at 89%. A sidebar on the left lists various tools like 'My Assessments', 'My Careers', 'My Education', etc. The main content area is divided into sections: 'My Assessments' (with sub-sections for Matchmaker & My Skills, Ability Profiler, and Learning Styles Inventory), 'My Saved Careers' (listing Chemical Engineering Tech, Coach, etc.), 'My Saved Schools' (listing University of Nebraska-Lincoln, West Kentucky Community and Technical College, etc.), and 'My Saved Majors' (with a 'Find Majors' button).

My EDP Homepage

# My EDP Tool

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**Career Selector Results** (My Careers) – This is where your saved Career Selector work is stored. You can return to saved sessions to review or change the criteria you have selected in order to help you explore occupations that suit your preferences.

**My Saved Schools** (My Education) – The My Saved Schools section includes a list of all the schools you have saved to your EDP while using the features in the Explore Education section. You can maintain notes for all saved schools on an ongoing basis.

**My Saved Majors** (My Education) – In this section you will find the academic or vocational training programs that you have saved to your EDP. If you haven't saved any majors to your EDP, you can link to the Explore Education section to look for suitable programs. You can also search for majors related to careers you have saved to your EDP.

**School Selector Results** (My Education) – This is where your saved School Selector work is stored. You can return to saved sessions to review or change the criteria you have selected, or you can access other School Selectors that can help you find the college, technical school, or graduate school that is right for you.

**Education History** (My Education) – Record your educational experiences in this section of your EDP. You can include schools attended, grade level completed, degrees awarded, dates attended, and any other information you think is important.

**My Saved Scholarships** (My Scholarships & Financial Aid) – In this section you will find the scholarships and other financial aid programs that you have saved to your EDP. Click on the name of a scholarship to view details about that award. If you have not saved any scholarships to your EDP, you can link to the Explore Financial Aid section to research financial aid programs for which you might qualify.

**Financial Aid Selector Results** (My Scholarships & Financial Aid) – The Financial Aid Selector can help you find scholarships and other financial aid programs you may qualify for. Saved results from previous sessions are stored here.

**My Education Plan** – You can use the Education Plan section to create a personalized 4-year high school course plan. To add a course to your plan, enter the course name, number of credits, course length, and indicate whether or not the course is required. Site administrators can simplify the process by pre-entering course information through the Career Advisor Management System (CAMS). As you complete courses, enter your final grades. You may view your entire course plan and print it at any time.

**Career & Life Goals** (My Goals & Plans) – The Career & Life Goals page provides you with two large free-text fields: one for maintaining a list of your short-term goals and one for maintaining a list of your long-term goals.

**Post-Secondary Plan** (My Goals & Plans) – The Post-Secondary Plan helps you organize your career and education plans. This page includes three subsections: Career Goals, Educational Goals, and Financial Plans. The Career Goals section includes space for you to indicate your top two preferred pathways and top three careers of interest. The Educational Goals section includes a place for you to record the type



## My EDP Tool

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of post-secondary education and training you plan to complete and record the three schools you are most interested in attending. In the Financial Plans section, you can check off the sources of funding you intend to use to pay for your education.

**Career Planning Activities** (My Goals & Plans) – The Career Planning Activities section allows you to document all of your career planning activities (field trips, career fairs, job shadowing, etc.). For each activity, you can record a description, the dates the activity took place, and the name of the event or organization (if relevant). You can also attach any files related to the event.

**Extracurricular Activities** (My Activities & Experiences) – This page allows you to keep track of your extracurricular activities. You may select from a list of extracurricular activities, or add your own. For each activity selected or entered, you can record the time period of your involvement and a description of the activity. You may also attach related files to each activity.

**Hobbies & Interests** (My Activities & Experiences) – In this section, you can maintain a list of all your hobbies and interests. You may select from a list of hobbies and interests, or add your own. You can also enter notes for each activity and hobby selected or entered.

**Skills & Abilities** (My Activities & Experiences) – In the Skills & Abilities section, you can select and enter all of your skills and abilities in three areas: attributes, computer skills, and language skills. You can also maintain notes for all of your skills and abilities.

**Awards & Certificates** (My Activities & Experiences) – The Awards & Certificates section allows you to keep track of any awards and recognition you receive. For each award or certificate entered, record the name of the award or certificate, the completion/awarded date, and a description. You can also attach related files to each award and certificate.

**Volunteer Experience** (My Activities & Experiences) – In the Volunteer Experience section, you can keep track of any volunteering you do. For each volunteer position held, record the following: position title, name of volunteer organization, location of the organization, start and end date, number of hours volunteered, description of the work, and the name of a reference or supervisor. You can attach related files to each volunteer position recorded.

**Work Experience** (My Activities & Experiences) – The Work Experience section is where you can maintain a detailed employment history. For each job you have held, record the following: job title, name of employer, location of employer, start and end date, description of the work, and the name of a company reference or supervisor. You may also attach related files to each job recorded.

**My Assignments & Activities** – In this section, you can view the activities that advisors have assigned to you. Click on an assignment name to view details about the activity and to upload related documents from your computer or from the My Files section of your EDP.

**My Journal** – The My Journal feature allows you to keep a log of your thoughts about your career and educational goals. This space can be used to describe your interests, plans, achievements, and aspirations, and to reflect on what you need to do to get where you want to go.

# My EDP Tool

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**My Advisement Log** – Advisors and counselors can create an Advisement Log for each student to track his or her advisement program over time. You can view your assigned advisors and advisement activities in this section, but you cannot add or edit entries.

**Suggested Links** – The Suggested Links section includes helpful websites that have been inserted into your EDP by teachers, counselors, and career advisors using the Career Advisor Management System (CAMS).

**Important Documents** – The Important Documents section includes documents and forms that have been inserted into your EDP by teachers, counselors, and career advisors using the Career Advisor Management System (CAMS).

**My Links** – Add websites that you feel may be helpful for future career exploration and EDP development work to the My Links section by clicking the Add button and entering the website name and URL.

**My Files** – Any electronic files (essays, scanned artwork, letters of reference, photographs, etc.) that you would like to store within your EDP can be uploaded, viewed, and managed through the My Files section. Files uploaded to specific sections of your EDP (work experiences, volunteer experiences, etc.) will also appear in the My Files section.

## REFLECT & CONFIRM

The Reflect & Confirm feature ensures that you continue to maintain and update your EDP each year. If this feature is activated at your site, you must review and revise the required sections of your EDP each year to achieve EDP completion status.

The Reflect & Confirm Box is located above the main content in each required section of the EDP. When you have completed the necessary information in each section, such as saving careers or recording extracurricular activities, select the checkbox beside the “I have reflected on this section of My EDP and have confirmed that it is up to date” statement in the Reflect & Confirm box.

# My EDP Tool

**My EDP** My Progress  89%

**My Assessments**

- Matchmaker & My Skills
  - Ability Profiler
  - Learning Styles
  - Other Assessments
- My Careers
- My Education
- My Scholarships & Financial Aid
- My Education Plan
- My Goals & Plans
- My Activities & Experiences
- My Assignments & Activities

**Matchmaker & My Skills**

Click on a result set label to load those results into Career Matchmaker.

**Reflect & Confirm**

You need to reflect and confirm to complete this section of My EDP.

I have reflected on this section of My EDP and have confirmed that it is up to date.

**Your Saved Matchmaker Results** + Start New Matchmaker

Best Match	Matchmaker Label	Date Updated	My Skills
<input checked="" type="radio"/>	Grade 10 (spring)	08/13/2013	✓
<input type="radio"/>	Grade 11 (autumn)	08/13/2013	✓
<input type="radio"/>	Grade 11 (winter)	08/06/2013	✓

**Reflect & Confirm Box**

## SHARE MY EDP

**Share My EDP with Parents/Guardians** – In this section, you can invite parents and guardians to view the work saved in your EDP by sending them an invitation and activation code to create a Parent Portal account. You can also read the comments that your parents or guardians have added to your EDP.

**Share My EDP with Others** – You can invite other individuals to view selected sections of your EDP. Use this option to share your EDP with college admissions offices, organizations offering scholarships, or potential employers. You can also see a log of all guest views of your EDP.

## PRINT MY EDP

The Print My EDP feature allows you to identify the specific sections of your EDP that you would like to print. A printer-friendly report including only these sections is then generated for printing. Use your browser's print feature to print the EDP.

# Resume Builder

The Resume Builder is seamlessly linked with the EDP tool. To access the Resume Builder, click on the **Build My Resume** link on the My EDP homepage.

To make it easy for you to quickly generate a resume, any information stored in your EDP that is useful for resume creation is automatically shared with the Resume Builder. The Resume Builder also includes some sections that are not available within the EDP tool. These include:

**Career Objectives** – A free-text field for entering a career objective statement.

**Additional Information** – A free-text field for entering any additional information you would like to include in your resume.

**References** – A place to enter contact details for all references.

**Build My Resume** My Progress 0% 20 40 60 80 100% 89%

**Getting Started**

To help create your resume, any information stored in your EDP that may be useful for resume creation is automatically shared with the Resume Builder.

**Edit Your Resume**

Use the arrows to reveal content for the section headings to the right. If you choose to edit the content, the changes will occur, and be saved, in My EDP section and updated in your resume.

**Select Sections to Include** [Format & Print](#)

Open All

Section	Options
▼ Career Objectives	<input checked="" type="checkbox"/> Add to Resume
▼ Educational History	<input checked="" type="checkbox"/> Add to Resume <a href="#">Edit</a>
▼ Work Experience	<input checked="" type="checkbox"/> Add to Resume <a href="#">Edit</a>
▼ Volunteer Experience	<input checked="" type="checkbox"/> Add to Resume <a href="#">Edit</a>
▼ Awards & Certificates	<input checked="" type="checkbox"/> Add to Resume <a href="#">Edit</a>
▼ Extracurricular Activities	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments <a href="#">Edit</a>
▼ Hobbies & Interests	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments <a href="#">Edit</a>
▼ Skills & Abilities	<input checked="" type="checkbox"/> Add to Resume <input type="checkbox"/> Include Comments <a href="#">Edit</a>
▼ Additional Information	<input checked="" type="checkbox"/> Add to Resume

**References**

[+ Add a reference](#)

Reference

Resume Builder

## Resume Builder

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Once you have chosen which sections you would like to include in your resume and entered all of the information you want to include, you can format the document by clicking on the **Format & Print** button. You can choose a resume style and indicate the order these sections should appear in. After previewing your resume, you can print it or export it as a Word document, a web page, or a plain text file.

# Help

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The Help section offers a variety of downloadable documents and activities designed to assist teachers and career advisors as they help students and career decision-makers utilize Career Cruising to its full potential. Click on the **Help** link in the top menu bar to find resources such as:

**User's Guide** – A downloadable PDF version of the User's Guide.

**Classroom Activities and Research Projects** – There are a number of prepared classroom activities for use with Career Cruising, including a wide variety of lesson plans and worksheets designed to help students learn about the links between school subjects and career choices, and how to effectively analyze and use the information gathered from Career Cruising.

**My EDP Classroom Activities** – These activities help guide students as they learn to create EDPs, resumes, and education plans, and use these tools to prepare for their career.

**Green Careers Activity Package** – Ideas to help you integrate “green” content into your career exploration activities. (Related links can be found under Additional Information & Resources.)

**Independent Research Projects** – These projects help users identify occupation interests and viable career paths using the assessment and exploration tools available within Career Cruising.

**Career Cruising's Features** – An overview of Career Cruising's main features, organized in terms of the program's main components: Career Matchmaker, Explore Careers, Explore Education, and the EDP tool. This summary helps users quickly get a feel for the program.

**Guided Tour of Career Cruising** – A brief walkthrough for new users interested in learning about Career Cruising's main tools and features.

**Mini Posters** – Promote the availability of Career Cruising at your site with these downloadable mini posters that feature screenshots and brief descriptions of each of the program's main components.

**For Parents: What is Career Cruising?** – This document introduces parents to Career Cruising. It includes a brief description of Career Cruising, a summary of the program's features, and instructions for logging in.

**Career Cruising Access Cards Templates** – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.

**Implementation Suggestions** – This document provides practical suggestions to help ensure Career Cruising will be widely used at your site. There are two types of Implementation Suggestions documents: one with tips designed for using Career Cruising in a school setting, and one with tips for implementing the program in a career center setting.

## Help

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**Career Cruising and the ASCA National Standards for Career Development** – This chart shows how Career Cruising can be used to meet the competencies and indicators of the American School Counselor Association’s (ASCA) National Standards for Career Development.

**Using Career Cruising with Transitions Students** – This document shows how Career Cruising can be used to meet the National Alliance for Secondary Education and Transition’s standards and the recommended transition services/activities identified in the Individuals with Disabilities Education Act.

# Contact Us

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