



# CIS 360 ACTIVITY LIBRARY

## ADULT & HIGHER EDUCATION CAREER PLANS

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# ADULT & HIGHER EDUCATION CAREER PLAN OVERVIEW

CIS 360 Adult & Higher Education contains 47 items used to create customized plans at the state or site level. Each plan is a combination of components, self-surveys, and custom activities. All items are written at a 9<sup>th</sup> grade reading level. Activities are intuitive for users to complete independently and are in a sequence to promote career development and personal growth.

## Career Plan Definitions

Custom Activity	33 activities are included in CIS 360 Adult & Higher Education. Activities include reflections, goal setting, career research, professional development, and more.
Self-Survey	Eight self-surveys are included in the Career Plan: Career Cluster Inventory, Learning Styles Survey, Interest Profiler, Work Importance Locator, Workplace Employability Skills, Occupation Sort, Reality Check, and Entrepreneurial Assessment. Each has a corresponding reflection custom activity to follow the self-survey.
Component	Components link to features within CIS 360. Career Plan contains six: Careers, Schools, Scholarships, Programs of Study, Resume, and Cover Letter.
Requirement	Activities may require having a component or self-survey available on CIS 360 or in your Career Plan.

## Career Plan User View:

The screenshot displays the 'Career Plan' user interface. At the top, there is a navigation bar with 'My Dashboard', 'Career Plan', 'Self-Surveys', 'Careers', 'Education', and 'Employment'. Below this is a 'Discover' dropdown menu with a list of activities, some marked with green checkmarks. The main content area shows a progress overview for the 'Discover' section, indicating 26 total items, with 15% completed (4 items), 0 started, and 22 incomplete. A 'Continue' button is visible. Below this, 'Additional plans' are shown for 'Explore', 'Prepare', and 'Seek' stages, each with its own progress indicators (0 completed, 0 started, and 12, 10, and 2 incomplete respectively).

## ADULT & HIGHER EDUCATION SAMPLE CAREER PLANS

Four sample plans feature activities designed for users at different stages of their careers and professional development. This example shows how to create plans based on audience and theme:

- **Discover:** Who am I? What do I want out of a career?
- **Explore:** What options do I have? How will I get there?
- **Prepare:** How do I get myself ready?
- **Seek:** Find and apply for jobs

Discover	Explore
Career Cluster inventory & Reflection Entrepreneurial Assessment & Reflection Interest Profiler & Reflection Learning Styles Survey & Reflection Occupation Sort & Reflection Reality Check & Reflection Work Importance Locator & Reflection Workplace Employability Skills & Reflection Careers Job Success Scale What Rewards Do I Want from Work? Qualities for Success How Do I Make Decisions? Learn a New Skill Using My Time for Success My Accomplishments Make a Change Important Life Events	Careers Compare Careers Career Project What are Working Conditions Programs of Study School FAQs Schools Education Research Financial Aid FAQs Scholarships FAFSA Military Transition FAQs
Prepare	Seek
Careers Job Shadow Guide Informational Interview Guide My Financial Plan Set Goals Facing Obstacles Job Search Action Plan My Network Resume Cover Letter	Careers Find Jobs

## ADULT & HIGHER EDUCATION ACTIVITY LIBRARY

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<b>Careers</b>	<p><b>Category:</b> Component</p> <p><b>Activity Description:</b> Explore the <b>Careers List</b>. Favorite careers that interest you. A career may also be called an occupation, profession, or job. Users are required to select favorites to complete the activity.</p>
<b>Career Cluster Inventory</b>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> Complete Career Cluster Inventory. The Career Cluster Inventory helps you think about activities that you like and matches them to career clusters. Learning more about your interests and how they fit with clusters is one way to find a career you will enjoy!</p>
<b>Career Cluster Inventory Reflection</b>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Career Cluster Inventory</p> <p><b>Activity Description:</b> Now that you have completed <b>Career Cluster Inventory</b>, explore the career clusters and related careers that interest you. Keep your favorite careers in mind as you think about future careers.</p> <ol style="list-style-type: none"><li>1. Go to My Dashboard</li><li>2. Look at your <b>Career Cluster Inventory</b> results.</li><li>3. Explore your top three career clusters based on your results.</li><li>4. View the <b>Related Careers</b> for the clusters and favorite any that interest you.</li><li>5. Explore as many additional career clusters and related careers as you like.</li><li>6. Return to the activity, select your top career clusters based on your exploration, and identify related careers that interest you.<ul style="list-style-type: none"><li>• Career Cluster (1): Career that interests me, why this career interests me</li><li>• Career Cluster (2): Career that interests me, why this career interests me</li><li>• Career Cluster (3): Career that interests me, why this career interests me</li></ul></li></ol> <p>Select + <b>Add Another</b> to add another career in a cluster. Select <b>x</b> to delete a career.</p> <p><u>Reflection:</u></p> <ul style="list-style-type: none"><li>• Think about your <b>Career Cluster Inventory</b> results and related career exploration. What did you learn about yourself from completing the Career Cluster Inventory?</li><li>• What careers interest you now?</li></ul>
<b>Career Project</b>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> It is important to learn about different jobs in order to make good career decisions. For this activity, ask yourself, "What if I became a ...?".</p> <ol style="list-style-type: none"><li>1. Go to <b>My Dashboard</b> to view your favorite careers</li><li>2. Select a career to explore</li><li>3. Return to this activity and complete the fields<ul style="list-style-type: none"><li>• If I became a(n)</li><li>• What skills and abilities would I need for this career?</li><li>• What are the licensing/certification requirements, if any?</li><li>• Where would I work?</li><li>• What are the education and training requirements?</li><li>• How much does it pay?</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>• What is the career cluster?</li> <li>• What are related careers?</li> <li>• What are some interesting things to know?</li> <li>• Is this career for me? Why or why not?</li> </ul>
<p><b>Compare Careers</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> You have now completed several self-surveys and learned about some careers. In this activity, you will compare some of those careers that interest you on several factors. This information can help you evaluate your options and set goals for your future.</p> <ol style="list-style-type: none"> <li>1. Go to the <b>Careers List</b></li> <li>2. Select the checkbox for two careers</li> <li>3. Compare the careers</li> <li>4. Return to the <b>Careers List</b> and repeat this process, comparing different careers</li> <li>5. Favorite the careers that interest you</li> <li>6. Return to the activity and reflect on your career exploration.</li> </ol> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about the careers you compared. What careers interest you now?</li> </ul>
<p><b>Cover Letter</b></p>	<p><b>Category:</b> Component</p> <p><b>Activity Description:</b> While your resume shows that you are qualified for a position, a cover letter explains why you are the best fit for the job. It gives you an opportunity to explain why you are interested in the job, provide specific examples of your abilities, and request an interview. Enter your cover letter info to get started. <b>Export</b> your cover letter to complete this activity.</p>
<p><b>Education Research</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> You've learned by now that most career paths require education. Some require completion of certificate programs or apprenticeships, others require two- or four-year degrees. In this activity, you will explore programs of study (majors) for careers you are interested in and learn about schools that offer these programs.</p> <ol style="list-style-type: none"> <li>1. Go to <b>My Dashboard</b> to view your favorite careers.</li> <li>2. Select a career and <b>Education &amp; Training</b> to view <b>Related Programs of Study</b>.</li> <li>3. Select a program of study and go to <b>Schools</b> under <b>Related Info</b> to explore schools that offer the program of study.</li> <li>4. Return to the activity and complete the fields based on your exploration. <ul style="list-style-type: none"> <li>• Career, related program of study, related school</li> </ul> </li> <li>5. Once you've researched one career, add a few more.</li> </ol> <p>Select <b>+ Add Another</b> to add another career and related program of study and/or another related school. Select <b>x</b> to delete.</p> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• What careers interest you now?</li> <li>• What programs of study interest you now?</li> <li>• What schools interest you now?</li> </ul>

<b>Entrepreneurial Assessment</b>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> Entrepreneurs use their talents in many ways. Successful entrepreneurs share common traits. The Entrepreneurial Assessment can help you decide if self-employment is a good match for you.</p>
<b>Entrepreneurial Assessment Reflection</b>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Entrepreneurial Assessment</p> <p><b>Activity Description:</b> Now that you have completed the <b>Entrepreneurial Assessment</b>, view your results to explore if self-employment is a good match for you. Even if you don't think you want to work for yourself, you may enter a career that has a high level of self-employment.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Entrepreneurial Assessment</b></li> <li>3. View your results and read about <b>What Your Self-Employment Traits Mean</b></li> <li>4. Return to the activity and select your self-employment score</li> </ol> <p><b>My Self-Employment Score:</b></p> <ul style="list-style-type: none"> <li>• 80-100 You have an outstanding ability to be an entrepreneur.</li> <li>• 60-79 You have a satisfactory ability to be an entrepreneur.</li> <li>• 40-59 Self-employment may not be right for you.</li> <li>• 0-39 You should probably avoid self-employment.</li> </ul> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about your <b>Entrepreneurial Assessment</b> results and self-employment traits. What did you learn about yourself from completing the Entrepreneurial Assessment?</li> </ul> <p><b>Dig Deeper (optional):</b></p> <ol style="list-style-type: none"> <li>1. Go to the <b>Careers List</b> and filter on <b>High Self-Employment</b></li> <li>2. Explore careers with high self-employment</li> <li>3. Favorite the careers that interest you</li> <li>4. Return to the activity and reflect on your exploration</li> </ol> <p><u>Reflection:</u></p> <p>Think about careers with high self-employment. Did any of your favorite careers have high self-employment? If so, what careers?</p>
<b>Facing Obstacles</b>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> One of life's challenges is overcoming obstacles and staying on track. Goals help, but you must also face and overcome your obstacles, even if it means changing things in yourself or your life. Examples of obstacles may be family responsibilities, finances, transportation, fear of change, fear of ridicule, fear of failure, or stereotypes. This activity helps you identify factors that might be obstacles to your success and helps you explore ideas for overcoming obstacles.</p> <ol style="list-style-type: none"> <li>1. Enter one of your personal, academic, or career goals.</li> <li>2. List an obstacle to your goal.</li> <li>3. Brainstorm your ideas for overcoming the obstacle.</li> <li>4. List who and what supports you in achieving your goals.</li> <li>5. Once you've listed one, add a few more!</li> </ol>



	<p><u>Fields for Entry:</u></p> <ul style="list-style-type: none"> <li>• Goal</li> <li>• Obstacle</li> <li>• Ideas for Overcoming Obstacle</li> <li>• My Supports</li> </ul> <p>Select + <b>Add Another</b> to add another goal/obstacle. Select <b>x</b> to delete.</p>
<p><b>FAFSA</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> Are you thinking about furthering your education? Use the <a href="#">Free Application for Federal Student Aid (FAFSA)</a> form to apply for financial aid for college. Also, consider checking out a FAFSA workshop in your area. To learn more about resources and events in your state, visit: <a href="#">Form Your Future</a>.</p> <ol style="list-style-type: none"> <li>1. Select your status from the drop-down menu <ul style="list-style-type: none"> <li>• FAFSA complete</li> <li>• FAFSA planned</li> <li>• Not planning on completing the FAFSA</li> </ul> </li> <li>2. Use the notes field to describe the FAFSA Workshop you attended, including dates and people that helped you.</li> </ol>
<p><b>Financial Aid FAQ</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> If you plan on furthering your education, you may need to find ways to pay for your tuition, housing, and food. Don't worry; there is a lot of help for students!</p> <p><b>What is the Free Application for Federal Student Aid?</b> The <a href="#">Free Application for Federal Student Aid (FAFSA)</a> allows you to be considered for grants, scholarships, work-study jobs, and loans.</p> <p><b>What types of financial aid are available?</b> Colleges usually decide how much financial aid students receive based on how much money they need. There are several types of financial aid:</p> <p><u>Grants:</u></p> <ul style="list-style-type: none"> <li>• Money from state/federal governments or your school</li> <li>• Does not have to be paid back – it's a free gift!</li> <li>• Based on how much money you actually need</li> </ul> <p><u>Student Loans:</u></p> <ul style="list-style-type: none"> <li>• Money borrowed from the federal government or a bank</li> <li>• Must be paid back over time after you graduate</li> <li>• Can borrow as much as you want</li> </ul> <p><u>Work Study:</u></p> <ul style="list-style-type: none"> <li>• Money for a part-time job at your college</li> <li>• A great chance to gain work experience for your career</li> </ul> <p><b>What types of scholarships are available?</b></p>

There are thousands of scholarships available for students of all ages to apply for based on several criteria including financial need, area of study, and life experiences. Go to the Scholarships List to find scholarships you may qualify for.

Each scholarship's application process is different. Follow deadlines and instructions closely. Contact the scholarship committee or organization for the most current information.

### **What other options are there to pay for college?**

#### Community Service

Do you like to help people? Do you want to teach someday? Then one of these programs might be right for you.

- AmeriCorps
  - Serve for a set amount of time in a community in the US
  - Receive money to pay back student loans
- Teach for America
  - Teach in a community in the US for a set amount of time
- Peace Corps
  - Serve a community in another country for a set amount of time
  - Receive money to pay back student loans

#### Military Service

Do you want to join the military, but know how important a college education is for your future? There are a lot of options for you!

- ROTC Scholarships:
  - Train for the military while attending college
  - Serve as an officer for a set amount of time after your graduate
  - The military pays for all of your education costs
- Service Academies:
  - Military colleges where you earn a college degree while serving
  - There is a college for every branch (Army, Air Force, Navy, Coast Guard, and Merchant Marines) and even a military medical college
  - The military pays for your education, and you earn a paycheck as well
  - There is an additional service commitment that begins after you graduate
- Tuition Assistance:
  - Take college classes online or at a nearby college while in the military
  - The military pays for your tuition, and you earn a paycheck as well
- Montgomery GI Bill:
  - After you leave the service, you can use the GI Bill to pay for college
  - Pays for a percentage of your education costs, depending on how long you served

#### Work

If you aren't in a hurry, this may be a good way to pay. You can attend college part-time while working part-time or full-time. Remember to make school a priority though – cash in your pocket now may feel great, but a degree will do more for your future.

	<p><u>Apprenticeship</u> An apprenticeship is a formal method of training typically offered through businesses, unions or community and technical colleges. During the apprenticeship period, the apprentice is employed to learn a career through a structured program of on-the-job training with related classroom technical instruction. There are over 800 apprenticeshipable careers.</p> <p><u>Reflection:</u> How will you pay for your education?</p>
<p><b>Find Jobs</b></p>	<p><b>Category:</b> Activity <b>Requirements:</b> National Labor Exchange (NLX) external link on Careers tab <b>Activity Description:</b> To see current job postings on the National Labor Exchange (NLX) website, go to the <b>Careers List</b> and select a career you are interested in. Then, go to <b>Employment &amp; Outlook</b> and select one of the job title(s) from the <b>Find Jobs</b> topic to see current job openings.</p> <ol style="list-style-type: none"> <li>1. Select your status from the drop-down menu (I plan on using the National Labor Exchange as part of my job search, I do not plan on using the National Labor Exchange as part of my job search).</li> <li>2. Use the notes field to include information about your exploration of current job postings.</li> </ol>
<p><b>How Do I Make Decisions?</b></p>	<p><b>Category:</b> Activity <b>Activity Description:</b> Decision making is an important skill. This activity will help you learn how to make decisions using a six-step model.</p> <p><b>Step 1:</b> Identify the decisions to be made.</p> <ul style="list-style-type: none"> <li>• Think of a decision you need to make in the next month or use this question: Where would you like to go on vacation- Hawaii, Disneyland, or New York?</li> <li>• What are you trying to decide?</li> </ul> <p><b>Step 2:</b> Think about what is important to you.</p> <ul style="list-style-type: none"> <li>• Knowing yourself can help you decide what's best for you.</li> <li>• What is important to you?</li> </ul> <p><b>Step 3:</b> List your options.</p> <p><b>Step 4:</b> Gather information about your options</p> <ul style="list-style-type: none"> <li>• Where can you get the information you need or who can give you some advice?</li> <li>• What information do you need to make your decision?</li> </ul> <p><b>Step 5:</b> Evaluate each option</p> <ul style="list-style-type: none"> <li>• Option</li> <li>• Advantages</li> <li>• Consequences</li> <li>• Select + <b>Add Another</b> to add another option. Select <b>x</b> to delete an option.</li> </ul> <p><b>Step 6:</b> Make your decision.</p>

## Important Life Events

**Category:** Activity

**Activity Description:** Our past experiences helped us grow into who we are today. Knowledge from our past experiences influences our decisions about the future. It is helpful to think about the important events that gave us this knowledge. This activity will help you think about your past and your future.

### **Step 1:** Life Event Timeline

- Think about events that have been important in your life.
- Think about when the events occurred and who shared them with you.
- Think about what you learned from the events or how they changed you.

Life Event Timeline Fields:

- When? (Your age or the year)
- What happened?
- Who was involved?
- What did I learn about myself?

Select + **Add Another** to add another Life Event. Select **x** to delete an event.

*Sample Life Event Timeline:*

<i><b>When?</b></i>	<i><b>What happened?</b></i>	<i><b>Who was involved?</b></i>	<i><b>What did I learn about myself?</b></i>
Age 5	Started school.	Parents and teacher	I can learn to do things without my family and make new friends.
Age 8	Broke my arm.	Nurse, doctor, family	Hospitals are okay places to stay and I can deal with an injury.
Age 10	Took care of my neighbor's pets.	Neighbors and pets	I can follow directions and my neighbors can depend on me.
Age 16	Got my first car	Grandpa	I can set goals and see results
Age 18	Finished high school and started working full time	Employer	I can accomplish big things and handle change.

### **Step 2:** Future Life Event Timeline

- Once you have looked at past experiences, think about events in your future life
- What important events do you see happening to you in the next five, ten and fifteen years?

Future Life Event Timeline Fields:

- When? (Your age or the year)
- What will happen?
- Who will be involved?
- Why will this happen?

Select + **Add Another** to add another Future Life Event. Select **x** to delete an event.

*Sample Future Life Event Timeline:*

<i><b>When?</b></i>	<i><b>What will happen?</b></i>	<i><b>Who will be involved?</b></i>	<i><b>Why will this happen?</b></i>
Age 22	Finish up my GED	Teachers	I want to start a Boilermaker apprenticeship

Age 22	Complete my apprenticeship for Boilermaker	Teri, Boiler Services	I would like to earn more money and like what I learned
Age 28	Get married	Someone I meet	I want to meet someone and start a family after I explore a bit
Age 30	Own my own home	Bank	I will have enough money to own my own home
Age 35	Start my own business	Teri	Would like to start our own business

Reflection:

Reflect on your past life events and what you want your future to be like. Make a list of the things you want to do and accomplish in the future.

**Informational Interview**

**Category:** Activity

**Activity Description:** You have completed several career self-surveys, explored a variety of careers, and learned about their preparation requirements. Now, it's time to conduct some in-depth research on a few select careers that interest you most through informational interviews. You will contact people who work in those careers to gain more detailed or personalized information on a career you may enter down the road.

**Step 1:** Select and contact individuals and schedule your interview

Fields for entry:

- Informational Interview Contact
- Career
- Phone Number
- Email

Select + **Add Another** to add another contact. Select **x** to delete a contact.

**Step 2:** Prepare for the interview. Read about the career of the person you have chosen to interview. What more do you want to know about the job? Here are some suggested questions for the worker you are interviewing:

- What is your job like?
  - What does a typical day look like?
  - What kinds of decisions do you make?
- What do you like most about your job?
  - What do you find challenging?
  - Is your job different from how you first thought it would be?
- What things (work, activities, classes, or hobbies) did you do before you entered this career?
  - What other jobs can you get with the same background?
  - What attracted you to this type of work?
  - What is your suggested preparation route?
- What changes are occurring in your job?
  - Has technology changed your work in any way?
- How could I start working in your field?
  - What are the major qualifications for success in this career?
  - If you were starting again, what, if anything, would you do differently?
- Why do people leave this career?
- What social obligations go along with your job?

	<ul style="list-style-type: none"> <li>○ Are there organizations you must join?</li> <li>○ Are there other activities you are expected to do outside of work hours?</li> <li>● What other advice do you have for a person considering this career?</li> </ul> <p><b>Step 3:</b> Complete the Interview. Be sure to have the questions you want to ask and take notes to look back on later.</p> <p>Fields for entry:</p> <ul style="list-style-type: none"> <li>● Career <ul style="list-style-type: none"> <li>○ Interview Question</li> <li>○ Interview Answer</li> </ul> </li> </ul> <p>Select + <b>Add Another</b> to add another career or question/answer. Select <b>x</b> to delete.</p> <ul style="list-style-type: none"> <li>● Findings from Research</li> </ul> <p><u>Reflection:</u> What careers interest you now? Why or why not?</p>
<b>Interest Profiler</b>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> Complete the Interest Profiler self-survey. The Interest Profiler helps you identify your interests and how they relate to careers you may want to explore. Connecting interests to careers is one way to find a career you will enjoy!</p>
<b>Interest Profiler Reflection</b>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Interest Profiler Self-Survey</p> <p><b>Activity Description:</b> Now that you have completed <b>Interest Profiler</b>, view your results to explore your interests and related careers. Knowing your interests can help you identify careers that you might enjoy.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Interest Profiler</b></li> <li>3. Select your high interest areas and explore <b>Careers on Your List</b></li> <li>4. Explore as many interest areas and careers as you like</li> <li>5. Favorite the careers that interest you</li> <li>6. Return to this activity and select your top two interests based on your exploration and identify related careers that interest you. <ul style="list-style-type: none"> <li>● 1<sup>st</sup> Interest Area (select from drop down): Career that interests me, why this career interests me</li> <li>● 2<sup>nd</sup> Interest Area (select from drop down): Career that interests me, why this career interests me</li> </ul> </li> </ol> <p>Select + <b>Add Another</b> to add another career in an interest area. Select <b>x</b> to delete a career.</p> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>● Think about your <b>Interest Profiler</b> results and related career exploration. What did you learn about yourself from completing the Interest Profiler?</li> <li>● What careers interest you now?</li> </ul>
<b>Job Search Action Plan</b>	<p><b>Category:</b> Activity</p>

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**Activity Description:** An action plan can help you reach your goals! Successful plans usually involve multiple steps, in this case steps in your job search. Push yourself to choose steps that involve interacting with others, such as informational interviews, as these methods will make your job search more successful.

1. Identify an objective: something you want to accomplish.
2. List reasons why you want to achieve that objective. These reasons are important to motivate you to work toward your desired result.
3. Think of at least three steps you need to complete to accomplish your objective. These are your goals. Try to be specific when setting goals so it is clear what you need to do.
4. For each step, or goal, enter how many days you need to accomplish it. Make sure you can achieve the goal in less than a week.
5. Once you start completing steps, you may need to review your action plan and add or change some steps.

Select + **Add Another** to add another step/timeframe parameter or another objective. Select **x** to delete.

**Sample Action Plan:**

*Objective:* Find a job as a landscaper

*Reasons:*

- Like plants
- Want to work outdoors
- Enjoy working on a team
- Want to see a finished product

*Steps and timeframe:*

1. Research career information about landscapers (1 day)
2. Speak with friends and family about local landscapers (3 days)
3. Look for local landscapers and form a list of potential employers (1 day)
4. Call local landscapers to see if you can set up an informational interview or job shadow (2 days)

Reflection:

- What is your action plan for this year?
- What are your long-range plans?
- Who will encourage and support you to achieve your goals?

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**Job Shadow Guide**

**Category:** Activity

**Activity Description:** What is a job shadow? Just as a shadow follows a person, you follow a worker on the job. A job shadow allows you to find out more about careers that interest you and see the different places people work. In this activity you will schedule and complete a job shadow.

**Step 1:** Select and contact a business and arrange a job shadow.

Prepare for the phone call or send an email using the script below. If you are sending an email, be sure to address your contact and sign off as if you were writing a letter.

Fields to enter:

- Job shadow contact

- Business, address
- Phone number
- Email

Script:

"Hello, my name is *{insert name}*."

I am interested in learning about *{insert career, job, or business}*. I received your name from *{insert who you received their name from}*, and I was wondering if you might allow me to job shadow you or someone else in your business for *{length of job shadow (hours, day, etc.)}*?"

If the person responds and agrees to the job shadow, set the day and time.

"I would like to do the job shadow on *{job shadow date at time}*."

Thank the contact person. Explain that you will be calling or emailing one or two days prior to the day to confirm the job shadow.

**Step 2:** Prepare for the job shadow.

Read about the career you are shadowing. What more do you want to know about the job? Here are some suggested questions for the worker you are shadowing:

- What do you like about your job? What do you not like about your job?
- What do you do in a typical workday?
- How do you use the things you learned in school in your job?
- How much education and training do you need for this job?
- What is your work schedule? When does your workday start and when does it end?
- What is the starting salary for this job?

Think of what questions you are going to ask the worker you are going to shadow. Select **+ Add Another** to add another question. Select **x** to delete a question.

Decide what you want to look for during the job shadow. Some suggestions are:

- Do they work inside or outside?
- Do they work alone or with other people?
- Do you want to see what people wear on the job?
- Do they move around or sit all day?
- Do you want to see what equipment they use?

Enter the things you will look for. Select **+ Add Another** to add another item. Select **x** to delete an item.

Call or email your contact person a few days before to confirm the day and time of your job shadow.

**Step 3:** Complete the job shadow. Be sure to have the questions you want to ask and the things you want to look for at the workplace. Take notes to look back on later.

**Step 4:** Write a thank you note. Thanking your host for their time is very important.



- Use the script below to write a draft note or email.
- Review the draft and look for spelling and punctuation errors.
- After reviewing the draft, either type your email or write your note on a clean sheet of paper, address an envelope, and use the appropriate postage to mail it.

Script:

Dear *{insert contact title (Mr., Mrs., Ms.) and last name}*,

Thank you for allowing me to visit you at your work. I appreciate all the time you spent with me. I learned a lot from being your shadow. My favorite part of the visit was *{insert favorite part}*. I learned *{insert what you learned}*.

Thank you again for answering my questions and letting me see what you do in a workday.

Sincerely,  
*{insert your name}*

Reflection:

Review the notes you took during your job shadow and reflect on your experience.

- What work did you see your host or other workers doing?
- What did you learn from the questions you asked your host?
- What did you look for during the job shadow? What did you learn?
- Is this a job you think you would like to do? Why or why not?

**Job Success Scale**

**Category:** Activity

**Activity Description:** This job success scale will help you measure your ability to do what is needed to be successful at work.

Choose how well the statement describes you as an employee (a lot like me, somewhat like me, a little like me, not like me).

- Get to work on time
- Follow instructions
- Ask questions about my work so I do it right
- Do my share of work
- Follow the rules for phone, email, and internet use
- Admit when I make mistakes
- Do what I am asked to do
- Keep a positive attitude with others and work
- Meet deadlines
- Let my boss know if I will be absent
- Accept criticism without getting angry or frustrated
- Listen to other workers and the boss when they share ideas
- Use time at work for work only
- Follow the company dress code
- Get along with other workers and the boss

Reflection:

- In an interview, employers may ask why they should hire you. To answer this question, talk about the skills that make you a successful employee.
- List your strongest skill
- List the skills you want to improve

<p><b>Learn a New Skill</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> You have many skills now and will continue to learn many more throughout your life. Learning skills is easier when you have a plan because you are more likely to follow through. This activity will help you identify a skill you want to learn and create a learning plan.</p> <p><b>Step 1:</b> What skill do I want to learn? Identify a specific skill that is easy for you to know when you have accomplished it. For example, "learn how to make use of formulas in an Excel spreadsheet."</p> <p><b>Step 2:</b> Who can help me? Ask someone for information or suggestions on how or where you can learn this new skill. Or ask someone to teach you this new skill. For example, who can help you learn how to make use of formulas in an Excel spreadsheet? My co-worker has a thorough understanding of Excel.</p> <p><b>Step 3:</b> How will I learn this skill? Make a list of actions. For example, what would you do to learn how to make use of formulas in Excel?</p> <ol style="list-style-type: none"> <li>1. Ask your co-worker to teach you.</li> <li>2. Set a time to meet.</li> <li>3. Do the training session.</li> <li>4. Practice on your own.</li> <li>5. Explore help videos or take a course for additional support.</li> </ol> <p><b>Step 4:</b> What might get in the way of learning this new skill and how might you get around this? When plans are made, something may change that impacts your plans. But you can get around these setbacks by thinking ahead.</p> <p><b>Step 5:</b> When will I learn this skill? Setting a time to learn the skill will help you stick to your plan and not put it off.</p>
<p><b>Learning Styles Survey</b></p>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> Complete the Learning Styles Survey. This short survey can help you identify the ways you learn best. Knowing more about your learning style will make you a more effective learner. You will also get study tips for your learning style.</p>
<p><b>Learning Styles Survey Reflection</b></p>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Learning Styles Survey</p> <p><b>Activity Description:</b> Now that you have completed the Learning Styles Survey, view your results to explore the ways you learn best. If you know and understand the way you learn, you will be a better learner.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Learning Styles Survey</b>.</li> <li>3. Explore your preferred learning style(s) and study tips based on your results.</li> <li>4. Return to this activity and select your preferred learning style(s).</li> </ol> <p><b>Reflection:</b></p> <ul style="list-style-type: none"> <li>• Think about your preferred learning style(s). What did you find interesting about your preferred learning style(s)?</li> <li>• What study tips would you like to try?</li> </ul>

<p><b>Make a Change</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> Change can be hard. Have you ever wanted to do something different so that life would go more smoothly? Making a change is easier when you have a plan because you are more likely to follow through. This activity will help you identify something you want to change and the steps to make it happen.</p> <p>Think of something you want to change about yourself. This will be your goal.</p> <ul style="list-style-type: none"> <li>• Do you want to get up the first time the alarm goes off?</li> <li>• Do you want to not get caught up in drama between friends and coworkers?</li> <li>• Do you want to show up to appointments and meetings on time?</li> </ul> <ol style="list-style-type: none"> <li>1. What do I want to change? Your goal should be specific enough that you know when you have reached it.</li> <li>2. Who can help me? Who can you ask to help you reach your goal?</li> <li>3. How will I make the change? Make a list of actions.</li> <li>4. What might get in the way of making the change and how might you get around this?</li> <li>5. When will I make the change? Set a month and year.</li> <li>6. How will I know that I made this change?</li> </ol>
<p><b>Military Transition FAQs</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> The transition back to civilian life after serving in the military can be difficult. The military is very structured and orderly and as a civilian, you will have to create your own structure and look for your own job.</p> <p><b>What is the timeline for leaving the military?</b></p> <ul style="list-style-type: none"> <li>• Transition planning begins one year before you complete your service</li> <li>• If you plan on retiring from the military, you should start the planning process two to three years in advance</li> <li>• If you are involuntarily separated, you may find yourself out of the military in 48 hours</li> </ul> <p><b>What resources can help me transition from the military to civilian life?</b></p> <p>There are multiple government-sponsored and non-profit organizations that offer transition assistance for free. Beware of scams that guarantee jobs to separating service members or any programs that charge a fee for transition help.</p> <p><u><i>Transition Assistance Program (TAP)</i></u></p> <p>The TAP program is designed to help you smoothly transition back into civilian life. In general, you will:</p> <ul style="list-style-type: none"> <li>• Attend Pre-Separation Counseling with a transition counselor from your branch of service</li> <li>• Complete a DD Form 2648, "Pre-Separation Counseling Checklist", to help you consider your abilities and options after you complete your service</li> <li>• Attend a series of employment and benefits workshops by the Department of Labor (DOL) and the Veterans Administration (VA) to teach you job search skills and explain the benefits you will receive after you leave the military</li> </ul> <p>If you are a disabled veteran, you will also enroll in the VA's Disabled Transition Assistance Program.</p>

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Other Transition Resources

Once you complete your service commitment, you are eligible for Montgomery GI Bill education benefits and can continue to serve in the Reserve or National Guard. As a veteran, you receive many special benefits for your service. There are also programs to help service members transition into specific careers.

- [CareerOneStop: Veteran and Military Transition Center](#)
- [Helmets to Hardhats](#)
- [Troops to Teachers](#)
- [Transition Assistance Online](#)

**How do I find out more about the civilian equivalent to military careers?**

To learn which civilian occupations are similar to your Military Occupational Specialty or Code (MOS or MOC), use a military-to-civilian occupation translator:

- [ONET OnLine: Military Crosswalk Search](#)
- [CareerOneStop: Veterans Job Matcher](#)
- [My Next Move for Veterans](#)

You can also explore the Military Careers List to find your military career and go to Related Careers to view information about related civilian careers and counterparts.

Reflection:

What are your military transition plans?

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**My Accomplishments**

**Category:** Activity

**Activity Description:** People may have asked you, "What do you want to accomplish in life?" To accomplish is to successfully finish a project or activity. By studying your accomplishments, you can learn about your skills. Start by making a list of your accomplishments and pay attention to activities you enjoyed.

Accomplishments

List some of your accomplishments.

Examples:

- Passed my CDL driver's test.
- Planted a garden in my backyard.
- Coached youth basketball team.
- Finished my taxes.
- Fixed the tile in my bathroom.

Skills

Choose at least one of the accomplishments you listed and list the skills you used in or learned from that activity. Select + **Add Another** to add another Skill or Accomplishment/Skill set. Select **x** to delete a skill or set.

Examples:

- Accomplishment: Planted a garden in my backyard.
- Skills: Communicated with utilities where I wanted to dig, made measurements for landscaping fabric and edging, calculated how much dirt and mulch was needed, made a plan for what to plant and how to plant it.

	<p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Knowing about your skills is important in planning your career. The things you like to do and can do well are skills you might want to use in a future job. List the skills you like to use.</li> <li>• List one thing you want to learn to do.</li> </ul>
<p><b>My Financial Plan</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> You have assessed your finances and looked at your expected debt. Now, it's time to make a financial plan. By the end of this activity, you should have a clear sense of how to achieve your financial goals.</p> <ol style="list-style-type: none"> <li>1. List your financial goals for five years from now and for retirement.</li> <li>2. Enter your current income and your expected income upon completion of any additional education or training.</li> <li>3. Go to the <b>Careers List</b> to find the expected income of the career you are interested in.</li> <li>4. Return to this activity and enter your financial plan.</li> </ol> <p><u>My Financial Goals:</u></p> <ul style="list-style-type: none"> <li>• In five years, I would like to:</li> <li>• By retirement I would like to:</li> </ul> <p><u>My Financial Situation:</u></p> <ul style="list-style-type: none"> <li>• My income now:</li> <li>• My expected income upon completion of education or training:</li> </ul> <p><u>My Plan to Achieve my Financial Goals:</u></p> <ul style="list-style-type: none"> <li>• This year:</li> <li>• Next year:</li> <li>• In two years:</li> <li>• In three years:</li> <li>• In four years:</li> <li>• In five years:</li> </ul> <p><u>Reflection:</u> What are your financial plans now?</p>
<p><b>My Network</b></p>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Networking is a powerful tool when you're searching for a job. Employers fill many vacant positions with people they already know, even if they advertised the jobs. Many jobs are never advertised because employers already know who they want to hire.</p> <p><b>How do I start networking?</b> Your network is everyone you know or interact with. You've already begun building your network: your family, friends, and former coworkers are the base of your network. You should keep in touch with people who can refer you to jobs in certain areas or with particular companies.</p> <p><b>Can I use social networks to find a job?</b></p>

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Studies show that job searchers who use social networks are hired more quickly than those that don't. Employers use social networks to look for potential candidates, and there are even social networks meant just for professional use.

The most popular and effective social networking sites are:

- LinkedIn
- Facebook
- Twitter
- Forums
- Personal Blogs

If you are using social networks, be mindful of how you present yourself online. Think about what a potential employer would want to see. You don't need to be in business attire in every photo but if all your photos show you out late partying, you may be passed over for an interview.

#### **How do I use my network?**

You can ask the people in your network if they know of any jobs you could apply for or if they know anyone who is hiring. If they know of a job, ask for more detailed information or who to contact about it. If they know of someone who might be looking for workers, ask for their contact information, and whether or not it's okay for you to mention that they referred you. Follow up with any contacts they give you.

People in your network can also help you learn a new skill that could help get you hired. They may also help you review any application materials such as a cover letter or resume.

#### **What is a reference?**

A reference is someone in your network who can explain why you deserve to be hired. You may have worked with them in the past so they're familiar with your skills or you have known them for a very long time. Do not include relatives or friends unless you have worked with them. Be sure to ask permission prior to listing someone as a reference. Most employers will ask for references as part of the hiring process.

#### **How do I track my network contacts and references?**

Having your network contacts and references in one place will come in handy as part of your job search. Keep a record of this information in a place that is easily accessible. Record your contact's name, phone number, email address, business name, and job title. For your references, include how you know or have worked with this person, where, when, and for how long.

**Status:** (pick one)

- I have a list of my network contacts and references
- I need to create a list of my network contacts and references

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### **Occupation Sort**

**Category:** Self-Survey

**Activity Description:** Occupation Sort lets you rate your likes and dislikes. It creates a list of careers based on factors that are important to you. Occupation Sort factors are things like wages, work with hands and travel. Finding a career that is a good match for your preferences is one way to find a career that you will enjoy!

<p><b>Occupation Sort Reflection</b></p>	<p><b>Category:</b> Activity  <b>Requirements:</b> Occupation Sort Self-Survey  <b>Activity Description:</b> Now that you have completed the <b>Occupation Sort</b>, view your results to explore careers. Finding a career that is a good match for your preferences is one way to find a career that you might enjoy.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Occupation Sort</b></li> <li>3. Select <b>Careers on Your List</b> to explore careers and how they match your preferences. Favorite any careers that interest you.</li> <li>4. Select <b>Careers Off Your List</b> to explore careers and why they do not match your preferences. Update your favorites accordingly.</li> </ol> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about your <b>Occupation Sort</b> results and the <b>Careers on Your List</b> as well as the <b>Careers Off Your List</b>. What Careers on Your List interest you?</li> <li>• Did you favorite any new careers based on your results? If so, what careers and why?</li> <li>• Were any of your favorited careers included in Careers Off Your List? If so, what careers?</li> </ul>																														
<p><b>Programs of Study</b></p>	<p><b>Category:</b> Component  <b>Activity Description:</b> Explore the <b>Programs of Study List</b>. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree. Programs of study at colleges and universities are generally called majors. Users are required to select favorites to complete the activity.</p>																														
<p><b>Qualities for Success</b></p>	<p><b>Category:</b> Activity  <b>Activity Description:</b> What are some of your best qualities? Knowing your best qualities can help you grow and succeed. This activity will help you do so.</p> <p><b>Step 1:</b> These personal characteristics describe people who are successful. Check the characteristics that most reflect the kind of person you think you are.</p> <table border="0" style="width: 100%;"> <tr> <td>• Persistent</td> <td>• Honest</td> <td>• Mature</td> </tr> <tr> <td>• Takes on responsibilities</td> <td>• Problem solver</td> <td>• Flexible</td> </tr> <tr> <td>• Leader</td> <td>• Continues trying when the work gets difficult</td> <td>• Stays calm when in stressful situations</td> </tr> <tr> <td>• Friendly</td> <td>• Likes challenges</td> <td>• Avoids being aggressive</td> </tr> <tr> <td>• Easy to get along with</td> <td>• Energetic</td> <td>• Thorough when doing work</td> </tr> <tr> <td>• Helpful</td> <td>• Works hard to get things done</td> <td>• Creative</td> </tr> <tr> <td>• Self-confident</td> <td>• Works well with others</td> <td>• Thinks things through</td> </tr> <tr> <td>• Accepts criticism</td> <td>• Sensitive to the feelings of others</td> <td>• Follows instructions</td> </tr> <tr> <td>• Controls anger</td> <td></td> <td></td> </tr> <tr> <td>• Dependable</td> <td></td> <td></td> </tr> </table> <p><b>Step 2:</b> We all have characteristics that make us successful. List words or phrases that you think describe the person you are. Select <b>+ Add Another</b> to add another characteristic. Select <b>x</b> to delete a characteristic.</p>	• Persistent	• Honest	• Mature	• Takes on responsibilities	• Problem solver	• Flexible	• Leader	• Continues trying when the work gets difficult	• Stays calm when in stressful situations	• Friendly	• Likes challenges	• Avoids being aggressive	• Easy to get along with	• Energetic	• Thorough when doing work	• Helpful	• Works hard to get things done	• Creative	• Self-confident	• Works well with others	• Thinks things through	• Accepts criticism	• Sensitive to the feelings of others	• Follows instructions	• Controls anger			• Dependable		
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• Accepts criticism	• Sensitive to the feelings of others	• Follows instructions																													
• Controls anger																															
• Dependable																															

	<p><b>Step 3:</b> We would all like to improve ourselves in some way. List qualities you would like to work on to become more successful. Select <b>+ Add Another</b> to add another quality. Select <b>x</b> to delete a quality.</p> <p><u>Reflection:</u> List the qualities that help you be the most successful.</p>
<b>Reality Check</b>	<p><b>Category:</b> Self-Survey <b>Activity Description:</b> How much money will you need to support your lifestyle? What careers match your financial needs? Take a Reality Check to find out</p>
<b>Reality Check Reflection</b>	<p><b>Category:</b> Activity <b>Requirements:</b> Reality Check <b>Activity Description:</b> Now that you have completed <b>Reality Check</b>, view your results to explore career clusters with related careers that match your financial needs. Knowing how much money you will need to support your lifestyle can help you find careers that will pay you the salary you need.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Reality Check</b>.</li> <li>3. View your results and select <b>Your Custom Career Clusters List</b>.</li> <li>4. Explore as many career clusters as you like.</li> <li>5. Favorite the career clusters that interest you.</li> <li>6. Return to this activity and reflect on your exploration.</li> </ol> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about your <b>Reality Check</b> results and the career clusters you explored. What did you learn about yourself from Reality Check?</li> <li>• Based on your Reality Check expenses will you be able to work in the career you are most interested in? If not, what will you consider changing?</li> <li>• What careers interest you now?</li> </ul>
<b>Resume</b>	<p><b>Category:</b> Component <b>Activity Description:</b> First impressions are important, and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. Enter your <b>resume info</b> and then build your resume. Add or review your <b>Resume Info</b>. Then, <b>Build</b> and <b>Export</b> your resume to complete this activity.</p>
<b>Scholarships</b>	<p><b>Category:</b> Component <b>Activity Description:</b> Explore the <b>Scholarship List</b>. Favorite scholarships that interest you. A scholarship is money awarded to you for your accomplishments that helps you pay for college. Users are required to select favorites to complete the activity.</p>
<b>School FAQ</b>	<p><b>Category:</b> Activity <b>Activity Description:</b> There's a lot you can do now to prepare for your educational plans:</p> <ul style="list-style-type: none"> <li>• Know the admission requirements for colleges</li> <li>• Become involved in community activities</li> <li>• Learn about types of colleges and degrees</li> </ul> <p><b>What are college majors and minors (programs of study)?</b></p>



Major: An area of study that you focus on in college. Education, law, business, electrical engineering, and biology are all examples of majors.

Minor: An additional area of study you focus on that requires less coursework than your major. For example, if your major is business administration, your minor might be marketing.

### **What types of schools or colleges are there?**

#### Career and Technical Schools:

- Require one week to two years of study
- Offer certificates, diplomas, and associate degrees
- Programs focus on teaching skills that lead to a job
- Except for some transfer-associate degrees, credits do not transfer to four-year colleges and universities
- Often privately owned, but offer fairly low tuition rates

#### 2-Year and Community Colleges:

- Require up to two years of study
- Offer certificates, diplomas, and associate degrees
- Often funded by taxpayers and offer fairly low tuition rates
- Usually admit anyone who has a high school diploma or GED
- Offer courses that will prepare you for a job or general education courses that transfer to a four-year college or university

#### 4-Year Colleges and Universities:

- Require four or more years of study
- Offer Bachelor's, Master's, Doctorate, and professional degrees
- Universities offer graduate and professional degrees in law, medicine, and other fields of study
- Admissions differ, some require high grades and/or high-test scores. Others will accept any student with a high school diploma or GED
- Taxpayer, or public, colleges and universities are usually more expensive than community colleges, but less than private universities
- Privately-owned colleges and universities are usually the most expensive schools. Religious universities may cost slightly less since they usually receive more donations

### **What are the degrees awarded by schools or colleges?**

#### Certificate or Diploma:

- Typically requires one to eighteen months of study
- Programs of study focus on skills that lead directly to a job
- Examples of careers that require a certificate or diploma: hairstylists, massage therapists, Licensed Practical Nurses (LPN), and heavy truck drivers

#### Associate Degree:

- Requires two years of study

- Programs of study focus on general education that either transfers to a four-year college or university, or on skills that lead directly to a job
- Examples of careers that require an associate degree: veterinary technicians, drafters, engineering technicians, and computer support specialists

#### Bachelor's Degree:

- Requires four to five years of study
- Examples of careers that require a bachelor's degree: conservation scientists, fashion designers, elementary school teachers, loan officers, and mechanical engineers

#### Master's Degree:

- Requires two+ years of study beyond the bachelor's degree
- Examples of careers that require a master's degree: speech pathologists and audiologists, education administrators, social workers, and mental health counselors

#### Doctoral Degree:

- Requires three+ years of study beyond the master's degree
- Awarded for mastery of a field of knowledge and the ability to perform scholarly research
- Examples of careers that require a Doctoral degree: college and university teachers, astronomers, and zoologists

#### Professional Degree:

- Requires two+ years of study beyond a Bachelor's
- Specialized degree required to work in that field such as law or medicine
- Examples of careers that require a professional degree: lawyers, dentists, chiropractors, family and general practitioners, and pharmacists

#### **What other education or training options are available?**

##### Join the Military:

- You may be able to learn skills that transfer to jobs after your service
- The military will pay for you to take classes while in the service
- You will receive money to attend college after your service is complete

##### Participate in an Apprenticeship Position:

- An apprenticeship is an agreement between an employer and worker
- The employer provides training and pays the worker during the training
- The training is taught by other employees or in classes at a college
- The worker agrees to learn to do the job
- Usually, the employee gets a raise after the training

##### Reflection:

What are your educational plans? (Pick all that apply)

- No plan
- Employment
- Apprenticeship
- Certificate

	<ul style="list-style-type: none"> <li>• Associate Degree</li> <li>• Bachelor’s Degree</li> <li>• Master’s, Doctoral, or Professional degree</li> <li>• Military</li> <li>• Other (please describe)</li> </ul>
<b>Schools</b>	<p><b>Category:</b> Component</p> <p><b>Activity Description:</b> Explore the <b>Schools List</b>. Favorite schools that interest you. The Schools List includes universities and colleges, as well as career and technical schools. Users are required to select favorites to complete the activity.</p>
<b>Set Goals</b>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> Goals help you stay on track, but setting goals requires effort. You may need to improve yourself or things in your life to achieve your goals. This activity will help you set goals and create improvement plans. To ensure you have an attainable goal, evaluate it with the SMART acronym:</p> <p><u>S</u> Specific - is the goal well defined?</p> <p><u>M</u> Measurable - can you measure if you have achieved it?</p> <p><u>A</u> Achievable - is it reasonable to accomplish this goal?</p> <p><u>R</u> Relevant - is the goal linked to the rest of your life?</p> <p><u>T</u> Time-based - does your goal specify the time needed?</p> <p><u>Personal Goals:</u> Personal goals focus on you as an individual, not on your family, friends, or career. Example: “I want to be more physically active.”</p> <p>Select <b>+ Add Another</b> to add another goal. Select <b>x</b> to delete a goal.</p> <p><u>Academic Goals:</u> If you plan to pursue school or training, then set academic goals. Success requires a big commitment for adults with busy lives. Be sure to list sub-steps for goals, such as getting your GED. Also include what you want to study and where you want to continue your training. Make sure these are SMART goals. Select <b>+ Add Another</b> to add another goal. Select <b>x</b> to delete a goal.</p> <p><u>Career Goals:</u> Your career goals should be specific. List any careers you’ve been considering during your exploration. Go to <b>My Dashboard</b> to review your favorite careers. Select <b>+ Add Another</b> to add another goal. Select <b>x</b> to delete a goal.</p> <p><u>Improvement Plans:</u> Take a few minutes to review your personal, academic, and career goals. If you think you need to improve in some areas to achieve your goals, create an improvement plan by entering the following information in the text boxes:</p> <ul style="list-style-type: none"> <li>• Area needing improvement (Example: computer skills)</li> <li>• Improvement Plan (Example: I will take a computer basics class)</li> <li>• Target date for evaluation</li> </ul> <p>Select <b>+ Add Another</b> to add another improvement plan. Select <b>x</b> to delete an entry.</p>

<p><b>Using My Time for Success</b></p>	<p><b>Category:</b> Activity  <b>Activity Description:</b> Do you wish there were more hours in a day? Acknowledge and accept that you cannot do everything all the time. You only have so many resources: time, energy, money, etc. Staying balanced allows you to find time to do your important tasks every day and be successful.</p> <p>Keep a record of all of the things you spend time doing for a day or two like getting ready in the morning, eating, working, driving, exercising, hobbies and spending time with family/friends.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> <li>• How much time did you spend on the tasks like getting ready, work, dishes, cleaning, and driving?</li> <li>• How much time did you spend on activities like watching shows/videos, listening to music, or connecting with family/friends?</li> </ul> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• What did you learn about how you spend your time?</li> <li>• Is there anything you need to add or subtract from your daily routine?</li> <li>• Design your perfect day! Describe what it would look like.</li> </ul>
<p><b>What are Working Conditions?</b></p>	<p><b>Category:</b> Activity  <b>Activity Description:</b> Imagine you are at your perfect job. Are you inside or outside? Are you working alone or with others? Is the workspace quiet or loud? These are examples of working conditions. Before you decide on a career, it is important to consider whether the working conditions are right for you. Choose the condition you prefer from the list of working conditions.</p> <p><u>Categories:</u></p> <ul style="list-style-type: none"> <li>• <b>Teamwork:</b> Work alone or work with others</li> <li>• <b>Tasks:</b> Do the same tasks each day or have a variety of tasks to do</li> <li>• <b>Location:</b> Working inside or working outside</li> <li>• <b>Sitting or standing:</b> Sit most of the time or stand most of the time</li> <li>• <b>Work times:</b> Work during the day or work evenings</li> <li>• <b>Work week:</b> Work Monday to Friday or work weekends</li> <li>• <b>Work site:</b> Stay at one work site or work at different sites</li> <li>• <b>Work hours:</b> Work 40 hours each week or work more than 40 hours each week</li> <li>• <b>Work tools:</b> Work with equipment or work with words and numbers</li> <li>• <b>Cleanliness:</b> Stay clean or get dirty</li> <li>• <b>Travel:</b> Go home at the end of the day or be away from home for several days</li> <li>• <b>Community:</b> Work with the same people or meet new people almost every day</li> <li>• <b>Responsibilities:</b> In charge of your work only or in charge of other workers</li> <li>• <b>Work clothes:</b> Wear uniforms or wear your own clothes</li> <li>• <b>Wages:</b> Get a regular paycheck or paid by amount of work done</li> </ul> <p><u>Reflection:</u>  Knowing what working conditions are important to you will help you choose your career. What working conditions are most important to you?</p>

<p><b>What Rewards Do I Want from Work?</b></p>	<p><b>Category:</b> Activity</p> <p><b>Activity Description:</b> Like most workers, you probably want to get paid. But what if you have two job offers that pay the same amount? Knowing what other rewards are important to you can help you decide which job you really want.</p> <p>Review the list of rewards and choose how important each reward is to you (very important, moderately important, not important).</p> <ul style="list-style-type: none"> <li>• Earn large amounts of money</li> <li>• Work alone</li> <li>• Do work that is exciting</li> <li>• Work and live in an area that allows me to do things I enjoy</li> <li>• Set my own time schedule</li> <li>• Be in charge of other employees</li> <li>• Plan my own workday</li> <li>• Solve problems and make decisions</li> <li>• Try out my own ideas</li> <li>• Do something different every day</li> <li>• Be busy all the time</li> <li>• Get up and move around</li> <li>• Work with others as part of a team</li> <li>• Receive recognition for what I do</li> <li>• Be creative</li> <li>• Develop friendships with the other workers</li> <li>• Do things for other people</li> <li>• Work for the same company for many years</li> </ul> <p><u>Reflection:</u> Reflect on what you've learned about what you want from work. List at least three rewards that are very important to you.</p>
<p><b>Work Importance Locator</b></p>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> Complete Work Importance Locator self-survey. Work Importance Locator helps you find careers that match your work values. Work values are things like achievement, work environment, and work relationships. Working in a place that matches your values will make your career more satisfying.</p>
<p><b>Work Importance Locator Reflection</b></p>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Work Importance Locator</p> <p><b>Activity Description:</b> Now that you have completed the <b>Work Importance Locator</b>, view your results to explore your work values. Knowing the work values important to you can help you identify careers that you might enjoy.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Work Importance Locator</b></li> <li>3. Select a work value to explore <b>Careers on Your List</b></li> <li>4. Explore as many work values and careers as you like</li> <li>5. Favorite the careers that interest you</li> <li>6. Return to the activity and select your top work values based on your exploration.</li> </ol> <p>My Top Work Values (check as many as apply):</p> <ul style="list-style-type: none"> <li>• Achievement</li> </ul>

	<ul style="list-style-type: none"> <li>• Independence</li> <li>• Recognition</li> <li>• Relationships</li> <li>• Support</li> <li>• Working Conditions</li> </ul> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about your <b>Work Importance Locator</b> results and the six work values. Do your results include the work values that best describe you? If not, what work values describe you better and why?</li> <li>• What careers interest you now?</li> </ul>
<b>Workplace Employability Skills</b>	<p><b>Category:</b> Self-Survey</p> <p><b>Activity Description:</b> The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.</p>
<b>Workplace Employability Skills Reflection</b>	<p><b>Category:</b> Activity</p> <p><b>Requirements:</b> Workplace Employability Skills</p> <p><b>Activity Description:</b> Now that you have completed <b>Workplace Employability Skills</b>, view your results to explore your employability skills. Knowing your employability skill levels allows you to build on your strengths and work on things that need improvement. Strong employability skills are important for a successful job search.</p> <ol style="list-style-type: none"> <li>1. Go to My Dashboard</li> <li>2. Select <b>Workplace Employability Skills</b>.</li> <li>3. View your results and read about <b>What Your Employability Skills Mean</b>.</li> <li>4. Return to this activity and select your top employability skills based on your exploration. <ul style="list-style-type: none"> <li>• Collaboration Skills</li> <li>• Complex Communication Skills</li> <li>• Intergenerational and Cross-Cultural Competence Skills</li> <li>• Legal and Ethical Practice Skills</li> <li>• Financial Practices Skills</li> <li>• Initiative and Self-Direction Skills</li> <li>• Professionalism Skills</li> <li>• Thinking and Innovation Skills</li> <li>• Organizational Culture Skills</li> </ul> </li> </ol> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> <li>• Think about your <b>Workplace Employability Skills</b> results and the nine skill areas. Do your results include the employability skills that best describe you? If not, what employability skills describe you better and why?</li> <li>• What employability skills can you improve on?</li> </ul>