



# CAREER CRUISING USER'S GUIDE

2007

**CareerCruising**

*The Complete Guidance System*

# Table of Contents

<b>THE PURPOSE OF CAREER CRUISING.....</b>	<b>2</b>
<b>GETTING STARTED .....</b>	<b>3</b>
System Requirements .....	4
Accessing Career Cruising from the Student ILP .....	5
Accessing Career Cruising from the School ILP Administration Tool .....	5
<b>CAREER CRUISING FEATURES .....</b>	<b>4</b>
Overview .....	4
Career Matchmaker .....	5
Explore Careers.....	8
Explore Colleges and Universities.....	11
<b>INDIVIDUAL LEARNING PLAN (ILP) .....</b>	<b>14</b>
<b>NAVIGATING CAREER CRUISING.....</b>	<b>16</b>
<b>PRINTING, COPYING, AND REFERENCING CAREER CRUISING.....</b>	<b>17</b>
<b>USING CAREER CRUISING WITH STUDENTS .....</b>	<b>18</b>
Who Can Benefit From Career Cruising .....	18
Individual Career Guidance.....	18
Classroom Activities.....	19
<b>CONTACT INFORMATION.....</b>	<b>21</b>

# The Purpose of Career Cruising

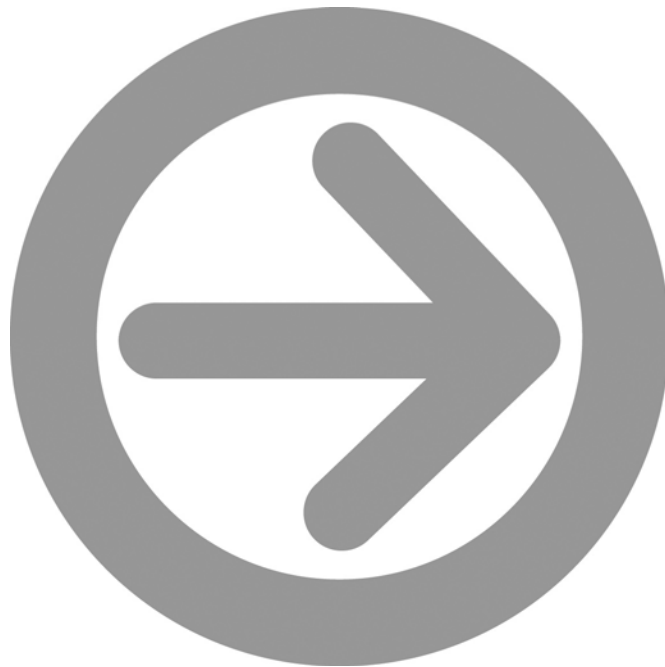
Career Cruising has been developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using.

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 was 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 tools, a comprehensive post-secondary schools database, a financial aid section, the Individual Learning Plan tool for students and parents/guardians, and helpful administrative features for schools and districts.

The ongoing development of Career Cruising is a labor of love for all of our staff. It is our hope that Career Cruising will have a positive impact on the lives of everyone who uses the program.



# Getting Started

## System Requirements

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

### Windows Browsers

- Internet Explorer 5.0 and up
- Netscape 7.0 and higher
- Firefox 1.0.7 and higher

### Macintosh Browsers

- Safari for OS X 10.3 version 1.2 or higher
- Safari for OS X 10.4 version 2.0.3 or higher
- Firefox 1.0.7 and higher
- Netscape 7.0 and higher
- Camino 1.0.1 and higher

## Viewing Sound and Video Clips

To view the sound and video clips on the Career Cruising website, you must have either Windows Media Player 6.4 or higher or Quick Time 4.0 or higher installed on your computer. To determine whether or not you have Windows Media Player or Quick Time installed on your computer, click on the Test sound and video link in the Helpful Information section of the Career Cruising Main page.

A text transcription of the multimedia clips is also provided.

# Getting Started

## Accessing Career Cruising from the Student ILP

To access the Career Cruising website, students must first log into their Individual Learning Plans (ILPs). To do this students need their **ILP Username** and **ILP Password**. The ILP Username is the students' 10-digit State Student ID Number and teachers, counselors, and other authorized school staff can retrieve students' ILP Passwords through the School ILP Administration Tool (SIAT).

To login to the ILP, go to [www.careercruising.com/ILP/](http://www.careercruising.com/ILP/) and type in the ILP Username and Password. Then click the Login button.

If a student does not know their ILP Username or Password they will need to contact their teacher, advisor, or other authorized school staff. Career Cruising cannot provide students with their ILP access information.

**Students Should Enter their Email Address:** If students enter their email address in the Personal Profile section of their ILP, they will be able to retrieve their ILP Password electronically via email. Students who do not know their ILP username must contact the school.

Once the Student has logged into their ILP, they can access Career Cruising in two of ways:

- The Career Cruising button in the menu on the left side of the page has three sub-menu items, Career Matchmaker, Careers that Interest Me, and Schools that Interest Me. Within each of these sections, students can link directly to that part of Career Cruising.
- Students can use the menu bar at the very top of the page to go to any part of the program.

## Accessing Career Cruising through the School ILP Administration Tool (SIAT)

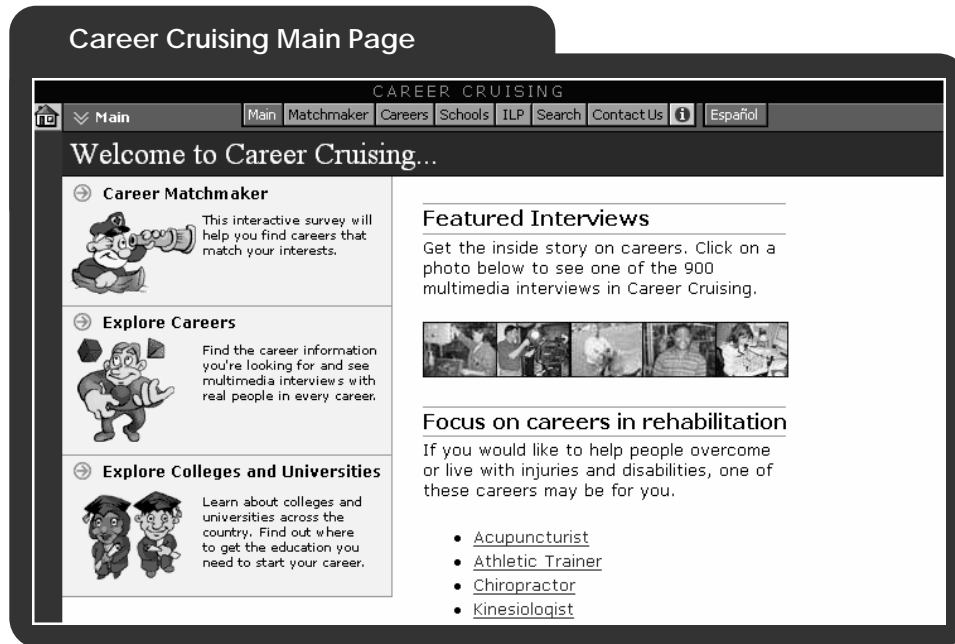
Career advisors, teachers, and school administrators can access Career Cruising through the School ILP Administration Tool (SIAT).

To login into SIAT, go to [www.careercruising.com/ILPSchool/](http://www.careercruising.com/ILPSchool/) and enter your login information. Once you have logged into the system, click on the Enter Career Cruising button near the bottom of the menu bar on the left side of the page. You will be directed to the Career Cruising Main page, from which you can explore the Career Cruising program.

# Career Cruising Features

## Overview

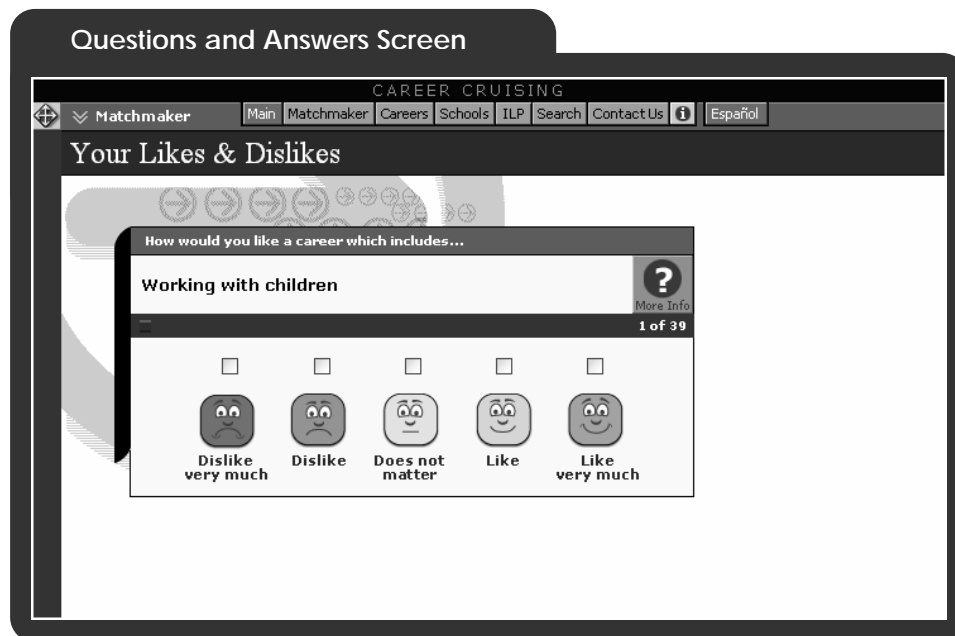
Career Cruising has four main sections: **Career Matchmaker**, **Explore Careers**, **Explore Colleges and Universities**, and the **ILP Tool**. When you log into your ILP, you will be directed to the ILP Homepage. From the ILP Homepage you can click on the Main button in the menu at the top of the page to access the Career Cruising Main page.



# Career Matchmaker

Career Matchmaker is a great starting point for people who want to find careers that suit their interests. Matchmaker is based on one of the most respected interest assessment tools in the world. Users can go through this interactive survey and find out how different careers ‘match up’ with their interests.

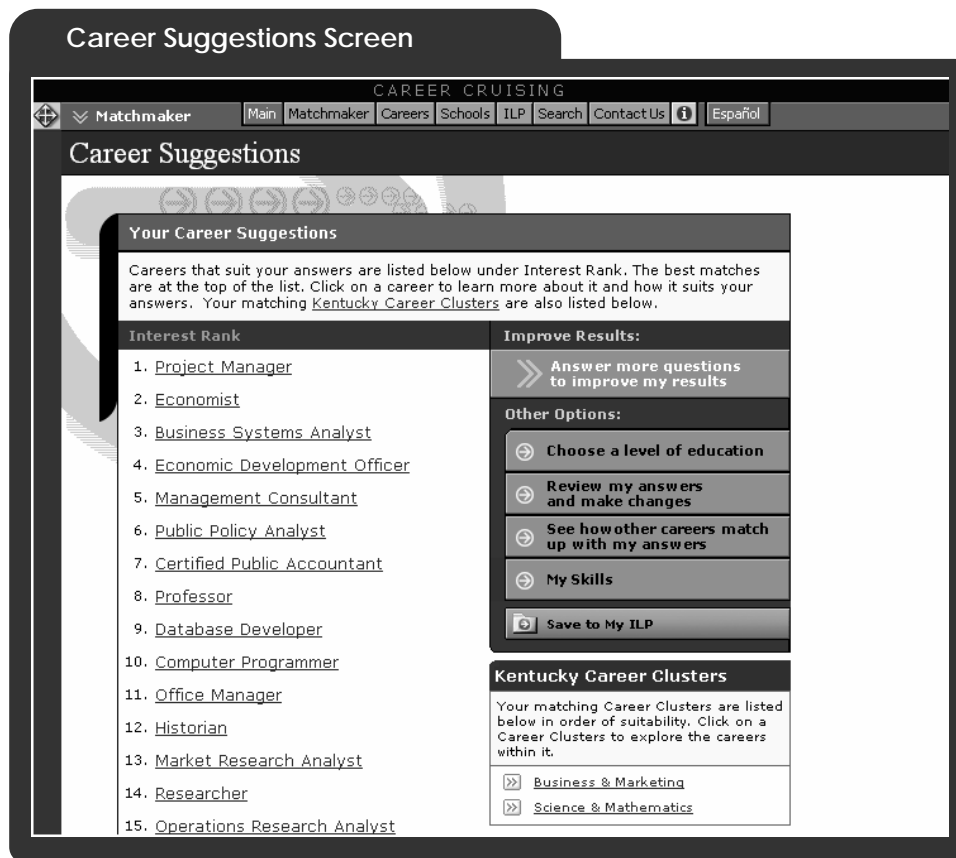
Career Matchmaker starts by asking 39 questions. For each question, there are 5 responses to choose from: Dislike Very Much, Dislike, Does Not Matter, Like, or Like Very Much (see image below). *Note: this is just the first round of questions; answering additional questions is an option we strongly recommend (see Page 6).*



Career Matchmaker then provides a list of 40 suggested careers. The careers on the list are ranked according to how well they suit the user's interests. Users can learn more about any of these careers and find out how these careers match their interests simply by clicking on the career name.

Matchmaker also provides users with suggested career clusters or career pathways. Users can click on a suggested career cluster to see which careers from their suggestion list are included within that cluster.

# Career Matchmaker



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

**Answer more questions to improve my results** – After answering the first 39 questions, users have the option of answering additional questions (116 in total). The more questions users answer, the more effective Matchmaker is at suggesting careers that suit their interests.

**Choose a level of education** – The initial list of career suggestions provided by Career Matchmaker assumes users are potentially willing to complete any level of education and training. This feature allows users to specify the level of education and training they plan to complete, or have already completed, and have Matchmaker tailor the career suggestions list to reflect their desired level of education and training.

**Review my answers and make changes** – When users click on this button, they are shown a list of their responses to all of the questions they have been asked so far. They can make changes to any of their responses and then update their career suggestions list based on the new responses.

**See how other careers match up with my answers** – If users find that careers they are interested in do not appear on their suggestions list, they can use this feature to find out why. Users can search for any career and then view the Suitable for You information to see the specific aspects of that career that they may not have responded to favorably.

**Save to My ILP** – We strongly recommend users save their work after answering the first 39 questions in Career Matchmaker and after answering any additional questions. To save Matchmaker work, users click on the Save to My ILP button.

# Career Matchmaker

**My Skills** – This section of Career Matchmaker is designed to help users identify whether they have the skills necessary for careers that match their interests. An individual must complete at least the first 39 questions of Matchmaker in order to access the skills assessment. From the Career Suggestions page, users click on the My Skills button on the right hand side of the page.

To complete the My Skills assessment, users are required to self-assess their skill levels for 45 different skills (e.g. doing small and detailed tasks, explaining, presenting). For each skill there are five options to choose from: I am highly skilled, I am skilled, I have some skill, I don't have this skill, or I can't answer this.

The screenshot shows the 'My Skills Screen' interface. At the top, there is a navigation bar with 'CAREER CRUISING' and links for 'Main', 'Matchmaker', 'Careers', 'Schools', 'ILP', 'Search', 'Contact Us', and 'Español'. Below the navigation bar, the page title is 'Your Skills'. The main content area is divided into two columns. The left column is titled 'Rate your skill level at...' and contains a skill description for 'Repairing things'. The right column is titled 'Choose a response:' and contains five radio button options: 'I am highly skilled', 'I am skilled', 'I have some skill', 'I don't have this skill', and 'I can't answer this'. At the bottom of the screen, there is a progress indicator showing 'Progress' and '3 of 45'.

After completing these questions, users will be presented with their original career suggestions list. The order of the careers will not have changed. However, each career will now have a colored icon next to it that represents their Skills Score for that career. When a user clicks on a career from their list, the Suitable for You chart will provide specific feedback on how their skills match up with the skills required for that career.

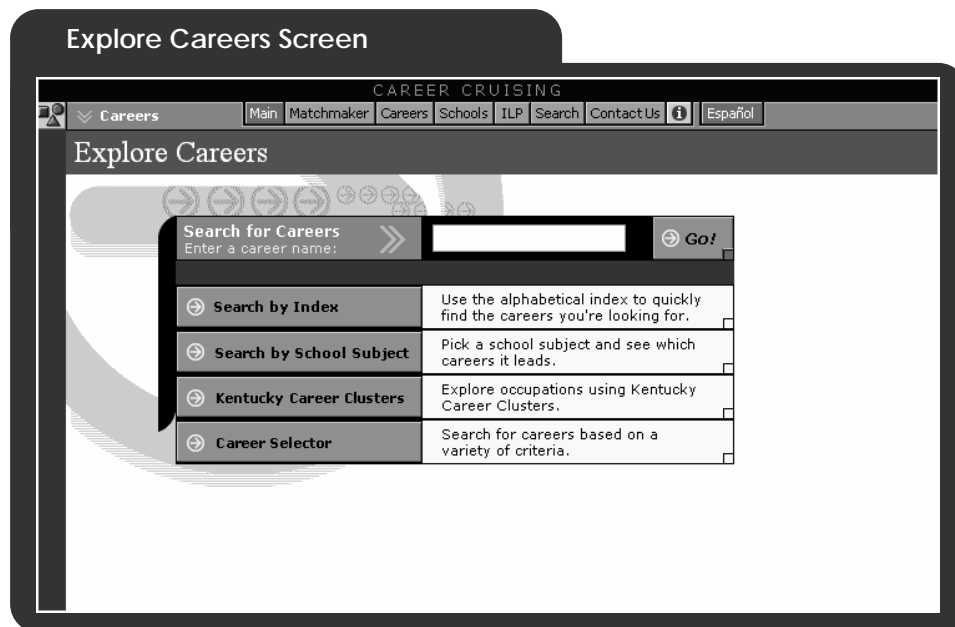
The results of the My Skills assessment can be used in 2 different ways:

- 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.
- Older students or 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.

# Explore Careers

The Explore Careers section contains hundreds of in-depth career profiles. Users can search for career profiles in several different ways:

- **Search for Careers** – enter a career name for a keyword search
- **Search by Index** – look up occupations using the alphabetical index
- **Search by School Subject** – select a subject and see related careers
- **Search by Kentucky Career Cluster** – select one of the Kentucky Career Cluster to see which careers it includes
- **Career Selector** – use factors like education level, income, and working conditions to find suitable careers



# Explore Careers

Each comprehensive career profile contains the following information:

- **Job Description** – a detailed description of what people in this career 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 this career work, typical hours, and other working conditions such as potential safety issues
- **Earnings** – general data on how much people in this career can expect to earn, related work expenses, and factors that influence salaries
- **Education and Training Requirements** – information on the education and training requirements for this career, including related college and university programs, suggested high school subject areas, and other suggested qualifications
- **Sample Career Path** – shows how titles, responsibilities, requirements, and earnings change over time as individuals progress in this career
- **Related Jobs** – links to related career profiles in Career Cruising
- **Other Resources** – links to other websites related to this career, such as government resources, professional associations, and other informational resources

The screenshot shows the 'Job Description Screen' for a 'Microbiologist' on the Career Cruising website. The page has a navigation bar with 'CAREER CRUISING' and links for 'Main', 'Matchmaker', 'Careers', 'Schools', 'ILP', 'Search', 'Contact Us', and 'Español'. The main heading is 'Microbiologist'. On the left, there is a sidebar menu with options: 'General Information:', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Career Path', 'Related Jobs', 'Other Resources', 'Interviews:', 'Eric', 'Susan', 'Save to My ILP', and 'Printer-Friendly Report'. The 'Job Description' option is selected and highlighted. The main content area displays the following text:

Microbes are the tiniest creatures on earth, and yet they have an enormous impact on all of us and our environment. We've identified less than one per cent of their species, which include fungi, algae, viruses, and parasites, but we do know that a single gram of soil can contain up to one billion of them.

In fact, most of us are more familiar with microbes than we think. For example, did you know that beer and wine are made with the help of yeast? How about the fact that stomach ulcers may be caused by bacteria? Have you heard about the possibility of life on Mars or the danger of biological weapons? All of these things involve microbes.

Microbiologists dedicate their time to the study of microbes: their growth, characteristics, and relation to plant and animal life. These scientists also investigate how microbes help create vitamins, antibiotics, sugars, and alcohols. Microbiologists often specialize in one area of microbiology. For example, they may specialize in bacteriology (the study of bacteria, often for medical or environmental reasons); immunology (the study of the immune system); parasitology (the study of parasites); virology (the study of viruses); or mycology (the study of fungi).



# Explore Careers

## Multimedia Interviews

Users can view multimedia interviews with two real people in each career. The interviews are part of the career profiles and can be accessed by clicking on the names in the bottom left hand corner of each career profile screen (see Page 11).

The screenshot shows a web interface titled "Multimedia Interview Screen" for the "CAREER CRUISING" website. The page is for the "Tool and Die Maker" career profile. A sidebar on the left lists navigation options: "Elizabeth" (with a photo), "Questions & Answers", "Likes", "Dislikes", "Advice", "A Day in the Life" (selected), and "Breakdown of Activities". A "Printer-Friendly Report" button is at the bottom of the sidebar. The main content area is titled "A Day in the Life" and includes a "Back to Career Profile" link. It lists activities with time slots and descriptions:

- 8:00 am – 9:00 am**: Reviewing drawings for a fixture I am building. (A fixture is a metal structure used for measuring manufactured parts to ensure they are the proper size and shape.)
- 9:00 am – 10:00 am**: Looking through the stock of metal to find pieces I can use to build the fixture; cutting the pieces of metal to size.
- 10:00 am – 10:15 am**: Break
- 10:15 am – 11:30 am**: Drilling holes in some of the pieces of metal; creating threads in the holes so that bolts can be screwed in. (These bolts will be used to hold the manufactured parts in place so they can be measured properly.)
- 11:30 am – 12:30 pm**: Grinding the pieces of metal to the exact shape and size specified in the plans; using precision measuring instruments throughout the grinding process.

Each interview has the same structure and includes:

- **Answers to 11 Key Questions** – you can view his or her responses to 11 important questions about his or her career
- **Sound Clips** – each person describes what he or she likes and dislikes about the job
- **Video Clip** – each person offers his or her advice to those interested in the career
- **A Day in the Life** – a 'daily diary' describing a sample workday
- **Breakdown of Activities** – a time chart that graphically shows the number of hours spent at different work activities

# Explore Colleges and Universities

The Explore Colleges and Universities section includes information and tools to help users plan the education and training they will need to begin their career. This section of Career Cruising can be accessed at anytime by clicking on the Schools button in the top menu bar.

On the first screen of the Explore Colleges and Universities section, there are four main options available to users:

- **Search for Schools** – enter a school name for a keyword search or search by state
- **Search for Programs** – type in a program name or search by cluster
- **School Selector** – use factors like location, majors offered, and admission difficulty to find suitable schools
- **Financial Aid** – look up financial aid programs by name or use Financial Aid Selector to find suitable financial aid programs

## Search for Schools

Career Cruising’s database of school information includes 2- and 4-year colleges, as well as career and technical schools. On the Search for Schools screen, users can search the database for schools they are interested in by typing in a school name for a keyword search, or by selecting a state on a map of the country.

When users receive their list of matching schools, they can click on any of the schools on their list to view a detailed school profile. If there are a large number of schools on their list, users can filter the list of matches by using the dropdown menu at the top of the School Type column to specify the particular type of school they are looking for.

The screenshot shows the 'School Profile Screen' for the University of Kentucky. The interface includes a top navigation bar with 'CAREER CRUISING' and links for 'Main', 'Matchmaker', 'Careers', 'Schools', 'ILP', 'Search', 'Contact Us', and 'Español'. The main content area is titled 'School Profile' and features a sidebar with navigation options: School Profile, Admissions, Academic Information, Estimated Expenses, Enrollment, Facilities & Services, Student Life, Athletics, Majors Offered, Save to My ILP, and Printer-Friendly Report. The main profile content for the University of Kentucky includes: School Type (University, Public - State, Coeducational), Location and Contact Information, Mailing Address (University of Kentucky, Lexington, KY 40506-0032), Setting (Urban), Main Phone Number ((859) 257-9000), Website (http://www.uky.edu/), and Faculty Information.

# Explore Colleges and Universities

## Search for Programs

The search tools on the Search for Programs page make it easy for users to find schools offering the academic or vocational training programs they are looking for. Users can search for programs by keyword or by choosing a program cluster. Searching by keyword works best for users who know what major they are interested in, while the cluster search is usually better for those who only have a general idea about the type of program they want. The list of matching schools resulting from a keyword search or a cluster search is organized by state.

## School Selector

If users are not sure where they want to go to school, they can use the School Selector to find schools that match their individual requirements and goals. Users can identify the type of school they are interested in by choosing a School Selector option for undergraduate schools, career and technical schools, or graduate schools.

Users can then narrow down their search by indicating preferences for a variety of criteria, including location, tuition, and type of program, among others. The list of criteria available to users depends on which School Selector option they choose. The School Selector will then show users a list of schools that match their preferences.

The screenshot displays the 'Undergraduate School Selector' interface. At the top, there is a navigation bar with 'CAREER CRUISING' and links for 'Main', 'Matchmaker', 'Careers', 'Schools', 'ILP', 'Search', 'Contact Us', and 'Español'. Below this, the page title 'Undergraduate School Selector' is shown. A sidebar on the left contains various filter categories: Type of School, Location & Setting, Admission Difficulty, Special Program Options, Tuition, Enrollment, Athletics, Majors Offered, Campus Life & Services, Start Over, View Results, and Save to My ILP. The main content area is titled 'Selector Results' and indicates that 13 schools match the selected criteria. It includes buttons for 'View Close Matches', 'Review Your Search Criteria', and 'Compare Other Schools'. A table titled 'View Matching Schools by State' is displayed, with a dropdown menu set to 'Please Select a State'. The table lists 13 schools with columns for Name of School, Type of School, and City/State.

Name of School	Type of School	City/State
<a href="#">Alice Lloyd College</a>	4-Year	Pippa Passes, KY
<a href="#">Berea College</a>	4-Year	Berea, KY
<a href="#">Brescia University</a>	4-Year	Owensboro, KY
<a href="#">Campbellsville University</a>	4-Year	Campbellsville, KY
<a href="#">Kentucky Christian University</a>	4-Year	Grayson, KY
<a href="#">Kentucky Wesleyan College</a>	4-Year	Owensboro, KY
<a href="#">Murray State University</a>	4-Year	Murray, KY
<a href="#">Spalding University</a>	4-Year	Louisville, KY
<a href="#">Union College</a>	4-Year	Barbourville, KY
<a href="#">University of Kentucky</a>	4-Year	Lexington, KY
<a href="#">University of Louisville</a>	4-Year	Louisville, KY
<a href="#">University of the Cumberlands</a>	4-Year	Williamsburg, KY
<a href="#">Western Kentucky University</a>	4-Year	Bowling Green, KY

# Explore Colleges and Universities

## 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. On the Explore Financial Aid screen, there are two ways to search for financial aid programs: Financial Aid Selector and Search for Scholarships.

Financial Aid Selector helps users find private financial aid programs they may be eligible for based on their background, academic history, interests, talents, and other relevant factors. If users want to find out more about financial aid programs they are already aware of, they can use the Search for Scholarships option to look up information on these programs.

Information provided for all of the financial aid programs includes the following important details: program description, award criteria, application information, and contact details.

**Financial Aid Selector Screen**

CAREER CRUISING

Schools Main Matchmaker Careers Schools ILP Search Contact Us Español

### Financial Aid Selector

**Academic History**

Please answer all questions. [Back](#) [Next](#)

Are you currently in high school?

Yes  No

What is your class rank?

Upper quarter (minimum 3.5 GPA)  
 Upper third (minimum 3.0 GPA)  
 Upper half (minimum 2.5 GPA)  
 None of the above

What year of study will you be entering?

Freshman  
 Sophomore  
 Junior  
 Senior  
 Graduate Study  
 Postgraduate Study

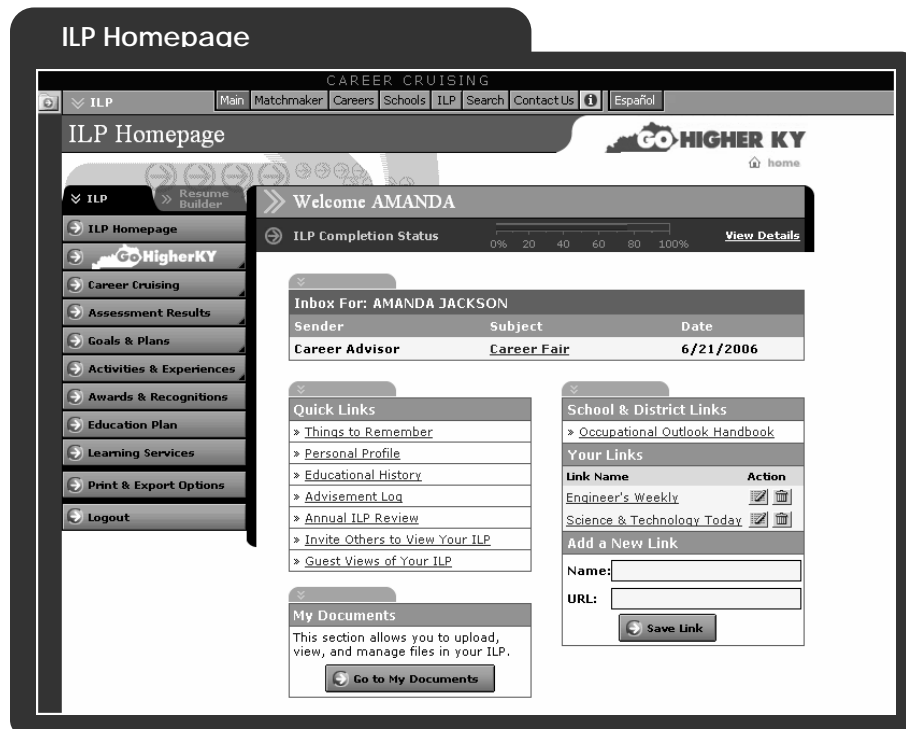
[Start Over](#) [View Results](#)

# Individual Learning Plan (ILP)

Students across Kentucky are required to complete an Individual Learning Plan (ILP). The Career Cruising ILP Tool is designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and counselors to work together to develop a course of study that meets the student's needs and goals.

## ILP Homepage

The ILP Homepage is the central point where students can access all the features and functions in the ILP as well as the career and education exploration components of Career Cruising.



### Elements of the ILP Homepage:

- The button menu on the left allows students to access the sections of the ILP.
- The tabs at the top of that button menu allow students to navigate between the ILP and the Resume Builder.
- The button menu across the top of the page allows students to access the components of Career Cruising.
- In the Inbox, students receive messages from the school, such as event announcements or reminders
- Schools can add links to online career, education, and community resources. Students can also add links to specific resources that interest them.
- The My Documents section allows students to view and manage the documents they have stored in their ILP.
- The Quick Links menu provides access to a number of features, including the Personal Profile, a log of their advisement activities, and the Invite Others to View My ILP function that allows students to share their ILP with college admissions officers, internship or co-op placement providers, or potential employers.

# Individual Learning Plan (ILP)

## ILP Tool Features

The Student ILP Tool allows students to:

- Plan their short-term and long-term career goals
- Develop a post-secondary education plan to help them meet their career goals
- Bookmark careers and schools that are of interest to them and include their thoughts about each
- Explore the Kentucky Career Clusters and track the clusters that interest them
- Save their results Career Matchmaker and the My Skills assessments in Career Cruising
- Store their results from standardized tests and assessments
- Keep track of their career exploration and development activities, such as job shadowing, career fair participation, internships and co-op placements
- Record their extracurricular activities, hobbies, and interests
- Document their community service and work experiences
- Develop their four-year high school education plan to keep track of the courses they have taken, are taking now and plan to take in the future
- List awards and recognitions they have received
- Document learning services and programs they have participated in
- Upload related files, such as essays, scanned artwork, and letters of reference
- Create personalized, professional-looking resumes

## Accessing the ILP

Users can access their ILP at any time from any computer connected to the Internet. To access their ILP, users go to <http://www.careercruising.com/ILP> and enter their personal ILP username and password.

The ILP Tool is integrated with the Kentucky Department of Education's student information system. Student data is updated weekly to include new students, student movement from school to school, and changes to student demographic information. This data cannot be edited from the ILP. Any changes to this information must be made in the student information system in order to be reflected in the ILP.

## ILP Privacy

All of the information that users store in their ILPs is kept confidential and secure. The only people who can view a user's ILP are the user, their teacher or career advisor, authorized school administrators, and their parent or guardian.

To protect the privacy of their ILP, we recommend that users do not share their ILP username and password with other people.

# Navigating Career Cruising

## Menu Bar

The menu bar across the top of each screen provides users with a quick and easy way to move to different sections of Career Cruising from anywhere in the program.



- **Main** – takes users to the Main Screen for Career Cruising, with featured interviews and the Focus on Careers feature.
- **Matchmaker** – takes users to Career Matchmaker
- **Careers** – takes users to the Explore Careers section
- **Schools** – takes users to the Explore Colleges and Universities section
- **ILP** – takes users to the ILP Homepage. If the user's session has expired, clicking on the ILP button will take the user to the ILP Login page.
- **Search** – allows users to search all of the program's career and school information by keyword
- **Contact Us** – provides users with Career Cruising's contact information
- **i** – takes users to the Helpful Information section, where they can find technical information, data sources, and sound and video testing

## Links to Other Websites

Career Cruising provide users with links to other useful websites. In the Other Resources section of each career profile, users can find websites related to that career. There are also links to school websites in the school profiles.

When a user clicks on a web link, a new browser window will automatically open up. In this way, users can do further research without leaving the Career Cruising website.

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

# Printing, Copying and Referencing Career Cruising

You can print and copy from the Career Cruising website in the same way you would from any website.

## Printing

Simply go to the browser menu at the top of the screen, click on the File button, and then select Print. A standard print screen will appear allowing you to select the printer you wish to use and other options. Click OK. This prints the web page you are viewing.

There are several places within Career Cruising where the information you may want to print is on several different pages. (For example, the career profiles are broken up into a job description, working conditions, earnings, etc.) In these situations, look for a button labeled Printer-Friendly Report. Click on this button before printing to organize all the pages into a single printable document.

## Copying

To copy from the Career Cruising website, start by highlighting the text you would like to copy with your mouse. Then, in the browser menu at the top of the screen, click on Edit, and select Copy. Now that you have copied the text, open the word-processing program (e.g. Microsoft Word or WordPerfect) you would like to paste the text into. Go to the menu at the top of the screen of your word processor and click on Edit, and then select Paste.

## Referencing Career Cruising

When referencing Career Cruising in a bibliography, include the title of the section you are accessing (e.g., an occupation name), the title of the website, the publisher, the date you accessed the information and the URL.

Suggested Format:

“Biologist.” Career Cruising. Anaca Technologies Ltd. 24 Sept 2006  
<<http://www.careercruising.com>>.

# Classroom Activities

There are a number of prepared classroom activities for use with Career Cruising. Below you will find a brief description of each. The individual activities are available for download in the Helpful Documents section of the School ILP Administration Tool.

## **Activity #1 – School Subjects & Careers**

This activity helps students learn about the link between school subjects and future career choices. Along the way, they will learn about several different occupations and become more familiar with Career Cruising's features.

## **Activity #2 – Using School Subjects in the Workplace**

In this activity, students learn how the subjects and academic skills they learn in school are used in the workplace. It can be used in career studies classes, as well as any class or subject to which you would like to add a career component.

## **Activity #3 – Using Career Matchmaker**

This activity shows students how to use Career Matchmaker, an interactive career interest inventory. In particular, students will learn how Career Matchmaker helps them identify their work interests and how it provides individualized feedback on their career choices.

## **Activity #4 – Your Career Ideas & Career Matchmaker**

The purpose of this activity is to help students look beyond their preconceived ideas about careers and investigate occupations they may not have considered before. In the process, they will explore their interests and see how these interests relate to career choices.

## **Activity #5 – Using Career Selector**

The purpose of this activity is to teach students how to use factors like working conditions, education, core tasks, and income to sort through occupations and find suitable career choices. Along the way, they will learn about several different occupations and become more familiar with Career Cruising's features.

## **Activity #6 – People, Information, and Things**

In this activity, students learn about one of the most common ways of organizing occupations: people, information (or data), and things. This will help them see the relationship between personality and careers. They will also gain an in-depth understanding of one or more occupations.

## **Activity #7 – Career Clusters Research Project**

In this project, students learn how occupations can be grouped together into clusters. They will also learn how to use these clusters to investigate new career possibilities.

## **Activity #8 – Career Fair Project**

The purpose of this activity is to help students learn how to work effectively in teams or groups, and discover how Career Cruising and other computer technologies can be used in research projects and presentations. Along the way, they will gain an in-depth knowledge of several different occupations.

## **Activity #9 – Career Interview Project**

The purpose of this activity is to introduce students to informational career interviews. They start by exploring one of the multimedia career interviews on Career Cruising. Then they conduct a "live" career interview with a parent or friend of the family.

# Classroom Activities

## **Activity #10 – Discovering Your Work Skills**

This activity helps students make links between their daily activities and work skills. Students fill out a sample day in their life, including all curricular and extracurricular activities. Next, they use Career Cruising's 'Activities and Skills Chart' to match their activities with on-the-job activities and skills. Students then use Career Selector to learn about careers that make use of these skills.

## **Activity #11 – Using My Skills**

This activity introduces students to the My Skills component of Career Matchmaker. Students will have an opportunity to assess their own skills and learn about the skills that are important for careers they are interested in.

## **Activity #12 – College Research Exercise**

The purpose of this activity is to help students learn about colleges and the programs they offer. They will also learn how to use the Internet to find important education and career-related information.

## **Activity #13 – Finding the Right College**

This activity is intended to help students identify the factors they should consider when choosing a college. After identifying the factors that are important to them, they will use the School Selector to find colleges that match their personal and academic preferences.

## Contact Information

**Address****Career Cruising**

1867 Yonge Street, Suite 1002  
Toronto, Ontario M4S 1Y5  
Canada

**Phone**

1-800-965-8541

**Fax**

416-463-0938

**Email**

[info@careercruising.com](mailto:info@careercruising.com)

**Web**

[www.careercruising.com](http://www.careercruising.com)

