

CAREER CRUISING

Career Matchmaker

Name: _____

www.careercruising.com

Username: _____

Password: _____

- Click on **Portfolio**
- **User name:** use student number then last name example: 0210978smith
- **Password:** use student number example: 0210978
- Click on **New Portfolio** and complete the information using correct **SPELLING**. Please include an email address so if you forget your password/username it can be sent you
- Click on **Matchmaker**
- Choose **START A NEW CAREER MATCHMAKER SESSION**
- Read instructions – click **start**
- Answer first 39 questions – do not use the “Does not matter” button too often as it skews your results
- The career suggestion screen shows the careers that are suitable for you based on your responses to the questions. Spend some time looking at the careers that match your interests by choosing from the left side bar, **VIEW JOB DESCRIPTIONS, WORKING CONDITIONS** etc.

Answer the following questions for teacher viewing.

1. Choose one of the occupations that interest you: _____

2. Read the **SUITABLE FOR YOU INFORMATION** that appears for this career. Write down the Central and Secondary aspects to which you answered “LIKE” or “LIKE VERY MUCH”.

3. Click on **BACK TO MATCHMAKER SUGGESTIONS** link near top of page. If you want to save this first list, copy and paste it into Word as it is about to change☺. Choose from the right column: **ANSWER MORE QUESTIONS TO IMPROVE MY RESULTS**. Complete any additional questions to further explore your interests and career matches. Save results.

4. Choose another occupation of interest: _____

Read the **SUITABLE FOR YOU?** information that appears.

Write down the Central and Secondary Aspects to which you answered **"LIKE"** or **"LIKE VERY MUCH"**.

5. **Choose one occupation** of interest. _____ Click on one of the two interviews.

Person's Name _____

Click on **A DAY IN THE LIFE** and **BREAKDOWN OF ACTIVITIES**.

Read the interview and note below information you have learned or find interesting.

6. Click on **See how other careers match up with my answers**. Type in an occupation that you are interested in but did not come up on your list. **Hit Go**. Choose the occupation from below. Read the **Suitable for You** section and note your answers to the Central and Secondary Aspects to the occupation. Interpret how your interests would have to change. Can you agree to these changes or not?

CAREER CRUISING

Skills

Employers tend to be looking for people who can communicate, think and act logically, are willing to learn on a continual basis, have a positive attitude as well as behavior, are responsible, can adapt to change and are able to work and get along with others. Sound familiar? A great place to learn and practice these skills is here in school. You should also know that when an employer asks you if you have any of these skills, he/she may want proof. **BE READY TO GIVE EXAMPLES!**

1. Log on to www.careercruising.com
username: _____
password: _____
2. Open your existing portfolio by entering your user name and password on the left side of the Career Cruising home page.
3. Click on **ASSESSMENT RESULTS** – this will house only your top 10 **career matchmaker suggestions**.
4. Click **GO TO CAREER MATCHMAKER** found at the bottom of this list.
5. On the right side you will see **MY SKILLS**. Click this and answer the 45 questions. After completion you will get a list of essential skills and desirable skills. You can tell by the skill label to the right of your occupation list which careers will match your skills at this time. **Do not be discouraged** if your most attractive career shows that you do not have the skill for it at this time. This result gives you skills on which to focus during your **next** few years in high school.
6. Choose an attractive occupation _____ and click on it. Choose "Suitable for you". Scroll down and find the following information:

Work Skills specific skills necessary for this occupation	Transferable Skills skills that you may learn at this occupation but can be taken to another occupation

7. Choose five skills that are a good match for this occupation and for you. Describe how you demonstrate each of these skills.

8. List 5 skills you need to work on. For each skill note 1 way you can improve it.

CAREER CRUISING Portfolio

Log onto www.careercruising.com

1. Log into your portfolio
2. In portfolio
 - Go to **Careers That Interest Me**
 - **Save 5-10 occupations** from your list of 40 into your portfolio. This may be done directly from your list by opening the occupation and choosing SAVE to my portfolio. Go to the purple **Careers** bar (on top of the page) and search any additional careers that interest you. You do not need to research each career simply:
 - identify the career
 - highlight the career name
 - save it to your portfolio
3. Go to **Schools that interests me**
 - Choose – to add schools that match my saved careers *click here*
 - Choose an attractive occupation from the right
 - View schools from across Canada that offer your program
 - Click on a school and choose SAVE to my portfolio
4. Go to **Portfolio**
 - Click on **Education Plan**
 - Click on **Grade 9**
 - **Select and Add** each class that you will take this year

You do not have to save this to your portfolio as this will be done automatically.

5. Go to **Portfolio**
 - Select **Career Preparation**
 - Click on **Career Clusters**
 - **Select the clusters** that you are most interested in and indicate a few **reasons** why you chose these clusters (your preferences may already be highlighted from your Matchmaker results)

If you want to know which types of occupations are included in these clusters, click on them and a list will open up displaying the level of education needed.

*It is important to select any career clusters that interest you to ensure you will be contacted regarding school based career exploration opportunities in that cluster.

6. Go to **Portfolio**

- **Select Activities and Abilities**
- There are four subtitles:
 - **Extra Curricular Activities**
 - **Hobbies and Interests**
 - **Skills and Abilities**
 - **Awards and Certificates**

In each of these categories there are drop down menus. **Fill in those that apply.** Add any activities that are not listed.

7. Go to **Portfolio**

- **Select and Add Work Experiences** beginning with the most recent. Include a description of the tasks you were involved with at the work activity.

8. Go to **Portfolio**

- **Select and Add Volunteer Experiences** - Remember these can be formal (Terry Fox Run) or nonformal (scorekeeping at school, safety patrol)

Continue to add items to your portfolio throughout your high school experience. A well kept portfolio will assist you with post-secondary and scholarship applications.

CAREER CRUISING

Research Project

Name _____

Score /

Objective:

- To gain in-depth knowledge on an occupation of your choice
- To discover the career path suggested for the occupation of your choice

1. Open up your saved portfolio and choose an occupation in which you would like to research further.

The occupation of your choice is _____.

2. Read **JOB DESCRIPTION**. Answer the following questions with jot notes:

What duties do people in this occupation have?

What skills, workplace or transferable, do they have? (i.e., talking in front of a large audience)

3. Click on **WORKING CONDITIONS**.

Where do people in this career work?

What kind of **hours** do they work? *Do they work days? nights? shifts? overtime?*
How many hours do they work per day/week?

4. Click on **EARNINGS**. Investigate the following:

What **salaries** do people in this career earn?

5. Click on **EDUCATION**.

What **post secondary** education and/or training do you need to enter this career?

What other **qualifications** are good to have? i.e., a passion for working with kids

What grade 10, 11, and 12 **electives** are suggested for this career?

Which **college and university programs** are related to this career?

6. What are some related occupations in this career?

7. Under **EDUCATION** located at the top, choose **SEARCH FOR PROGRAMS**, type in your career choice and answer the following. **OR** Link directly from your portfolio "schools that interest me"

What post-secondary school would interest you in the future? Why?

BONUS: What are the admission requirements for your course at that school?

CAREER CRUISING

Career Cruising Offered in 2 Hours

Log onto www.careercruising.com

1. Choose **portfolio**:

Create a new portfolio

Username: student number and last name no spaces 0210978smith

Password: student number 0210978

- *** It is very important for you to **include an e mail address** (please make sure it is "appropriate")
- We will be sending you messages.

2. Complete **matchmaker**:

- Start your career matchmaker series. Read each question carefully. Click on the question mark sign in the upper right hand corner if you want clarification.
- Do **not** use the yellow-"**Doesn't Matter**" button very often. It will really skew your results.
- **Save** to your portfolio
- **Do-Answer** more questions
- **Save** to your portfolio
- **Do- Answer** more questions for the **third** time
- **Save** to your portfolio

3. Go to matchmaker, select **my skills**

- Complete **my skills**

4. Go to portfolio

- Go to **Careers That Interest Me**
- Select a total of 10 **careers** from your list of 40 and/or go to the purple **Careers** bar (on top of the page) and search additional careers that interest you. You do not need to research each career,
 - identify the career
 - highlight the career name
 - save it to your portfolio

5. Go to portfolio

- Click on **Education Plan**
- Click on **Grade Nine**
- **Select and Add** each class that you have completed

6. Go to portfolio
 - **Select Career Preparation**
 - Click on **Career Clusters**
 - **Select the clusters** that you are most interested in and indicate a few **reasons** why you chose these clusters (your preferences might already be highlighted from your Matchmaker results)

7. Go to Portfolio
 - Select **Activities and Abilities**
 - There are four subtitles:
 - **Extra Curricular Activities**
 - **Hobbies and Interests**
 - **Skills and Abilities**
 - **Awards and Certificates**

In each of these categories there are drop down menus. **Fill in those that apply.**

8. Go to Portfolio
 - **Select and Add Work Experiences**

9. Go to Portfolio
 - **Select and Add Volunteer Experiences**

If you choose to use the résumé builder to create your résumé, follow the instructions below. Often it is easier just to use Word as you can make formatting changes easier

10. Go to Portfolio
 - **Select Résumé Builder** (adjacent to Portfolio at the top of the page)
 - Scroll down to *format and view résumé*
 - Unclick the headings you do not want to include
 - Go to "set order" on the bottom of format and view page. Set the order and save.

Be sure to include descriptions in the boxes when they are provided. For example: Use the box for your *electives* when stating education and *tasks* when describing *your work experience*.

11. This résumé can be accessed from any computer with an internet connection.

12. You can cut and copy your résumé to a Word document if you want to reformat it.