

Name: _____

Hour: _____

Career Education Career Cruising Worksheet

Directions

- 1) Open the web browser of your choice.
- 2) In the URL textbox type **www.careercruising.com**
- 3) At the top of the website enter the username and password:
Username: **harrison** Password: **phoenix**
- 4) Use your assigned username and password to log into your EDP. You will be asked to change your password; please make a note of the new password before continuing.
Username: _____ Password: _____
New Password: _____
- 5) From the home screen, click on the “**Assessments**” tab. From the “**Assessments**” page, under “**Matchmaker & My Skills**”, click on the “**Start Matchmaker**” button.
- 6) From the “**Matchmaker**” Introduction page, type in your name to start a new session. On the next page, begin the Matchmaker assessment. Once you have answered the first set of questions, you will be directed to a page listing several potential careers. Under the section titled “**Improve My Results**”, click the button “**Answer More Questions**”. Continue following this pattern until you have answered all of the possible questions presented (there are 116 total questions).
- 7) You are to choose 3 Careers to research. Choose at least 2 of the careers from the “**Career Interest Rank**” list. Write the career names in the boxes found next to the headings “**Career #1**” and “**Career #2**” in this worksheet (if you chose 3 careers from the list repeat this for “**Career #3**”). If you would like to choose your own career for **Career #3**, click on the “**Careers**” tab. In the “**Search for Careers**” textbox, type in your additional career choice. Choose the career that best matches or restart the search and try again for a better match.
- 8) Once you have recorded each of the careers from the list, click on the career choice that you recorded in the “**Career #1**” box. Use the information provided to answer the questions.

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Career #1:

1) Click the “**Job Description**” tab. List at least three job responsibilities of this career.

- 1) _____

- 2) _____

- 3) _____

2) Click the “**Working Conditions**” tab.

- 1) Who hires and employs people in this career field?

- 2) What are the working conditions like for this career?

- 3) What does a typical work week look like in terms of hours worked per day and per week? If the hours ever change, what are the reasons for the changes?

3) Click on the “**Earnings**” tab.

- 1) What is the range of earnings for this career? Is the pay based on an hourly or salary rate?

- 2) What are some of the factors that affect the earnings of this career (examples: seniority, experience, education, etc.)?

- 3) Are there any other benefits or bonuses available for this career (example: health insurance, retirement, vacation or sick time, performance bonus)?

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4) Click the “**Education**” tab.

- 1) What type of education, training, licensing, or other preparation does one need just to enter into this career? List all possible options.

- 2) Is there any advanced education, training, licensing, or preparation that someone may want to pursue in order to advance their career? List all possible options.

- 3) Under the heading “**Other Suggested Qualifications**”, locate and list several attributes, abilities, and skills necessary for this career.

5) Click on the “**Related Careers**” tab.

- 1) List several careers from the list that are similar to this career field.

Career #2:

- 1) Click the “**Job Description**” tab. List at least three job responsibilities of this career.

1) _____

2) _____

3) _____

- 2) Click the “**Working Conditions**” tab.

- 1) Who hires and employs people in this career field?

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2) What are the working conditions like for this career?

3) What does a typical work week look like in terms of hours worked per day and per week? If the hours ever change, what are the reasons for the changes?

3) Click on the “**Earnings**” tab.

1) What is the range of earnings for this career? Is the pay based on an hourly or salary rate?

2) What are some of the factors that affect the earnings of this career (examples: seniority, experience, education, etc.)?

3) Are there any other benefits or bonuses available for this career (example: health insurance, retirement, vacation or sick time, performance bonus)?

4) Click the “**Education**” tab.

1) What type of education, training, licensing, or other preparation does one need just to enter into this career? List all possible options.

2) Is there any advanced education, training, licensing, or preparation that someone may want to pursue in order to advance their career? List all possible options.

3) Under the heading “**Other Suggested Qualifications**”, locate and list several attributes, abilities, and skills necessary for this career.

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5) Click on the “**Related Careers**” tab.

1) List several careers from the list that are similar to this career field.

Career #3:

1) Click the “**Job Description**” tab. List at least three job responsibilities of this career.

1) _____

2) _____

3) _____

2) Click the “**Working Conditions**” tab.

1) Who hires and employs people in this career field?

2) What are the working conditions like for this career?

3) What does a typical work week look like in terms of hours worked per day and per week? If the hours ever change, what are the reasons for the changes?

3) Click on the “**Earnings**” tab.

1) What is the range of earnings for this career? Is the pay based on an hourly or salary rate?

2) What are some of the factors that affect the earnings of this career (examples: seniority, experience, education, etc.)?

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- 3) Are there any other benefits or bonuses available for this career (example: health insurance, retirement, vacation or sick time, performance bonus)?

4) Click the “**Education**” tab.

- 1) What type of education, training, licensing, or other preparation does one need just to enter into this career? List all possible options.

- 2) Is there any advanced education, training, licensing, or preparation that someone may want to pursue in order to advance their career? List all possible options.

- 3) Under the heading “**Other Suggested Qualifications**”, locate and list several attributes, abilities, and skills necessary for this career.

5) Click on the “**Related Careers**” tab.

- 1) List several careers from the list that are similar to this career field.

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Career Cruising Interview

Return to the main screen and click on the “**Explore Careers**” tab. In the textbox, type in one of the three careers you researched earlier. Select that career from the list provided. Under the heading “**Interviews**”, click on one of the names listed to read an interview from a person in this career field.

Person’s Name:

- 1) What does this person do? What are some of the job responsibilities?

- 2) What kind of background does this person have? How did they get into this career field?

- 3) What characteristics are required to be successful in this career?

- 4) How much job security is there for this career?

- 5) What do you think the future holds for people in your occupation?

- 6) Click the “**Likes**” tab. What does this person like about the job?

- 7) Click the “**Dislikes**” tab. What does this person dislike about the job?

- 8) Click the “**Advice**” tab. What advice does this person have about this career field?

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Live Interview

Find an adult to interview about their job/career. Listen carefully to what they have to say about their personal experiences; you may be surprised at what you learn. Use the following questions to help you with the interview.

Career Title: _____

Name of person: _____

1) What are your main tasks or responsibilities at work?

2) What kind of education, training, or other preparation do you need to get into your career?

3) How did you get into this career? Did you ever want to do something different? What types of jobs, if any, did you have previously?

4) What personal characteristics are required for someone to be successful in this career?

5) Have any recent changes affected your job? Are there any changes you can foresee in the future?

6) What do you like most about your job and the career you have chosen?

7) What do you dislike most about your job and the career you have chosen?

8) What advice do you have for someone who wants to get into this career field?

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College, Technical, and Trade School Research

From the main Career Cruising screen click on the “**Education**” tab. Click the “**Search for Schools and Majors**” tab and select either the college, under the “**College**” tab using the map or by typing in a school, or use the “**Majors**” tab to search by potential degree area.

You may also use the “**School Selector**” tab and follow the prompts to narrow down your choices.

School Name: _____

- 1) Find the following information by using the tabs on the left side of the screen.

School Type: _____

School Mailing Address: _____

Website: _____

Admissions phone number or email: _____

What is required for admission to this school?

Types of certification offered: _____

Estimated total expenses: _____

Out of State Expenses (if available): _____

Enrollment Numbers: _____

Name of the major/program at the school you might be interested in:

- 2) After reviewing the basic school information, do you think that this school is a good option for you? Is there anything you found that surprised you or was unexpected?

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Internet Research

Return to the school's profile page. Click on the school's web address. Using the school's website, locate information to the following questions.

- 1) Locate the admissions requirements. What are the admissions requirements or prerequisites for the program you are interested in?

- 2) What are the names of some of the classes/courses you may take in this program?

- 3) How many months/semesters/years does it take to complete this program?

- 4) Does the program include or require an internship or on-the-job experience?

- 5) What is the name of the qualification you get after completing the program (bachelor's degree, certificate, etc.)

- 6) After reviewing the school's website, are you still interested in attending and/or taking the program you selected? Why or why not?

- 7) Was there any information not available on the school's website? Why do you think it was not included?
