

# USER'S GUIDE

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# Introduction

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## THE PURPOSE OF CAREER CRUISING

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

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

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

Over the years, we have responded to the needs of Career Cruising users by adding a number of additional features: first-class assessments, a comprehensive post-secondary schools database, financial aid information, a portfolio tool, employment resources, helpful administrative features, and much more.

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

## WHO CAN BENEFIT FROM CAREER CRUISING?

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

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

# Introduction

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## INDIVIDUAL CAREER GUIDANCE

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

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

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

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

### **Step 1: Create a Personal Plan**

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

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

Once you have created your Plan, start off with the Career Matchmaker assessment. Matchmaker helps you discover your work interests and provides you with a list of suggested careers.

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

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

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

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

# Introduction

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

This User's Guide describes the features and functions of Career Cruising's career exploration and planning tools. For additional information, feature guides, training and more, please visit Help Scout at [help.careercruising.com](https://help.careercruising.com).

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

# Getting Started

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## SYSTEM REQUIREMENTS

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

### Windows Browsers

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

### Macintosh Browsers

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

### Tablet Browsers

- Safari on iPad
- Default browser on Android

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

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

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

## VIEWING SOUND AND VIDEO CLIPS

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

## LINKS TO OTHER WEBSITES

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

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

# Getting Started

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## ACCESSING THE CAREER CRUISING WEBSITE

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

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

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



# Career Cruising Features

## OVERVIEW

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

The screenshot shows the Career Cruising Main Page for user Roshni. The page has a blue header with the Career Cruising logo, language options (Español, Help, My Account), and a search bar. A navigation menu includes links for Assessments, Careers, Education, Financial Aid, and Employment. On the left, there is a 'My Plan' menu with options like 'Explore My Interests', 'Learn About Careers', 'Explore Education Options', 'Choose My Courses', 'Find Jobs', and 'Build My Resume'. The main content area starts with a welcome message, followed by a 'My Progress' section with a progress bar at 50%. Below that is a quote by Eleanor Roosevelt, and then a 'Focus on Careers' section for people who like to draw, with a list of related careers including Animator, Drafting, Graphic Designer, Cartographer, Illustrator, and Medical Illustrator.

Career Cruising Main Page

- **Career Cruising Main Page** – Click the Career Cruising logo to return to the Main Page at any time.
- **My Plan** – Open the My Plan menu to create, sign in to, or access sections of your Plan.
- **My Progress** – Use the bar to track your progress towards My Plan completion at a glance. Click the dropdown arrows next to each section to see which areas you've completed, need to review, or have yet to complete.
- **Assessments** – Learn more about yourself and your interests in this section. Access the Career Matchmaker, My Skills, Ability Profiler, and Learning Styles Inventory assessments. (*Note: You must be signed in to your Plan to take the assessments.*)

## Career Cruising Features

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

## Explore Assessments

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

There are four assessments available:

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

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

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

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

The screenshot shows the 'Explore Assessments' page on Career Cruising. At the top, there is a navigation bar with the site logo, language options (Español), help, and account settings. A search bar is also present. Below the navigation, there are tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Assessments' tab is selected, and it shows three assessment options:

- Matchmaker & My Skills:** Answer questions about your likes and dislikes to find careers that match up with your interests. Includes a 'Start Matchmaker' button and a 'View All Matches' button. A 'Best Match' section shows 'Grade 10' updated on 'Aug. 7, 2014'.
- Ability Profiler:** Learn more about your abilities and see how your abilities compare to those used in careers that interest you. Includes an 'About Ability Profiler' button.
- Learning Styles Inventory:** Discover how you learn and retain information and find tips on how to improve your study habits to suit your learning style. Includes a 'Start Learning Styles' button.

### Explore Assessments

# Explore Assessments

## MATCHMAKER

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

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

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

The screenshot displays the CareerCruising Matchmaker assessment interface. At the top, the user's name 'Roshni' and 'My Plan' are visible, along with navigation links for Assessments, Careers, Education, Financial Aid, and Employment. A progress bar indicates 'My Progress' at 50% (28/39 questions completed). The current question is 'How would you like a career which includes...' with the option 'Helping others with their social and personal problems'. The response options are: Dislike very much (red X), Dislike (red X), Does not matter (yellow minus), Like (green check), and Like Very Much (green check). A 'More Info' box on the right explains that this means being able to make people feel at ease, listening to them, and offering help and support.

### Likes and Dislikes

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

## Explore Assessments

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

The screenshot displays the 'Matchmaker & My Skills' interface. At the top, the user's name 'Roshni' and 'My Plan' are shown. A progress bar indicates 'My Progress' at 33%. The main section is titled 'Your Results for: ★ Grade 11'. Below this, a list of career recommendations is provided, each with a brief description. On the left side, there are two filter panels: 'Career Cluster Recommendations' with 'All Clusters' selected, and 'Level of Education' with 'High School', '2-Year College or Technical Training', and '4-Year College / University' selected. A 'Print Friendly' button is located in the top right of the results area.

### Matchmaker Results

- **Improve My Results** – After answering the first 39 questions, you have the option of answering an additional 77 questions (for a total of 116 questions). The more questions you answer, the more effective Matchmaker is at suggesting careers that suit your interests. Click on the **Answer More Questions** button to continue with Matchmaker. You can also click on the **Review My Answers** button to view a list of your responses to all of the questions you have answered so far. You can make changes to any of your responses and then update your suggested careers list based on the new responses.

## Explore Assessments

- **Other Careers** – If careers you are interested in do not appear on your list of suggestions, use this feature to find out why. Click the **Find Other Careers** button to search for a career and then view the Suitable For You? information to see which aspects of the career match your interests and which ones do not.

### MULTIPLE MATCHMAKER RESULTS

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

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

The screenshot displays the 'My Plan' interface on the Career Cruising website. At the top, the user's name 'Roshni' and 'My Plan' are visible, along with navigation links for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. A progress bar indicates 'My Progress' at 33%. The main content area is titled 'Matchmaker & My Skills' and includes a 'Start New Matchmaker' button. Below this is a table of 'Your Saved Matchmaker Results' with columns for 'Best Match', 'Matchmaker Label', 'Date Updated', and 'My Skills'. The table shows three results for Grade 10, Grade 11 (selected as Best Match), and Grade 12. Below the table, there is a dropdown menu for 'Showing Results for:' set to 'Grade 11'. The 'Matchmaker' section shows a 'Career Interest Rank' with two results: '1. Tattoo Artist' and '2. Multimedia Developer'.

Best Match	Matchmaker Label	Date Updated	My Skills
<input type="radio"/>	Grade 10	08/07/2014	<input type="button" value="Start Now"/>
<input checked="" type="radio"/>	Grade 11	08/07/2014	<input type="button" value="Start Now"/>
<input type="radio"/>	Grade 12	08/07/2014	<input type="button" value="Start Now"/>

Showing Results for:

Matchmaker

Career Interest Rank

- Tattoo Artist**  
Tattoo artists use electric machines to create permanent tattoos on clients' skin.
- Multimedia Developer**  
Multimedia developers create graphics, animation, and other elements of video games, websites.

#### Matchmaker Best Match Display

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

# Explore Assessments

## MY SKILLS

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

To complete the assessment, rate your skill level in the 45 skill set areas. 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 displays the 'My Skills' assessment page on the Career Cruising website. At the top, the user's name 'Roshni' and 'My Plan' are visible. The navigation menu includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. A search bar contains the text 'Careers, schools and more...'. Below the navigation, there are links for 'My Plan', 'Build My Resume', 'Share My Plan', and 'Print My Plan'. The main section is titled 'My Skills' and shows a progress bar at 33% (9 of 45 questions completed). The current question is 'Observing people' with a description: 'Looking out for certain types of behavior or physical changes. Being able to recognize these when they happen and know what they mean. You may need to make a note of what you see, or take appropriate action.' The response options are: 'I Am Highly Skilled' (green), 'I Am Skilled' (light green), 'I Have Some Skill' (yellow), 'I Don't Have This Skill' (red), and 'I Can't Answer This' (grey).

### My Skills Assessment

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

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

## Explore Assessments

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

**Career Cruising** Español | Help | My Account | Careers, schools and more...

Roshni My Plan | Assessments | Careers | Education | Financial Aid | Employment

My Plan | Build My Resume | Share My Plan | Print My Plan

**Matchmaker & My Skills** My Progress 0% 20 40 60 80 100% 50%

**Career Cluster Recommendations**

- Law, Public Safety, Corrections & Security
- Human Services
- All Clusters

**Level of Education**

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

[Update My Results](#)

[Improve My Results](#)

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

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

Matchmaker	My Skills
Career Interest Rank	Score
1. <b>Marketing Specialist</b> Marketing specialists develop plans and strategies to help companies improve the sales of their products or services.	A
2. <b>Child and Youth Worker</b> Child and youth workers provide support and guidance to children and teens with emotional, behavioral, and developmental problems.	B
3. <b>E-Business Consultant</b> E-business consultants help companies develop, evaluate, and implement Internet technology to conduct business operations.	B
4. <b>Forensic Scientist</b> Forensic scientists use science and technology to analyze, identify, and compare evidence from crime scenes.	A
5. <b>Real Estate Agent</b> Real estate agents help clients buy, sell, lease, or rent properties.	A
6. <b>Motivational Speaker</b>	A

### My Skills Results

## ABILITY PROFILER

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

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



# Explore Assessments

Ability Profiler results are integrated with your Matchmaker career suggestions.

The screenshot shows the 'My Plan' page for a user named Roshni. The page is titled 'Matchmaker & My Skills' and displays 'Your Saved Matchmaker Results' for 'Grade 12 (autumn)'. The results table shows three career suggestions: Construction Manager, Curator, and Property Manager. Each suggestion includes a description, a Matchmaker score, and an Ability Profiler score. The Ability Profiler score is shown as a bar chart with 'Close or Exceeds' and 'Needs Improvement' sections.

Best Match	Matchmaker Label	Date Updated	My Skills
<input type="radio"/>	Grade 11 (autumn)	08/06/2014	✓
<input checked="" type="radio"/>	Grade 12 (autumn)	08/06/2014	✓

  

Career Interest Rank	Matchmaker	Ability Profiler		My Skills
		Close or Exceeds	Needs Improvement	
1.	<b>Construction Manager</b> Construction managers plan and oversee the building of all kinds of structures, including skyscrapers, houses, roads, and bridges.	2	4	✓
2.	<b>Curator</b> Curators manage collections of art and other objects, such as gems, insects, artifacts, and historic clothing.	3	3	✓
3.	<b>Property Manager</b> Property managers handle business matters involved in the operation of residential, commercial, or industrial properties.	4	2	✓

## Ability Profiler

## LEARNING STYLES INVENTORY

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

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

## Explore Assessments

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo, language options (Español, Help, My Account), and a search bar. Below the navigation bar, there is a user profile for 'Roshni My Plan' and a menu with links for Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled 'Learning Styles' and shows a progress bar at 50% completion. Below the progress bar, there is a question: '5 When concentrating on something, I am more likely to:' followed by three radio button options: 'be distracted by movement or clutter around me', 'be distracted by noise near me', and 'have difficulty sitting still'.

Learning Styles Inventory

## Explore Careers

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

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

- **Military Careers** – Search for military careers by keyword, job family, or service branch.

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

Roshni My Plan Assessments **Careers** Education Financial Aid Employment

Search for Careers Career Clusters Career Selector Military Careers

### Explore Careers

Keyword Search:

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

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

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

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

### Explore Careers

# Explore Careers

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## KEYWORD SEARCH

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

## SEARCH BY INDEX

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

## SEARCH BY SCHOOL SUBJECT

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

## 16 CAREER CLUSTERS / SEARCH BY CLUSTER

Career clusters are groups or families of occupations that share common characteristics such as knowledge requirements, skill sets, and/or goals. The **Search By Cluster** feature can help you focus your career goals. Click on **Career Clusters** and select the name of a cluster to learn more about it, and click on the **Related Careers** tab to see a list of occupation profiles that are in that cluster. Click on a career title to view details about that occupation. Check the highest level of education you plan on pursuing in the Level of Education box above the list of occupations to filter the list by education.

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

If the 16 Career Clusters are set as your site's primary cluster system, you can also access the cluster and pathway profiles by clicking on a cluster name near the top of the At A Glance landing page for each occupation profile. If the 16 Career Clusters are set as your site's secondary cluster system, you will only be able to access the cluster and pathway profiles from the cluster search page in Explore Careers.

# Explore Careers

## CAREER SELECTOR

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

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

The screenshot shows the Career Cruising Career Selector interface. At the top, there is a navigation bar with the Career Cruising logo, a search bar, and links for Español, Help, and My Account. Below the navigation bar, there are tabs for Assessments, Careers, Education, Financial Aid, and Employment. The Career Selector section is active, displaying a list of search criteria on the left: School Subjects, Career Clusters, Type of Education, Core Tasks, Earnings, and Working Conditions. The Core Tasks section is expanded, showing a list of tasks with checkboxes. The number of matches is 62, and there is a View Results button.

**Career Selector**

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

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

# Explore Careers

## MILITARY CAREERS

If you are interested in a career with the Army, Air Force, Navy, Marine Corps, Coast Guard, or National Guard, you can find the information you need in Career Cruising's Military Careers section. Military careers are searchable by keyword, job family, or service branch. Each profile includes an overview of the job tasks and work environment, attributes and training requirements, a description of civilian career counterparts, a list of the military branches offering that occupation, and links to related profiles in Career Cruising. There are also links to related military profiles in the Related Careers section of some occupation profiles.

Save military profiles to My Plan by clicking the blue **Save To My Plan** button located on every military profile page. Saved careers can be found in the **My Careers** section of My Plan.

## SEARCH BY INDUSTRY

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

**Career Cruising** Español Help My Account Careers, schools and more...

Roshni My Plan Assessments Careers Education Financial Aid Employment

Search for Careers Career Clusters Career Selector Military Careers

### Transportation and Warehousing

Overview Industry Subsectors Significant Careers Wages & Trends Other Resources

#### About the Industry

Goods and people crisscross the continent every day, thanks to the Transportation and Warehousing industry. Establishments in this industry move passengers and cargo using waterways, rail lines, airspace, roads, and pipelines. Movement is facilitated by air, rail, water, and truck transportation, as well as by public transit, taxicabs, and limousines. Each mode of transportation requires a variety of establishments offering related, specialized services. For air transportation, this includes airport operations, air traffic control, and aircraft maintenance. Support activities for water transportation include port and harbor operations, cargo handling, and navigational services. Rail services establishments

[Read More](#)

Employment Statistics Compare National to: Ohio

**Number of Establishments**

Ownership	National	Ohio
Federal Government	\$58,569	\$57,493
State Government	\$54,559	\$54,184
Local Government	\$53,530	\$44,098
Private	\$45,336	\$43,253

**Number of Employees**

**Average Annual Wage**

Ownership	National	Ohio
Federal	~55k	~55k
State	~50k	~50k
Local	~45k	~45k
Private	~40k	~40k

Industry Profile

## Explore Careers

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

# Occupation Profiles

## ABOUT THE OCCUPATION PROFILES

Each comprehensive occupation profile contains the following information:

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

### Occupation Profile

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

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

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



## Occupation Profiles

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

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

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

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

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

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

Each interview has the same structure and includes:

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

# Occupation Profiles

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo, language options (Español, Help), and a search bar. Below the navigation bar, there is a user profile section for 'Roshni My Plan' and a menu with options like Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled 'Gardener' and features a 'Save to My Plan' button. On the left, there is a sidebar with various links such as 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', and 'Other Resources'. The main profile section for 'Jeff' includes a photo, a 'Print Interview' button, and a list of interactive options: Questions & Answers, Likes, A Day in the Life, Dislikes, Breakdown of Activities, and Advice. Below this, there are two numbered questions and answers. Question 1 asks about job differences, and Question 2 asks about background and how they got into the field.

## Multimedia Interview

### SAVING AND PRINTING OCCUPATION PROFILES

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

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

To print a copy of the occupation profile from your browser window, click on the **Printer Friendly** icon next to the **Save To My Plan** button.

# Explore Education

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

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

- **Search for Schools & Majors** – Enter a school name for a keyword search or search by state to learn more about colleges that interest you. You can also search for majors or programs that interest you.
- **Compare Schools** – Compare data and view school profiles side by side.
- **School Selector** – Use factors like location, majors offered, and student services to find suitable undergraduate, graduate, or career and technical schools.
- **Planning Timeline** – A step-by-step guide designed to help you plan and prepare for college.

The screenshot shows the 'Explore Education' section of the Career Cruising website. At the top, there is a navigation bar with the 'Career Cruising' logo, a user profile for 'Roshni My Plan', and menu items for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. Below the navigation bar, there is a search bar and a 'Keyword Search' field with a 'Search' button. A map of the United States is displayed with state abbreviations. To the right, there are sections for 'School Selector' and 'Compare Schools', both with buttons for 'Undergraduate Schools', 'Career & Technical Schools', and 'Graduate Schools'. A 'Planning Timeline' button is also visible at the bottom right.

Explore Education

# Explore Education

## SEARCH FOR SCHOOLS

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

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

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo, language options (Español, Help, My Account), and a search bar. Below the navigation bar, there is a user profile for 'Roshni My Plan' and a menu with options like Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled 'University of Nebraska at Omaha' and includes a 'Save to My Plan' button. The profile is divided into several sections: School Information (address, setting, phone number, website), School Type (University, Public-State, Coeducational), Academic Calendar (Semesters), Faculty Information (Full-Time Faculty: 505, Part-Time Faculty: 479, Student to Faculty Ratio: 17:1), and Admissions (Application Deadline: August 1, Number of Applicants: 4,536, Number of Acceptances: 3,630). A 'View More' button is located at the bottom of the Admissions section.

### School Profile

## SEARCH FOR MAJORS

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

# Explore Education

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

## COMPARE SCHOOLS

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

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

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

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

The screenshot displays the 'Compare Undergraduate Schools' interface on the Career Cruising website. The page is titled 'Compare Undergraduate Schools' and includes a navigation bar with options like 'General Information', 'Admissions', 'Estimated Expenses', 'Student Life', 'Athletics', and 'Undergraduate Majors'. The main content area shows a comparison table for three schools: University of Southern California, San Francisco State University, and University of Arizona.

General Information	University of Southern California	San Francisco State University	University of Arizona
<b>Type &amp; Location</b>			
School Type	4-Year	4-Year	4-Year
Public / Private	Private - Nonprofit	Public - State	Public - State
Location	Los Angeles, CA	San Francisco, CA	Tucson, AZ
Setting	Urban	Urban	Urban
<b>Student Population</b>			
Student Body	Coeducational	Coeducational	Coeducational
Total Students	39,958	30,500	40,223
Total Undergraduate Students	18,316	26,449	31,565
<b>Faculty</b>			
Full-Time Faculty	1,768	778	

Compare Schools

## Explore Education

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

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

### SCHOOL SELECTOR

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

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

School Selector

## Explore Education

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

### PLANNING TIMELINE

Adapted from the US Department of Education, the College Planning Timeline is designed to help you prepare for college. The timeline is organized by grade, so you have a chronological, step-by-step plan to help ease the transition from high school to college. The guide includes valuable information about high school course selection, grades, standardized test taking, and questions to ask teachers and counselors.

Even if you have already finished high school, you can benefit from the guide's information on researching colleges, financial aid, and assembling application packages. The timeline also provides tips for using Career Cruising's assessments, databases, and the My Plan tool to manage the college planning process.

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

# Explore Financial Aid

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

## SEARCH FOR FINANCIAL AID

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

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

The screenshot shows the Career Cruising website interface. At the top, there's a blue navigation bar with the Career Cruising logo, language options (Español, Help, My Account), and a search bar. Below the navigation, a user profile for 'Roshni My Plan' is visible, along with a menu containing 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'Explore Financial Aid' and features a 'Financial Aid Programs' section. This section includes a search prompt: 'Search thousands of private financial aid programs across the country.' There are two search boxes: 'Financial Aid Selector' (with a 'Start Selector' button) and 'Keyword Search' (with a 'Search' button). A 'Federal Financial Aid' sidebar offers 'Videos, infographics and online resources to help you locate and understand the Federal Financial Aid options available to you.' At the bottom, there's an alphabetical index grid for quick navigation.

## Explore Financial Aid



## Explore Financial Aid

### FINANCIAL AID SELECTOR

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

On the Explore Financial Aid page, click on the **Start Selector** button in the **Financial Aid Selector** box. For the best results, make sure you answer all the questions. When you have finished, the Financial Aid Selector will display a list of scholarships that match your eligibility criteria. Click on the name of a scholarship to learn more about the award, including donor, contact information, amount of the award, criteria, and application requirements and deadline. To save a scholarship to your Plan, click the **Save To My Plan** button at the top of every scholarship profile page.

Financial Aid Selector

### FEDERAL FINANCIAL AID

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

## Employment

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

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

The screenshot shows the Career Cruising website's Employment homepage. At the top, there's a blue navigation bar with the 'Career Cruising' logo, language options ('Español'), 'Help', 'My Account', and a search bar. Below this is a user profile for 'Roshni My Plan' and a menu with 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Employment' section is highlighted, showing three main options: 'Employment Guide', 'Job Search', and 'Build My Resume'. The 'Job Search' section includes a search form with fields for 'Job / Position' and 'Location', and a 'Find Jobs' button. The 'Build My Resume' section has a 'Build My Resume' button. The 'Employment Guide' section has a 'Learn more' button and a list of sections to jump to.

Employment Homepage

## EMPLOYMENT GUIDE

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

# Employment

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

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

To print a copy of the Employment Guide, click the **Printer Friendly** icon and select the sections of the Guide that you would like to include in your printout.

The screenshot displays the Career Cruising website's Employment Guide. The top navigation bar includes 'Español', 'Help', 'My Account', and a search bar. The user profile for 'Roshni My Plan' is visible. The main navigation menu includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Employment' section is active, showing 'Employment Guide', 'Job Search', and 'Resume Builder'. The 'Employment Guide' page features a left sidebar with a list of topics: Introduction, Work Search, Resumes, Letter Writing, Interview Skills (highlighted), Purpose of an Interview, First Impressions, Interview Preparation (highlighted), Interview Questions, Tricky Situations, Your Rights, Communication Skills, Questions You Can Ask, Types of Interviews, Interviewing Approaches, Ending the Interview, Interview Evaluation, and Job Offers. The main content area is titled 'Employment Guide' and includes sections for 'Interview Preparation' and 'Know Yourself'. The 'Interview Preparation' section has a 'First Impressions' link and an 'Interview Questions' link. The 'Know Yourself' section has a 'First Impressions' link and an 'Interview Questions' link. A printer icon is visible in the top right corner of the guide content area.

## Employment Guide

## JOB SEARCH

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

From the Employment homepage, you can do a basic search for jobs by location and job title, keyword, or company name. Once you have entered your search criteria, click the **Find Jobs** button.

To perform an Advanced search, click the **Advanced Search** link under the **More Options** heading on the Employment homepage. With the advanced search, you can focus your results by selecting very specific search criteria.

# Employment

The screenshot displays the Career Cruising Job Search Results page. At the top, there is a navigation bar with 'Español', 'Help', 'My Account', and a search bar containing 'Careers, schools and more...'. Below this, the user profile 'Roshni My Plan' is shown, along with navigation tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Employment' tab is active, and the 'Job Search' sub-tab is selected. The main content area is titled 'Job Search' and features a search bar with 'Job / Position' and 'Location' filters. The search results show '59 results for dental hygienist in washington'. Below the search bar, there are 'Sort Results' and 'Filter Results' options. The search results list two job postings: 'Hygienist' at Smile Brands Inc. and 'Hygienist (General Dental Practice)' at Aspen Dental.

## Job Search Results

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

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

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

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

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

# My Plan

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

## CREATING AN ACCOUNT

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

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

## ACCESSING MY PLAN

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

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

## MY PLAN PRIVACY

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

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

## MY PLAN FEATURES

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

# My Plan

The screenshot displays the Career Cruising interface for a user named Roshni. The top navigation bar includes 'Español', 'Help', and 'My Account'. The main menu is open, listing various sections: My Assessments, My Education, My Education Plan, My Activities & Experiences, My Journal, My Careers, My Scholarships & Financial Aid, My Goals & Plans, My Assignments & Activities, and My Advisement Log. A 'My Progress' section shows a green progress bar at 83%. Below the menu, there are sections for 'Important Documents' (User Guide) and 'Suggested Links' (Occupational Outlook Handbook). A quote by Abraham Lincoln is featured: 'The best way to predict the future is to create it.' Below this, there is a 'Focus on Careers' section with a sub-section for 'Focus on travel industry'.

My Plan menu

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

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

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

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

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

# My Plan

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

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

The screenshot displays the 'My Plan' homepage for a user named Roshni P. at Northwest High School in Ohio. The page features a blue header with the 'Career Cruising' logo, navigation links (Español, Help, My Account), and a search bar. Below the header, there's a user profile section with a progress bar indicating 83% completion. A sidebar on the left lists various navigation options like 'My Assessments', 'My Careers', 'My Education', etc. The main content area is divided into several sections: 'My Assessments' (including Matchmaker & My Skills, Ability Profiler, and Learning Styles Inventory), 'My Saved Careers' (listing roles like Chemical Engineering Tech, etc.), 'My Saved Schools' (listing Western Michigan University, etc.), 'My Saved Majors' (listing Physics, General, etc.), 'My Assignments & Activities' (listing Career Fair Research), and 'My Journal'.

My Plan Homepage

# My Plan

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

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

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

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

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

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

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

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

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

**My Education Plan** – You can use the Education Plan section to create a personalized 4-year high school course plan. To add a course to your plan, enter the course name, number of credits, course length, and indicate whether or not the course is required. Site administrators can simplify the process by pre-



# My Plan

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entering course information through the Career Advisor Management System (CAMS). As you complete courses, enter your final grades. You may view your entire course plan and print it at any time.

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

**Post-Secondary Plan (My Goals & Plans)** – The Post-Secondary Plan helps you organize your career and education plans. This page includes three subsections: Career Goals, Educational Goals, and Financial Plans. The Career Goals section includes space for you to indicate your top two preferred clusters and top three careers of interest. The Educational Goals section includes a place for you to record the type of post-secondary education and training you plan to complete and record the three schools you are most interested in attending. In the Financial Plans section, you can check off the sources of funding you intend to use to pay for your education.

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

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

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

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

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

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

# My Plan

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

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

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

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

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

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

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

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

## REFLECT & CONFIRM

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

The Reflect & Confirm Box is located above the main content in each required section of the Plan. When you have completed the necessary information in each section, such as saving careers or recording

# My Plan

extracurricular activities, select the checkbox beside the “I have reflected on this section of My Plan and have confirmed that it is up to date” statement in the Reflect & Confirm box.

## SHARE MY PLAN

The screenshot displays the 'My Plan' dashboard for a user named Roshni. At the top, there's a navigation bar with 'Español', 'Help', and 'My Account'. A search bar contains 'Careers, schools and more...'. Below the navigation, the user's name 'Roshni' and 'My Plan' are shown. A progress bar indicates 'My Progress' at 50%. The main content area is titled 'My Plan' and includes a sidebar with various assessment and career-related options. The 'Matchmaker & My Skills' section is active, showing a 'Reflect & Confirm' box with a checked checkbox and a table of saved matchmaker results for Grade 11.

Best Match	Matchmaker Label	Date Updated	My Skills
<input type="radio"/>	Grade 10	08/07/2014	✓
<input checked="" type="radio"/>	Grade 11	08/07/2014	✓

### Reflect & Confirm Box

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

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

## PRINT MY PLAN

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

# Resume Builder

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

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

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

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

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

The screenshot displays the 'Build My Resume' interface on the Career Cruising website. At the top, the user's name 'Roshni' and 'My Plan' are shown, along with a progress bar indicating 83% completion. The main content area is titled 'Build My Resume' and features a 'Select Sections to Include' table. The table has columns for 'Section' and 'Options'. The sections listed are Career Objectives, Education History, Work Experience, Volunteer Experience, Awards & Certificates, Extracurricular Activities, Hobbies & Interests, Skills & Abilities, and Additional Information. Each section has a checked box for 'Add to Resume' and an unchecked box for 'Include Comments'. A 'Format & Print' button is located at the top right of the table. Below the table, there is a 'References' section.

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

## Resume Builder

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

# Help

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

## User's Guides

- **User's Guide for Career Cruising** – A downloadable PDF version of the User's Guide.

## Classroom Activities and Research Projects

- **Classroom Activities and Research Projects** – There are a number of prepared classroom activities for use with Career Cruising, including a wide variety of lesson plans and worksheets designed to help students learn about the links between school subjects and career choices, and how to effectively analyze and use the information gathered from Career Cruising.
- **My Plan Classroom Activities** – These activities help guide students as they learn to create My Plan accounts, resumes, and education plans, and use these tools to prepare for their career.
- **Green Careers Activity Package** – Ideas to help you integrate “green” content into your career exploration activities. (Related links can be found under Additional Information & Resources.)
- **Independent Research Projects** – These projects help users identify occupation interests and viable career paths using the assessment and exploration tools available within Career Cruising.

## Handouts and Promotional Materials

- **Career Cruising's Features** – An overview of Career Cruising's main features, organized in terms of the program's main components: Career Matchmaker, Explore Careers, Explore Education, and the My Plan tool. This summary helps users quickly get a feel for the program.
- **Guided Tour of Career Cruising** – A brief walkthrough for new users interested in learning about Career Cruising's main tools and features.
- **Mini Posters** – Promote the availability of Career Cruising at your site with these downloadable mini posters that feature screenshots and brief descriptions of each of the program's main components.
- **For Parents: What is Career Cruising?** – This document introduces parents to Career Cruising. It includes a brief description of Career Cruising, a summary of the program's features, and instructions for logging in.
- **Career Cruising Access Cards Templates** – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.

# Help

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## Other Helpful Documents

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

- **Career Cruising and the ASCA National Standards for Career Development** – This chart shows how Career Cruising can be used to meet the competencies and indicators of the American School Counselor Association’s (ASCA) National Standards for Career Development.
- **Using Career Cruising with Transitions Students** – This document shows how Career Cruising can be used to meet the National Alliance for Secondary Education and Transition’s standards and the recommended transition services/activities identified in the Individuals with Disabilities Education Act.

# Contact Us

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**Address**

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

**Phone**

1-800-965-8541

**Fax**

416-463-0938

**Email**

[info@xello.world](mailto:info@xello.world)

**Web**

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