

# Using Career Cruising with Work Experience Students

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Career Cruising can be an important tool in enhancing your students' planned work experiences. In addition to using Career Cruising for career exploration and self-assessment, work experience students can plan and prepare for, record, and reflect on their placements using the features and information available in My Plan and the Employment Guide. Advisors and teachers can use the Career Advisor Management System (CAMS) to monitor and support students' work experience activities with the help of a number of real-time reports, communication tools, and customization options.

This document highlights sections of Career Cruising and CAMS that are especially helpful when working with work experience students.

## **EMPLOYMENT GUIDE** (Employment Section)

The Employment Guide provides students with valuable advice for all stages of the job search process. Work experience students can use the guide to learn more about creating effective resumes, cover letters, and thank-you letters, and to prepare for placement interviews. The On The Job section of the guide contains tips to help work experience students transition into employment, including making a positive first impression, following workplace etiquette, and building relationships with co-workers and supervisors.

## **CAREER PLANNING ACTIVITIES** (My Goals & Plans – My Plan)

This section of My Plan allows students to keep track of career planning activities that they have completed or plan to complete, such as participation in co-op and other work experience programs. Students can record the start and end dates of their work experience, and use the description field to track the number of hours they have completed at their placement and detail the tasks they performed and the skills they learned.

## **WORK EXPERIENCES** (My Activities & Experiences – My Plan)

The Work Experiences section provides students with a space to maintain a detailed employment history. Work experience students can enter their placement information in this section of My Plan, and include information such as employer, date, skills they learned on the job, and related documents. (Work experiences added to My Plan are automatically shared with the Resume Builder.)

## **MY JOURNAL** (My Plan)

The My Journal feature allows students to maintain a journal of their thoughts and experiences throughout the career and education planning process. Students should be encouraged to include journal entries about their work experiences in order to fulfill the reflection requirements of their program. They can also use this section to record placement hours and organize their thoughts in preparation for learning plan development, debriefing sessions, and other program requirements.

## **MY FILES** (My Plan)

Students can use this section to store forms, worksheets, supervisor evaluations, and other documents they need access to as part of their work experience. (Files uploaded to other sections of My Plan, including the Career Planning Activities and Work Experiences sections, also appear under My Files.)

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## **RESUME BUILDER** (My Plan)

The Resume Builder is a first draft tool that gives students an excellent jumping off point for composing a resume. Work experience students can use the resumes created with the Resume Builder (with help from tips contained in the Resumes section of the Employment Guide) to apply for work placements. During their placement, students can continue to use the Resume Builder to reflect changes in their career goals and to record the qualifications and skills they have attained as part of their work experience.

## **PORTFOLIO REPORTS** (CAMS)

Portfolio Reports can be used to track the work-related activities and data that students have saved to their Plans, including entries made in the Career Planning Activities and My Journal sections, as well as information shared with the Resume Builder. The messaging tool in the reports allows you to send relevant information to students included in the reports.

## **STUDENT GROUPS** (CAMS)

The Student Groups feature allows you to create and manage groups of students. You can group work experience students together to make it easier to search for those students, send them messages, add links and files to their Plan homepages, and send them assignments and activities to complete.

## **PORTFOLIO HOMEPAGE FILES** (CAMS)

This feature allows you to upload documents to your students' My Plan homepages. This function is a good way to provide documents or handouts, like permission slips, program schedules, and placement plans, to work experience students.

## **PORTFOLIO HOMEPAGE LINKS** (CAMS)

This feature allows you to add important links to students' My Plan homepages. Use this feature to send work experience students links to partner/employer websites, professional associations, and other useful resources.

## **ADVISEMENT LOG** (CAMS)

The Advisement Log allows you to maintain a log of advisement activities that students participate in. You can use this feature to record information about placement planning sessions, evaluations, and other one-one-one meetings with work experience students.

## **ASSIGNMENTS AND ACTIVITIES** (CAMS)

The Assignments & Activities feature allows you to upload assignments and/or activities for your students to complete. You can add your own activities designed for work experience students, or you can choose from several related Career Cruising activities available in the Helpful Documents section. Access completed assignments through the Assignments & Activities section of CAMS.