

# USER'S GUIDE

CANADA

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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, and helpful administrative features.

The ongoing development of Career Cruising is a labour 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: Develop 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**

Start off with the 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 Programs 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 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. 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, administrator, or career advisor, 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 five main sections: **Explore Assessments**, **Explore Careers**, **Explore Education & Training**, **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 button on the menu bar that appears at the top of every page in the program.

The screenshot shows the Career Cruising Main Page for a user named Roshni. The page has a blue header with the 'Career Cruising' logo, language options (Français, Help), and a user account menu. A search bar is also present. On the left, a sidebar titled 'What do you want to do?' lists various actions: 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 'Welcome to Career Cruising, Roshni!'. Below this is a 'My Progress' section showing a progress bar at 40% and a pie chart. The progress bar is divided into three sections: Complete (40%), Reflect & Confirm (40%), and Incomplete (20%). Below the progress bar is a quote by Abraham Lincoln: 'The best way to predict the future is to create it.' and a 'Focus on Careers' section. This section features a photo of a person working on a display and a list of related careers: Costume Designer, Exhibit Designer, Fashion Designer, Graphic Designer, Industrial Designer, Interior Designer, Set Designer, Website Designer, and Visual Merchandiser.

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 personal My 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 Matchmaker, My Skills, 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 school subjects, career clusters, and the Career Selector in this section.
- **Education** –Discover more about your post-secondary education and training options here. Access school profiles, program information, the School Selector, and apprenticeship profiles.
- **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 counsellors 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 counsellors 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 counsellors 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.
- **Français**–Allows you to access the French 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 French 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](https://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

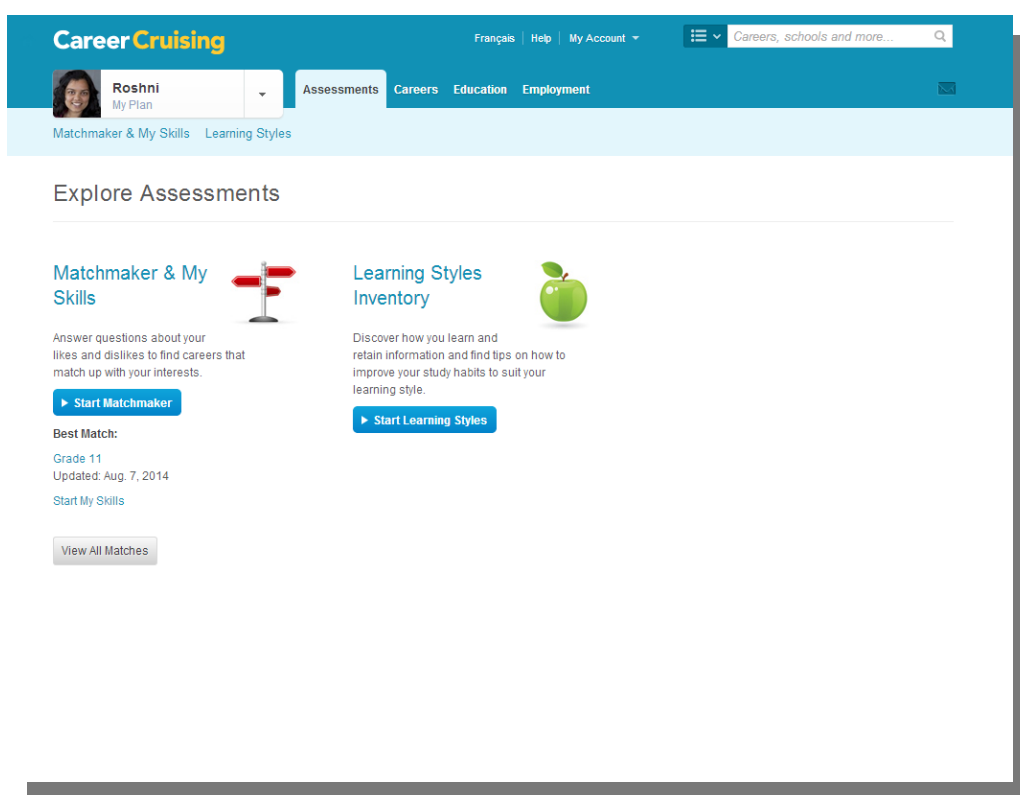
Career Cruising's Explore Assessments section includes tools to help you understand your interests, skills, and learning preferences, and how they relate to career choices.

There are three 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.)*

**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.



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 your occupations to your interests.

## Explore Assessments

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.)*

**CareerCruising** Français | Help | My Account | Careers, schools and more...

Roshni My Plan Assessments Careers Education Employment

My Plan Build My Resume Share My Plan Print My Plan

**Matchmaker** My Progress 0% 20 40 60 80 100% **80%**

Progress 11/39

How would you like a career which includes...

**11** Having your own creative ideas about designs and styles

Dislike very much Dislike Does not matter Like Like Very Much

**More Info**  
This means being visually creative and having original and imaginative ideas about the design of goods, products and images. There is a wide range of career areas that need this skill: fashion design, computer graphics, landscape design, hair and make-up, advertising, etc. If you are involved in the design of a product, you usually have to think about how useful it is and how likely it is that people will buy it, not just what it looks like.

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:

- **Career Cluster Recommendations** –Matchmaker also identifies career clusters or career pathways that match your interests. Select a cluster to see which careers from your suggestion list are included in 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 and training. Select an option and click the

## Explore Assessments

**Update My Results** button so that only occupations that meet your selected education criteria will be displayed.

**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.
- **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

## Explore Assessments

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 shows the CareerCruising 'My Plan' interface. At the top, there's a navigation bar with 'Assessments', 'Careers', 'Education', and 'Employment'. A user profile for 'Roshni' is visible. A progress bar indicates 'My Progress' at 80%. The left sidebar lists various sections like 'My Assessments', 'My Careers', 'My Education', etc. The main content area is titled 'Matchmaker & My Skills' and shows a table of 'Your Saved Matchmaker Results'. The table has columns for 'Best Match', 'Matchmaker Label', 'Date Updated', and 'My Skills'. Three results are listed for Grade 10, Grade 11, and Grade 12, with Grade 12 selected as the 'Best Match'. Below the table, a section titled 'Showing Results for: Grade 12' displays a 'Matchmaker' assessment with a 'Career Interest Rank' list. The list includes 'Police Officer' and 'Private Investigator' as top matches.

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

Showing Results for: Grade 12

**Matchmaker**

**Career Interest Rank**

- Police Officer**  
Police officers keep people safe by discouraging crime and enforcing the law.
- Private Investigator**  
Private investigators solve cases for individuals and companies, collecting evidence on matters.

**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.

### MY SKILLS

This section of 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**.

## Explore Assessments

**CareerCruising** Français | Help | My Account | Careers, schools and more...

**Roshni**  
My Plan

Assessments Careers Education Employment

My Plan Build My Resume Share My Plan Print My Plan

### My Skills

My Progress 0% 20 40 60 80 100% **80%**

Progress 16 of 45

**Rate your skill level at...**

**16** Negotiating  
Being able to reach an agreement, decision or compromise with others. You need a diplomatic approach and the ability to use logical arguments.

☒ I Am Highly Skilled  
☐ I Am Skilled  
☐ I Have Some Skill  
☐ I Don't Have This Skill  
☐ I Can't Answer This

**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.

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.

## Explore Assessments

**CareerCruising** Français | Help | My Account | Careers, schools and more...

**Roshni**  
My Plan

Assessments | Careers | Education | Employment

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

### Matchmaker & My Skills

My Progress: 0% 20 40 60 80 100% **80%**

**Your Results for: ★ Grade 12** [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>Police Officer</b> Police officers keep people safe by discouraging crime and enforcing the law.	A
2. <b>Private Investigator</b> Private investigators solve cases for individuals and companies, collecting evidence on matters such as missing persons and employee theft.	A
3. <b>Building Inspector</b> Building inspectors make sure new and old buildings comply with building and safety codes.	A
4. <b>Driver Licence Examiner</b> Driver licence examiners administer and score written and practical tests for new drivers of all types of vehicles.	B
5. <b>Renovator</b> Renovators are construction professionals who repair, restore, or enlarge existing buildings.	A
6. <b>Chiroprapist</b>	

**Improve My Results**  
39/116 Questions Answered

**My Skills Results**

### LEARNING STYLES INVENTORY

The Learning Styles Inventory is designed 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 CareerCruising website interface for a user named Roshni. The top navigation bar includes the CareerCruising logo, language options (Français, Help), and a user account menu. Below the navigation bar, there are tabs for Assessments, Careers, Education, and Employment. The main content area is titled "Learning Styles" and shows a progress bar at 80%. A sub-section titled "Progress" indicates 5/20 items completed. The assessment question is: "5 When concentrating on something, I am more likely to:". The options are: "be distracted by movement or clutter around me", "be distracted by noise near me", and "have difficulty sitting still".

**CareerCruising** Français | Help | My Account ⌵ ☰ Careers, schools and more...

**Roshni** My Plan ⌵ Assessments Careers Education Employment ✉

[My Plan](#) [Build My Resume](#) [Share My Plan](#) [Print My Plan](#)

### Learning Styles

My Progress 0% 20 40 60 80 100% **80%**

Progress 5/20

Select the answer that is the most like you

**5** When concentrating on something, I am more likely to:

- ☐ be distracted by movement or clutter around me
- ☐ be distracted by noise near me
- ☐ 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 career profiles 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.
- **Search by Cluster** – Select a cluster to see which careers it includes.
- **Career Selector** – Use factors like education level, income, and working conditions to find suitable careers.

**CareerCruising** Français | Help | My Account | Careers, schools and more...

Roshni My Plan Assessments Careers Education Employment

Search for Careers Career Selector

### 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.

Explore Careers

### 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.

# Explore Careers

## 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.

**CareerCruising** Français | Help | My Account | Careers, schools and more...

Roshni My Plan | Assessments | **Careers** | Education | Employment

Search for Careers | Career Selector

### Explore Careers

Level of Education

- ☒ **H** High School
- ☒ **C** Community College or Technical Training
- ☒ **U** University

67 results for Physical Education

Careers	<b>H</b>	<b>C</b>	<b>U</b>
<b>Animal Services Worker</b> Rescue animals from mistreatment and protect people from dangerous animals.	✓	✓	
<b>Animal Trainer</b> Dogs, horses, birds, whales—animal trainers work with all of them.	✓	✓	✓
<b>Athletic Therapist</b> Helping injured athletes return to the game and designing training programs to keep them there.			✓
<b>Cardiovascular Tech</b> Use high-tech equipment to help diagnose and treat people with heart and blood vessel problems.		✓	✓
<b>Child and Youth Worker</b> Helping the kids and teens who need it the most.		✓	✓
<b>Chiroprapist</b> Taking care of one of our most important, but underappreciated, body parts: the foot.			✓
<b>Chiropractor</b> Offer hands-on care to patients with stiff joints, sore backs, and other aches and pains.			✓

Careers by School Subject

## 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 **Search By Cluster** and select the name of a cluster 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

## Explore Careers

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). It is possible that you have a different clustering system or a primary and secondary system enabled at your site.

### 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 criteria links to advance through the tool sequentially. As you progress through the sections, the number of careers that match your criteria is displayed in 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 CareerCruising Career Selector interface. At the top, there's a blue header with the CareerCruising logo, language options (Français, Help, My Account), and a search bar. Below the header, there's a navigation bar with tabs for Assessments, Careers, Education, and Employment. The main content area is titled 'Career Selector' and features a left-hand navigation menu with criteria: School Subjects, Career Clusters, Type of Education, Core Tasks, Earnings, and Working Conditions. The 'Core Tasks' section is currently selected, showing a list of tasks with checkboxes. A 'View Results' button is visible at the bottom left of the main area.

**CareerCruising** Français | Help | My Account | Careers, schools and more...

Roshni My Plan

Assessments Careers Education Employment

Search for Careers Career Selector

**Career Selector**

✓ School Subjects  
✓ Career Clusters  
✓ Type of Education  
✓ Core Tasks  
✓ Earnings  
✓ Working Conditions

**68 Matches**  
▶ View Results or Start Over

← Type of Education Earnings →

**Core Tasks**

Choose the tasks you would like to do regularly at work.

- ☐ Analyzing Data, Programming or Doing Calculations
- ☒ Artistic Expression
- ☒ Assisting Customers or the Public
- ☒ Building or Creating Things
- ☐ Caring for or Treating People
- ☒ Communicating Information or Persuading People
- ☒ Designing or Drawing
- ☐ Doing Research
- ☐ Fixing / Repairing Things
- ☐ Identifying / Diagnosing Problems
- ☐ Inspecting, Measuring or Monitoring
- ☐ Keeping Accurate Records
- ☒ Making Sure Things are Clean and/or Organized
- ☐ Operating Machines or Vehicles

**Career Selector**

Using the tabs above the results list, you can also see close matches, review the search criteria 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.

## Explore Careers

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

# 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.

The screenshot displays the CareerCruising website interface for the 'Graphic Designer' occupation profile. The top navigation bar includes the site logo, language options, a user account menu, and a search bar. Below the navigation bar, the user's name 'Roshni My Plan' is visible. The main content area is titled 'Graphic Designer' and features a 'Save to My Plan' button. The 'At a Glance' section provides a summary of the occupation, including a description, a search by cluster (Arts & Culture: Fashion & Design), a photo of a graphic designer working, and key statistics: Earnings Range (20K - 70K), Level of Education (Community College or Technical Training, University), and a 'Suitable for You?' checkmark. The sidebar on the left contains various navigation links for exploring the occupation profile further.

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

**Earnings** – General information on how much people in the occupation can expect to earn, related benefits and expenses, and factors that influence salaries.

**Education** – Information on the education and training requirements for the occupation, including related college and university programs, related apprenticeships, suggested high school subject areas, and other 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, 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.

The screenshot displays the Career Cruising website interface for the 'Gardener' occupation. The top navigation bar is blue with the 'Career Cruising' logo and links for 'Français', 'Help', 'My Account', and a search bar. Below the navigation bar, there's a user profile for 'Roshni My Plan' and tabs for 'Assessments', 'Careers', 'Education', and 'Employment'. The main content area is titled 'Gardener' and includes a 'Save to My Plan' button. On the left, a sidebar lists various sections: 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', 'Other Resources', 'Interviews' (with links to Tanya and Jeff), and 'Job Search'. The main content area features a multimedia interview with Jeff, which includes a photo, a 'Print Interview' button, and two questions with detailed answers. The first question asks about the job and its differences, while the second asks about the background and how they got into the field.

## Multimedia Interview

**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.

# Occupation Profiles

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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.

## 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.

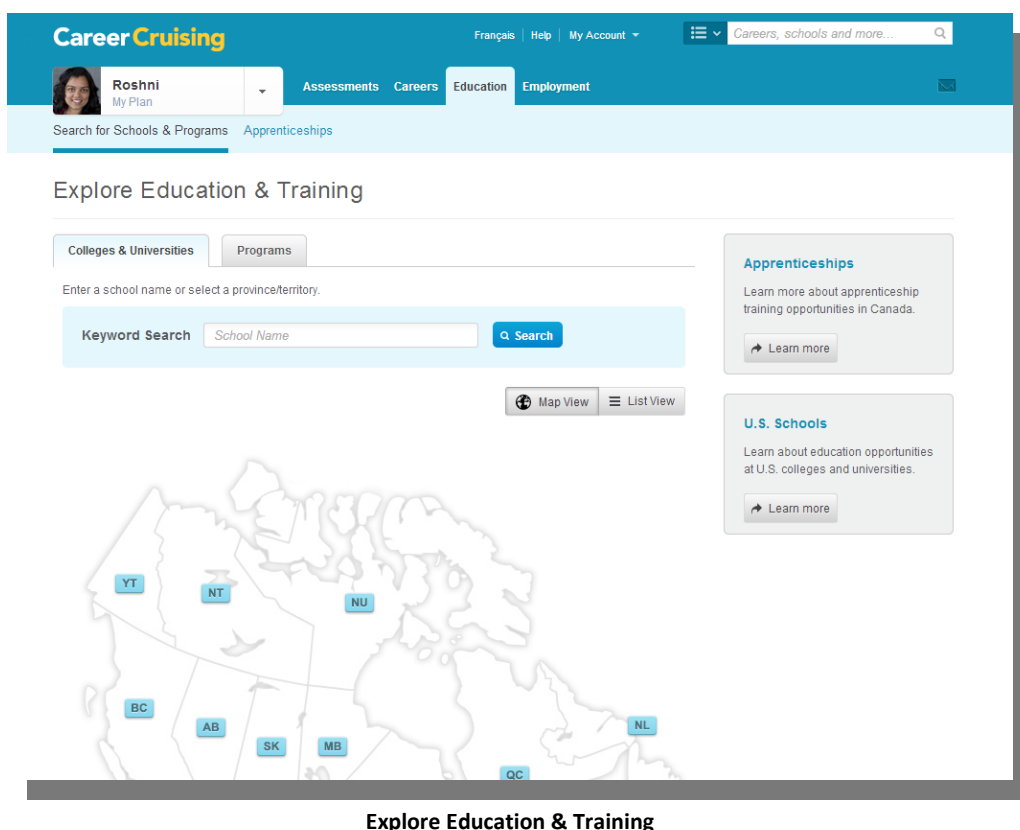


## Explore Education & Training

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

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

- **Search for Colleges & Universities** – Enter a school name for a keyword search or search by province to learn more about post-secondary schools that interest you.
- **Search for Programs** – Type in a program name or search by cluster.
- **Apprenticeships** – Learn about apprenticeship training options available across the country.



### SEARCH FOR COLLEGES & UNIVERSITIES

The search tools on the Colleges & Universities page make it easy to find schools offering the academic or vocational training programs you are looking for. Search for colleges and universities across the country by typing in a school name for a keyword search or by selecting a province on the map.

## Explore Education & Training

Click on any of the schools from the list of matches to view a detailed school profile. Each school profile contains important contact information, as well as information on admissions, housing, enrolment, athletics, and available programs of study. 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 your Plan.

**CareerCruising** Français | Help | My Account | Careers, schools and more...

**Roshni** My Plan | Assessments | Careers | **Education** | Employment

Search for Schools & Programs | Apprenticeships

**University of Toronto - St. George (Downtown)** [Save To My Plan](#)

**School Profile**

- Admissions
- Key Contacts
- Housing
- Athletics
- Programs Offered

**University of Toronto - St. George (Downtown)**  
27 King's College Circle  
Toronto, ON M5S 1A1  
Main Phone Number: (416) 978-2011  
[View Map](#)  
[Website](#)

**School Information**

**Mailing Address**  
University of Toronto - St. George (Downtown)  
27 King's College Circle  
Toronto, ON  
M5S 1A1  
[View Map](#)

**Contact Details**  
**Main Phone Number** (416) 978-2011  
**Website** <http://www.utoronto.ca>

**Enrolment Information**

Full-Time	69,000
Part-Time	9,000
Undergraduate	62,600
Graduate	15,400
Undergraduate Full-Time	55,400
Undergraduate Part-Time	7,200
Graduate Full-Time	13,600
Graduate Part-Time	1,800

**More Information**  
**globecampus**  
[View this school's profile on GlobeCampus](#)

**School Profile**

### SEARCH FOR PROGRAMS

This feature allows you to easily find colleges and universities offering the academic or vocational training programs you are looking for.

Search for programs by keyword or by choosing a program cluster. Searching by keyword works best if you know the name of the program you are looking for, while the cluster search is usually better if you only have a general idea about the type of program you want.

Once you have found a specific program that interests you, click on the program name to view its profile. Program profiles typically include the following information: description, program length, credentials granted, available concentrations, links to related programs at the school, delivery methods, and fees.

## Explore Education & Training

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

Roshni My Plan | Assessments | Careers | **Education** | Employment

Search for Schools & Programs | Apprenticeships

### Explore Education & Training

224 results for Psychology

**Province/Territory**

- ☒ Select All
- ☒ Alberta
- ☒ British Columbia
- ☒ Manitoba
- ☒ New Brunswick
- ☒ Newfoundland and Labrador
- ☒ Nova Scotia
- ☒ Ontario
- ☒ Prince Edward Island
- ☒ Quebec
- ☒ Saskatchewan

School Name	All Program Areas	Program Type	State/Province
Acadia University	Clinical Psychology	Master's Degree	Nova Scotia
Acadia University	Psychology (Science)	Undergraduate Degree	Nova Scotia
Acadia University	Psychology (Arts)	Undergraduate Degree	Nova Scotia
Adler School of Professional Psychology	Psychology	Doctoral Degree	British Columbia
Algoma University	Psychology	Post-Graduate Diploma	Ontario
Algoma University	Psychology (Arts)	Undergraduate Degree	Ontario
Algoma University	Psychology (Science)	Undergraduate Degree	Ontario
Algonquin College	Crisis Management / Human Psychology	Certificate	Ontario
Athabasca University	Psychology	Undergraduate Degree	Alberta
Bishop's University	Human Psychology	Certificate	Quebec
Bishop's University	Psychology	Undergraduate Degree	Quebec
Blue Quills First Nations College	Psychology	Undergraduate Degree	Alberta
Brandon University	Psychology	Undergraduate Degree	Manitoba

Search for Programs

### APPRENTICESHIP TRAINING

Career Cruising's database includes information on apprenticeship training programs available across the country. Apprenticeship programs can be searched for by keyword, cluster, or province. For each apprenticeship program, the following information is provided: description, certification requirements, length, educational prerequisites, and in-class training locations. Click on the **Save To My Plan** button to save the details of an apprenticeship profile to your Plan. Saved apprenticeships can be found in the My Education section of My Plan.

If you would like more information about how apprenticeship training works, click on the **Learn More** button in the Apprenticeships box on the Apprenticeships homepage. The About Apprenticeships information contains answers to commonly asked questions about apprenticeship training.

If you have additional inquiries about apprenticeship training, contact information is provided for the apprenticeship offices in all provinces and territories. Click the **Provincial Profiles** tab on the Apprenticeships homepage and select the **Local Offices** link to find an office in your area.

## Explore Education & Training

**CareerCruising** Français | Help | My Account | Careers, schools and more...

Roshni My Plan | Assessments | Careers | Education | Employment

Search for Schools & Programs | Apprenticeships

### Apprenticeships in New Brunswick

[Save to My Plan](#)

**About Apprenticeships**

Learn more about apprenticeship training opportunities in Canada.

[Learn more](#)

**Provincial Profile**

Learn more about apprenticeships in New Brunswick

[Learn more](#)

#### Automotive Repairer

<b>Length</b> ?	<b>Certification</b> ?	<b>Red Seal</b> ?
2 years	Voluntary	No

**Description**

Automotive repairers estimate and repair damage to glass, doors, hoods, trunk covers, fenders, and all other vehicle body parts. They correct body alignment and prepare metal surfaces for painting. They also replace things like trim panels, seat covers, bumpers, decals, and door and window hardware. Automotive repairers use hand tools, power tools, soldering equipment, and welding equipment.

See the [Automotive Service Technician](#) career profile for more information.

**Certification Requirements**

- The Automotive Repairer apprenticeship consists of 3,600 hours of combined on-the-job and in-class technical training. Approximately 80% of the time is spent in the workplace.
- Once you have completed the apprenticeship program, you must write the provincial examination. You will receive a Diploma of Apprenticeship for completing the program requirements and a Certificate of Qualification for passing the [Journeyerson's Examination](#).

### Apprenticeship Profile

## U.S. SCHOOLS

If you are interested in exploring education opportunities in the United States, you can search our complete database of 2 and 4-year colleges, career and technical schools, and graduate schools in the US.

There are six ways to make use of the US schools database:

**Search for Schools** – Use the keyword search or a clickable map of the United States to look up specific schools.

**Search for Majors** – Search for majors or programs by entering a program name for a keyword search or by using the program cluster search.

**Compare Schools** – Compare data and view school profiles side by side.

**School Selector** – Search for schools based on a variety of factors, including location, tuition, type of program, athletics offered, and others.

**Planning Timeline** – A step-by-step guide designed to help you plan and prepare for college in the US

## Explore Education & Training

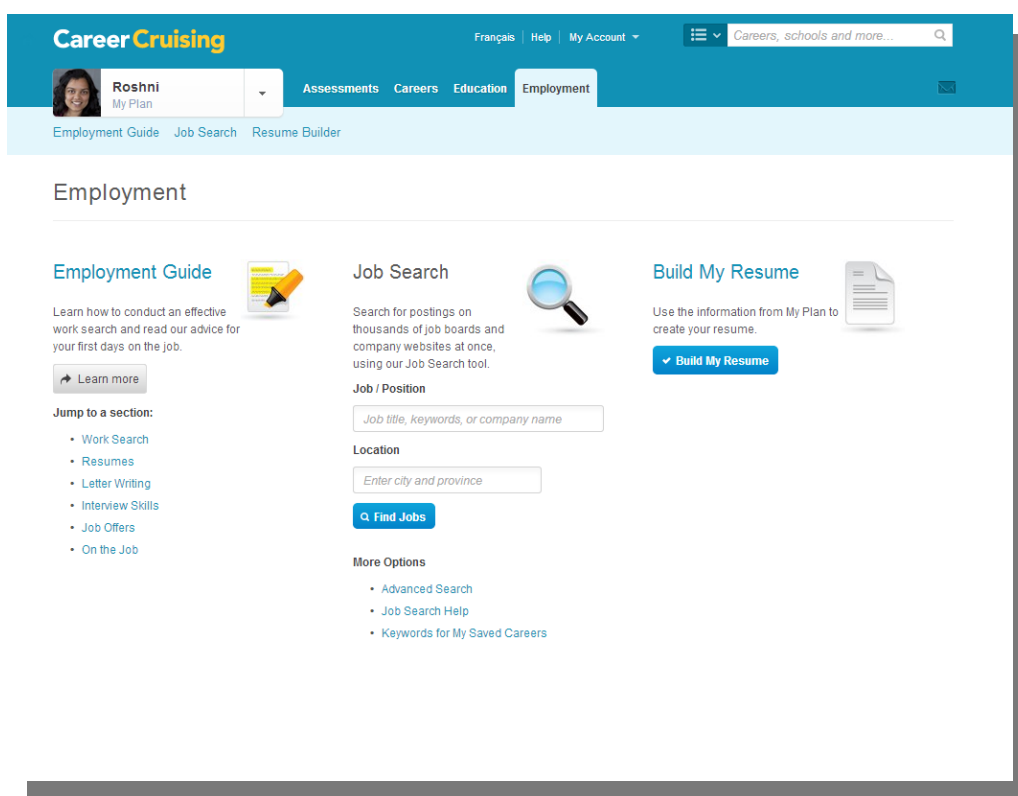
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**Financial Aid** – Search for scholarships by name or use the Financial Aid Selector to find suitable financial aid programs. This section also includes information about federal financial aid programs. Adapted from US Department of Education resources, the 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 US 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.)*



Employment Homepage

## EMPLOYMENT GUIDE

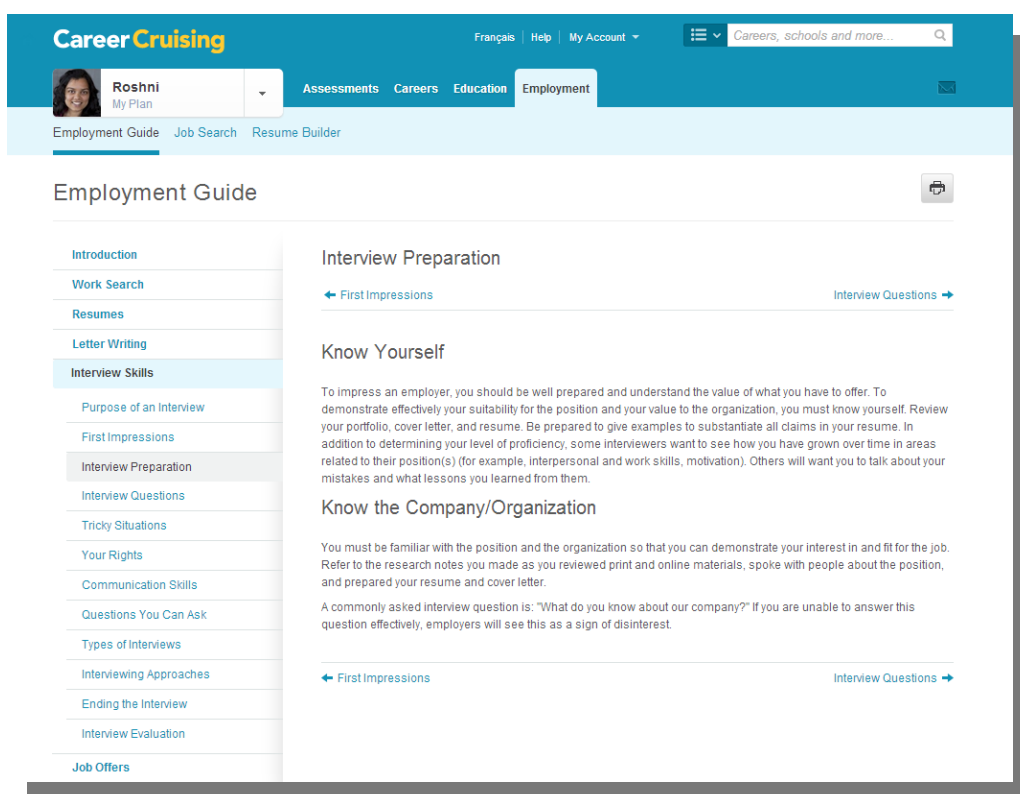
The Employment Guide provides you with valuable advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to your new job. You'll also find sample documents, such as resumes, and worksheets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



Employment Guide

## JOB SEARCH

The Job Search tool incorporates content from Indeed.Ca, 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

On the Job Search Results page, click on a job title to view the posting. Postings open in a new window on Indeed.Ca. 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** link 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.Ca.)

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

Roshni My Plan | Assessments | Careers | Education | **Employment**

Employment Guide | **Job Search** | Resume Builder

## Job Search

**Sort Results**  
By Relevance - By Date

**Filter Results**  
Job type  
Full-time  
Part-time  
Contract  
Internship  
Temporary

**Job / Position** **Location** jobs by **indeed**

Job title, keywords, or con... Enter city and province **Find Jobs**

**50 results for dental hygienist in ontario**

Click on a job title to view the posting. The posting will open in a new window on Indeed.com, outside of Career Cruising. Close the window to return to this results page.

Showing Results 1-20

**Postings**

**Dental Hygienist Full Time Position**  
West Hills Dentistry Guelph Ontario - Guelph, ON  
Immediate opening for a full time **Dental Hygienist** to work in a established, paperless office that is patient care driven. Must have a minimum of 3 years...  
From Indeed - 11 days ago

**Part-Time Dental Hygienist**  
Family Dental - Scarborough, ON  
Looking for Part-Time **Hygienist** to cover maternity leave. Must have 2 years experience, reliable with **dental** assisting back ground.  
From Indeed - 10 days ago

Job Search Results



# My Plan Tool

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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 your Plan.

If you log into 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

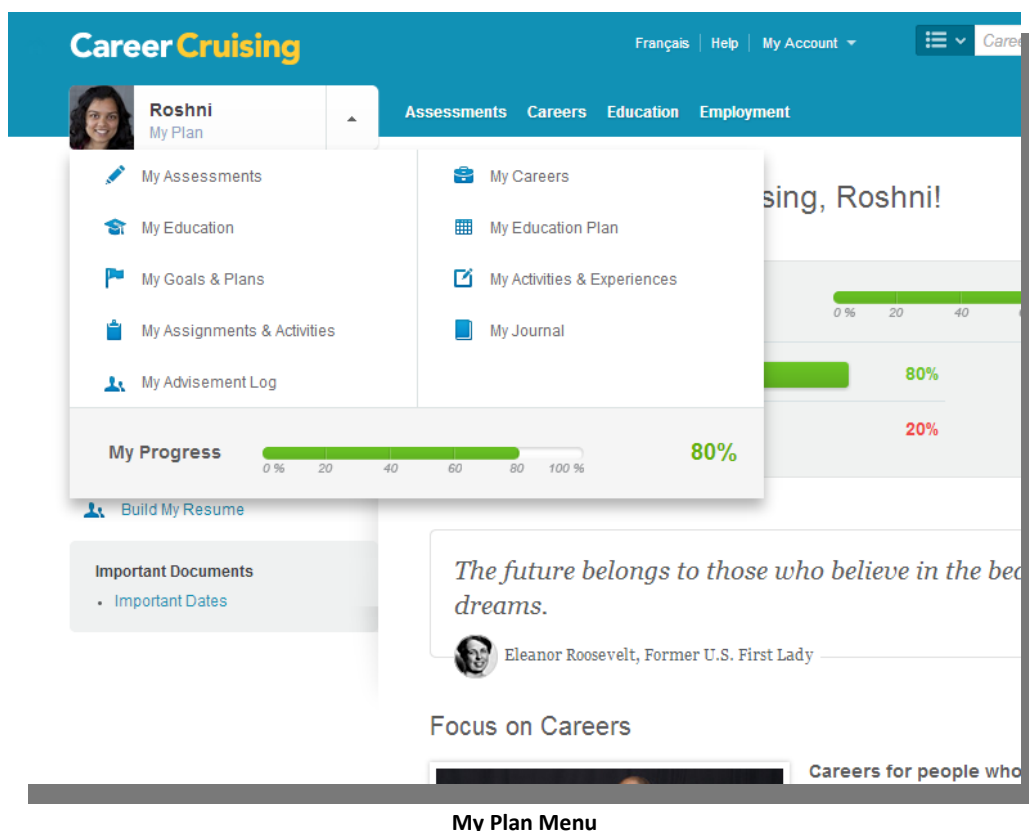
All of the information that you store in your Plan is kept confidential and secure. The only people who can view your Plan are you, your authorized teacher or career advisor, and your parents or guardians.

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 Tool



My Plan Menu

**My Progress** – The My Progress bar tracks the progress you have made towards fulfilling the completion requirements your teacher, counsellor, or career advisor has set. 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 page 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.

**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, can 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.

# My Plan Tool

**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 Ontario. The top navigation bar includes links for 'Assessments', 'Careers', 'Education', and 'Employment'. The user's profile shows a progress bar at 80% completion. The main content area is divided into several sections:

- My Assessments:** Includes 'Career Matchmaker' (with links for Grade 12, 11, and 10) and 'Learning Styles Inventory'.
- My Saved Careers:** Lists careers such as Chemical Engineering Tech, Communications Specialist, Respiratory Therapist, and Veterinarian.
- My Saved Schools:** Lists schools like York University - Glendon Campus, University of Ottawa / Université d'Ottawa, and Université de Moncton.
- My Saved Programs:** A section for bookmarking programs of interest.
- My Journal:** A section for reflecting on career and education plans, with an example entry titled 'Étapes à suivre pour devenir chef' from September 6, 2013.

**My Plan Homepage**

**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 Plan Tool

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**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 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 Schools section. You can maintain notes for all saved schools on an ongoing basis.

**My Saved Programs** (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 programs to your Plan, you can link to the Explore Education section to look for suitable programs. You can also search for programs related to careers you have saved to your Plan.

**My Saved Apprenticeships** (My Education) – Apprenticeship programs that you have saved to your Plan can be found in this section. If you haven't saved any apprenticeship profiles, you can link to the Apprenticeships section to learn more about apprenticeship training and to search for suitable programs.

**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 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 for by pre-entering the 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 your 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.

# My Plan Tool

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**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 and 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 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 Experiences** (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.

**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.

# My Plan Tool

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

**Important Documents** – The Important Documents section includes helpful documents and forms that have been inserted into your Plan by teachers, counsellors, 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.

**CareerCruising** Français | Help | My Account | Careers, schools and more...

**Roshni My Plan** Assessments Careers Education Employment

My Plan Build My Resume Share My Plan Print My Plan

**My Plan** My Progress 0% 20 40 60 80 100 % **40%**

**My Assessments**

- Matchmaker & My Skills
- Learning Styles
- Other Assessments

My Careers

My Education

My Education Plan

My Goals & Plans

My Activities & Experiences

My Assignments & Activities

My Journal

My Advisement Log

**Matchmaker & My Skills**

Click on a result set label to load those results into Career Matchmaker.

**Reflect & Confirm**

You need to reflect and confirm to complete this section of My Plan.

☒ I have reflected on this section of My Plan and have confirmed that it is up to date.

**Your Saved Matchmaker Results** + Start New Matchmaker

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

Showing Results for: Grade 12

Matchmaker My Skills

Reflect & Confirm Box

## My Plan Tool

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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 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

**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 homepage.

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.

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

**Roshni**  
My Plan

Assessments Careers Education Employment

My Plan **Build My Resume** Share My Plan Print My Plan

**Build My Resume** My Progress 0% 20 40 60 80 100% **80%**

**Getting Started**  
To help create your resume, any information stored in your Plan that may be useful for resume creation is automatically shared with the Resume Builder.

**Edit Your Resume**  
Use the arrows to reveal content for the section headings to the right. If you choose to edit the content, the changes will occur, and be saved, in My Plan section and updated in your resume.

**Select Sections to Include** [Format & Print](#)

Open All

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 Experiences	<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

References

**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 Activities** – These activities help guide students as they learn to create their personal My Plans, 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: Assessments, Explore Careers, Explore Education & Training, 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 Blueprint for Life/Work Designs** – The Blueprint for Life/Work Design maps out the life and work competencies that help individuals build and manage their lives and careers. These charts show how Career Cruising matches up with the Blueprint's competencies and indicators at each of the four developmental levels.
- **Career Cruising for Individuals with Special Needs** – This document includes practical suggestions to help career advisors use Career Cruising effectively with individuals with special needs. There are two versions of the document available: one for a school setting and one for a career center setting.

## Contact Us

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