

# USER'S GUIDE

KENTUCKY

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UPDATED AUGUST 2014

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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 assessment tools, a comprehensive post-secondary schools database, financial aid information, an ILP tool, employment resources, and helpful administrative features.

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 preparation, and ILP 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: Self-Assessment**

Start off with the Career Matchmaker assessment. Matchmaker helps you discover your work interests and provides you with a list of suggested careers.

### **Step 2: 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 3: 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 school profiles by using the Related College Programs links in the Education section of the graphic designer occupation profile.

### **Step 4: Develop your ILP**

The ILP 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 ILP. Developing the ILP allows you to continually build

# Introduction

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on your previous career exploration work. Also, you will be creating a document that you can use to present yourself to prospective employers, post-secondary school admissions staff, and others.

This User's Guide describes the features and functions of Career Cruising's career exploration and planning tools. For additional information and tips on getting the most out of Career Cruising, please consult our support documents in the Help section, or contact your client account manager.

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 [KYsupport@careercruising.com](mailto:KYsupport@careercruising.com).

# 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

### Tablets

- 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 CAREER CRUISING FROM THE STUDENT ILP

To access the Career Cruising website, you must first go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP) and log in to your Individual Learning Plan (ILP). Your ILP username is your 10-digit state student ID number. Teachers, counselors, and other authorized school staff can retrieve ILP passwords through the School ILP Administration Tool (SIAT).

If you do not know your ILP username or password, you will need to contact your teacher, advisor, or other authorized school staff. Career Cruising cannot provide you with that information. If you have forgotten your personal username or password, click on the **Forgot Your Password?** link on the login page.

If you have entered an email address in ILP profile, you will be able to retrieve your ILP password via email. If you do not know your ILP username, you must contact your school.

Once you have logged in to your ILP, you have full access to all of Career Cruising's features and tools. Use the links in the navigation menu near the top of the page to go to specific sections of the program (*e.g. Assessments, Careers, Education*).

## ACCESSING CAREER CRUISING FROM THE SCHOOL ILP ADMINISTRATION TOOL (SIAT)

Career advisors, teachers, and school administrators can access Career Cruising through the School ILP Administration Tool (SIAT).

To log into SIAT, go to [www.careercruising.com/ILPSchool](http://www.careercruising.com/ILPSchool) and enter your login information. Once you have logged into the system, click on the **Enter Career Cruising** button near the bottom of the menu on the left side of the page. You will be directed to the Career Cruising Main page, from which you can explore the Career Cruising program.



# Career Cruising Features

## OVERVIEW

Career Cruising has six main sections: **Explore Assessments**, **Explore Careers**, **Explore Education**, **Explore Financial Aid**, **Employment**, and the **ILP** 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 a user named Roshni. The page has a blue header with the 'Career Cruising' logo, navigation links (Español, Help, My Account), and a search bar. A left sidebar shows 'What do you want to do?' 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 welcomes Roshni and displays a 'My Progress' section with a 50% completion bar and a circular progress indicator. Below this is a quote by Eleanor Roosevelt. The 'Focus on Careers' section highlights careers for people who like to draw, including Animator, Cartographer, Cartoonist/Comic Illustrator, Computer Animator, Drafter, Graphic Designer, Illustrator, Tattoo Artist, 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 ILP** – Open the My ILP menu to access the different sections of your personal ILP.
- **My Progress** – Use the bar to track your progress towards ILP 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.

## Career Cruising Features

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- **Assessments** – Learn more about yourself and your interests in this section. Access the Career Matchmaker, My Skills, and Learning Styles Inventory assessments.
- **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 ILP 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 ILP are also available for viewing and downloading on the Main Page.
- **Suggested Links** – Links that teachers and counselors have added to the ILP homepage can also be accessed from the Main Page once you've signed into your ILP.
- **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.
- **My Account** – Use this menu to update parts of your ILP 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 and skills, and how your preferences and experiences relate to career choices.

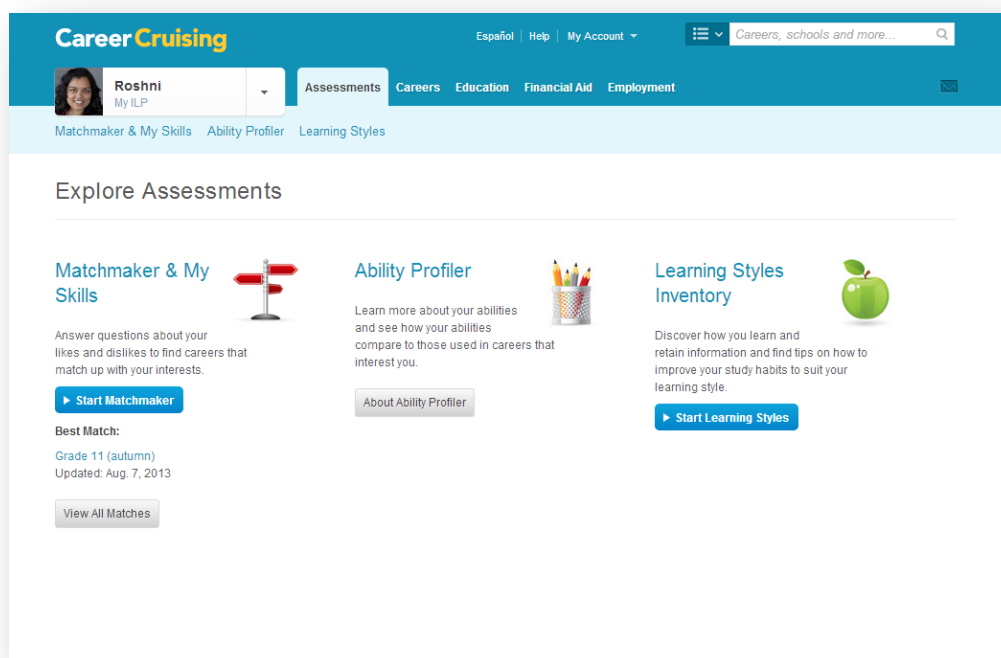
There are four assessments available:

**Career 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.



Explore Assessments

## CAREER MATCHMAKER

Career 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.

# Explore Assessments

Career 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.)

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 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.

# Explore Assessments

The screenshot shows the CareerCruising website interface. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below this, a user profile for 'Roshni My ILP' is visible. The main section is titled 'Matchmaker & My Skills' with a progress bar at 0%. On the left, there are filters for 'Career Cluster Recommendations' (Science, Technology, Engineering & Math; Agriculture, Food & Natural Resources; All Clusters) and 'Level of Education' (High School, 2-Year College or Technical Training, 4-Year College / University). The main content area shows 'Your Results for: ★ Grade 12 (autumn)' and a 'Printer Friendly' button. Below this, a list of 'Career Interest Rank' suggestions is provided, including Environmental Engineer, Petroleum Engineer, Solar Energy Tech, Cosmetologist, Explosives Specialist, and Hairstylist, each with a brief description of the profession.

## 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 your ILP.

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.

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 ILP will see when they look at your ILP. The Best Match results are also included in SIAT reports and used for reports-based messaging.

The screenshot shows the 'My ILP' dashboard for a user named Roshni. The 'My Progress' bar is at 23%. Under 'My Assessments', the 'Matchmaker & My Skills' section is active. It shows a table of 'Your Saved Matchmaker Results' with columns for 'Best Match', 'Matchmaker Label', 'Date Updated', and 'My Skills'. The results are for Grade 10, Grade 11 (selected), and Grade 12. Below the table, it shows 'Showing Results for: Grade 11' and a 'Matchmaker' section with 'Career Interest Rank' for 'Tattoo Artist' and '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: Grade 11

**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.

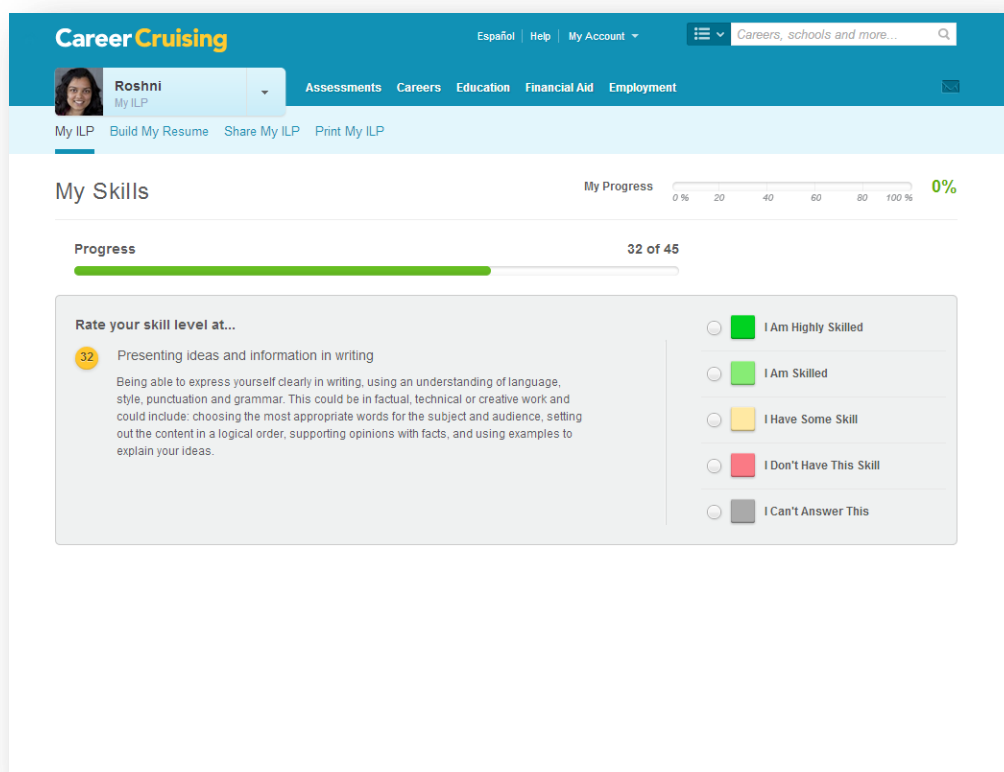
**Matchmaker Best Match Display**

## MY SKILLS

This section of Career Matchmaker is designed to help 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** Español | Help | My Account | Careers, schools and more...

**Roshni** My ILP

Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My ILP Print My ILP

## My Skills

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

Progress 32 of 45

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

**32** Presenting ideas and information in writing

Being able to express yourself clearly in writing, using an understanding of language, style, punctuation and grammar. This could be in factual, technical or creative work and could include: choosing the most appropriate words for the subject and audience, setting out the content in a logical order, supporting opinions with facts, and using examples to explain your ideas.

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

**Roshni**  
My ILP

Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My ILP Print My ILP

### Matchmaker & My Skills

My Progress 0% 20 40 60 80 100%

**Your Results for: ★ Grade 12 (autumn)** [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>Environmental Engineer</b><br>Environmental engineers help maintain clean and healthy surroundings through the protection of air, soil, and water quality. | A         |
| 2. <b>Petroleum Engineer</b><br>Petroleum engineers search for new oil and natural gas deposits and figure out the best ways to get them out of the ground.      | A         |
| 3. <b>Solar Energy Tech</b><br>Solar energy techs design, make, install, and repair systems that convert sunlight into electricity.                              | B         |
| 4. <b>Cosmetologist</b><br>Cosmetologists are beauty professionals who work on hair, skin, and nails to keep them healthy and attractive.                        | A         |
| 5. <b>Explosives Specialist</b><br>Explosives specialists work in many different fields, either creating or preventing explosions.                               | B         |

**Career Cluster Recommendations**

- Science, Technology, Engineering & Math
- Agriculture, Food & Natural Resources
- ☒ All Clusters

**Level of Education**

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

[Update My Results](#)

## 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.

Ability Profiler results are integrated with your Matchmaker career suggestions.



# Explore Assessments

**My ILP** My Progress 0% 20 40 60 80 100% 23%

**My Assessments**

- Matchmaker & My Skills
- Ability Profiler
- Learning Styles
- State Assessments
- Standardized Tests
- Other Assessments

**Matchmaker & My Skills**

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

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

| 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   | ✓         |

**Showing Results for:** Grade 12 (autumn)

| Matchmaker   | Ability Profiler | My Skills         |       |
|--|------------------|-------------------|-------|
| Career Interest Rank   | Close or Exceeds | Needs Improvement | Score |
| 1. <b>Construction Manager</b><br>Construction managers plan and oversee the building of all kinds of structures, including skyscrapers, houses, roads, and bridges. | 2                | 4                 | A     |
| 2. <b>Curator</b><br>Curators manage collections of art and other objects, such as gems, insects, artifacts, and historic clothing.                                  | 3                | 3                 | A     |
| 3. <b>Property Manager</b><br>Property managers handle business matters involved in the operation of residential, commercial, or industrial properties.              | 4                | 2                 | A     |
| 4. <b>Legal Secretary</b><br>Legal secretaries prepare and process legal documents, and perform other general office duties.   | 6                | 0                 | B     |
| 5. <b>Manufacturing Manager</b><br>Manufacturing managers monitor and control factories and other production facilities and ensure the smooth...                     | 3                | 3                 | A     |

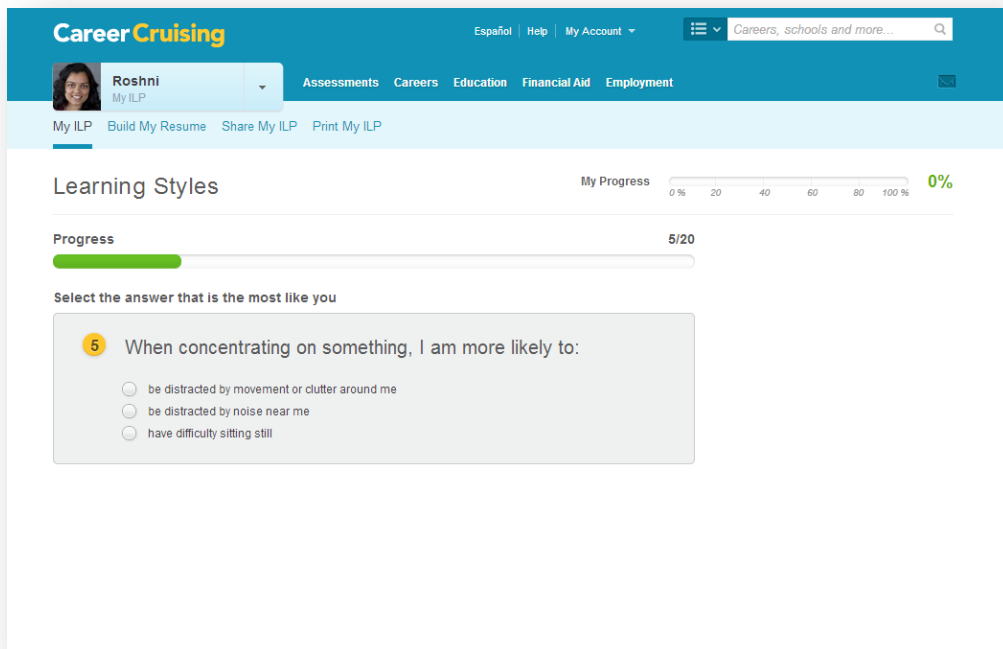
Matchmaker Results with Ability Profiler Scores

## 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



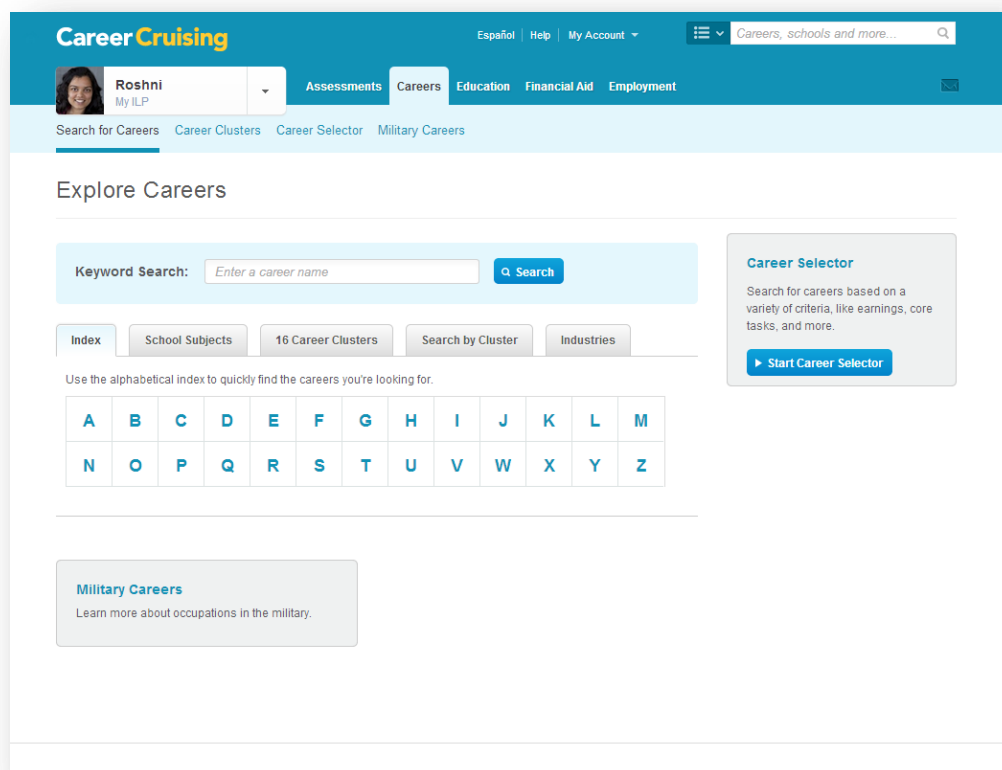
The screenshot shows the Career Cruising website interface. At the top, there is a blue header with the logo, navigation links (Español, Help, My Account), and a search bar. Below the header, a user profile for 'Roshni My ILP' is displayed. The main navigation menu includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Assessments' section is active, showing 'My ILP', 'Build My Resume', 'Share My ILP', and 'Print My ILP' options. The 'Learning Styles' assessment is in progress, with a progress bar at 0% and a question number 5. The question asks, 'When concentrating on something, I am more likely to:' and provides 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 one of the career clusters 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.



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

Career clusters are groups or families of occupations that share common characteristics such as knowledge requirements, skill sets, and/or goals. Searching by cluster can help you focus your career goals. Click on **Career Clusters** and select the name of one of the 16 clusters to learn more about it, and click on the **Related Careers** tab to see a list of occupation profiles that are in that particular grouping. 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 beside the list of occupations to filter the list by education.

## 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.

# Explore Careers

## 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 your ILP by clicking on the blue **Save To My ILP** button. Saved results appear in the **My Careers** section of your ILP.

## 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.

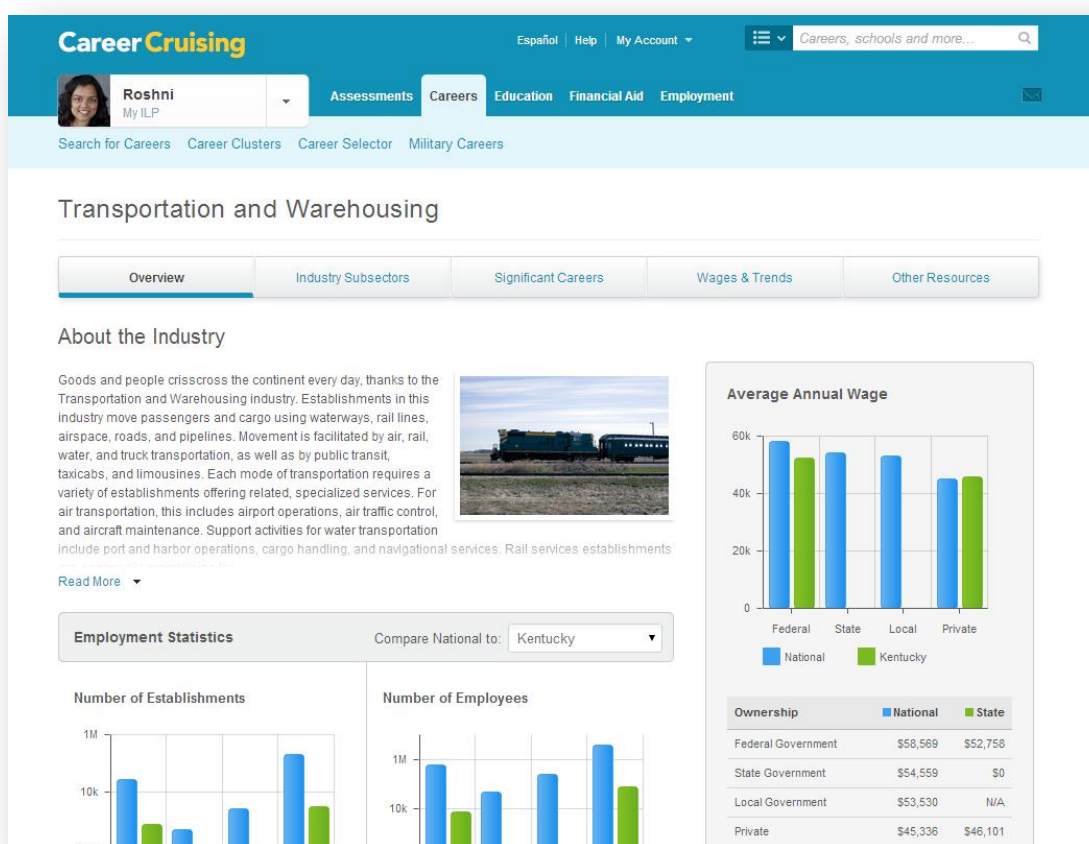
Save military profiles to your ILP by clicking the blue **Save To My ILP** button located on every military profile page. Saved careers can be found in the **My Careers** section of your ILP.

# Explore Careers

## 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.

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.



Industry Profile

# 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. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below this is a user profile for 'Roshni My ILP' and tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'Graphic Designer' and includes a 'Save to My ILP' button. The 'At a Glance' section provides a summary of the occupation, including a photo of a woman working at a computer, a description of the role, and key statistics: Earnings Range (25K - 75K), Level of Education (2-Year College or Technical Training, 4-Year College or University), and a 'Suitable for You?' checkmark.

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. 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 this career, 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.

The screenshot displays the Career Cruising website interface for the 'Gardener' occupation. The top navigation bar includes the 'Career Cruising' logo, language options (Español, Help), a user account menu (My Account), and a search bar. Below the navigation bar, the user's profile (Roshni, My ILP) is shown, along with tabs for Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled 'Gardener' and includes a 'Save to My ILP' button. A sidebar on the left provides a 'Gardener' overview with links to various sections: At a Glance, Suitable for You?, Job Description, Working Conditions, Earnings, Education, Sample Career Path, Related Careers, Other Resources, Interviews (listing Tanya and Jeff), and Job Search. The main content area features a multimedia interview with Jeff, a gardener. The interview includes a photo of Jeff, a 'Print Interview' button, and a list of interview topics: Questions & Answers, A Day in the Life, Breakdown of Activities, Likes, Dislikes, and Advice. The interview text describes Jeff's duties in maintaining a children's garden and teaching greenhouse, and his background in journalism and communications.

## Multimedia Interview



# 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 ILP, click on the blue **Save To My ILP** 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 your ILP.

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

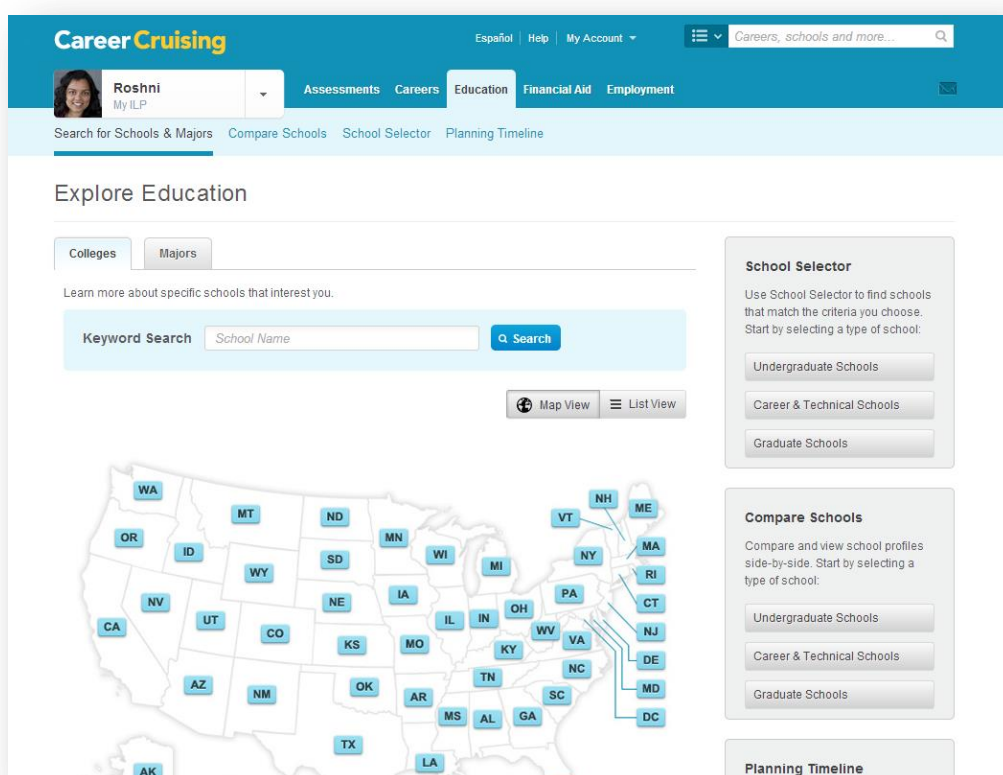
To print a copy of the occupation profile from your browser window, click on the **Printer Friendly** icon next to the **Save To My ILP** button.

# 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.



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 ILP by clicking on the blue **Save To My ILP** button in the top right corner of every profile page. Saved schools can be found in the **My Education** section of your ILP.

The screenshot shows the Career Cruising website interface. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below this is a user profile for 'Roshni My ILP' and a menu with 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The main content area is titled 'University of Kentucky' and includes a 'Save to My ILP' button. On the left, there's a sidebar with links to 'School Profile', 'Admissions', 'Academic Information', 'Expenses & Financial Aid', 'Enrollment', 'Facilities & Services', 'Student Life', 'Athletics', and 'Majors Offered'. The main content area is divided into sections: 'School Information' (Location: Lexington, KY; Setting: Urban; Phone Number: (859) 257-9000; Website: http://www.uky.edu/), 'School Type' (University, Public - State, Coeducational), 'Academic Calendar' (Semesters), 'Faculty Information' (Full-Time Faculty: 1,365; Part-Time Faculty: 318; Student to Faculty Ratio: 18:1), and 'Admissions' (Application Deadline: February 15; Number of Applicants: 18,802; Number of Acceptances: 12,655). A 'View More' button is at the bottom.

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 Kentucky 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 ILP 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.

| General Information          | University of Kentucky | Kentucky State University | Morehead State University |
|------------------------------|------------------------|---------------------------|---------------------------|
| <b>Type &amp; Location</b>   |                        |                           |                           |
| School Type                  | 4-Year                 | 4-Year                    | 4-Year                    |
| Public / Private             | Public - State         | Public - State-related    | Public - State            |
| Location                     | Lexington, KY          | Frankfort, KY             | Morehead, KY              |
| Setting                      | Urban                  | Small town                | Small town                |
| <b>Student Population</b>    |                        |                           |                           |
| Student Body                 | Coeducational          | Coeducational             | Coeducational             |
| Total Students               | 28,034                 | 2,524                     | 11,172                    |
| Total Undergraduate Students | 20,827                 | 2,296                     | 9,725                     |
| <b>Faculty</b>               |                        |                           |                           |
| Full-Time Faculty            | 1,365                  | 134                       | 381                       |
| Part-Time Faculty            | 240                    | 20                        | 20                        |

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 ILP** 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.

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

Roshni My ILP Assessments Careers Education Financial Aid Employment

Search for Schools & Majors Compare Schools **School Selector** Planning Timeline

### Undergraduate School Selector

- ✓ Type of School
- ✓ Location & Setting
- ✓ Admission Difficulty
- ✓ Special Program Options
- ✓ Tuition
- ✓ **Enrollment**
- ✓ Athletics
- ✓ Majors Offered
- ✓ Campus Life & Services

**8 Matches**

[View Results](#) or Start Over

← Tuition Athletics →

#### Enrollment

What size of school would you like to attend?

☐ Small (0 - 999)

☒ Medium (1,000 - 4,999)

☒ Large (5,000 - 9,999)

☐ Very Large (10,000 +)

☐ Does not matter

Would you prefer a student population that is...

☐ Coeducational

☐ All or mostly men

☐ All or mostly women

☒ Does not matter

← Tuition Athletics →

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 ILP by clicking on the blue **Save To My ILP** 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 ILP 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 gray **Printer Friendly** icon.

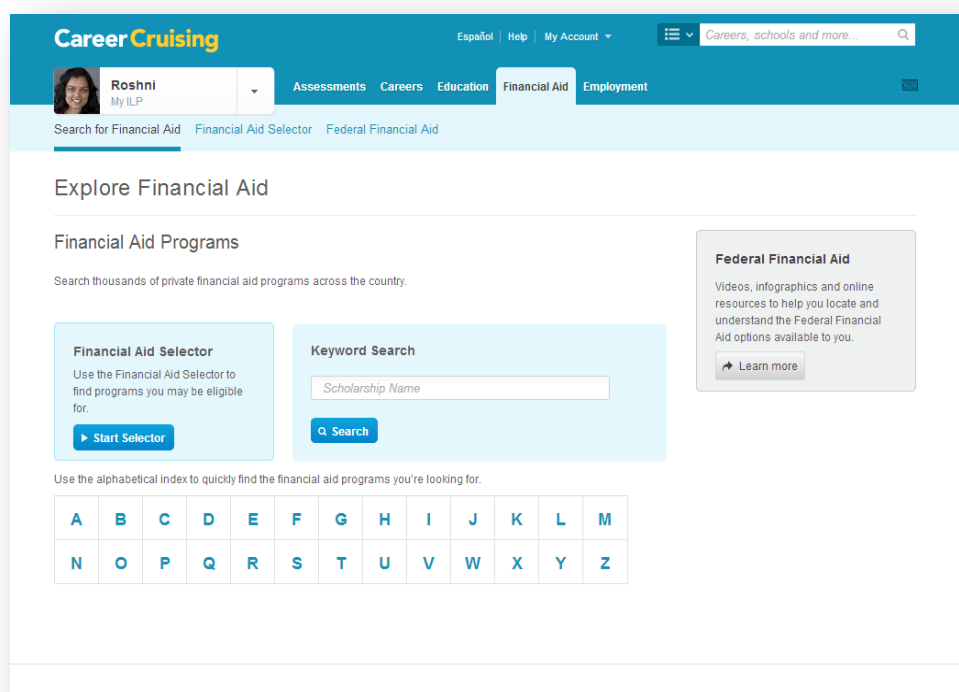
## Explore Financial Aid

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 ILP, click on the **Save To My ILP** button at the top of every profile page. Saved scholarships appear in the **My Scholarships & Financial Aid** section of your ILP.



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

## Explore 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 ILP, click the **Save To My ILP** button at the top of every scholarship profile page.

**CareerCruising** Español Help My Account Careers, schools and more...

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

Search for Financial Aid **Financial Aid Selector** Federal Financial Aid

### Financial Aid Selector

- ✓ Personal Information
- ✓ Citizenship & Residence
- ✓ Background
- ✓ **Academic History**
- ✓ College Information
- ✓ Interests & Talents
- ✓ Military Service
- ✓ Corporate & Volunteer Experience

Please answer all questions. The more questions you answer, the more results you will get.

[View Results](#) or Start Over

← Background College Information →

#### Academic History

Are you currently in high school?

☒ Yes ☐ No

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What is your class rank?

☐ Upper quarter (minimum 3.5 GPA)

☐ Upper third (minimum 3.0 GPA)

☒ Upper half (minimum 2.5 GPA)

☐ None of the above

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What year of college study will you be entering?

☒ Freshman ☐ Sophomore ☐ Junior

### Financial Aid Selector

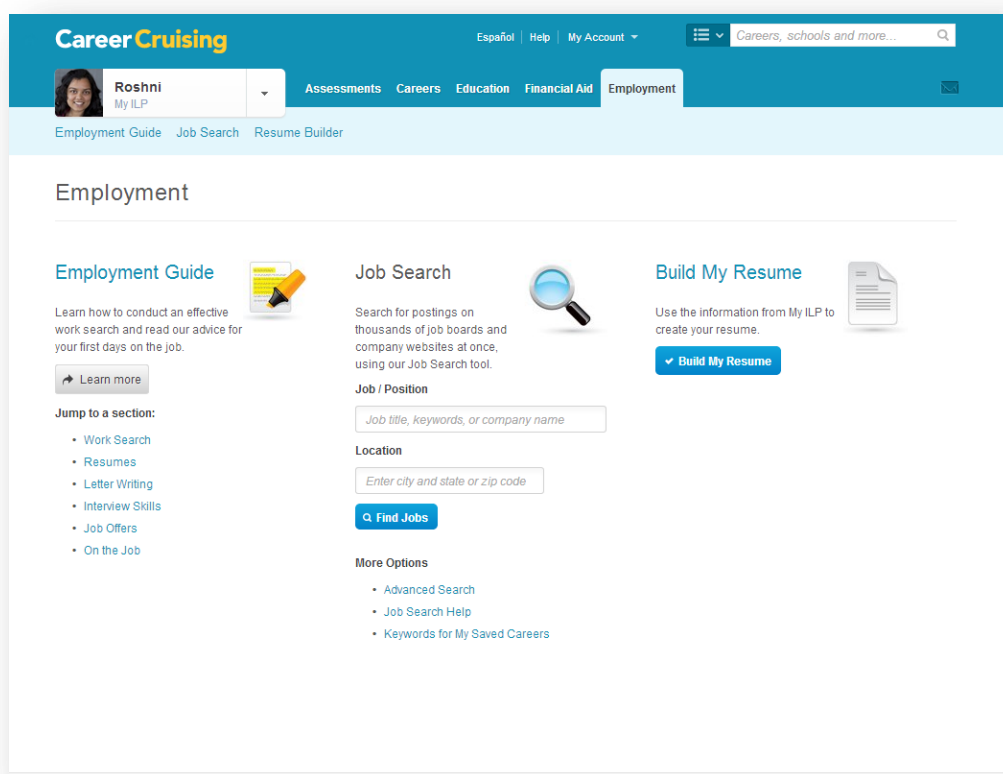
## FEDERAL FINANCIAL AID

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.



Employment Homepage

## EMPLOYMENT GUIDE

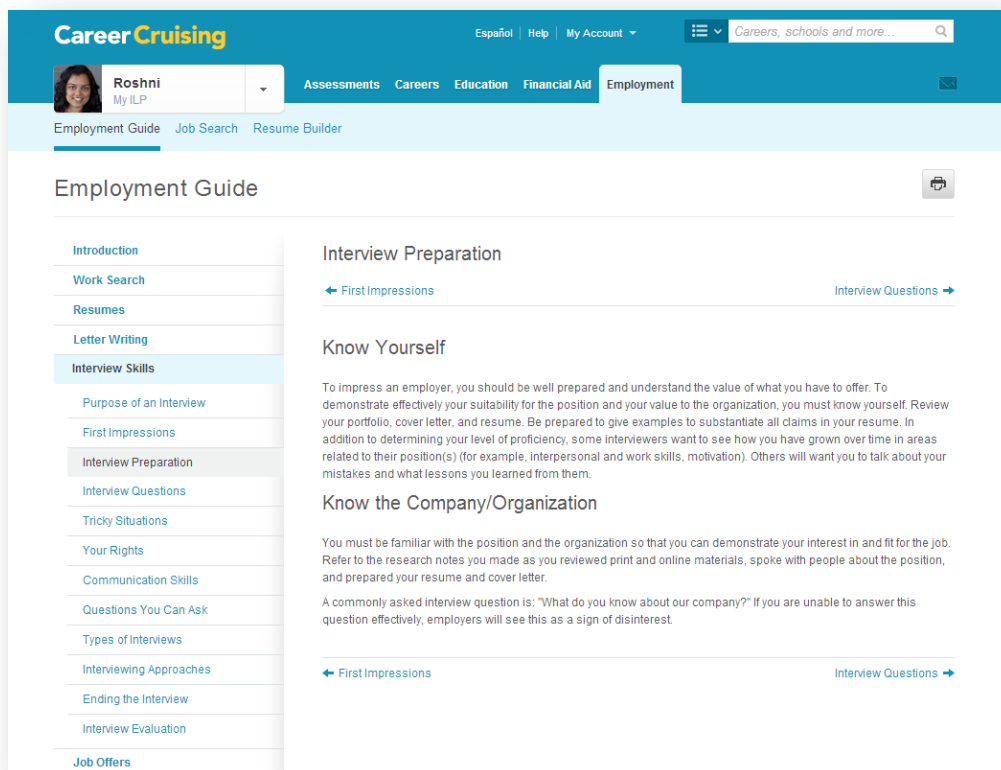
The Employment Guide provides you with valuable advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to your new job. You'll also find sample documents, such as resumes, and worksheets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

To access the Employment Guide, click on **Employment** in the top menu bar, then click the **Learn More** button in the Employment Guide section. You can also 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.

# Employment

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.Com, a job search engine that allows users to access job postings on company career sites and online job boards. 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.

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.

# Employment

You can also search for job postings using keywords for occupations that you have saved to your ILP. 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.)

The screenshot shows the Career Cruising website interface. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below this is a user profile for 'Roshni' with a dropdown menu. The main navigation includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'Employment' section is active, showing 'Employment Guide', 'Job Search', and 'Resume Builder'. The 'Job Search' page displays a search for 'Dental Hygienist' in 'Kentucky' with 27 results. The results are sorted by relevance. The first result is 'Dental Hygienist - Burlington, KY' by Heartland Dental, LLC. The page also includes a sidebar with filters for job type (Full-time, Part-time, Contract, Internship, Temporary) and a 'Find Jobs' button.

Job Search Results

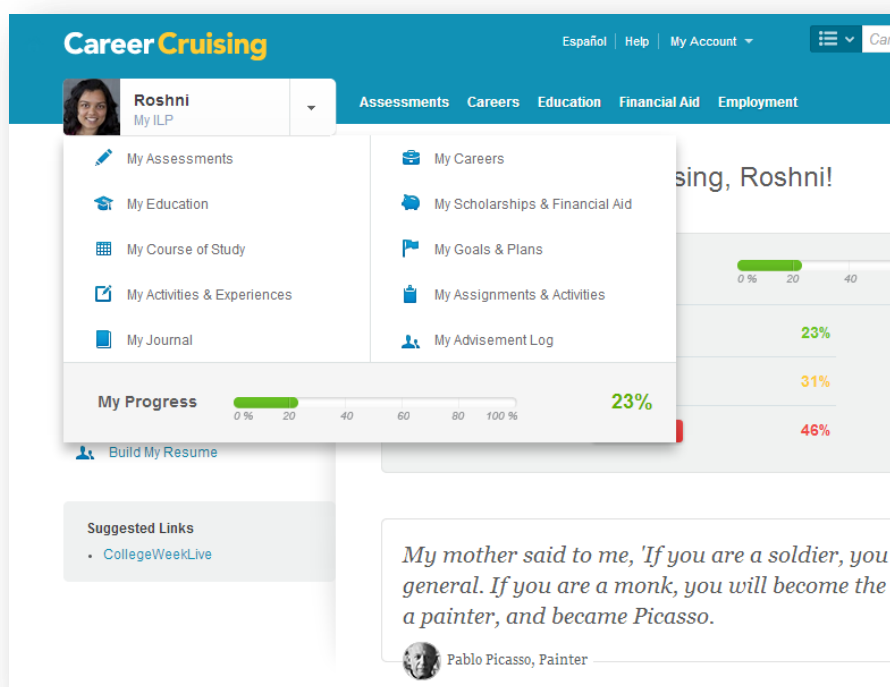
# Individual Learning Plan (ILP)

Students across Kentucky are required to complete an Individual Learning Plan (ILP). The Career Cruising ILP tool is designed to help you bring together your academic achievements, extracurricular experiences, and career and education exploration activities. This enables parents or guardians, teachers, counselors, and you to work together to develop a course of study that meets your needs and goals.

## ACCESSING MY ILP

You can access your ILP at any time from any computer connected to the Internet. To access your ILP, go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP) and enter your personal ILP username and password.

The ILP tool is integrated with the Kentucky Department of Education's student information system. Student data is updated regularly to include new students, student movement from school to school, and changes to student demographic information. This data cannot be edited from the ILP. Any changes to this information must be made in the Student Information System in order to be reflected in the ILP.



My ILP Menu

## ILP PRIVACY

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

To protect the privacy of your ILP, we recommend that you do not share your ILP username and password with other people. 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.

# Individual Learning Plan (ILP)

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## ILP FEATURES

The ILP 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 some of the sections in the ILP can be enabled and disabled by counselors and teachers using the School ILP Administration Tool (SIAT), so it is possible that some users at your site may not have access to all of these features.

**My Progress** – The My Progress bar tracks the progress you have made towards fulfilling the ILP completion requirements. Click on the **View Details** link to see exactly which required ILP 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 Career 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.

**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.

**My Saved Careers (My Careers)** – This section includes a list of all the careers you have saved to your ILP 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.

# Individual Learning Plan (ILP)

The screenshot shows the 'My ILP' homepage for a user named Roshni P. at Northwest High School in Kentucky. The interface includes a top navigation bar with links for Assessments, Careers, Education, Financial Aid, and Employment. A sidebar on the left lists various tools like My Assessments, My Careers, My Education, and My Journal. The main content area features a 'My Progress' bar at 83%, 'My Assessments' section with 'Matchmaker & My Skills' and 'Ability Profiler', and 'Learning Styles Inventory' showing Visual Learning at 30%, Auditory Learning at 35%, and Tactile Learning at 35%. Below these are sections for 'My Saved Careers' (listing Chef and Magician), 'My Saved Schools' (listing University of Kentucky), and 'My Saved Majors'. At the bottom, there is a 'My Journal' section and two promotional banners for KHEAA and Kentucky eTranscript.

My ILP Homepage

**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

# Individual Learning Plan (ILP)

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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 ILP 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 ILP. If you haven't saved any majors to your ILP, 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 ILP.

**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 ILP. 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 ILP. Click on the name of a scholarship to view details about that award. If you have not saved any scholarships to your ILP, 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 Course of Study** – You can use the Course of Study section to create a personalized 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-entering course information through the School ILP Administration Tool (SIAT). 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

# Individual Learning Plan (ILP)

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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.

**Community Service (My Activities & Experiences)** – In the Community Service section, you can keep track of any community service you do. For each position held, record the following: position title, name of 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 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 ILP.



# Individual Learning Plan (ILP)

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**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 ILP by your school or district.

**Important Documents** – Documents and forms (such as handbooks, assignments, and permission slips) that your school or district has uploaded to your ILP appear in this section of the ILP Homepage.

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

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

## REFLECT & CONFIRM

The Reflect & Confirm feature ensures that you continue to maintain and update your ILP each year. You are required to review and revise the required sections of your ILP each year in order to achieve ILP completion status.

The Reflect & Confirm box is located above the main content in each required section of the ILP. When you have completed the necessary information, such as saving careers or recording extracurricular activities, for each section, select the checkbox beside the “I have reflected on this section of My ILP and have confirmed that it is up to date” statement in the Reflect & Confirm box.

# Individual Learning Plan (ILP)

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

**Roshni**  
My ILP

Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My ILP Print My ILP

**My ILP** My Progress 0% 20 40 60 80 100% **23%**

**My Assessments**

- Matchmaker & My Skills
- Ability Profiler
- Learning Styles
- State Assessments
- Standardized Tests
- Other Assessments

My Careers

My Education

My Scholarships & Financial Aid

My Course of Study

My Goals & Plans

My Activities & Experiences

My Assignments & Activities

My Journal

**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 ILP.

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

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

| Best Match | Matchmaker Label  | Date Updated | My Skills |
|------------|-------------------|--------------|-----------|
|            | Grade 11 (autumn) | 08/07/2013   | ✓         |
|            | Grade 12 (autumn) | 08/07/2014   | ✓         |

Showing Results for: Grade 12 (autumn)

| Matchmaker           | My Skills |
|----------------------|-----------|
| Career Interest Rank | Score     |

## Reflect & Confirm Box

## SHARE MY ILP

**Share My ILP with Parents/Guardians** – In this section, you can view profiles for parents and guardians who have parent accounts associated with your ILP. You can also read the comments that your parents or guardians have added to your ILP.

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

## PRINT MY ILP

The Print My ILP feature allows you to identify the specific sections of your ILP 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 ILP.

# Resume Builder

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

To make it easy for you to quickly generate a resume, any information stored in your ILP 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 ILP 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.

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Roshni My ILP Assessments Careers Education Financial Aid Employment

My ILP Build My Resume Share My ILP Print My ILP

**Build My Resume** My Progress 0% 20 40 60 80 100% 23%

**Getting Started**  
To help create your resume, any information stored in your ILP 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 ILP 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   |
| ▼ Community Service          | <input checked="" type="checkbox"/> Add to Resume   |
| ▼ Awards & Recognitions      | <input checked="" type="checkbox"/> Add to Resume   |
| ▼ Organizations & 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 PDF, a Word document, a web page, or a plain text file.

# Contact Us

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