

USER'S GUIDE

SOUTH DAKOTA

Table of Contents

INTRODUCTION	1
THE PURPOSE OF CAREER CRUISING	1
WHO CAN BENEFIT FROM CAREER CRUISING?	1
INDIVIDUAL CAREER GUIDANCE.....	2
GETTING STARTED	4
SYSTEM REQUIREMENTS.....	4
VIEWING SOUND AND VIDEO CLIPS	4
LINKS TO OTHER WEBSITES	4
ACCESSING CAREER CRUISING THROUGH SDMYLIFE PORTFOLIO.....	5
ACCESSING CAREER CRUISING THROUGH THE SCHOOL ADMINISTRATION SYSTEM	5
CAREER CRUISING FEATURES.....	6
OVERVIEW.....	6
EXPLORE ASSESSMENTS	8
MATCHMAKER	9
MULTIPLE MATCHMAKER RESULTS.....	11
MY SKILLS	12
ABILITY PROFILER	13
LEARNING STYLES INVENTORY	14
EXPLORE CAREERS	16
KEYWORD SEARCH	17
SEARCH BY INDEX	17
SEARCH BY SCHOOL SUBJECT	17
16 CAREER CLUSTERS / SEARCH BY CLUSTER	17
CAREER SELECTOR.....	18
MILITARY CAREERS.....	19
SEARCH BY INDUSTRY.....	19
OCCUPATION PROFILES.....	21
ABOUT THE OCCUPATION PROFILES	21
SAVING AND PRINTING OCCUPATION PROFILES.....	23
EXPLORE EDUCATION.....	24
SEARCH FOR SCHOOLS	25
SEARCH FOR MAJORS	25
COMPARE SCHOOLS.....	26
SCHOOL SELECTOR	27
PLANNING TIMELINE	28

Table of Contents

EXPLORE FINANCIAL AID	29
SEARCH FOR FINANCIAL AID.....	29
FINANCIAL AID SELECTOR.....	29
FEDERAL FINANCIAL AID	30
EMPLOYMENT	31
EMPLOYMENT GUIDE.....	32
JOB SEARCH.....	32
EMPLOYMENT	ERROR! BOOKMARK NOT DEFINED.
SDMYLIFE PORTFOLIO	34
ACCESSING SDMYLIFE PORTFOLIO	34
SDMYLIFE PORTFOLIO PRIVACY	34
SDMYLIFE PORTFOLIO FEATURES.....	35
REFLECT & CONFIRM.....	39
SHARE MY PORTFOLIO	40
PRINT MY PORTFOLIO	40
RESUME BUILDER.....	41
CONTACT US	42

Introduction

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 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

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: 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 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 SDMyLife Portfolio

The SDMyLife Portfolio 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 SDMyLife Portfolio. Developing the SDMyLife

Introduction

Portfolio 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.

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.

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 SDsupport@xello.world.

Getting Started

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. Also, network firewalls should include 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

ACCESSING CAREER CRUISING THROUGH SDMYLIFE PORTFOLIO

To access the Career Cruising website, you must first go to www.SDMyLife.com and log in to your SDMyLife Portfolio. Your SDMyLife Portfolio username is your state student ID number. Teachers, counselors, and other authorized school staff can retrieve SDMyLife Portfolio passwords through the School Administration System (SAS). Click the **Login** button.

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

ACCESSING CAREER CRUISING THROUGH THE SCHOOL ADMINISTRATION SYSTEM

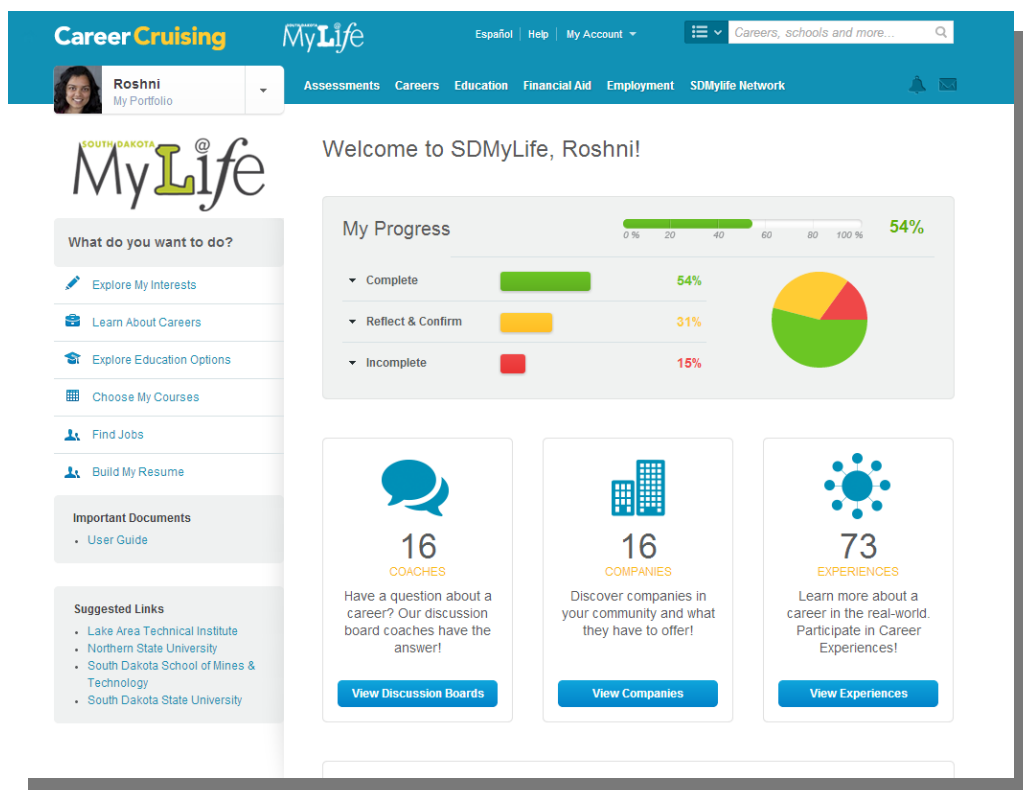
Career advisors, teachers, and school administrators can access Career Cruising through the School Administration System (SAS).

To log into SAS, go to www.careercruising.com/SDSchool and enter your login information. Once you have logged into the system, click on the **Enter Career Cruising** button in 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 **SDMyLife Portfolio** 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.



Career Cruising Main Page

- **Career Cruising Main Page** – Click the Career Cruising logo to return to the main page at any time.
- **My Portfolio** – Open the My Portfolio menu to access the different sections of your SDMyLife Portfolio.
- **My Progress**– Use the bar to track your progress towards portfolio 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, Ability Profiler, and Learning Styles Inventory assessments.

Career Cruising Features

- **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 SDMyLife Portfolio 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 SDMyLife Portfolio are also available for viewing and downloading on the main page.
- **Suggested Links** – Links that teachers and counselors have added to the SDMyLife Portfolio homepage can also be accessed from the Main Page once you've signed into your portfolio.
- **Focus on Careers** – A collection of links to occupation profiles that correspond to a particular interest, characteristic, activity, or field of work. Click the **Show Me Another** button to view more.
- **Español** – Allows you to access the Spanish version of the program. This will not affect any data, notes, or messages you have entered, which will remain in their original language. Use this link to toggle between Spanish and English at any time.
- **Help** – Takes you to the Help section, which contains a user's guide, prepared classroom activities, technical support information, and more. For additional information, feature guides, training and more, please visit Help Scout at help.careercruising.com.
- **My Account** – Use this menu to update parts of your SDMyLife Portfolio profile or to exit Career Cruising, which will end all of your current sessions.

Explore Assessments

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

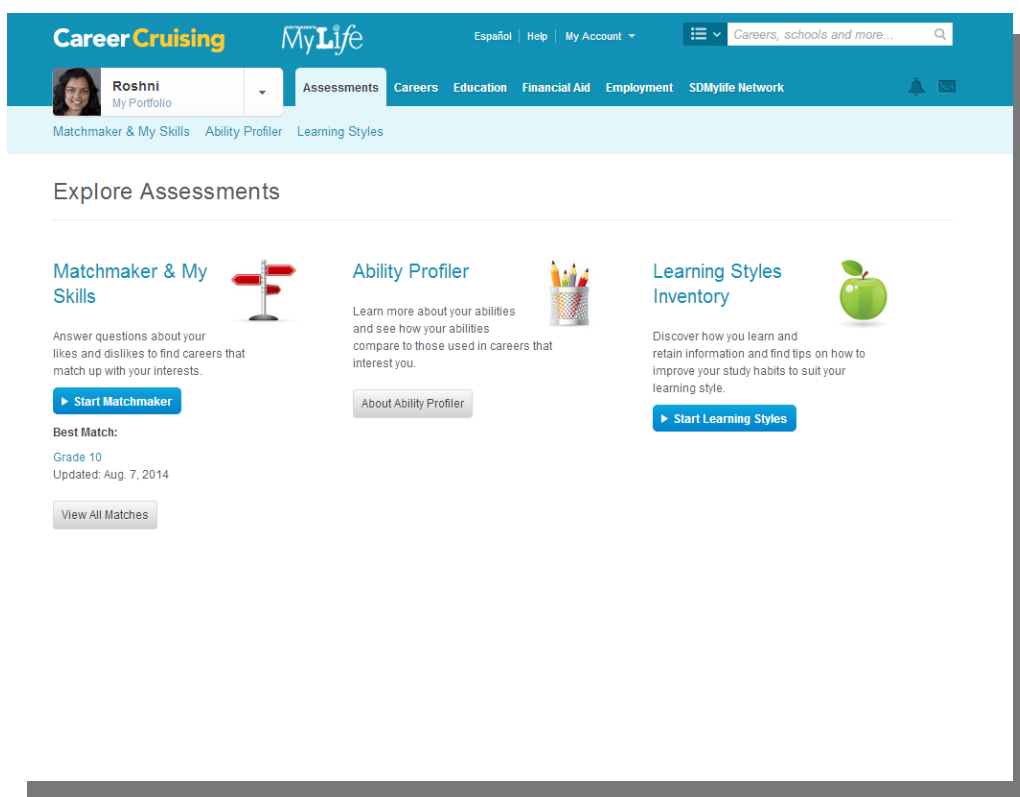
There are four assessments available:

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

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

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

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



Explore Assessments

Explore Assessments

MATCHMAKER

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

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

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

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

Roshni My Portfolio | Assessments | Careers | Education | Financial Aid | Employment | SDMyLife Network

My Portfolio | Build My Resume | Share My Portfolio | Print My Portfolio

Matchmaker My Progress 0% 20 40 60 80 100% **54%**

Progress 28/39

How would you like a career which includes...

28 Helping others with their social and personal problems

Dislike very much Dislike Does not matter Like Like Very Much

More Info
This means being able to make people feel at ease, listening to them and offering help and support. They may have personal problems, for example with maintaining relationships, or social problems such as poor living conditions. You might have to cope with emotional or embarrassing situations such as when people are angry or upset. You will need to be able to handle such situations without letting these emotions affect you.

Likes and Dislikes

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

Explore Assessments

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

The screenshot displays the 'Matchmaker & My Skills' interface on the CareerCruising website. At the top, the user 'Roshni' is logged in, with a progress bar indicating 33% completion. The page is divided into several sections:

- Career Cluster Recommendations:** Includes radio buttons for 'Law, Public Safety, Corrections & Security', 'Human Services', and 'All Clusters' (which is selected).
- Level of Education:** Includes checkboxes for 'High School', '2-Year College or Technical Training', and '4-Year College / University' (all are checked). Below this is an 'Update My Results' button.
- Your Results for: ★ Grade 11**: A summary of the user's current grade level.
- Matchmaker**: A section titled 'Career Interest Rank' listing six career suggestions:
 - Marketing Specialist**: Marketing specialists develop plans and strategies to help companies improve the sales of their products or services.
 - Child and Youth Worker**: Child and youth workers provide support and guidance to children and teens with emotional, behavioral, and developmental problems.
 - E-Business Consultant**: E-business consultants help companies develop, evaluate, and implement Internet technology to conduct business operations.
 - Forensic Scientist**: Forensic scientists use science and technology to analyze, identify, and compare evidence from crime scenes.
 - Real Estate Agent**: Real estate agents help clients buy, sell, lease, or rent properties.
 - Motivational Speaker**: Motivational speakers give speeches to inspire and help others to improve their lives.

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 Others Careers** button to search for a career and then

Explore Assessments

view the Suitable For You? information to see which aspects of the career match your interests and which ones do not.

MULTIPLE MATCHMAKER RESULTS

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

The screenshot shows the CareerCruising MyLife portal interface. At the top, the user is logged in as Roshni. The main navigation bar includes links for Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The left sidebar lists various portfolio sections like My Assessments, My Careers, My Education, etc. The central area is titled 'My Portfolio' and shows a progress bar at 46%. Under 'My Assessments', the 'Matchmaker & My Skills' section is active. It displays a table of saved Matchmaker results for Grades 10, 11, and 12. Grade 11 is marked as the 'Best Match'. Below the table, it shows 'Showing Results for: Grade 11' and a list of career suggestions: 1. Tattoo Artist and 2. Multimedia Developer.

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

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

Explore Assessments

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**.

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.

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

Roshni My Portfolio

Assessments Careers Education Financial Aid Employment SDMyLife Network

My Portfolio Build My Resume Share My Portfolio Print My Portfolio

My Skills

My Progress 0% 20 40 60 80 100% **46%**

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

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

Explore Assessments

The results of the My Skills assessment can be used in 2 different ways:

- Younger students or individuals who have not had the opportunity to develop job-related skills may use their results to determine which areas they need to work on in order to prepare themselves for a particular career.
- Individuals planning to enter the workforce immediately can review their skills assessment results to help determine whether or not they are adequately prepared to pursue employment opportunities in a particular field.

The screenshot shows the CareerCruising MyLife website interface. At the top, there's a navigation bar with 'Español', 'Help', 'My Account', and a search bar. Below the navigation bar, the user's profile 'Roshni My Portfolio' is visible. The main section is titled 'Matchmaker & My Skills' with a progress bar at 50%. On the left, there are filters for 'Career Cluster Recommendations' (Law, Public Safety, Corrections & Security; Human Services; 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 11' and a list of career recommendations ranked by interest. Each recommendation includes a title, description, and a skill score (A, B, or C).

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

My Skills Results

ABILITY PROFILER

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

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

Explore Assessments

Ability Profiler results are integrated with your Matchmaker career suggestions.

The screenshot displays the 'My Portfolio' page on the CareerCruising MyLife platform. The user is 'Roshni' and has a progress bar at 54%. The left sidebar lists various portfolio sections, with 'My Assessments' selected. Under 'My Assessments', 'Matchmaker & My Skills' is highlighted. The main content area shows 'Matchmaker & My Skills' with a section for 'Your Saved Matchmaker Results'. Below this, a table displays results for 'Grade 12 (autumn)'. The table has columns for 'Matchmaker', 'Ability Profiler', and 'My Skills'. The 'Matchmaker' column lists three careers: Construction Manager, Curator, and Property Manager. The 'Ability Profiler' column shows scores for 'Close or Exceeds' and 'Needs Improvement'. The 'My Skills' column shows a score and a green checkmark.

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

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 CareerCruising MyLife interface for a user named Roshni. The top navigation bar includes the CareerCruising logo, MyLife logo, and links for Español, Help, My Account, and a search bar. Below the navigation bar, there's a user profile section with a dropdown menu and a list of assessment categories: Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The main content area is titled "Learning Styles" and shows a progress bar at 54% (0% to 100%). Below the progress bar, there's a section titled "Progress" with a sub-progress bar at 5/20. 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
☐ 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 / Search By Cluster** – Select a cluster to see which careers it includes. *(Note: Cluster search options vary depending on the primary cluster system in place at your site and whether or not a secondary cluster system is enabled.)*
- **Industries** – Learn about key industry sectors and explore related occupations.
- **Career Selector** – Use factors like education level, income, and working conditions to find suitable careers.
- **Military Careers** – Search for military careers by keyword, job family, or service branch.

The screenshot shows the CareerCruising MyLife website interface. The top navigation bar includes links for Español, Help, My Account, and a search bar. Below the navigation bar, there's a user profile for Roshni and a menu with options like Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The main content area is titled "Explore Careers" and features a "Keyword Search" box with a "Search" button. Below this, there are tabs for "Index", "School Subjects", "16 Career Clusters", and "Industries". The "Index" tab is active, displaying an alphabetical grid of letters from A to Z. To the right of the grid, there are sections for "Career Selector", "Work-based Learning Experiences", and "Career Coach Discussion Boards".

Explore Careers

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.

SEARCH BY INDEX

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

SEARCH BY SCHOOL SUBJECT

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

16 CAREER CLUSTERS / SEARCH BY CLUSTER

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

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

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

Explore Careers

CAREER SELECTOR

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

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

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 SDMyLife portfolio by clicking on the blue **Save To My Portfolio** button. Saved results appear in the **My Careers** section of your portfolio.

The screenshot shows the Career Cruising Career Selector interface. At the top, there's a header with the Career Cruising logo, a user profile for 'Roshni', and navigation links like 'Assessments', 'Careers', 'Education', 'Financial Aid', 'Employment', and 'SDMyLife Network'. Below the header, there's a sub-header with 'Search for Careers', 'Career Clusters', 'Career Selector' (highlighted), and 'Military Careers'. The main content area is titled 'Career Selector' and features a left-hand menu with search 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. The tasks listed are: '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', and 'Operating Machines or Vehicles'. The 'Artistic Expression', 'Assisting Customers or the Public', 'Building or Creating Things', 'Communicating Information or Persuading People', and 'Designing or Drawing' tasks are checked. At the bottom of the left-hand menu, it says '48 Matches' and 'View Results'.

Career Selector

Explore Careers

MILITARY CAREERS

If you are interested in a career with the Army, Air Force, Navy, Marine Corps, Coast Guard, or National Guard, you can find the information you need in Career Cruising's Military Careers section.

Military careers are searchable by keyword, job family, or service branch. Each profile includes an overview of the job tasks and work environment, attributes and training requirements, a description of civilian career counterparts, a list of the military branches offering that occupation, and links to related profiles in Career Cruising. There are also links to related military profiles in the Related Careers section of some occupation profiles.

Save the military profiles to your SDMyLife Portfolio by clicking the blue **Save To My Plan** button located in the left-hand menu on every military profile page. Saved careers can be found in the **My Careers** section of your portfolio.

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.

The screenshot displays the Career Cruising website interface. At the top, there's a navigation bar with the 'Career Cruising' logo, a user profile for 'Roshni My Portfolio', and various menu items like 'Assessments', 'Careers', 'Education', 'Financial Aid', 'Employment', and 'SDMyLife Network'. Below the navigation bar, the 'Transportation and Warehousing' industry profile is shown. It includes tabs for 'Overview', 'Industry Subsectors', 'Significant Careers', 'Wages & Trends', and 'Other Resources'. The 'Overview' tab is active, displaying 'About the Industry' text, a photo of a train, and a bar chart titled 'Average Annual Wage' comparing National and South Dakota wages across Federal, State, Local, and Private ownership types. Below the chart, there's a section for 'Employment Statistics' with a dropdown to compare National data to South Dakota, showing 'Number of Establishments' and 'Number of Employees'.

Transportation and Warehousing

SDMyLife Demo Network | Overview | Industry Subsectors | Significant Careers | Wages & Trends | Other Resources

About the Industry

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

[Read More](#)

Employment Statistics Compare National to: South Dakota

Category	National	South Dakota
Number of Establishments	~1,200	~1,000
Number of Employees	~1,500,000	~1,200,000

Average Annual Wage

Ownership	National	South Dakota
Federal	~55k	~45k
State	~50k	~40k
Local	~45k	~35k
Private	~40k	~30k

Industry Profile

Explore Careers

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

Occupation Profiles

ABOUT THE OCCUPATION PROFILES

Each comprehensive occupation profile contains the following information:

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

The screenshot displays the CareerCruising MyLife website interface. The top navigation bar includes the CareerCruising logo, MyLife logo, and links for Español, Help, My Account, and a search bar. Below the navigation bar, there's a user profile section for 'Roshni' with a 'My Portfolio' link. The main content area is titled 'Graphic Designer' and features a 'Save to My Portfolio' button. The profile is divided into two columns. The left column contains a sidebar with links: 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', 'Other Resources', 'SDMyLife Demo Network', 'Related Companies', 'Experiences in My Community', and 'Interviews' (listing Buffy and Jason). The right column, titled 'At a Glance', provides a summary of the occupation: 'Graphic designers are visual communication experts who design many products, including logos, ads, brochures, and product packaging.' It also lists '16 CAREER CLUSTERS Arts, A/V Technology & Communication'. Below this is a photo of a woman working at a computer. To the right of the photo are three boxes: 'EARNINGS RANGE' (25K - 75K), 'LEVEL OF EDUCATION' (2-Year College or Technical Training, 4-Year College or University), and 'SUITABLE FOR YOU?' (Find out if this career is suitable for you).

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.

Occupation Profiles

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

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

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

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

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

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

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

Each interview has the same structure and includes:

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

Occupation Profiles

The screenshot displays the CareerCruising MyLife website interface. At the top, there's a navigation bar with the CareerCruising logo, user profile (Roshni), and various menu items like Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. Below this, a search bar and additional navigation links are visible. The main content area is titled 'Gardener' and includes a 'Save to My Portfolio' button. A sidebar on the left provides a 'Gardener' overview with links to 'At a Glance', 'Suitable for You?', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', and 'Other Resources'. The 'Interviews' section lists Tanya and Jeff. The 'Job Search' section offers a search tool for job postings. The main profile for Jeff includes a photo, a 'Print Interview' button, and a 'Questions & Answers' section. The first question asks about the user's job and how it differs from others, with Jeff's response detailing his duties in maintaining a children's garden and teaching greenhouse. The second question asks about the user's background and how they got into the field, with Jeff's response mentioning his degrees in journalism and communications, and his experience in landscaping.

Multimedia Interview

SAVING AND PRINTING OCCUPATION PROFILES

To save occupation profiles that interest you to your SDMyLife Portfolio, click on the blue **Save To My Portfolio** 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 portfolio.

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

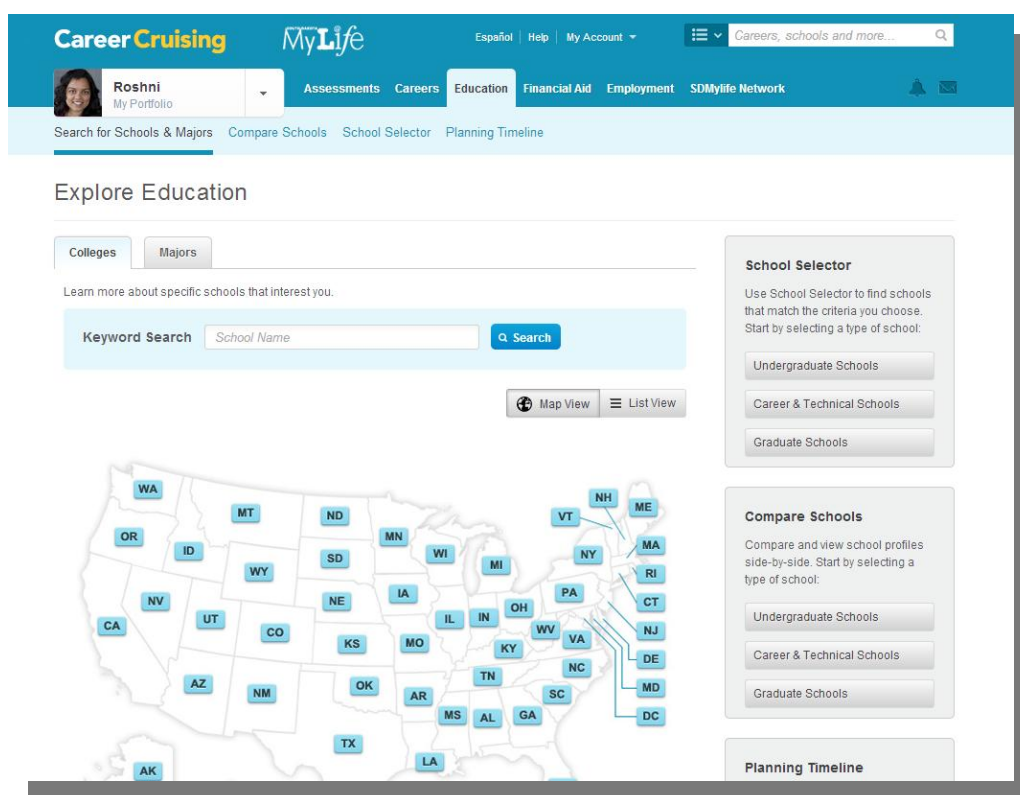
To print a copy of the occupation profile from your browser window, click on the **Printer Friendly** icon next to the **Save To My Portfolio** button.

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.
- **School Selector** – Use factors like location, majors offered, and student services to find suitable schools.
- **Compare Schools** – Compare data and view school profiles side by side.
- **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 SDMyLife Portfolio by clicking on the blue **Save To My Portfolio** button in the top right corner of every profile page. Saved schools can be found in the **My Education** section of your portfolio.

The screenshot shows the Career Cruising MyLife website interface. The top navigation bar includes the Career Cruising logo, MyLife logo, and links for Español, Help, My Account, and a search bar. Below the navigation bar is a user profile for Roshni and a menu with links to Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The main content area displays the school profile for the University of South Dakota, which is highlighted in the left sidebar. The profile includes a 'Save To My Portfolio' button and a 'View Map' link. The school information section lists the address (414 East Clark Street, Vermillion, SD 57069-2390), setting (Small town), phone number ((605) 677-5011), and website (http://www.usd.edu/). The school type is listed as University, Public - State, and Coeducational. The academic calendar is Semesters, and the endowment is \$157,520,829.00. The faculty information section shows 436 full-time faculty, 143 part-time faculty, and a student to faculty ratio of 17:1. The admissions section shows an application deadline of continuous basis, 3,443 number of applicants, and 3,049 number of acceptances. A 'View More' button is located at the bottom of the admissions section.

School Profile

SEARCH FOR MAJORS

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

Explore Education

The results list is organized so that you first see a list of South Dakota schools offering the program they 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 SDMyLife Portfolio in the comparison. After clicking the **Add School** button on the Compare page, click the **My Saved Undergraduate Schools** button at the top of the window that opens.

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

The screenshot displays the 'Compare Undergraduate Schools' tool on the CareerCruising website. The user is logged in as 'Roshni My SSP'. The tool compares three schools: Delaware State University, University of Delaware, and Berkeley College. The comparison is organized into several sections: General Information, Type & Location, Student Population, and Faculty. Each section contains specific data points for each school, such as School Type, Public/Private status, Location, Setting, Student Body, Total Students, Total Undergraduate Students, Full-Time Faculty, and Part-Time Faculty.

General Information	Delaware State University	University of Delaware	Berkeley College
Type & Location			
School Type	4-Year	4-Year	4-Year
Public / Private	Public - State	Public - State-related	Private - Proprietary
Location	Dover, DE	Newark, DE	Woodland Park, NJ
Setting	Small town	Small town	Suburban
Student Population			
Student Body	Coeducational	Coeducational	Coeducational
Total Students	4,178	21,081	3,709
Total Undergraduate Students	3,744	17,427	3,709
Faculty			
Full-Time Faculty	211	1,190	
Part-Time Faculty	116	204	

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 Portfolio** 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.

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

Roshni My SSP 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

10 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

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 SDMyLife Portfolio by clicking on the blue **Save To My Portfolio** button.

PLANNING TIMELINE

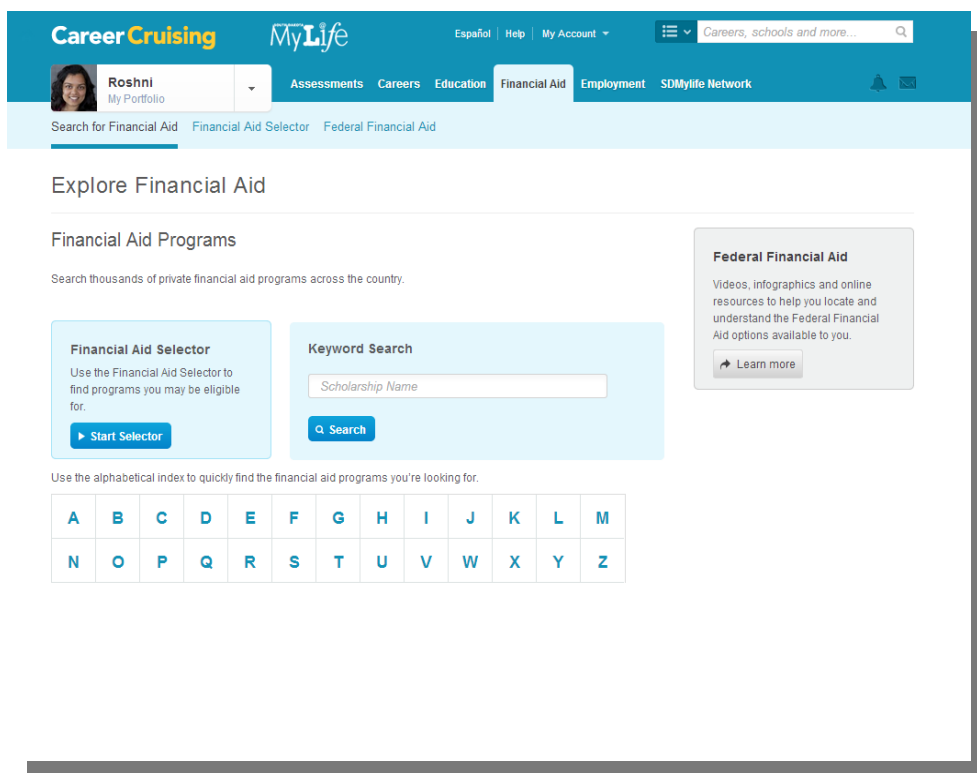
Adapted from the US Department of Education, the College Planning Timeline is designed to help you prepare for college. The timeline is organized by grade, so you have a chronological, step-by-step plan to help ease the transition from high school to college. The guide includes valuable information about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

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

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



Explore Financial Aid

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

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.

Explore Financial Aid

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

The screenshot shows the CareerCruising MyLife Financial Aid Selector interface. The top navigation bar includes 'CareerCruising', 'MyLife', and links for 'Español', 'Help', 'My Account', and a search bar. Below the navigation bar, there's a user profile for 'Roshni' and a menu with 'Assessments', 'Careers', 'Education', 'Financial Aid' (selected), 'Employment', and 'SDMyLife Network'. The 'Financial Aid Selector' section is active, showing a sidebar with a list of sections: Personal Information, Citizenship & Residence, Background, Academic History (selected), College Information, Interests & Talents, Military Service, and Corporate & Volunteer Experience. The main content area is titled 'Financial Aid Selector' and contains questions about academic history and class rank. The 'Academic History' section asks 'Are you currently in high school?' with 'Yes' selected. The 'What is your class rank?' section has 'Upper half (minimum 2.5 GPA)' selected. The 'What year of college study will you be entering?' section has 'Freshman' selected. A 'View Results' button is visible at the bottom left of the form.

Financial Aid Selector

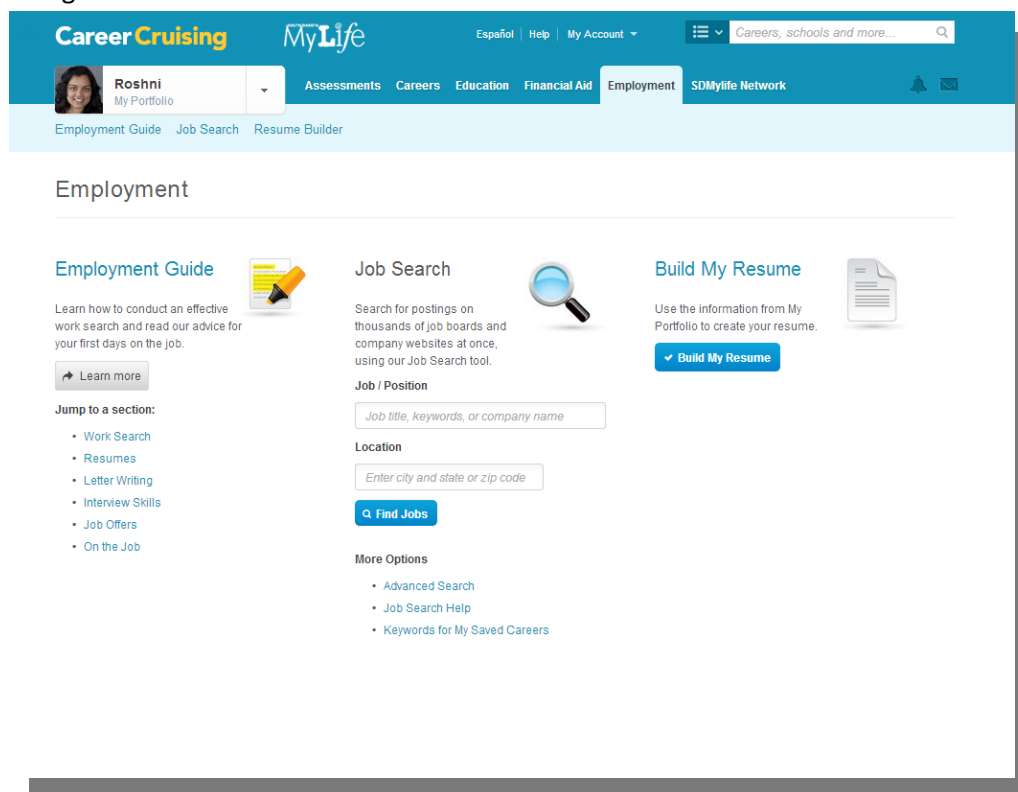
To save a scholarship to your SDMyLife Portfolio, click the **Save To My Portfolio** button at the top of every scholarship profile page.

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.

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

The screenshot displays the CareerCruising MyLife website interface. The top navigation bar includes links for Español, Help, My Account, and a search bar. The main menu features Assessment, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The Employment section is active, showing a sidebar with links to Employment Guide, Job Search, and Resume Builder. The Employment Guide sidebar lists various topics, with 'Interview Skills' highlighted. The main content area shows the 'Interview Preparation' section, which includes a 'First Impressions' link and an 'Interview Questions' link. The 'Know Yourself' section provides advice on preparing for an interview, and the 'Know the Company/Organization' section offers tips on researching the employer.

Employment Guide

JOB SEARCH

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

Employment

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.

You can also search for job postings using keywords for occupations that you have saved to your SDMyLife Portfolio. 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 displays the Career Cruising website's Job Search Results page. The header includes the Career Cruising logo, a user profile for 'Roshni My Portfolio', and navigation links for Assessments, Careers, Education, Financial Aid, Employment, and SDMyLife Network. The main content area is titled 'Job Search' and shows results for 'environmental technician in south dakota'. On the left, there are sections for 'Sort Results' (By Relevance, By Date) and 'Filter Results' (Job type: Full-time, Part-time, Contract, Internship, Temporary). The search criteria at the top right specify 'Job / Position' as 'Job title, keywords, or con...' and 'Location' as 'Enter city and state or zip'. The results section shows '27 results for environmental technician in south dakota' and lists two job postings: 'Service Technician' at HydroKlean - Sioux Falls, SD, and 'Operator/Technician' at Koch Nitrogen Company, LLC - Garretson, SD.

Job Search Results

SDMyLife Portfolio

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

ACCESSING SDMYLIFE PORTFOLIO

You can access SDMyLife Portfolio at any time from any computer connected to the Internet. Go to www.SDMyLife.com, enter your SDMyLife Portfolio username and password in the spaces provided, and click **Login**.

SDMYLIFE PORTFOLIO PRIVACY

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

To protect the privacy of SDMyLife Portfolio, we recommend that you do not share your SDMyLife Portfolio 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.



SDMyLife Portfolio Menu

SDMyLife Portfolio

SDMYLIFE PORTFOLIO FEATURES

The SDMyLife Portfolio 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 SDMyLife Portfolio can be enabled and disabled by administrators using the School Administration System (SAS), so it is possible that some users may not have access to all of these features.

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

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

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

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

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

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 SDMyLife Portfolio while using the features in the Explore Careers section. You can maintain notes for all saved careers on an ongoing basis. My Saved Careers also includes a section for saved military careers.

My Saved Clusters (My Careers) – On the My Saved Clusters page, you can indicate which career clusters you are interested in and enter comments about any of the clusters. Click on a cluster title to view a list of occupation profiles that belong in that cluster. You can also review cluster matches

SDMyLife Portfolio

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 SDMyLife Portfolio 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 SDMyLife Portfolio. If you haven't saved any majors to your portfolio, 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 portfolio.

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 SDMyLife Portfolio. 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 SDMyLife Portfolio. Click on the name of a scholarship to view details about that award. If you have not saved any scholarships to your portfolio, 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 Personal Learning Plan – You can use the My Personal Learning Plan tool to create a personalized 4-year high school course plan. To add a course to your plan, enter the course name, number of credits, course length, and indicate whether or not the course is required. Site administrators can simplify the process by pre-entering course information through the Student Administration System (SAS). 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.

SDMyLife Portfolio

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

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

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

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

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

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

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

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 SDMyLife Portfolio.

SDMyLife Portfolio

The screenshot displays the SDMyLife Portfolio Homepage for a user named Roshni P. at Northwest High School. The interface includes a top navigation bar with the 'CareerCruising' and 'MyLife' logos, a search bar, and a user profile section. The main content area is divided into several sections: 'My Progress' showing 54% completion, 'My Assessments' with sub-sections for 'Matchmaker & My Skills', 'Ability Profiler', and 'Learning Styles Inventory', and 'My Saved' sections for 'My Saved Careers', 'My Saved Schools', and 'My Saved Majors'. A sidebar on the left lists various portfolio features like 'My Assessments', 'My Careers', 'My Education', 'My Scholarships & Financial Aid', 'My SDMyLife Network', 'My Personal Learning Plan', 'My Goals & Plans', 'My Activities & Experiences', 'My Assignments & Activities', 'My Journal', and 'My Advisement Log'. At the bottom of the sidebar, there is a 'Method Test Prep' section with the tagline 'Raising The Score!' and a link to 'Go to Method Test Prep'.

SDMyLife Portfolio Homepage

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 SDMyLife Portfolio by teachers, counselors, and career advisors using SAS.

SDMyLife Portfolio

Important Documents – The Important Documents section includes documents and forms that have been inserted into your SDMyLife Portfolio by teachers, counselors, and career advisors using the School Administration System (SAS).

My Links – Add websites that you feel may be helpful for future career exploration and portfolio 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 SDMyLife Portfolio can be uploaded, viewed, and managed through the My Files section. Files uploaded to specific sections of SDMyLife Portfolio (work experiences, service learning, etc.) will also appear in the My Files section.

REFLECT & CONFIRM

The Reflect & Confirm feature ensures that you continue to maintain and update your SDMyLife Portfolio each year. You must review and revise the required sections of SDMyLife Portfolio each year in order to achieve Portfolio Completion Status.

The screenshot displays the SDMyLife Portfolio interface. At the top, the header includes the 'CareerCruising' logo, 'MyLife' branding, and navigation links for 'Español', 'Help', and 'My Account'. A search bar is also present. Below the header, a user profile for 'Roshni' is shown, along with navigation tabs for 'Assessments', 'Careers', 'Education', 'Financial Aid', 'Employment', and 'SDMyLife Network'. The main content area is titled 'My Portfolio' and shows a progress bar at 46%. A sidebar on the left lists various portfolio sections, with 'My Assessments' selected. The 'Matchmaker & My Skills' section is active, displaying a 'Reflect & Confirm' box with a green checkmark and a message stating that the user needs to reflect and confirm to complete this section. Below this, a table titled 'Your Saved Matchmaker Results' shows three entries: 'Grade 11 (autumn)', 'Grade 12 (autumn)', and 'Grade 12 (winter)'. The 'Grade 12 (winter)' entry is selected and has a 'Start Now' button. At the bottom, there are tabs for 'Matchmaker' and 'Ability Profiler'.

Reflect & Confirm Box

SDMyLife Portfolio

The Reflect & Confirm Box is located above the main content in each required section of your portfolio. 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 Portfolio and have confirmed that it is up to date” statement in the Reflect & Confirm box.

SHARE MY PORTFOLIO

Share My Portfolio with Parents/Guardians – In this section, you can read the comments that your parents or guardians have added to your SDMyLife Portfolio.

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

PRINT MY PORTFOLIO

The Print My Portfolio feature allows you to identify the specific sections of your SDMyLife Portfolio 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 portfolio.

Resume Builder

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

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

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

Roshni My Portfolio Assessments Careers Education Financial Aid Employment SDMyLife Network

My Portfolio Build My Resume Share My Portfolio Print My Portfolio

Build My Resume My Progress 0% 20 40 60 80 100% 54%

Getting Started
To help create your resume, any information stored in your Portfolio 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 Portfolio section and updated in your resume.

Select Sections to Include Format & Print

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
▼ Service Learning	<input checked="" type="checkbox"/> Add to Resume
▼ Awards & Certificates	<input checked="" type="checkbox"/> Add to Resume
▼ 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 PDF, a Word document, a web page, or a plain text file.

Contact Us

Address

Career Cruising
1867 Yonge Street, Suite 700
Toronto, Ontario M4S 1Y5
Canada

Phone

1-800-965-8541 ext. 2

Fax

416-463-0938

Email

info@xello.world

Web

www.careercruising.com