

# SSP ACTIVITIES

2012 / 2013

DELAWARE

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UPDATED AUGUST 2012

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# INTRODUCTION

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## FOR THE TEACHER

The purpose of these activities is to introduce students to the many features of Student Success Plan (SSP).

There are 14 activities that take students through the sections of the SSP:

- 1. Getting Started with Your SSP** introduces students to the Student Success Plan and how to log into their SSP.
- 2. Saving Your Career Matchmaker Results** shows students how to save their interest assessment results to their SSP.
- 3. Careers That Interest Me** allows students to save careers that they are considering to their SSP, and record their thoughts about these careers.
- 4. Schools That Interest Me** helps students find schools that offer the education and training they need to pursue their career goals, and save those schools to their SSP.
- 5. Career and Life Goals** helps students reflect on and record their short and long-term goals.
- 6. Career Cluster Interests** walks students through exploring the 16 National Career Clusters and allows them to record which clusters interest them and why.
- 7. Post-Secondary Goals** shows students how to complete the Post-Secondary Goals section of their SSP.
- 8. Career Planning Activities** shows students how to record and organize their career planning activities.
- 9. Activities & Interests** helps students record their extracurricular activities, organizations that they participate in, and the hobbies they enjoy.
- 10. Community Service and Work Experiences** helps students document their work and community service learning experiences.
- 11. Awards & Certificates** helps students keep track of the awards, certificates, and recognitions they have received.
- 12. High School Education Plan** helps students create a personalized high school education plan based on their career interests.
- 13. Learning Services** helps students create a personalized high school education plan based on their career interests.

## INTRODUCTION

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**14. Using the Resume Builder** takes students through the process of using information in their SSP to create a professional resume.

*Note: Most of the sections in the SSP and Resume Builder tools can be enabled and disabled using the School SSP Administration System (SSAS), so it is possible that some users may not have access to all of these features. Before you begin, please consult with your site administrator to make sure the sections covered in these activities are enabled at your school.*

# SSP Activity 1: Getting Started With Your SSP

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## What is the Student Success Plan?

Your Student Success Plan (SSP) is an online education planning tool to help you plan your coursework and activities as you prepare for post-secondary education and develop your career goals. The SSP helps you, your parents, teachers, and advisors work together to develop an education plan that meets your needs and helps ensure that you can achieve your career goals.

## What can you do with your SSP?

You can:

- Save your assessments results
- Keep notes on the careers and schools that interest you
- Save information about scholarships and financial aid you qualify for
- Develop an education plan based on your career interests
- Track your career preparation and planning activities
- Record your career and life goals
- List the organizations, activities, and hobbies that you participate in
- Document your work and community service experiences, as well as awards and recognitions you have received
- Store related documents, such as scanned artwork, letters of reference, essays, and presentations
- Share your SSP with college admissions staff, organizations offering scholarships, and potential employers
- Create a personalized, professional-looking resume

## Getting started with your SSP

You can access your SSP from school, home, or anywhere you have access to the Internet.

### Step 1: Log into your SSP

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password in the spaces provided. Click on the Login button.

# SSP Activity 1: Getting Started With Your SSP

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## Step 2: Enter Your Email Address

When you log into your SSP for the first time, you should enter an email address in the box that appears. Entering your email will allow you to retrieve your SSP password in case you forget it.

## Finally...

If you are going to work on your SSP right now, continue to Activity #2. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 2: Saving Your Career Matchmaker Results

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You can store and access multiple Career Matchmaker results in your SSP. You can also identify a Best Match result set, answer more questions to improve your results, change your answers, see recommended career clusters, and select a level of education.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP).

Enter your personal SSP username and password. Click on the Login button.

### Part 1: Completing Career Matchmaker

**Step 1.** Click on the blue Career Cruising button in the menu on the left, and select Career Matchmaker from the submenu. Click on New Matchmaker Session.

Read the instructions and click Start! to begin answering questions.

**Step 2.** Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, click on the More Info button beside the question.) Career Matchmaker will suggest careers that match your answers.

**Step 3.** When prompted, name your Matchmaker results and save them to your SSP.

**Step 4.** You will see that Matchmaker has suggested careers that match your answers to the interest questions. We strongly recommend that you go through the second round of questions to further narrow down your results. Click on the blue Answer More Questions link in the Improve Results section on the right side of the page.

Answer as many questions as possible, then click the gray View Career Suggestions So Far button near the bottom of the page. Career Matchmaker will update your list of career suggestions.

**Step 5** Save any changes to your Matchmaker results when prompted, or you can click the gray Save To My SSP button at the bottom right.

### Part 2: Recalling Your Career Matchmaker Results

When you click on the blue Career Cruising button on the SSP Homepage and select the Career Matchmaker submenu option, you will see all your saved Matchmaker result sets, your recommended career clusters, your selected level of education, and a list of the Top 10 Career Matchmaker Suggestions for your Best Match result set. To see your complete list of career suggestions and to access all the features and options on the Career Suggestions page, click on the Load These Results button at the bottom of the page.

## SSP Activity 2: Saving Your Career Matchmaker Results

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On the Career Suggestions page you can:

**Learn why a career was suggested for you:**

Click on the name of a career on the list. You will see how your interests compare to the activities involved in this career.

**Learn more about the careers on your suggestion list:**

Click on the name of a career on the list and use the blue buttons on the left side of the occupation profile page to learn about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

**View recommended clusters:**

Click on a suggested cluster under the Career Cluster Recommendations heading to see which careers from your suggestion list are included in that cluster.

**Improve Results:**

If you haven't already, click on the Answer More Questions link to answer additional Career Matchmaker questions. You can also click on the Review My Answers link to view a list of your responses to all the questions you have been asked so far, make changes to your responses, and update your Suggested Careers list based on the new responses.

**Select the level of education you plan to complete:**

Click on the Change link in the Type Of Education section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in attending a 2-year college or completing vocational training, but not attending a 4-year college, select High School and Community College, then click Next.

**See how careers that did not appear on your list compare to your interests:**

Click on the See How Other Careers Match Up With My Answers link under the Other Options heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career..

**Complete the My Skills assessment:**

Click on the Complete My Skills link and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*

If you complete additional questions or you make any changes to your answers, be sure to resave your results by clicking on the gray Save To My SSP button in the menu on the right side of the page.

**Finally...**

If you are going to work on your SSP right now, continue to Activity #3. If you want to work on your SSP later, click the gray Logout button to close your SSP.



## SSP Activity 3: Careers That Interest Me

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In your SSP, you can bookmark careers that you are considering pursuing. You can quickly access the career profile, record your thoughts about each career, and access education information related to your career interests as you create your education plan.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Part 1: Exploring Careers from Matchmaker Results

Once you have completed Career Matchmaker, you can use your Suggested Careers list to browse through the careers that you are most interested in pursuing.

**Step 1.** Click on the blue Career Cruising button and select Career Matchmaker from the submenu. If you have saved your Career Matchmaker results to your SSP, you will see your Top 10 career suggestions for your Best Match results.

**Step 2.** Click the Load These Results button to return to the list of suggested careers that you have identified as your Best Match. If you haven't already, you can answer more questions to improve your results, change your answers, or select a level of education. If you make any changes, be sure to save your results when prompted to or by clicking on the gray Save to my SSP button.

Click on a few of the careers to learn more about them and see which ones you would most like to pursue. You can read about working conditions, earnings, education, how they suit your interests, and see interviews with real people in each occupation.

**Step 3.** When you have found a career that interests you, click on the gray Save To My SSP button, located at the bottom of the button menu on the left side of the page. This career will now be saved in the Careers That Interest Me section of your SSP.

**Step 4.** In your SSP, next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

### Part 2: Searching for Careers

You can also save careers to your SSP from the Explore Careers section of Career Cruising.

**Step 1.** Click on the blue Career Cruising button on your SSP homepage and select Careers That Interest Me from the submenu. If you do not have any careers saved to your SSP, click on the Explore Careers link. If you have already saved careers from your Matchmaker suggestions, you can click on the Add New Careers button at the bottom of the screen.

**Step 2.** You can search for careers in a number of ways:

## SSP Activity 3: Careers That Interest Me

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If you already know what career you are looking for, try the keyword or the index search.  
 To search for a career using the alphabetical index, click on Search By Index.  
 To find careers related to a particular school subject, click on Search By School Subject.  
 To find careers in a particular cluster, click on 16 Career Clusters.  
 To search for occupations in the military, click on Military Careers.

**Step 3.** When you have found a career that interests you, click on the gray Save To My SSP button, located at the bottom of the button menu on the left side of the page. This career will now be saved in the Careers That Interest Me section of your SSP.

**Step 4.** Next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

### Part 3: Using Career Selector

The Career Selector allows you to search for careers based on earnings, core tasks, working conditions, level of education, school subject, and cluster.

**Step 1.** In your SSP, click on the blue Career Cruising button and select Careers That Interest Me from the submenu, and then click on the Career Selector tab.

**Step 2.** Click on the Career Selector link.

**Step 3.** Use the blue buttons on the left to select the criteria that are important to you. Once you have made your selections, click on the gray View Results button to see careers that match your selections. If you receive 0 matches, click on the View Close Matches tab to find careers that match most, but not all, of your criteria.

Use the Review Your Search Criteria tab to review your selections. Use the Compare Other Careers tab to search for careers that didn't appear on your list to see how they compare with the criteria that you have indicated is important to you.

**Step 4.** Click on the gray Save To My SSP button. You can return to your saved Career Selector results at any time by clicking on the Career Cruising button and then on Careers That Interest Me. You can then click on Career Selector and click on View Results for any Career Selector results you have saved.

If you make any changes, be sure to save the changes when prompted to or by clicking on the Save To My SSP button in the results section of the Career Selector.

### Finally...

If you are going to work on your SSP right now, continue to Activity #4. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 4: Schools That Interest Me

You can use your SSP to store information about post-secondary schools that offer the education and training you need to pursue your career goals.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Part 1: Find Schools Based on Your Career Interests

**Step 1.** Once you have saved careers to your SSP, click on the blue Career Cruising button and select Careers That Interest Me from the submenu. Click on a career that you are interested in pursuing to go the occupation profile.

**Step 2.** Click on the blue Education button. Read through the educational requirements for that career. Under Related College Programs you will find links to schools offering post-secondary programs related to that career. The most closely related programs are at the top of the list. *(Note: There are a few careers that do not have any related college or university programs. If the career you chose does not have any related programs, select another career that interests you.)*

**Step 3.** When you click on a program name, you will see a list of schools in your state that offer the program. You can also select a different state or region from the list at the bottom of the page. Browse through the list of schools and select one that interests you. Click on the school name and write down the following information:

**School Name:** \_\_\_\_\_

**Type of School (2-Year, 4-Year, Career & Tech):** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Step 4.** Read through the rest of the school profile.

**Step 5.** If this school interests you, click on the gray Save To My SSP button in the menu on the left side of the school profile page. The school will now be saved in the Schools That Interest Me section of your SSP.

**Step 6.** Click the Add Comments icon next to the school you saved and enter the program name and type. Click Save. You can add as many schools as you like. If there is more than one school you are interested in, it is a good idea to specify which career each program is related to in your comments.

### Part 2: Other Ways to Search for Schools

You can also add schools through the Explore Schools section.

## SSP Activity 4: Schools That Interest Me

**Step 1.** Click on the blue Career Cruising button and select Schools That Interest Me from the submenu.

If you have not saved any schools to your SSP, click on the Explore Schools link. If you already have schools saved to your SSP, click on the Add Schools button.

**Step 2.** There are a number of ways to search for schools:

If you already know which school interests you, click on the Search For Schools button and type the name of the school in the search box. Then click on Go!

To search for schools by state, click on the Search For Schools button and click on a state on the national map. Then click on the name of a school that interests you.

You can also search for programs directly by clicking on Search For Programs. You can search for programs by name or by cluster area. To search by cluster, click on the program area that interests you. Continue to narrow down your selections until you come to a list of schools by state. Click on the name of a school that interests you.

**Step 3.** Browse through the information about that school. You can visit the school's website for more details. Once you have found a school that you would like to save to your SSP, click on the gray Save To My SSP button. This school will now be saved in the Schools That Interest Me section of your SSP.

**Step 4.** Click the Add Comments icon next to the school you saved and enter what appeals to you about this school (*e.g. a program, tuition, location, student life, etc.*). Click Save. You can add as many schools as you like.

### Part 3: Using the School Selector

You can use the School Selector tool to search for schools based on a variety of factors. You can specify criteria such as on-campus services, admission difficulty, tuition, and athletics.

**Step 1.** Click on the blue Career Cruising button and select Schools That Interest Me from the submenu.

Click on the School Selector tab. If you have not saved any School Selector results to your SSP, choose either the Undergraduate School Selector link or the Career & Technical School Selector link, depending on which level of education you would like to pursue. If you already have School Selector results saved to your SSP, click on the View Results link.

**Step 2.** Use the blue buttons on the left to select the criteria that are important to you. Once you have made your selections, click on the gray View Results button to see schools that match your selections. If you receive 0 matches, click on the View Close Matches tab to find schools that match most, but not all, of your criteria.

## SSP Activity 4: Schools That Interest Me

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**Step 3.** Select a school and browse through the information about that school. You can use the Compare School button on the left side of the school profile page to view two different school profiles side by side to compare data and evaluate which of the schools is the best option for you. You can also visit the school's website for more information.

Once you have found a school that you would like to save to your SSP, click on the gray Save To My SSP button. The school will now be saved in the Schools That Interest Me section of your SSP.

### Part 4: Using the Financial Aid Selector

Career Cruising's financial aid database includes details on thousands of private scholarships, grants, awards, fellowships, and other assistance programs. Use the Financial Aid Selector to learn about financial aid programs that can help you pay for your education.

- Step 1.** Click on the blue Career Cruising button and select Schools That Interest Me from the submenu.  
Click on the Financial Aid tab. If you have not saved any Financial Aid Selector results to your SSP, click on the Financial Aid Selector link. If you already have Financial Aid Selector results saved to your SSP, click on the View Results link.
- Step 2.** Use the blue buttons on the left to fill in information about yourself and your intended education path. For the best results, **please answer all the questions**. Once you have made your selections, click on the gray View Results button to see scholarships that match your selections.
- Step 3.** Use the gray Save To My SSP button to save your Financial Aid Selector results to the Schools That Interest Me section of your SSP. To view saved results, click on the Career Cruising button on your SSP homepage and then on Schools That Interest Me, and then select the Financial Aid tab.
- Step 4.** Click on the name of a scholarship to learn more about the award, including eligibility, application information and deadline, and the name of the donor or sponsor. To save a scholarship, click on the Save To My SSP link at the top of the Scholarship Details page. Saved scholarships appear under the Financial Aid tab in the Schools That Interest Me section of your SSP.

### Finally...

If you are going to work on your SSP right now, continue to Activity #5. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 5: Career & Life Goals

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Goal setting is an essential component of planning your career and education development. Setting and implementing goals is necessary to maximize achievement.

### Short & Long Term Goals

This section of your SSP encourages you to consider what is most important to you, and to look at where you want to be after you finish high school and what you want to do in the meantime. This section also provides you with a space to reflect on your short and long-term career and life goals.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

Click on the blue Goals & Plans button and select Career and Life Goals from the submenu.

**Step 1.** Describe the goals that you have for the immediate future in the Short Term Goals section. If you want to see sample goals, click on the Examples link.

**Step 2.** Describe the goals that you want to achieve over a longer period of time in the Long Term Goals section. If you want to see sample goals, click on the Examples link.

**Step 3.** When you have entered your thoughts, click the gray Save Goals button.

### Finally...

If you are going to work on your SSP right now, continue to Activity #6. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 6: Career Cluster Interests

The Career Cluster Interests section of the SSP allows you to record which career clusters interest you and why. Career Clusters are broad groups of occupations related by industry, type of work, or other common characteristics.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Explore Career Clusters

Click on the blue Goals & Plans button and select Career Cluster Interests from the submenu.

**Step 1.** Read through the list of career clusters, including the two cluster matches suggested by your Career Matchmaker session. Click on a cluster title to read a brief description of the title and click on the blue Related Careers button to view a list of occupation profiles that belong in that cluster.

**Step 2.** Click on a few of the career names and read through the occupation profiles to get a sense of what the career involves.

**Step 3.** Choose at least two Career Clusters that you would be interested in pursuing. On the Career Clusters Interest page, check the box beside the clusters you have selected.

**Step 4.** In the Comments area, record what you like about this cluster and why, and any other details that are important. For example:

**Cluster:** Health Science

**Comment:** I think there are a number of medical specialty careers in this cluster that would be suitable for me because I enjoy caring for people and learning about health and wellness.

**Step 5.** Once you have entered your comments, click the gray Save button at the bottom of the page.

### Career Matchmaker Recommended Clusters

If you have saved results from Career Matchmaker, you will have two recommended Career Clusters. Clicking on one of the suggested clusters will display a list of careers from your Matchmaker suggestion list that are included in that cluster.

### Finally...

If you are going to work on your SSP right now, continue to Activity #7. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 7: Post-Secondary Goals

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This section of your SSP brings together all the activities and exploration you have done into a plan for post-secondary education. The Post-Secondary Goals section asks you to prioritize your interests and to thinking about how you will reach your goals.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password and click Login.

### Post-Secondary Goals

Click on the blue Goals & Plans button and select Post-Secondary Goals from the submenu.

**Step 1.** Select the two career clusters that you are most interested in pursuing. Your saved Career Clusters Of Interest and your Matchmaker Recommended Clusters will be displayed.

**Step 2.** By now, you have probably looked at a number of occupation profiles in Career Cruising and saved some of those careers to your SSP. Your saved careers will be displayed in the Careers That Interest Me chart.

Select the top three careers that you are most seriously interested in pursuing.

You can select the careers that you have saved to your SSP from the dropdown menu. If the careers that interest you most do not appear on that list, you can click on the Enter Your Own link and type in the name of the career that interests you.

Once you have entered your top three careers, click on the gray Save & Continue button.

**Step 3.** Select the level of education you plan on pursuing to meet your career goals.

**Step 4.** You have likely explored a number of college profiles in Career Cruising and saved the schools that meet your needs to your SSP. The schools you have saved will be displayed in the Schools That Interest Me chart.

Select the top three schools that you are most interested in applying to or attending. If the school you are interested in does not appear in your list, click on the Enter Your Own link and type in the name of the school.

Once you have entered your top three schools, click on the gray Save & Continue button.

**Step 5.** What sources of funding are you going to need in order to pay for your post-secondary education? Select the options you will pursue.

**Step 6.** Click the gray Save button.

### Finally...

If you are going to work on your SSP right now, continue to Activity #8. If you want to work on your SSP later, click the gray Logout button to close your SSP.



## SSP Activity 8: Career Planning Activities

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The purpose of this section of the SSP is to record career planning activities in which you have participated.

### Part 1: Think about career planning activities

Career planning activities, such as job shadowing, attending career or college fairs, and involvement in career development organizations, can help your career exploration and development in a number of ways. Some activities involve exploring the opportunities that are available and learning more about the career and education options that you are interested in. Activities can also help with meeting people, making networking connections, and gaining experience in areas that you would like to pursue.

### Part 2: Document your career planning activities in your SSP

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

Click on the blue Goals & Plans button and select Career Planning Activities from the submenu.

**Step 1.** Select an activity that you have completed or are involved in from the dropdown menu.

**Step 2.** Enter the name of the activity, organization, or your role within the organization.

**Step 3.** Fill in the start and end dates (month and year) for that activity.

**Step 4.** Record what you did, what you learned from that activity, new skills you acquired, and any other important information in the Description area.

**Step 5.** Attach any related files by clicking on the blue Attach File link.

**Step 6.** Click the gray Save button. The activity will then be listed at the bottom of the page.

**Step 7.** Continue to add other career planning and exploration activities you have completed.

You can edit and delete your activities once they have been saved by clicking on the appropriate link. Be sure to save any changes you make!

### Finally...

If you are going to work on your SSP right now, continue to Activity #9. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 9: Activities & Abilities

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You can use your SSP to store a variety of information about the extracurricular activities that you participate in, including organized structured activities, such as memberships in clubs and other organizations, and independent hobbies and interests that you enjoy.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Extracurricular Activities

The purpose of the Extracurricular Activities section is to document the organizations that you participate in. These may be school clubs, interest groups, athletic leagues, or other structured activities.

Click on the blue Activities & Abilities button and select Extracurricular Activities from the submenu.

- Step 1.** Select an activity area from the dropdown menu.
- Step 2.** Choose the name of the activity or organization that you are a part of or if the activity does not appear, click on the Enter Your Own link and type the name in the textbox.
- Step 3.** Fill in the start and end dates (month and year) for your involvement that group.
- Step 4.** In the Description area, record how you are involved, what your involvement is, and what skills you have gained from it.
- Step 5.** Attach any related files by clicking on the blue Attach File link.
- Step 6.** Click the gray Save button. The activity will then be listed at the bottom of the page.
- Step 7.** Continue to add other organizations and activities you have participated in.

You can edit and delete your activities once they have been saved by clicking on the appropriate link. Be sure to save any changes you make!

### Hobbies & Interests

Here you can record extracurricular activities, sports, hobbies, and other independent activities you are involved with.

Click on the blue Activities & Abilities button and then select Hobbies & Interests from the submenu.

- Step 1.** Select an activity area from the dropdown menu. Check off the activities that you participate in.

## SSP Activity 9: Activities & Abilities

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For each activity record how you are involved and what skills you have learned from it. For example, if you are an avid collector, you may have gained organizational skills.

If you participate in any activities that are not on the list, you can use the Enter Your Own spaces at the bottom of the list.

**Step 2.** Click on the gray Save button.

**Step 3.** Continue to add activities you are involved in as you did before.

### Skills & Abilities

In this section, you can record your skills and abilities. Skills and abilities are divided into three categories: attributes, computer skills, and language skills. Attributes are the characteristics that you possess. Computer skills refer to the skills you have acquired in computer operations and concepts, such as expertise in specific computer applications or programs. Language skills refer to other languages you speak or any other language-based skills you have.

Click on the blue Activities & Abilities button and then select Skills & Abilities from the submenu.

**Step 1.** Select an attribute or skill area from the dropdown menu. Check off the abilities and skills that apply to you.

For each ability or skill, record any relevant information in the Comments section. For example, if you have selected Creative from the Attributes list, you can list the types of activities, such as painting or model-building, that have helped and/or continue to help you develop this skill.

If you have any skills or abilities that are not on the list, you can use the Enter Your Own spaces at the bottom of the list to add your own.

**Step 2.** Click on the gray Save button.

**Step 3.** Continue to add your skills and abilities as you did before.

### Finally...

If you are going to work on your SSP right now, continue to Activity #10. If you want to work on your SSP later, click the gray Logout button to close your SSP.

# SSP Activity 10: Community Service & Work Experiences

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Documenting your community service learning and work experiences is an essential part of developing your Student Success Plan (SSP).

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

## Community Service Experiences

In this section, you will record your community service learning and volunteer experiences. Volunteering is a great way to contribute to your community and acquire work skills and experiences.

**Step 1.** Click on the blue Community Service button.

**Step 2.** Click on the Add Community Service button.

**Step 3.** Enter your position title, organization, city, state, and dates of involvement. If you are still participating, select To Present in the month field for the end date.

**Step 4.** Enter the number of hours you have completed in this position.

**Step 5.** In the Description field, enter your regular duties and special projects you were involved with throughout the course of your work.

**Step 6.** Attach any related files by clicking on the blue Attach File link.

**Step 7.** Click on the gray Save button.

**Step 8.** Add other community services experiences as you did before.

## Work Experiences

In this section, you will record your work experience. Work experience does not have to be paid. You can include unpaid work, such as internships or co-op placements.

**Step 1.** Click on the blue Work Experiences button.

**Step 2.** Click on the Add Work Experience button.

**Step 3.** Enter your position title, employer, city, state, and dates of employment. If you are still working in this position, select To Present in the month field for the end date.

**Step 4.** In the Description field, enter your regular duties, special projects you were involved with, or accomplishments you achieved throughout the course of your work.

## SSP Activity 10: Community Service & Work Experiences

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**Step 5.** Attach any related files by clicking on the blue Attach File link.

**Step 6.** Click the gray Save button.

**Step 7.** Add other relevant work experience as you did before.

### Finally...

If you are going to work on your SSP right now, continue to Activity #11. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 11: Awards & Certificates

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In this section, you can record any awards, recognitions, and certificates you have received, including academic awards, training certifications, and other recognitions.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Awards & Certificates

**Step 1.** Click on the blue Activities & Abilities button and select Awards & Certificates from the submenu. Click on Add Awards/Certificates.

**Step 2.** Enter the name of an award or recognition you have received.

**Step 3.** Select the date you received the award or recognition.

**Step 4.** In the Description field, enter what the award is for, who it was awarded by (*e.g. school, community organization, government, etc.*), and any other information you feel is important.

**Step 5.** Attach any related files by clicking on the blue Attach File link.

**Step 6.** Click on the gray Save button.

**Step 7.** Add other awards and recognitions you have received.

### Finally...

If you are going to work on your SSP right now, continue to Activity #12. If you want to work on your SSP later, click the gray Logout button to close your SSP.

# SSP Activity 12: High School Education Plan

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The SSP tool allows you to create and store your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With your counselor's advice, this education plan will help you organize your courses to meet your career goals.

## Some things to consider . . .

There are a lot of factors you need to consider when putting together your education plan. What level of education do you need in order to pursue your career goals? What subject areas are important for your career path? You need to choose courses that will meet the requirements of the post-secondary programs you want to enter after high school. If you are planning on attending a 4-year college, you will need more advanced academic-level courses. If you are planning on attending a 2-year college or completing apprenticeship training, then you may want to take more applied courses.

You also need to ensure that your education plan fulfills your school's graduation requirements.

## CREATING YOUR HIGH SCHOOL EDUCATION PLAN

### Part 1: Course Selection

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

**Step 1.** Click on the blue Education Plan button.

**Step 2.** If you have not saved any careers to your SSP, this is a good opportunity to explore your career options. If you do not want to save any careers to your SSP, skip to Step 3. In the Programs of Study section, you will see a chart with your saved careers. You can view recommended programs of study for each career by clicking on the View link for that career.

*(Note: The subjects listed here are suggested course areas, not actual courses. This is a starting point for thinking about which courses to select.)*

**Step 3.** In consultation with your counselor, select courses that interest you and will help you meet your career goals. Be sure that you have included the prerequisites (i.e., courses you have to pass before you can take a particular course) for all the upper year courses you want to take.


### Part 2: Enter Your Courses


On the Education Plan page, select Grade 9 from the dropdown menu.

## SSP Activity 12: High School Education Plan


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### Adding courses you plan to take

For each subject area, look through the dropdown menu of courses offered. Select a course you plan to take and click Add. Once you have added the course, you can access a description of the course by clicking on the  icon in the column on the right side of the page.

If you no longer want to take this course, click on the  icon.

### Adding courses you have already taken or are taking now

For each subject area, look through the dropdown menu of courses offered. Select a course you have taken or are taking now and click Add. Once you have added the course, you can access a description of the course by clicking on the  icon in the column on the left side of the page.

Click on the  icon to edit the details for your course, and click on the Save button.

### Part 3: Checklist for High School Education Plan

Make sure your Education Plan satisfies the following conditions:

- Do your course selections meet your school's graduation requirements?
- Do your course selections meet post-secondary school prerequisites for subject areas?
- Do your course selections meet post-secondary school prerequisites for academic level?

### Finally...

If you are going to work on your SSP right now, continue to Activity #13. If you want to work on your SSP later, click the gray Logout button to close your SSP.



## SSP Activity 13: Support Services

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The Support Services section of your SSP allows you to record details about learning options or programs that you participate in, both inside and outside of school. This could include Gifted and Talented programs, limited English proficiency options, private tutoring, and other services.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

### Learning Services

- Step 1.** Click on the blue Support Services button and then click on the Add Service button.
- Step 2.** In the Support Service Details chart, select the type of service you received or are receiving and the goal of the service.
- Step 3.** Select the dates you participated.
- Step 4.** In the Comments field, enter what the program or service involved, if it has or is helping achieve the goals of the service, and any other important information.
- Step 5.** Click on the gray Save button.
- Step 6.** Add other learning services you have received or are currently participating in.

### Finally...

If you are going to work on your SSP right now, continue to Activity #14. If you want to work on your SSP later, click the gray Logout button to close your SSP.

## SSP Activity 14: Using the Resume Builder

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You can use the information you have entered in your SSP to create a great resume, using Career Cruising's Resume Builder.

Go to [www.careercruising.com/SSP](http://www.careercruising.com/SSP). Enter your personal SSP username and password. Click on the Login button.

Click on the blue Resume Builder button in the menu on the left side of the page. Edit the information on your resume by clicking on the buttons on the left side of the page.

### Step 1: Personal Profile

You should review the information in the Personal Information section, such as your name, address, and other contact information to make sure that what appears there is what you want to appear on your resume.

### Step 2: Career Objective

This is a short statement indicating what type of work you are looking for (*full-time or part-time*); the particular kind of position you want (*cashier, lifeguard, etc.*); and what you hope to achieve.

### Step 3: Education

Enter your education information. Use the Description field to list any specific details you might want potential employers to know, such as specific course you have taken related to positions that interest you.

### Step 4: Work Experiences

If you entered your Work Experiences in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Work Experiences section of your SSP, click Add Work Experience.

Work experience does not have to be paid. You can also include unpaid work, such as internships or co-op placements.

- i) Enter your position title, employer, city, state, and dates of employment.
- ii) In the Description field, enter your regular duties, special projects you were involved with, and accomplishments you achieved throughout the course of your work.
- iii) Click the gray Save button.
- iv) Add other relevant work experience as you did before.

## SSP Activity 14: Using the Resume Builder

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### Step 5: Community Service

If you entered your Community Service experiences in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Community Service section of your SSP, click Add Community Service.

- i) Enter your position title, organization, city, state, and dates of involvement.
- ii) In the Description field, enter your regular duties, special projects you were involved with, total number of volunteer hours, and accomplishments you achieved throughout the course of your work.
- iii) Click the gray Save button.
- iv) Add other relevant community service experiences as you did before.

### Step 6: Awards & Certificates

If you entered your awards and recognitions in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Awards & Certificates section of your SSP, click Add Awards/Certificates.

- i) Enter the name of the award.
- ii) Select the date you received the award.
- iii) In the Description field, enter what the award is for, who it was awarded by (*e.g. school, community organization, government, etc.*), and any other information you feel is important.
- iv) Click on the gray Save button.
- v) Add all awards and recognitions you have received that you would like to include on your resume.

### Step 7: Extracurricular Activities

If you entered the extracurricular activities in which you participate in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

## SSP Activity 14: Using the Resume Builder

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If you have not filled out the Extracurricular Activities section of your SSP:

- i) Select an activity area from the dropdown menu.
- ii) Select the activity or organization name or click on the Enter Your Own link and type in the name if it does not appear. Enter the dates you participated in the group or activity.
- iii) In the Description area, record how you are involved, what your involvement is, and what skills you have gained from it.
- iv) Click on the gray Save button.
- v) Continue to add activities you are involved in as you did before.

### Step 8: Hobbies & Interests

If you entered your Hobbies & Interests in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Hobbies & Interests section of your SSP:

- i) Select an activity area from the dropdown menu.
- ii) Check off the activities that you participate in. For each activity record how you are involved and what skills you have gained from it. For example, if you are an avid collector, you may have great organizational skills.  
  
If you participate in any activities that are not on the list, you can use the Enter Your Own spaces at the bottom of the list.
- iii) Click on the gray Save button.
- iv) Continue to add activities you are involved in as you did before.

### Step 9: Skills and Abilities

If you entered your Skills and Abilities in your SSP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Skills and Abilities section of your SSP:

- i) Select a skill area from the dropdown menu.

## SSP Activity 14: Using the Resume Builder

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**ii)** Select the skills you possess and make note of how you acquired or use these skills. If you want to enter a skill that does not appear on the list, you can use the Enter Your Own spaces at the bottom of the list.

**iii)** Click the gray Save button.

**iv)** You can select other skills by choosing the area from the dropdown menu and repeating the previous steps.

### Step 10: References

References are people that potential employers can contact to learn more about you and verify information on your resume. References are usually current or former employers, teachers, or people who have overseen extracurricular activities (*e.g. coaches, supervisors, etc.*).

Typically, you should have two or three references. Be sure to ask people before you list them as references and inform them of all the important details of the job you are applying for (*e.g. qualifications, job duties, etc.*).

### Step 11: Additional Information

If there is any additional information you would like potential employers to know, you can enter it here.

### Step 12: Formatting and Viewing Your Resume

Click on the blue Format & View button.

**i)** Select a format for your resume. There are three styles to choose from. To see a sample, click on the Example link below each style.

**ii)** Select which sections you would like to include in your resume. Some information may not be relevant to particular employers.

**iii)** Click on the Set Order link and drag and drop the sections in the order you want them to appear on your resume.

**iv)** Preview your resume.

### Step 13: Printing and Exporting

Click on the blue Print/Export button.

You can print your resume using the Print feature in your browser.

## SSP Activity 14: Using the Resume Builder

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You can also export your resume in various file formats. Select the format you want, and click the gray Export button.

You can also print or export a sheet listing your references in the same style as your resume.

**Note:** To return to the SSP Homepage at any time, click on the blue SSP Homepage button. Remember to save the information you enter for each section of your resume before returning to the SSP Homepage.

### Some things to consider when writing a resume:

Your resume is your introduction to potential employers. It is a summary of your qualifications, outlining your skills, abilities, and experience. The goal of a resume is to tell an employer why he or she should hire you.

**Be honest** – Don't list skills or experience you don't have.

**Be brief** – Employers are looking for a summary of your qualifications, not a biography.

**Be relevant** – Limit your resume to what might be of interest to potential employers.

**Proofread** – Make sure your resume has no spelling or grammatical mistakes.