

# USER'S GUIDE

KENTUCKY ILP

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UPDATED AUGUST 2012

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# INTRODUCTION

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## THE PURPOSE OF CAREER CRUISING

Career Cruising has been developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using.

While in school, we noticed a common problem among our peers—few of us knew what to do with our lives after graduation. Our understanding of our career options was very limited, and often based more on inaccurate stereotypes than the reality of the working world.

To address these problems, we set out to create a career guidance resource that would have appealed to us when we were in school. Our aim with the initial version of Career Cruising was to develop a user-friendly program that combined comprehensive career information with the personal perspective provided by multimedia interviews with people in every occupation.

Over the years, we have responded to the needs of Career Cruising users by adding a number of additional features: first-class assessment tools, a comprehensive post-secondary schools database, financial aid information, an ILP tool, employment resources, and helpful administrative features.

The ongoing development of Career Cruising is a labor of love for all of our staff. It is our hope that Career Cruising will have a positive impact on the lives of everyone who uses the program.

## WHO CAN BENEFIT FROM CAREER CRUISING?

Career Cruising is suitable for people from 6th grade to adulthood. It is a user-friendly program and requires no special training or expertise. Career Cruising is particularly useful for:

- **middle school students** starting to learn about various career choices and the relationship between their schoolwork and the working world
- **secondary school students** in the 9th and 10th grades investigating occupations and planning for the future
- **secondary school students** in the 11th and 12th grades making decisions about training, post-secondary study, and work
- **college and university students** learning about careers related to their field of study
- **unemployed adults and young people** evaluating their options and beginning a work search
- **employed adults** considering a career change

# INTRODUCTION

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## INDIVIDUAL CAREER GUIDANCE

Career Cruising is designed for individual, self-directed use. The user-friendly interface helps users satisfy five key career guidance needs: self-assessment, career exploration, post-secondary education planning, work search preparation, and ILP development.

Each of these sections can be used on its own. For instance, someone interested in exploring careers could spend days learning about different careers and viewing the multimedia interviews with people in those careers.

However, the sections can also be used in combination. You can learn more about your personal interests and find related careers and information about required training; you can explore occupations that interest you and search for related jobs; you can explore schools in your state and find financial aid programs you qualify for; or you can use any other combination of the features and tools available in Career Cruising to help you develop a clear plan for your future.

We encourage you to go through at least the following steps:

### **Step 1: Find the Right Career (Assessment)**

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

### **Step 2: Explore Careers**

Click on one of the suggested careers to go to its summary page where you will find key information about the career, including core tasks, earnings, and education and training requirements. If the career interests you, explore each section of the occupation profile in depth and view multimedia interviews with real people in the occupation.

### **Step 3: Plan Education and Training**

The Explore Schools section provides information on where to get the required education and training. For instance, if you are interested in becoming a graphic designer, you can use the Search For Programs feature to find colleges offering programs in graphic design. You can also go directly to those school profiles by using the Related College Programs links in the Education section of the graphic designer occupation profile.

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

The ILP tool can be used throughout the career exploration and planning process. When using any component of Career Cruising or participating in any other career development activities, you can save your work and document your activities in your ILP. Developing the ILP allows you to continually build

## INTRODUCTION

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

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

We hope you enjoy exploring the program! If you have any questions, comments or suggestions for our team, please don't hesitate to contact us at [support@careercruising.com](mailto:support@careercruising.com).

# GETTING STARTED

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## SYSTEM REQUIREMENTS

Career Cruising is an entirely web-based system, which supports a variety of browsers:

### Windows Browsers

- Internet Explorer 7.0 and up
- Firefox 1.0.7 and higher

### Macintosh Browsers


- Safari for OS X 10.3 version 1.2 or higher
- Safari for OS X 10.4 version 2.0.3 or higher
- Firefox 1.0.7 and higher

To ensure you are able to make use of all aspects of the Career Cruising website, the following web browser settings are required:

- JavaScript must be enabled
- Check for new versions of pages automatically
- First party cookies must be enabled

Some network settings can also affect the performance of the Career Cruising website. Where proxy servers are used, they should be set to **NOT** cache pages from [www.careercruising.com](http://www.careercruising.com). Also, network firewalls should include [www.careercruising.com](http://www.careercruising.com) as a trusted site.

## VIEWING SOUND AND VIDEO CLIPS

To view the sound and video clips on the Career Cruising website, you must have either Windows Media Player 6.4 or higher, or QuickTime 4.0 or higher installed on your computer. If you need to download and install either one of these programs, you can do so by using the links provided under the Viewing Sound And Video Clips heading in our Technical Support section. To access the Technical Support section, click on the  button in the top menu bar.

A text transcription of the multimedia clips is also provided.

## ACCESSING CAREER CRUISING FROM THE STUDENT ILP

To access the Career Cruising website, you must first log into your Individual Learning Plans (ILPs). To do this, you need your ILP username and ILP password. The ILP username is your 10-digit state student ID number. Teachers, counselors, and other authorized school staff can retrieve ILP passwords through the School ILP Administration Tool (SIAT).

## GETTING STARTED

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To log into the ILP, go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP) and type in your ILP username and password. Then click the Login button.

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

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

Once you have logged into your ILP, you can access Career Cruising in one of two of ways:

- The Career Cruising button in the menu on the left side of the page has five submenu items: Career Matchmaker, My Skills, Learning Styles, Careers That Interest Me, and Schools That Interest Me. Within each of these sections, you can link directly to that part of Career Cruising.
- You can use the menu bar at the very top of the page to go to any part of the program.

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

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

To log into SIAT, go to [www.careercruising.com/ILPSchool](http://www.careercruising.com/ILPSchool) and enter your login information. Once you have logged into the system, click on the Enter Career Cruising button near the bottom of the menu bar 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 five main sections: **Explore Assessments**, **Explore Careers**, **Explore Schools**, **Employment**, and the **ILP** tool. When you log into your ILP, you will be directed to the ILP Homepage. From the ILP Homepage you can click on the Main button in the menu at the top of the page to access the Career Cruising Main page.

Main Page

In addition to the links to Career Cruising's main sections, the Main page also includes a number of weekly features:

**Career Quiz** – A set of multiple choice career-focused questions that include a brief explanation of each answer and links to related occupation profiles in Career Cruising.

**Upcoming Events** – A series of timely articles profiling upcoming career-related events. Each event profile includes informative links and suggestions on how to participate.

**Featured Interview** – A featured interviewee gives you an inside look at his or her occupation.

## CAREER CRUISING FEATURES

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**Featured PhotoFile** – A slideshow highlighting some of the key tasks performed by a person in a featured occupation. Each PhotoFile series includes descriptive captions.

**Career Focus** – A collection of links to occupation profiles within Career Cruising that correspond to a particular interest, characteristic, activity, or field of work.

## EXPLORE ASSESSMENTS

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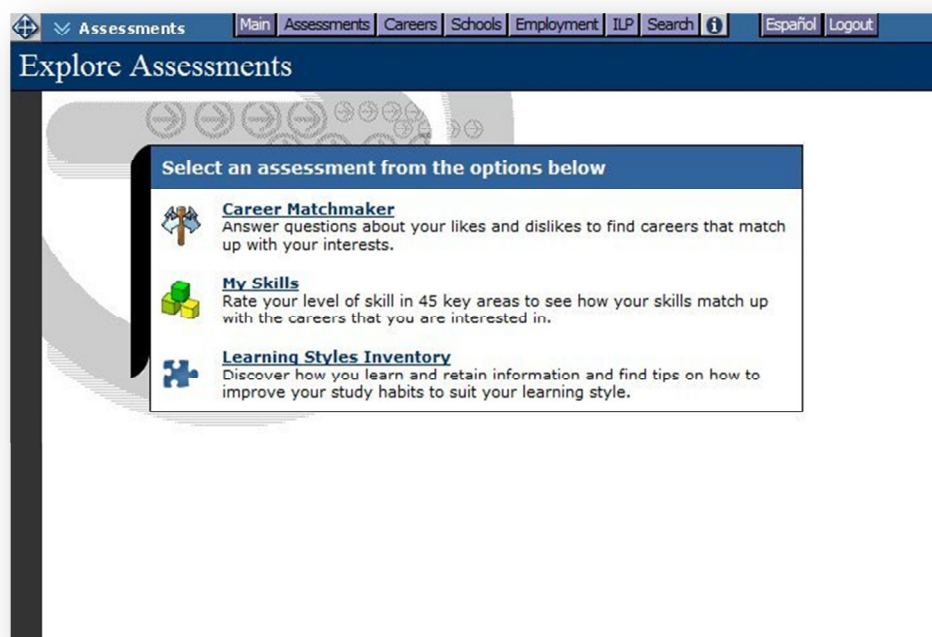
Career Cruising's Explore Assessments section includes tools to help you understand your interests and skills, and how your preferences and experiences relate to careers.

There are three assessments available:

**Career Matchmaker** – You can answer questions about your likes and dislikes to find careers that match your interests.

**My Skills** – This component of Career Matchmaker asks you to rate your level of skill in 45 key areas to see how those skills match up with the careers that you are interested in.

**Learning Styles Inventory** – This 20-question exercise helps you discover how you learn and retain information. You'll also find tips on how to improve your study habits to suit your learning style.



Explore Assessments

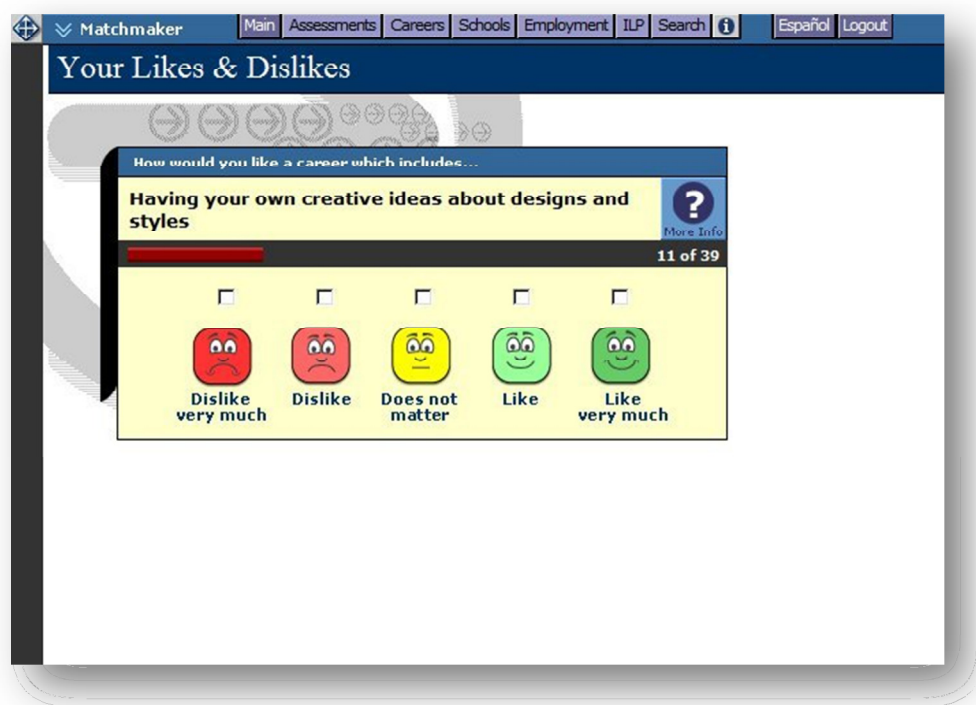
### CAREER MATCHMAKER

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

Career Matchmaker starts by asking 39 questions about your likes and dislikes. For each question, there are 5 responses to choose from: Dislike Very Much, Dislike, Does Not Matter, Like, or Like Very Much.

## EXPLORE ASSESSMENTS

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



Your Likes & Dislikes

Once you have completed the survey, Career Matchmaker produces a list of 40 suggested careers. The careers on the list are ranked according to how well they suit your identified interests. If a suggestion on the list surprises you, you can click on the career name to find out how the career matches your interests and to see why it was suggested.

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

**Cluster Recommendations** – Career Matchmaker also provides you with suggested career clusters. Click on a suggested cluster to see which careers from your suggestion list are included in that cluster.

**Improve 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 link to continue with Career Matchmaker. You can also click on the Review My Answers link 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.

## EXPLORE ASSESSMENTS

**Type of Education** – This feature allows you to specify the level of education and training you plan to complete, or have already completed, and have Matchmaker tailor the list of suggested careers to reflect your intended level of education and training. Click the Change link in the Type Of Education section to select the level of education you would like to pursue. Your suggested careers list will be updated so that only careers that meet your selected education criteria will be displayed.

**See how other careers match up with my answers** – If careers you are interested in do not appear on your suggested careers list, use this feature to find out why. Search for any career and then view the Suitable For You? information to see which aspects of the career you indicated you dislike.

**Save to My ILP** – After answering the first 39 questions in Matchmaker, you will be automatically prompted to save your results to your ILP. We also recommend saving your work after answering any additional questions. To save Matchmaker work, click on the Save To My ILP button.

The screenshot displays the 'Career Suggestions for Amanda Jackson' interface. At the top, there is a navigation bar with links for Main, Assessments, Careers, Schools, Employment, ILP, Search, Español, and Logout. Below the navigation bar, the page title is 'Career Suggestions for Amanda Jackson'. A 'Printer-Friendly Version' link is also present. The main content area is titled 'Your Matchmaker Results - Matchmaker1'. It includes a yellow box with instructions: 'Careers that suit your answers are listed below under Suggested Careers. The best matches are at the top of the list. Click on a career to learn more about it and how it suits your answers.' Below this, there are two columns: 'Suggested Careers' and 'Cluster Recommendations'. The 'Suggested Careers' list includes: 1. Multimedia Developer, 2. Industrial Designer, 3. Interior Designer, 4. Nursery / Greenhouse Grower, 5. Desktop Publisher, 6. Computer Programmer, 7. Animator, 8. Cartoonist / Comic Illustrator, 9. Fashion Designer, 10. Pipefitter, 11. Bricklayer / Stonemason, 12. Steamfitter, 13. Cook, 14. Butcher, 15. Drywaller, 16. Plasterer, and 17. Insulator. The 'Cluster Recommendations' list includes: 1. Arts & Humanities and 2. Construction. Below the cluster recommendations, there is a section for 'Improve Results:' showing '39 of 116 Questions' with a progress bar. There are links for 'Answer More Questions' and 'Review My Answers'. A 'Type of Education' section shows 'All Types of Education' with a 'Change' link. Below that, there is a section for 'Other Options:' with a link for 'See how other careers match up with my answers.'. A 'My Skills' section shows '0 of 45 Questions' with a progress bar and a 'Complete My Skills' link. At the bottom, there is a 'Save to My ILP' button.

Career Suggestions

### MULTIPLE MATCHMAKER RESULTS

Saving multiple Career Matchmaker results allows you to see how your interests evolve over time, and reflect on how your changing interests influence your career suggestions. When saving your Matchmaker results, you will be prompted to label the session you have just completed. All results are saved in the Career Cruising section.

## EXPLORE ASSESSMENTS

If you have saved multiple Matchmaker sessions to your ILP, you can indicate which result set is your Best Match. Your Best Match can be your most recent session or any other session that you feel best reflects your current interests. However you identify your Best Match, this is the set that is used in the printer-friendly report, and the one that others who have been invited to view your ILP will see when they look at your ILP. The Best Match results are also included in SIAT reports and used for reports-based messaging.

If you have saved only one Matchmaker session to your ILP, that result set is labeled as your Best Match by default.

The screenshot displays the 'Career Suggestions for Amanda Jackson' interface. At the top, there's a navigation bar with 'Matchmaker' selected. Below it, a header reads 'Your Matchmaker Results Matchmaker4'. A yellow box contains instructions: 'Careers that suit your answers are listed below under Suggested Careers. The best matches are at the top of the list. Click on a career to learn more about it and how it suits your answers.' The main content is divided into two columns: 'Suggested Careers' (listing 17 careers) and 'Cluster Recommendations' (listing '1. Health Science'). A 'Save Your Results' dialog box is overlaid, asking 'Do you want to save your Matchmaker results to your ILP?' with a 'Save As:' field set to 'Matchmaker4' and 'Yes'/'No' buttons. On the right side, there are links for 'Other Options', 'See how other careers match up with my answers', 'My Skills' (showing '0 of 45 Questions'), and 'Complete My Skills' with a 'Save to My ILP' button.

Matchmaker Labels

### MY SKILLS

This section of Career Matchmaker is designed to help you see how your skills match up with the careers that interest you. You must complete at least the first 39 questions of Matchmaker in order to access the My Skills assessment. On the Career Suggestions page, click on the Complete My Skills link on the right side of the page.

To complete the assessment, rate your skill level in the 45 skill set areas. For each skill there are five options to choose from: I am highly skilled, I am skilled, I have some skill, I don't have this skill, or I can't answer this.

## EXPLORE ASSESSMENTS

After completing these questions, you will be presented with your original suggested careers list. 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.

### My Skills

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

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

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

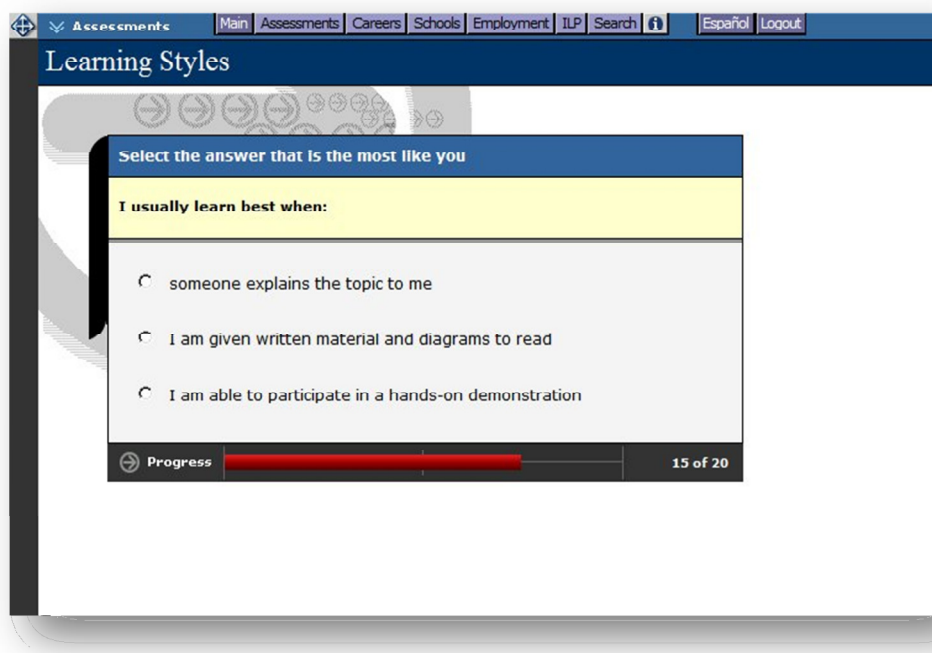
## EXPLORE ASSESSMENTS

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### LEARNING STYLES INVENTORY

The Learning Styles Inventory is designed to help you understand how you learn and retain information. The assessment consists of 20 questions. Based on your responses, the program will determine your learning style.

The Learning Style profile analyzes your preferences and tendencies according to three learning methods: visual, auditory, and tactile. You may be identified as having a primary, primary and secondary, dual, or mixed learning style. The Learning Style profile displays the distribution of your responses in chart and graph format, and provides feedback about what it means to be a visual, auditory, or tactile learner, including tips and techniques for studying and learning new information.

The image shows a screenshot of a web-based assessment titled "Learning Styles". At the top, there is a navigation bar with links for "Main", "Assessments", "Careers", "Schools", "Employment", "ILP", "Search", "Español", and "Logout". The main content area has a dark blue header with the title "Learning Styles". Below the header, there is a question prompt: "Select the answer that is the most like you". The question text is "I usually learn best when:". There are three radio button options: "someone explains the topic to me", "I am given written material and diagrams to read", and "I am able to participate in a hands-on demonstration". At the bottom of the question box, there is a progress indicator showing a red bar and the text "Progress" and "15 of 20".

Learning Styles



## EXPLORE CAREERS

The Explore Careers section contains hundreds of in-depth career profiles. Click on the Careers button in the top menu bar to access the section at any time.

You can search for career profiles in several different ways:

- **Search for Careers** – Enter a career name for a keyword search.
- **Search by Index** – Look up occupations using the alphabetical index.
- **Search by School Subject** – Select a subject and see related careers.
- **Kentucky Career Clusters** – Select one of the Kentucky Career Clusters to see which careers it includes.
- **Career Selector** – Use factors like education level, income, and working conditions to find suitable careers.
- **Military Careers** – Search for military careers by keyword, job family, or service branch.
- **Explore Industries** – Learn about key industry sectors and explore related occupations.



Explore Careers

# EXPLORE CAREERS

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## SEARCH FOR CAREERS

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 Search By Index 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 Search By School Subject 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 blue buttons on the left side of the results page to filter the list of careers by education level.

## KENTUCKY CAREER CLUSTERS

Career clusters are groups or families of occupations that share common characteristics such as knowledge requirements, skill sets, and/or goals. Searching by cluster can help you focus your career goals. On the Kentucky Career Clusters page, click on the name of one of the 14 clusters to see a list of occupation profiles that are in that particular grouping. Click on a career title to view details about that occupation. Use the blue buttons on the left side of the results page to filter the list of careers by education level.

## CAREER SELECTOR

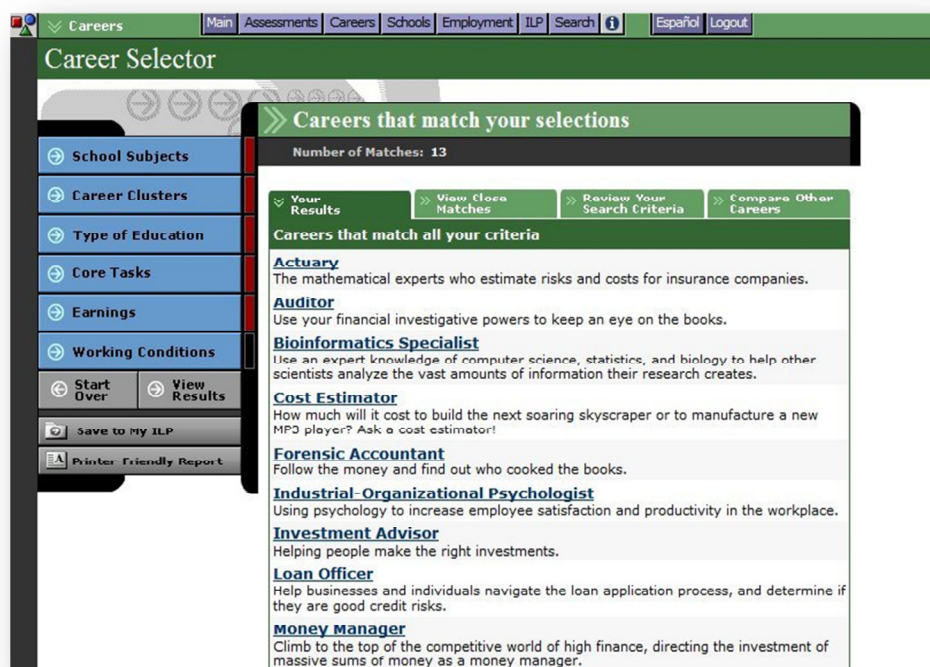
Career Selector lets you search for career possibilities using one or a combination of a number of factors, including school subject, career cluster, type of education, core tasks, earnings, and working conditions.

Navigate the tool sequentially by using the Next and Back buttons, or click on any of the search criteria listed in the left-hand menu to jump to specific criteria. At any time, you can click the View Results button to see your current results.

Using the green tabs above the results, you can also find a list of close matches, review the search criteria you've used, or compare other occupations to your search criteria. You can also revise certain sections of the Career Selector by returning to the specific criteria on the left-hand navigation menu. To

## EXPLORE CAREERS

start a new session and clear all previous search criteria, click on the Start Over button. Career Selector results can be saved to an ILP by clicking on the gray Save To My ILP button. Saved results appear in the Careers That Interest Me section of your ILP.



Career Selector

### 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 ILP by clicking the gray Save To My ILP button located in the left-hand menu on every military profile page. Saved careers can be found in the Careers That Interest Me section.

# EXPLORE CAREERS

## EXPLORE INDUSTRIES

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 Explore Industries 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 and links to related occupations in Career Cruising, national and state wage data and employment projections, and links to industry-specific resources.

Click on Explore Industries on the Explore Careers page to access the profiles. Links to the industry profiles are also available under the Top Industries heading in the Related Careers section of the occupation profiles.

The screenshot shows a web browser window with the Career Cruising website. The top navigation bar includes links for Main, Assessments, Careers, Schools, Employment, ILP, Search, Español, and Logout. The main heading is 'Transportation and Warehousing'. On the left, there is a 'General Information:' section with a list of links: Overview, Industry subsectors, Significant Careers, Wages & Trends, Other Resources, and a Printer-Friendly Report. The 'Overview' link is selected, and the main content area is titled 'Industry Overview'. The text in this section describes the industry's role in moving goods and people across the continent, mentioning various modes of transportation like air, rail, water, and truck, and the services provided by establishments in this industry.

### Industry Overview

# 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 a photo depicting a common task performed by people in the occupation.

The screenshot displays the 'Computer Scientist' profile on the Career Cruising website. The navigation menu on the left includes 'General Information' (At a Glance, Job Description, Working Conditions, Earnings, Education, Sample Career Path, Related Careers, Other Resources) and 'Photos & Interviews' (PhotoFile, John, Stephanie). The main content area is titled 'Computer Scientist' and features a green 'At a Glance' header. Below this is a summary box: 'Computer scientists design computer systems and software, develop computer science theories, and figure out new ways to use computers.' The 'Core Tasks' section lists: 'Conduct experiments and research new computer technologies', 'Develop and test equipment and software applications', 'Work with scientists, engineers, techs, and marketing specialists', 'Managers oversee budgets and hiring', and 'Professors teach students and grade papers'. A photo of a man at a computer is shown with a 'View PhotoFile' link. The 'Workplace' section lists: 'Employers include colleges and other academic institutions, and computer, electronic, and software manufacturers', 'Work in offices and labs; professors also work in classrooms', 'Risk of eye, neck, back, and shoulder strain', 'The work can be stressful', and 'Most work 40 hours a week; professors tend to work longer hours'. The 'Earnings' section lists: '\$57,000 to \$150,000 a year for most', 'The median is about \$98,000 a year', '\$40,000 to \$120,000 a year for professors', and 'Senior computer scientists earn the most'. A 'Typical Earnings Range' bar chart shows a range from 0 to 120+ \$ in thousands per year.

### Occupation Profile

**Job Description** – A detailed description of what people in this career do, including common tasks and duties, skills and technology used on the job, and other aspects of the career.

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

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

## OCCUPATION PROFILES

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

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

### PhotoFiles

Most of the profiles also include a PhotoFile series. PhotoFile is a photo-journalistic job description consisting of a series of photos for each career, along with informative captions.

### Multimedia Interviews

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

The screenshot displays the 'Air Traffic Controller' profile page. At the top, there is a navigation bar with links for Main, Assessments, Careers, Schools, Employment, ILP, Search, Español, and Logout. The main heading is 'Air Traffic Controller'. Below this, there is a section titled 'A Day in the Life' with a 'Back to Career Profile' link. The schedule is as follows:

- 2:00 pm – 3:30 pm**: Shifts for air traffic controllers start on a rotating basis. Arriving at work and relieving the person before me.
- 3:30 pm – 4:30 pm**: Working the plane traffic: talking to plane personnel; monitoring computer displays; making sure the planes are all traveling safely.
- 4:30 pm – 4:50 pm**: Break.
- 4:50 pm – 7:00 pm**: Same as earlier: talking to plane personnel; monitoring computer displays; making sure the planes are all traveling safely.
- 7:00 pm – 8:00 pm**: Conducting a training session.
- 8:00 pm – 10:00 pm**: Same as earlier: talking to plane personnel; monitoring computer displays; making sure the planes are all traveling safely; possibly conducting another training session before leaving.

On the left side, there is a sidebar with a photo of 'Kurt' and a menu with options: Questions & Answers, Likes, Dislikes, Advice, A Day in the Life (selected), and Breakdown of Activities. There is also a 'Printer-Friendly Report' button.

Multimedia Interview

## OCCUPATION PROFILES

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Each interview has the same structure and includes:

**Questions & Answers** – View the interviewee’s responses to important questions about his or her career.

**Sound Clips** – Each person describes what he or she likes and dislikes about the job.

**Video Clip** – Each person offers 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 time chart that graphically shows the number of hours spent at different work activities.

## EXPLORE SCHOOLS

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The Explore Schools section includes information and tools to help you plan the education and training you will need to begin your career. This section of Career Cruising can be accessed by clicking on the Schools button in the top menu bar.

On the Explore Schools screen, there are six available options:

- **Search for Schools** – Enter a school name for a keyword search or search by state.
- **Search for Programs** – Type in a program name or search by cluster.
- **Compare Schools** – Compare data and view school profiles side by side.
- **School Selector** – Use factors like location, majors offered, and admission difficulty to find suitable schools.
- **Planning Timeline** – A step-by-step guide designed to help you plan and prepare for college.
- **Financial Aid** – Look up financial aid programs by name or use the Financial Aid Selector to find suitable financial aid programs.

### 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.

When you receive your list of matching schools, click on any of the schools to view a detailed school profile. If there are a large number of schools on your list, you can filter the list of matches by using the dropdown menu at the top of the School Type column to specify the particular type of school you are looking for. Save school profiles to your ILP by clicking on the gray Save To My ILP button in the left-hand menu on every profile page. Saved schools can be found under My Saved Schools in the Schools That Interest Me section of your ILP.

### SEARCH FOR PROGRAMS

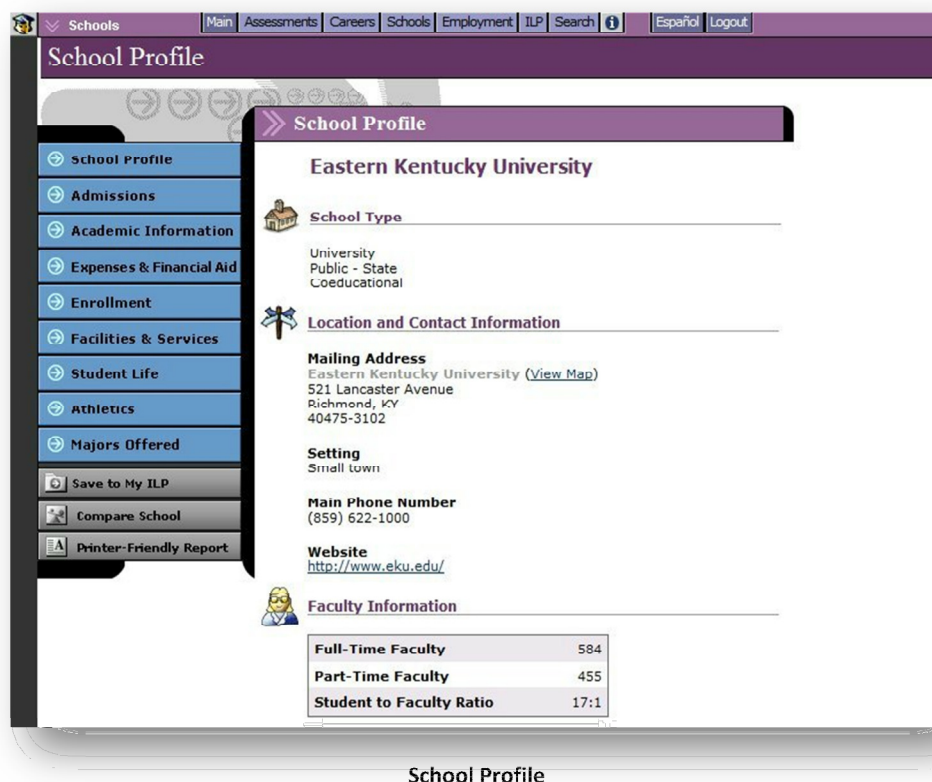
This feature allows you to find schools offering the academic or vocational training programs you are looking for. Search for programs by keyword or by choosing a program cluster. Searching by keyword works best if you know what major you are interested in, while the cluster search is usually better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

The results list is organized so that you first see a list of Kentucky schools offering the program you selected. You can view out-of-state schools by clicking on a link to a different state or a different region



## EXPLORE SCHOOLS

(New England, Midwest, etc.). You can use the Program Type dropdown menu to further filter the list of schools by type of program (e.g. Associate Degree, Bachelor's Degree, Non-Degree, etc.).



**School Profile**

**Eastern Kentucky University**

**School Type**  
University  
Public - State  
Coeducational

**Location and Contact Information**

**Mailing Address**  
Eastern Kentucky University ([View Map](#))  
521 Lancaster Avenue  
Richmond, KY  
40475-3102

**Setting**  
Small town

**Main Phone Number**  
(859) 622-1000

**Website**  
<http://www.eku.edu/>

**Faculty Information**

Full-Time Faculty	584
Part-Time Faculty	455
Student to Faculty Ratio	17:1

School Profile

### COMPARE SCHOOLS

The Compare Schools feature helps with the post-secondary school selection process by making it easy to compare the details of any two schools.

On the Explore Schools page, click on the Compare Schools button and select the type of program (undergraduate, graduate, or career and technical) that interests you. Enter the name of a school and click the Search! button. Choose the button next to the name of the school to include in the comparison and click on the gray Select School button.

Search for another school and select one to compare with the first school. Click on the gray Select School button. Click the Compare Now! button to see how the two selected schools compare in terms of student population, admission requirements, cost, available majors, athletics, and a variety of other considerations.

You can use the link on the Compare Schools page to include schools you have saved to your ILP in the comparison. Select a school from the Your Saved Schools list for comparison by clicking the button next

## EXPLORE SCHOOLS

to the name of a school and continue as described above. You are then presented with a side-by-side review of the essential information the schools you have selected.

You can also access the Compare Schools feature from each school profile page. The Compare School button is located near the bottom of the menu on the left side of the school profile screen. 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.

The screenshot shows a web interface for comparing schools. The main heading is 'Compare Undergraduate Schools'. On the left is a navigation menu with options: General Information, Admissions, Estimated Expenses, Student Life, Athletics, Undergraduate Majors, Change Schools, Start New Search, and Printer-Friendly Report. The 'General Information' section is expanded, showing a table comparing Kentucky State University and the University of Kentucky across several categories.

	Kentucky State University	University of Kentucky
<b>Type &amp; Location</b>		
School Type	University	University
Public / Private	Public - State-related	Public - State
Location	Frankfort, KY	Lexington, KY
Setting	Small Town	Urban
<b>Student Population</b>		
Student Body	Coeducational	Coeducational
Total Students	2,851	26,295
Total Undergraduate Students	2,606	19,183
<b>Faculty</b>		
Full-Time Faculty	129	1,301
Part-Time Faculty	51	382
Student-Faculty Ratio	17:1	18:1
<b>Credentials Awarded</b>		
Certificate		
Diploma		
Associate Degree	Yes	Yes
Bachelor's Degree	Yes	Yes
First-Professional Certificate		
First-Professional Degree		

Compare Schools

### SCHOOL SELECTOR

If you are not sure where you want to go to school, you can use School Selector to find schools that match your requirements and goals. There are three different School Selectors to choose from: one for undergraduate schools, one for career and technical schools, and one for graduate schools.

After choosing the appropriate School Selector, 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. The criteria available to you depend on which School Selector option you choose. Navigate the tool sequentially by using the Next and Back buttons, or click on any of the search criteria listed in the left-hand navigation menu to jump to specific criteria. At any time, you can click the View Results button to see your current results.

## EXPLORE SCHOOLS

When you have finished choosing your criteria, the School Selector will display a list of schools that match your preferences. Using the purple tabs above the results, you can also find a list of close matches, review the search criteria you've used, or compare other schools to your search criteria. To start a new session and to clear previous search criteria, click on the Start Over button. You can also revise sections of the School Selector by returning to the specific criteria on the left-hand navigation menu.

School Selector results can also be saved to your ILP by clicking on the gray Save To My ILP button.

The screenshot shows the 'Undergraduate School Selector' interface. At the top, there are navigation tabs: Schools, Main, Assessments, Careers, Schools, Employment, ILP, Search, Español, and Logout. The main heading is 'Undergraduate School Selector' and the sub-heading is 'Selector Results'. Below this, it states '36 schools match all of the topics you have selected'. There are four purple tabs: 'Your Results', 'View Close Matches', 'Review Your Search Criteria', and 'Compare Other Schools'. A dropdown menu for 'View Matching Schools by State' is set to 'Please Select a State'. Below this is a table of results:

Name of School	Type of School	City/State
<a href="#">Arkansas State University</a>	4-Year	State University, AR
<a href="#">Arkansas Tech University</a>	4-Year	Russellville, AR
<a href="#">Austin Peay State University</a>	4-Year	Clarkeville, TN
<a href="#">East Arkansas Community College</a>	2-Year	Forrest City, AR
<a href="#">East Tennessee State University</a>	4-Year	Johnson City, TN
<a href="#">Gateway Community and Technical College</a>	2-Year	Covington, KY
<a href="#">Henderson State University</a>	4-Year	Arkadelphia, AR
<a href="#">Kentucky State University</a>	4-Year	Frankfort, KY
<a href="#">Middle Tennessee State University</a>	4-Year	Murfreesboro, TN
<a href="#">Missouri Southern State University</a>	4-Year	Joplin, MO
<a href="#">Missouri State University</a>	4-Year	Springfield, MO
<a href="#">Missouri University of Science and Technology</a>	4-Year	Rolla, MO
<a href="#">Morehead State University</a>	4-Year	Morehead, KY
<a href="#">Murray State University</a>	4-Year	Murray, KY
<a href="#">Northern Kentucky University</a>	4-Year	Highland Heights, KY
<a href="#">Northwest Missouri State University</a>	4-Year	Maryville, MO

School Selector

## 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 wealth of information on researching colleges, financial aid, and assembling application packages. The timeline also provides tips for using Career Cruising's assessments, databases, and the ILP to manage the college planning process.

Click on the Planning Timeline button on the Explore Schools page to access the College Planning Timeline. Use the blue menu buttons 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 Report button.

## EXPLORE SCHOOLS

### 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. On the Explore Financial Aid page, there are two ways to search for financial aid programs: Financial Aid Selector and Search for Scholarships.

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. If you want to find out more about financial aid programs you are already aware of, use the Search For Scholarships option to look up information on these programs.

Information provided for all of the financial aid programs includes the following important details: program description, award criteria, application information, and contact details.

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.

The screenshot displays the 'Financial Aid Selector' web application. At the top, there is a navigation bar with links for 'Main', 'Assessments', 'Careers', 'Schools', 'Employment', 'ILP', 'Search', 'Español', and 'Logout'. The main header is 'Financial Aid Selector'. A left-hand navigation menu lists various categories: Personal Information, Citizenship & Residence, Background, Academic History (which is currently selected), College Information, Interests & Talents, Military Service, and Corporate & Volunteer Experience. At the bottom of this menu are 'Start Over' and 'View Results' buttons. The main content area is titled 'Academic History' and includes the instruction 'Please answer all questions.' with 'Back' and 'Next' buttons. The first question is 'Are you currently in high school?' with radio buttons for 'Yes' and 'No'. The second question is 'What is your class rank?' with radio buttons for 'Upper quarter (minimum 3.5 GPA)', 'Upper third (minimum 3.0 GPA)', 'Upper half (minimum 2.5 GPA)', and 'None of the above'. The third question is 'What year of college study will you be entering?' with radio buttons for 'Freshman', 'Sophomore', 'Junior', 'Senior', 'Graduate Study', and 'Postgraduate Study'. A 'Next' button is located at the bottom right of the form.

Financial Aid Selector

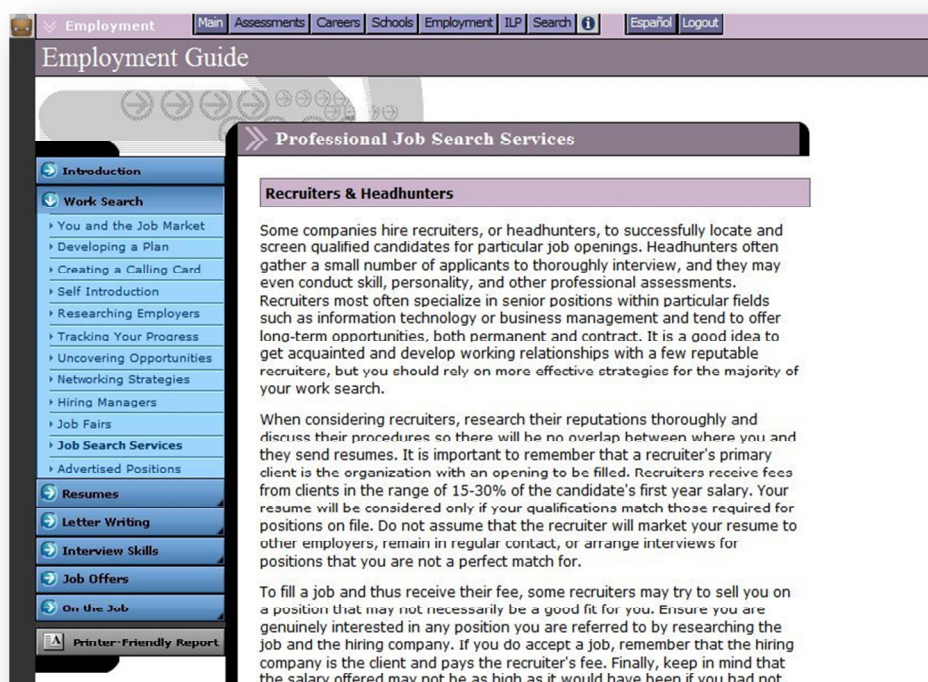
## EMPLOYMENT

The Employment section contains an Employment Guide that helps 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.

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 the Employment button in the top menu bar, and select the Employment Guide link. Use the blue buttons on the left side of the page to navigate to different sections of the guide.

To print a copy of the Employment Guide, click on the gray Printer-Friendly Report button. Select the section, or sections, of the guide that you would like included in the report, and click Print.



Employment Guide

# INDIVIDUAL LEARNING PLAN (ILP)

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

## ACCESSING AN ILP

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

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

## ILP PRIVACY

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

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

## ILP FEATURES

The ILP tool is organized into a number of different sections. Each of these sections is described briefly below. It is important to note that some of the sections in the ILP can be enabled and disabled by counselors and teachers using the School ILP Administration Tool (SIAT), so it is possible that some users at your site may not have access to all of these features.

**ILP Completion Status** (ILP Homepage) – The ILP Completion Status bar tracks the progress you have made towards fulfilling the ILP completion requirements. Click on the View Details link to see exactly which required ILP development tasks you have completed and which tasks you have yet to complete.

**Inbox** (ILP Homepage) – The Inbox is a place where you can receive messages your teachers, counselors, or career advisors. You may retain these messages or delete them after they have been read.

**Quick Links** (ILP Homepage) – The Quick Links section includes links to a variety of important features and information, such as tips for effective use of your ILP, pages for updating some your personal information, a section to record information about the schools you have attended, an archive of notes made by your career advisor during previous advisement sessions, a tool for inviting others to view your ILP, and a log showing all of the guest views of your ILP.

# INDIVIDUAL LEARNING PLAN (ILP)

The screenshot displays the ILP Homepage for Amanda Jackson. At the top, there is a navigation bar with links for Main, Assessments, Careers, Schools, Employment, ILP, Search, Español, and Logout. The main header reads "ILP Homepage" and "You're logged in as Amanda Jackson". Below this is a "Welcome Amanda" banner with an "ILP Completion Status" progress bar at 0% and a "View Details" link. The left sidebar contains a menu with options like ILP Homepage, Career Cruising, Careers that Interest Me, Schools that Interest Me, Scholarships & Financial Aid, Assessment Results, Goals & Plans, Activities & Experiences, Awards & Recognitions, Course of Study, Learning Services, Special Tools (Resume Builder, Printer-Friendly Version), Go to KHEAA.com, and Logout. The main content area includes an "Inbox For: Amanda Jackson" with a table showing an email from M Andrews with subject "Appointment" dated 8/22/2012. Other sections include "Quick Links" with various navigation options, "My Calendar" for tracking events, "My Task List" for updating tasks, "Important Documents" with a link to "Knitting Patterns", "My Documents" for file management, "Suggested Links" with "Occupational Outlook Handbook", "My Journal" for reflecting on goals, and "My Links" with "National Geographic".

ILP Homepage

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

**Assignments and Activities** (ILP Homepage) – The Assignments & Activities link allows you to view 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 Documents section of your ILP.

**My Journal** (ILP Homepage) – 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.

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

**Suggested Links** (ILP Homepage) – The Suggested Links section includes helpful websites that have been inserted into your ILP by your school or district.

## INDIVIDUAL LEARNING PLAN (ILP)

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

**Career Matchmaker** (Career Cruising) – The Career Matchmaker subsection is the place where your Matchmaker results are saved.

To change your Best Match, select the name of the session you'd like to designate as your new Best Match. Changes are saved automatically.

To review or make changes to your answers for a specific Matchmaker session, click on the appropriate result set label to load the Career Suggestions page for that session. To begin a new Matchmaker session, click on the gray New Matchmaker Session button under the Best Match results chart.

The top 10 Career Matchmaker suggestions, recommended career clusters, and selected level of education information provided correspond to the Matchmaker session that you have identified as your Best Match. Changing your Best Match will also change the information displayed in these sections.

The screenshot shows the Career Cruising Career Matchmaker interface. The user is logged in as Amanda Jackson. The main content area displays 'Your Saved Matchmaker Results' with a table of four sessions. The 'Best Match' is set to 'Matchmaker4'. Below the table is a 'New Matchmaker Session' button. Underneath, the 'Best Match Results: Matchmaker1' section shows 'Top 10 Career Matchmaker Suggestions' with a list of careers: Multimedia Developer, Industrial Designer, Interior Designer, and Nursery / Greenhouse Grower.

Best Match	Label	Date Updated	Options
<input type="radio"/>	<a href="#">Matchmaker1</a>	08/22/2012	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	<a href="#">Matchmaker2</a>	08/22/2012	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	<a href="#">Matchmaker3</a>	08/22/2012	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="radio"/>	<a href="#">Matchmaker4</a>	08/22/2012	<input type="checkbox"/> <input type="checkbox"/>

**Best Match Results: Matchmaker1**

**Top 10 Career Matchmaker Suggestions**

Interest Rank

- [Multimedia Developer](#)
- [Industrial Designer](#)
- [Interior Designer](#)
- [Nursery / Greenhouse Grower](#)

Multiple Matchmaker Results

**My Skills** (Career Cruising) – This section allows you to access the My Skills component of Career Matchmaker. If you have not yet completed Matchmaker, you will be directed to do so by clicking on the gray Go To Career Matchmaker button. If you have completed Matchmaker, but not My Skills for your



## INDIVIDUAL LEARNING PLAN (ILP)

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current Best Match, you can complete the assessment by clicking on the Go To My Skills button. If you have completed both Career Matchmaker and My Skills, you can link to your integrated results.

**Learning Styles** (Career Cruising) – The Learning Styles 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 Find My Learning Style button to access the test. If you have taken the assessment, you will see a summary of your learning style profile.

**Other Assessments** (Assessment Results) – 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.

**Careers that Interest Me** – Careers that Interest Me includes a list of all the careers you have saved to your ILP while using the features in the Explore Careers section. You can maintain notes for all saved careers on an ongoing basis. Careers That Interest Me also includes a section for saved military careers and a subsection for storing your saved Career Selector work.

**My Saved Schools** (Schools that Interest Me) – The My Saved Schools section includes a list of all the schools you have saved to your ILP while using the features in the Explore Schools section. You can maintain notes for all saved schools on an ongoing basis.

**School Selectors** (Schools that Interest Me) – 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.

**My Saved Scholarships** (Scholarships & Financial Aid) – In this section you will find the scholarships and other financial aid programs that you have saved to your ILP. Click on the name of a scholarship to view details about that award. If you have not saved any scholarships to your ILP, you can link to the Explore Financial Aid section to research financial aid programs for which you might qualify.

**Financial Aid Selector** (Scholarships & Financial Aid) – The Financial Aid Selector can help you find scholarships and other financial aid programs you may qualify for. Saved results from sessions are stored here.

**Assessment Results** – The Assessments Results page includes three subsections: State Assessments, Standardized Tests, and Other Assessments. The State Assessments subsection is the place where your CATS Proficiency Test results are saved. The Standardized Tests and Other Assessments subsections provide a space for you to save your results from common career assessment and other standardized tests that you complete outside of Career Cruising.

**Career and Life Goals** (Goals & Plans) – This subsection 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.

## INDIVIDUAL LEARNING PLAN (ILP)

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**Career Cluster Interests (Goals & Plans)** – On the Career 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 suggested for you by Career Matchmaker. Click on the suggested cluster to see which careers from your Matchmaker suggestion list are included in that cluster.

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

**Career Planning Activities (Goals & Plans)** – The Career Planning Activities page allows you to document all 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.

**Organizations & Activities (Activities & Experiences)** – This page allows you to document the organizations and activities you are involved in, such as school sports teams, bands, and community organizations. You can select the activities, the dates of participation, and record a description of each activity.

**Hobbies & Interests (Activities & Experiences)** – In this section, you can maintain a list of all of 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.

**Community Service (Activities & Experiences)** – In this section you can document the community service activities you are involved in. You can select the activities, the dates of participation, and your thoughts on each activity. For each position held, you can record the following: position title, name of the organization, location of the organization, start and end date, number of hours volunteered, description of work, and the name of a reference or supervisor. You also can attach related files to each volunteer position recorded.

**Work Experiences (Activities & Experiences)** – The Work Experiences section is where you can maintain a detailed employment history. For each job you held, you can record the following: job title, name of employer, location of employer, start and end date, description of work, and the name of a company reference or supervisor. You may also attach related files to each job recorded.

**Awards & Recognitions** – This page allows you to keep track of any awards and recognition you receive. For each award entered, you record the name of the award or recognition, the completion/award date, and a description. You can also attach related files to each award and recognition.

## INDIVIDUAL LEARNING PLAN (ILP)

**Course of Study** – You can use the Course of Study section to create a personalized high school course plan. To add a course to your plan, enter the course name, number of credits, course length, and indicate whether or not the course is required. Site administrators can simplify the process by pre-entering course information through the School ILP Administration Tool (SIAT). As you complete courses, enter your final grades. You may view your entire course plan and print it at any time.

**Learning Services** – This section allows you to document any special learning services that you are receiving. This includes school-based learning services, such as Extended Student Services, Gifted & Talented services, and LEP services. You can also record other services, such as additional tutoring, additional courses, or special instruction, and view school-wide Intervention Plans.

**Printer-Friendly Version** – This feature allows you to identify the specific sections of your ILP that you would like to print. A printer-friendly report including only these sections is then generated for printing.

### REVIEW & REVISE

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

The screenshot displays the Career Cruising interface. At the top, the user is logged in as Amanda Jackson. The main navigation menu includes options like ILP Completion Status (0% to 100%), Your Saved Matchmaker Results, and Best Match Results: Matchmaker1. A 'Review & Revise' dialog box is open, asking the user if they would like to do this now. Below the dialog, the 'Top 10 Career Matchmaker Suggestions' are listed, including Multimedia Developer, Industrial Designer, Interior Designer, and Nursery / Greenhouse Grower.

Review & Revise Reminder

## INDIVIDUAL LEARNING PLAN (ILP)

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The Review & Revise Box is located below the main content in each required section of the ILP. When you have completed the necessary information, such as saving careers or recording extracurricular activities, for each section, select the checkbox beside the “Yes, I have reviewed and revised this section of my ILP” statement in the Review & Revise box. You can also reflect upon the changes you have made to each section.

If you have met the standards for completion but have not indicated that you have reviewed a section, a reminder pop-up will notify you that there is another step you need to complete before you can navigate to a different section of your ILP.

### RESUME BUILDER

The Resume Builder is seamlessly linked with the ILP tool. To access the Resume Builder, click on the Resume Builder button in the Special Tools section of the menu on the left side of the ILP Homepage.

To make it easy for you to quickly generate a resume, any information stored in your ILP that is useful for resume creation is automatically shared with the Resume Builder. The Resume Builder also includes some sections that are not available within the ILP tool. These include:

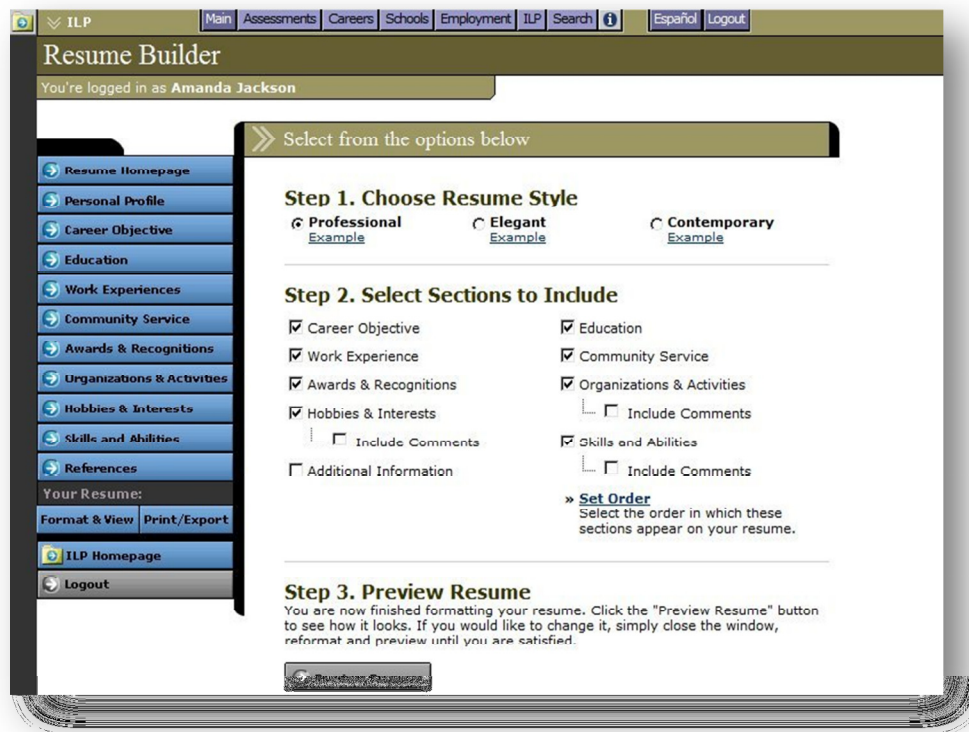
**Career Objective** – A free-text field for entering a career objective statement.

**Education** – This section allows you to keep track of your education history (schools attended, dates of enrollment, credentials earned, etc.).

**References** – A place to enter contact details for all references.

**Additional Information** – A free-text field for entering any additional information you would like to include in your resume.

# INDIVIDUAL LEARNING PLAN (ILP)



Resume Builder

Once you have entered all of the information you want to include in your resume, you can format the document by clicking on the Format & View button. You can choose a resume style, select which sections you would like to include in your resume, and indicate the order these sections should appear in. After previewing your resume, you can print it or export it as a web page, a Microsoft Word document, or a plain text file. If you have previously formatted your resume, you can go directly to the Print/Export page.

To return to the ILP Homepage at any time, click on the blue ILP Homepage button. Information entered for each section of the resume should be saved before returning to the ILP Homepage.

# NAVIGATING CAREER CRUISING

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## MENU BAR

The menu bar across the top of each screen provides you with a quick and easy way to move to different sections of Career Cruising from anywhere in the program.



Top Menu Bar

**Main** – Takes you to the Main page (the first screen you come to after logging in).

**Assessments** – Takes you to the Explore Assessments section, from which you can access Career Matchmaker, My Skills, and the Learning Styles Inventory.

**Careers** – Takes you to the Explore Careers section.

**Schools** – Takes you to the Explore Schools section.

**Employment** – Takes you to the Employment Guide.

**ILP** – Takes you to your ILP homepage.

**Search** – Allows you to search for career and school information by keyword.



– Takes you to the Helpful Information section, where you will find a site map, technical support information, and developer's notes about the information and features in the program.

**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 button to toggle between Spanish and English at any time.

**Logout** – Use this button to exit Career Cruising, which will end all of your current sessions and return you to the Login page.

## 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.

## CONTACT INFORMATION

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