

Guided Tour of Career Cruising

This document provides a brief walkthrough of the main components and features of Career Cruising. For more detailed information about Career Cruising's features, please consult the User's Guide.

STEP 1: START CAREER CRUISING

Username: _____ **Password:** _____

Go to www.careercruising.com. On the Career Cruising homepage, enter your username and password, and click **Log In**.

Once you have logged in, you will see the Career Cruising main page. From here you can access all the tools and features in the program. To return to this page at any time, click on the Career Cruising logo at the top of the page.

STEP 2: COMPLETE CAREER MATCHMAKER

The Explore Assessments section offers a number of assessment tools to help you discover your skills, abilities, and learning preferences and use that information to identify suitable career options. Career Cruising's interest assessment, Career Matchmaker, helps you understand how interests and career choices are related by matching your likes and interests to occupations in the program. Let's begin by completing Career Matchmaker:

- Click on the **Assessments** link in the menu bar at the top of the page.
- If you are not already logged in to My Plan, select **Login** under Matchmaker & My Skills, enter your My Plan username and password, and then click on **Login**. If you have not yet created a My Plan, click on **Register** to create one.
- Choose **Start Matchmaker**, read through the instructions, and enter a name for your session. Click **Start Now** to begin.

Answer the first 39 questions. If you are unsure of the meaning of a question, read the **More Info** section for a brief explanation. After you finish the first round of questions and get your initial list of suggested careers, we strongly recommend going through the second round of questions.

- Click on the **Answer More Questions** link in the **Improve My Results** section on the left side of the page.
- Answer as many of the additional questions as possible, then click the **View My Career Suggestions** button.

The Matchmaker results page lists the top 40 career matches ranked in order of suitability. Click on a career to learn more about it and to see how it matches up with your answers.

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From the Matchmaker results page, you can browse through Matchmaker's other features and functions:

- View your recommended career clusters or pathways.
- Review and change your answers.
- Limit your suggestions to a particular level of education.
- See how careers **not** included in your list of suggestions match up with your answers.

Click on **Assessments** in the top menu bar to access the other assessment tools available. You can use the My Skills assessment to see how your skills match up with the skills required for careers that match your interests, or take the Learning Styles Inventory to help you understand how you learn and retain information.

STEP 3: EXPLORE AN OCCUPATION PROFILE

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including by keyword, index, school subject, or career cluster, or by using the Career Selector. For now, try the Search By School Subject option.

- Click on the **Careers** link in the menu bar at the top of the page.
- Click on **School Subjects**.
- Select a subject.
- Select an occupation title.

Browse through the occupation profile using the links on the left to find information about various aspects of the career, including job description, working conditions, earnings, a sample career path, and related resources. The Education section of each profile includes links to related college programs.

Each career profile also has a printer-friendly version, which you can access by clicking on the **Printer Friendly** icon near the top of the page on the right.

STEP 4: MULTIMEDIA INTERVIEWS

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, describes what a typical day is like in the occupation, explains what they like and don't like about the job, and offers advice for people interested in pursuing that career.

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- Click on one of the names in the **Interviews** section on the left side of the occupation profile screen.

Use the links to navigate through the various sections of the interview. The Likes, Dislikes, and Advice sections include sound and video clips.

STEP 5: EXPLORE EDUCATION & TRAINING

Career Cruising provides detailed profiles for colleges, universities, and apprenticeship programs across the country. You can search for particular schools or programs to find the education or training option that's right for you.

- Click on the **Education** link on the menu bar at the top of the page.
- Choose a province or territory.
- Select one of the schools listed.

Browse through the information for this school. To visit the school's website, click on the link provided on the School Profile page. Detailed information about individual programs is available in the Programs Offered section.

Career Cruising also includes information about apprenticeship programs offered across Canada.

- Click on the **Education** link on the menu bar near the top of the page.
- Click on **Apprenticeships**.
- Choose a cluster.
- Select one of the apprenticeships listed.

Browse the list of related apprenticeships by province, click on the name of an apprenticeship in the province of your choice, and read the program details. View general information about apprenticeship training by clicking on the **Learn More** button in the **About Apprenticeships** section on the left side of the Apprenticeship Profile page. Use the **Provincial Profiles** section to view information about apprenticeships in that province.

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STEP 6: MY PLAN TOOL AND RESUME BUILDER

The My Plan tool helps you store and organize information about your career development activities and experiences.

- Open the **Login to My Plan** menu on the left side of the menu bar at the top of the page.
- Click on **Create My Plan**.
- Read the information under the **What Is My Plan?** section to learn more about this tool.
- Fill out the personal information and select a My Plan username and password to protect your privacy. Click **Create My Plan**.

It will take some time to fill out the different sections of My Plan and use all of its helpful features. For the time being, simply explore the different areas where you can store and organize information by clicking on the links on the left side of the My Plan Homepage.

The My Plan tool also includes a Resume Builder that helps you create personalized, professional-looking resumes. Some information, such as work experiences and extracurricular activities, is shared between My Plan and the Resume Builder.

- Click on **Build My Resume** in the menu near the top of the My Plan Homepage.
- Use the links to explore the various sections you can include in your resume.
- Click on the **Format & Print** button to see the different resume styles and options.

For a more detailed walkthrough of the My Plan tool, please use the **My Plan Classroom Activities** that can be found in the Help section of the program.

If you have any questions about Career Cruising, please feel free to contact us at 1-800-965-8541 or support@careercruising.com.