

Explore-Work.com Trainer’s Guide:

# **Career Planning and Job Exploration**

The first course in this training series is Job Exploration Counseling, or Career Planning. This topic can include a wide variety of professional activities which help individuals with career-related issues. Career counselors work with students with disabilities seeking to explore career options, experienced professionals contemplating a career change, parents who want to return to the world of work after taking time to raise their child, or people seeking employment. Career planning is also offered in various settings, including in groups and individually, in person or virtually.

Discussion or counseling of job exploring options are intended to foster motivation, consideration of opportunities and informed decision-making. Real-world activities ensure that students recognize the relevance of a high school and post-school education to their futures, both in college or the workplace. Job exploration counseling activities can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and through web-based resources.

Job Exploration Counseling may include discussion or information on:

* The student's vocational interest inventory results
* The labor market
* In-demand industries and occupations,
* Non-traditional employment options,
* Administration of vocational interest inventories, and
* Identification of career pathways of interest to the students.

Students may be participating in a number of pre-employment transition services or transition services through VR or Education. Discussion or counseling on the results of some of these activities can help to identify viable career options or solidify careers that a student will want to explore further.

* Who Am I?
* What Am I Good At?
* What Do I Want to Do?
* Who Do I Want to Be?
* How Do I Get There?

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Career Planning and Job Exploration

# Learning Goals

Job exploration activities should boost motivation, identify opportunities and inform~~ed~~ decision-making. Real-world activities ensure that students recognize the relevance of a high school and post-school education to their futures, both in college and the workplace.

Learning Objectives:

* Understand what career exploration is and why it’s important
* Explore your strengths and abilities
* Discover what type of work you are interested in and what your options are
* Understand what kind of education and training you need to reach your job goals
* Find resources and tips to guide you
* Gather some ideas for next steps

facts –> feelings –> behavior change

| **Things to Know** | **Things to Feel** | **Things to Do** |
| --- | --- | --- |
| *(E.g., facts, terminology, skills…)*   * What are my strengths? * What my challenges may be? * What careers may suit me. * What type of work environment I might like? * What kind of training is needed to achieve my job goal? * Next steps in preparing for my future. * How to explore my interests? | *(E.g., perceived credibility and relevance of the new knowledge, my appropriate role, perceived peer approval for taking action, self-efficacy…)*   * Explore a variety of different types of job. * Interview someone in a job you are interested in. * Complete job assessment activities. * Explore training requirements for job goal. * Describe your strengths, skills, and interests. | *(E.g., intentions to change behavior, incremental changes, talking to others about new behavior, establishing habits/routines….)*   * I know myself better. * I’m more aware of options available for me. * I am more positive about my future. * I am excited to work. * I discovered some jobs that I might like to do. * I have a better understanding of what I like to do. * I’m eager to learn more. |

Career Planning and Job Exploration

# Course Lessons and Activities

Exploring work, or “job / career exploration”, means learning about yourself and jobs that may be a good fit for you. This course will guide you as you get to know yourself better and learn more about what you want to do as an adult. You’ll discover many online resources and people in your community who can support you as you make decisions about your future.

A Note about Time Estimates: The time estimates are just that. Lesson time expectations should be adapted to best meet the need of the learner.

#### Lesson 1: Getting Started: Exploring Work

##### Lesson activities | Time Estimate: 30 minutes or more

* My Journal: Self-Reflection Activity
* Video: Exploring work
* Self-Survey: Setting Goals
* Whiz Quiz: Are you a Work Whiz

#### Lesson 2: Finding My Strengths

##### Lesson activities | Time Estimate: 30 minutes or more

* Career Clusters Activity
* Career One-Stop Activity
* Career Photo Quiz

#### Lesson 3: Career Scavenger Hunt

##### Lesson activities | Time Estimate: 30 minutes or more

* Scavenger Hunt: Online Career Explore
* Scavenger Hunt #2: Informational Interview

#### Lesson 4: Next Steps

##### Lesson activities | Time Estimate: 30 minutes or more

* My Journal: Self-Reflection Activity

## Lesson 1: Getting Started: Exploring Work

### Lesson Introduction

What do you want to be? Complete these activities to start your journey in planning your future!

### Activity: My Journal: Self-Reflection Activity | [Link to Self-Reflection Activity](https://explore-work.com/topic/reflection1/)

Discovering what you’re good at, and what you like and don’t like, is a really important piece in learning who you are and exploring the jobs and careers you may want to do as an adult.

Who are you as you start this journey?

**Trainers Note: Email Addresses**

An email address is required throughout this training to enable feedback to the learner. Emails may contain custom messages, additional resources, or next steps based on the student’s response. The student can choose to share emails received with teacher, counselor, or training facilitator to offer opportunities for further conversation and exploration.

Name [first] \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

1. I know what I’m good at and I have talents.

⚪ No, not really.

⚪ I’m starting to.

⚪ Yes! I know my talents.

1. I have a plan for how to get the job I want.

⚪ No, not really.

⚪ I’m working on it.

⚪ Yes! I have a plan.

1. I know who to talk to about jobs and work.

⚪ No, not really.

⚪ I’m working on it.

⚪ Yes! I have a plan.

1. I know what type of environment I want to work in.

⚪ No, not really.

⚪ I’m checking out the options.

⚪ Yes! I know what type of environment I want to work in.

1. I know what type of training I will need to achieve my goals.

⚪ No, not really.

⚪ I’m looking into that.

⚪ Yes! I know what type of training I need to get the job I want.

Check off things you’ve already done to prepare for your future:

* I’ve used tools to explore my interests.
* I’ve talked to people about jobs I may be interested in.
* I’ve looked into college or training.
* I’ve had a part time job or other work experience such as internship, volunteer, experience.
* I have a resume.
* I’m just getting started and haven’t done these things yet.

I want to work because: [choose as many as you like!]

* Give me the money!
* Travel and adventure. Let’s go!
* Insurance (My health is important!)
* I want to contribute to my community.
* I’ll make new friends.
* I haven’t really thought about working.
* I’m not sure I can work.

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Career Planning & Job Exploration Self Reflection Results

Hello!  
  
You did it! Thank you for completing this activity.  Your responses are below.  You will be asked to do this activity again at the end of the course.  It will be interesting to see if your responses change!

You can save this email, share it with someone, or print it out so you have a record of this activity.

Keep going to find out more new things about yourself!

[all responses are included here]

### Activity: Video: Exploring Work | [Link to Video: Exploring Work Activity](https://explore-work.com/self-video-exploring-work/)

Find out more about what exploring work means: [Explore Work Video](https://vimeo.com/262408303/a5fbacc038)

**Video Transcript:**

|  |
| --- |
| What do you want to be when you grow up? Has anyone ever asked you that question? Have you ever thought about what you want to be? How are you supposed to know the answer to that?  I mean, sure, everyone knows about teachers, doctors, and police officers, but what about all the other jobs out there that you might like? In today’s world, there are so many options. You have choices!  So where do you start? How do you know what work you might be good at? Finding out the answers to these questions is called career exploration. It’s about understanding your strengths and interests.  Career Exploration is also about discovering what job or work may be good at. Doing this can help you figure out what education you need, what skills you need to learn, and give you the confidence to reach your goals.  Let’s get started on your journey to find out more.  As you travel along the road to your future, you will   * **Explore** your strengths and abilities * **Uncover** what type of work you are interested in and what your options are * **Discover** what kind of education or training you need to reach your job goals * **Find** resources and tips to guide you * **Gather** some ideas for next steps   Now let’s get started! |

### Activity: Self-Survey: Setting Goals | [Link to Self- Survey: Setting Goal Activity](https://explore-work.com/self-setting-goals/)

Getting through high school can be tough. It can also be fun, crazy, confusing, boring, and exciting. It definitely gives you possibilities for your future. When you’re done with high school, what will you do?

##### Exploring Some of Your Job and Life Goals

Setting goals will help you get what you want in your future.

**Goals work best when they’re:**

* Yours (This is what I want!)
* Specific (I want THIS!)
* Reachable (I CAN DO this! With help, of course!)
* Planned (I’ll know when it’s DONE)

What do you want your future to look like?

Your First Name \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

After High School, where do you want to live? \* Choose as many as you like!

* In a small town.
* In a dorm.
* In the country - the fewer people, the better.
* By myself.
* In a house.
* In an apartment.
* In the city.
* With friends or family.

After High School, I want to: \* Choose as many as you like!

* Continue my education.
* Work to achieve my dreams.
* Continue learning but I'm not sure how.
* Travel and have adventures.
* Work a little, learn some new things, and have some adventures. I want it all!
* Be as independent as possible.

Any other things you want to do after high school? \*

|  |
| --- |
|  |

##### Let's set some goals!

**Okay, you've thought about where you want to live and what jobs you might like to look into. Let's see what you can do now to start that journey.**

Jobs I'd be willing to try while I'm still in high school are: \*

|  |
| --- |
|  |

Things I can do to help myself to find a job now are: \* Choose as many as you like!

* Talk to a counselor, family member, or someone else I trust
* Look for job openings (online or by asking people I know)
* Volunteering at my school, church, or in my community.
* Ask someone I think is cool about their job
* Find out more about jobs I'm interested in online.

What else can you do to get started with your job search? \*

|  |
| --- |
|  |

Name one person who will support you to reach your goals: \*

|  |
| --- |
|  |

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the form. The email will have the following information:

Subject: Explore Work - Your Setting Some Goals Activity Results

Hi [learner’s name],

Thank you for completing this activity.  Now that you've thought about your goals, you can get started working to achieve them.  Below are your responses to the questions in the activity.

If you have not shared your results with someone else, think about doing that now.  Forward this email or ask someone your trust to talk about your goals.

Do they have any suggestions for you?

[all responses are included here]

### Activity: Whiz Quiz: Are you a Work Whiz | [Link to Activity](https://explore-work.com/topic/whiz-quiz-are-you-a-work-whiz/)

What is career exploration and why should you care? Well, imagine getting a job and not knowing anything about what to expect. You could end up doing something you really don’t like or don’t have the skills for. But, with some planning, you can make better choices about what jobs are best for you.

Let’s see if you are a whiz when it comes to work!

Test your knowledge of career exploration. Read each statement and select True or False.

Name [first] \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

1. Career exploration involves learning about yourself and the world of work.

⚪ True

⚪ False

1. When investigating careers, you only get one chance to decide which job you want.

⚪ True

⚪ False

1. There are many resources available to help you get to know yourself and learn more about what you want to do.

⚪ True

⚪ False

1. Exploring education opportunities can often lead you to a career path you might not have been aware of before.

⚪ True

⚪ False

1. Talking to people in your community about their jobs won’t help you make any choices.

⚪ True

⚪ False

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Responses:**

The learner will get an email response upon submission of this form based on their score. The emails will have the following information:

|  |
| --- |
| Subject: Explore Work - Explore Work - Whiz Quiz on Work Results!  Hi [learner’s name],  Thank you for taking the Lightning Learning Quiz.  ***\*If score is 0-2:***  Thank you for taking the Whiz Quiz. You are a Work Wannabe.  Your quiz score: [quiz score]  Like all of us, you are a work in progress. Taking the time to learn more about yourself will help you with your future goals. Stick with us to find a career path that works for you!  ***\*If score is 3-4:***  Thank you for taking the Whiz Quiz. You are a Work Watcher!  Your score: [quiz score]  You are on your way to learning more about yourself to help you find the career that is a good fit for you! Keep learning more about yourself.  ***\*If score is 5-3:***  Thank you for taking the Whiz Quiz. You are a Work Wonder!  Your score: [quiz score]  You are curious and know the future has wonderful things in store for you! You are on your way to learning more about yourself to help you find the career that is a good fit for you! Keep learning more about yourself.  [all responses are included here] |

## Lesson 2: Finding My Strengths

### Lesson Introduction

How would you describe yourself? What are your interests and strengths?

As you think about your future, it’s important to have a solid understanding of yourself. Then you’ll be able to make choices about school and work that can lead to the future YOU choose.

Let’s do some exploring to find out more about you, what you like, what you don’t like, and what you’re good at. It’s okay to ask someone around you for help. There are no wrong answers!

Do a few of the career survey activities to find out more about yourself.

### Activity: Career Clusters Activity | [Link to Career Clusters Activity](https://explore-work.com/topic/career-clusters/)

Let’s dive in and find out more about how your unique talents and how those talents can be used to find a job now and in the future.

##### Step 1:

Complete the [Career Clusters Survey](https://careerwise.minnstate.edu/careers/clusterSurvey?do=0) (note: Link opens into a new tab)

##### Step 2:

* Learning Journal: Once you complete the activity, take some notes about what you learned. Your results will be emailed to you with some next steps! [Career Clusters Learning Journal](https://explore-work.com/career-clusters-journal/)

#### Career Clusters Survey

**What is a career cluster interest survey?**

Everyone has a different way to describe themselves and what they like to do. This survey lets you rate activities you enjoy, your personal qualities, and school subjects you like. Then you can see which career clusters are a match for your interests.

**How long will it take?**

The survey will take about 5-10 minutes.

**What will I learn?**

At the end of the survey, you will see a list of career clusters that are a good match for your interests.

GET STARTED >

##### Activities

Check the activities that describe what you like to do:

* Adapt to change or perform a variety of duties that may change.
* Analyze information and interpret it for others.
* Be a leader or in a position of authority.
* Be involved in politics.
* Be outdoors in all kinds of weather.
* Budget and handle money and records with accuracy and reliability.
* Care about people, their needs, and their problems.
* Concentrate for long periods without being distracted.
* Design brochures and posters.
* Design efficient processes.
* Direct and plan activities for others.
* Do routine, organized, and accurate work.
* Drive or ride.
* Explore new technology.
* Figure out how things work or investigate new things.
* Find the answers to questions.
* Find the best way or a new way to do something.
* Follow logical, step-by-step procedures.
* Give presentations, enjoy public speaking, or perform in front of others.
* Handle several responsibilities at once.
* Have a flexible schedule.
* Help others learn new things.
* Help people make up their minds.
* Help people overcome their challenges to be at their best.

##### Activities (part 2)

Check the activities that describe what you like to do:

* Attend health and science classes or workshops.
* Help sick people and animals.
* Hunt and/or fish.
* Learn about other cultures and meet different kinds of people.
* Learn how things grow and stay alive.
* Listen to other people's viewpoints.
* Make business contact with people.
* Make decisions based on observations.
* Make visual displays to promote ideas.
* Move things from one place to another.
* Negotiate, defend, and debate ideas and topics.
* Observe and analyze people's behavior.
* Participate in community services and/or volunteering.
* Perform detailed work that requires precise or tangible results.
* Perform creative, artistic activities.
* Persuade people to buy products or to participate in activities.
* Picture in my mind what a finished product looks like.
* Plan work and follow instructions without close supervision.
* Play a music instrument.
* Play video games and figure out how they work.
* Promote or communicate ideas and/or information to different types of people.
* Protect the environment.
* Put things together.
* Read and write.
* Respect and follow rules and regulations.
* Respond quickly and calmly in emergencies.

##### Activities (part 3)

Check the activities that describe what you like to do:

* Shop and go to the mall.
* Solve technical or mechanical problems.
* Take advantage of opportunities to make extra money.
* Take classes or workshops.
* Travel and explore new things.
* Understand and follow instructions and/or blueprints.
* Use existing facts to predict or anticipate needs and prepare for them.
* Use logic and information to make decisions or solve complex problems.
* Use my eyes and quick reflexes.
* Use the earth's natural resources.
* Use tools or operate equipment / machinery, and keep them in good repair.
* Use video and recording technology.
* Visit and learn from beautiful, historic, or interesting buildings.
* Visualize objects in three dimensions from flat drawings.
* Work cooperatively with others as a member of a team. Work in a laboratory.
* Work to meet a deadline.
* Work under pressure or in the face of danger.
* Work with and interact with all ages and types of people.
* Work with computers or computer programs.
* Work with my hands.
* Work with and interpret numbers or formulas to come up with solutions.

##### Personal Qualities

Check the activities that describe what you like to do:

* Adventurous
* Caring
* Community-minded
* Compassionate
* Competitive
* Conscientious and careful
* Coordinated
* Creative and imaginative
* Creative problem-solver
* Curious
* Curious about new technology
* Decision maker
* Decisive
* Dependable
* Detail oriented
* Determined / tenacious
* Enthusiastic
* Friendly
* Good at following directions
* Good at visualizing possibilities
* Good communicator
* Good concentration skills
* Good listener
* Helpful Innovative / inquisitive

##### Personal Qualities (part 2)

Check the activities that describe what you like to do:

* Logical / analytical thinker
* Mechanical
* Methodical or efficient
* Nature lover
* Non-judgmental
* Non-materialistic
* Objective
* Observant
* Optimistic
* Orderly
* Organized
* Outgoing
* Patient and Persistent
* Pay attention to detail
* Persuasive
* Planner
* Practical
* Precise and accurate
* Problem solver
* Realistic
* Relate well to feelings and thoughts of others
* Responsible
* See details in the big picture
* Self-confident

##### Personal Qualities (part 3)

Check the activities that describe what you like to do:

* Self-motivated
* Self-reliant
* Service minded
* Slow to anger
* Step-by-step thinker
* Tactful
* Trustworthy
* Uses intuition and logic
* Well organized
* Works well with others

##### School Subjects

Check the activities that describe what you like to do:

* Accounting
* Agriculture
* Art / Graphic Design
* Banking / Finances
* Biology / Life Sciences
* Business Computer Applications
* Business Law
* Chemistry
* Communications
* Computer Networking / Electronics
* Computer Technology and Software Development
* Construction Trades
* Drafting / Computer-Aided Drafting (CAD)
* Earth Sciences
* Economics
* Electrical Trades / Heat, Air Conditioning, and Refrigeration / Technology
* English
* Food Services
* Foreign Language
* Health / First Aid
* Human Development
* Law Enforcement
* Literature / Writing
* Marketing
* Math

##### School Subjects (part 2)

Check the activities that describe what you like to do:

* Mechanics
* Physical Sciences
* Physics
* Political Science
* Psychology / Sociology
* Social Studies / History

##### Results

**These career clusters match your interests.** The clusters that are likely to be the best match for you are listed at the top of the list. Clusters with the same number of total matches are listed alphabetically. They may continue onto the remaining match list. Be sure to review both lists.

Click on a career cluster to learn more about it and explore related careers. This will take you away from these results. Use your back button to return. To change your results, use the back button or the links on the left to go back and change your answers.

**[Top Matching Career Clusters shown here]**

**[Remaining Career Cluster Matches shown here]**

**Note:** Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources and services to help you plan your career. This survey does not make any claims of statistical reliability.

**Disclaimer:** This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

#### Career Clusters Learning Journal

After completing the online [Career Clusters Survey](https://careerwise.minnstate.edu/careers/clusterSurvey?do=0), you can complete the online journal below or download and complete the [Career Clusters Guide (pdf)](https://explore-work.com/wp-content/uploads/2018/03/careerclustersguide.pdf).

Name [first] \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

##### Your Clusters

**What top 3 career clusters matched your interests?**

Job / Occupation #1 \*

|  |
| --- |
|  |

Job / Occupation #2 \*

|  |
| --- |
|  |

Job / Occupation #3 \*

|  |
| --- |
|  |

Do these match your ideas for yourself? \*

⚪ No, not really.

⚪ Maybe, sort of

⚪ Some of them but not all.

⚪ Yes, I could imagine myself doing these jobs.

What did you learn about yourself? \*

|  |
| --- |
|  |

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Career Clusters Journal Activity - Jobs that Fit Your Talents!

Hello [learner’s name],

Nice work completing the online [Career-One Stop Survey](https://www.careeronestop.org/GetMyFuture/Toolkit/interest-assessment.aspx) and journal activity.  Your responses are below.

Are you excited about the careers you learned about in this activity?  Remember, you can save this email, or print it out, so you have a record of it.  Maybe you want to share it with a teacher, counselor, or family member?  Just forward this email to them!

Your next step is to continue learning more about your strengths and what careers are a good fit for you.  Keep learning!

[I'm ready for more learning!](https://explore-work.com)

**Careers that May Be a Good Fit for Me:**

[responses included here]

**Do these match your ideas for yourself?**

[response included here]

**What did you learn about yourself?**

[response included here]

### Activity: Career One-Stop Activity | [Link to Career One-Stop Activity](https://explore-work.com/topic/career-one-stop-activity/)

Here’s another survey to help you find your unique talents and strengths. Will you get similar results as the Career Clusters activity? Will there be any surprises?

##### Step 1:

Complete the [Career One-Stop Survey](https://www.careeronestop.org/GetMyFuture/Toolkit/interest-assessment.aspx) (note: Link opens into a new tab)

##### Step 2:

* Learning Journal: Once you complete the activity, take some notes about what you learned. Your results will be emailed to you with some next steps! [Career One-Stop Learning Journal](https://explore-work.com/career-one-stop-journal/)

#### Career One-Stop Survey

Tell us what you like to do.

And what you don’t like to do.

We’ll show you careers that fit your interests.

START ASSESSMENT >

Indicate your interest level for each activity below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Strongly Dislike** | **Dislike** | **Unsure** | **Like** | **Strongly Like** |
| 1. Build kitchen cabinets |  |  |  |  |  |
| 1. Develop a new medicine |  |  |  |  |  |
| 1. Write books or plays |  |  |  |  |  |
| 1. Help people with personal or emotional problems |  |  |  |  |  |
| 1. Manage a department within a large company |  |  |  |  |  |
| 1. Install software across computers on a large network |  |  |  |  |  |
| 1. Repair household appliances |  |  |  |  |  |
| 1. Study ways to reduce water pollution |  |  |  |  |  |
| 1. Compose or arrange music |  |  |  |  |  |
| 1. Give career guidance to people |  |  |  |  |  |
| 1. Start your own business |  |  |  |  |  |
| 1. Operate a calculator |  |  |  |  |  |
| 1. Assemble electronic parts |  |  |  |  |  |
| 1. Conduct chemical experiments |  |  |  |  |  |
| 1. Create special effects for movies |  |  |  |  |  |
| 1. Perform rehabilitation therapy |  |  |  |  |  |
| 1. Negotiate business contracts |  |  |  |  |  |
| 1. Keep shipping and receiving records |  |  |  |  |  |
| 1. Drive a truck to deliver packages to offices and homes |  |  |  |  |  |
| 1. Examine blood samples using a microscope |  |  |  |  |  |
| 1. Paint sets for plays |  |  |  |  |  |
| 1. Do volunteer work at a non-profit organization |  |  |  |  |  |
| 1. Market a new line of clothing |  |  |  |  |  |
| 1. Inventory supplies using a hand-held computer |  |  |  |  |  |
| 1. Test the quality of parts before shipment |  |  |  |  |  |
| 1. Develop a way to better predict the weather |  |  |  |  |  |
| 1. Write scripts for movies or television shows |  |  |  |  |  |
| 1. Teach a high-school class |  |  |  |  |  |
| 1. Sell merchandise at a department store |  |  |  |  |  |
| 1. Stamp, sort, and distribute mail for an organization |  |  |  |  |  |

##### Results

Explore the occupations that matched your interests.

We found **[# of careers found]** career(s) matching your interest assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Match** | **Career** | **Outlook** | **Hourly Wages** | **Education** |

**[results shown here]**

Download **[Excel, PDF, Word, RTF]**

#### Career One-Stop Learning Journal

After completing the online [Career-One Stop Survey](https://www.careeronestop.org/GetMyFuture/Toolkit/interest-assessment.aspx), you can complete the online journal below or download and complete the [Career One-Stop Guide (pdf)](https://explore-work.com/wp-content/uploads/2018/03/careeronestopguide.pdf).

Your First Name \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

##### Your Occupations

**What top 3 occupations matched your interests?**

Job / Occupation #1 \*

|  |
| --- |
|  |

Job / Occupation #2 \*

|  |
| --- |
|  |

Job / Occupation #3 \*

|  |
| --- |
|  |

Do these match your ideas for yourself? \*

⚪ No, not really.

⚪ Maybe, sort of

⚪ Some of them but not all.

⚪ Yes, I could imagine myself doing these jobs.

What did you learn about yourself? \*

|  |
| --- |
|  |

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Career One-Stop Journal Activity - Jobs that Fit Your Talents!

Hello [learner’s name],

Nice work completing the online [Career-One Stop Survey](https://www.careeronestop.org/GetMyFuture/Toolkit/interest-assessment.aspx) and journal activity.  Your responses are below.

Are you excited about the careers you learned about in this activity?  Remember, you can save this email, or print it out, so you have a record of it.  Maybe you want to share it with a teacher, counselor, or family member?  Just forward this email to them!

Your next step is to continue learning more about your strengths and what careers are a good fit for you.  Keep learning!

[I'm ready for more learning!](https://explore-work.com)

**Careers that May Be a Good Fit for Me:**

[responses included here]

**Do these match your ideas for yourself?**

[response included here]

**What did you learn about yourself?**

[response included here]

### Activity: Career Photo Quiz | [Link to Career Photo Quiz Activity](https://explore-work.com/topic/career-photo-quiz/)

Here’s another survey to help you find your unique talents and strengths. Will you get similar results as the Career Clusters and Career One-Stop activities? Are you starting to narrow down a career path or job interests?

##### Step 1:

Complete the [Career Photo Quiz](https://www.truity.com/test/photo-career-quiz). (note: Link opens into a new tab)

##### Step 2:

* Learning Journal: Once you complete activity, take some notes about what you learned. Your results will be emailed to you with some next steps! [Career Photo Quiz Learning Journal](https://explore-work.com/career-photo-quiz-journal/)

#### Career Photo Quiz

PRICE: FREE!

TIME TO TAKE: 5 MINUTES

##### Section One / 15 Questions

From each pair, choose the image which appeals to you most.

|  |  |  |  |
| --- | --- | --- | --- |
| Construction Work | Dental Office | Science formulas | Public Speaking |
| clothing design | Accounting on a computer | Motorcycle racing | working with a calculator |
| Teaching math | Caring for elderly people | graphic design on a computer | Business management |
| Fighting fires | Working in business in an office environment | working in a science lab | managing numbers |
| playing music | caring for the elderly in their home | working outdoors | working in a medical clinic |
| drawing artist | car mechanic | writing on a computer | writing in a science lab |
| teaching young children | working in an office | working on computer systems in an office | working as a counselor with families |
| Working in a corporate office building | working with numbers and accounting |  |  |

##### Section Two / 15 Questions

From each pair, choose the image which appeals to you most.

|  |  |  |  |
| --- | --- | --- | --- |
| speed sprinter athlete | working with kids with special needs | working in the field studying archaeology | business meeting in an office environment by people wearing suits |
| dancer | car assessor | chef | medical records manager |
| computer engineer or architect | working with young kids in a classroom | Creating marketing and design on a computer | event coordination |
| horseback riding on a ranch | working in a large office in the city | working in a science lab | working in an office using a calculator at a desk while wearing business clothing |
| landscape architecture | feeding a baby goat | fixing electrical cabling oudoors | reading medical x-rays in a medical setting |
| artist / painter | airplane pilot | makeup artist | surgeon |
| massage therapist | office manager | office receptionist | medical care provider in a clinic |
| real estate agent | in the military |  |  |

##### Results

**Section I: Your Career Type**

This section describes your top interest area.

**[results shown here]**

**Section II: Your Score Summary**

In this section, you will see how you scored for each of the 6 interest areas.

***Building***

Building careers are those that involve mechanics and construction, working with machines, or using physical skills. Builders are often attracted to careers in the military or law enforcement, construction, mechanics, and athletics.

Your interest level for the Building career area is **[low/high]**.

***Thinking***

Thinking careers are those that involve research, analysis, and solving abstract or theoretical problems. Thinkers are often attracted to careers in the sciences, computers and technology, mathematics, and medicine.

Your interest level for the Thinking career area is **[low/high]**.

***Creating***

Creating careers are those that involve artistic expression, imagination, and the creative use of language. Creators are often attracted to careers in performing or visual art, music, writing, and all areas of design.

Your interest level for the Creating career area is **[low/high]**.

***Helping***

Helping careers are those that involve assisting, teaching, or taking care of other people. Helpers are often attracted to careers in education, counseling, health care, social service, and human resources.

Your interest level for the Helping career area is **[low/high]**.

***Persuading***

Persuading careers are those that involve leading, influencing, or managing others. Persuaders are often attracted to careers in business, management, sales, retail, and entrepreneurship.

Your interest level for the Persuading career area is **[low/high]**.

***Organizing***

Organizing careers are those that involve managing data, files, and processes. Organizers are often attracted to careers in accounting, computers and information systems, administration, and office management.

Your interest level for the Organizing career area is **[low/high]**.

**Section III: Exploring Careers**

Now that you know what your top interest areas are, it's time to put that information to work! You can now search for careers based on your interest profile.

Take a moment to review your results for each of the 6 interest areas. Choose one or two interest areas that sound the most appealing to you. Also, choose one or two areas that you know are not right for you.

Have a good idea of your top interest areas, and the ones you want to avoid? Great! You're going to use this information to search our careers database. Click the button below to open up the search tool. It will open in a new window, so you can easily refer back to this page if you need to.

[Search Careers Now >](https://www.truity.com/search-careers)

#### Career Photo Quiz Journal

After completing the online [Career Clusters Survey](https://www.truity.com/test/photo-career-quiz), you can complete the online journal below or download and complete the [Career Photo Quiz Guide (pdf)](https://explore-work.com/wp-content/uploads/2018/03/careerphotoquizguide.pdf).

Your First Name \*

|  |
| --- |
|  |

Email \*

|  |
| --- |
|  |

What is your Career Type? \*

|  |
| --- |
|  |

##### Your Interest Areas

**What are your top 6 interest areas?**

Interest Area #1 \*

|  |
| --- |
|  |

Interest Area #2 \*

|  |
| --- |
|  |

Interest Area #3 \*

|  |
| --- |
|  |

Interest Area #4 \*

|  |
| --- |
|  |

Interest Area #5 \*

|  |
| --- |
|  |

Interest Area #6 \*

|  |
| --- |
|  |

What two areas interest you the most? \*

|  |
| --- |
|  |

Do these match your ideas for yourself? \*

⚪ No, not really.

⚪ Maybe, sort of

⚪ Some of them but not all.

⚪ Yes, I could imagine myself doing these jobs.

What careers would you like to know more about? \*

|  |
| --- |
|  |

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Career Photo Quiz Journal Activity - Jobs that Fit Your Talents!

Hello [learner’s name],

Nice work completing the online [Career Photo Quiz](https://www.truity.com/test/photo-career-quiz) and journal activity.  Your responses are below.

Are you excited about the careers you learned about in this activity?  Remember, you can save this email, or print it out, so you have a record of it. Maybe you want to share this email with a teacher, counselor, or family member? Just forward this email to them!

Your next step is to continue learning more about your strengths and what careers are a good fit for you.  Keep learning!

[I'm ready for more learning!](https://explore-work.com)

**Your career type is:** [response included here]

**Your Interest Areas: Here are your top 6 interest areas!**

[responses included here]

**Which two areas interested you the most:**

[response included here]

**Do these careers match your idea of yourself?**

[response included here]

**What careers would you like to know more about?**

[response included here]

## Lesson 3: Career Scavenger Hunt

### Lesson Introduction

Let’s look closer at the jobs and careers that may be a good fit for you. What would it REALLY be like to do this kind of work?

### Activity: Scavenger Hunt: Online Career Explore | [**Link to Scavenger Hunt Activity**](https://explore-work.com/topic/online-career-scavenger-hunt/)

Visit [My Next Move](https://www.mynextmove.org/) to explore a job or career in 3 different ways:

* Search by key words
* Browse by industry
* Check out the Notes section for some things to look for as you explore or download the [Scavenger Hunt Guide](https://explore-work.com/wp-content/uploads/2018/03/scavenger-hunt.pdf) (pdf)

When you are done browsing, complete the [Scavenger Hunt Journal Activity](https://explore-work.com/career-scavenger-hunt-journal/).

#### Scavenger Hunt Journal Activity

After browsing the My Next Move website, you can complete the online journal below.

My Email \*

|  |
| --- |
|  |

Job I’m Interested in Exploring \*

|  |
| --- |
|  |

##### Skills and Training

What education level do most people in this career have? \* How long is this going to take?

* On-the-Job Training or Certificate Program
* 2-Year College or Technical Training
* 4-Year College or University
* More than 4 Years
* Other

What is the average wage for this job? (Show me the money!) \*

|  |
| --- |
|  |

What is one ability people in this career often have? (Say What!) \*

|  |
| --- |
|  |

What is one activity you didn’t know you would be doing in this job? (That sounds awesome!) \*

|  |
| --- |
|  |

##### Work Environment

Describe the environment you might work in when doing this job? (It’s a jungle out there.) Which of the following apply?

* Work mainly in an office
* Outdoors in any kind of weather
* Some local travel to work sites
* Work alone or in small teams
* Work at home

What kind of schedule does this job usually have?

* Usually work 40 hours a week or more
* Some work shifts, including evenings and weekends
* Local travel between offices and jobsites is common
* Some travel may be required

Did you find out anything else about the environment for this job is like?

|  |
| --- |
|  |

##### Looking Ahead: Will there be jobs?

What is the job outlook for this occupation? Are there going to be lots of jobs or lots of competition? (Chances are…) In the future, new job opportunities are:

Tip: Remember, just because the job outlook may be lower for some jobs, does not mean those jobs will not be needed. It just means there may be more competition for those jobs.

* Less likely (Below Average)
* Likely (Average)
* Very likely (Bright!)

Is this kind of job available where I want to live?

⚪ Yes

⚪ No

##### My Super Powers

What is another job or occupation that is similar to this job? (Oh wow, I could do that instead.)

|  |
| --- |
|  |

Name one or more activities you might do in this job that interests you. (Oh yeah, I’ve got this!)

|  |
| --- |
|  |

Name one skill you would need for this job that you’re already good at. (What’s my super power?)

|  |
| --- |
|  |

Name one local place you can get training or education for this job.

|  |
| --- |
|  |

**Trainer’s Note: Students can complete this form for more than one job if interested.**

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the activity. The email will have the following information:

Subject: Explore Work - Job Scavenger Hunt Activity Results

Great job completing the scavenger hunt!  Your responses are below.  Hopefully, you learned a lot and found this activity helpful.

[all responses are included here]

### Activity: Scavenger Hunt #2: Informational Interview | [Link to Information Interview Activity](https://explore-work.com/topic/informational-interview/)

One of the best ways to find out about the world of work is to talk to people about their jobs. This is called an informational interview.

To get a better idea of how informational interviews work, practice doing one. Follow the steps below to complete this activity.

##### Step 1:

* Download the [Informational Interview Toolkit](https://beforeage18.org/handouts/transition/Toolkit_Informational-Interview_ExploringWork.pdf) (pdf).

##### Step 2:

* Download the [Scavenger Hunt Guide](https://explore-work.com/wp-content/uploads/2018/03/scavenger-hunt.pdf) (pdf) – You can use this to take notes during your interview.

##### Step 3:

Complete the [Scavenger Hunt Journal Activity](https://explore-work.com/career-scavenger-hunt-journal/).

#### Scavenger Hunt Journal Activity

After browsing the My Next Move website, you can complete the online journal below.

My Email \*

|  |
| --- |
|  |

Job I’m Interested in Exploring \*

|  |
| --- |
|  |

##### Skills and Training

What education level do most people in this career have? \* How long is this going to take?

* On-the-Job Training or Certificate Program
* 2-Year College or Technical Training
* 4-Year College or University
* More than 4 Years
* Other

What is the average wage for this job? (Show me the money!) \*

|  |
| --- |
|  |

What is one ability people in this career often have? (Say What!) \*

|  |
| --- |
|  |

What is one activity you didn’t know you would be doing in this job? (That sounds awesome!) \*

|  |
| --- |
|  |

##### Work Environment

Describe the environment you might work in when doing this job? (It’s a jungle out there.) Which of the following apply?

* Work mainly in an office
* Outdoors in any kind of weather
* Some local travel to work sites
* Work alone or in small teams
* Work at home

What kind of schedule does this job usually have?

* Usually work 40 hours a week or more
* Some work shifts, including evenings and weekends
* Local travel between offices and jobsites is common
* Some travel may be required

Did you find out anything else about the environment for this job is like?

|  |
| --- |
|  |

##### Looking Ahead: Will there be jobs?

What is the job outlook for this occupation? Are there going to be lots of jobs or lots of competition? (Chances are…) In the future, new job opportunities are:

Tip: Remember, just because the job outlook may be lower for some jobs, does not mean those jobs will not be needed. It just means there may be more competition for those jobs.

* Less likely (Below Average)
* Likely (Average)
* Very likely (Bright!)

Is this kind of job available where I want to live?

⚪ Yes

⚪ No

##### My Super Powers

What is another job or occupation that is similar to this job? (Oh wow, I could do that instead.)

|  |
| --- |
|  |

Name one or more activities you might do in this job that interests you. (Oh yeah, I’ve got this!)

|  |
| --- |
|  |

Name one skill you would need for this job that you’re already good at. (What’s my super power?)

|  |
| --- |
|  |

Name one local place you can get training or education for this job.

|  |
| --- |
|  |

**Trainer’s Note: Students can complete this form for more than one job if interested.**

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the activity. The email will have the following information:

Subject: Explore Work - Job Scavenger Hunt Activity Results

Great job completing the scavenger hunt!  Your responses are below.  Hopefully, you learned a lot and found this activity helpful.

[all responses are included here]

## Lesson 4: Next Steps

### Activity: My Journal: Self-Reflection Activity | [Link to Self-Reflection Activity](https://explore-work.com/lessons/next-steps/)

Hopefully you’ve learned lot about yourself during this training. Did you learn some new things about what jobs or careers might be a good fit for you?

Did some of your ideas about yourself change? This last activity in this course will ask you to think about the same questions you answered in the first activity.

**Trainer Note:** As a motivating activity, once the Self-Reflection Activity is completed, check back to see if anything changed from the beginning of this course. Did the training provide new information or help to solidify future goals and ideas about work?

Email \*

|  |
| --- |
|  |

I know what I’m good at and I have **talents**.

⚪ No, not really.

⚪ I’m starting to.

⚪ Yes! I know my talents.

I have a **plan** for how to get the job I want.

⚪ No, not really.

⚪ I’m working on it.

⚪ Yes! I have a plan.

I know who to talk to about jobs and work. **[resources]**

⚪ No, not really.

⚪ I’m working on it.

⚪ Yes! I have a plan.

I know what type of **environment** I want to work in.

⚪ No, not really.

⚪ I’m checking out the options.

⚪ Yes! I know what type of environment I want to work in.

I know what type of **training** I will need to achieve my goals.

⚪ No, not really.

⚪ I’m looking into that.

⚪ Yes! I know what type of training I need to get the job I want.

Check off things you’ve already done to prepare for your future:

* I’ve used tools to explore my interests.
* I’ve talked to people about jobs I may be interested in.
* I’ve looked into college or training.
* I’ve had a part time job or other work experience such as internship, volunteer, experience.
* I have a resume.
* I’m just getting started and haven’t done these things yet.

I want to work because: [choose as many as you like!]

* Give me the money!
* Travel and adventure. Let’s go!
* Insurance (My health is important!)
* I want to contribute to my community.
* I’ll make new friends.
* I haven’t really thought about working.
* I’m not sure I can work.

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

⚪ Yes – Enter Email Below.

⚪ No thanks.

**Learner Email Response:**

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Career Planning & Job Exploration Self Reflection Post-Activity

Nice work!

Thank you for completing this activity.  Your responses are below.  Do you remember when you did this activity again at the beginning of the course?  Did your responses change?

[all responses are included here]