

Career Cruising

Guided Tour of Career Cruising

This document provides a brief walk-through of the main components and features in Career Cruising.

Step 1: Start Career Cruising

USERNAME: red **PASSWORD:** river

Open your web browser (such as Internet Explorer or Firefox) and go to www.careercruising.com. On the Career Cruising home page, enter your organization's username and password, and click **START CAREER CRUISING**.

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

Step 2: Explore a Career Profile

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including keyword, search by index, and the Career Selector. For now, try the Search by School Subject.

- On the left side of the main page, click on **EXPLORE CAREERS**
- Click on **SEARCH BY SCHOOL SUBJECT**
- Select a subject
- Select an occupation



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

Each career profile also has a printer-friendly version, which you can access by clicking on the grey Printer-Friendly Report button at the bottom of the menu on the left.

Step 3: Multimedia Interviews

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

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

Use the blue buttons on the left to navigate through the various sections of the interview. To play sound and video clips, click on one of the small icons next to the Likes, Dislikes, and Advice buttons. The multimedia clips are available in Windows Media Player  and in QuickTime . If your computer does not have either of these programs installed, they can be downloaded for free.

Step 4: Explore College, Universities & Apprenticeship Training

Career Cruising provides detailed school profiles for all of the colleges and universities across the country. You can search for specific schools or search by program to find schools offering the education and training you're looking for.

- Click on the **EDUCATION** button on the menu bar near the top of the page
- Click on **SEARCH FOR SCHOOLS**
- Choose a **PROVINCE**
- Select one of the schools listed.

Browse through the information for this school. To visit the school's website, simply 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** button on the menu bar near the top of the page
- Click on **APPRENTICESHIP TRAINING**
- Click on **APPRENTICESHIP SEARCH** and select 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 through the information about the apprenticeship program.

You can see general information about apprenticeship training by clicking on the About Apprenticeships link near the bottom of the page. Click on the Provincial Profile link to view information about apprenticeships in that province.

Step 5: Career Matchmaker

Career Matchmaker is an interactive interest inventory that helps users find careers that match their interests. Matchmaker also helps users understand how interests and career choices are related.

- Click on the **ASSESSMENTS** button on the menu bar near the top of the screen and then click on the **CAREER MATCHMAKER** link
- Enter a first and last name, then click **START NOW!**
- Read the instructions, then click **START**
- Answer the first 39 questions. If you are ever unsure of the meaning of a question, click on the blue **MORE INFO** button on the right side of the page.

After you finish the first round of questions and get your initial list of Career Suggestions, we strongly suggest going through the second round of questions as well.

- Click on the **ANSWER MORE QUESTIONS** link in the **IMPROVE RESULTS** section on the right side of the page.
- Answer as many of these additional questions as possible, then click the grey **VIEW CAREER SUGGESTIONS SO FAR** button near the bottom of the page.

On the Career Suggestions page, click on a career to learn more about it and see how it matches up with your answers. To return to your results, click on the **Back to Matchmaker Suggestions** link near the top of the page.

From the Career Suggestions page, you can browse through Matchmaker's features using the links on the right side of the screen. You can:

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

You can also take the **MY SKILLS** assessment to see how your skills match up with the skills required for careers that match your interests. Once you complete the 45-question quiz, a skills score will appear for each career in your suggestion list.

Step 6: Portfolio Tool and Resume Builder

Throughout the program, you may have noticed the grey **SAVE TO MY PORTFOLIO** buttons in the school and career profiles, program and apprenticeship details pages, selector results, and Matchmaker Career Suggestions. The Portfolio Tool helps users store and organize information about their career development activities and experiences.

- Click on the **PORTFOLIO** button on the menu bar near the top of the page
- Click on the **WHAT IS A PORTFOLIO?** link at the bottom of the web page to learn more about this section
- Click on the grey **NEW PORTFOLIO** button
- Fill out the personal information and select a portfolio username and password to protect your privacy. Click **CREATE PORTFOLIO**.

It will take a long time to fill out all the different sections of the portfolio and see all of the helpful features. For the time being, simply explore the different areas where users can store and organize information by clicking on the blue buttons on the left side of the Portfolio home page.

The Portfolio Tool also includes a Resume Builder that helps users create personalized, professional-looking resumes. Some information, such as Work Experience and Extracurricular Activities, are shared between the Career Portfolio and the Resume Builder.

- Click on the blue **RESUME BUILDER** button in menu on the left side of the page
- Click on the blue buttons to explore the various sections
- Click on the blue **FORMAT & VIEW** button to see the various styles and options available

For a more detailed walkthrough of the Portfolio Tool, please use the *Career Portfolio Classroom Activities* that can be found in the Resources section described below.

