



Guided Tour of Career Cruising

Step 1: Start Career Cruising

Go to www.careercruising.com. Login using the *USERNAME*: **bucksc** and the *PASSWORD*: **newtown**

CREATE a username and password, and click Start (see Step 6 for details).

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, click on the Main button in the menu 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 that can be used to identify suitable career options. **Career Matchmaker**, an interactive interest inventories that can help you find careers that match your interests and understand how interests and career choices are related. Let's begin by completing Career Matchmaker:

- Click the Assessments button in the menu bar at the top of the page and then the Career Matchmaker link.
- Enter your first and last name, and click Start Now!
- Read the instructions and then click Start.
- Answer the first 39 questions. Read the More Info box shaded in gray for a brief explanation of the question.
- After you finish the first round of questions and get your initial list of suggested careers, click the Answer More Questions link highlighted in blue in the Improve Results section on the left side of the Career Suggestions page.
- Answer as many of these additional questions as possible, then click the blue View My Career Suggestions button.
- On the Career Suggestions page, click on a career to learn more about it to see how it matches up.

To return to your results, click on the Back To Matchmaker link near the top of the page.

From the Career Suggestions page, you can browse the Matchmaker's features by clicking on your name located under Matchmaker Label. From there, you can:

- 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.

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.

Another assessment is the **Learning Styles Inventory**, an assessment tool designed to help you understand how you learn and retain information

Step 3: Explore A Career Profile

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them by: keyword, index, school subject, career cluster, or by using the Career Selector.

- Click on the Careers button in the menu bar at the top of the page.
- Click on **Search By School Subject**.
- Select a subject.
- Select an occupation title.

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, a sample career path, and related resources. **You can also search internships by clicking on the employment tab and clicking on the internship link on the left.**

The **Education** section of each profile includes direct links to related college programs.

To print a **Career Profile**, click the gray Printer-Friendly Report button at the top of the page.

Step 4: Multimedia Interviews

available in Windows Media Player and QuickTime

Each Career Profile contains two multimedia interviews. Each person: answers key questions about their experiences, describes what a typical day is like in his or her occupation, explains what they like and don't like about the job, and offers advice for people interested in entering that career.

To view these interviews, click on one of the names in the Photos & Interviews section on the left side of the occupation profile screen, use the buttons in the shaded blue box at the top of the page to navigate the various sections of the interview, click one of the small icons next to the Likes, Dislikes, and Advice buttons.

Step 5: Explore Schools

Career Cruising provides detailed school profiles for thousands of 2 and 4-year colleges as well as career and technical schools across the country. You can search for particular schools or programs, or use the School Selector to find schools that meet a variety of criteria.

- Click on the Education link located on the blue menu bar at the top of the page.
- Click School Selector.
- Click the blue Go button for Undergraduate Schools.
- Under Type Of School select Public or Private and select either 2-Year or 4-Year.
- Under Location & Setting, select a state.
- Continue to answer questions.
- Select one of the schools listed. To visit the school's website, click the link provided on the School Profile page.
- Click the Back To Your Results link near the top of the page to return to your list of schools.

Private **Financial Aid** programs can be found in this section.

- Click Financial Aid at the top of the page.
- Choose Financial Aid Selector.
- Fill out as much of the information as you can—the more information you fill out, the more results you will get!

Step 6: Resume Builder and Uploading a Resume

The **My Plan** section is where you would store and organize information about your career development activities and experiences.

- Once you log on, click on the My Plan button under your name.
- This will bring you to a summary page that includes your assessment outcomes, saved careers, saved schools and more.
- Scroll to the bottom right of the page and you will see **My Files** in blue. Follow the prompts to upload your resume.

Explore the different areas where you can store and organize information by clicking on the links on the left side of the My Plan page.

The **Resume Builder** can help you create a personalized, professional-looking resume.

- Click the Resume Builder button on the menu bar under your name to begin exploring and creating various sections of a resume.
- Click on the Format & Print button to see the different resume styles and options.



The Center for
Student Employment
& Career Development