Finding A Career Path Just For You

April 2014

www.pacareerzone.org
Presenters for this webinar are:

Pennsylvania Department of Education
Bureau of Career and Technical Education

Katherine C. Simchock
Division Manager for Professional Development and Support Services

Charles Sabulski
State Administrator for Career Counseling Services

333 Market Street, 11th Floor
Harrisburg, PA 17126-0333

www.education.state.pa.us
The PA Careerzone website is for anyone who is interested in learning more about careers that are specific to Pennsylvania. It provides resources for career exploration, research, and planning to be used in the classroom by students and job seekers interested in finding information on careers.

www.pacareerzone.org
Provides Career Exploration, with the Ability to:

- Assess your career match;
- Assess information on over 900 occupations;
- Explore profiles of Pennsylvania specific opportunities of occupations;
- Create a individual portfolio account;
- Develop career pathways;
- Research Pennsylvania colleges that align to career paths;
- Create a personalized resume; and
- Find current job opening in Pennsylvania.
This is a screen shot of the website’s front page.
Take a Tour of Pennsylvania CareerZone

Click the **Take The Tour** button to play the video which will provide you with a general overview of the features that the system has to offer. It takes approximately six minutes.

**Ways to Get Started:**

- **Introduction**
- **Students**
  - Register for an Account
  - Take an Interest Profiler
  - Explore Occupations
  - Create a Plan
  - Journals
  - Resumes
  - Colleges Research
- **Job Seekers**
  - Identify Occupations to Pursue
  - Create a Resume and Cover letter
  - Find Job Openings
- **Educators**
  - Explore Occupations
  - Portfolio Summary Report
User Guide Online

Go to the top menu; select **DECIDE**; then **BRANCH OUT**; then **ADDITIONAL RESOURCES**; which takes you to a menu of items; and select *User’s Guide for PA CareerZone*.

This is a screen shot of the User's Guide page.
Navigate Three Major Components

➢ Assess Yourself

Three different ways to determine what careers are best for you

➢ Explore Careers

22 different career clusters to select from to review careers

➢ Budget Your Life

Aligning your lifestyle with your paycheck
Three Assessments to Choose

**Quick Assessments**
- Explore jobs that best match your personality. Are you realistic, investigative, artistic, social, enterprising, or conventional? Find out with this quick assessment.

**Interest Profiler**
- Discover what your interests are, and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests.

**Skills Profiler**
- What skills have you acquired through your jobs and other activities? The Skills Profiler can help you explore occupations that require your skillset.
This is a screen shot of the assessment page.

Assess Yourself

Use your mouse to hover over the interest areas on the left. A description of each area will appear here. When you have read each area, select the three that you feel best describe your interests.

You have chosen
1. Choose One ▼
2. Choose One ▼
3. Choose One ▼
Explore Careers

- There are 22 career clusters for identification of careers.
- This website has information on over 900 Pennsylvania occupations.
- Occupational titles that are marked with a small television indicate there is a video clip which demonstrates actual job performance.
Explore Careers

- In addition, careers are aligned to key areas of interest across the career clusters

  - STEM (Science, Technology, Engineering and Mathematics)

  - HPO (High Priority Occupations) for Pennsylvania Only

  - SOAR (Students Occupationally and Academically Ready) for Program of Study (POS)
This is a screenshot of the clusters page.
Exploring an Occupation

- About the Job
- What They Do – Video
- Interest and Work Valve
- Things They Need to Know
- Thing They Need to be Able to Do
- Education Requirements
- Wages and Outlook
- Common College Majors
- Create a Career Plan
- Find a Job
This is a screen shot of an occupation detail page.
Education to Acquire Occupation

Researching Colleges that align to career path.

- Click the link [Find Institutions Offering Computer Support Specialist](#) to review the current list of Pennsylvania institutions and colleges that offers that specific program.

- Each program prepares individuals to provide technical assistance, support, and advice.

- Click the college link to learn more about costs, location, and general information about the institute.

- The filter will let you search colleges in other states too.
Budget Your Life

- Assist students to match their desired lifestyle to a budget which is a necessity for financial success.

- Students estimates how much money they will have available to spend after selecting an occupation.

- Students will be asked a series of questions about different aspects of their lifestyles to help determine the amount of money they will need.

- This information is helpful in planning future employment in different counties of Pennsylvania. Database is Pennsylvania specific cost of living.
Developing An Individual Portfolio

Below is an example for students who are exploring careers and develop a career plan using PA Careerzone website.

- **Register for an Account**
  - Take an Interest Profiler

- **Explore Occupations**
  - Take Notes

- **Create a Plan**
  - Portfolio Summary Report
  - Custom User Report

- **Show Assessment**
- **Show Flagged items**
- **Show Journal Entries**

- **Assessment Summaries**
  - Results of your Assessment
Continue: **Developing Individual Portfolio**

- **Skills Profiler**
  - You completed the Skills Profiler

- **Work Importance Profiler**
  - You have not completed

- **Assessment Matches**

The table below contains occupations that were part of one or more of your assessment test results. A checkmark will appear under each assessment that an occupation is in, and the total aggregate score will be displayed in the last column.

<table>
<thead>
<tr>
<th>Title</th>
<th>Rating</th>
<th>Appears In</th>
<th>Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IP</td>
<td>WIP</td>
</tr>
</tbody>
</table>
Saving and Sharing Career Research

Once you are registered, you may want to share your results with teachers and parents or save it for a later date to review by using the portfolio menu.

- Journal – Write down thoughts and information
- History – Save files to review
- Share – Email, Facebook, Twitter, Pinterest, LinkedIn, Tumblr, or Google+
- Print – Profiles, resume, and letters
Job Seeking

Below are examples how jobseekers can use the PA Careerzone website, who are looking for their first job, or are transitioning from an existing job.

Register for an Account

- **Identify Occupations to Pursue** - Quick Assessment, Job Family, Job Title
- **Create a Resume and Cover Letter** - Resume Builder, Cover Letter Builder
- **Find Job Openings** – current job openings in all states
Resume Builder

The resume builder will allow you to create resumes that you can send to potential employers. You can create as many as you would like so feel free to create a different one tailored towards whatever situation you may encounter.

- Create a resume
- Leading questions
- Choice of style of resume
- Final resume can be modified and/or saved
Getting Started

When you first come to the resume builder you will be presented with the option to create a new resume, as illustrated in figure 1 below.

**Resume Builder**

The resume builder will allow you to create resumes that you can send to potential employers. You can create a different one tailored towards whatever situation you may encounter.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Filter</th>
</tr>
</thead>
</table>

You have no resumes. Why not [create one].

**Figure 1**

If you have already created a resume, you will see a listing of your resumes with a button to create a new one at the bottom of the table, as illustrated in figure 2.

**Resume Builder**

The resume builder will allow you to create resumes that you can send to potential employers. You can create as many as you would like so feel free to create a different one tailored towards whatever situation you may encounter.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Filter</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Format</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Resume</td>
<td>1/10/12</td>
<td>something</td>
<td>![Icon] ![Icon]</td>
</tr>
<tr>
<td>Resume for ABC Corp</td>
<td>8/31/11</td>
<td>Basic</td>
<td>![Icon] ![Icon]</td>
</tr>
</tbody>
</table>

[Create New Resume] [Remove Selected]
Counselors Working with Students

The following is an example how to use PA CareerZone in a classroom setting. It focuses on how you walk students through the activities and collect their reports to use for further guidance.

- Create an account
- Complete an assessment (Interest Profiler, Work Importance Profiler, Skills Profiler)
- Welcome to the Interest Profiler, review and complete an Interest Profiler
- If you choose to start a new assessment your previous answers will be permanently lost
- If you are sure you want to re-start the assessment choose the continue option
Continue: **Counselors Working with Students**

- Discover what your interests are and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs students might want to explore based on your interest.

- Review and compare with the Interest Profiler:
  - Select an option to begin
  - Start a new Interest Profiler
  - Resume Interest Profiler
  - View results

- Have you taken the Interest Profiler in the past? If you know your score for each of the six interest categories you can enter them directly.

- You can take the assessment in another language. You will find a printable PDF in Spanish, Vietnamese and Chinese.
  - Explore occupations (Quick Assessment, Job Family, Job Title)
  - Portfolio Summary Report
Educators Working with Students

The following is an example of how educators use PA CareerZone in a classroom setting. It focuses on how you can walk students through the activities and collect a report on their results that you can use for further guidance.

Create Accounts

- Before beginning their career exploration, it is recommended that students create an account with PA CareerZone. While this step is not required, without an account some of the tools listed below, like the Journal, will not be available. Registering for an account will enable students to pick up where they left off each time they return to PA CareerZone.

Administer an Assessment

- PA CareerZone features several assessments that can help students determine occupations in which they may be interested. Depending on the experience of the students they may want to start with one test before they start others.
Continue: **Educators Working with Students**

Here’s a breakdown of which test may be most useful for students:

- Administer an Assessment
  - Interest Profiler
  - Work Importance Profiler
  - Skills Profiler

- Explore Occupations
  - Quick Assessment
  - Job Family
  - Job Title

- Portfolio Summary Report

After your students have identified occupations and colleges, you can review their results by viewing their summary report. To print out a summary of their exploration, select **Portfolio Summary Report**.
The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

Questions about PA CareerZone, or career education and work standards should be directed to:

Charles Sabulski  
State Administrator for Career Counseling Services  
Bureau of Career and Technical Education  
Pennsylvania Department of Education  
333 Market Street, 11th Floor  
Harrisburg, PA 17126-0333  
717.783.6991  
717.783.8445 (fax)  
CSabulski@pa.gov  
www.education.state.pa.us
Finding A Career Path Just For You

Thank you for participating in this webinar.