

Finding A Career Path Just For You



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www.pacareerzone.org

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PA Careerzone Website

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 use 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 .



The screenshot shows the top navigation bar with the CareerZone Pennsylvania logo on the left. To the right, it says "You are not signed in: [Sign In](#)". Below this is a green navigation bar with the words "Explore", "Decide", and "Grow" in white text. To the right of these words is a search bar with the word "Search" and a magnifying glass icon. Below the navigation bar is a large blue banner with the text "Welcome to Pennsylvania CareerZone" in white. Underneath this is the text "Register for an account with Pennsylvania CareerZone to customize your career exploration." and a green "Register Now!" button. At the bottom of the banner, it says "Choose an option below. Not sure where to start?" followed by a grey "Take the Tour" button.

This is a screen shot of the website's front page.



Assess Yourself

Self-Assessments can help you know yourself better. And knowing yourself better can help you choose a satisfying job or occupational field to explore.

[Begin Assessment](#)



Explore Job Families

Starting your search by looking at broad sectors can help you find related occupations within an area that you might enjoy.

[Start Exploring](#)



Budget Your Life

After High School you will need to work to pay for housing, transportation, and clothes... Find out how much money you will need and which occupations will pay for all your needs.

[Get Started](#)

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

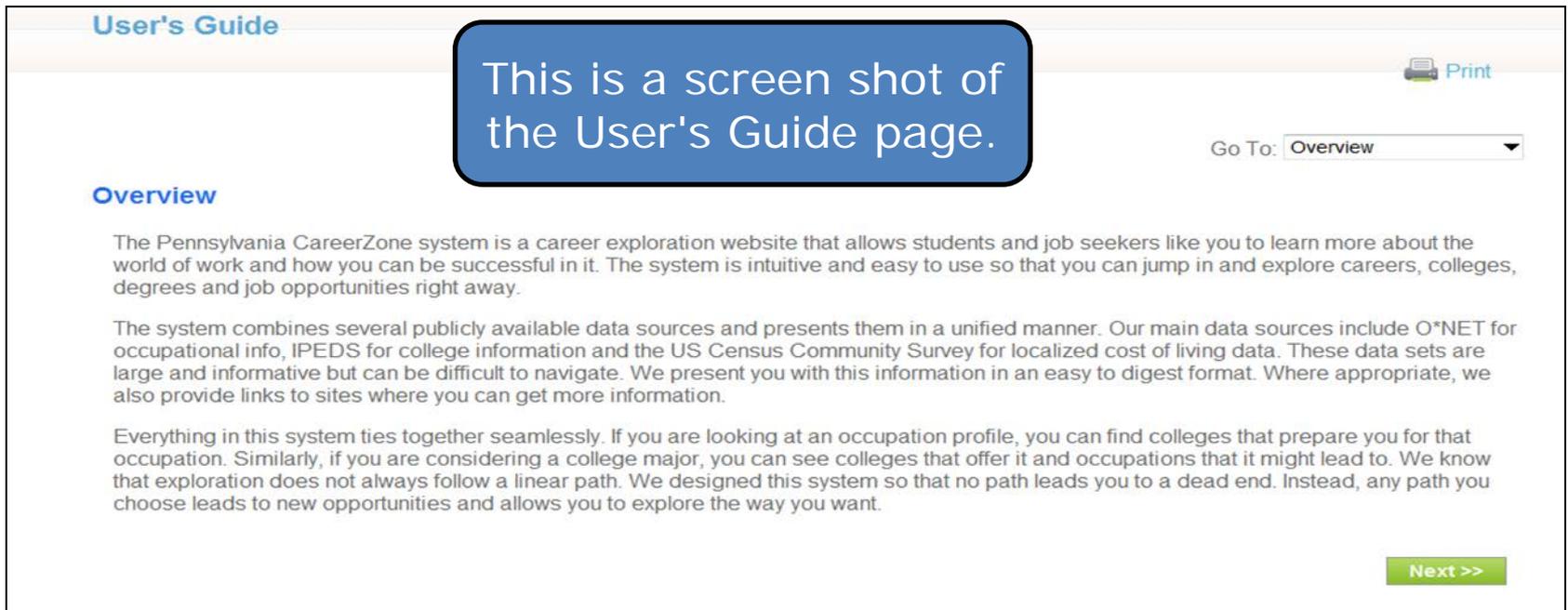
- Identify Occupations to Pursue
- Create a Resume and Cover letter
- Find Job Openings

➤ 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*.



The screenshot shows the 'User's Guide' page. At the top left, the title 'User's Guide' is displayed in blue. In the top right corner, there is a 'Print' button with a printer icon. Below the title, the word 'Overview' is written in blue. The main content area contains three paragraphs of text. The first paragraph describes the Pennsylvania CareerZone system as a career exploration website. The second paragraph details the data sources used, including O*NET, IPEDS, and the US Census Community Survey. The third paragraph explains the system's design, which allows for non-linear exploration paths. In the bottom right corner, there is a green button labeled 'Next >>'. A blue callout box with white text is overlaid on the screenshot, stating: '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.

Quick Assessment

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)



You are not signed in: [Sign In](#)

Explore Decide Grow

Search 

Job Families



Architecture and Engineering Occupations



Arts, Design Entertainment Sports & Media Occupations



Building & Grounds Cleaning and Maintenance Occupations



This is a screen shot of the clusters page.



Community and Social Services Occupations



Computer and Mathematical Occupations



Construction and Extraction Occupations



Education, Training and Library Occupations



Farming, Fishing and Forestry Occupations



Food Preparation and Serving Related Occupations



Healthcare Practitioner and Technical Occupations



Healthcare Support Occupations



Installation, Maintenance and Repair Occupations



Legal Occupations



Life, Physical and Social Science Occupations



Management Occupations



Military Specific Occupations



Office and Administrative Support Occupations



Personal Care and Service Occupations



Production Occupations



Protective Service Occupations



Sales and Related Occupations



Transportation and Material Moving Occupations

Exploring an Occupation

- About the Job
- What They Do – Video
- Interest and Work Value
- 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

Fort Greene Partnership Homes
http://fortgreenehomes.wordpress.com/

You are not signed in. Sign in

Explore Decide Grow

Search

Computer User Support Specialists

Journal History Share Print Bo



This occupation is part of the
Computer and Mathematical
cluster

Your Rating
★★★★★

Compatibility
not enough data

- Create a Budget
- Create a Plan
- Find Job Openings

About the Job

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

It is also Called

- | | |
|---|-----------------------------------|
| Automatic Data Processing Customer Liaison (ADP Customer Liaison) | Computer Hardware Technician |
| Call Center Manager | Computer Help Desk Representative |
| Call Center Supervisor | Computer Help Desk Specialist |
| Call Center Support Representative | Computer Instructor |
| Computer Customer Support Specialist | Computer Lab Assistant |

What They Do

Conduct office automation feasibility studies, including workflow analysis, space design, or cost comparison analysis.

Modify and customize commercial programs for internal needs.

Inspect equipment and read order sheets to prepare for delivery to users.

Hire, supervise, and direct workers engaged in special project work, problem solving, monitoring, and installing data communication equipment and software.



This is a screen shot of an occupation detail page.

Education Required

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Wages

In 2012, the average annual wage in Pennsylvania was **\$45,630** with most people making between **\$27,530** and **\$70,020**

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
 - Show Assessment
 - Show Flagged items
 - Show Journal Entries
- **Explore Occupations**
 - Take Notes
- **Create a Plan**
 - Portfolio Summary Report
 - Custom User Report
- **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.

Title	Rating	Appears In			Overall Score
		IP	WIP	SP	

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 resume, as illustrated in figure 1 below.

This is a screen shot of the resume builder page.

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.

Start Date End Date

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.

Start Date End Date

	Name	Modified	Format	Actions
<input type="checkbox"/>	My Resume	1/10/12	something	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	Resume for ABC Corp	8/31/11	Basic	<input type="button" value="edit"/> <input type="button" value="delete"/>

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](#).

Contract Information

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

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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.

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Thank you for participating in this webinar.