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INTRODUCTION

THE PURPOSE OF CAREER CRUISING

Career Cruising has been developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using.

While in school, we noticed a common problem among our peers—few of us knew what to do with our lives after graduation. Our understanding of our career options was very limited, and often based more on inaccurate stereotypes than the reality of the working world.

To address these problems, we set out to create a career guidance resource that would have appealed to us when we were in school. Our aim with the initial version of Career Cruising was to develop a user-friendly program that combined comprehensive career information with the personal perspective provided by multimedia interviews with people in every occupation.

Over the years, we have responded to the needs of Career Cruising users by adding a number of additional features: first-class assessment tools, a comprehensive post-secondary schools database, financial aid information, a Student Success Plan (SSP) tool, employment resources, and helpful administrative features.

The ongoing development of Career Cruising is a labor of love for all of our staff. It is our hope that Career Cruising will have a positive impact on the lives of everyone who uses the program.

WHO CAN BENEFIT FROM CAREER CRUISING?

Career Cruising is suitable for people from 6th grade to adulthood. It is a user-friendly program and requires no special training or expertise. Career Cruising is particularly useful for:

- **middle school students** starting to learn about various career choices and the relationship between their schoolwork and the working world
- **secondary school students** in the 9th and 10th grades investigating occupations and planning for the future
- **secondary school students** in the 11th and 12th grades making decisions about training, post-secondary study, and work
- **college and university students** learning about careers related to their field of study
- **unemployed adults and young people** evaluating their options and beginning a work search
- **employed adults** considering a career change
INTRODUCTION

INDIVIDUAL CAREER GUIDANCE

Career Cruising is designed for individual, self-directed use. The user-friendly interface helps users satisfy five key career guidance needs: self-assessment, career exploration, post-secondary education planning, work search, and SSP development.

Each of these sections can be used on its own. For instance, someone interested in exploring careers could spend days learning about different careers and viewing the multimedia interviews with people in those careers.

However, the sections can also be used in combination. You can learn more about your personal interests and find related careers and information about required training; you can explore occupations that interest you and search for related jobs; you can explore schools in your state and find financial aid programs you qualify for; or you can use any other combination of the features and tools available in Career Cruising to help you develop a clear plan for your future.

We encourage you to go through at least the following steps:

Step 1: Find the Right Career (Assessment)

Start off with the Career Matchmaker assessment. Matchmaker helps you discover your work interests and provides you with a list of suggested careers.

Step 2: Explore Careers

Click on one of the suggested careers to go to its summary page where you will find key information about the career, including core tasks, earnings, and education and training requirements. If the career interests you, explore each section of the occupation profile in depth and view multimedia interviews with real people in the occupation.

Step 3: Plan Education and Training

The Explore Schools section provides information on where to get the required education and training. For instance, if you are interested in becoming a graphic designer, you can use the Search For Programs feature to find colleges offering programs in graphic design. You can also go directly to those school profiles by using the Related College Programs links in the Education section of the graphic designer occupation profile.

Step 4: Develop your SSP

The SSP tool can be used throughout the career exploration and planning process. When using any component of Career Cruising or participating in any other career development activities, you can save
INTRODUCTION

Your work and document your activities in your SSP. Developing the SSP allows you to continually build on your previous career exploration work. Also, you will be creating a document that can be used to present yourself to prospective employers, post-secondary school admissions staff, and others.

This User’s Guide describes the features and functions of Career Cruising’s career exploration and planning tools. For additional information and tips on getting the most out of Career Cruising, please consult our support documents in the Helpful Information section, or contact your client account manager.

We hope you enjoy exploring the program! If you have any questions, comments or suggestions for our team, please don’t hesitate to contact us at support@careercruising.com.
GETTING STARTED

SYSTEM REQUIREMENTS

Career Cruising is an entirely web-based system, which supports a variety of browsers:

Windows Browsers
- Internet Explorer 7.0 and up
- Firefox 1.0.7 and higher

Macintosh Browsers
- Safari for OS X 10.3 version 1.2 or higher
- Safari for OS X 10.4 version 2.0.3 or higher
- Firefox 1.0.7 and higher

To ensure you are able to make use of all aspects of the Career Cruising website, the following web browser settings are required:

- JavaScript must be enabled
- Check for new versions of pages automatically
- First party cookies must be enabled

Some network settings can also affect the performance of the Career Cruising website. Where proxy servers are used, they should be set to NOT cache pages from www.careercruising.com. Also, network firewalls should include www.careercruising.com as a trusted site.

VIEWING SOUND AND VIDEO CLIPS

To view the sound and video clips on the Career Cruising website, you must have either Windows Media Player 6.4 or higher, or QuickTime 4.0 or higher installed on your computer. If you need to download and install either one of these programs, you can do so by using the links provided under the Viewing Sound And Video Clips heading in our Technical Support section. To access the Technical Support section, click on the button in the top menu bar.

A text transcription of the multimedia clips is also provided.

ACCESSING CAREER CRUISING FROM THE STUDENT SSP

To access the Career Cruising website, you must first log into your Student Success Plans (SSPs). To do this, you need your SSP username and password. The SSP username is your state student ID number. Teachers, counselors, and other authorized school staff can retrieve SSP passwords through the School SSP Administration System (SSAS).
GETTING STARTED

To log into the SSP, go to www.careercruising.com/SSP and type in your SSP username and password. Then click the Log In button.

If you don’t know your SSP username or password, you will need to contact your teacher, advisor, or other authorized school staff. Career Cruising cannot provide you with that information. If you have forgotten your personal username or password, click on the Forgot Password? link on the login page.

If you have entered an email address in the Update My Personal Profile section of your SSP, you will be able to retrieve your SSP password via email. If you do not know your SSP username, you must contact the school.

Once you have logged into your SSP, you can access Career Cruising in one of two ways:

- The Career Cruising button in the menu on the left side of the page has five submenu items: Career Matchmaker, My Skills, Learning Styles, Careers That Interest Me, and Schools That Interest Me. Within each of these sections, you can link directly to that part of Career Cruising.

- You can use the menu bar at the top of every page to go to any part of the program.

ACCESSING CAREER CRUISING FROM THE SCHOOL SSP ADMINISTRATION SYSTEM (SSAS)

Career advisors, teachers, and school administrators can access Career Cruising through the School SSP Administration System (SSAS).

To log into SSAS, go to www.careercruising.com/SSPSchool and enter your login information. Once you have logged into the system, click on the Enter Career Cruising button near the bottom of the menu bar on the left side of the page. You will be directed to the Career Cruising Main page, from which you can explore the Career Cruising program.
CAREER CRUISING FEATURES

OVERVIEW

Career Cruising has five main sections: Explore Assessments, Explore Careers, Explore Schools, Employment, and the SSP tool. When you log into your SSP, you will be directed to the SSP Homepage. From the SSP Homepage you can click on the Main button in the menu at the top of the page to access the Career Cruising Main page.

In addition to the links to Career Cruising’s main sections, the Main page also includes a number of weekly features:

Career Quiz – A set of multiple choice career-focused questions that include a brief explanation of each answer and links to related occupation profiles in Career Cruising.

Upcoming Events – A series of timely articles profiling upcoming career-related events. Each event profile includes informative links and suggestions on how to participate.

Featured Interview – A featured interviewee gives you an inside look at his or her occupation.

Featured PhotoFile – A slideshow highlighting some of the key tasks performed by a person in a featured occupation. Each PhotoFile series includes descriptive captions.
CAREER CRUISING FEATURES

**Career Focus** – A collection of links to occupation profiles within Career Cruising that correspond to a particular interest, characteristic, activity, or field of work.
EXPLORE ASSESSMENTS

Career Cruising’s Explore Assessments section includes tools to help you understand your interests and skills, and how your preferences and experiences relate to careers.

There are three assessments available:

**Career Matchmaker** – You can answer questions about your likes and dislikes to find careers that match your interests.

**My Skills** – This component of Career Matchmaker asks you to rate your level of skill in 45 key areas to see how those skills match up with the careers that you are interested in.

**Learning Styles Inventory** – This 20-question exercise helps you discover how you learn and retain information. You’ll also find tips on how to improve your study habits to suit your learning style.

CAREER MATCHMAKER

Career Matchmaker is a great starting point for people who want to find careers that suit their interests. Based on one of the most respected interest assessment tools in the world, Career Matchmaker is an interactive survey that matches your interests to occupations that are best suited to those interests.

Career Matchmaker starts by asking 39 questions about your likes and dislikes. For each question, there are 5 responses to choose from: Dislike Very Much, Dislike, Does Not Matter, Like, or Like Very Much.
Once you have completed the survey, Career Matchmaker produces a list of 40 suggested careers. The careers on the list are ranked according to how well they suit your identified interests. You can learn more about any of these careers and find out how these careers match your interests by clicking on the career name. If a suggestion on the list surprises you, you can click on the career name to find out how the career matches your interests and to see why it was suggested.

In addition to exploring the list of suggested careers, there are a number of other options available on the Career Suggestions page:

**Career Cluster Recommendations** – Career Matchmaker also provides you with suggested career clusters or career pathways. Click on a suggested cluster to see which careers from your suggestion list are included in that cluster.

**Improve Results** – After answering the first 39 questions, you have the option of answering an additional 77 questions (for a total of 116 questions). The more questions you answer, the more effective Matchmaker is at suggesting careers that suit your interests. Click on the Answer More Questions link to continue with Career Matchmaker. You can also click on the Review My Answers link to view a list of your responses to all of the questions you have answered so far. You can make changes to any of your responses and then update your suggested careers list based on the new responses.
EXPLORE ASSESSMENTS

**Type of Education** – This feature allows you to specify the level of education and training you plan to complete, or have already completed, and have Matchmaker tailor the list of suggested careers to reflect your intended level of education and training. Click the Change link in the Type Of Education section to select the level of education you would like to pursue. Your suggested careers list will be updated so that only careers that meet your selected education criteria will be displayed.

**See how other careers match up with my answers** – If careers you are interested in do not appear on your suggested careers list, use this feature to find out why. Search for any career and then view the Suitable For You? information to see which aspects of the career you indicated you dislike.

**Save to My SSP** – After answering the first 39 questions in Matchmaker, you will be prompted to save your results to your SSP. We also recommend saving your work after answering any additional questions. To save Matchmaker work, click on the Save To My SSP button.

**MULTIPLE MATCHMAKER RESULTS**

Saving multiple Career Matchmaker results allows you to see how your interests evolve over time and to reflect on how your changing interests influence your career suggestions. When saving your Matchmaker results, you will be prompted to label the session you have just completed. All results are saved in the Career Cruising section of your SSP.
EXPLORE ASSESSMENTS

If you have saved multiple Matchmaker sessions, you can indicate which result set is your Best Match. Your Best Match can be your most recent session or any other session that you feel best reflects your current interests. However you identify your Best Match, this is the set that is used in the printer-friendly report, and the one that others who have been invited to view your SSP will see when they look at your SSP. The Best Match results are also included in SSAS reports and used for reports-based messaging.

If you have saved only one Matchmaker session to your SSP, that result set is labeled as your Best Match by default.

MY SKILLS

This section of Career Matchmaker helps you see how your skills match up with the careers that interest you. You must complete at least the first 39 questions of Matchmaker in order to access the My Skills assessment.

To complete the assessment, rate your skill level in the 45 skill set areas. For each skill there are five options to choose from: I am highly skilled, I am skilled, I have some skill, I don’t have this skill, or I can’t answer this.
EXPLORE ASSESSMENTS

After completing these questions, you will be presented with your original suggested careers list. The order of the careers will not have changed; however, each career will now have a colored icon next to it that represents your skills score for that career. Click on a career from your list to view the Suitable For You? chart, which provides specific feedback on how your skills match up with the skills required for that career.

You can revisit and change your My Skills answers by clicking on the Review My Answers link in the My Skills section of the Career Suggestions page.

The results of the My Skills assessment can be used in 2 different ways:

- Younger students or individuals who have not had the opportunity to develop job-related skills may use their results to determine which areas they need to work on in order to prepare themselves for a particular career.

- Individuals planning to enter the workforce immediately can review their skills assessment results to help determine whether or not they are adequately prepared to pursue employment opportunities in a particular field.
LEARNING STYLES INVENTORY

The Learning Styles Inventory is designed to help you understand how you learn and retain information. The assessment consists of 20 questions. Based on your responses, the program will determine your learning style.

The Learning Style profile analyzes your preferences and tendencies according to three learning methods: visual, auditory, and tactile. You may be identified as having a primary, primary and secondary, dual, or mixed learning style. The Learning Style profile displays the distribution of your responses in chart and graph format, and provides feedback about what it means to be a visual, auditory, or tactile learner, including tips and techniques for studying and learning new information.
EXPLORE CAREERS

The Explore Careers section contains hundreds of in-depth career profiles. Click on the Careers button in the top menu bar to access the section at any time.

You can search for career profiles in several different ways:

- **Search for Careers** – Enter a career name for a keyword search.
- **Search by Index** – Look up occupations using the alphabetical index.
- **Search by School Subject** – Select a subject and see related careers.
- **Search by Cluster / 16 Career Clusters** – Select a cluster to see which careers it includes. (This option varies depending on the primary cluster system in place at your site and whether or not a secondary cluster system is enabled.)
- **Career Selector** – Use factors like education level, income, and working conditions to find suitable careers.
- **Military Careers** – Search for military careers by keyword, job family, or service branch.
- **Explore Industries** – Learn about key industry sectors and explore related occupations.
EXPLORE CAREERS

SEARCH FOR CAREERS

On the Explore Careers page, search the database for careers that interest you by typing in a career name for a keyword search. A list of occupation profiles that match your keyword search appears with a short description for each profile. Click on any of the career titles to view details about that occupation.

SEARCH BY INDEX

If you already know which career interests you, this is a quick and easy way to find the information you need. Click on Search By Index and use the alphabetical index to find the career. A list of occupation profiles appears in alphabetical order with a short description of each profile. Click on a career title to view details about that occupation.

SEARCH BY SCHOOL SUBJECT

If you aren’t sure which career you’d like to pursue, but would like to learn about potential careers that are related to a school subject that interests you, click on Search By School Subject and select one of the subjects. A list of related occupation profiles appears with a short description of each profile. Click on a career title to view details about that occupation. Use the blue buttons on the left side of the results page to filter the list of careers by education level.

SEARCH BY CLUSTER / 16 CAREER CLUSTERS

Career clusters are groups or families of occupations that share common characteristics such as knowledge requirements, skill sets, and/or goals. The Search By Cluster feature can help you focus your career goals. On the Career Cluster page, click on the name of a cluster to see a list of occupation profiles that are in that cluster. Click on a career title to view details about that occupation. Use the blue buttons on the left side of the results page to filter the list of careers by education level.

If your site has the national 16 Career Cluster system enabled, you can click on the blue 16 Career Clusters button on the Explore Careers page to learn more about each cluster. Each cluster profile contains a brief description, information on the career pathways related to that cluster, links to occupation profiles in Career Cruising related to that cluster, information on related college majors, and a 4-year sample high school course plan designed to help you prepare for post-secondary education in the cluster or pathway of your choice.

You can also access the cluster profiles from the Career Cluster Interests section of the SSP or by clicking on a cluster name at the bottom of the job description page of an occupation profile.

CAREER SELECTOR

Career Selector lets you search for career possibilities using one or a combination of a number of factors, including school subject, career cluster, type of education, core tasks, and working conditions.
EXPLORE CAREERS

Navigate the tool sequentially by using the Next and Back buttons, or click on any of the search criteria listed in the left-hand menu to jump to specific criteria. At any time, you can click the View Results button to see your current results.

Using the green tabs above the results, you can also see a list of close matches, review the search criteria you’ve used, or compare other occupations to your search criteria. You can revise sections of the Career Selector by returning to the specific criteria on the left-hand navigation menu. To start a new session and clear all previous search criteria, click on the Start Over button.

Career Selector results can also be saved to your SSP by clicking on the gray Save To My SSP button. Saved results appear in the Careers That Interest Me section of your SSP.

MILITARY CAREERS

If you are interested in a career with the Army, Air Force, Navy, Marine Corps, Coast Guard, or National Guard, you can find the information you need in Career Cruising’s Military Careers section.

Military careers are searchable by keyword, job family, or service branch. Each profile includes an overview of the job tasks and work environment, attributes and training requirements, a description of civilian career counterparts, a list of the military branches offering that occupation, and links to related profiles in Career Cruising. (There are also links to related military profiles in the Related Careers section of some occupation profiles.)
Save the military profiles to your SSP by clicking the gray Save To My SSP button located in the left-hand menu on every military profile page. Saved careers can be found in the Careers That Interest Me section.

EXPLORE INDUSTRIES

Industries are a way of categorizing businesses and organizations that produce similar goods or services or use similar production processes. Industry-specific information can be used to target your career exploration to sectors based on current economic conditions and forecast trends.

The Explore Industries section features 20 industry profiles, created to help you learn more about the world of work. Each profile contains an overview of the industry (including the estimated number of establishments and the size of the workforce), a description of industry subsectors, a list of the most represented occupations in the industry and links to related occupations in Career Cruising, national and state wage data and employment projections, and links to industry-specific resources.

Click on Explore Industries on the Explore Careers page to access the profiles. Links to the industry profiles are also available under the Top Industries heading in the Related Careers section of the occupation profiles.
ABOUT THE OCCUPATION PROFILES

Each comprehensive occupation profile contains the following information:

At A Glance – A snapshot of the occupation, containing a summary of key information about on-the-job activities, working conditions and employers, earnings, education and training requirements, and relevant skills and abilities. The section also includes earnings and education graphs, and a photo depicting a common task performed by people in the occupation.

Job Description – A detailed description of what people in this career do, including common tasks and duties, skills and technology used on the job, and other aspects of the career.

Working Conditions – Information on where people in this career work, typical hours, and other working conditions, such as potential safety issues.

Earnings – General data on how much people in this career can expect to earn, related work expenses, and factors that influence salaries. Profiles matching national and state labor market data also contain charts displaying wage and outlook figures.
OCCUPATION PROFILES

**Education** – Information on the education and training requirements for this career, including related college programs, a sample high school program of study, and other suggested qualifications.

**Sample Career Path** – Shows how titles, responsibilities, requirements, and earnings change over time as individuals progress in this career.

**Related Careers** – Links to related occupation profiles in Career Cruising, military career profiles, career clusters, and top industries.

**Other Resources** – Links to other websites related to this career, such as government resources, professional associations, and other informational resources.

**PhotoFiles**

Most of the profiles also include a PhotoFile series. PhotoFile is a photo-journalistic job description consisting of a series of photos for each career, along with informative captions.

**Multimedia Interviews**

Interviews with two practitioners of each career can be accessed by clicking on the names in the Photos & Interviews menu located on the left side of each occupation profile screen.
OCCUPATION PROFILES

Each interview has the same structure and includes:

Questions & Answers – View the interviewee’s responses to important questions about his or her career.

Sound Clips – Each person describes what he or she likes and dislikes about the job.

Video Clip – Each person offers his or her advice to those interested in the career.

A Day in the Life – A ‘diary’ describing a sample workday.

Breakdown of Activities – A time chart that graphically shows the number of hours spent at different work activities.
EXPLORE SCHOOLS

The Explore Schools section includes information and tools to help you plan the education and training you will need to begin your career. This section of Career Cruising can be accessed by clicking on the Schools button in the top menu bar.

On the Explore Schools screen, there are six available options:

- **Search for Schools** – Enter a school name for a keyword search or search by state.
- **Search for Programs** – Type in a program name or search by cluster.
- **Compare Schools** – Compare data and view school profiles side by side.
- **School Selector** – Use factors like location, majors offered, and admission difficulty to find suitable schools.
- **Planning Timeline** – A step-by-step guide designed to help you plan and prepare for college.
- **Financial Aid** – Look up financial aid programs by name or use the Financial Aid Selector to find suitable financial aid programs.

**SEARCH FOR SCHOOLS**

Career Cruising’s database of school information includes 2 and 4-year colleges, graduate institutions, and career and technical schools. On the Search For Schools page, search the database for schools that interest you by typing in a school name or city for a keyword search, or by selecting a state on a map of the country.

When you receive your list of matching schools, click on any of the schools to view a detailed school profile. If there are a large number of schools on your list, you can filter the list of matches by using the dropdown menu at the top of the School Type column to specify the type of school you are looking for. Save school profiles to your SSP by clicking on the gray Save To My SSP button in the left-hand menu on every profile page. Saved schools can be found in the Schools That Interest Me section of your SSP.

**SEARCH FOR PROGRAMS**

This feature allows you to find schools offering the academic or vocational training programs you are looking for. Search for programs by keyword or by choosing a program cluster. Searching by keyword works best if you know what major you are interested in, while the cluster search is usually better if you only have a general idea about the type of program you want.
EXPLORE SCHOOLS

The results list is organized so that you first see a list of Delaware schools offering the program you selected. You can view out-of-state schools by clicking on a link to a different state or a different region (New England, Midwest, etc.). You can use the Program Type dropdown menu to further filter the list of schools by type of program (e.g. Associate Degree, Bachelor’s Degree, Non-Degree, etc.).

COMPARE SCHOOLS

The Compare Schools feature helps with the post-secondary school selection process by making it easy to compare the details of any two schools.

On the Explore Schools page, click on the Compare Schools button and select the type of program (undergraduate, graduate, or career and technical) that interests you. Enter the name of a school and click the Search! button. Choose the button next to the name of the school to include in the comparison and click on the gray Select School button.

Search for another school and select one to compare with the first school. Click on the gray Select School button. Click the Compare Now! button to see how the two selected schools compare in terms of student population, admission requirements, cost, available majors, athletics, and a variety of other considerations.
EXPLORE SCHOOLS

You can use the link on the Compare Schools page to include schools you have saved to your SSP in the comparison. Select a school from the Your Saved Schools list for comparison by clicking the button next to the name of a school and continue as described above. You are then presented with a side-by-side review of the essential information for the schools you have selected.

You can also access the Compare Schools feature from each school profile page. The Compare School button is located near the bottom of the menu on the left side of the school profile screen. Select another school to compare with the school whose profile you are viewing.

Only schools offering the same type of programs (undergraduate, graduate, or career and technical) can be compared. The comparison reports include the same information found in our school profiles.

SCHOOL SELECTOR

If you are not sure where you want to go to school, you can use School Selector to find schools that match your requirements and goals. There are three different School Selectors to choose from: one for undergraduate schools, one for career and technical schools, and one for graduate schools.

After choosing the appropriate School Selector, you can then narrow down your search by indicating your preferences for a variety of criteria, including location, tuition, and type of program, among others. The criteria available to you depend on which School Selector option you choose. Navigate the tool
EXPLORE SCHOOLS

sequentially by using the Next and Back buttons, or click on any of the search criteria listed in the left-hand navigation menu to jump to specific criteria. At any time, you can click the View Results button to see your current results.

When you have finished choosing your criteria, the School Selector will display a list of schools that match your preferences. Using the purple tabs above the results, you can also find a list of close matches, review the search criteria you’ve used, or compare other schools to your search criteria. To start a new session and to clear previous search criteria, click on the Start Over button. You can also revise sections of the School Selector by returning to the specific criteria on the left-hand navigation menu.

School Selector results can also be saved to your SSP by clicking on the gray Save To My SSP button.

PLANNING TIMELINE

Adapted from the US Department of Education, the College Planning Timeline is designed to help you prepare for college. The timeline is organized by grade, so you have a chronological, step-by-step plan to help ease the transition from high school to college. The guide includes valuable information about high school course selection, grades, standardized test taking, and questions to ask teachers and counselors. Even if you have already finished high school, you can benefit from the guide’s wealth of information on researching colleges, financial aid, and assembling application packages. The timeline also provides tips for using Career Cruising’s assessments, databases, and the SSP to manage the college planning process.
EXPLORE SCHOOLS

Click on the Planning Timeline button on the Explore Schools page to access the College Planning Timeline. Use the blue menu buttons on the left side of the page to navigate the timeline by grade. A customizable printer-friendly version is available by clicking on the gray Printer-Friendly Report button.

FINANCIAL AID

Career Cruising’s financial aid database includes details on thousands of private scholarships, grants, awards, fellowships, and other assistance programs that can help students pay for their education. On the Explore Financial Aid page, there are two ways to search for financial aid programs: Financial Aid Selector and Search for Scholarships.

The Financial Aid Selector helps you find private financial aid programs you may be eligible for based on your background, academic history, interests, talents, and other relevant factors. If you want to find out more about financial aid programs you are already aware of, use the Search For Scholarships option to look up information on these programs.

Information provided for all of the financial aid programs includes the following important details: program description, award criteria, application information, and contact details.

The Explore Financial Aid section also contains a link to information about federal financial aid programs. Adapted from US Department of Education resources, this guide provides helpful information about the value of going to college; completing the Free Application for Federal Student Aid (FAFSA); reducing college costs; and the types of aid administered by the federal government, such as grants, work-study programs, and loans.
EMPLOYMENT

The Employment section has two primary components: an Employment Guide and a Job Search tool. These features help you take the information you’ve accumulated through self-assessment and career and education exploration and apply it in practical and meaningful ways to the job search process.

You can access the Employment section at any time by clicking on the Employment button in the menu bar at the top of every page.

(Note: These tools may not be available at your site. Access to the Employment Guide can be activated and deactivated through the School SSP Administration System (SSAS). Additionally, the Job Search tool is only active by default for libraries, career centers, colleges, and adult education centers. High schools can choose to activate this feature in SSAS, but it cannot be activated for middle school or elementary school users.)

EMPLOYMENT GUIDE

The Employment Guide provides you with valuable advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to your new job. You’ll also find sample documents, such as resumes, and worksheets to help you manage your contacts and evaluate your interviewing skills.

To access the Employment Guide, click on the Employment button in the top menu bar, and select the Employment Guide link. Use the blue buttons on the left side of the page to navigate to different sections of the guide.
To print a copy of the Employment Guide, click on the gray Printer-Friendly Report button. Select the section, or sections, of the guide that you would like included in the report, and click Print.

The Job Search tool incorporates content from Indeed.Com, a job search engine that allows users to access job postings on company career sites and online job boards. If it is enabled at your site, you can access the Job Search tool through the Employment section or through the occupation profiles.

From the Employment homepage, start by selecting either the Basic Search or Advanced Search link in the Job Search box. The basic search allows you to search for job postings by location and job title, keyword, or company name. With the advanced search, you can focus your results by selecting very specific search criteria. Once you have entered your search criteria, click the Find Jobs! button.
EMPLOYMENT

On the Job Search Results page, click on a job title to view the posting. (Postings open in a new window on Indeed.Com.) Use the criteria on the left side of the page to further filter your results. Additionally, you can use the links in the top right-hand corner of the results chart to sort your results by relevance or date.

If you are signed into your SSP, you can also search for job postings using keywords for occupations that you have saved to your SSP. On the Basic or Advanced Job Search homepage, click on the See Keywords For Careers Saved In Your SSP link at the bottom of the page. A list of suggested keywords associated with your saved careers will appear. Enter the suggested keywords in the keyword field, and click Find Jobs!.

If you are having problems finding job postings, click on the Read The Job Search Help Section link near the bottom of the Basic or Advanced Job Search homepage for tips on improving search results and answers to common questions about searches.

You can also search for job postings by clicking on the Search For Jobs button in the menu on the left side of each occupation profile page. On the Job Search page, select a job title related to the career you were just viewing from the suggested keyword dropdown menu (or fill in your own using the Enter Your Own link), and enter a location. Click the Find Jobs! button to see the results.

(Note: Career Cruising does not screen the postings found on Indeed.Com.)
Job Search Results

Click on a job title to view the posting. The posting will open in a new window on indeed.com, outside of Career Cruising. Close the window to return to this results page.

Results for dental assistant in Sioux Falls

Filter these results

Jobs 1 to 10 of 1138

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<th>Company</th>
<th>Location</th>
<th>Job type</th>
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<td>Sioux Falls, SD</td>
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</table>
STUDENT SUCCESS PLAN (SSP)

Students across Delaware are required to complete a Student Success Plan (SSP). The Career Cruising SSP tool is designed to help you bring together your academic achievements, extracurricular experiences, and career and education exploration activities. This enables parents or guardians, teachers, counselors, and you to work together to develop a course of study that meets your needs and goals.

ACCESSING AN SSP

You can access your SSP at any time from any computer connected to the Internet. To access your SSP, go to www.careercruising.com/SSP and enter your personal SSP username and password.

The SSP tool is integrated with the Delaware Department of Education’s student information system. Student data is updated regularly to include new students, student movement from school to school, and changes to student demographic information. This data cannot be edited from the SSP. Any changes to this information must be made in the Student Information System in order to be reflected in the SSP.

SSP PRIVACY

All of the information that you store in your SSP is kept confidential and secure. The only people who can view your SSP are you, your authorized teacher or career advisor, and your parents or guardians.

To protect the privacy of your SSP, we recommend that you do not share your SSP username and password with other people.

SSP FEATURES

The SSP tool is organized into a number of different sections. Each of these sections is described briefly below. It is important to note that most of the sections in the SSP can be enabled and disabled by administrators using the School SSP Administration System (SSAS), so it is possible that some users may not have access to all of these features.

SSP Completion Status (SSP Homepage) – The SSP Completion Status bar tracks the progress you have made towards fulfilling the SSP completion requirements. Click on the View Details link to see exactly which required SSP development tasks you have completed and which tasks you have yet to complete.

Inbox (SSP Homepage) – The Inbox is a place where you can receive messages from your teachers, counselors, or career advisors. You may keep these messages or delete them after they have been read.

Quick Links (SSP Homepage) – The Quick Links section includes links to a variety of important features and information, such as tips for effective use of your SSP, pages for updating your personal information, a section to record information about the schools you have attended, an archive of notes made by your career advisor during previous advisement sessions, tools for inviting others to view your SSP, and a log showing all of the guest views of your SSP.
STUDENT SUCCESS PLAN (SSP)

My Files (SSP Homepage) – Any electronic files (essays, scanned artwork, letters of reference, photographs, etc.) that you would like to store within your SSP can be uploaded, viewed, and managed through the My Files section. Files uploaded to specific sections of your SSP (work experiences, volunteer experiences, etc.) will also appear in the My Files section.

Assignments and Activities (SSP Homepage) – In this section, you can view the activities that advisors have assigned to you. Click on an assignment name to view details about the activity and to upload related documents from your computer or from the My Files section of your SSP.

My Journal (SSP Homepage) – The My Journal feature allows you to keep a log of your thoughts about your career and educational goals. This space can be used to describe your interests, plans, achievements, and aspirations, and to reflect on what you need to do to get where you want to go.

Important Documents (SSP Homepage) – Documents and forms (such as handbooks, assignments, and permission slips) that your school or district has uploaded to your SSP appear in this section of the SSP homepage.

Suggested Links (SSP Homepage) – The Suggested Links section includes helpful websites that have been inserted into your SSP by your school or district.
STUDENT SUCCESS PLAN (SSP)

My Links (SSP Homepage) – Add websites that you feel may be helpful for future career exploration and SSP development work to the My Links section by entering the website name and URL, and clicking on the Save Link button.

Career Matchmaker (Career Cruising) – The Career Matchmaker subsection is the place where your Matchmaker results are saved. To change your Best Match, select the name of the session you’d like to designate as your new Best Match. Changes are saved automatically.

To review or make changes to your answers for a specific Matchmaker session, click on the appropriate result set label to load the Career Suggestions page for that session. To begin a new Matchmaker session, click on the gray New Matchmaker Session button under the Best Match results chart.

The top 10 Career Matchmaker suggestions, recommended career clusters, and selected level of education information provided correspond to the Matchmaker session that you have identified as your Best Match. Changing your Best Match will also change the information displayed in these sections.

My Skills (Career Cruising) – This section allows you to access the My Skills component of Career Matchmaker. If you have not yet completed Matchmaker, you will be directed to do so by clicking on the gray Go To Career Matchmaker button. If you have completed Matchmaker, but not My Skills for your
current Best Match, you can complete the assessment by clicking on the Go To My Skills button. If you have completed both Career Matchmaker and My Skills, you can link to your integrated results.

**Learning Styles (Career Cruising)** – This section allows you to store the results from the Career Cruising Learning Styles Inventory. If you have not yet completed the assessment, click on the Find My Learning Style button to access the test. If you have taken the assessment, you will see a summary of your learning style profile.

**Careers that Interest Me (Career Cruising)** – Careers That Interest Me includes a list of all the careers you have saved to your SSP while using the features in the Explore Careers section. You can maintain notes for all saved careers on an ongoing basis. Careers That Interest Me also includes a section for saved military careers and a subsection for storing your saved Career Selector work.

**Schools that Interest Me (Career Cruising)** – The Schools That Interest Me section includes a list of all the schools you have saved to your SSP while using the features in the Explore Schools section. You can maintain notes for all saved schools on an ongoing basis. This section also includes subsections for storing your saved School Selector and Financial Aid work.

**Assessment Results** – The Assessment Results section provides space for you to save your results from common career assessment and other standardized tests that you complete outside of Career Cruising.

**Career And Life Goals (Goals & Plans)** – The Career And Life Goals page provides you with two large free-text fields: one for maintaining a list of your short-term goals and one for maintaining a list of your long-term goals.

**Career Cluster Interests (Goals & Plans)** – On the Career Clusters page, you can indicate which career clusters you are interested in and enter comments about any of the clusters. Click on a cluster title to view a list of occupation profiles that belong in that cluster. You can also review cluster matches suggested for you by Career Matchmaker. Click on the suggested cluster to see which careers from your Matchmaker suggestion list are included in that cluster.

**Post-Secondary Goals (Goals & Plans)** – The Post-Secondary Goals page helps you organize your career and education plans. This page includes three tabs: Career Goals, Educational Goals, and Financial Plans. The Career Goals tab includes space for you to indicate your top two preferred clusters and your top three careers of interest. The Educational Goals tab includes a place for you to indicate the type of post-secondary education and training you plan to complete and record the three schools you are most interested in attending. The Financial Plans section asks you to check off the sources of funding you intend to use to pay for your education.

**Career Planning Activities (Goals & Plans)** – The Career Planning Activities page allows you to document all your career planning activities (field trips, career fairs, job shadowing, etc.). For each activity, you can record a description, the dates the activity took place, and the name of the event or organization (if relevant). You can also attach any files related to the event.
STUDENT SUCCESS PLAN (SSP)

**Education Plan** – You can use the Education Plan section to create a personalized high school course plan. To add a course to your plan, enter the course name, number of credits, course length, and indicate whether or not the course is required. Site administrators can simplify the process by pre-entering course information through the School SSP Administration System (SSAS). As you complete courses, enter your final grades. You may view your entire course plan and print it at any time.

**Extracurricular Activities** (Activities & Abilities) – This page allows you to document the organizations and activities you are involved in, such as school sports teams, bands, and community organizations. You can select the activities, the dates of participation, and record a description of each activity.

**Hobbies & Interests** (Activities & Experiences) – In this section, you can maintain a list of all of your hobbies and interests. You may select from a list of hobbies and interests, or add your own. You can also enter notes for each activity and hobby selected or entered.

**Skills & Abilities** (Activities & Abilities) – In this section, you can document the skills and abilities that you have acquired. Select attribute, computer skill, or language skill from the dropdown menu and check off the related skill or ability that you possess. You can also add comments for each skill or ability you have entered.

**Awards & Certificates** (Activities & Abilities) – The Awards & Certificates page allows you to keep track of any awards and recognition you receive. For each award entered, you record the name of the award or recognition, the completion/award date, and a description. You can also attach related files to each award and recognition.

**Community Service** – In this section, you can keep track of any community service you do. For each position held, record the following: position title, name of organization, location of the organization, start and end date, number of hours volunteered, description of the work, and the name of a reference or supervisor. You can attach related files to each position recorded. Also, a tally of your total accumulated community service experience is maintained, which is especially helpful if you are expected to complete a minimum number of volunteer hours.

**Work Experiences** – The Work Experiences section is where you can maintain a detailed employment history. For each job you held, you can record the following: job title, name of employer, location of employer, start and end date, description of work, and the name of a company reference or supervisor. You may also attach related files to each job recorded.

**Support Services** – This section allows you to document any special learning services that you are receiving. This includes school-based learning services, such as Extended Student Services, Gifted & Talented services, and LEP services. You can also record other services, such as additional tutoring, additional courses, or special instruction, and view school-wide Intervention Plans.

**Printer-Friendly Version** – This feature allows you to identify the specific sections of your SSP that you would like to print. A printer-friendly report including only these sections is then generated for printing.
STUDENT SUCCESS PLAN (SSP)

REVIEW & REVISE

The Review & Revise feature ensures that you continue to maintain and update your SSP each year. You are required to review and revise the required sections of your SSP each year in order to achieve SSP completion status.

The Review & Revise Box is located below the main content in each required section of the SSP. When you have completed the necessary information, such as saving careers or recording extracurricular activities, for each section, select the checkbox beside the “Yes, I have reviewed and revised this section of my SSP” statement in the Review & Revise box. You can also reflect upon the changes you have made to each section.

If you have met the standards for completion but have not indicated that you have reviewed a section, a reminder pop-up will notify you that there is another step you need to complete before you can navigate to a different section of your SSP.

RESUME BUILDER

The Resume Builder is seamlessly linked with the SSP tool. To access the Resume Builder, click on the Resume Builder button in the Special Tools section of the menu on the left side of the SSP Homepage.
STUDENT SUCCESS PLAN (SSP)

To make it easy for you to quickly generate a resume, any information stored in your SSP that is useful for resume creation is automatically shared with the Resume Builder. The Resume Builder also includes some sections that are not available within the SSP tool. These include:

**Career Objective** – A free-text field for entering a career objective statement.

**Education** – This section allows you to keep track of your education history (schools attended, dates of enrollment, credentials earned, etc.).

**References** – A place to enter contact details for all references.

**Additional Information** – A free-text field for entering any additional information you would like to include in your resume.

Once you have entered all of the information you want to include in your resume, you can format the document by clicking on the Format & View button. You can choose a resume style, select which sections you would like to include in your resume, and indicate the order these sections should appear in. After previewing your resume, you can print it or export it as a web page, a Microsoft Word document, or a plain text file. If you previously formatted your resume you can go directly to Print/Export page.

To return to the SSP Homepage at any time, click on the blue SSP Homepage button. Information entered for each section of the resume should be saved before returning to the SSP Homepage.
The menu bar across the top of each screen provides you with a quick and easy way to move to different sections of Career Cruising from anywhere in the program.

**Main** – Takes you to the Career Cruising’s Main page, with featured interviews, PhotoFiles, and careers.

**Assessments** – Takes you to the Explore Assessments section, from which you can access Career Matchmaker, My Skills, and the Learning Styles Inventory.

**Careers** – Takes you to the Explore Careers section.

**Schools** – Takes you to the Explore Schools page.

**Employment** – Takes you to the Employment Guide and the Job Search Tool.

**SSP** – Takes you to your SSP homepage.

**Search** – Allows you to search for career and school information by keyword.

![Helpful Information](image)

**Español** – Allows you to access the Spanish version of the program. This will not affect any data, notes, or messages you have entered, which will remain in their original language. Use this button to toggle between Spanish and English at any time.

**Logout** – Use this button to exit Career Cruising, which will end all of your current sessions and return you to the Login page.

**LINKS TO OTHER WEBSITES**

Various sections of Career Cruising contain links to useful external websites that users may wish to visit for additional information. When you click on a web link, a new browser window will automatically open up, allowing you to do further research without leaving the Career Cruising website.

Career Cruising is not responsible for the content of external web links.
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