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Glossary of Career Cruising's Features and Tools

Career Cluster

Career clusters are groups or families of occupations that share common characteristics such as knowledge requirements, skillsets, and/or goals.

To use: To search for occupations by Career Cluster, click on the Careers button in the menu at the top of the page. Career Matchmaker also recommends two career clusters based on the occupations generated by students' answers to the interest-based questions.

To see recommended career clusters saved in the Portfolio: Portfolio Homepage > Assessment Results > Career Matchmaker > Recommended Career Clusters

Career Coach Message Boards

The Career Coach Message Boards is a discussion site where students can connect with practitioners of occupations that interest them. Students can post new questions and contribute to threaded discussions.

To use: To access the Career Coach Message Boards, click the Inspire Ag Careers button in the menu at the top of the page, and click the Career Coach Message Boards link. (Students can also link directly to career coaches from related occupation profiles.)

Portfolio: Students can "bookmark" message boards by clicking the Save To My Portfolio button on each message board page.

To access "bookmarked" message boards in the Portfolio: Portfolio Homepage > Inspire Ag Careers > My Message Boards

Career Development Opportunity

Career Development Opportunities (CDOs) are work-based experiences that allow participants to learn hands-on about the skills, knowledge, and attributes they need to enter and succeed in the workforce. Sample CDOs include apprenticeships, job shadowing, internships and co-op placements, and any other program or event offered by employers.

To use: To access the Career Development Opportunities (CDOs), click the Inspire Ag Careers button in the menu at the top of the page, and click the Career Development Opportunities link. (Students can also link directly to CDOs from related occupation profiles.) Students can request to participate in CDOs



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that interest them by clicking the Make A Request button at the bottom of every CDO page. CDO requests are automatically saved to students' portfolios.

To check the status of Career Development Opportunities requests in the Portfolio: Portfolio Homepage > Inspire Ag Careers > My Opportunities

Career Matchmaker

Career Matchmaker is a career matching tool that consists of 116 questions targeted to identify students' interests. For each question, there are five responses to choose from: Dislike Very Much, Dislike, Does Not Matter, Like, Like Very Much. When students have finished the first 39 questions in Matchmaker, they are presented with a list of 40 ranked career suggestions. From the Career Suggestions page, they can click on an occupation name to read the occupation profile, explore suggested career clusters, see how other occupations match their Matchmaker answers, or answer more Matchmaker questions to improve their results.

To use: To access Career Matchmaker, click the Assessments button in the menu at the top of the page.

Portfolio: Students should save Matchmaker results to their Portfolios when prompted to after completing a session, or by clicking the Save To My Portfolio button on the Career Suggestions page.

To access Matchmaker results in the Portfolio: Portfolio Homepage > Assessment Results > Career Matchmaker

Career Selector

The Career Selector tool allows students to search for occupations using a combination of criteria, including school subject, career cluster, type of education, core tasks, earnings, and working conditions. After making their selections, students receive a list of occupations that match all of their criteria and a list of occupations that closely match their criteria. They can also review their search criteria and see how other occupations compare to the criteria they've selected.

To use: To access the Career Selector, click on the Careers button in the menu at the top of the page, and click on Career Selector. Use the blue button menu to customize your criteria.

Portfolio: Students can save their selection criteria and results by clicking on the gray Save To My Portfolio button.

To access Career Selector results in the Portfolios: Portfolio Homepage > Careers That Interest Me > Career Selector



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Compare Schools

The Compare Schools tool allows students to view post-secondary school profiles side by side in order to better compare details such as student population, admission requirements, tuition costs, student life, athletics programs, programs, and more. Students can search for schools to compare by name, or they can compare schools that they have saved to their Portfolios.

To use: To access the Compare Schools tool, click on the Schools button in the menu at the top of the page, and click on Compare Schools.

Company Profiles

Company Profiles provide information about local employers, including a company description, a list of the occupational areas in which they employ people, details on career development opportunities, a company message board, and a link to the company's website.

To use: To access Company Profiles, click the Inspire Ag Careers button in the menu at the top of the page, and click the Company Profiles link. (Students can also link directly to companies from related occupation profiles.)

Portfolio: Students can save companies that interest them to their Portfolios by clicking the gray Save To My Portfolio button on every Company Profile page.

To access saved companies in the Portfolio: Portfolio Homepage > Inspire Ag Careers > Companies of Interest

Employment Guide

The Employment Guide contains valuable advice and tips 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 new jobs.

To use: To access the Employment Guide, click on the Employment button in the top menu bar, and select the Employment Guide link.

Financial Aid Selector

The Financial Aid Selector allows students to search for private financial aid programs using a combination of eligibility criteria, including personal background, parental employment, academic history, interests, talents, and more. After making their selections, students receive a list of scholarships that match their eligibility criteria.

To use: To access the Financial Aid Selector, click on the Schools button in the menu at the top of the page, then Financial Aid. Click on Financial Aid Selector.





Portfolio: Students can save their eligibility criteria and results by clicking on the gray Save To My Portfolio button.

To access Financial Aid Selector results in the Portfolio: Portfolio Homepage > Scholarships & Financial Aid > Financial Aid Selector

Industry Profiles

The Explore Industries section contains 20 industry profiles to help students 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.

To use: To access industry profiles, click on the Careers button in the menu at the top of the page, and select Explore Industries.

Learning Skills Inventory

The Learning Styles Inventory consists of 20 situational questions with three options for students to choose from. Their answers will help students understand how they learn and retain information. The Learning Style profile analyzes students' preferences and tendencies according to three learning methods: visual, auditory, and tactile. Users may be identified as having a primary, primary and secondary, dual, or mixed learning style.

To use: To access the Learning Styles Inventory, click the Assessments button in the menu at the top of the page.

Portfolio: Students should save Learning Styles results to their Portfolios when prompted to after completing a session, or by clicking the Save To My Portfolio button on the Learning Skills results page.

To access Learning Skills Inventory results in the Portfolio: Portfolio Homepage > Assessment Results > Learning Styles

My Journal

The My Journal feature allows students to keep a log of their thoughts about their career and educational goals in their personal Portfolios.

To use: To access the My Journal tool, students click the My Journal link on the Portfolio Homepage.



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My Skills

A component of Career Matchmaker, My Skills asks students to rate their skill level in 45 key skillset areas to see how those skills match up with the careers that they're interested in. For each question, there are five options to choose from: I am highly skilled, I am skilled, I have some skill, I don't have this skill, I can't answer this. After completing these questions, students are presented with their original Career Suggestions list, but each occupation will have a colored icon next to it that represents their skills score for that occupation. Students can click on an occupation from the list to view the Suitable for You? chart, which provides specific feedback on how their self-identified skills match up with the skills required for that occupation.

To use: To access the My Skills assessment, click the Assessments button in the menu at the top of the page. *(Please note: Students must complete Matchmaker before the My Skills assessment.)*

Portfolio: Students should save My Skills results to their Portfolios when prompted to after completing a session, or by clicking the Save To My Portfolio button on the Career Suggestions page.

To access Matchmaker results in the Portfolio: Portfolio Homepage > Assessment Results > My Skills

Occupation Profiles

Each occupation profile contains the following information: At A Glance (a brief summary of key occupational information), Job Description, Working Conditions, Earnings, Education, Sample Career Path, links to Related Careers, and links to Other Resources. Each profile also contains text-based and multimedia interviews with two practitioners of the occupation, and most profiles also include a PhotoFile series.

To use: To search for occupations of interest, click on the Careers button in the menu at the top of the page.

Portfolio: Students can save occupations to their Portfolios by clicking the gray Save To My Portfolio button that appears on every occupation profile.

To access saved careers in the Portfolio: Portfolio Homepage > Careers That Interest Me

Portfolio

A portfolio is the ongoing accumulation of students' academic, personal, and career exploration and development activities. It's a way for students to organize their skills, abilities, interests, and accomplishments, and make plans for the future.

To use: Students can sign into Career Cruising using their personal Portfolio usernames and passwords, or they can click the Portfolio button in the top menu bar to sign into their Portfolios.



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Resume Builder

Resume Builder is a first-draft tool that allows students to create and customize working resumes. Resume Builder is integrated with the Portfolio tool, so information that students enter in relevant sections of their Portfolios is shared with the Resume Builder. Resume Builder sections include: career objective, education, work experience, volunteer experience, awards and certificates, extracurricular activities, hobbies and interests, skills and abilities, and references. Once students have entered all of their information in the Resume Builder, they can format and print copies of their resumes for distribution.

To use: To access the Resume Builder, click the blue Resume Builder button on the left side of the Portfolio Homepage.

School Profiles

School profiles contain information about the school, including location and contact information, faculty numbers, admission requirements, majors offered, tuition costs, financial aid services, enrollment numbers, and other information about student services and facilities.

To use: To search for schools, click on the Schools button in the menu at the top of the page.

Portfolio: Students can save schools to their Portfolios by clicking the gray Save To My Portfolio button that appears on every school profile.

To access saved schools in the Portfolio: Portfolio Homepage > Schools That Interest Me > My Saved Schools

School Selector

The School Selector tool allows students to search for post-secondary schools using a combination of criteria, including type of school (career and technical, undergraduate, and graduate), location, majors offered, admission difficulty, tuition costs, and student services available. After making their selections, students receive a list of schools that match all of their criteria and a list of schools that closely match their criteria. They can also review their search criteria and see how other schools compare to the criteria they've selected.

To use: To access the School Selector tool, click on the Schools button in the menu at the top of the page, and click on School Selector.

Portfolio: Students can save their selection criteria and results by clicking on the gray Save To My Portfolio button.

To access School Selector results in the Portfolio: Portfolio Homepage > Schools That Interest Me > School Selectors

