



California CareerZone Workbook

www.CACareerZone.org





California CareerZone Overview

www.CACareerZone.org

The California CareerZone is a web based career explorations system available free of charge. Users can learn about themselves and how they might match-up with 900 O*NET occupations that detail the job definition, interests, tasks, skills, and more. Approximately 300 of the occupations have videos showing a typical day in the life of someone in that occupation.

When you enter the CareerZone you will be presented with three primary choices: Assess Yourself, Explore Job Families, or Make Money Choices. This workbook will provide steps for navigating the site focusing on the Assess Yourself option.

- 1. Assess Yourself** contains four self-assessment tools including:
 - Quick Assessment that matches your personality with potential jobs
 - Interest Profiler that helps you decide what kinds of occupations and jobs you might want to explore based on your interests
 - Work Importance Profiler that gives you a list of jobs that reflect your values
 - Skills Profiler that helps you identify skills acquired through previous jobs and activities.
- 2. Explore Job Families** takes you directly to the 900 occupations organized into 23 job families.
- 3. Make Money Choices** takes you through a financial reality check, building a budget to support your future lifestyle then determining which occupations, education, and training choices will support your chosen lifestyle.

Overview (Continued)

In addition to the three primary options you can find quick links in Explore, Plan, Grow

EXPLORE HAS QUICK LINKS TO

- Assess Yourself
- Quick Assessment
- Interest Profiler
- Skills Profiler
- Work Importance Profiler
- Occupations
- Job Families
- All Occupations
- Colleges and Training
- Find a College in Your Area
- Fields of Study
- Type of Field

GROW HAS QUICK LINKS TO

- Personal Reports
- Portfolio Summary Report
- Documentation
- Journal
- Bookmarks and Ratings
- Resume Builder
- Cover Letter Builder
- Reference List Builder

DECIDE HAS QUICK LINKS TO

- Colleges and Training
- The Cost of College
- Financial Aid
- Fields of Study
- Choosing a Field of Study
- Branch Out
- Additional Resources

You can choose to begin with the **Search** option to explore almost any occupation by simply typing it into the search field.

You can also choose to create a **portfolio account**. Instructions for setting up and using a portfolio account are on page 7.

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This workbook is offered by the California Career Resource Network (CalCRN) located at 1430 N Street, Suite 4503, Sacramento, CA 95814. CalCRN's phone number is (916) 323-6544, fax number is (916) 322-0842, and website is: www.CaliforniaCareers.info

Holland Code Tutorial

John Holland's vocational/career choice theory proposes that people who choose to work in environments that are similar to their own personality type are more likely to experience success and satisfaction. Holland proposes six personality types matched with six work environments: **Realistic**, **Investigative**, **Artistic**, **Social**, **Enterprising**, and **Conventional** (summarized as RIASEC).

By using the CareerZone's Quick Assessment and Interest Profiler, you will be able to determine your "Holland Code" that utilizes the first letter from the three areas that you most closely identify with. Here are descriptions of the six work environments that will be matched to your personality.

Realistic (R)

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Investigative (I)

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Artistic (A)

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules. Independence and using creativity to solve problems are strong values in the artistic work environment.

Social (S)

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others. Cooperation is a strong value in the social work environment.

Enterprising (E)

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional (C)

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Exploring Occupations

Step 1

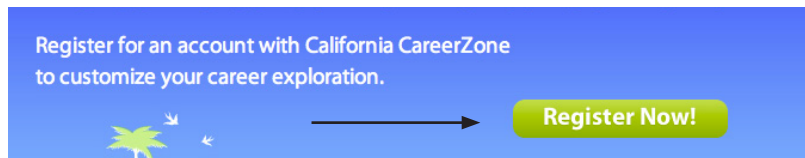
Before you go to the CareerZone website, take some time to think about occupations that interest you. What are your current ideal occupational choices? (for example: welder, doctor, self-made millionaire...)

Step 2

Take the Video Tour for an overview of how to use the Career Zone.

Step 3

Go to <http://www.CACareerZone.org> and create a personal **portfolio** by clicking on "Register Now" in the middle of the page. If you already have an account, click on "Sign In" at the top right of the screen.



If you are creating a new account, you will be asked to create a username, password, and provide your zip code. You may provide an email address which will allow you to reset your password in case you forget it. If you are concerned about how your information will be used, you can read through the privacy policy which is available on the initial landing page. Instructions are on page 7 in this workbook

Step 4

After signing in, click on "Assess Yourself". Click on the first assessment option: "Quick Assessment". After reading through the definitions for each letter (you can get the definitions by hovering over the letter or by reading through the Holland Code Tutorial provided in this workbook), complete the Quick Assessment.

List occupations identified from the Quick Assessment that most interest you. (For example: ASE occupations - Music Director; AES - Art Director, and so on) Note: It is O.K. if the occupations you listed in Step 1 are not listed under your codes. You are exploring the World of Work, not making your final choices yet.

Code: _____

Code: _____

If you see an occupation that really interests you, save it to your portfolio by clicking on the "Bookmark" link in the menu above the description. You can also email a link to the profile by selecting "Email Profile" at the top of the page.

Step 5

Complete the Interest Profiler which can be accessed from the "Assess Yourself" page. Did your code come out the same or similar than from your Quick Assessment (Step 3, above)? If more occupational options interested you in this step, write them down in the space below.

Code: _____

Code: _____

Your assessment results will be saved in your portfolio. This will make it easier for you to return to the occupational list each time you return to the site.

Exploring Occupations (continued)

Step 6

Complete the Skills Profiler which can be accessed from the "Assess Yourself" page. The Skills Profiler will help you explore occupations that require skills you possess.

List Your Top 3 Skills

List The Top 3 Occupations That Interest You

Step 7

Complete the Work Importance Profiler which can be accessed from the "Assess Yourself" page. Be sure to read the directions carefully and take your time!!!

List your top 2 work values

List your other work values

List the occupations that match those values

Your assessment results will be saved in your portfolio. This will make it easier for you to return to the occupational list each time you return to the site.

Step 8

Choose at least 3 (total) occupations that are listed from Steps 1 - 5. Try to include an occupation from each step.

Read the descriptions on the California CareerZone for each of the occupations you chose, list the skills or tasks that you think you would enjoy using.

What skills do you already have from the list above?

What skills are you looking forward to learning?

What is the **lowest** education level you would need to get in order to acquire any of those occupations?

What is the **highest** education level you would need to get in order to acquire any of those occupations?

The California CareerZone Portfolio Option!

In order to help you save assessment results and occupational information the California CareerZone includes an online portfolio account option that makes it easier for repeat users.

This includes:

- Creating free personal accounts
- Saving assessment results
- Saving a list of occupations that interest you
- Journal
- Emailing a PDF of portfolio contents (pending)

How to Create a Free Account

Go to www.CACareerZone.org and click on "Register Now" in the middle of the page.

Create a user name, password, and enter your zip code. While it isn't required, entering an email address will ensure that you can reset your password in case you forget it. You can also include your name and your school's name if you choose. For educators: the same email address can be used in multiple accounts. The teacher's email address can be used for a classroom if privacy issues are a concern.

Be sure to read the Privacy Policy on the initial home page.

When returning to the site, make sure to log in to your account before using the assessments or exploring occupations. This will make it easier to save results and bookmark occupations that interest you.

Saving and Reviewing Assessment Results

Before using the assessments, make sure to log in to your account. After you complete the assessments, the results are automatically saved to your account.

If you are returning to the site and would like to revisit your results, click on "Portfolio" at the top of the page. Your portfolio page will provide you with links to view your Work Importance or Interest Profiler assessment results. On the assessment page click on "Go" next to View Results.

Bookmarking and Revisiting Occupations

Make sure to log in to your account before bookmarking or reviewing your saved occupations.

To bookmark an occupation that interests you, click on the "Bookmark" link at the top of the occupational profile.

To revisit occupations you have bookmarked, go to your portfolio page and click on the "bookmarked" link.

Emailing Occupations

Occupations can be emailed whether you are signed in to your account or not. For every profile you want to send, click on "Email Profile" at the top of the profile page. You will be asked to enter your email address, your name, the recipient's email address and name, and you can write a note. If you are sending the profile to yourself you can put your email address in both areas.

Career Goal Worksheet

This worksheet can be used to compile and summarize some of the information you have found while exploring potential occupations. Facing this page you will find a listing of websites that can also be used as resources to help answer many of these areas. As time progresses, it may be helpful to return to this worksheet to revisit some of the information detailed and determine if it is still fits with your path.

Name _____ Class _____ Date _____

Career Path/Occupation(s)

Education/Training Level Required for Entry into this Career Path

High School Subjects Helpful in Preparing for this Career Path

Related Career Technical Education Programs provided by the School District

Related Community and/or work experience opportunities

College Majors Related to this Career Path

Colleges that offer this major

Related Post-Secondary Training Programs/Apprenticeship Opportunities
