## INCLUDED IN THIS CHAPTER:

15 INTRODUCTION
15 Middle School & High School Home Page
17 Assessments
17 Career Assessments
17 Wisconsin Career Assessment (WCA)
17 Personal Globe Inventory
18 Work Skills Inventory
18 Work Values Inventory
18 More Assessments & Tools
18 Career Interest Snapshot
18 Characteristics of Work
18 Interest Profiler
18 Quick Occupation Look-Up
19 Career Skills
19 Transferable Careers Skills
19 Quick Skills Search
19 Work Skills Checklist
19 Work Values Checklist
19 Quick Look-Ups

20 Occupations
20 Career Clusters & Pathways
20 Occupational Information
20 Browse Occupations
21 An Occupation Page
22 Browse Health Care Occupations
22 Browse Military Occupations
22 Browse Career Clusters
22 Compare Occupations
22 Best Internet Links
22 Tools for You
22 Learn About Work Skills
22 Enter Work Experiences
22 Best Internet Links
22 Quick Look-Ups: Find Occupations by:
22 My Interests
22 My Workplace Skills
22 Majors & Degrees
23 "" Work Related
23 "" Education Related
23 My Budgets
23 Wisconsin Labor Market Data
23 Adult Apprenticeships

23 Education (Explore More)
24 Colleges & Schools
24 Browse Colleges & Schools
24 A School Page
24 Search for Colleges & Schools
25 Compare Colleges & Schools
25 Best Internet Links
25 Majors & Degrees
25 Browse Majors & Degrees
25 A Majors & Degrees Page

25 Adult Apprenticeships
25 Browse School-to-Career Programs
25 Youth Options Program
26 Graduate Schools
26 Browse Graduate Schools
26 A Graduate School Page
26 Search for Graduate Schools
26 Best Internet Links
26 Financial Aid & Scholarships
26 Financial Aid Assistance
26 Wisconsin Financial Aid Information
26 Best Internet Links
26 Tools for You
26 Class Planner
27 Enter Educational Experiences
27 Best Internet Links
27 Practice Tests
27 Peterson's Academic Test Prep

27 Job Seeking (Explore More)
27 Find a Job
27 Wisconsin Job Openings on the Internet
27 Job Openings on Job Central
28 Job Openings on NationJob
28 Best Internet Links
28 Wisconsin Employers
28 Find Employers Related to an Occupation
28 "" Industry
28 Browse all WC-Connection Employers
28 Tools for You
28 Resume Maker
28 The Resume
29 Cover Letter Writer
29 The Job Interview
29 ILP/ePortfolio
29 Finding a Job
29 Sample Resumes
29 Sample Cover Letter
29 Sample Job Application
29 Practice Tests
29 Peterson's Civil Service Test Prep

29 Job Openings on the Internet
29 Job Openings on Job Central
28 Job Openings on NationJob
28 Best Internet Links
28 Wisconsin Employers
28 Find Employers Related to an Occupation
28 "" Industry
28 Browse all WC-Connection Employers
28 Tools for You
28 Resume Maker
28 The Resume
29 Cover Letter Writer
29 The Job Interview
29 ILP/ePortfolio
29 Finding a Job
29 Sample Resumes
29 Sample Cover Letter
29 Sample Job Application
29 Practice Tests
29 Peterson's Civil Service Test Prep

30 Budgeting (Explore More)
30 Budget Builder
30 Tools for You
30 Best Internet Links
31 Planning
31 Tools for You
31 Education & Career Planning
33 Career Planning 1-2-3
34 ILP/ePortfolio
34 Intro
34 Build
36 Design & Preview
36 Share

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Introduction
The student portion of the WISCareers website is divided into two sites: Middle School and High School.

Middle School and High School Student Home Pages

Professional site:
Return to the Professional Site. Only users with professional accounts have this option.

What’s New?
Receive updated messages about WISCareers. The date is always included, so you know how current the information is. This is also where announcements, assignments and messages will be posted.

My Account
Review, enter, or edit your login and email information.

Logout
Terminate your current WISCareers session.

ILP/ePortfolio
Begin or supplement a detailed account of skills, abilities, career exploration, academics, activities and accomplishments.

Assessments
Find a series of in-depth Inventories and several options for Quick Assessments. Read descriptions of each inventory and check out Tools for You. Not sure which assessment to take? Click the “Find Out” icon for guidance.

Occupations
Browse, compare and explore a comprehensive list of occupations. Identify occupations related to specific interests, skills, or programs of study.

Education (Explore More)
Browse a comprehensive list of options for higher education: school-to-career programs, schools, colleges, universities, graduate schools, apprenticeships, and more. Search or compare schools by majors or degree, and explore financial aid options.

Job Seeking (Explore More)
Search for a job using local and national job banks, find employers in Wisconsin based occupations or industries, see guides for resumes, cover letters, and job interviews.

Budgeting (Explore More)
Try Budget Builder to understand how much money you will need to earn to support the lifestyle you desire. Best Internet Links offers information about home/auto financing, paying for college, relocating, and retirement planning.
**Planning**

*Career Planning 1-2-3* module, designed for middle school students, may also be helpful for older students, adults, and those in Exceptional Educational Needs. Another module, *Education and Career Planning*, is available for high school students and adults.

**Search**

Text search general or specific features of the *WISCareers* website.

**Español/English**

If you click on “Español,” all materials that have been translated into Spanish will be made available to you.

**Help Me Find.../ Getting Started**

Step-by-step instructions appear in a black bar (above the *WISCareers* logo) to help you navigate the *WISCareers* website.

**Find Captain Career**

Captain Career is a treasure hunt-type game for grades K-12 that helps students learn to search the site effectively. Every week, one winner is chosen from around the state.

**Career Planning Guide**

This high school feature can help with your education and career planning.

**Check It Out**

Review your last visit; see related occupations of interest.

**Occupation Spotlight/Focus on Occupations**

Learn about interesting careers and read regularly updated lists of occupations.

**Hot Jobs! (Middle School only)**

This high school feature describes high demand or popular occupations.

**What's Cool?**

Discover the most visited schools and occupations over the last two weeks.

**Take a Practice Test**

Depending on your school’s subscriber package, a variety of practice tests may be offered here to help sharpen your skills.
Assessments
It is useful to identify and assess some of your interests, skills, and values as you consider future schooling or work. Career Assessments (in-depth inventories) help you begin this process. More Assessments and Tools are available for further exploration. Click on the Help button to view a chart describing each assessment, target audience, number of questions, approximate time needed, and results.

CAREER ASSESSMENTS
Wisconsin Career Assessment (WCA)
Do you know which occupations interest you? The WCA consists of 180 items designed to explore a range of your activities and interests. Once you complete the items (10–15 minutes), you receive an individualized report and links to occupations you can explore. More specifically, your results are compiled into an Interest Profile, illustrated in a bar graph, and described with a six-category code, R I A S E C (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). Results are automatically saved in your ePortfolio.

Personal Globe Inventory
Wondering where you fit into the world of work? The PGI consists of 42 items designed to match your interests to a range of occupations. Click on Results to view a bar graph comparing your levels of interest to your levels of confidence in six areas (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). View a chart that describes each of these six interest areas in detail. Use the menu on the left to Explore Career Clusters (selected for you based on your results) or to view a Full Report (a complete explanation of why your interests matter, how they are measured, and how your results and matching career clusters can be of use to you.) The PGI for 11th–12th Grade has an additional feature to help you match your RIASEC scores to those of a specific occupation. Results are automatically saved in your ePortfolio.
Work Skills Inventory
Want to know how your skills fit into the world of work? The WSI consists of 44 items designed to explore the range of skills you feel you are able to perform. Press Results to receive an individualized Skills Profile which charts your confidence levels in each of seven work skill areas: Interpersonal, Leadership/Communication, Information/Data Management, Mechanical, Mathematical/Finance, Product Development, and Self-Management. See the accompanying chart for a description of each skill area and use the left menu to Explore Career Clusters, Explore Occupations, or read a Full Report.

Work Values Inventory
Want to be happy in your career? The WVI consists of 21 items designed to identify qualities that will help you enjoy your job. When you are done, view your Values Profile, a bar graph of your score in six value areas: Positive Working Environment, Independence, Recognition, Respect, Achievement, and High Activity. Click on Explore Career Clusters to seeing matching occupations and pathways. Your Full Report reviews your scores and what they mean.

MORE ASSESSMENTS & TOOLS
Career Interest Snapshot Assessment
Use this approach to compare different personality types and work environments and then find occupations that fit you best.

Characteristics of Work
Click on any of 38 work skills listed on this chart to get more information.

Interest Profiler
This is the same instrument as described above under Wisconsin Career Assessment.

Quick Occupation Look-Up
Want a quick list of occupations that match your interests? This one-page worksheet asks you to select one or two characteristics from each of five categories, then it generates a list of matching occupations based on your responses. It takes less time but is also less precise than a full assessment. Nevertheless, the results can provide some useful options to consider.
Career Skills
Use this list of 70 career skills to choose specific skills you prefer to use often, sometimes, or avoid. Career Skills Cards can be used to complete this assessment.

Transferable Career Skills
This assessment is excellent for identifying occupations that use skills similar to those of your current or past jobs. It also works well for identifying occupations you are currently interested in which have similar skill sets.

Quick Skills Search
This procedure asks you to choose how often you would like to use each of 10 work skills in future employment, then offers a matching occupation list.

Work Skills Checklist
An expanded version of the Quick Search, you choose a desired frequency of workplace skills.

Work Values Checklist
Find occupations that fit you by ranking the importance of six core values (achievement, working conditions, recognition, relationships, support, and independence).

Quick Look-Ups
by Educational Characteristics
by Labor Market Information
by Work Characteristics
Each of these one-page assessments generates a list of occupations based on selections you make about education interests/preferences, labor market data, or work interests/preferences.
Occupations
The Occupations section of WISCareers will help you think about jobs you could explore. It is designed to help you find answers to the question “Where am I going?” You may look up occupations and save your favorite choices in your ILP/ePortfolio. Under Tools for You you may find occupations related to work skills and work experiences. Quick Lookups gives you more ways to explore occupations, including interests, majors and degrees, education, labor market data, and apprenticeships.

Career Clusters and Pathways
In order to help students better understand how occupations relate to one another and to support and encourage use of the States' Career Cluster Initiative, we’ve added two new ways to look at lists of occupations.

1. Within the alphabetic or text search lists, you can Show by Cluster. A Career Cluster is a grouping of occupations and broad industries based on commonalities, which provides an organizing tool for schools, small learning communities, academies and magnet schools.

2. Within the Career Cluster lists, you can Show by Pathway. A Pathway is a subgroup of a cluster that contains occupations that share similar work skills and knowledge areas.

3. You can also find occupations that fall under each cluster and pathway.

OCCUPATIONAL INFORMATION
Browse Occupations
This feature allows you to search for occupations by first letter of the occupation title or by text, salary, or career cluster. The best way to do a text search is to use a root word (e.g., weld, teach) to get an inclusive list for all related occupations. When searching for a salary, you will see occupations that fall between the salary you entered plus $5,000 or $10,000. You may go higher or lower than this range by clicking on the appropriate link on the occupation listing page.
An Occupation Page
Categories of information detailed on each occupation page are described here. Click on “High/Low Detail” to change the reading level. The default (High) is set for approximately 8th grade reading level; Low sets to a 5th grade level. To save an occupation, just click the “Save” button. To print all or part of this listing, click on “Print.”

• At A Glance: Each occupation features an At A Glance section on the first page displayed, which is a quick look at education/licensing requirements, skills, responsibilities, hours/conditions, salary, and employment growth.

• About the Job: The main page for the occupation, which includes basic information.

• Education Path: Click here to check educational expectations and requirements or options for licensing or advancement.

• Outlook: How easy or difficult it may be to find a job (in Wisconsin or nationally).

• Salary: Average salary information, listed for Wisconsin, regionally, and nationally.

• Employers: Includes connections to Wisconsin employers and specialized regional information.

• Job Openings: This provides a link to state and national job openings.

• Learn More: Additional information from other sources, including O*NET listing, labor market statistics for individual states and links to associations, among others.

• Compare to My Assessments: See how your interests and skills compare to people in this occupation.

• Video: This is a video on a day in the life of a person working in this occupation, which gives students/clients a feel for the occupation beyond facts and figures.

• Occupational Compare: Compare occupations side-by-side and view information in High or Low detail. You can also access the Compare feature from any specific occupation.
Browse Health Care Occupations
This link gives you a broad overview into the Health Care industry. Along with a comprehensive list of occupations, you'll find “Why?” and “How?” prompts that give details about the market, salary, and variety available in this field, as well as advice on how to get involved and how to check if the field is a good fit for you.

Browse Military Occupations
This site offers a comprehensive listing of military occupations. Three topics in the left margin, Careers in the Military, Education and Training, and Joining the Military provide you with a series of frequently asked questions which you can explore.

Browse Career Clusters
Search by cluster to get more information: About the Career Cluster, Related Occupations, and Plan of Study.

Compare Occupations
Compare up to three occupations in side-by-side profiles.

Best Internet Links
Click here for more occupation/career information resources or occupational outlooks and trends.

TOOLS FOR YOU
Learn About Work Skills
Get information on the work skills listed in the assessments.

Enter Work Experiences
Allows you to enter any jobs or previous work or educational experiences and rate how much you’d like to use those skills in the future. You can then link to occupations that use similar skills.

Best Internet Links
Contains additional links for career exploration, apprenticeships and licensing, career organizations, internships, and volunteer and service learning.

QUICK LOOK-UPS
Find Occupations by:
My Interests
Select one or two occupational characteristics that interest you from each category then click on “Show Matching Occupations.”

My Workplace Skills
This quick search is less precise than a full workplace skills assessment but may be useful for some options to consider.

Majors & Degrees
Here you can search for occupations based on a major or degree.
Exploring Work Worksheet
If the category interests you, select one or two occupational characteristics from it. Use Show Matching Occupations at the bottom.

Exploring Work Worksheet - Work related
Use this if you want to do this quick look-up based on work only.

Exploring Work Worksheet - Education related
Use this if you want to do this quick look-up based on education only.

My Budgets
Select one of your previously completed budgets to use for finding occupations.

Wisconsin Labor Market Data
Find information about the highest-paying occupations and the fastest-growing occupations in Wisconsin.

Adult Apprenticeships
Apprenticeship is a method of training where a skilled craftsperson passes on the trade to the apprentice. It is a combination of classroom and hands-on training. With apprenticeship training, there is a written contract between the apprentice, the sponsor, and the state, specifying length of training, school hours, skills to be learned, and wages. You can access a wealth of information about apprenticeships here, including Frequently Asked Questions, information on specific career areas, or a chance to Browse Apprenticeships.

Education (Explore More)
On the Education section of WISCareers, you can search for a particular college or school, browse majors and degrees, search graduate schools, look up financial aid information, and create a class planner.
COLLEGES & SCHOOLS
Browse Colleges & Schools
You can search for a school by first letter of the school’s name, a text search, or links for Wisconsin schools.

A School Page
Categories of information detailed on each school page are described below. To save a school, just click the “Save” button.

• General Information: The main page for the school, including a link to the school’s website.

• Academics: Accreditation, faculty profiles, and competition information.

• Applications and Admissions: Contact information, fees, procedures, acceptance data, admissions information and tests required.

• Athletics: Intramural and divisional sports.

• Expenses: Tuition, room and board, and financial aid information.

• Majors and Degrees: Majors and degrees offered by the school.

• Student Life: A complete listing of student services, including library and computer facilities information, and available student life activities.

• Compare College & Schools: Compare up to three schools at a time, side-by-side. Search by alphabet or by state. You can access the Compare feature while you’re exploring a specific school or from the Education home page via the Compare Colleges & Schools link.

• Print: Use this button to print the school page as one document.

Search for Colleges & Schools
This feature lets you search for schools based on specific criteria, including location, degree type, major or degree, tuition, enrollment, competition, athletics, affiliation, area/community size, and R.O.T.C. programs. This search is flexible and fast—you can easily keep changing your search until you find the school that is right for you.
Click on a category and check all appropriate boxes—repeat this process for each category of interest to you. Use Clear Category or Clear Search to begin anew. To see all of the criteria you’ve selected, click on “Review Your Choices.” You can see your Results or Save your search by clicking on those icons. For more detailed tips (or questions) on how to conduct your school search, click on the “Help” button.

**Compare Colleges & Schools**
This link allows you to compare up to three schools in a side-by-side format.

**Best Internet Links**
Includes links for college information, links to college and university web pages, and links to graduate schools (through GradSchools.com).

**MAJORS & DEGREES**

**Browse Majors & Degrees**
Pick a specific major or degree area from a list of choices or search by a key word.

**A Majors & Degrees Page**
Categories of information are described below. To save an area of interest, just click the “Save” button.

- **General Information:** An overview, or basic information about the major or degree area.
- **Related Occupations:** A list of occupations related to the major or degree area.
- **Training Schools and Colleges:** Schools offering the major or degree area, which can be viewed alphabetically or by state.
- **Graduate Schools:** Schools offering relevant graduate programs, which can be viewed alphabetically or by state.

**Adult Apprenticeships**
Explore information about adult apprenticeships here.

**Browse School-to-Career Programs**
Search for a variety of Cooperative Education Programs and Youth Apprenticeship Programs, with links to related occupations.

**Youth Options Program**
Wisconsin's Youth Options Program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a variety of post-secondary institutions.
GRADUATE SCHOOLS

Browse Graduate Schools
Search for a graduate school by first letter of the school’s name, a text search, or selecting a professional school area.

A Graduate School Page
Categories of information detailed on each school page are described below.
To save a school, just click the “Save” button.

• General Information: Basic information about the school and a link to the school’s website.

• Majors and Degrees: Graduate majors and degrees, listed by area.

• Student Life: Student body and student services information.

• Print: Use this icon to print the school page as one document.

Search for Graduate Schools
This feature lets you search for graduate schools based on specific criteria, including location, degree type, major or degree, tuition, enrollment, affiliation, and area/community size. This search is flexible and fast—you can easily keep changing your search until you find the school that is right for you.

Click on a category and check all appropriate boxes—repeat this process for each category of interest to you. Use Clear Category or Clear Search to begin anew. To see all of the criteria you’ve selected, click on “Review Your Choices.” You can see your Results or Save your search by clicking on those icons. For more detailed tips (or questions) on how to conduct your graduate school search, click on the “Help” button.

Best Internet Links
Find specific graduate school links here.

FINANCIAL AID & SCHOLARSHIPS

Financial Aid Assistance
Includes suggestions about finding scholarships on the Internet and at school, along with information about Federal and State Aid (grants, loans, and work-study).

Wisconsin Financial Aid Information
This material is derived from Wisconsin Financial Aid Information, a publication of The Center on Education and Work. You can download a copy of the most recent workbook.

Best Internet Links
Contains links for scholarships and financial aid.

TOOLS FOR YOU

Class Planner
Helps you track your classes and grades, along with major and minor requirements. Use Add a Class to enter relevant information, then click “OK.”
Enter Educational Experiences
Listing some of your work and educational experiences will help you understand your likes and dislikes. It will also help you find occupations that interest you. After you select some related skills, you can check for matching occupations.

Best Internet Links
Contains additional links for educational testing and assessment, service learning, apprenticeships and licensing, internships, and volunteer and service learning.

PRACTICE TESTS
Peterson’s Academic Test Prep
Depending on your school’s subscriber package, a variety of practice tests may be offered here to help sharpen your skills.

Job Seeking (Explore More)
The Job Seeking section allows you to look for jobs that are available or find employers in your area. The Tools for You in this section also help you create resumés and cover letters, learn about job interviews, and view sample documents needed in the job application process.

FIND A JOB
Wisconsin Job Openings on the Internet
The categories below contain websites that list Wisconsin job openings. We have three kinds of sites to help you find as many openings as possible: Local Sites, Wisconsin-wide sites, and National websites. NOTE: Much of the job market is hidden (not posted or advertised). Most people find their jobs through networking and directly contacting employers for whom they would like to work.

Job Openings on Job Central
This section allows you to search for job openings by occupations. You can search by first letter, text, salary, or career cluster. Use a root word (teach, weld) to get an inclusive list.
Job Openings on NationJob
Search by first letter, text, salary, or career cluster.

Best Internet Links
This section includes links to job banks that focus on specialty areas, international jobs, state jobs, work programs, and links to websites that feature job seeking strategies.

WISCONSIN EMPLOYERS

Find Employers Related to an Occupation
Search for employers related to an occupation by first letter, text, salary, or career cluster.

Find Employers Related to an Industry
Select from a list of industries or enter text for a search. Then select a location. If your search finds zero employers, there are no employers in that industry in Wisconsin.

Browse all WC-Connection Employers
Search by first letter, text, or county. A connection with an employer will bring up a screen of information about the employer, related industries, possible positions, and desired skills.

TOOLS FOR YOU

Resume Maker
With Resume Maker, you can create a functional or a chronological resume. If you don’t know which is best, there is a quick assessment you can take to find out. Up to three resumes can be saved in your ILP/ePortfolio. If you forget to save your work, the program will capture it and save it until you return to the resume program. The next time you come into the resume program you will need to choose from several options: to start where you left off, to edit a resume from your ILP/ePortfolio, or to create a new resume.

The Resume
This interactive module, The Resume, allows the user to review all essential elements of a resume by viewing a series of video clips and completing short activities and quizzes. Sample resume models are also provided here.
Cover Letter Writer
The Cover Letter Writer allows you to customize one of our letters or create your own. To view your cover letter, click “start where you left off” or “edit” a previously saved cover letter.

The Job Interview
This interactive module, The Job Interview, allows the user to review all essential elements of the job interview process by viewing a series of video clips and completing short activities and quizzes. Five steps include preparing, dressing, practicing, interviewing, and following up after an interview.

ILP/ePortfolio
The WISCareers Individualized Learning Plan (ILP)/ePortfolio is a dynamic tool that helps you explore, capture and share important details about you and your career aspirations.

You build your ILP/ePortfolio step-by-step, generating personal information, skills and abilities, academic records, activities, and other accomplishments from school or work. Helpful tools such as resumes, cover letters, and budgets also appear here as you create or revise them.

Customizing your ILP/ePortfolio is easy, as you can add attachments (photos, scanned documents, video clips, audio clips), and design your own display colors. Finally, how to preview, print, and share your ILP/ePortfolio with others is explained, as well as a feature to keep track of who has viewed your ILP/ePortfolio.

Finding A Job
Finding a Job is a publication designed to help you acquire the skills necessary to find and keep a job. Click on a section title to view materials in a PDF format.

Sample Resumes
Resume writing tips and a variety of sample resumes can be viewed here.

Sample Cover Letter
This is part of a workbook, called Passport for Employment, that shows information about cover letters.

Sample Job Application
This is part of a workbook, called Passport for Employment, that shows information about employment applications.

PRACTICE TESTS
Peterson’s Civil Service Test Prep
Get information about WISCareers options for civil service practice tests here.
**Budgeting (Explore More)**

**BUDGET BUILDER**

The *Budget Builder* helps you understand how much money you will need to support the lifestyle you wish to have. You can prepare a budget for the current year, or, if you wish to plan for 5 or 10 years into the future, this program will automatically project those costs for you.

First enter the number of people in your household (you can change this number at any time). Then click on any category listed to the left of the screen to learn more about housing, food, healthcare, childcare, transportation, savings, clothing, leisure, tuition/extras. Use the slideshow icons to see income level differences in each category. After you enter your estimates, you can see results under *Calculate Budget*. The results show total monthly budget, annual budget, federal and state taxes, social security, and total annual salary. Up to three budgets can be saved in your ILP/ePortfolio using the Save button. *Show Matching Occupations* helps you see which occupations fall in the range of your budget.

**TOOLS FOR YOU**

**Best Internet Links**

Listed here are websites where you can learn more about budgeting, cost of living, home and auto financing, paying for college, relocating, and retirement planning.
Planning
TOOLS FOR YOU

Education and Career Planning
This interactive ECP module is designed to help you think through your career aspirations and take steps to achieve your goals. Three stages lead you through this process: Exploring, Reflecting, and Planning. You begin by identifying three potential occupational interests and you finish with a report that summarizes your interests/skills/values and provides short- and long-term goals to attain your desired occupation. Please navigate by the Next/Previous buttons to read material in proper sequence. A Checklist outlines what you need to use this module.

Intro to Exploring

• Personal Life Goals: Your personal life goals include family, education, and work life, all of which affect your choices of occupation and education.

• Occupations of Interest: Do you know the differences between a Career, an Occupation, and a Job? Definitions and examples clarify how these terms are used in this module.

• Skills and Knowledge: Every occupation requires a set of skills (special abilities) and knowledge (information from education/training). Two additional qualities that impact your career search are your interests (activities you enjoy) and your values (beliefs/principles).

Intro to Reflecting
Taking time to think about the preparation, challenges, influences, and information ahead of you is part of the reflection process.

Intro to Planning
It is never too early to begin planning for your future. ECP helps you identify specific courses or schools you can attend to reach your goals. It is also wise to consider multiple occupational options and back-up plans.

Quiz
Take this seven-question True/False Quiz to review previous material. View your Results and proceed to the next step—a series of 21 questions designed to help you explore, reflect, and plan your future.
Exploring Questions

• Personal Life Goals: Answer a series of questions by creating text or selecting from prompts.

• Occupations of Interest: These questions may be accompanied by a list of Favorite Occupations from your ILP/ePortfolio and related lists from your Personal Globe Inventory and your Work Skills Inventory. Feel free to Browse Occupations, select from your existing lists, or add new items to My Top 3 Occupations.

• Skills and Knowledge: In this section, you can explore in more detail how your interests, skills, and values match your occupations. A series of bar graphs compare results from your previous assessments with criteria from your selected occupations. Other features include pop-up definitions for highlighted words in the text, and choices to View education path, or Compare your top occupations.

Reflecting Questions

• Preparation: Consider which of your current skills and experiences will help you prepare for an occupation. View possibilities from your ILP/ePortfolio or add new items.

• Challenges: You also should consider a number of obstacles that could hinder your pursuit of an occupation. Anticipating such challenges is the first step towards overcoming them.

• Influence: Many factors may influence your thinking about careers. Create a list of who or what influences you and consider how or why they impact your decisions.

• Information: Explore several ways to get more information about your occupations of interest. Choose items from the list or add your own ideas.

Planning Questions

• Education: As you consider a career, it is helpful to view courses and schools in your areas of interest.

• Goals: Setting some deadlines will help you attain your occupational goals. Use the calendars and prompts to set up one-month, six-month, and one-year goals. Click Next for an exit question and then go on to view your summary Report.
Education and Career Planning Report
This document records all your exploring, reflecting, and planning exercises from the ECP program (see tabs along top margin to navigate by subject heading, or use Next). You may use it as a reference in future career exploration and as a guide when you discuss your options with a parent, teacher, or career counselor. The last subject heading, My Decision-Making Readiness, offers additional advice based on your entrance/exit responses.

Career Planning 1-2-3
This unit was designed for 5th-8th graders to experience career development. It takes students through a sequence of steps in three areas: 1) assessing their interests, 2) matching occupations with their interests, and 3) creating an action plan for the future. Students must complete all the questions in each section in order to move on to the next step.

- **Who Am I?** Your journey into self-awareness begins here. First, you can select one or two Dream Jobs by viewing a cluster of careers, typing in a specific name, or clicking on the first letter of the name of a job. Continuing on, you will be asked to rate aspects of work that are important to you. After you complete a series of paired comparisons, you will receive a summary of your work so far. Then you are ready to move on to the next section, or stop and continue later.

- **Where Am I Going?** Here you can see jobs that might suit you and pick your favorites. You can explore the list of occupations generated from your assessments. Click on any job to learn more about it. The chart shows a comparison of how important each item is for the job with how important it is for you. No job will match perfectly, but the closer it matches, the better it should suit you. Add occupations to My Favorites list and they will be sorted by groups, so you can explore related occupations by clicking on a name and asking for more information. When you are done, move on to the next section or stop and continue later.

- **How Do I Get There?** This stage helps you track what you’ll need to do if you want to pursue your favorite occupations. Academic skills, education, and helpful high school courses are listed for each occupation you choose. Your Action Plan keeps track of your goals and progress. Here you can view tips for jotting down your occupational goals, educational goals, and courses or activities that will help support your goals. Remember, everything completed in this module will automatically be saved to your ILP/ePortfolio so you can revisit or revise your action plan at any time.
**ILP/ePortfolio**

**INTRO**

Prepare for your future by creating your own *Individualized Learning Plan (ILP)/ePortfolio*. This is a dynamic tool that helps you explore, capture and share important details about you and your career aspirations.

You can record your progress in three areas of exploration. The first section (*Who Am I?*) helps you explore your skills, interests, and accomplishments. The second section (*Where Am I Going?*) helps you track post-secondary education and occupations that fit your interests. The final section (*How Do I Get There?*) helps you create and gather documents you need to pursue further education and secure a good job. At any time, you can share your *ILP/ePortfolio* with someone else (parent, teacher) with an easy *Share* feature.

**BUILD**

**Who Am I?**

You build your *ILP/ePortfolio* step-by-step, generating personal information, skills and abilities, academic records, activities, and other accomplishments from school or work. The *Quick Find* feature (top left) provides instant access to any item in your *ILP/ePortfolio*.

Begin by filling in your *Personal Information*, using the samples and suggestions at the bottom of the page as guides. You may also enter the name of any *School Attended* here. Select “Clear” or “Save and Continue” or select a new category on the menu to the left. The next three categories (*Personal Statement, Educational Accommodations*, and *Personal Notes*) allow you to add notes about your goals, special programs/assistance, or “to do” lists. Notice that a small pencil icon appears by any heading you have worked on.

![ILP/ePortfolio User Interface](image-url)
Under *Skills and Abilities*, you can list your *Language* skills and follow the guidelines for listing a variety of previous *Skills and Experience*. Be sure to write down all your *Computer and Media skills*, as these are features of many jobs today.

You will find a complete record of your WISCareers Career Exploration in the following section of your ILP/ePortfolio. If you have worked on the Career Planning 1-2-3 module, or completed any of the Assessments (Interest Profiler, Work Values, etc.), your results have been saved for you here. Records of 8th/10th grade WCA Assessment may also appear.

Under *My Academic Record*, you can upload transcripts and achievement test scores. Just follow the directions you get when you click on “Attach an Image or Document.” Please note that uploaded copies are not considered official—you’ll need to contact your school to send an official copy to prospective schools or employers. You can include a list of *Graduation Requirements* here as well.

*My Activities* section of the ILP/ePortfolio allows you to record all your *Extra-Curricular Activities*, including Athletics, Volunteer/Community Services, Service Learning, Leadership Activities, and Leisure Activities. Scroll down any page for a list of samples and suggestions.

Finally, you have a chance to list your *Accomplishments*: namely, any *Awards & Honors* you have received, relevant *Licenses & Certificates*, or *Affiliations & Memberships*. You can also list your *Publications* or *Exhibitions*. Samples and suggestions are provided at the bottom of the page to help you list everything in the proper format.

**Where Am I Going?**

You get up-to-date notes of your career explorations when your favorite occupations, schools, majors and degrees are automatically saved for you in the *ILP/ePortfolio*. You may enter *Majors & Degrees* you are considering or have already obtained. Up to 20 of your *Favorite Occupations* can be saved here, with options to review, remove, or add occupations at any time. You can also save up to *15 Favorite Colleges or Universities*, including *Graduate Schools*.

**How Do I Get There?**

Helpful tools such as letters of recommendation, references, resumes, cover letters, and budgets appear here as you create or revise them. If you need to ask someone to write a *Letter of Recommendation* for you, follow the guidelines here about who to ask and how much time to allow. Under *References*, you can list names/addresses of people who could recommend you to an employer. Add or remove your *Work Experiences* as needed.

If you have already created a *Resume* or *Cover Letter* on WISCareers, you will see those versions saved here. You may supplement, revise, or remove them. If you have not yet created these documents, please access the *Resume Maker* or *Cover Letter Writer* features under the *Job Seeking* header.
Under *Related Coursework*, you can read suggestions and samples if you are not sure what to include. *My Budget Plan* allows you to save up to 3 budgets you may have generated previously. If you haven’t had a chance, please access *Budget Builder* via the *Budgeting* header.

You are given a *Miscellaneous* category for additional features you would like to save in your *ILP/ePortfolio*, but you also have an option to *Create a New Section* in any of the existing areas above. When you click on this menu option, you will see directions on how to place and title your new section for easy retrieval in the future.

**DESIGN & PREVIEW**

Once you have built up information in your *ILP/ePortfolio*, you can customize the way it looks. Click on the “Design” header and select one color from each of the offered palettes. You will see the resulting color choices on the borders of your document when you click on “Preview.” This feature allows you to view all the entries in your *ILP/ePortfolio* as you work on it or before you share it with someone else. This is a good time to check for errors or alter your design.

**NOTE:** At any time of the BUILD stage, you are allowed to upload photos, scanned documents, graphics, video clips, and audio clips. If you choose to *Attach an Image or Document*, proceed by reading the *Terms of Use Agreement* to clarify what type of information is acceptable for uploading. Use the *Choose File* option, write a brief *Description* in the text box and then *Attach* your file. The title and description of your attachment will appear on your *Personal Information* page and can be removed at any time.

**SHARE**

Click on the “Share” feature to see all your options for sharing your *ILP/ePortfolio* with others. After entering general information (name/email address of recipient plus your own address and message), you can view a complete checklist of items in your *ILP/ePortfolio*. They are all automatically selected to share—so you must remove the check mark if you do not wish to send a particular item.

Click on “Preview” if you wish to proofread, or click on “Send.” When you decide to *Send*, *WISCareers* will automatically send an email to the person you designate, providing a link to access your *ILP/ePortfolio*. You may track your statistics of shared visits by clicking on “View Shared Visits” (bottom left menu). Here you will also find an option to obtain a printed copy under *Printer-Friendly Version*.