MONTEREY BAY CAREER CONNECT

WEBSITE: http://mbcareerconnect.org/
Direct students to start on the website above. This site has the following online resources:

Monterey Bay Career Coach: https://montereybay.emsicc.com/
Monterey Bay Internships: http://mbinterns.org/

It also has resources about planning for college, preparing for SATS, paying for college, finding local scholarships, and creating a LinkedIn account in the 'How do I...?' drop down menu tab.

HANDOUT: CAREER COACH GUIDE
Use this guide as a supplement to each worksheet; page numbers that correlate with worksheets are listed below.

WORKSHEET 1 / CAREER COACH GUIDE PAGE 4: CAREER ASSESSMENT & EXPLORATION
Recommended to begin with career assessment which will provide students top traits and career matches. They can create a profile and save their career assessment results within their profile. The career assessment provides top career matches based on percentage match with their top traits.

WORKSHEET 2 / CAREER COACH GUIDE PAGE 2: PROGRAM DECIDED
Helpful for students who know what major and/or academic program(s) they want to explore. This will prompt them to also explore careers related to the academic program. They can access the college's program website directly through 'Available Programs' links.

WORKSHEET 3 / CAREER COACH GUIDE PAGE 3: CAREER DECIDED
Students who have an idea of their career interest can explore careers within an industry sector. If they take the career assessment first, they will see top career matches based on percentage match with their top traits. By selecting a specific job, they can view daily tasks, wage information, employment trajectory, and live job postings within a Monterey Bay region, Santa Clara, or within all of California.

WORKSHEET 4 / CAREER COACH GUIDE PAGE 5: RESUME BUILDING
Students must login and create a profile to use the resume builder. They can enter contact information, work experience, educational history, skills, and professional links. They will be able to save their resume within Career Coach and access it anytime they login. They can also download their resume into Microsoft Word.

WORKSHEET 5 / CAREER COACH GUIDE PAGE 7: MILITARY CAREER SEARCH
Veteran students can use the military search option to search for top career matches based on their Military Occupation Code (MOC). From there, they can select a specific job and can view daily tasks, wage information, employment trajectory, and live job postings within a Monterey Bay region, Santa Clara, or within all of California.

Please encourage students/participants to complete the 5 minute survey once they've completed the worksheets: https://bit.ly/2v8Aj9q

MONTEREY BAY
CAREER CONNECT

Chart Your Own Course
Career Assessment and Exploration Worksheet

STEP 1: Go to mbcareerconnect.org

STEP 2: Take the Career Assessment
Scroll down and click 'Career Assessment' OR select 'menu', click 'MB Career Coach', then 'Take the Assessment' (option to take a 6 or 60 question assessment). Sign up on the homepage and create a profile to keep your results and build a resume.

Once you've completed the assessment, write your <u>top 3 traits</u> and read through them:

_____

_____

_____

STEP 3: Scroll through your top career matches. Write <u>3 career categories</u> that interest you & your % match:

_____ _____% match

_____ _____% match

_____ _____% match

Of these, select 1 to research: _____

Click the career you selected and write <u>1 "subcategory'</u> that appeals to you the most:
_____

STEP 4: Scroll through the jobs listed for that subcategory and <u>write 3 jobs</u> that interest you:

_____

_____

_____

Of these, select 1 to research: _____

STEP 5: Explore the 5 <u>tabs of information</u> for that job. What is the <u>median salary</u> for this position? $ _____

Click on 'About' at the top of the page, <u>write down 1 daily task</u> for the position:
_____

What are the <u>educational requirements</u> for this position? _____

What is <u>1 skill</u> that employers look for? _____

Click on 'Employment', <u>how many jobs</u> were posted over the last year? _____

Click on "Live Job Postings" and <u>write 1 job</u> that is currently posted: _____

Click on "Career Filters", select another region (e.g. California) and <u>write 1 job</u> that is currently posted:
_____

Write <u>1 thing you learned</u> about the job posted*:*
_____

Great job! KEEP EXPLORING - you're well on your way!

Scroll down and click "Explore Programs" or select "MB Career Coach" in the toolbar, then click "Browse Programs".

STEP 2: Scroll down the list of programs. Write the <u>one that you want to pursue</u> (e.g. Education):

_____

STEP 3: Browse the 'Available Programs', then <u>write 3 college programs</u> that interest you.

Name of program: _____
Name of college: _____

Name of program: _____
Name of college: _____

Name of program: _____
Name of college: _____

Select <u>1 of the college programs</u> to research: _____

STEP 4: Scroll down to browse through "Related Careers" and <u>write your top 3 careers</u>:

_____

_____

_____

Select <u>1 of the careers</u> to research: _____

STEP 5: Explore the 5 <u>tabs of information</u> for that career. What is the <u>median salary</u> for this position? $_____

Click on 'About' at the top of the page, <u>write down 1 daily task</u> for the position:

_____

What are the <u>educational requirements</u> for this position? _____

What's <u>1 skill</u> that employers look for? _____

Click on 'Employment', <u>how many jobs</u> were posted over the last year? _____

Click on "Live Job Postings" and <u>write 1 job</u> that is currently posted: _____

Go back to "Overview". Under 'Available Programs', <u>select the college program</u> that you chose earlier. Click "View Program Info" for the program description and requirements.

Write <u>2 things you learned</u> about the college program:

1. _____

2. _____

Great Job! We hope you achieve your college goals!

MONTEREY BAY CAREER CONNECT

Chart Your Own Course
Career Decided Worksheet

STEP 1: Go to mbcareerconnect.org

Scroll down and click "Explore Careers" or select "MB Career Coach" in the toolbar, then click "Browse Careers".

STEP 2: Browse through career industries and click on the one you are interested in.

Write your top 3 subcategories within that industry:

_____

_____

_____

STEP 3: Select 1 subcategory that fits your career interest, and write your top 3 jobs:

_____

_____

_____

Select the job that interests you most: _____

STEP 4: Explore the 5 tabs of information for that job. What is the median salary for this position? $ _____

Click on 'About' at the top of the page, write down 1 daily task for the position:

_____

What are the educational requirements for this position? _____

What is 1 skill that employers look for? _____

Click on 'Employment', how many jobs were posted over the last year? _____

Click on "Live Job Postings" and write 1 job that is currently posted on Indeed: _____

STEP 5: *Go back to "Overview".* Browse the 'Available Programs' listed. Write down 3 that interest you.

Name of program: _____
Name of school: _____

Name of program: _____
Name of school: _____

Name of program: _____
Name of school: _____

Write down 1 of the schools to research: _____
Click on it, then click *"View Program Info"*.

Write down 1 thing you learned about the program:

_____

Great Job! We hope you find the right program!

MONTEREY BAY
CAREER CONNECT

Chart Your Own Course
Resume Building Worksheet

STEP 1: Go to mbcareerconnect.org and click on 'Resume Builder'

STEP 2: Sign up and fill out your profile.
If you do not already have an account, click 'sign up' and create a profile. Remember to write your password down for future log-in.

Write your password here and keep it safe.
_____

Click 'Create a Resume' and fill in your contact information. Keep in mind you can always log back in to edit any section.

STEP 3: Add to your "Work Experience" using the 'Select Job' box.
Enter your 'job title' (e.g. 'retail salesperson'), if the job is available below, select it to auto-populate work tasks. Select the 'work tasks' you did on the job. Click 'show more tasks' so that you can view all. Click on the 'plus' sign for each task you did. If a task is not listed, enter a 'custom task' under 'saved tasks', then click 'add custom task'. Remember to use active verbs to describe the task.

Circle some action verbs that might be relevant to your skillset:

Communication	Leadership	Helping	Creative
Collaborated Developed Promoted Drafted	Achieved Expanded Organized Resolved	Assisted Demonstrated Guided Represented	Designed Illustrated Performed Planned

Then, fill in the employer information and your start / end dates or select 'I currently work here'.
You can either 'add another job', 'save and close' or move on to the next step and select 'add education history'.

STEP 4: Add to your "Education History"
Enter your education information. Entering your Grade Point Average (GPA) is optional. Click 'save and close'.

To add additional educational history, click 'add education history' on the resume home page.

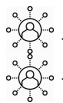What is the highest the degree you are hoping to achieve?
_____

STEP 5: Add your "Skills"
Enter a 'custom skill' and click 'add to list' and/or type in your desired job and add relevant skills from the list of suggestions.

Write your desired job: _____

Write 2 skills you will need to learn for your desired job:
_____
_____

Next, click on "Add Professional Links" and add any relevant links you wish to include (e.g. LinkedIn).

When you have completed building your resume with this tool, you can download it to continue editing in Microsoft Word using the button that looks like this:

Resumé Options

Download to Word
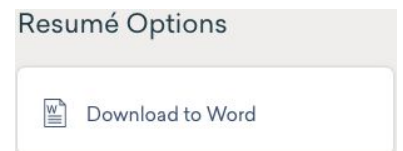
Congratulations on starting your resume!

STEP 2: *Select "MB Career Coach" in the toolbar. In the* "Are you a Veteran?" box, click "Get Started with Military Search".

Are You a Veteran?

Find civilian careers related to your military occupation.

Get Started with Military Search

At the top of the page, select your military 'branch' and 'status', then enter your 'military occupational code' (MOC) and hit 'search'. You can find your MOC here: https://www.onetonline.org/crosswalk/MOC/

STEP 3: Scroll through your top career matches and write <u>3 career jobs</u> that interest you:

⚙ _____

⚙ _____

⚙ _____

Select <u>1 of the 3</u> to research: _____

STEP 4: Explore the 5 <u>tabs of information</u> for that job. What is the <u>median salary</u> for this position? $ _____

Click on 'About' at the top of the page, <u>write down 1 daily task</u> for the position:

☑ _____

What are the <u>educational requirements</u> for this position? _____

What is <u>1 skill</u> that employers look for? _____

Click on 'Employment', <u>how many jobs</u> were posted over the last year? _____

Click on "Live Job Postings" and <u>write 1 job</u> that is currently posted on Indeed: _____

STEP 5: *Go back to "Overview".* Browse the 'Available Programs' listed. <u>Write down 3</u> that interest you:

Name of program: _____
Name of college: _____

Name of program: _____
Name of college: _____

Name of program: _____
Name of college: _____

Write down <u>1 of the schools</u> to research: _____
Click on it, then click *"View Program Info"*.

Write down <u>1 thing you learned</u> about the program:

☑ _____

Great job! KEEP EXPLORING - you're well on your way!