



## *Chart Your Own Course* MB Career Coach Toolkit Guide

**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 career pathways 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 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: 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 local community college's program website directly through 'Available Programs' links.

### **WORKSHEET 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: RESUME BUILDING**

Students must log in 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 log in. They can also download their resume into Microsoft Word.

### **WORKSHEET 5: 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 1-minute survey once they've completed the worksheets: <https://www.surveymonkey.com/r/VY6P57Z>



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## Chart Your Own Course

### Career Assessment and Exploration Worksheet

**STEP 1:** Go to [mbcareerconnect.org](http://mbcareerconnect.org)

**STEP 2:** Click on "Monterey Bay Career Coach" then click "Take the Assessment" (option to take a 6 or 60 question assessment). Sign up and create a profile to keep your results and build a resume.

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



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

**STEP 3:** Scroll through your top career matches. Write 3 career categories that interest you & your % match:



\_\_\_\_\_ % match



\_\_\_\_\_ % match



\_\_\_\_\_ % match

Of these, select 1 to research: \_\_\_\_\_

Click the career you selected and write 1 "subcategory" that appeals to you the most:

\_\_\_\_\_

**STEP 4:** Scroll through the jobs listed for that subcategory and write 3 jobs that interest you:



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

Of these, select 1 to research: \_\_\_\_\_

**STEP 5:** 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 is the minimum educational level you need 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: \_\_\_\_\_

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

\_\_\_\_\_

Write 1 thing you learned about the job posted:



\_\_\_\_\_

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



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*Chart Your Own Course*  
Program Decided Worksheet


**STEP 1:** Go to [mbcareerconnect.org](http://mbcareerconnect.org)  
Click on "Monterey Bay Career Coach" at the top center of the page. Enter a term in the search bar or click "Browse All Programs".


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

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**STEP 3:** Browse the 'Available Programs', then write 3 college programs that interest you.


 Name of program: \_\_\_\_\_  
Name of college: \_\_\_\_\_


 Name of program: \_\_\_\_\_  
Name of college: \_\_\_\_\_


 Name of program: \_\_\_\_\_  
Name of college: \_\_\_\_\_

Select 1 of the college programs to research: \_\_\_\_\_

**STEP 4:** Scroll down to browse through "Related Careers" and write your top 3 careers:

 \_\_\_\_\_

 \_\_\_\_\_

 \_\_\_\_\_

Select 1 of the careers to research: \_\_\_\_\_

**STEP 5:** Explore the 5 tabs of information for that career. 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's 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: \_\_\_\_\_

*Go back to "Overview". Under 'Available Programs', select the college program that you chose earlier.*

*Click "View Program Info" for the program description and requirements.*

Write 2 things you learned about the college program:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Great Job! We hope you achieve your college goals!**



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*Chart Your Own Course*  
Career Decided Worksheet

STEP 1: Go to [mbcareerconnect.org](http://mbcareerconnect.org)

Click on *Monterey Bay Career Coach* at the top center of the page. Enter a term in the search bar or click "Browse All 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!**



## Chart Your Own Course Resume Building Worksheet

**STEP 1:** Go to [mbcareerconnect.org](http://mbcareerconnect.org).  
Click on "Monterey Bay Career Coach" at the top center of the page. Scroll down and click on "Sign Up and Build Your Résumé"

**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:

<u>Communication</u>	<u>Leadership</u>	<u>Helping</u>	<u>Creative</u>
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!**



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*Chart Your Own Course*  
Military Career Search Worksheet

STEP 1: Go to [mbcareerconnect.org](http://mbcareerconnect.org)

STEP 2: Click on *Monterey Bay Career Coach* at the top center of the page then scroll down to the "Are you a Veteran?" box, then 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 3 career jobs that interest you:



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

Select 1 of the 3 to research: \_\_\_\_\_

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 college: \_\_\_\_\_



Name of program: \_\_\_\_\_

Name of college: \_\_\_\_\_



Name of program: \_\_\_\_\_

Name of college: \_\_\_\_\_

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! KEEP EXPLORING - you're well on your way!**