

Guided Tour of Career Cruising

This document provides a brief walk-through of the main components and features in Career Cruising.

Step 1: Start Career Cruising

USERNAME: _____ PASSWORD: _____

Open your web browser (such as Internet Explorer or Firefox) and go to www.careercruising.com. On the Career Cruising homepage, enter your organization's username and password, and click START CAREER CRUISING.

Once you have logged in you will see the Career Cruising main page. From here you can access all of the tools and features in the program. To return to this page at any time, click on the purple MAIN button in the menu at the top of the page.

Step 2: Explore a Career Profile

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including keyword, search by index, and the Career Selector. For now, try the Search by School Subject.

- On the left side of the main page, click on EXPLORE CAREERS
- Click on SEARCH BY SCHOOL SUBJECT
- Select a subject
- Select an occupation



Browse through the occupation profile using the blue buttons on the left to find information about various aspects of the career, including job description, working conditions, earnings, and related resources. The Education section of each profile includes direct links to related college programs.

Each career profile also has a printer-friendly version, which you can access by clicking on the gray Printer-Friendly Report button at the bottom of the menu on the left.

Step 3: Multimedia Interviews

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, what a typical day is like, what they like and don't like about their job, as well as advice for people interested in entering that career.

- Click on one of the names in the Photos & Interviews section on the left side of the occupation profile screen

Use the blue buttons on the left to navigate through the various sections of the interview. To play sound and video clips, click on one of the small icons next to the Likes, Dislikes and Advice buttons. The multimedia clips are available in Windows Media Player  and in QuickTime . If your computer does not have either of these program installed, they can be downloaded for free.

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Step 4: Explore Colleges and Universities

Career Cruising provides detailed school profiles for thousands of colleges and universities across the country. You can search for particular schools, schools offering a specific major, or use the School Selector to find colleges that meet a variety of criteria.

- Click on the SCHOOLS button on the menu bar near the top of the page
- Click on SCHOOL SELECTOR
- Click on the blue GO button for Undergraduate Schools
- Under TYPE OF SCHOOL select Public or Private and select either 2-Year or 4-Year
- Click NEXT
- Under LOCATION, select a state
- Click VIEW RESULTS
- Select one of the schools listed

Browse through the information for this school. To visit the school's website, simply click on the link provided on the School Profile page. To return to your list of schools, click on the Back to Your Results link near the top of the page.

Career Cruising also includes information on private financial aid programs to help prospective students find the funding they need to begin or continue their studies.

- Click on the SCHOOLS button on the menu bar near the top of the page
- Click on FINANCIAL AID
- Click on FINANCIAL AID SELECTOR
- Fill out as much of the information as you can—the more information you fill out, the more results you will get!

Step 5: Career Matchmaker

Career Matchmaker is an interactive interest inventory that helps users find careers that match their interests and understand how interests and career choices are related.

- Click on the ASSESSMENTS button on the menu bar near the top of the screen and then click on the CAREER MATCHMAKER link
- Enter a first and last name, then click START NOW!
- Read the instructions, then click START
- Answer the first 39 questions. If you are ever unsure of the meaning of a question, click on the blue MORE INFO button on the right side of the page.

After you finish the first round of questions and get your initial list of Career Suggestions, we strongly suggest going through the second round of questions as well.

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- Click on the ANSWER MORE QUESTIONS link in the IMPROVE RESULTS section on the right side of the page.
- Answer as many of these additional questions as possible, then click the gray VIEW CAREER SUGGESTIONS SO FAR button near the bottom of the page.

On the Career Suggestions page, click on a career to learn more about it and see how it matches up with your answers. To return to your results, click on the Back to Matchmaker Suggestions link near the top of the page.

From the Career Suggestions page, you can browse through Matchmaker's features using the blue buttons on the right side of the screen. You can:

- View your recommended career clusters or pathways
- Limit your suggestions to a particular level of education
- Review and change your answers
- See how careers *not* included in your list of suggestions match up with your answers

You can also take the MY SKILLS assessment to see how your skills match up with the skills required for careers that match your interests. Once you complete the 45-question quiz, a skills score will appear for each career in your suggestion list.

Step 6: Portfolio Tool and Resume Builder

Throughout the program, you may have noticed the gray SAVE TO MY PORTFOLIO buttons in the school and career profiles, selector results, and Matchmaker Career Suggestions. The Portfolio Tool helps users store and organize information about their career development activities and experiences.

- Click on the PORTFOLIO button on the menu bar near the top of the page
- Click on the WHAT IS A PORTFOLIO? link at the bottom of the web page to learn more about this section
- Click on the gray NEW PORTFOLIO button
- Fill out the personal information and select a portfolio username and password to protect your privacy. Click CREATE PORTFOLIO.

It will take a long time to fill out all the different sections of the portfolio and see all its helpful features. For the time being, simply explore the different areas where users can store and organize information by clicking on the blue buttons on the left side of Portfolio home page.

The Portfolio Tool also includes a Resume Builder that helps users create personalized, professional-looking resumes. Some information, such as Work Experience and Extracurricular Activities, are shared between the Career Portfolio and the Resume Builder.


- Click on the gray RESUME BUILDER tab above the blue button menu on the left side of the page
- Click on the blue buttons to explore the various sections
- Click on the blue FORMAT & VIEW button to see the various styles and options available

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For a more detailed walkthrough of the Portfolio Tool, please use the *Career Portfolio Classroom Activities* that can be found in the Resources section described below.

Step 7: Resources for Career Advisors and Teachers

If you work with students or clients, you might be interested in taking a look at the lesson plans and worksheets that we have developed for use with Career Cruising.

- Click on the gray  button on the menu bar near the top of the page
- Scroll down to the “Resources for Career Advisors & Teachers” section, which contains the list of available resources
- All of these documents can be downloaded and printed

The documents available include:

- Career Cruising User’s Guide
- Classroom Activities
- Career Portfolio Classroom Activities
- Independent Research Projects
- Mini Posters
- Summaries to help introduce Career Cruising to staff, students or clients, and parents
- Implementation Suggestions
- Other documents to help introduce Career Cruising to staff, students, clients, or parents

If you have any additional questions about Career Cruising, please contact us at 1-800-965-8541 or info@careercruising.com.



