

ACTIVITY ONE

Assessment Overview & Creating your Account

Chippewa Valley Technical College believes that career planning and development is a lifelong process. We are committed to helping you find a pathway to career success. Whether you are planning for your first career, need to make a career change, or just want to keep your career on track, completing this workshop is an excellent place to start.

Your first step is to use our free, online tool to explore your career interests, skills, and learning styles. Based on the results of your online career assessment, you can help determine which CVTC program(s) that best meets your career and occupational goals.

About the Assessment

The career assessment is comprised of three areas: Matchmaker & My Skills and a Learning Styles Inventory. It will take about 30 minutes to complete all three sections – learn more about each one below:

Matchmaker & My Skills – *Connect your top interests with Career Clusters and Jobs*

- Matchmaker: Answer 39 questions about your likes and dislikes to find careers that match up with your interests. Further refine your results with 77 additional career interest questions to better help match your interests with occupations.
- My Skills: Rate your level of skill in 45 key areas to see how your skills match up with the careers that you are interested in.



Learning Styles Inventory – *How do you learn?*

Discover how you learn and retain information and find tips on how to improve your study habits to suit your learning style.



Creating your account: My Plan

What is my plan?

Think of your Plan as your own online filing cabinet. In it, you can keep all the information you need to plan and fulfill your education and career goals.

What can you do with my plan?

You can:

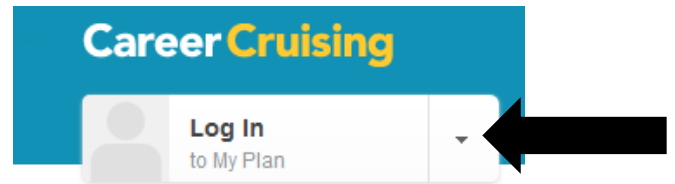
- Save your assessment results
- Keep notes on the careers that interest you
- Develop an education plan based on your career interests
- Track your career preparation and planning activities
- Record your career and life goals

Create your plan

1. Go to insider.cvtc.edu/pages/career-planning
2. Click the Take the Online Assessment button

3. Click on expand menu on *Log In to My Plan*

4. Click on *Create My Plan* (blue font)



5. Enter in your information to create your account.

6. Document your Career Cruising username and password for future reference:

- Username: _____
- Password: _____