

# ACTIVITY ONE

## Career Matchmaker & My Skills

**Matchmaker & My Skills** – *Connect your top interests with Career Clusters and Jobs*  
Answer questions about your likes and dislikes to find careers that match up with your interests. In this section, you will be asked 39 questions that will match your interests with potential jobs.



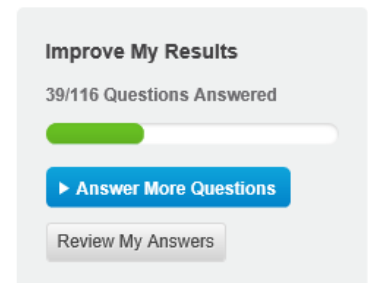
### Completing Career Matchmaker

1. Click on **Assessments** link in the top menu bar. *(If you are not already logged into your My Plan, click on the **Login** link under Career Matchmaker. Enter your My Plan username and password and click **Login**.)*
2. Choose **Start Matchmaker**. Read the instructions on the introduction page, then enter a name for your session. Click **Start Now** to begin answering questions.
3. Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, read the **More Info** section beside the question.)
4. You will see that Matchmaker has suggested careers that match your answers to the interest questions – they are listed under the Career Interest Rank.

### Want to improve your results?

We strongly recommend that you go through the second round of questions to further narrow down your results and better help connect you to the right career. You can answer up to an additional 77 questions to help improve your results.

1. Click on the **Answer More Questions** button in the **Improve my Results** section on the left side of the page.
2. Answer as many questions as possible, then click the **View My Career Suggestions** button. Career Matchmaker will update your list of career suggestions.



### Your Career Matchmaker Results

On the Matchmaker results page you can:

#### Learn why a career was suggested for you:

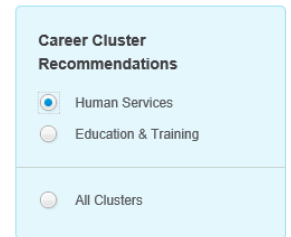
Click on the name of a career on the list to see how your interests compare to the activities involved in the career.

## Learn more about the careers on your suggestion list:

Click on the name of a career on the list and use the blue links on the left side of the occupation profile page to learn more about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

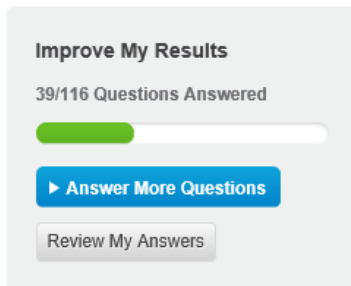
## View recommended clusters:

Select a suggested career cluster under the **Career Cluster Recommendations** heading to see which careers from your suggestion list are included in that cluster.



**Career Cluster Recommendations**

- Human Services
- Education & Training
- All Clusters



**Improve My Results**

39/116 Questions Answered

[▶ Answer More Questions](#)

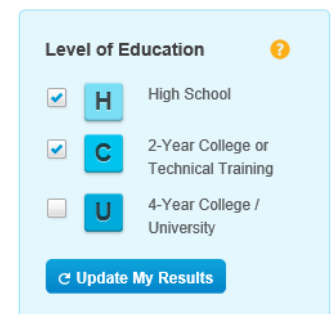
[Review My Answers](#)

## Improve results:

If you haven't already, click on the **Answer More Questions** button to answer additional career Matchmaker questions. You can also click on the **Review My Answers** button to view a list of your responses and to all the questions you have been asked so far, make changes to your responses, and update your suggested careers list based on the new responses.

## Select the level of education you plan to complete:

Check the appropriate boxes in the **Level of Education** section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in a 2-year college or vocational training (rather than 4-year colleges), select High School and 2-Year College or Technical Training, then click on **Update My Results**.



**Level of Education** ?

- H** High School
- C** 2-Year College or Technical Training
- U** 4-Year College / University

[↻ Update My Results](#)

## Other Careers

See how other careers match up with my answers.

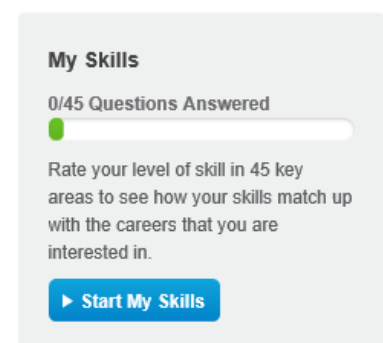
[Find Other Careers](#)

## See how careers that did not appear on your list compare to your interests:

Click on the **Find Other Careers** button under the **Other Careers** heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career.

## Complete the My Skills assessment:

Click on the **Start My Skills** button and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*



**My Skills**

0/45 Questions Answered

Rate your level of skill in 45 key areas to see how your skills match up with the careers that you are interested in.

[▶ Start My Skills](#)

## Exploring Careers from Matchmaker Results

Once completing the Career Matchmaker, you can use your suggested careers list to browse through the careers that you are most interested in pursuing.

1. Click on a career to learn more about it. Read the job description, review working conditions, earnings, education required, how it suits your interests and watch interviews with real people in each occupation. Below, you will find a table to help you record your thoughts.
2. When you find a career that interests you, click on the blue **Save to My Plan** button, located near the top of the screen on the right side of the page. This career will now be saved in the **My Careers** section of your plan.



Occupation Title: -----	Occupation Title: -----	Occupation Title: -----
What would I enjoy? ----- ----- -----	What would I enjoy? ----- ----- -----	What would I enjoy? ----- ----- -----
What would I dislike? ----- -----	What would I dislike? ----- -----	What would I dislike? ----- -----
Working Conditions: ----- -----	Working Conditions: ----- -----	Working Conditions: ----- -----
Earnings: -----	Earnings: -----	Earnings: -----
Education / Certifications: ----- -----	Education / Certifications: ----- -----	Education / Certifications: ----- -----

## Searching for Careers

You can also save careers to your Plan from the Explore Careers section of Career Cruising.

1. Click the **Careers** link in the top menu bar.
2. You can search for careers in a number of ways.
  - a. If you already know what career you are looking for, try the **Keyword Search**.
  - b. You can also search for a career using the alphabetical index under the **Index** tab.
  - c. To find careers related to a particular school subject, click on the **School Subjects** tab.
  - d. To find careers in a particular cluster or industry, click on the **16 Career Clusters** (or **Search by Cluster**) tab or the **Industries** tab.
  - e. To search for occupations in the military, click on **Military Careers**.

3. When you have found a career that interests you, click on the blue **Save to My Plan** button. This career will not be saved in the **My Careers** section of your Plan.



4. In your Plan, click on the **My Careers** link, then click the **View More** button under the **My Saved Careers** heading. Under the career you saved, you will see the option to add a comment. Click on **Add Comment** and type in what you like most about this career and why you want to pursue it. Click **Save**.

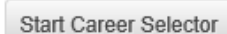
## Searching for Careers

The Career Selector allows you to search for careers based on earnings, core tasks, working conditions, level of education, school subject, and cluster.

1. In your Plan, click on **My Careers** link, and then click the **Start Career Selector** button.
2. Use the links on the left to select the criteria that are important to you. Once you have made your selections, click on the blue **View Results** button to see careers that match your selections. You can also click on the **Close Matches** tab to view careers that match some, but not all, of your criteria.

### Career Selector Results

Use the Career Selector to find the right careers based on tasks, earnings, and more.

A grey rectangular button with the text "Start Career Selector" in black.

Use the **Review My Criteria** tab to review your selections.

Use the **Compare Other Careers** tab to search for careers that didn't appear on your list to see how they compare with the criteria that you have indicated is important to you.

3. Click on the blue **Save to My Plan** button. You can return to your saved Career Selector results at any time by going to the **My Careers** section of your Plan and then clicking on **View Results** under the **Career Selector Results** heading.