CareerZone (www.careerzone.ny.gov) is a career exploration and management website for youth that is provided at no-cost to users by the New York State Department of Labor. There are many resources that can be used without creating a portfolio account, such as:

- Guest Tools
- STEM for Teens
- Assess Yourself
- Occupation Search
- Resources
- Career cluster exploration

The career clusters on the main page of CareerZone are identified by the New York State Education Department as the six career majors. Below is an example of the “Arts and Humanities” cluster and the occupations that fall within this cluster.
When you want to search for an occupation, click “Search” from the main page of CareerZone and type the occupation into the box titled “Keyword.”

For assistance with an occupation search, select the icon for hints.

In this example the occupation title searched is “Nurse.” Select “Search.”

Sample view of occupation search results.

These columns indicate occupations designated as “Bright Outlook,” “Green Jobs,” or having an “Apprenticeship Opportunity” linked to the occupation. The Action column also highlights the availability of career videos.

Select the arrows to rearrange occupations.

This screen lists the occupations that matched the keyword search for “Nurse.”
**Interests**: Displays the Holland interest codes associated with the occupation. For example, an interest in “realistic occupations” is linked to pursuit in working in jobs that require athletic or mechanical ability, working with objects, etc.

**Work Values**: Work environments and values associated with the occupation.

**Tasks**: Work activities that are specific to the occupation.

**Duties**: Job behaviors, describing activities that occur on multiple occupations.

**Tools and Technology**: Commonly associated with the occupation.

**Skills**: Capacities developed through education and experience that help perform the occupation.

**Knowledge**: Organized principles and facts that apply to a wide range of situations, such as knowledge of “English language,” “mechanical,” or “computer and electronics.”

**Work Context**: Allows users to view how important a physical or social factor is to this occupation.

**Work Styles**: Allows users to view how important personal work characteristics can affect how well a worker is likely to perform in this occupation.

**Education**: Group occupations into 5 Job Zones based on the level of education, experience and training necessary to perform the occupation.

**School Programs**: Links to Training programs for that particular occupation and list of NY Colleges which offer degrees for that particular occupation.

**Wages**: Most current and reliable, New York State specific wage information and employment forecast.
After users select one, two or three occupational interest areas, they can view occupations based on their choices by selecting “View Occupations.” This will produce a personalized list of occupations for each user.

The Interests Assess Yourself tool has users select three interest areas that compile their Holland Code. Remember that this is an exploration tool and that results can be changed with the click of the reset button.

Select the Work Values tab for a quick assessment on Work Values, which are aspects of work that are important to a person’s satisfaction. After users select one, two, or three work values, they can view occupations based on their choices by selecting “View Occupations.”
Science, Technology, Engineering and Math (STEM) is a growing field across New York State. STEM for Teens allows you to explore information about STEM careers, as well as find opportunities for internships, camps, and more!

The Resources section of CareerZone provides tools ranging from lesson plans to college search information. Resources are provided for:

- Students
- Parents
- Teachers
- Counselors
- Beginning Job Seekers
- STEM Resources

To access the Lesson Plans:
Select resources for “Teachers”. They are listed under “CareerZone Lesson Plans”.

**Lesson Plans**

- **Science, Technology, Engineering and Math (STEM)** lessons for high school students.
- **Career Zone Lesson Plans**

The Resources section provides a variety of tools for educators and students, including:

- **Lesson Plans**
- **STEM for Teens**
- **Career Zone Lesson Plans**

STEM for Teens allows you to explore information about STEM careers, as well as find opportunities for internships, camps, and more!

**Career Zone**

- **Science, Technology, Engineering and Math (STEM)**
- **Lesson Plans**
- **Resources**

**New York State**

- **State Agencies**
- **Search all of NY.gov**

**Contact**

If you have any programs you would like to add to our list, call 1-877-228-5724 or e-mail us at careerzone@students.ny.gov.
The portfolio section of CareerZone allows users to create a secure, password protected account in order to save interests, activities, occupation searches and other information. The end result includes a NYS Department of Education Career Plan document.

To create a portfolio, click on “My Portfolio.” The portfolio is electronic and provided at no cost to the user.

If users do not have an existing portfolio account, select “Create Account.”

If users have an existing portfolio account, sign-in with the existing Username and Password, then press “Login.”

If users with existing portfolio accounts forget their username and/or password, select “Forgot your username?” or “Forgot your password?” This will prompt the user to enter their email and home address information where users can retrieve passwords via email.
When creating a CareerZone Career Plan portfolio account, users are required to fill out the fields with a yellow dot next to it.

The security questions allow users to access their portfolio account if they forgot their username and/or password.

*Note: In addition to the security questions, an email address will need to be provided if a portfolio user forgets their username and/or password.

Select “Next.”

*Note: Users should only use letters and numbers when completing the required fields.

*Note: Although an email address is not required, it is critical for the users who forget their information and need to reset usernames and passwords. Security questions and answers will be needed as well and can be found in the “Account Info” tab.

Select “Next.”
View of the Portfolio—Below are the modules included in the Commencement version of the Portfolio. Here you can save job searches, classes you have taken in school, community service and work experience, and other modules that will help develop your Career Plan.

The Career Plan will pull together the information the individual user entered into each module. View of the modules in the Commencement level Career Plan portfolio.

Modules include:

- Assessments including the new Combined Assessment Report
- Informational (e.g. Future Goals and Dreams)
- Work/Volunteer Experience (e.g. Volunteer Experience)
- Job Search Tools (e.g. Reference List)

Select the appropriate Portfolio Level

- Sixth to Eighth grade will direct users to the Intermediate portfolio level
- Ninth through Twelfth grade will direct users to the Commencement portfolio level
- CareerZone Young Adult is for users ages 18 and older as this collects additional information not found in the Intermediate or Commencement portfolio levels.

The Resume Builder allows a user to create a customized resume.

The Budgeting tool allows a user to create a budget around lifestyle choices.

The School/Organization and School District fields will automatically populate when portfolio users (grades 6-12) enter their school’s information.

Select “Save.”
The Career Plan module prints out as a NYS Education Department Career Plan which supports the NYS Career Development and Occupational Studies Learning Standards (CDOS).

The Career Plan compiles the information entered in the portfolio modules.

View of the Budgeting tool titled "Dollars and $ense." Budgets are created around an occupation’s gross median salary and/or a user’s lifestyle choices.

The location tab allows users to select a county within NY State and prices your selections based on that local area.

As users make decisions, the budgeting tool will total spending.

After users complete a budget, a list of occupations will appear that support a user’s budget choices.
CareerZone Desk Aid

For questions or assistance with the CareerZone System, please contact:

Email: careerzone@labor.ny.gov
Phone: 1-877-226-5724

To ensure that your message is routed as quickly as possible to the appropriate office please select from the following categories to send your message:

**Division of Employment and Workforce Solutions**

We work with the public and private sectors to create job opportunities, offer job fairs, help workers find a job and help businesses find skilled workers. We maintain the NY Talent Bank and offer workforce professional tools for career building. Contact us if you are looking for a job or for employees, are interested in apprenticeship, or want to locate one of our Career Service Centers. Click Division of Employment and Workforce Solutions for more information, including contact information.

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Contact Us

CareerZone is an innovative online career exploration and planning system designed especially for today’s high-tech youth in New York State. CareerZone presents current and relevant occupational and labor market information in a clear and interesting way, making career exploration and planning fun and easy.

For more information contact the CareerZone Team at:

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