Using CareerZone to Inform the Career Plan

Presented by:
Today We will...

Review
CareerZone & the SED Career Plan

Connect

Learn
What CareerZone modules appear in the Career Plan

Begin
Implementing CareerZone in local schools
Everything Old is New Again

In my time...

shh, respect your grandpa

ok, ok
CareerZone® Does Much More Than...

introduce career information
“An important mechanism to add relevance and meaning to learning experiences across subject areas. The career development model used to create the Career Plan aligns with the CDOS standards.”

Students With a Career Plan Have an Advantage Over Those Who Do Not

- More certain of career direction
- More confident in their ability to secure meaningful employment
- More likely to have jobs related to their current educational program
NYSED has an existing Career Plan that can be used to meet this requirement.
Welcome to CareerZone

The place to explore careers related to your strengths, skills and talents.
To begin, click one of the six clusters.

www.careerzone.ny.gov
Did you know?

Over-the-year job growth in Central New York is strongest in construction.

01 Personal Info
Keep your information up to date and get the most out of Career Zone.

02 Interest Profiler
Use your interests to identify a career that might be right for you. Enter career code.

03 Work Experience
Check off your work accomplishments and add your work experience.

05 Job Readiness Skills
Find an occupation that matches the skills you already have and learn about other skills you would like to obtain.

06 School Classes
Keep track of which courses you are taking and how you feel about them.

07 Areas for Growth
No matter how great you are, there’s always room for improvement. Identify where you need to grow, and get some suggestions to help you do it.

08 Life Skills
Stay on top of your personal and professional goals.

12 Volunteer
Civic minded and looking for a meaningful way to make a difference? Working to make a difference in the community you live in?

15 College Plan
Keep track and organize your college needs. Explore colleges that have selected to accept you.

16 Education Plan
Keep a record of which courses you are taking and what grades you are getting.

17 Final Review
You'll be graduating soon—time for a final review. Stop and admire your school accomplishments! What have you done that has been a long time coming? Keep the rest of your life in mind too.

18 Annual Review
The only way to keep track of how you are doing is to see where you are now, where you have been, and where you want to go.
Did you know?
Over-the-year job growth in Central New York is strongest in construction and educational and health services.

01 Personal Info
Keep your information up to date and get the most out of CareerZone.

02 Interest Profiler
Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.

03 Journal
Keep track of your past to help you make decisions about your future.

04 Abilities
What are you good at? Keep a list to get a jump on writing a resume.

05 Job Readiness Skills
Find an occupation that matches the skills you already have and learn about other skills you would like to obtain.

06 School Classes
Keep track of which courses you are taking and how you feel about them.

07 Areas for Growth
No matter how great you are, there’s always room for improvement. Identify where you need to grow, and get some suggestions to help you do it.

08 Life Skills
Whether you learned life skills in school, on the playground, or even at work, this section will explain how and where they

12 Volunteer Experience
Civic minded and responsible? You should be proud of working to make a difference. Keep track of all your good deeds and volunteer work experiences here.

13 Work Experience
Keep track of your jobs, and the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

14 Work Imp
Identify and explore what you are looking for and what different occupations can offer you.

15 Colleges
Keep track and visit the webpages of the colleges you have selected to add to your portfolio.

16 Education History
Keep a record of your educational accomplishments, past and present, then choose which ones to include on your resume.

17 Final Activity
You’ll be graduating soon, and moving on to new experiences. Stop and admire how far you’ve come so far by describing the school activity that best displays your career development accomplishments. Your career path will be a long one. It’s been a long road to get this far, and you’ll keep walking it for the rest of your life.

18 Annual Review
It’s important that your education be a team effort. You did your

MS Messaging
Send messages to managed users.

MG Management
Configuration options for managing users.

CA Combined Assessment
View your combined assessment report.

CP View Career Plan
Bring it all together! See a print ready summary of your

RB Resume Builder
Bring it all together! Create a resume and land a job.

CL Cover Letter
Create a cover letter to go with your resume.

RL Reference List
Create a list of references.

JA Job Application Tool
Get started on your job applications today!

CT Contacts
Keep all of your contact information up to date for your resume and other job search documents.

$ Budgeting
Develop a budget and get your financial life on track.

AS Apprenticeships Search
3. Personal and academic areas I need to strengthen:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>'I need to strengthen....:'</th>
<th>'Steps I will take to strengthen these areas....:'</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Completing homework on time</td>
<td>Getting help from my teacher if I don't understand something.</td>
</tr>
<tr>
<td>10</td>
<td>Paying attention during class</td>
<td>giving things a chance even if it doesn't interest me right away.</td>
</tr>
<tr>
<td>11</td>
<td>Test taking</td>
<td>preparing more for tests by paying attention in class, taking more notes, getting extra help, and studying at home.</td>
</tr>
<tr>
<td>12</td>
<td>Public speaking</td>
<td>Taking a class, joining a club, or volunteering.</td>
</tr>
</tbody>
</table>

B. Career Exploration: 'Where am I going?'

1. School and/or Community Experiences: I have participated in the following school and/or community experiences:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>School and/or Community Experiences:</th>
<th>Skills Acquired through Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>English</td>
<td>Writing Active Listening Critical Thinking Time Management</td>
</tr>
<tr>
<td>9</td>
<td>Social Studies</td>
<td>Writing Time Management</td>
</tr>
<tr>
<td>9</td>
<td>Intro to Crafts 1</td>
<td></td>
</tr>
</tbody>
</table>
01 Personal Info
Keep your information up to date and get the most out of CareerZone.

02 Interest Profiler
Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.

03 Journal
Keep track of your past to help you make decisions about your future.

04 Abilities
What are you good at? Keep a list to get a jump on writing a resume.

05 Job Readiness Skills
Find an occupation that matches the skills you already have and learn about other skills you would like to obtain.

06 School Classes
Keep track of which courses you are taking and how you feel about them.

07 Areas for Growth
No matter how great you are, there's always room for improvement. Identify where you need to grow, and get some suggestions to help you do it.

08 Life Skills
Whether you learned life skills in school, on the playground, or even at work, this section will explain how and where they developed.

09 Saved Occupations
Create or review a list of occupation titles that interest you the most.

10 Future Goals and Dreams
What do you want to do when you grow up? Save some goals and dreams for the future.

12 Volunteer Experience
Civic minded and responsible? You should be proud of working to make a difference. Keep track of all your good deeds and volunteer work experiences here.

13 Work Experience
Keep track of your jobs, and the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

14 Work Importance Profiler
Identify and explore occupations that you may like, based on what you are looking for and what different occupations can offer you.

15 Colleges
Keep track and visit the webpages of the colleges you have selected to add to your portfolio.

16 Education History
Keep a record of your educational accomplishments, past and present, then choose which ones to include on your resume.

17 Final Activity
You'll be graduating soon, and moving on to new experiences. Stop and admire how far you've come so far by describing the school activity that best displays your career development accomplishments. Your career path will be a long one. It's been a long road to get this far, and you'll keep walking it for the rest of your life.

18 Annual Review
It's important that your education be a team effort. You did your part; now use this section to keep track of the rest of the team. Check off who took part in the annual review and when they did it.
## School Classes

Click the Add New Class button to add school classes, or click on an existing class to edit it.

If you wish to view your entries from a previous Portfolio Level, select Show all levels.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Portfolio Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>12</td>
</tr>
<tr>
<td>Technology 101</td>
<td>12</td>
</tr>
<tr>
<td>Economics</td>
<td>12</td>
</tr>
</tbody>
</table>

### Add a class

- **Class Name:** Computer Graphics
- **Teacher's Name:** Mr. G
- **Comments:** Working on Adobe Photoshop and other computer design programs
- Check if this is a favorite: ☑️
1. Personal Data

Name: Doe, Jane
Student Identification Number: [redacted]
School: Sand Creek Middle School

2. Review of Student Career Plan

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Date of Review</th>
<th>Student</th>
<th>Parent / Guardian</th>
<th>Teacher</th>
<th>Counselor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>11/07/2012</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>03/05/2014</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Soccer Coach</td>
</tr>
</tbody>
</table>

3. Knowledge

A. Self-knowledge: 'Who am I?'
1. Interests: List your top three choices for each of the following areas of interest:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>1a. Personal: Out-of-school activities that you enjoy the most</th>
<th>1b. Academic: Classes or subjects that you enjoy the most</th>
<th>1c. Work Preferences: Working with people, ideas, and things</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Running Receptionist Childcare Assistant</td>
<td>Computer Graphics</td>
<td>Things</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Medical Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Yearbook Club Photography Club Varsity Soccer Cashier Student Tutor</td>
<td>Technology 101 Economics</td>
<td>Things</td>
</tr>
</tbody>
</table>

2. Abilities: List personal skills and abilities that will be helpful in a career choice:
Volunteer Experience

Childcare Assistant

Job Title: Volunteer
Employer: 1698 Central Avenue
City: Albany
State: New York
ZIP Code: 12205
Country: United States
Supervisor: Trish Hunter

Work Experience

Receptionist

Job Title: Full Time
Employer: 
Address 1: 
Address 2: 
City: 
State: New York
ZIP Code: 
Country: United States
Phone: 
Start Date: 
Salary: 

### Career Plan

#### Volunteer Experience

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>School and/or Community Experiences:</th>
<th>Skills Acquired through Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Computer Graphics</td>
<td>Monitoring Learning Strategies</td>
</tr>
<tr>
<td>9</td>
<td>Childcare Assistant</td>
<td>Active Listening Learning Strategies</td>
</tr>
<tr>
<td>11</td>
<td>Gym</td>
<td>Equipment Selection</td>
</tr>
<tr>
<td>12</td>
<td>Math</td>
<td>Management of Financial Resources</td>
</tr>
<tr>
<td>12</td>
<td>Technology 101</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Student Tutor</td>
<td></td>
</tr>
</tbody>
</table>

#### Work Experience

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Work Experiences:</th>
<th>Skills Acquired through Work Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Receptionist</td>
<td>Active Learning Reading Comprehension</td>
</tr>
<tr>
<td>11</td>
<td>Medical Assistant</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>11</td>
<td>Cashier</td>
<td>Active Learning</td>
</tr>
<tr>
<td>12</td>
<td>Cashier</td>
<td>Active Listening</td>
</tr>
<tr>
<td>Saved Occupations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teach middle school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take x-rays and Computerized Axial Tomography (CAT or CT) scans or administer nonradioactive materials into patient’s blood stream for diagnostic more...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Careers of Interest and Characteristics: I am interested in the following careers and have discovered the following information about these careers:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Careers of Interest:</th>
<th>Education Requirements:</th>
<th>Skills I need to Acquire:</th>
<th>Work Environment:</th>
<th>Job Outlook:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Radiologic Technologists</td>
<td>Job Zone Three: Medium Preparation Needed. Most occupations in this zone require training in vocational schools, related on-the-job</td>
<td>Reading, Comprehension, Active Listening, Writing, Speaking, Mathematics, Science, Active Learning, Learning Strategies, Monitoring, Social Perceptiveness, Coordination, Persuasion, Negotiation, Service Orientation, Complex Problem Solving, Operations Analysis, Technology Design</td>
<td>Realistic</td>
<td>It is projected that from now until 2020 this occupation will grow 0.2% per year.</td>
</tr>
</tbody>
</table>
### B. Career Exploration: *Where am I going?*

1. **School and/or Community Experiences:** I have participated in the following school and/or community experiences:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>School and/or Community Experiences:</th>
<th>Skills Acquired through Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
<td>Writing</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Active Listening</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Time Management</td>
</tr>
<tr>
<td>9</td>
<td>Biology</td>
<td>Writing</td>
</tr>
<tr>
<td>9</td>
<td>Intro to Crafts 1</td>
<td>Time Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management of Material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Critical Thinking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management of Material</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time Management</td>
</tr>
</tbody>
</table>

2. **Work Experiences:** I have gained experience working in the following roles:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Work Experiences:</th>
<th>Skills Acquired through Work Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active Listening</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Critical Thinking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time Management</td>
</tr>
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</table>

3. **Careers of Interest and Characteristics:** I am interested in the following careers and have discovered the following about these careers:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Careers of Interest:</th>
<th>Education Requirements:</th>
<th>Skills I need to Acquire:</th>
<th>Work Environment:</th>
<th>Job Outlook:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Amusement and Recreation Attendants</td>
<td>Job Zone: One: Little or No Training</td>
<td>Enterprising</td>
<td>It is projected that from now until 2016 this occupation will grow 1.0% per year.</td>
<td></td>
</tr>
</tbody>
</table>
Any Questions So Far?
Other CDOS Commencement Credential Requirements
Option 1:
- Develop a Career Plan
- Engage in CTE Coursework/ Work Based Learning
- Demonstrate Achievement of CDOS Learning Standards
- Have at least one completed Employability Profile

Option 2:
- Work Readiness Credentials

How it All Fits Together

Career Plan

CareerZone

CDOS Learning Standards

CDOS Commencement Credential
CareerZone tracks these foundation skills

**Basic Skills**: Basic skills include the ability to read, write, listen, and speak as well as perform arithmetical and related tasks.

**Thinking Skills**: Thinking skills lead to problem solving, experimenting, and focused observation and allow the application of logic and reasoning.

**Personal Qualities**: Personal qualities generally include competence in self-management and the ability to plan, organize, and prioritize.

**Interpersonal Skills**: Positive interpersonal qualities lead to teamwork and cooperation in large and small groups.

**Technology**: Technology is the process and product of human skill and ingenuity in designing and creating things.

**Managing Information**: Information management focuses on the ability to access and use information obtained.

**Managing Resources**: Using resources includes the application of financial and human factors, and the elements that make up an organization.

**Systems**: Systems skills include the understanding of and ability to work within natural and constructed systems.
Documenting Life/CDOS Skills

Fields marked with a ☐ are required.

**What experience have you had that illustrates how you acquired Technology? Below are some examples:**

**Technology** - Selects and uses appropriate technology to complete a task.

- use a telecommunications service to check current airline schedules and price information for a trip to
- use appropriate technology to present information in table/chart form
- use word processing software to make an inquiry to a business
- make a presentation explaining how technology has changed the work site

Helped create a class website.

What level do you feel you possessed when you started school?

Least Developed ↔ Highly Developed

What level do you feel you possess now?

Least Developed ↔ Highly Developed
4. Skills / Application 'What do I need to know?' 'What skills are important to me?' 'What am I learning?' 'Why am I learning it?' 'How can I use it?'

**Directions:** The following skills are needed to succeed in life, work, and education beyond high school. Using the information provided, identify for each skill the level of achievement you believe you possess at the beginning of the course, the level you believe you achieved by the end of your senior year. Briefly describe an activity that helped you develop each skill and identify how each skill can be used in your life and future experiences.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Beginning Skill Level I Possess</th>
<th>Experiences/Activities/Application</th>
<th>Final Skill Level I Have Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>1</td>
<td>Helped create a class website.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Applies knowledge of technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to identify and solve problems.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Culminating Activity

**Directions:** Briefly describe the activity that you completed. Indicate the most important thing you learned about yourself through this activity. Describe how this self knowledge will influence your plans for the future.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Self Knowledge / Future Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>For my final activity, I became a CareerZone Ambassador for my school</td>
<td>The above activity allowed me to reflect on my interests and goals. It made me realize that</td>
</tr>
<tr>
<td>by creating and presenting on what I learned from CareerZone to younger</td>
<td>I would like to be a radiology tech in the future.</td>
</tr>
<tr>
<td>grade levels. My Final Activity presentation and report can be found</td>
<td></td>
</tr>
</tbody>
</table>
**CareerZone and Work Based Learning**

<table>
<thead>
<tr>
<th>Other Work-Based Learning Options</th>
<th>Supervising Agency</th>
<th>Coordinator’s Extension</th>
<th>Age of Students</th>
<th>Paid/Unpaid</th>
<th>Diploma Credit Allowable</th>
<th>Related WBL Classroom Instruction</th>
<th>Experience Must Relate to Career</th>
<th>Training Must Develop Job Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community-Based Work Programs (for students with disabilities)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Job Shadowing (1 – 8 hours of observation at a work site)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Community Service/Volunteering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Service Learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Senior Project</td>
<td>Local School</td>
<td>♦ 16+</td>
<td>Unpaid</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>School-Based Enterprise</td>
<td>Local School</td>
<td>♦ 14+</td>
<td>Unpaid</td>
<td>Yes but typically included within a course</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Option 1:**
- Develop a Career Plan
- Engage in CTE Coursework/Work Based Learning
### Search Results

Below are search results that match your criteria. Learn more details about each occupation by clicking on the occupation title.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Description</th>
<th>Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountants</td>
<td>Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability.</td>
<td>JOBS</td>
</tr>
<tr>
<td>Actors</td>
<td>Play parts in stage, television, radio, video, motion picture productions, or other settings for entertainment, information, or instruction. Interpret serious.</td>
<td>JOBS</td>
</tr>
<tr>
<td>Actuaries</td>
<td>Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and.</td>
<td>JOBS</td>
</tr>
<tr>
<td>Acupuncturists</td>
<td>Provide treatment of symptoms and disorders using needles and small electrical currents. May provide massage treatment. May also provide preventive.</td>
<td>JOBS</td>
</tr>
</tbody>
</table>
# Job Search Results

Below are search results that match your criteria. Learn more details about each job by clicking on the job title.

<table>
<thead>
<tr>
<th>Match Strength</th>
<th>Title</th>
<th>Location</th>
<th>Distance</th>
<th>Company</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>★★★</td>
<td>Jersey City Family Nurse Practitioner - Locum Tenens</td>
<td>Jersey City, NJ 07308</td>
<td>22.9 miles</td>
<td>Soliant Health</td>
<td>05/19/2014</td>
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<td>★★★</td>
<td>Licensed Practical Nurse, Bilingual English/Russian</td>
<td>Brooklyn, NY 11225</td>
<td>19.7 miles</td>
<td>Beth Abraham Family of Health Services</td>
<td>05/19/2014</td>
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<td>★★★</td>
<td>Licensed Practical Nurse, Bilingual English</td>
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<tr>
<td>★★★</td>
<td>LPN</td>
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<td>★★★</td>
<td>LPN</td>
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</tbody>
</table>

**How to Apply**

Your options on how to apply for the Job are:

- Visit the website listed on the "Apply on-line" entry of the Contact Information section at the bottom of the screen.

**Additional Notes**

Please reference the **Job Order Number** and **Job Title** included above.

To apply you must be a U.S. Citizen or an individual authorized to work in the United States.

**Contact Information**

- **Company**: Beth Abraham Family of Health Services
- **Contact**: [Insert contact information]
- **Apply on-line**: [Provided URL]
07 Areas for Growth
No matter how great you are, there's always room for improvement. Identify where you need to grow, and get some suggestions to help you do it.

17 Final Activity
You'll be graduating soon, and moving on to new experiences. Stop and admire how far you've come so far by describing the school activity that best displays your career development accomplishments. Your career path will be a long one. It's been a long road to get this far, and you'll keep walking it for the rest of your life.

18 Annual Review
It's important that your education be a team effort. You did your part; now use this section to keep track of the rest of the team. Check off who took part in the annual review and when they did it.
Option 2: Work Readiness Credentials
All the Credentials

- National Work Readiness Credential (NWRC)

- SkillsUSA Work Force Ready Employability Assessment

- National Career Readiness Certificate WorkKeys - (ACT)

- Comprehensive Adult Student Assessment Systems Workforce Skills Certification System
National Work Readiness Credential

(1 of 4 credentials recognized by NYSED for Option 2)

- Credential developed in response to employers stating they needed employees equipped with entry-level skills
NWRC Elements

4 tests
1. Workplace Math
2. Workplace Reading
3. Active Listening
4. Situational Judgment

Measure

8 Skills
1. Cooperate with others
2. Conflict resolution and negotiation
3. Observe critically
4. Problem solving and decision making
5. Listen actively
6. Read with understanding
7. Use math to solve problems
8. Take responsibility for learning
• Students prepare for exam using Steck Vaughn’s *Work Skills* curriculum or curriculum that aligns to the 8 skills the NWRC measures

• Students can practice NWRC test questions on the NWRC website or through Steck Vaughn
NWRC Process - Testing

• Once you feel a student is prepared for the NWRC, you will then sign them up to take the exam

• Your school can become a NWRC test site or you can call an existing NWRC test site to schedule student to test

For more information, Visit: http://castleworldwide.com/NWRC/
• The NWRC exam has certain time limits as to when students can test and re-test (see below)
  ▪ Average test time: 2 to 2 ½ hours
  ▪ Allotted time: 3 hours 15 minutes

• All 4 tests must be completed within 30 days from the date they take the first test

For more information, Visit: http://castleworldwide.com/NWRC/
IT’S ALL CONNECTED

CDOS
Commencement Credential

CDOS Learning Standards

The Career Plan

CareerZone

NWRC
Additional Resources
# CareerZone Lesson Plans and State Learning Standards

Click on the Lesson Plan Title for more details.

<table>
<thead>
<tr>
<th>Title</th>
<th>Grades</th>
<th>English Language Arts</th>
<th>The Arts</th>
<th>Health, Physical Education, and Family and Consumer Sciences</th>
<th>Career Development and Occupational Sciences</th>
<th>Languages other than English</th>
<th>Mathematics, Science and Technology</th>
<th>Social Studies</th>
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<tbody>
<tr>
<td>&quot;Welcome to CareerZone - An Intro&quot;</td>
<td>9 - 12</td>
<td>1, 3</td>
<td></td>
<td>1</td>
<td>1</td>
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<tr>
<td>&quot;Where Am I Going?&quot;</td>
<td>6 - 8</td>
<td>1, 4</td>
<td></td>
<td>1, 2, 3, 3a, 3b</td>
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<tr>
<td>????What's My Line??</td>
<td>7 - 12</td>
<td>1, 4</td>
<td>3</td>
<td>1, 2</td>
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<tr>
<td>A Day in the Life of a(n)</td>
<td>6 - 8</td>
<td>2</td>
<td>1, 2</td>
<td>1, 2</td>
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<tr>
<td>Brochure Bonanza</td>
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<td>1, 2, 3, 4</td>
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<td>Career Brochure and Business Card</td>
<td>7 - 12</td>
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<td>3</td>
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<td>Career Day 2010</td>
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<td>Career Search</td>
<td>6 - 8</td>
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<tr>
<td>Career Time Line - My Life in the World of Work</td>
<td>7 - 8</td>
<td>1, 2</td>
<td>1, 2</td>
<td>1, 2</td>
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<td>2, 3, 5, 7</td>
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Plan Ahead With

A User’s Guide for Educators

A step-by-step use of CareerZone website. Brought to you by The New York State Department of Labor.

www.careerzone.ny.gov

Half the fun of reaching a goal is made on the path that got you there.
CareerZone Instructional Videos

1. Overview of CareerZone
2. Portfolio Overview
3. CDOS & CareerZone
4. Career Assessments
5. Occupation Profiles
6. Financial Literacy
7. Job Search Tools
A Few Things to Consider
Take Time to Master CareerZone
Implementation Looks Different Across the State

And even across a district or school
Additional Resources

• Career Plan Information:

• CDOS Resource Guide:

• CDOS Commencement Credential Info and Webinars:

• NWRC Information:
  http://www.workreadiness.com/nwrcrd.html

• CareerZone Assistance: careerzone@labor.ny.gov