



Explore Decide Grow

Search

Welcome to California CareerZone

Register for an account with California CareerZone to customize your career exploration.

Register Now!



California CareerZone Workbook

<https://www.CACareerZone.org/>



This workbook is provided by the [California Career Resource Network](https://www.CACareerZone.org/) (CalCRN) located at 1430 N Street, Suite 4202, Sacramento, CA 95814. CalCRN's phone number is 916-323-6544 and the fax number is 916-322-0842.

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California CareerZone Overview

www.CACareerZone.org

Use the California CareerZone to explore and plan your career. Determine your interests, knowledge, and skills and match them to more than 900 occupations. Each occupational profile describes the occupation, earnings, job tasks, and what you need to know to be successful in the occupation. Many of the occupations have videos showing a typical day in the life of someone in that occupation.

When you enter the CareerZone you will be presented with three primary choices: Assess Yourself, Explore Job Families, and Make Money Choices. This workbook will provide steps for navigating the site focusing on the Assess Yourself option.



- 1. Assess Yourself** contains four self-assessment tools including:
 - (1) Quick Assessment matches your interests with potential jobs
 - (2) Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests
 - (3) Work Importance Profiler gives you a list of jobs that reflect your values
 - (4) Skills Profiler helps you identify skills acquired through previous jobs and activities.
- 2. Explore Job Families** takes you directly to the 900+ occupations organized into 23 job families.
- 3. Make Money Choices** takes you through a financial reality check, building a budget to support your future lifestyle then determining which occupations, education, and training choices will support that lifestyle.

Overview (Continued)

In addition to the three primary options you can find quick links in Explore, Plan, and Grow:

Explore has quick links to:

- Assess Yourself
 - Quick Assessment
 - Interest Profiler
 - Skills Profiler
 - Work Importance Profiler
- Occupations
 - Job Families
 - Video Library
 - All Occupations
- Colleges and Training
 - Find a College in Your Area
 - Find Training
- Fields of Study
 - Type of Field

Grow has quick links to:

- Personal Reports
 - Portfolio Summary Report
 - Explore by Cluster Report
- Documentation
 - Journal
 - Bookmarks and Ratings
 - Planning
 - My Classes
- Job Tools
 - Resume Builder
 - Cover Letter Builder
 - Reference List Builder
- Budget
 - Make Money Choices

Decide has quick links to:

- Colleges and Training
 - The Cost of College
 - Financial Aid
- Fields of Study
 - Choosing a Field of Study
- Branch Out
 - Additional Resources

You can choose to begin with the **Search** option to explore almost any occupation by simply typing it into the search field.

You can also choose to create a **personal account**. Instructions for setting up and using an account are on page 6.

Holland Code Tutorial

People who choose to work in settings that are similar to their own personality type are more likely to experience success and satisfaction. There are six personality types matched with six work settings: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

By using the CareerZone's Quick Assessment and Interest Profiler, you will be able to determine your "Holland Code"—your code is made up of the first letter from the three types that you most closely identify with. Here are descriptions of the six work settings that will be matched to your personality.

Realistic (R)

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Investigative (I)

Investigative occupations frequently involve working with ideas and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Artistic (A)

Artistic occupations frequently involve working with forms, designs, and patterns. They often require self-expression and the work can be done without following a clear set of rules. Independence and using creativity to solve problems are strong values in the artistic work environment.

Social (S)

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others. Cooperation is a strong value in the social work environment.

Enterprising (E)

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional (C)

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Your California CareerZone Account

You can create a personal California CareerZone online account which contains:

- A summary report of your activity in the CareerZone
- Assessment results
- Your bookmarked and Rated Occupations
- Your resumes and job search letters
- Budgets you created with Make Money Choices

How to Create a Free Account

1. Go to CareerZone homepage at <https://www.cacareerzone.org/>
2. Select “Register Now!” then fill in the basic information
 - User Name
 - Password
 - Which describes you best? (Select Student)
 - Zip code (of your school)
 - Select “Next”
3. You are now in the “Tell us a bit about yourself” section
 - Your first and last names are *optional*.
 - An e-mail address is also optional; **but** if you want to be able to retrieve your password or receive notifications, you’ll need to provide an e-mail address.
 - Type in your school name or select it from the dropdown menu.
 - Choose your graduation year.
 - Now, select “Register”.
4. You are now logged into your new account and returned to the homepage. Be sure to read the Privacy Policy.

Saving and Reviewing Assessment Results

Make sure to log in to your account before using the assessments. After completing the assessments, the results are automatically saved in your account.

If you are returning to the site and would like to revisit your results, sign into your account. Click on “Grow” at the top of the page and then select “Portfolio Summary Report”. Your portfolio page will provide you with your assessment results and other related information.

Bookmarking, Rating, and Revisiting Occupations

To bookmark or rate an occupation you must be signed into your account, click on the “Bookmark” link at the top of the occupational profile or use “Your Rating” in the left-hand column. To revisit occupations you have bookmarked or rated, sign into your account, go to your portfolio page, and select “Flagged Items”.

E-mailing Occupations

You can e-mail occupational profiles whether or not you are signed into your account. For every profile you want to send, click on “Share” at the top of the profile page. You will be asked to enter your e-mail address and name, the recipient’s e-mail address and name, and you can write a note. If you are sending a profile to yourself, put your e-mail address in both areas.

Exploring Occupations

Step 1

Before you use the CareerZone website, take some time to think about occupations that interest you. What are your current ideal occupational choices? (For example: welder, scientist, self-made millionaire...)

Step 2

Log into your account by clicking on “Sign In” at the top right of the screen.

Step 3

Click on “Assess Yourself”. Click on the “Interest Profiler”. You can choose from three options, with 30, 60, or 180 questions, so just choose the one that will work for you. Explore the occupations listed after you complete the assessment. When you see an occupation that really interests you, save it to “Flagged Items” in your account by clicking on the “Bookmark” link or use “Your Rating” to rate it on a scale from one to five. From the list of occupations you bookmarked or rated, write down four that interest you the most. (For example Music Director; Broadcast News Analyst, Interpreter/Translator, and so on)

Holland Code: _____

_____	_____
_____	_____

You can also e-mail a link to any occupation by selecting “Share” at the top of the page.

Step 4

Return to the “Assess Yourself” page and complete the “Skills Profiler”. The “Skills Profiler” will help you explore occupations that require skills you possess. Explore the occupations listed after you complete the assessment. When you see an occupation that really interests you, save it to your account by clicking on the “Bookmark” link or use “Your Rating”.

List your top 3 skills

List the top 3 occupations that interest you

_____	_____
_____	_____
_____	_____

Review the assessment results that are automatically saved in your account. Under the “Grow” option at the top of the page choose “Personal Summary Reports” and note that your list will now show occupations that were identified by both your assessments.

Step 5

Return to the “Assess Yourself” page and complete the “Work Importance Profiler”. Be sure to read the directions carefully and take your time!!! Explore the occupations listed after you complete the assessment. When you see an occupation that really interests you, save it to your account by clicking on the “Bookmark” link or use “Your Rating”.

List your top 2 work values

List occupations that match those values

Step 6

Review the assessment results that are automatically saved in your account. Under the “Grow” option at the top of the page choose “Personal Summary Reports” and note that your list will now show occupations that were identified by all three your assessments. Choose at least 3 occupations that were identified by all three assessments as a good match for you. Choose additional occupations that you bookmarked or rated but were not identified by all three assessments.

Read the descriptions on the California CareerZone for each of the occupations you chose, list the skills or tasks that you think you would enjoy using.

What skills do you already have from the list above?

What skills are you looking forward to learning?

What is the **lowest** education level you would need to get in order to acquire any of those occupations?

What is the **highest** education level you would need to get in order to work in any of those occupations?



The California Career Center

<https://www.CalCareerCenter.org/>

Now that you have taken advantage of what the CareerZone has to offer, take what you learned and make the California Career Center work for you.

The Career Center is your virtual counselor: use it to learn about programs you want to take advantage of in high school, discover education and training options available to you after high school, and begin preparing for your career.

Set up a free “My Stuff” account so you can upload career-related documents and bookmark pages. Your account will also offer the option to create a Career Action Plan. Your Career Action Plan can be developed over time and revised as you learn more about the career you want to pursue. Your Career Action Plan will include:

- Occupational Goals you discovered using the CareerZone
- Additional Occupations discovered by using the Career Surfer mobile app
- Degree and/or Certifications Required in the occupations that interest you
- Education and/or Training Programs that can prepare you for those occupations
- Related Experiences you may have already completed in high school
- Future Experiences to better prepare you for work
- Supporters who can help you in your career journey
- Plan of Action for beginning to pursue your career goals
- Plan B lists additional career options
- Resources you found helpful to use when developing your Career Action Plan

The information on the Career Center is divided into six sections:

- Middle & High School
- Career Options
- Getting A Job
- Education & Training
- Challenges
- Money Management



The Career Surfer Mobile Application

To get an even quicker start, download the free Career Surfer mobile app to begin exploring career options on your phone.

Student Career Quick Start

Career Exploration Resources



California Career Center

- Create a Career Action Plan
- Decide what to do after high school
- Develop career and college exploration skills

www.calcareercenter.org



CAREERSURFER Career Surfer Mobile App

- Discover career options
- Explore career preparation requirements
- Find salary information



California CareerZone

- Match interests to occupations
- Learn the cost of lifestyle choices
- Explore detailed occupation profiles

www.cacareerzone.org



**California Career
Resource Network**
www.californiacareers.info