

California CareerZone Student Workbook

What's your plan?



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



Workbook provided by the
[California Career Resource Network](https://www.cacareerzone.org/)
California Department of Education

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Overview

The **California CareerZone** is a career exploration system designed to help you discover occupational options that are a good match for you.

CareerZone finds the best career options for you by matching your unique interests, knowledge, and skills with occupations you'd probably like.

CareerZone is self-paced—work as much or as little as you want to at any one time.

CareerZone uses national, state, and local data to help you explore the world of work to find a career path.

The best way to learn about the CareerZone, is to create your free account and explore the website. If you want detailed instructions for setting up an account, read the “Create Your Account” section below.

Using California CareerZone Website Tools

Your CareerHub Account

Your account's homepage is called “CareerHub”. Use your account to:

- Save your assessment results, budgets, journals, and research
- Track occupations you like
- Track post-high school options
- Get information tailored to your interests

Creating Your Account

1. **Go** to the [California CareerZone](https://www.cacareerzone.org/) website (https://www.cacareerzone.org/).

2. **Select** “Your CareerHub”.

3. **Select** “Get Started” and fill in the “Basic Info” form:

- Username
- Password
- Which describes you best?
 - (Select student)
- **Select** “Next”



The screenshot shows the California CareerZone website interface. At the top, there is a blue navigation bar with the logo "California CareerZone powered by Headed2?" on the left, and navigation links "Explore", "Decide", "Grow", and a search bar on the right. Below the navigation bar is a section titled "The Career Hub" with the subtitle "Personalized recommendations about opportunities for you". This section features an illustration of two people talking and icons representing a laptop, a person, a house, and a graduation cap. Below this illustration, there are two sections of text: "What is the Career Hub?" and "How do I access the Career Hub?". The "What is the Career Hub?" section explains that the system provides personalized recommendations based on user exploration. The "How do I access the Career Hub?" section states that users need to sign up for a free account. At the bottom of this section, there is a prominent green button labeled "Get Started". Below the main content area, there is a blue footer bar with links for "About", "Privacy Policy", "Info for Parents", "Help / Support", and "Language". At the very bottom, there is a logo for the "California Career Resource Network".

4. **Fill in** “Tell us a bit more about yourself” form:

Important:

- The only information you must provide is an email address.
- You do **NOT** have to give your name; you can set up your account and leave the name boxes blank.

5. **Select** “Register”. You’re now signed in and on your CareerHub homepage.

Saving and Using Your Assessment Results

1. Save your assessment results so you can use them repeatedly.
 - Sign in to your account **before** taking any assessments.
2. To use your assessment results, sign in to your account:
 - **Start** from your CareerHub homepage.
 - **Select** “My Summary Report”.
 - **Put** a checkmark next to the reports you want to view.
 - **Review** your results.
 - **Review** the list of occupations that match your results.

Saving Occupations

Save occupations you like so you can compare your favorites and find the best career match for you. Save occupations by rating them “thumbs up” button:

- **Sign** in to your account.
- **Open** an occupation’s profile.
- **Select** the “thumbs up”.

Sharing Your Work

You can share your research and assessments with anyone.

Sharing Your Assessment Results

- **Sign** in to your account.
- From your CareerHub homepage, **select** “My Summary Report”.
- **Select** “Print”.
- **Select** “Save”.
- **Email or print** your assessment results.

Sharing Your Occupation’s Profile

- **Open** your occupation's profile.

- **Look** to the right of the occupation title.
- **Select** the arrow. A window opens and you can choose how to send your occupation's profile.
- Or **select** the printer. A window opens and a document is created.
- **Select** "Save".
- **Email or print** your occupation's profile.

Returning to Your CareerHub

Select the California CareerZone logo at the top of any page to return to your CareerHub homepage.

California CareerZone Occupational Profiles

Every occupational profile tells you the occupation's:

Average Annual Salary: Average amount people earn; includes the salary range.

Annual Openings: An estimate of the growth or decline of jobs in this occupation.

Job Zone: Level of preparation needed to enter this occupation.

About the Job: Describes what the job is.

What They Do: Explains what people do in this occupation.

Interest Profiler Code: Typical Interest Profile of people in this occupation.

Work Values: Core principles—beliefs and ideas—important to people working in this occupation.

Things They Need to Know: Information people need to know to work in this occupation.

Things They Need to Be Able to Do: Skills people need to have to work in this occupation.

Similar Occupations: List of occupations related to the one you're looking at.

You and This Occupation: Shows your compatibility with this occupation; here's where you can rate occupations "thumbs up" or "thumbs down".

Your Opportunities: Where to get the education and training required for this job, related certifications, and current job openings.

Occupational Profile Example

**California CareerZone**
powered by Heeded2>

[Explore](#) [Decide](#) [Grow](#)

Education Administrators, Elementary and Secondary School

A member of Education, Child Development, and Family Services

Average Salary California

\$124,500

Annual Openings

1,730

Preparation

Job Zone 5

[Media Gallery](#)

[Share](#) [Print](#)

About the Job

Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.

What They Do

Enforce discipline and attendance rules.

Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.

Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.

Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.

Recruit, hire, train, and evaluate primary and supplemental staff.

[view all](#)

Interests

People who work in this occupation generally have the interest code: **ESC**.

This means people who work in this occupation generally have **Enterprising** interests, but also prefer **Social** and **Conventional** environments.

Work Values

People who work in this occupation generally prize **Relationships**, but also value **Independence** and **Working Conditions** in their jobs.

You and This Occupation

Your Rating: **0** [Add](#)

Compatibility: **0** [Add](#)

Plans: **0** [Add](#)

Your Opportunities

- Alliant International University-San Diego
- 504 Coordinator
- Educational Leadership and Administration, General
- Certified Administrator of School Finance and Operations
- Argosy University-Inland Empire
- Director, Admissions
- Educational, Instructional, and Curriculum Supervision
- Director of Pupil Transportation
- California State University-Channel Islands
- Program Director - STEM & CS

Things They Need to Know

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Start Exploring

Start by imagining your ideal future, your ideal lifestyle. Then use CareerZone’s Make Money Choices to see how much money you’ll need to earn to live the lifestyle you dream about. A *lifestyle* is the way a person lives according to their preferences and values.

You’ll select from a list of options in a series of categories.

Your selections create your lifestyle and they create a budget.

Make Money Choices uses your budget to create a list of occupations that earn the salary you’ll need to have the lifestyle you want.

Make Money Choices :: Housing Costs

There are many options when it comes to places to live. Choose an option or, if you know how much you will pay each month, enter it in the Monthly Cost box below.

Live with parents, family or friends

Rent an apartment

Buy a place of your own

Own a place that is already paid for

Monthly Cost

\$ 0

Next Section

Location: Sacramento

Housing + Utilities + Food + Entertainment + Clothes + Transport + Insurance + Education + Savings = Total

\$0 + \$0 + \$0 + \$0 + \$0 + \$0 + \$0 + \$0 = \$0

Choose Your Lifestyle: Budget How Much Money You’ll Need

Step 1: Go to the [California CareerZone](https://www.cacareerzone.org) website (https://www.cacareerzone.org)

- (1) **Sign** in to your account. (If you don’t have an account, create one.)
- (2) **Select** the “I Want to” button on your CareerHub homepage.
- (3) **Select** “Make Money Choices” in the popup window.
- (4) **Select** “Choosing Your Lifestyle: Budget How Much Money You’ll Need”.

Step 2: Select a California county where you think you’d like to live or currently live.

Living costs vary a lot throughout the state. To help you choose where to live, think about things you’ll want near you as an adult. Things like entertainment, the outdoors, sports, theaters, museums.

Step 3: Start making your choices. Every time you make a choice, the cost is added to the “Monthly Cost” box.

If you know how much something will cost, you can put that amount in the “Monthly Cost” box—type over any number that’s in the box. When you’re ready, select the “Next Section” button.

The summary at the bottom of your screen tracks your progress.

Use the “Track Your Lifestyle Choices” table on the next page to write down your choices and monthly costs.

Track Your Lifestyle Choices

Write down your choices and costs.

Category	Your Choice	Monthly Cost
Housing		
Utilities		
Food		
Entertainment		
Clothes		
Transportation		
Health Insurance		
Education		
Savings		
Other Expenses		
Taxes		
Total Monthly Spending:		
Minimum Annual Salary:		

Step 4: When you've finished the last category, **select** the "Next Section" button to see your budget. **Write** your monthly total in the "Total Monthly Spending" box and your annual salary in the "Minimum Annual Salary" box.

Step 5: **Select** the "View Occupations" button at the bottom of your budget page. Then look for 3 occupations you like and put a checkmark next to them. **Select** the "Compare Selected" button at the bottom of your screen. **Write** down the comparison information:

Occupation	Educational Requirements	Annual Salary	Projected Employment

Tip: Revise your budget if your occupation list is empty. Use your web browser's back arrow to return to the "Summary" page and select a category to change. When you're done, go to your "Summary" page and select "View Occupations" again.

Lifestyle & Occupations

Of the 3 occupations you wrote down in your table, **write** down the one you like the most.

List 3 things you like about this occupation?

Look at your occupation's profile. **Write** down the names of 3 similar occupations.

Is there an occupation you're interested in that doesn't earn enough to support your future lifestyle? **Write** it down.

Go back to your budget and change some of your choices until the occupation you like supports the lifestyle you want. List the items you changed:

Would you make these changes to have the job you want? Why or why not?

Interest Profiler

The Interest Profiler uses your interests to help you find occupations you might want to explore.

Discover what your interests are and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests.

Select an option below to begin:

Start a new Interest Profiler:

Resume Interest Profiler:

View Results:

Have you taken the Interest Profiler in the past? If you know your score for each of the 6 interest categories you can enter them directly.

Enter Score:

1. **Sign** in to your account. (If you don't have an account, create one.)
2. **Select** "I Want To" on your CareerHub homepage.
3. **Select** "Interest Profiler".
4. **Select** "Start a new Interest Profiler".
5. **Choose** the 30-question mini version.
6. **Complete** the assessment.
7. **Select** "Summarize". **Read** your results.

Write down your top 3 interest areas:

1. _____
2. _____
3. _____

Write down your Interest Areas code_____.

Do you think these results represent your interests? Why or Why not?

Your interests will change over time. Retake the Interest Profiler and look at occupations that match your changing interests.

Select “View Occupations” from your Interest Areas summary report.
Select an occupation that looks interesting to you and read its profile.
Select “Compatibility” to see why that occupation was chosen for you.
Find 3 occupations you like that match your Interest Areas code. Write them down here:

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

Save these occupations by giving them a “thumbs up” rating.

What is the **lowest** level of education you would need to work in each of the 3 occupations you wrote down?

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

What is the **highest** level of education you would need to work in each of the 3 occupations you wrote down?

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

Occupations to Research

Based on your research so far, list the occupations you want to learn more about in their order of importance:

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

Occupation to Research

Write down the name of the occupation you like the best and use its CareerZone occupational profile to fill in the following:

Name of the Occupation You Chose:

Average Salary:

Annual Openings:

About the Job:

What They Do:

Interests:

Work Values:

Things They Need to Know:

Things They Need to be Able to Do:

Similar Occupations:

Your Compatibility:

Go to “Your Opportunities” on your occupational profile. Select “Education and Training”. From the list, look for 2 or 3 programs you like, read their profiles, and write them down here:

Select one of the 3 programs you like and go to its profile page. In the “About This Program” section, select “Find Colleges”. Look at the list of schools and write down 2 or 3 you’d consider going to. Explain why you chose them:

Additional Resources

Continue exploring your occupations using:

Websites

[CareerOneStop](https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx)

<https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx>

[Occupational Outlook Handbook](https://www.bls.gov/ooh/)

<https://www.bls.gov/ooh/>

[O*NET](https://www.onetonline.org/)

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

Videos

[CareerOneStop Videos](https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx)

<https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx>

[California CareerZone Video Library](https://www.cacareerzone.org/videos)

<https://www.cacareerzone.org/videos>