



Career Readiness Resources

California Career Resource Network
California Department of Education



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The California Career Resource Network (CalCRN) is a program established in California *Education Code* Section 53086 which says the CalCRN's primary duty is the distribution of career information, resources, and training materials to middle school and high school counselors, educators, and administrators to ensure they have the necessary information to teach students effective career self-management skills.

What is this handbook for?

This handbook is to familiarize you with these free resources and to help you select the resources that work best for your students.

Why use these resources?

These resources were developed specifically for California's students. They are tools for you to help your students develop effective career self-management skills—the foundational skill set needed for career success.

Developing career self-management skills starts with giving your students assessments to learn about themselves. Using their results, students will explore careers that correspond to their interests and values, and then find secondary and postsecondary education and training options to help them meet their career goals.

Continue teaching career self-management skills with the Career and College Readiness Lesson Plans (CCRLP). The CCRLP make it easy to teach students the basic steps of career planning:

- ▶ Identifying interests and occupations that match
- ▶ Developing financial-literacy skills
- ▶ Developing job-search skills
- ▶ Applying to colleges, military, apprenticeships, trade schools
- ▶ Learning to select the best high school Career Pathway to enroll in

Additionally, the CalCRN's resources are designed around state standards, guidelines, and Local Control Accountability Plan requirements.

The following resources are tools to help your students connect their current educational experiences with their desired post-high school goals. Use them to equip your students with the knowledge and skills necessary to become effective career self-managers.



4 | California Career Resource Network Website

The California Career Resource Network (CalCRN) website is the starting point for exploring CalCRN's resources. The homepage has short descriptions of and links to CalCRN's resources.

CalCRN Website Navigation

Quick Starts are designed to help you quickly engage your students in the career exploration and planning process. These activities introduce students to the Career Center, the CareerZone, and the mobile applications (apps). Additional resources on the Quick Starts webpage include the student workbooks *Exploring Career Options*, *Find and Get the Right Job*, and *Succeed at Work*.

Lesson Plans span grades five through twelve, with five or six lessons per grade. Although the 45 Career and College Readiness Lesson Plans are organized by grade level, they can be used in any grade. On the Lesson Plans webpage, you'll find all 45 lessons, each with a start-up video, and student handouts in English and Spanish.

The *Educator Guide* provides an overview of the content and organization of the lesson plans.

Use the Career Readiness Glossary (in English and Spanish) to quickly familiarize yourself with the career and college vocabulary you'll use.

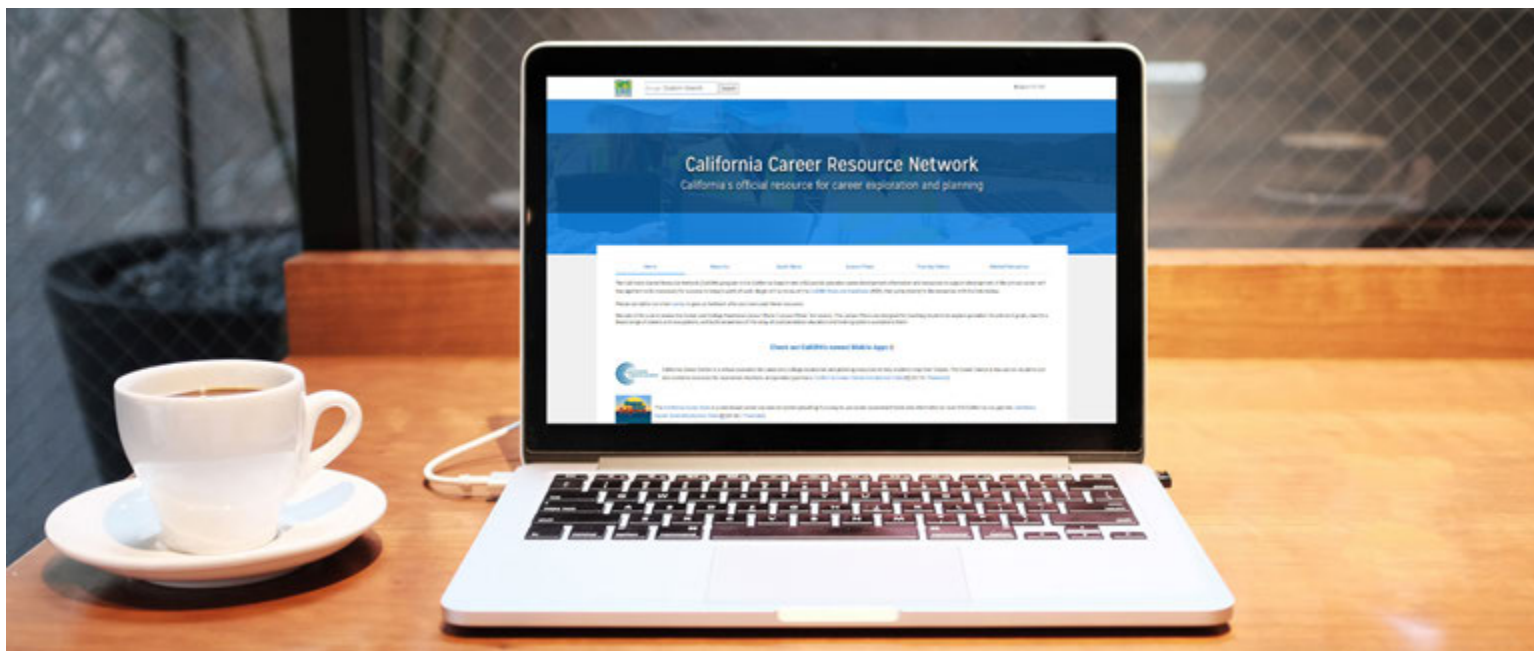
Training Videos introduce CalCRN's resources. They are available to help educators, parents, guardians, and community members use CalCRN's resources.

Related Resources include career exploration and planning websites developed using public funds and can easily be used in conjunction with the CalCRN's resources.

Get Started Now!

[Check out the Lesson Plans.](#)

[California Career Resource Network](#)



The California CareerZone (CareerZone) website has everything students need to explore, plan, and prepare for a career they'll love.

The CareerZone provides four effective, easy-to-use career assessments. Have your students complete one or all four and then use their results to research occupations, postsecondary training, and education options.

CareerZone's Navigation

Discover Possibilities has the assessments students will use to explore their interests, values, and skills. Then they can explore occupations that best fit their assessment results.

Have your students use the budget tool to build budgets based on their lifestyle goals. Then have them explore occupations based on their lifestyle goals.

Explore Industry Sectors matches California's 15 Career Technical Education Industry Sectors with related occupations. Students can also explore occupations using "fields of study" or "college options".

Your Career Hub is the home base for free student and educator accounts.

Student Accounts provide students with personalized recommendations:

- ▶ Occupations to explore
- ▶ Activities to complete
- ▶ Opportunities to check out
- ▶ And a place to keep assessment results and career planning activities

Educator Accounts enable you to:

- ▶ Track student progress
- ▶ Create class assignments
- ▶ Create student-activity reports

Check It Out!

Try the CareerZone's Quick Start Activity posted on the [CalCRN's Quick Starts](#) webpage. Create a CareerZone [educator account—learn how](#).

6 | California Career Center Website

The California Career Center (Career Center) website is a virtual counselor for California's students, their families, and educators. The Career Center's purpose is to help students graduate from high school, plan their postsecondary education and training, and prepare for the work world.

California Career Center's Navigation

My Stuff Student Accounts enable students to develop and save a High School Plan, a Career Action Plan (paired with a mobile app), a resume, and a master job application (paired with a mobile app). Students can bookmark webpages and upload and store their own career-related documents.

Student content is divided into six sections. This content helps students learn how to succeed in high school, explore career options, get a job, learn about postsecondary opportunities, find resources for addressing challenges, and develop financial literacy skills.

Educator options include a free account used to access the Lesson Plan Creator and create lessons to engage students in exploring the Career Center's high school, career, and college information. The Educator Resources webpage has information and tools to use to help students address challenges and develop career literacy skills.

Parents & Guardians helps families by providing the Career Development and College Planning Parent Handbooks (multiple languages) and other resources for them to help their students.

Get Started Now!

Get students up and running fast with the Career Center Quick Start Activity posted on the [CalCRN's Quick Starts](#) webpage.

Create Career Center with the [Lesson Plan Creator](#) tool.

[California Career Center](#)



My Stuff Career Action Plan Web App

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The My Stuff Career Action Plan (CAP) provides a framework for teaching students how to explore and plan career and life goals, set objectives, find strategies that work best for them, and create viable action steps to reach their goals. Use the CAP to teach your students the critical career self-management skills they need to be successful in today's continually-changing work world.

Career Action Plans are individualized plans students create to identify career goals and describe the steps necessary to pursue their goals. Career Action Plans are dynamic documents, updated regularly as students refine their educational and career goals based on their life experiences.

Students can start creating their plans by setting up a “My Stuff Student Account” on the Career Center website or the My Stuff CAP mobile app.

Get Students Started Now!

Get students up and running fast with the My Stuff Career Action Plan Quick Start activity posted on the [CalCRN's Quick Starts](#) webpage.

[California Career Center's My Stuff Career Action Plan](#)



8 | My Stuff Job Central Web App

My Stuff Job Central is designed for young people just entering the job market. It's used to create and revise resumes and build a master job application. Students can post their resumes online, email them to prospective employers, and download copies.

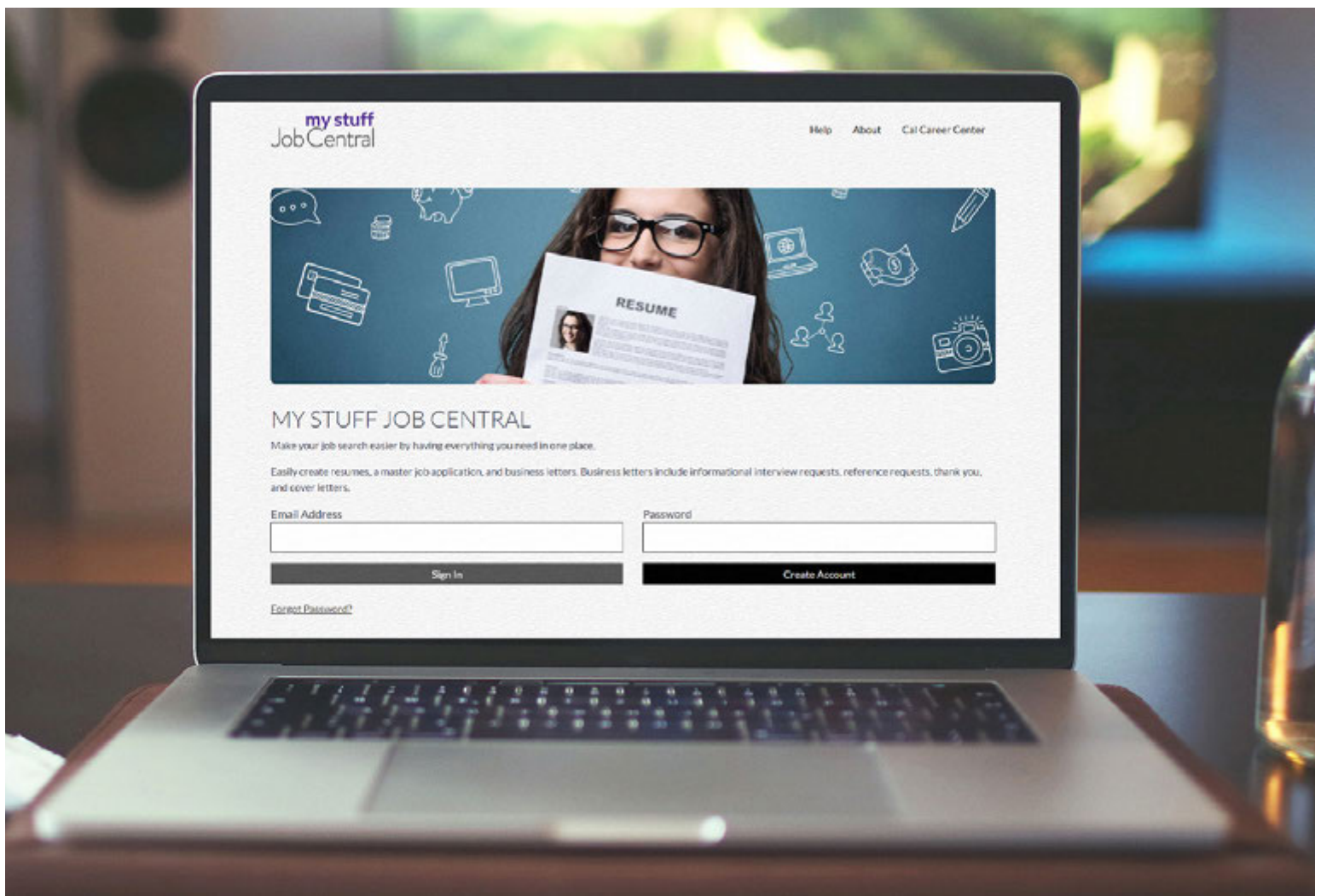
Students can also create business letters commonly used in the job application process. Letters include:

- ▶ Informational Interview Requests
- ▶ Cover Letters
- ▶ Reference Request Letters
- ▶ Thank You Letters

Get Started Now!

Get students up and running fast with the My Stuff Job Central Quick Start activity posted on the [CalCRN's Quick Starts](#) webpage.

[My Stuff Job Central](#)



My Stuff Job Central Mobile App

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The My Stuff Job Central is the mobile version of the My Stuff Job Central website. As with the web version, it is designed for young people just entering the job market. They can create resumes and a master job application.

Both versions are linked so students can access their accounts anywhere at any time. Because the website and mobile versions are linked, information students enter or change in one version is automatically entered or changed in the other. This means students can work seamlessly from any mobile device with internet access.

Get Started Now!

Get students up and running fast with the My Stuff Job Central Quick Start Activity posted on the [CalCRN's Quick Starts](#) webpage.

Download from your app store.

[California Career Center's Mobile Applications](#) webpage



10 | My Stuff CAP Mobile App

The My Stuff CAP is a mobile version of the Career Center's My Stuff Career Action Plan. As with the web version, students can create a Career Action Plan to identify their career and personal goals. Then they can plan the necessary steps—starting in high school—to pursue their goals.

Both versions are linked so students can access the same features anywhere at any time. Because the website and mobile versions are linked, information students enter or change in one version is automatically entered or changed in the other. This means students can work seamlessly from any mobile device with internet access.

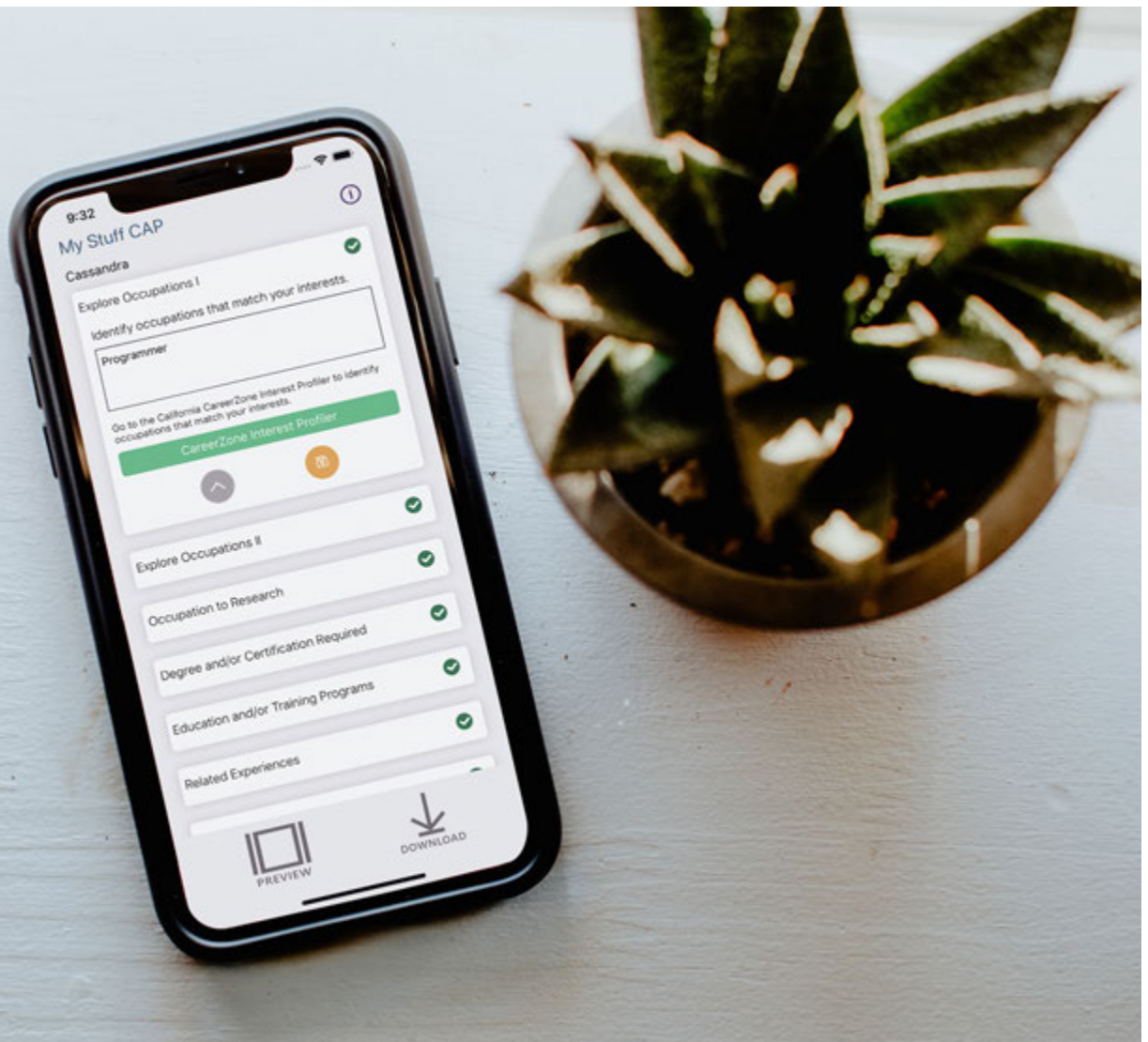
Students can begin creating a CAP by setting up a student account using the CAP mobile app or the Career Center website.

Get Started Now!

Get students up and running fast with the My Stuff Career Action Plan Quick Start posted activity on the [CalCRN's Quick Starts](#) webpage.

Download from your app store.

[California Career Center's Mobile Applications](#) webpage



Career Surfer Mobile App

Students use the Career Surfer mobile app to explore occupational options using any mobile device with internet access. They can complete an Interest Profiler assessment and use their results to narrow down the 900+ occupational snapshots in 23 Job Families.

Occupational profiles include:

- ▶ Job Title
- ▶ Salary
- ▶ Description
- ▶ Tasks
- ▶ Preparation Needed

In addition to using their Interest Profiler results, students can search occupations by:

- ▶ Keyword
- ▶ Annual Income
- ▶ Typical Preparation Required
- ▶ “Surprise Me”
- ▶ Shake the Device – See What Pops Up

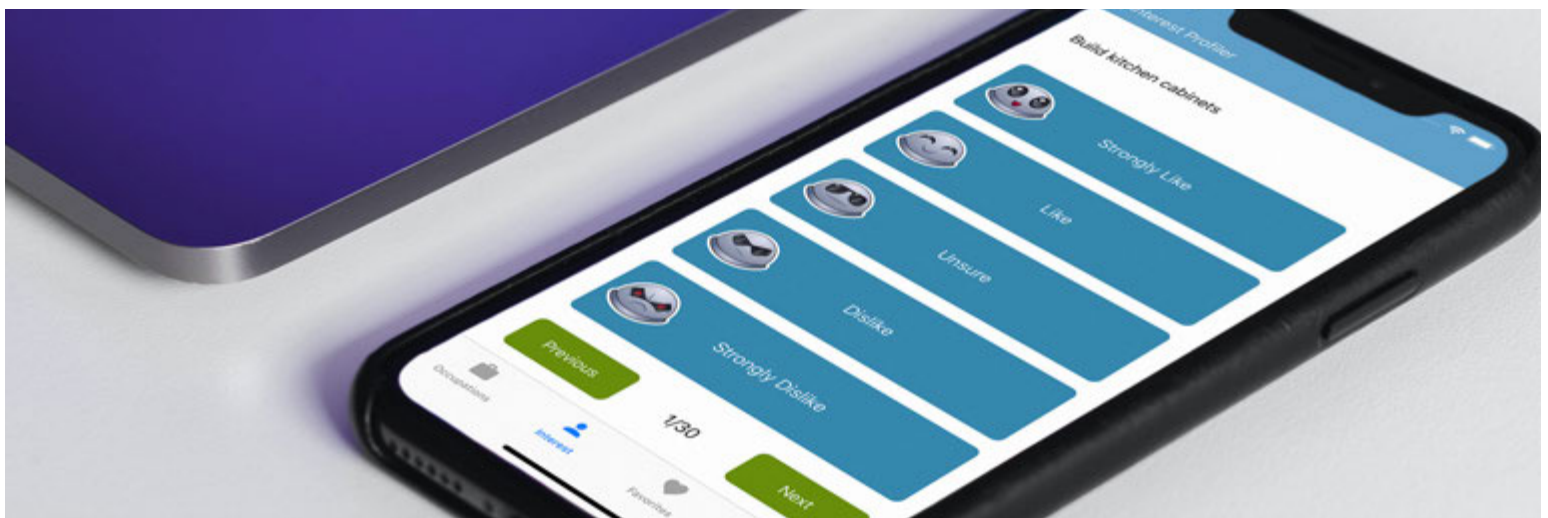
When students find an occupation they’re interested in, send them to the CareerZone to get more detailed information about it.

Ready to Try It?

Get students up and running fast with the California Career Surfer Quick Start Activity posted on the [CalICRN's Quick Starts](#) webpage.

Download from your app store.

[California Career Center's Mobile Applications](#) webpage



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[California Career Resource Network](http://www.californiacareers.info/)

<http://www.californiacareers.info/>

[Career and College Readiness Lesson Plans](http://www.californiacareers.info/#?Lesson%20Plans)

<http://www.californiacareers.info/#?Lesson%20Plans>

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

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

[CalCRN Quick Starts](http://www.californiacareers.info/#?Quick%20Starts) webpage

<http://www.californiacareers.info/#?Quick%20Starts>

[California Career Center](https://www.calcareercenter.org/)

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

[California Career Center's My Stuff Career Action Plan](https://www.calcareercenter.org/Home/mystuff)

<https://www.calcareercenter.org/Home/mystuff>

[California Career Center's Lesson Plan Creator](https://www.calcareercenter.org/Home/Content?contentID=415)

<https://www.calcareercenter.org/Home/Content?contentID=415>

[California Career Center's Mobile Application](https://www.calcareercenter.org/Home/Content?contentID=404) webpage

<https://www.calcareercenter.org/Home/Content?contentID=404>

[My Stuff Job Central](https://mystuffjobcentral.org)

<https://mystuffjobcentral.org>



[California Career Resource Network](http://californiacareers.info)

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