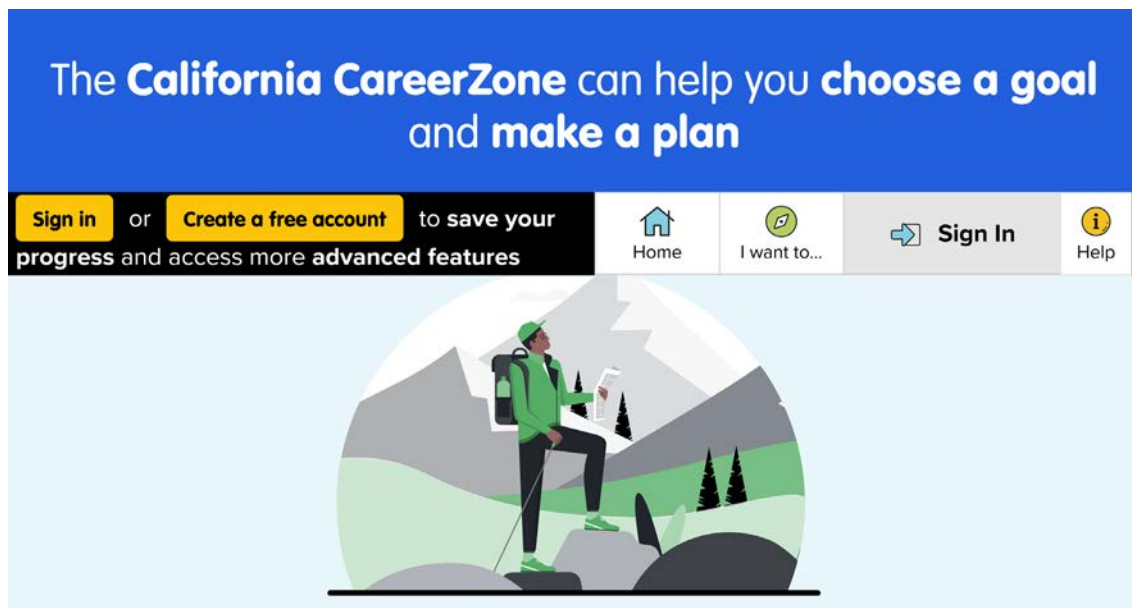


California CareerZone Student Workbook



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



Workbook provided by the
[California Career Resource Network](#)
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 the California CareerZone Website

Your CareerZone Account

Use your account to:

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

Create Your Account

1. Go to the [California CareerZone](https://www.cacareerzone.org/) website (https://www.cacareerzone.org/).
2. In the top navigation bar select “Create a free account”.
 - An email address is optional so you can choose “I don’t have an email address” to begin the registration. But, an email address is required in order to use the Forgot Password or Username feature.
3. Select “Explorer”.
 - Fill in the forms to create an account. You are not required to provide your first or last name, but you will need to create a username and password.
4. Select the “Register” button. You’re now in your account.

Saving Occupations

After completing an assessment or Make Money Choices and you are reviewing suggested occupations you can save occupations that interest you by adding them to your CareerHub:

- **Open** an occupation's profile.
- **Select** the "Add to CareerHub" button.

Sharing an Occupation's Profile

- **While in** your account.
- **Open** an occupation's profile.
- **Look** to the left of the occupation title.
- **Select** "Save PDF".
- **Select** the location where you want to save your PDF.
- **Select** "Save".
- **Email or print** your occupation's profile.

California CareerZone Occupational Profiles

Each occupational profile gives you:

About the Job: Describes what the job is.

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

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

Job Zone (Preparation): Level of education and experience to enter the occupation.

What They Do: Explains the tasks people do in the occupation.

Interests Code: Shows the interest profile of people working in the occupation.

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

Things They Need to Know: Knowledge people need to know to work in the occupation.

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

Industries Employing: List of industries where the occupation is used and the percentage of the occupation in each industry.

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

Find Institutions: Suggested institutions that offer related education and training programs.

Make Money Choices

Imagine the way you want to live as an adult. Now, use CareerZone's Make Money Choices activity to see how much money you'll need to earn to live the lifestyle you dream about. Note: A **lifestyle** is the way a person lives based on their preferences and values.

After you've made your choices, you'll see a list of occupations that pay enough to support the lifestyle you want.

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** into your account. (If you don't have an account, create one.)
- (2) **Select** the "I Want to" button in the top navigation bar.
- (3) **Select** "Make Money Choices" in the Activities column.
- (4) **Select** "Choose Your Lifestyle: Budget How Much Money You'll Need".

Step 2: Enter your zip code or select a California county where you think you'd like to live in.

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, movies, shopping, etc.

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, put that amount in the "Monthly Cost" box—just type over any number that's in the box. When you're ready, select the "Next Section" button.

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 their 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 above.

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 back 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.

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

Write down your top 3 interest areas:

1. _____
2. _____
3. _____

Write down your Interest Areas code (first letter of each interest area)_____.

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

Select "View Occupations" from your Interest Areas summary report.

Select an occupation that looks interesting to you and read its profile.

Find 3 occupations you like that match your Interest Areas code. Write down their titles here:

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

Save your occupations by selecting "Add to CareerHub" on the occupation's profile page.

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 occupation titles you want to learn more about in their order of importance:

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

Note: Your interests can change over time. Retake the Interest Profiler and repeat the steps above as new occupations are identified.

Occupation to Research

From the occupations above, choose an occupation that looks most interesting to you and use its CareerZone occupational profile to fill in the following:

Note: If you exited the CareerZone, the easiest way to find the occupation you selected is to enter the occupation's name in the search box.

Name of the Occupation You Chose:

About the Job:

Average Annual Salary:

Annual Openings:

Job Zone (Preparation):

What They Do:

Interests Code:

Work Values:

Things They Need to Know:

Things They Need to be Able to Do:

Industries Employing:

Similar Occupations:

Return to Your Assessment Results

You can return to your assessment results after signing out of your account if you want to review your results.

Sign into your account then:

1. **Select** “I want to...”.
2. **Select** “My Summary Report”.
3. Your most recent assessment results are listed under “Assessment Summaries”.
4. To view occupations matching your assessments, scroll down to the “Occupations Matching Assessments” table to see occupations matching assessments you have completed.
5. You can also view Make Money Choices budgets you’ve created by either choosing “Unselect all” and then selecting “Budgets” or you can scroll down the page to the Budget section.

Create a Report

You can use the Customize Report table to choose items to include in a summary report for your own use or to share with someone else.

1. **Select** “Unselect all”.
2. **Move** the slider next to the report you want to see.
3. **Select** “Save to CareerHub” or “Print to PDF”.
4. **Use** the PDF option to email your report.

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/s)

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

[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>