

## Grade 10 Career Planning & E-Portfolio: PERSONAL REFLECTION & ASSESSMENT

**NEW**

### 1) INTRODUCTION / POWER POINT

- a) Who we are
- b) Why Career Planning/E-Portfolio?
- c) Goals for today's class:
  - i) Interests Survey (Matchmaker)
  - ii) Skills Survey
  - iii) Save at least 4 potential careers to portfolio
    - (1) Matchmaker results – save 2
    - (2) Careers – save 2
  - iv) Comment for each of the selected careers

### 2) INTRODUCE CAREER CRUISING

- a) Initial log-in :
  - i) Username: wpwagner
  - ii) Password: careers
- b) Important 'blue' buttons at the top that we will use this year:
  - i) Matchmaker
  - ii) Careers

### 1) CREATE PORTFOLIO LOG IN

- a) Personal information
  - i) supply email if you wish to utilize "Forgot My Username/Password" feature
- b) Username: **FIRST initial + MIDDLE initial + LAST name.**
  - i) Lower case, no spaces
  - ii) Not accepted? REVERSE the order!
- c) Password: **BIRTHDATE, no spaces** – IE: may191995
  - i) Lower case, no spaces

### 2) INTEREST SURVEY: **MATCHMAKER** (Upper Tab)

- a) Answer all 116 questions

### 3) SKILLS SURVEY: **MY SKILLS**

- a) Answer all 45 questions
- b) Research & save a minimum of 2 careers to portfolio
  - i) Provide comments to support selections

### 4) SELECT & SAVE 2 CAREERS TO PORTFOLIO

- a) COMMENT on why those careers are of interest

### 5) CAREERS (Upper Tab): **CAREER SELECTOR**

- a) Complete last tab: CAREER SELECTOR first
  - i) SAVE RESULTS to your portfolio
  - ii) **Save 2 more** occupations to portfolio

### 6) FURTHER RESEARCH (Time pending)

- a) Explore the other 3 remaining tabs under CAREERS (Upper Tab)
- b) **ALIS: OcclInfo** (link on Career Cruising: Portfolio Homepage – School Links)
  - i) Up-to-date information on occupations in Alberta

## Grade 11 Career Planning & E-Portfolio: DISCOVERY & EXPLORATION

### REVIEW / EDIT

- 1) **MATCHMAKER**
  - a) Review & change answers
- 2) **MY SKILLS**
  - a) Review & change answers
- 3) **CAREERS THAT INTEREST ME**
  - a) Update selections (add/delete)
  - b) Update comments

### NEW

- 1) **EDUCATION (Upper Tab)**
  - a) First 3 Tabs
  - b) SAVE minimum 2 schools to portfolio
  - c) COMMENT as to why those schools were selected
- 2) **PORTFOLIO (Upper Tab)**
  - a) Complete 7 out of the 8 Blue Tabs (all BUT Career Preparation)
    - i) **PORTFOLIO HOME PAGE** - Introduce Beige Headings:
      - (1) Quick Links
      - (2) School Links
      - (3) My Links
      - (4) My Files
      - (5) My Journal
    - ii) **ASSESSMENT RESULTS**
      - (1) Ensure 10 Career Matchmaker Suggestions are saved
        - (a) If NOT, student needs to return to Matchmaker results page and “Save To My Portfolio”
    - iii) **CAREERS THAT INTEREST ME**
      - (1) Add/delete selections
      - (2) Edit/add to comments
    - iv) **SCHOOLS THAT INTEREST ME**
      - (1) Ensure a minimum of 2 schools are saved
      - (2) Edit/add to comments
    - v) **ACTIVITIES & ABILITIES**
      - (1) Comments for at least 3 activities and/or abilities under each of the headings:
        - (a) Extracurricular Activities
        - (b) Hobbies & Interests
        - (c) Skills & Abilities
        - (d) Awards & Certificates
    - vi) **WORK EXPERIENCES**
      - (1) Chronological Order
    - vii) **VOLUNTEER EXPERIENCES**
      - (1) Chronological Order

## Grade 12 Career Planning & E-Portfolio: GOALS & TRANSITION

### REVIEW

- 1) **CAREER PORTFOLIO:**
  - a) REVIEW / EDIT results
  - b) UPDATE / EDIT comments

### NEW

- 1) **CAREER PORTFOLIO (Portfolio Tab)**
  - a) **CAREER PREPARATION (Blue Tab)**
    - (1) **CAREER CLUSTERS**
      - (a) Decide on 2 career clusters
      - (b) COMMENT on why those clusters were chosen/which careers of interest they contain
    - (2) **CAREER PLANNING ACTIVITIES ~ select 3 activities**
      - (a) COMMENT on benefits of activities
    - (3) **POST SECONDARY PLAN**
      - (a) Complete all 3 tabs:
        - (i) Career Goals
        - (ii) Educational Goals
        - (iii) Financial Goals
    - (4) **CAREER & LIFE GOALS**
      - (a) **Short Term Goals**
        - (i) COMMENT in detail about goals that can be accomplished over the next year
      - (b) **Long Term Goals**
        - (i) COMMENT in detail about goals that can be attained over the next 10 – 15 years
          1. Consider:
            - a. Lifestyle
            - b. Family planning
            - c. Job Location
            - d. Extra-curricular pursuits
- 2) **PREPARATION FOR PRESENTATION**
  - a) **RESEARCH 2 potential careers/occupations**
    - i) **ALIS: OcclInfo** (Portfolio Home Page - - School Links)
  - b) **PRINT DOCUMENTS**
    - i) **COMPLETED PORTFOLIO**
      - (1) Portfolio Home Page – *Printer-Friendly Version*
        - (a) Printer Friendly Report to view before printing
        - (b) Ensure you are printing to the proper location
        - (c) Staple all pages together
    - ii) **CAREER DESCRIPTION FOR 2 POTENTIAL CAREERS**
      - (1) **ALIS: OcclInfo**
        - (a) Job Description
        - (b) Post-Secondary / Training Required
        - (c) Educational Requirements
        - (d) Salary
        - (e) Etc.
    - iii) **MATCHMAKER - “Suitable For You?”** (Your Matchmaker Results – click on career– first page)

*Student Services,  
Career Planning: Grades 10- 12*

(to be continued...)