



Career Transitions Instruction Examples

This guide steps you through suggested examples and searches to use during *Career Transitions* instruction.

Search Jobs, Internships, & More

Using the job search is a quick and easy introduction to *Career Transitions* – it’s a simple search and everyone can try their own. Because this module is continually updated with open job listings your search results may be different every time. Here are some examples that will usually produce results:

- REGISTERED NURSE
- CONSTRUCTION LABORER
- CASHIER

Tip: Make sure to point out users can Add to My Jobs so they can track a job and their activities relating to it. A user account must be created to take advantage of this feature.

Assess Your Career Interests

The career assessment asks 60 short questions to determine career interests. *Before your workshop fill out most of the assessment*; leave a few questions unanswered so your workshop attendees can see what type of questions are asked.

After all questions are answered, suggested careers are given according to the Holland Personality Types – Social, Realistic, Investigative, Artistic, Enterprising, and Conventional. Below is a useful path to demonstrate the power of the career assessment.

- In the interest assessment, answer “yes” only to the question that asks about helping people with emotional problems (it’s the fourth question). Answer the rest as ‘no’s and your results will be for Social career type.
- Show the definition, and then click the [See all my results](#) link to see all definitions.
- Show the results, which include [Dental Hygienist](#) (also mention that you can choose another interest category and preparation level, but leave it at the one you were at: Social, Medium).
- Click the Dental Hygienist link. Show the content in the tabs. This entry has a video so it’s a great example.

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- When in the videos tab, also click the [Browse Career Videos](#) link and bring up any Day in the Life Video.
- Use your back button to get back to the Dental Hygienist overview and show the Career Ladder tab. The career ladder shows related jobs that require more or less education/training – good options for work while pursuing a degree or certification.
- Talk about how someone can choose any level and see today opportunities, while getting insight into tomorrow ones. Click [Post Secondary Certificate](#), then click [Dental Assistants](#). Show how the information is the same, but this time go to the search for jobs and search for education and training boxes and drop in a large city to show actual open positions. Particularly in the education results, point out cost information, etc., and click a school link to discuss all the info in there.
- Mention how much information a user has gotten and what they have accomplished from taking a simple 10-minute assessment.

Tip: Careers in the health care industry are usually promising – they're usually good examples to use coming from an career assessment or when browsing career paths.

Browse Career Paths

Browse career paths lets you dive into exploring careers without filling out the career assessment. Careers are broken down into categories. Green Careers and New & Emerging Careers will also be listed for most career paths – these are usually promising careers.

- Select Health Sciences, then Therapeutic Services and New & Emerging categories (don't show Green here).

As you start to type in the search field, search assist will list careers to match your search.

- Start typing LANDSCAPE (or LANDSCAPING) and list of matching careers will appear. Select Landscape Architects, which has a 20% growth expectancy.

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Match Experience to New Careers

This search helps users discover new career ideas based on past experience. You can match work or military experience. Search assist will list careers to match experience as you type.

- Work Experience - Type CLERK and select File Clerks from search assist.
- Military Work Experience – Type MEDIC and select Medical Specialist from search assist.

Both searches will suggest careers that users may consider applying for.

Search Schools and Programs

This search finds schools and programs so users can start pursuing degrees/certifications for their chosen career.

- DENTAL HYGIENISTS within 50 miles of any large city

Tip: ed2go Online Learning is also available from this module. These are low-cost, online learning courses that help users add skills to make themselves more employable. Many courses in Computers and Technology are available.

The following modules don't offer "search" functionality so these are tips for demonstrating.

Write a Resume/Cover Letter

The resume module is the most popular feature of *Career Transitions*. While resumes can't be uploaded or imported into the resource it's easy to create a sample resume using the resume examples available. If you're comfortable with it, copy and paste from your own resume.

The cover letter module is very similar to the resume module. You can copy and paste from examples given to create a cover letter.

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Interview Simulation

The interview simulation lets users grow more comfortable with the interview process, while helping them learn how to articulate their experience and qualifications. The simulation works much like an online tutorial – each step is examples and a few scenarios are available. The best thing to do is to walk through the simulation on your own.

Tips & Advice

Tips and advice are available all areas – from deciding on a career to negotiating your salary/benefits. Show off the Interviewing category - interviewing is usually very stressful and this tips and advice section has many articles and videos to help people feel more prepared.

Notes for patron workshops:

- Recommend a “pre-requisite” class of basic internet skills and/or keyboarding class before attending a *Career Transitions* workshop.
- Pull in other library resources.
- Don’t be afraid to focus on one module – resume builder, career assessment, etc.
- Make sure to demonstrate how to create an account early in your instruction– it’s very simple to do and ensures that users *save* the work they’ll do during the workshop.

Need help? More examples? Contact Stacey Knibloe, Customer Education Specialist, Gale Cengage Learning – 1-800-877-4253 x1919, stacey.knibloe@cengage.com.

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