

You can store and access your Career Matchmaker results in your portfolio. You can also select a Best Match result set, answer more questions to improve your results, change your answers, see recommended career clusters, and select a level of education.

On the Main page, click on the Portfolio button in the top menu bar and log into your portfolio.

## Part 1: Completing Career Matchmaker

**Step 1.** Click on the blue Assessment Results button and then select the Career Matchmaker submenu option. Click on New Matchmaker Session.

Read the instructions and click Start.

**Step 2.** Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, click on the More Info button beside the question.)

**Step 3.** When prompted, name your Matchmaker results and save them to your portfolio.

**Step 4.** You will see that Matchmaker has suggested careers that match your answers to the interest questions. We strongly recommend that you go through the second round of questions to further narrow down your results. Click on the Answer More Questions link in the Improve Results section on the right side of the page. Answer as many questions as possible, then click the gray View Career Suggestions So Far button near the bottom of the page. Career Matchmaker will update your list of career suggestions.

**Step 5.** Save any changes to your Matchmaker results when prompted, or you can click the gray Save To My Portfolio button at any time.

## Part 2: Recalling Your Career Matchmaker Results

When you click on the blue Assessment Results button and select the Career Matchmaker submenu option in your portfolio, you will see all your saved Matchmaker result sets, your recommended career clusters, your selected level of education, and a list of the Top 10 Career Matchmaker Suggestions for your Best Match result set. To see your complete list of career suggestions and to access all the features and options on the Career Suggestions page, click on the Load These Results button at the bottom of the page.

On the Career Suggestions page you can:

**Learn why a career was suggested for you:**

Click on the name of a career on the list to see how your interests compare to the activities involved in this career.

**Learn more about the careers on your suggestion list:**

Click on the name of a career on the list and use the blue buttons on the left side of the occupation profile page to learn about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

**View recommended clusters:**

Click on a suggested career cluster under the Cluster Recommendations heading to see which careers from your suggestion list are included in that cluster.

**Improve Results:**

If you haven't already, click on the Answer More Questions link to answer additional Career Matchmaker questions. You can also click on the Review My Answers link to view a list of your responses to all the questions you have been asked so far, make changes to your responses, and update your Suggested Careers list based on the new responses.

**Select the level of education you plan to complete:**

Click on the Change link in the Type Of Education section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in attending 2-year college or vocational training rather than 4-year college, select High School and Community College, then click Next.

**See how careers that did not appear on your list compare to your interests:**

Click on the See How Other Careers Match Up With My Answers link under the Other Options heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career.

**Complete the My Skills assessment:**

Click on the Complete My Skills link and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*

**Finally...**

If you are going to work on your portfolio right now, continue to Activity #3. If you want to work on your portfolio later, log out now by clicking on the gray Portfolio Logout button.

In your portfolio, you can bookmark careers that you are considering pursuing. You can quickly access the career profile, record your thoughts about each career, and access education information related to your career interests as you create your education plan.

On the Main page, click on the Portfolio button in the top menu bar and log into your portfolio.

## Part 1: Exploring Careers from Matchmaker Results

Once you have completed Career Matchmaker, you can use your Suggested Careers list to browse through the careers that you are most interested in pursuing.

**Step 1.** Click on the blue Assessment Results button and then select the Career Matchmaker submenu option. If you have saved your Career Matchmaker results to your portfolio, you will see your top 10 career suggestions for your Best Match results.

**Step 2.** Click the Load These Results button to return to the list of suggested careers that you have identified as your Best Match. If you haven't already, you can answer more questions to improve your results, change your answers, or select a level of education. If you make any changes, be sure to save your results when prompted to or by clicking on the gray Save To My Portfolio button.

Click on a few of the careers to learn more about them and to see which ones you would most like to pursue. You can read about working conditions, earnings, education, how they suit your interests, and see interviews with real people in each occupation.

**Step 3.** When you have found a career that interests you, click on the gray Save To My Portfolio button, located at the bottom of the button menu on the left side of the occupation profile page. This career will now be saved in the Careers That Interest Me section of your portfolio.

**Step 4.** In your portfolio, next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

## Part 2: Searching for Careers

You can also save careers to your portfolio from the Explore Careers section of Career Cruising.

**Step 1.** Click on the blue Careers That Interest Me button on your Portfolio homepage.

If you do not have any careers saved to your portfolio, click on the Explore Careers link.

If you have already saved careers from your Matchmaker suggestions, you can click on the Add New Careers button at the bottom of the screen.

**Step 2.** You can search for careers in a number of ways.

If you already know what career you are looking for, try the keyword or the index search.

To search for a career using the alphabetical index, click on Search By Index.

To find careers related to a particular school subject, click on Search By School Subject.

To find careers in a particular cluster, click on 16 Career Clusters (or Search By Cluster).

**Step 3.** When you have found a career that interests you, click on the gray Save To My Portfolio button, located at the bottom of the button menu on the left side of the page. This career will now be saved in the Careers That Interest Me section of your portfolio.

**Step 4.** Next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

## Part 3: Using Career Selector

The Career Selector allows you to search for careers based on earnings, core tasks, working conditions, level of education, school subject, and cluster.

**Step 1.** In your portfolio, click on the blue Careers That Interest Me button, and then select the Career Selector tab.

**Step 2.** Click on the Career Selector link.

**Step 3.** Use the blue buttons on the left to select the criteria that are important to you. Once you have made your selections, click on the gray View Results button to see careers that match your selections. If you receive 0 matches, click on the View Close Matches tab to find careers that match most, but not all, of your criteria.

Use the Review Your Search Criteria tab to review your selections. Use the Compare Other Careers tab to search for careers that didn't appear on your list to see how they compare with the criteria that you have indicated is important to you.

**Step 4.** Click on the gray Save To My Portfolio button. You can return to your saved Career Selector results at any time by clicking on the View Results link on the Career Selector page in the Careers That Interest Me section of your portfolio.

If you make any changes, be sure to save the changes when prompted to or by clicking on the Save To My Portfolio button in the results section of the Career Selector.

### **Finally...**

~~If you are going to work on your portfolio right now, continue to Activity #4. If you want to work on your portfolio later, log out now by clicking on the gray Portfolio Logout button.~~