

MyMnCareerPlan

Resources for Minnesota Intermediates to Guide Teens through Successful Career & Education Planning



INTRODUCTION

The websites and online tools in this workbook supplement and support local policies, and helps individual students and job seekers to create and advance in their own plans for successful transition to postsecondary education and employment.

Learn more about the Minnesota legislation requiring middle and high school student planning for successful transitions, and related collaborative initiatives to address the components of the legislation:

www.mnprogramsofstudy.org/mnpos/toolkit/advisers/student-plans.html.

Any student or job seeker at any age (middle school and older) can follow the six steps below to create and stick to a personal plan. Each resource listed was produced in partnership with iSeek Solutions, and is available to Minnesota educators and advisors at no fee and requires no license to access. See page 19 for terms of use.

6 STEP PLANNING PROCESS

Page 2	Step 1 Assess Yourself: Learn more about interests, skills, and work values to help make postsecondary or career plans.
Page 4	Step 2 Explore Careers: Learn more about occupations and career pathways, including the demand, wages, skills, and education and training requirements.
Page 7	Step 3 Create a Plan and Set Goals: Learn to set goals that are specific, measurable, attainable, realistic, and timely.
Page 10	Step 4 Expand Skills: Find out about options for youth and adults to gain work skills, and prepare for college or job training.
Page 15	Step 5 Find a Job: Find resources to prepare for a successful job search and learn techniques to find a job.
Page 17	Step 6 Manage Your Career: Discover how to succeed and advance in a career pathway by managing time, creating a budget, and more.

Step 1 ~ Assess Yourself

Interest Assessments

Goal: Know your 2-3 letter interest code. Know how your interests match career options.

- **MnCareers Interest Assessment** (www.iseek.org/iseek/static/MnCareers2014assessment.pdf) is a quick version of the Holland Code that matches interests to career clusters. Online version is on MOHE: www.ohe.state.mn.us/sPages/InterestAssessment.cfm.
- **STEP AHEAD Careers That Match Interests** (www.iseek.org/iseek/static/Careers_Match_Interests.pdf) matches an explorer's 2-letter Holland (RIASEC) code to career clusters.
- **Career Cluster Interest Survey** (www.iseek.org/careers/clusterSurvey) shows how preferred activities, personal qualities, and favorite school subjects match to potential careers.

Skills Assessments

Goal: Understand the skills needed for the 21st Century workplace. Know how your skills might transfer into different occupations.

- **Skill Resources** (www.iseek.org/careers/skills-resources.html) lists interactive tools to help students and job seekers improve their academic, employability and occupational skills.
- **ISEEK Skills Assessment** (www.iseek.org/careers/skillsAssessment) uses simplified version of O*NET data to show how the skills a person has might fit occupation requirements.
- **CareerOneStop Skills and Ability Videos** (www.careeronestop.org/Videos/SkillandAbilityVideos/skill-and-ability-videos.aspx) demonstrate examples of common employability skills in three minutes or less.
- **mySkills myFuture** (www.myskillsmyfuture.org) shows how skills used in a past job can transfer into other occupations.

Values Assessments

Goal: Understand how your values help prioritize your career choices.

- **MyMnCareers What Are Your Values?** (www.iseek.org/mymncareers/advance-career/your-values.html) explains how the things that are important to you can affect your career choice.
- **STEP AHEAD What Are Your Work Values?** (www.iseek.org/exoffenders/assess-yourself/your-work-values.html)

Step 2 ~ Explore Careers

Career Clusters and Career Pathways

Goal: Use the career cluster and pathways framework as a research tool. Gain broad knowledge of career options.

- **Minnesota Program of Study website** (www.mnprogramsofstudy.org/mnpos/) to make a plan based on an individual's high school or preferred career cluster.
- **Career Clusters on ISEEK** (www.iseek.org/careers/clusters.html) to find descriptions, labor market information, skills and education requirements, and related careers for more than 850 occupations.
- **Career Pathways on ISEEK** (www.iseek.org/careers/pathways.html) to search graphical representations of Minnesota's 79 pathways with occupations grouped by education requirements.

Specific Career Clusters or Sectors

Goal: Discover detailed training and career options within high-demand or emerging sectors.

Green Careers

- Minnesota Green industries (www.iseek.org/industry/green/careers/green-in-minnesota.html)
- Videos about Green careers (www.iseek.org/industry/green/careers/videos.html)
- Interviews with people working in Green (www.iseek.org/industry/green/careers/day-in-the-life.html)

Manufacturing

- Careers in Manufacturing (www.iseek.org/industry/manufacturing/careers/careers.html)

Health Care

- Explore national list of health care careers (www.vcn.org/health-care/explorecareers)
- Health care careers on ISEEK (www.iseek.org/industry/healthcare/index.html)

Information Technology

- IT career options (www.iseek.org/industry/it/careers/careers.html)
- IT Industries in MN (www.iseek.org/industry/it/careers/industries.html)

STEM

Science, Technology, Engineering & Math Careers (www.iseek.org/careers/stemcareersandskills.html)

Alternative Career Paths

Goal: Prepare for the opportunities and challenges of less traditional employment options.

- **Self-Employment** (www.iseek.org/careers/selfemployment.html) explains the types of entrepreneurship and the pros and cons of working for yourself.
- **Nontraditional Careers** (www.iseek.org/careers/nontraditional.html) helps women and people from underrepresented populations think about career options they otherwise might not have.
- **Military Career Options** (www.iseek.org/careers/military.html) describes the career training and U.S. service opportunities offered by the five branches.

Occupation Research

Goal: Find detailed labor market information and descriptions of occupations to choose target careers.

- **ISEEK Career Search** (www.iseek.org/careers/viewCareers?id=00) to review career profiles of more than 850 occupations with Minnesota education requirements and labor market information.
- **STEP AHEAD Career Search Tool** (www.iseek.org/exoffenders/explore-careers/career-search-tool.html) flags occupations that might people with felony conviction might not be eligible for.
- **MyMnCareers Find Careers Tool** (www.iseek.org/mymncareers/english-learner/find-careers-tool.html) lists only occupation that require little or no postsecondary training.
- **My Next Move** (www.mynextmove.org) is a national tool from O*NET helps students explore career options, learn about education requirements and make plans based on their interests.
 - Spanish language version: www.miproximopaso.org



Step 3 ~ Create a Plan & Set Goals

Career Planning Resources

Goal: *Understand basic concepts and components of career and college planning.*

- **What is a Career?** (www.iseek.org/mymncareers/advance-career/what-is-a-career.html) explains the difference between a “career pathway” and a “job.”
- **Career Planning Resources** (www.iseek.org/careers/planning.html) list where to get assistance in Minnesota.
- **MN Career Pathways website** (www.mncareerpathways.org/pathways/index.html) helps adult students to prepare, explore, and act on postsecondary job training plans.
- **Successful Student Transition Plans** (www.iseek.org/mymncareers/english-learner/find-careers-tool.html) in the Toolkit for Teachers & Career Advisers describes state initiatives related to planning.

Career Guidance Resources for Parents and Mentors

Goal: *Support families and community partners as they help students and job seekers to make informed decisions.*

- **Parent Center on ISEEK** (www.iseek.org/parents/index.html) to inform and support guardians as they help their teens with coursework and planning.
- **Minnesota Program of Study Students and Families** (www.mnprogramsofstudy.org/mnpos/students-families.html) has tips and resources for enrolling in courses and making plans.
- **Pathways to Success: Helping Your Minnesota Teen with College and Career Decisions** (www.iseek.org/info/outreach_publications_pathways.html) has information about career clusters, high-demand occupations, and ways to help your teen prepare for these careers. PDFs and interactive versions available in Hmong, Somali and Spanish.
- **Career Planning Toolkit for Teachers & Career Advisers** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/career-planning.html) on the Minnesota Programs of Study website has classroom activities, worksheets, videos and online resources to support individuals as they complete education and career plans.

Goal Setting Resources

Goal: *Understand what goals are and how they help you succeed.*

- **MyMnCareers Learn About Goals** (www.iseek.org/mymncareers/advance-career/learn-about-goals.html) explains what a goal is how to set them.
- **Long-Term and Short-Term Goals Quiz** (www.iseek.org/mymncareers/advance-career/long-short-quiz.html) demonstrates the difference in goal types.
- **STEP AHEAD Making SMART Goals** (www.iseek.org/exoffenders/create-plan/smart-goals.html) helps to create milestones that are Specific, Measurable, Achievable, Realistic, and Time-Based.
- **PACED Decision Making** (www.iseek.org/mymncareers/advance-career/paced-decision-making.html) gives five steps to making big and small decisions.
- **Setting Realistic Expectations** (www.iseek.org/exoffenders/create-plan/realistic-expectations.html) to help face low-motivation or unrealistically high career goals.

Sticking To Your Plan

Goal: *Think about your options when you have to stop or change your career plan.*

- **MyMnCareers Overcoming Obstacles** (www.iseek.org/mymncareers/advance-career/overcoming-obstacles.html) has ideas for addressing barriers and sticking to education and career plans.
- **Creating Plan B** (www.iseek.org/exoffenders/create-plan/plan-b.html) gives practical reasons why it's important to be flexible with long-term goals.
- **Career Timeline** (www.iseek.org/mymncareers/advance-career/job-vs-career-timeline.html) shows how two job seekers progress in education and employment over five years.
- **MyMnCareers Audio Resources** (www.iseek.org/mymncareers/audio.html) lists recordings of six Adult Basic Education participants who achieved their life and career goals.

Step 4 ~ Expand Skills

Skills Employers Want

Goal: Gain skills for the 21st Century workplace, and understand why employers want candidates with these attributes.

- **Free Online Trainings** (www.iseek.org/iseek/static/Free_Online_Training.pdf) is a PDF listing tutorials and courses to improve academic and employability skills.
- **Employability Skills** section (www.iseek.org/careers/employability-skills.html) describes what type of soft skills and attributes employers expect from students and job seekers.
- **Occupational Skills** section (www.iseek.org/careers/occupational-skills.html) details how to gain skills from educational programs, examples of industry-specific skills, and describes general skills needed in all industries.
- **Employers Speak: Minnesota Workforce Needs** (www.iseek.org/careers/workforce) is a tool to search for quotes from employers based on region and/or industry stating what occupational and employability skills they want from students, interns and employees.
- **STEP AHEAD Skills Employers Want** (www.iseek.org/exoffenders/expand-skills/skills-employers-want.html) describes job skills, strengths and transferrable skills.

Knowing Your Options after High School

Goal: Make informed decision when choosing which type of postsecondary education and setting is right for you.

- **MyMnCareers Know Your Education Options** (www.iseek.org/mymncareers/advance-career/know-education-options.html) helps students know which type of program might fit their goals.
- **Minnesota Program of Study website** (www.mnprogramsofstudy.org/mnpos/) to find out what high school classes are needed to prepare for the college courses and experiential learning in a program of study.
- **STEP AHEAD Types of Colleges** (www.iseek.org/exoffenders/expand-skills/types-of-colleges.html) lists the general differences between public and private, two-year and four-year institutions.
- **STEP AHEAD Types of Degrees** (www.iseek.org/exoffenders/expand-skills/types-of-degrees.html) describes the postsecondary awards one might obtain.
- **ISEEK What is a Liberal Arts Education?** (www.iseek.org/education/liberalarts.html) to understand the benefits of traditional college majors.
- **Prepare for College** (www.iseek.org/education/prepare.html) includes tips for college success.

Transfer and Credit for Prior Learning

Goal: Find options for high school-to-college transitions, and adults returning to school.

- **College Credit for Prior Learning** (www.iseek.org/education/prior.html) explains the options for earning college credit while in high school and more.
- **College Advisers and Planners Section** (www.iseek.org/guide/counselors/college-advisers-planners.html) lists credit for prior learning resources.
- **Transfer Credits** (www.iseek.org/education/transfer.html) describes resources for Minnesota students to continue their educations.

Career Cluster Preparation

Goal: Find high school and postsecondary classes and programs to qualify for high-demand or emerging sectors.

Information Technology (IT)

- Information Technology Postsecondary Enrollment Options (www.iseek.org/industry/it/education/pseo.html)
- High school classes to prepare for IT careers (www.iseek.org/industry/it/education/high-school-classes.html)
- IT postsecondary programs (www.iseek.org/industry/it/education/educationProgram)

Manufacturing Careers

- Camps and Classes in Manufacturing and Engineering (www.iseek.org/industry/manufacturing/education/camps-and-classes.html)
- Manufacturing postsecondary program search (www.iseek.org/industry/manufacturing/education/educationSearch)
- Manufacturing Careers with Apprenticeship Programs (www.iseek.org/industry/manufacturing/education/viewApprenticeships)

Energy Sector

- Postsecondary Short-Term and Low-Cost Energy Training (www.iseek.org/industry/energy/education/short-term-low-cost-training.html)
- Energy Training Maps (www.iseek.org/industry/energy/education/energy-maps.html)
- Energy Apprenticeship Programs (www.iseek.org/industry/energy/education/apprenticeships.html)

Green Careers

- Green Apprenticeship Programs (www.iseek.org/industry/green/education/apprenticeship-programs.html)
- High school classes for Green careers (www.iseek.org/industry/green/education/prepare-in-high-school.html)
- Postsecondary Green programs (www.iseek.org/industry/green/education/educationProgram)
- Green internships (www.iseek.org/industry/green/education/internships.html)

Health Care Careers

- Health Science Fields of Study (www.iseek.org/education/studyList?id=08)
- National list of qualifications and education programs (www.vcn.org/health-care/get-qualified)
- Minnesota online and in-person health sciences programs (www.iseek.org/education/educationProgram?award=&cl=08&area=&x=48&y=15)

Choosing a College or Training Program

Goal: Get details on all college and job training programs in Minnesota.

- **ISEEK Education Search Tools** (www.iseek.org/education/educationSearch#) to explore all Minnesota public and private postsecondary institutions by school name, program type, course, apprenticeship and more. Search includes and WIA certified programs and courses, and online offerings.
- **Find Colleges Near Me** (www.mncareerpathways.org/pathways/college-search.html) using MN Career Pathways map to locate Minnesota schools.
- **Find Short-Term Training Options** (www.mncareerpathways.org/pathways/find-short-term-training.html) for those looking to earn a degree or certification after two years or less of training.
- **Apprenticeship programs in Minnesota** (www.iseek.org/education/apprenticeships.html) to search the types of careers this intensive on-the-job training prepares students for, and which industry contacts sponsored apprentices recently.
- **CareerOneStop's Get Credentials** (www.careeronestop.org/EducationTraining/KeepLearning/GetCredentials.aspx) describes types of workforce credentials, and resources to get vocational and military certifications and apprenticeships.

Paying for College or Training

Goal: Know your options for paying for postsecondary education, including applying for financial aid.

- **Financial Aid 101** (www.iseek.org/education/aid101.html) describes the FAFSA and other general information.
- **Calculate Costs to Pay for College** (www.iseek.org/education/costs.html) links to financial aid estimators and describes net costs.
- **Scholarship Websites** (www.iseek.org/education/scholarships.html) lists state and national award providers.
- **Vouchers and Training Funds** (www.iseek.org/education/programs.html) describes the Workforce Investment Act (WIA) and other public resources.
- **Financial Aid Eligibility for People with Felonies** (www.iseek.org/exoffenders/expand-skills/financial-aid-felonies.html) dispels misconceptions about whether people with criminal records can receive money for college.

Succeeding in College

Goal: Understand how to get good grades and balance your personal life while in school.

- **STEP AHEAD Succeeding College** (www.iseek.org/exoffenders/expand-skills/succeeding-in-college.html) helps adult students know what to expect from college programs and how to prepare academically.
- **Acquire and Expand Skills for Success** (www.iseek.org/toolkit/expand-skills/index.html) from the Career Exploration and Student Success Toolkit has tips on note taking, test preparation, learning styles, and more.
- **MN Career Pathways Help on Campus** (www.mncareerpathways.org/pathways/help-campus.html) describes services available to college students.



Step 5 ~ Find a Job

Prepare to Job Search

Goal: *Research your target career and companies before contacting employers.*

- **Tips for Getting Your First Job** (www.iseek.org/jobs/firstjob.html) for teens and people who have not looked for work in a long time.
- **How Employers Hire** (www.iseek.org/jobs/employershire.html) describes the typical hiring process.
- **Salary Information** (www.iseek.org/jobs/jobSearch#) to search for expected wages paid by Minnesota employers.
- **CareerOneStop's Research Employers** (www.careeronestop.org/JobSearch/PlanYourJobSearch/research-employers.aspx) to find companies near you who might hire people in your career pathway.
- **How to Disclosed** (www.iseek.org/exoffenders/create-plan/disclose.html) has practical tips for when to – or not to – talk about disabilities or criminal records during the job search process.
- **iSpeak Job Search Blog Posts** (<http://iseekinteractive.org/blog/category/job-hunting/>) lists articles about trends in hiring.

Job Search Resources

Goal: *Know the basic components of job searching and where to find help.*

- **Types of Resumes** (www.iseek.org/jobs/resumecharts.html) includes templates to download.
- **How to Showcase Your Work** (www.iseek.org/jobs/showcase-your-work.html) describes what to put in a portfolio.
- **STEP AHEAD Making Connections** (www.iseek.org/exoffenders/find-job/making-connections.html) details on why and how to network.
- **Practice Job Application Form** (www.iseek.org/exoffenders/find-job/job-application-online.html) to familiarize yourself with online applications before sending your information to a company website.
- **Know How to Interview** (www.iseek.org/exoffenders/find-job/how-to-interview.html) shows the types of interviews, how to prepare, and how to answer questions.
- **References** (www.iseek.org/jobs/references.html) describes who to ask to speak to employers on your behalf and why.
- **STEP AHEAD Public Services for Job Seekers** (www.iseek.org/exoffenders/find-job/job-seeker-services.html) list resources for people with disabilities, ex-offenders and others seeking training or employment.
- **Videos: Find a Job** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/job-videos.html) lists short videos about informational interviews, resume basics, networking, and more.

Experiential and Work-Based Learning Repositories

Goal: Find programs and activities for youth to participate in hands-on career exploration.

- **Minnesota Career & College Organizations & Initiatives spreadsheet** ([Minnesota Career & College Organizations & Initiatives spreadsheet](#)) lists state and national programs related to career and college readiness.
- **Steer Your Career** (www.iseek.org/education/steer-career.html) is a guide for Twin Cities youth to find experiential learning opportunities.
- **IT Discovery Network** (<http://discovery.advanceitmn.org/>) to explore education and experiential learning opportunities.

Implementing Work-Based Learning

Goal: Review guidance and best practices for administering local programs.

- **Work-Based Learning on ISEEK** (www.iseek.org/education/workbased.html) describes experiential learning such as job shadowing, informational interviews, mentoring, internships, and other opportunities.
- **Recommendations for Job Shadowing** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/mnpos-JobShadow.html) has implementation tips for educators or program administrators.
- **Service Learning Programs Recommendations** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/mnpos-ServiceLearning.html) defines the 11 essential elements of a program.
- **Recommendations for Mentoring Programs** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/mnpos-Mentor.html) gives best practices for administering a youth mentoring program.

NOTES for Step 5: Find a Job

Step 6 ~ Manage Your Career

Financial Literacy

Goal: Know what is needed to maintain a budget and manage your money and debt.

- **STEP AHEAD Cost of Living** (www.iseek.org/exoffenders/manage-career/cost-of-living.html) describes how to figure out how much money you need for necessities.
- **Financial Tips After a Job Loss** (www.iseek.org/jobs/jobloss-financial.html) offers budgeting and other money tips.
- **Budgeting Worksheets and Classroom Activities** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/advance-classroom.html) from the Toolkit for Teachers & Career Advisers.
- **Reality Check Tool** (www.iseek.org/careers/realitytool.html) is an interactive lifestyle calculator for budgeting and career planning.

Time Management & Self Care

Goal: Gain awareness of what is needed to manage work-life balance while working toward your goals.

- **Taking Care of Yourself** (www.iseek.org/exoffenders/manage-career/taking-care.html) list simple things to remember in order to stay emotionally and physically healthy.
- **Stress Management and Personal Well-Being** (www.iseek.org/toolkit/expand-skills/stress-management.html) lists resources for college students and veterans.
- **Stress Management During Job Search** (www.iseek.org/jobs/stressmanagement.html) for people looking for work.
- **MyMnCareers Time Management** (www.iseek.org/mymncareers/advance-career/time-management.html) lists steps to take to finish tasks on schedule.
- **Time Management** (www.iseek.org/toolkit/expand-skills/time-management.html) in the Career Exploration and Student Success Toolkit links to several resources.
- **Videos: Advance Your Career** (www.mnprogramsofstudy.org/mnpos/toolkit/advisers/advance-videos.html) list short clips about career management, motivation, and financial literacy.

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