

High School and Beyond Plan Requirements Career Exploration Activity Instructions

Use the following instructions to complete the Career Exploration Activity and then place all printed documents in your Bear Tracks portfolio binder/folder to be checked off by your Bear Tracks Teacher.

1. **FIRST** (*before starting this activity*): Create your own WOIS Portfolio by following the “Create Portfolio” instructions (*click on the “Create Portfolio Instructions” downloadable form FIRST*). Once you have created an account, then you can start the following steps to finish this activity . . .
2. Go to www.wois.org and log on with your site key hwn638 (if asked for it).
3. Click on “Assessments” in the left navigation panel box.
4. Click on “Career Interest Areas and worksheet”.
5. Click “Start Career Interest Areas”.
6. Select the better of the two options for all 66 questions (even if you don’t like either of them!).
7. When you have finished the questionnaire, enter your name in the box provided and click on “Find my interest areas”.
8. Save the results of your Career Interest Activity to your Portfolio by clicking “Save to My Portfolio”.
9. If you are not already logged on, enter the Portfolio User ID and Password that you created for your Portfolio Log-in. If you are logged on, skip to #10.
10. Click “Login”. Your Career Interest Areas assessment was successfully saved in the Assessment Results section of your WOIS Portfolio.
11. Click on “Return to Careers Interest Areas”.
12. Go under the File menu at the top of your screen and click on “Print” to print a copy of your results graph. This will be part of the Career Exploration Activity that you place in your Bear Tracks portfolio binder/folder.
13. On Questions #1 of your Career Exploration Worksheet, write down your top 2-3 Career Interest Areas (as indicated by the longest red lines on your Career Interest Areas Results graph).
14. On your Career Interest Areas Results page, click on the name of your top interest area (ie. “Artistic”) and scroll down through all the possible jobs that fit that interest area. On Question #2 of your Career Exploration worksheet, list 2 jobs in your top interest area (or second to third highest interest area) that sound interesting and that you would like to explore further.
15. Using the information listed for your job of interest, answer the remaining questions on your Career Exploration Worksheet.
16. Once the worksheet is done, place your Career Exploration documents in the following order and place in your Bear Tracks portfolio binder/folder in the Career Planning Section: Career Exploration Worksheet – Career Interest Areas Results – Career Exploration Activity Instructions (this page).