



Career Kids

# Careers For Me II

## Teacher's Guide

**Career Kids, LLC**

PO Box 7032 • Auburn, CA 95604 • (800) 537-0909 • [www.careerkids.com](http://www.careerkids.com)

*Careers For Me* is a paper-pencil assessment used to encourage students to think about their interests and the world of work around them. Users should:

- Learn more about themselves and their personal interests
- Gain an awareness of various new job titles
- Be exposed to the concept of school-to-work
- Have an understanding of how jobs can be grouped into clusters
- Be encouraged to research careers, which fit their interests
- Start the process of how they fit in with the world of work
- Begin the career awareness and preparation process in a non-stressful manner

### **Suggested Supplemental Materials**

Students will go through a process of researching one or two careers, so some type of reference material should be accessible. Software, books and videos are available, such as the Career Discovery Encyclopedia, Young Person's Occupational Outlook Handbook, and the Children's Occupational Outlook Handbook. There are many other titles available. Contact us for more information if you do not have resources at your school.

### **Level of Difficulty**

*Careers For Me* is recommended for grades 3-7. The younger students will benefit by having the booklet read aloud as they go through it. (A K-3 version, *Careers For Me Jr.*, is available.) The older students may find the booklet too simplistic if they have had an extensive career education background (if so, please take a look at *Careers For Me Plus*).

### **Before Beginning Careers For Me**

The introduction in *Careers For Me* can be used in a variety of ways:

- Read aloud together as a class. Discuss each section after reading it aloud. Ask students why they believe school is important. Go around the class and ask each student to share their answer to the all-time question "What do you want to be when you grow up?" Ask them if they remember what they wanted to be when they were younger.
- Explain the concept of clusters. Demonstrate the variety of ways jobs can be grouped into clusters, depending on the criteria. This is a good time to introduce career reference books if you have any available (Children's Dictionary of Occupations, Children's Occupational Outlook Handbook, Young Person's Occupational Outlook Handbook, etc.). These books often group or cluster jobs in different ways. *Careers For Me* is clustered the following way:

- Environment and Agriculture
- Arts and Communications
- Business and Management
- Industrial and Engineering Systems
- Health Services
- Human Resources/Services

- Explain the reasons this interest assessment is being given to them. Remind the students that this is not a test. There are no right or wrong answers.

- Discuss with the class the importance of goal setting. Setting up small goals is essential to reach the bigger goals. For the disorganized student, keeping an organized notebook can be an important small goal towards the bigger goal of turning schoolwork in complete and on time. Share examples.

## **Administrating *Careers For Me***

When the class is ready, ask students to turn to the first cluster page, Environment and Agriculture. The teacher can decide whether to work together as a class or let students work at their own pace. It can be helpful to read the description of each cluster out loud to make sure students aren't skipping it.

On every cluster page there are seven phrases to complete the sentence "I like...". Users are to circle the phrases that describe themselves. Some may not circle any phrase on a page while others may circle all seven. Again, there are no right or wrong answers.

After completing a page (cluster), count the number of phrases that are circled. Write that number on the corresponding shape on the right tab of the booklet. Then go on to the next page.

After all six cluster pages have been completed (a number is now written on every shape on the right tab), the user is ready to review their answers.

Turn the page to see a research page on the left side and a list of sample careers on the right side.

Users should look at the numbers on the cluster shapes and determine which cluster/shape has the highest score. Review the sample careers listed on the right page associated with the high scoring cluster. This is just a small sampling of careers. There are many more careers which can fit into each cluster. Encourage students to seek additional job titles. It is OK to review more than one cluster, especially if there is a tie.

Follow the research form in the booklet to start collecting career information about one or two careers. This is the time to have reference material available. The internet is another useful place to look for career information. The *Career Kids* website ([www.careerkids.com](http://www.careerkids.com)) has useful career information and additional links.

## **School-to-Work**

While completing the research page, the student is asked to think about school. What subjects will be important for the career(s) being researched? What skills will be important?

Users are also asked to name one thing they can do which will help them reach their career goal. This ties in with discussing goal setting before taking *Careers For Me*.

## **Parent Signature**

Getting a parent signature is optional, but recommended to encourage student-parent discussion. Parents are encouraged to discuss goal setting, school, dreams, life after high school, military training, college, trade school, hobbies and their own line of work with their children.

## **Activities**

On the last page of *Careers For Me*, we have included two fun games. *Then and Now* is a matching game. The student matches the best job title from yesteryear to the job title of today. Answers are at the bottom of the page.

*A Word Search* is included. Words can be found up, down, diagonally and backwards.

For those with internet access, students can make their own resume using *My First Resume* at [www.careerkids.com](http://www.careerkids.com). This is a fun, simple and useful tool for students to choose personal skills and characteristics and see a personalized resume developed. It can also be printed. This program is also available to purchase so that your students can create resumes without entering personal information on the internet.

## **Also Available On CD**

You can purchase *Careers for Me II* on CD for installation on a single computer or a network.

## **We Want Your Feedback**

Contact us at [info@careerkids.com](mailto:info@careerkids.com) to provide us with feedback on how we can serve you better.