

CHINO HILLS HIGH SCHOOL CAREER CENTER

The Career Center is located ~~next to the Counseling Office~~ Room 172
HOURS: MONDAY - FRIDAY 7:00 AM-1:00 PM

Services Offered:

ROP Classes - Baldy View Regional Occupational Program

- Class catalogs and information flyers
- Registration information on over 50 ROP classes

College Information

- Scheduled presentations by college representatives
- Catalogues/Brochures/Information flyers
- Financial Aid information

Military Information

- Military career opportunities
- Recruiter contact information
- Fliers for all branches of the military

Computers available for student use

- Printing available for school work
- Explore [www.Career Cruising.com](http://www.CareerCruising.com) website
User Name: chinohills Password: highschool

SAT/ACT Test Information

- Information booklets containing Study Guides
- Test date flyers and registration information

Career Information

- Tips for resume writing
- Career Assessment Tests



Job Board

- Current job listings by local businesses
- Helpful hints for successful job interviews
- Work Experience Class Information

Work Permit Applications

- Students must have a job before a permit can be issued
- Students are required to maintain at least a 2.0 GPA

Lorae Vanden Berge
Career Guidance Technician ext 5469

Introduction to www.CareerCruising.com

STEP 1: ON THE WWW.CAREERCRUISING.COM HOME PAGE, ENTER THE FOLLOWING USERNAME AND PASSWORD, THEN CLICK "LOG IN".

- Username: chinohills Password: highschool

From here you can access all the tools and features in the program. To return to this page at any time, click on the Career Cruising logo at the top of the page.

STEP 2: SET UP "MY PLAN" ACCOUNT

The "My Plan" tool acts as an online filing cabinet for your college and career information.

- Open the "Login to My Plan" menu at the top left of the screen
- Click on "Create My Plan"
- Read the information under "What Is My Plan?" to learn more about this tool.
- Fill in your personal information. -
- Select a "My Plan" username and password to protect your privacy. ***Write it down here:***

My Plan Username: _____ My Plan Password: _____

- Click "Create My Plan"
 - Now you can save interesting information you find on Career Cruising inside your "My Plan" account and it will be available to you at the click of a button.
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STEP 3: COMPLETE CAREER MATCHMAKER

The **Explore Assessments** section offers a number of assessment tools to identify your skills, abilities, and learning preferences. **Career Matchmaker** matches your likes and interests to career occupations.

- Click on the **Assessments** link in the menu bar at the top of the page.
- Under **Matchmaker & My Skills**, login using your "My Plan" username and password.
- Choose **Start Matchmaker**, read through the instructions, and enter a name for your session.
- Click **Start Now** to begin.

Answer the first 39 questions. If you are unsure of the meaning of a question, read the **More Info** section for a brief explanation. After you finish the first round of questions and get your initial list of suggested careers, *we strongly recommend you complete the second round of questions.*

- Click on the **Answer More Questions** link in the **Improve My Results** section on left side of page.
 - Answer as many of the additional questions as possible, then click **View My Career Suggestions**.
 - The **Matchmaker results** page lists the top 40 career matches ranked in order of suitability.
 - Click on a career to learn more about it and to see how it matches up with your answers.
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STEP 4: RESUME BUILDER

The "My Plan" tool includes a Resume Builder that helps you create a personalized and professional-looking resume. All the information contained in your "My Plan" account that is useful for a resume is automatically shared with the Resume Builder.

- Click on **Build My Resume** in the menu near the top of the My Plan Homepage.
- Use the links to explore the various sections you wish to include in your resume.
- Click the dropdown arrow next to each section title to read the information found in each section. Use the Edit icon to edit and add information.
- Click on the **Format & Print** button to see the different resume styles and options.
- For a more detailed walkthrough of the **Resume Builder**, please refer to page 41 of the User Guide found on the Career Cruising home page.