

# Game Plan for CareerDIRECT®

Educational version

## How to Use the CareerDIRECT Guidance System

### Step

1. Pray and meditate about the **work** and **calling** for which God has designed you.
2. Install the CareerDIRECT **CD-ROM software** on your computer. The first thing that will appear on your screen is the **Main Menu**. It provides two choices: either **Begin CareerDIRECT assessment** or proceed to the **Key Components** section on the CD.

**Important:** Please thoroughly review the Installation/Technical Instructions enclosed in this package BEFORE installing or running the CareerDIRECT program!

- a. To start the assessment, select **Begin CareerDIRECT Assessment**, then click on the **Assessment** button and it will take you to the administration serial number screen. In the space provided, type the registration number (exactly as it appears—including dashes) found on the back of your CareerDIRECT Registration Card. Click the **Enter Serial Number** button and the program will begin. Just follow the instructions to work through the four sections of the assessment. It will take about an hour to complete the assessment. After exiting the assessment program, you will be asked if you would like to e-mail your results to Crown. Please choose **Yes**. If you have Internet access, the e-mail should automatically be sent. You may have to activate your Internet connection in order to send the e-mail. Your information is extremely important to Crown's ongoing research, so if you do experience difficulty in sending the e-mail file, please e-mail tech support at [CRtechsupport@crowne.org](mailto:CRtechsupport@crowne.org) or call 770-533-9610 for assistance. Thank you!
- b. To view the key components contained on the CD, proceed to the **Main Menu**, select **Key Components** and select the item you wish to view/use. We recommend you initially review the **Listing of Contents on CareerDIRECT CD** in order to gain a good overview of the guidance system. Most all documents are provided in Acrobat PDF (see **Listing of Contents on CareerDIRECT CD** for more details) and can be easily printed. To go to a specific topic like **Hyperlinks**, for example, from the **Listing of Contents on CareerDIRECT CD** section, select **Hyperlinks**. A short description of each link is described, along with the hyperlink name. To go to the site, click on the hyperlink name. (Note: You must have Internet access in order to access these hyperlinks. Most libraries now have computers with Internet access capability.

### Time Required

Varies

5 minutes

10 minutes

1 hour

Varies

Continued on reverse side

## Step

## Time Required

c. To <u>find definitions</u> for the <b>words</b> or <b>definitions</b> used in CareerDIRECT, simply click your mouse on the word. Definitions also can be found at the end of the <i>Job Sampler</i> , which can be printed in PDF. To print the <i>Job Sampler</i> , go to <b>Key Components</b> on the main menu screen, select <b>Job Sampler</b> , and click print.	Varies
<b>3.</b> Print and complete the <b>Career and Education Planning Questionnaire</b> (see <b>Key Components</b> ). It will help you sort through some important career issues before completing the assessment.	10 minutes
<b>4.</b> Listen to <b>audio message #1</b> , "Principles of Career Fulfillment."	29 minutes
<b>5.</b> Listen to <b>audio message #2</b> , "How to Get the Best Results from CareerDIRECT."	36 minutes
<b>6.</b> Print your CareerDIRECT <b>report</b> . This (approximately) 35-page report is for the individual who took the CareerDIRECT assessment. It contains insightful, personalized feedback in the areas of Personality, Interests, Skills, and Values. Its prime feature is a two-page summary of all the individual's results presented in a graphical format for easy comprehension and review.	5 minutes
<b>7.</b> After reviewing your CareerDIRECT report, listen to <b>audio message #3</b> , "Understanding Your God-Given Design." It will help you understand and interpret your results.	57 minutes
<b>8.</b> Listen to <b>audio message #4</b> "Action Plan to Your Future" (Educational).	23 minutes
<b>9.</b> Complete your <b>Action Plan</b> (Educational). <ol style="list-style-type: none"><li>Read all of the instructions. Revisit your <b>Career and Education Planning Questionnaire</b> responses.</li><li>Narrow your occupation interests.</li><li>Define your <i>pattern</i> (page 20 of your <b>Action Plan</b>), using your CareerDIRECT report.</li><li>Research specific occupations and record information on the <b>Occupation Evaluation Worksheets</b> (pages 9-18).</li><li>Match the information from each <b>Occupation Evaluation Worksheet</b> against your <i>pattern</i> form (page 20).</li><li>Determine if there is a good career match.</li></ol>	2-3 hours
<b>10.</b> Using the " <b>Choosing a College/Technical School Major</b> " pamphlet, and your <i>Guide to College Majors and Career Choices</i> resource book (both on your CareerDIRECT software CD), examine possible major courses of study.	1 hour
<b>11.</b> Enjoy your fantastic education and career journey!	
<i>Note: If a parent purchased CareerDIRECT for you, he or she will want to listen to the audio message #6, "Special Message to Parents," provided in the CareerDIRECT Guidance System.</i>	24 minutes