

2006 User Guide
**Career
Futures[®]**

A step-by-step guide for Students



Module 4:
Searching for Occupations

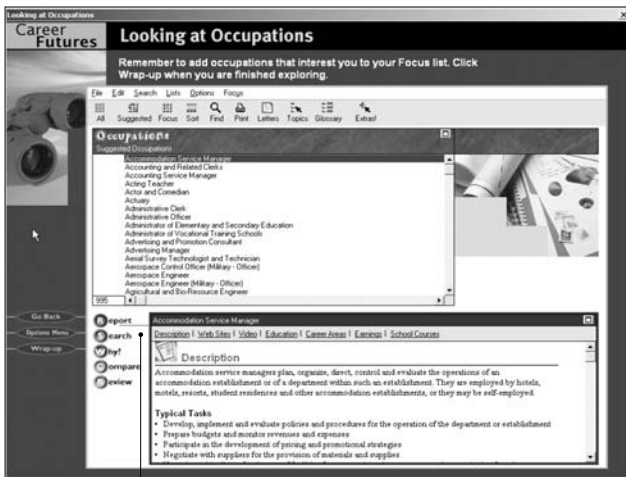
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Module 4: Searching For Occupations

To Start



1. Click **Looking at Occupations** from the *Career Futures* Options Screen.
Click **Go**.



2. A List of All Occupations is shown in the top window.

To Open Search Topics

Click **Search** at the bottom left of the screen.



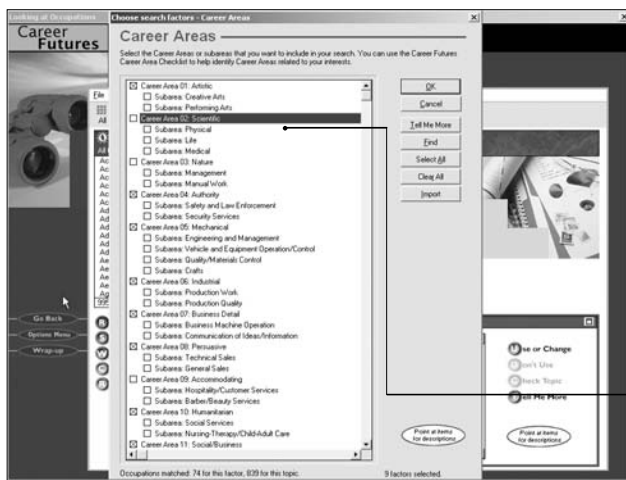
3. The *Search* topics appear in the bottom window. These topics allow you to find occupations in the upper list that match your interests, education and school subjects.

Look Here

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- Click **Career Areas (Interests)** and click **Use or Change**. (Note: These are the same Career Areas that are reported in the results of Likes and Dislikes.)



- If you have just completed Likes and Dislikes (Interest Checklist) your career areas will already be marked. Click **OK** when the message is shown *“The Career Areas suggested for you in the Likes and Dislikes activity will be automatically selected for you.”*

OR

Select the Career Areas of your interest by clicking on the little boxes to the left of the career areas. The sample here shows many selected Career Areas. Click **OK**.



- The *Suggested Occupations* list shows the occupations that match all the topics that you have used. These are the occupations that match the Career Areas that you have selected.

The topic(s) that you have used (Career Areas) are shown in the bottom window.

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- Now click the topic **Education** in the lower window.

Click **Use or Change**.



- Select the level of Education that you have completed or are willing to complete by clicking on the box to the left so an **X** appears.

In the example shown, **College, technical school (certificate, diploma)** is selected.

Click **OK**.

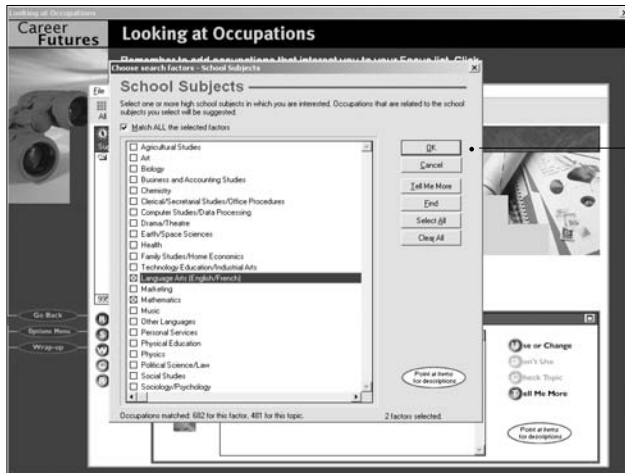


- The Suggested Occupations list now shown contains 602 occupations that match all of the topics that have been used. These are the occupations that match the two topics that have been selected.

Click **School Subjects** in lower window.

Click **Use or Change**.

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10. Select school subjects that you like by clicking on the little boxes to the left.

In this example, the subjects: *Mathematics and Language Arts (English/French)* are selected.

Click **OK**.



11. The *Suggested Occupations* list now shown contains 245 occupations that match all of the topics that you have used. These are the occupations that match the three topics that have been selected.

When you are using your own search factors, it is recommended that when your *Matches All* list falls below 50, you should stop entering topics.

To See an Occupation Report

12. Click **Report** at the bottom left of the screen.

Click on any occupational title from the Suggested Occupations list. A report is shown in the bottom window.

Hint: To make the report larger on the screen, click the maximize button at the top right of the report window.

To Print a Report

Click **Print** at the top of the screen.

To Return to the Options Menu

Click **Options Menu** at the bottom left of the screen.





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