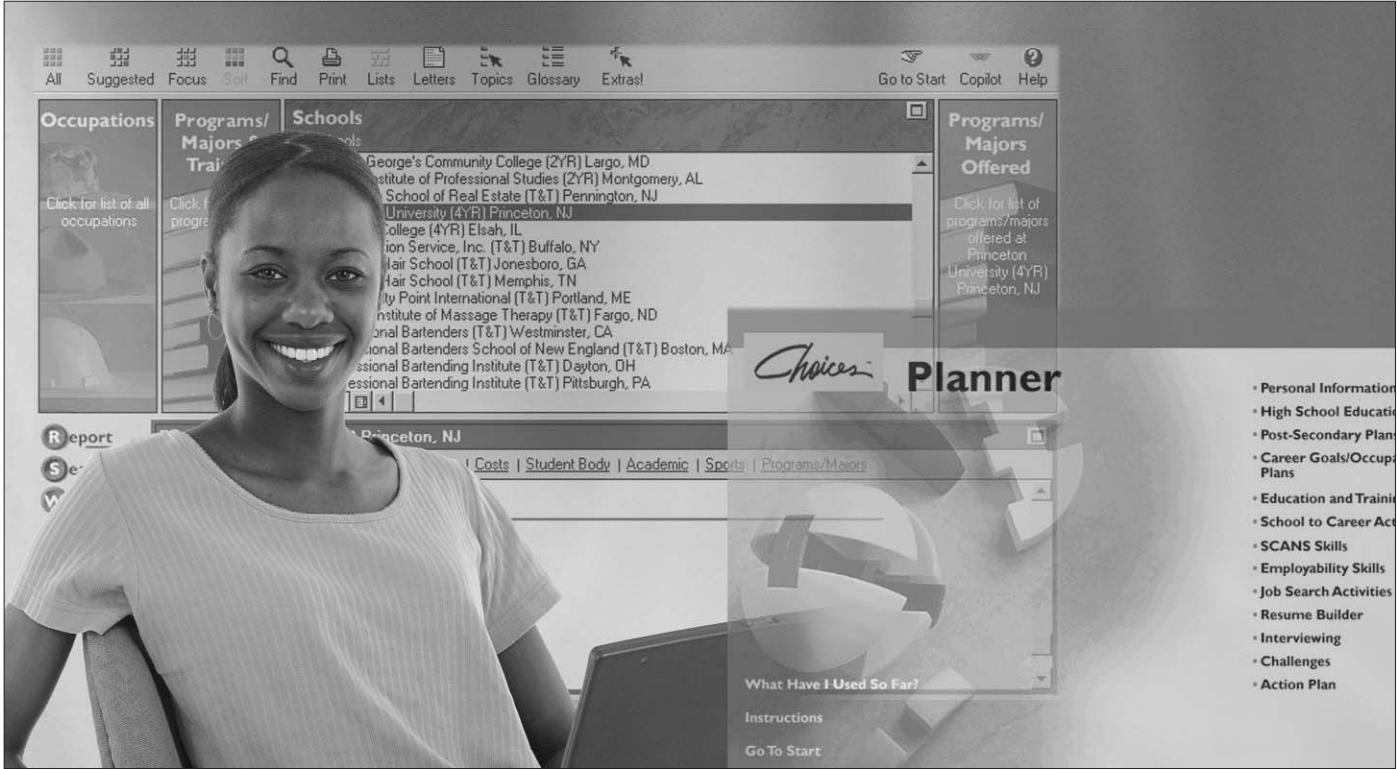


# Choices® User Guide

A step-by-step guide for Students/Clients

Explore • Plan • Apply



## Module 9: Getting Started With the Planner

## Module 9: Getting Started With the Planner

### What is the Planner?

The *Choices* Planner was designed to help you organize information about yourself and the world-of-work in order to develop a personal career and education plan. The Planner is designed to be used with *Choices* to develop a Career Portfolio or the modules may be used separately to be used as input into another career portfolio already in use.

### Why Use the *Choices* Planner?

The Planner allows you to:

- review focus occupations and topics used in *Choices* Search and develop an occupational plan;
- develop a high school education plan based on the information from focus occupations;
- develop a post-secondary education plan using information from focus lists of schools and programs;
- document School-to-Career activities and employability skills (SCANS) with personal examples;
- record personal information;
- keep an up-to-date Action Plan to ensure completion of appropriate career planning activities;
- prepare a resume and cover letters;
- practice interview skills; and
- investigate resources which will assist you with personal challenges you may face.

### Planner Modules Overview

1. **Personal Information** - Record personal information that can be printed later as part of your career planning portfolio.
2. **High School Education Plans** - Review your High School course plans based on your Focus List of occupations. The four-year course plans that were available in the *Choices* kernel can be printed on course planning worksheets by grade.
3. **Post-secondary Plans** - Review your plans for education or employment after high school. Several different paths may be chosen using the occupations, the programs and School Focus list. Suggestions are made regarding follow-up of these plans.
4. **Career Goals/Occupational Plans** - If you have built a Focus List in *Choices*, you can see how the occupations selected compare to a standard set of search topics such as Education Level, Physical Activities, Hours of Work/Travel.
5. **Education and Training Plans** - Allows you to review the education requirements of your focus occupations to see if they are compatible with your education experience.
6. **School to Career Activities** - Allows you to record activities that you have completed that will help you with your occupation search and career decisions.
7. **SCANS Skills** - Assists you in looking at the SCANS skills. You can record examples of the ways you have demonstrated the skills which will help you be a better worker.
8. **Employability Skills** - Assists you in looking at your employability skills. You can record examples of the ways you have demonstrated the skills that will make you a better worker.

## Module 9: Getting Started With the Planner

9. **Job Search Activities** - Introduces ideas about how to carry out a job search and helps you to organize your job search activities.
10. **Resume Builder** - Assists you in building a resume on-line using the characteristics of your chosen occupation.
11. **Interviewing** - Presents you with a number of typical questions asked in an interview and allows you to practice responses to the questions.
12. **Challenges** - If you need assistance with life and personal challenges which may make finding or keeping a job difficult, this module supplies you with helpful information and resources..
13. **Action Plan** - Assists you to plan a course of action to meet your goals.

### Can I print any of the information in the Planner?

You can print summaries of the work you have done in the Planner: You can also add additional comments you would like added to your Career Portfolio. You can choose to print the various reports at the end of each module of the Planner as you work through the Planner. The reports include:

- Personal information
- Education plans
- Post-secondary plans
- Occupation plans
- Employability plans
- Employability skills
- Interview questions
- Action Plan

Resume worksheets, designed to assist you with the preparation of resumes by summarizing appropriate information, may also be printed. The resume, cover, follow-up and thank you letters are also printable.

### How can I use the Planner?

Each module of the Planner can be used in a variety of ways.

- See your career counselor for guidance on completing the Planner.
- Work through each section on your own by following the step-by-step instructions provided on each screen.



North America's leading provider of education and career planning solutions.

**bridges.com**<sup>™</sup>

33637-B Hwy 97 North, Oroville, WA 98844  
**1-800-281-1168 [www.bridges.com](http://www.bridges.com) [tech-support@bridges.com](mailto:tech-support@bridges.com)**

Bridges.com and designs are trademarks of Bridges.com Inc. Choices is a registered trademark of Human Resources Development Canada and is used under license by Bridges.com Inc. Copyright 2003.