

Choices[®] 2004

Bridging the gap between education and employment



Interest Profiler

- Choose **Interest Profiler** from the **Start** screen
- Click **Continue**
- Click **Start the Profiler**
- Complete the Profiler (180 questions) to see your results, and find occupations matching your interest areas

Basic Skills Survey

- Choose **Basic Skills Survey** from the **Start** screen
- Click **Continue**
- Click **Start the survey**
- Check all activities you can do today
- Click **Continue**
- Review your **Results** report
- Click **Continue**
- Click **Compare** your skills to **occupations of interest** or **Review matching occupations**

Choices will display a report so you can see how your skill levels relate to occupations

Occupation Report

- Choose an occupation database from the **Start** screen
- Select any title from the list
- Click the **Report** button

Choices will display a detailed report in the bottom pane of the window

Alternative Search Methods

- Use the **Search** button to narrow your list of occupations
- Use the **Find** button from the Choices menu bar to search all occupation titles

Financial Aid Search

- Choose **Financial Aid Awards** from the **Start** screen
- Select a scholarship or grant title
- Click the **Report** button
- Choices will display a detailed report in the bottom pane of the window
- Click the **Paying for College** link for additional information

Planner

- Choose **Planner** from the **Start** screen

Completing these modules will enable you to accomplish many tasks:

- Build personal high school and post-secondary course plans
- Create career and education plans
- Document your employment skills and plan your job search
- Build a resume and plan for a job interview

Print summaries and reports of the work you have completed

School Report

- Select a school database from the **Start** screen
- Choose a school from the alphabetical list
- **OR**
- Click **Search**
- Select a search topic from the list and click **Use or Change**
- Further define the **criteria** for your search topic and click **OK**
- Review the list of matching schools
- Select a school and click **Report**

Other Choices features include: Work History, College Planning Timeline, OnTrack, and much more. Check with your career center to find out where Choices is installed, and get started on your path to success!