# Chapter 5

## Student Site

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Chapter 5: Student Site

Student/Client Home Page

Professional Site
This icon allows you to toggle back to the Professional Site from the student portion of the website. Only users with professional accounts will see this portion of the WISCareers website.

Search
This feature allows you to do text searches or searches that focus on occupations, schools, or Wisconsin employers’ information.

Site Guide
Under Site Guide, Help Me Find the Information I Need, is a section called Guided Help. Simply click on the question you’d like the answer to, and follow the directions in the pop-up windows.

My Locker
Everything you wish to keep on the WISCareers website is stored in the Locker for easy retrieval later.

Logout
This feature terminates your current WISCareers session.

Assessment
This section includes five Occupational Assessments, two Quick Self-Assessments, and Tools for You, which offers features that help you to learn more about assessments and track the results of your assessments. Not sure which assessment to take? Click on Which assessment is right for you? for guidance.

Occupations
Explore over 1,100 occupations and occupational titles in the areas of general information (description, hours and conditions, work locations, pros and cons), education path, employment outlook, employers in Wisconsin, salary, references, and comparisons to your assessments.

Education
With approximately 3,400 schools and training programs and over 800 programs of study, there is much to explore in this section of the website. Educational Goal, Financial Aid and Tools for You are features to further your exploration and track your educational experiences.
Job Seeking
Under *Job Seeking*, you can search for a job using a variety of local and national job banks, search for employers in Wisconsin based on occupations or industries, see samples of cover letters, resumés, and job applications, and put together your cover letter and resumé. This section also contains a *Best Internet Links* for further exploration.

Budgeting
The *Budget Builder* helps you understand how much money you will need to earn to support the lifestyle you wish to have. You can create a budget for the current year and a budget for a year in the past or the future. Under *Best Internet Links* are websites where you can find more information about home and auto financing, paying for college, relocating, and retirement planning.

Career Planning 1-2-3
This lock-step style career development module was designed especially for middle school students. The module may also be helpful for older students, adults, and those in Exceptional Educational Needs programs.

What’s new
This feature allows you to see all the notices and updates we’ve posted on the website. The date is always included, so you know how current the information is.

Play & Win – Find Captain Career
*Captain Career* is a treasure hunt-type game for grades K-12 that helps students learn to search the site more effectively. Every week, one winner is chosen and will receive a prize! At least one prize is given out every week during the school year. Captain Career is available only on K-12 sites.

Shortcuts
Need to find something fast? These shortcuts can help. This feature is only available on college and adult level sites.

Check It Out
Can’t remember the last occupation you looked at? Here we remind you and give you some related occupations to explore.

Focus On Occupations
*Focus on Occupations* is a fun way to learn about interesting areas of work and occupations. This feature is updated regularly.

What's Cool On Our Website
Discover the most visited schools and occupations for the last two weeks.

Getting Started
*Getting Started* offers a *Site Map* and step-by-step instructions to help you find information on the WISCareers website. If you still aren’t sure how to get started, click on *More Help* and the site will put you into *Guided Help*.

Who’s In
Want to know how many people are on the site with you? This feature gives you the number of people logged into the WISCareers website.
Health Care Is Hot
Since occupations in the health care industry are a strong trend, we’ve chosen to feature them and give additional information about them on a regular basis.

Newsworthy
This feature contains articles about education and career development.

Answer This
Take our weekly poll on topics including jobs, career development, work and school habits, education, and much more. Then click on Submit to see the survey results.
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News & Views

New Features

Feedback

My Locker
Assessments

The Assessments section (Figure 5.2) of WISCareers is designed to help you begin to discover “Who am I?” through a variety of career exploration tools. The assessments are divided into two types—Occupational Assessments (which are longer) and Quick Assessments. You may save up to three of any of the Occupational Assessments in the Locker, but the Quick Assessments cannot be saved. Under Tools for You is a list of other items that may be helpful, including the option to enter career inventory and test scores. Compare the Results of My Assessments synthesizes the assessments you’ve taken to come up with a master list of occupations.

For details on the Occupational Assessments, click on Which assessment is right for you? Find out!

Occupational Assessments

Interest Profiler

The Interest Profiler (Figure 5.3), based upon the theories of Dr. John Holland, helps you find out what your interests are and how they relate to the world of work. It does this by asking you to answer questions that represent important interest areas. Your Interest Profiler score will help you identify your strongest work-related interests. Knowing your work interests can help you decide what kinds of jobs and careers you want to explore. To complete the Interest Profiler, you will need to respond to 180 questions.

The questions in the Interest Profiler describe work activities that some people do at their jobs. Read each question carefully and decide whether you would LIKE the work activity, DISLIKE the work activity, or are UNSURE whether or not you would like or dislike the work activity. While it is best to complete all the questions in one sitting, you can complete as many as possible and return later to finish.

When you view the results of the Interest Profiler, you may find that you are given the three-letter code. The conversion to Holland-type codes has the rule that any scores within 5 should be considered the same.
Assessments, continued

The scoring is explained in a popup and there is a message stating that other combinations should also be considered when scores are within five points of each other.

Career Interest Snapshot

This quick and effective assessment will help you determine an interest pattern that you can use to identify occupations to explore further. This approach to interests is based on Dr. John Holland’s theory that people and work environments can be loosely classified into six different personality types and six different work environments: Artistic, Conventional, Enterprising, Investigative, Realistic, and Social.

The Interest Snapshot is based on a technique called paired comparisons (figure 5.4). In it, you will be presented with each of six interest groups, two at a time, until you have seen all 15 pairs. For each pair, you will judge which best describes your preferred work environment.

When you have finished, you will receive a summary of the work environment you chose most often, second most often, etc. This summary will provide you with a Holland Code you can use to explore occupations. Note: This procedure is not a validated assessment; rather, it is an activity to help you explore occupations. For a validated assessment, use the Interest Profiler or the On-line Self-Directed Search.

Work Values

This assessment will help you find occupations that best meet your needs (Figure 5.5). The Theory of Work Adjustment (TWA) suggests that work environments that meet your values will contribute to your job satisfaction. Carefully rate the importance of each value. To get the best results, you should try to rate different values with varying degrees of importance. The resulting list will show occupations having attributes that you value highly.

Workplace Skills

In this assessment you rank 38 workplace skills and find the occupations that most closely match those skills (Figure 5.6). Take time to carefully consider each skill. Think about how you might have used the skill in the past and how much you would want to use it in a future occupation.

Click the buttons to show how often you would like to use each skill. To ensure the most
Assessments, continued

meaningful result, make a decision about every skill on the list. When finished, click the Show Matching Occupations button to reveal a list of occupations matching your preferred skills.

Transferable Skills
Skills learned in one setting that are similar to the skills required in another setting are termed transferable skills. This assessment focuses on skills acquired in occupational settings (Figure 5.7). You can use this assessment to identify occupations that may use many skills you already possess.

This assessment requires two steps:
Step 1: Select an occupation title using the first letter of the occupation to find it. Your selection can be an occupation in which you were previously or currently employed or an occupation in which you have interest. Your selection will produce a list of skills used in the occupation.

Step 2: Carefully assess these skills to determine whether you wish to use them in a future occupation by clicking on the appropriate radio button.

Results: This assessment will produce a list of occupations that use skills similar to the occupation you selected and use skills that you wish to use.

Quick Assessments

Interests
Select one or two occupational characteristics that interest you from each listed category (Figure 5.8). Then click on the Show Matching Occupations button at the bottom of the page for a list of occupations. This look-up will take less time than a full interest assessment; however, it is less precise than using the full assessment. Nevertheless, for a first sort of occupations, the results can provide some useful options to consider.

Skills
Click the radio buttons to show how often you would like to use each skill in your future work (Figure 5.9). You should make judgments, other than “never,” to five or more skills to ensure a meaningful result. When finished, click the Show Matching Occupations button. This look-up will take less time than the full work skills search; however, it is less precise than using the full
Assessments, continued

search. Nevertheless, for a first sort of occupations, the results can provide some useful options to consider.

Tools for You

Enter Inventory/Test Scores

This section is a great way to keep interest inventory and test scores handy. The scores you enter are stored in the Locker, so you can refer to them as needed. Inventory scores are linked to occupations, however test scores (such as the ACT and SAT) are not. Other inventory or test scores that may be saved here include ASVAB, WKCE, CAI, CDM, COPES, COPS, IDEAS, OVIS, SDI, SDS, Strong Interest Inventory, VPI, ASSET, GATB, PLAN/P-SAT, and P-SAT/NMSQT.

Learn About Work Skills

Click on any of the 38 skills to get information about them.

Best Internet Links

Includes other career assessments you may find useful.

Compare the Results of My Assessments

*Compare the Results of My Assessments* gives you a list of occupations that occur on more than two of your completed *Occupational Assessments*.

Occupations

The *Occupations* section (Figure 5.10) of WISCareers will help you think about jobs you could explore. It is designed to help you find answers to the question of “Where am I going?” You may look up occupations and save your favorite occupations in your Locker. Under *Tools for You* you may find occupations related to work skills and work experiences. *Quick Lookups* gives you more ways to explore occupations, including interests, programs of study, education, labor market data, and apprenticeships.

Occupational Information

Browse Occupations

*Browse Occupations* allows you to search for occupations by the first letter of the occupation title or by text, salary, or work area (Figure 5.11). Simply pick which of these you’d like to search by and click on or enter the desired search term. The best way to do a text search is to use a root word—if you’re looking for welding occupations, just type in “weld”. You’ll see that “welding” and “welder” are both returned. For teaching or teacher, just enter “teach.” By using root words, you’ll get a more inclusive list.

When searching for a salary, you will see occupations that fall between the salary you entered plus $5,000 or
Occupations, continued

$10,000. You may go higher or lower than this range by clicking on the appropriate link on the occupation listing page.

An Occupation Page
Categories of information detailed on each occupation page are described below (figure 5.12). To change the reading level of the page, click on the circle for Low Detail on the top left of the page. High Detail is the default level and sets the page at approximately an 8th grade reading level. Low Detail sets it at a 5th grade level. To save an occupation, just click the Save in Locker button. To print part or all of this occupation listing, click the Print button.

About the Job: The main page for the occupation, which includes basic information

Education Path: Click here to look at Programs of Study (which link you to schools)

Outlook: How easy or difficult it may be to find a job (in WI and nationally)

Employers: Includes information for over 110,000 Wisconsin employers, a link to current job postings, and specialized regional information

Salary: Average salary information, listed for Wisconsin, nationally, and regionally

Learn More: Additional information from other sources, including O*NET listings, labor market statistics for individual states, and links to associations, among others

Compare to My Assessments: See how your interests and skills compare to people in this occupation

Video: If your school or organization has purchased the Reel Life videos (available in English and Spanish), they will play when you click here (there are about 350 occupation videos, so not every occupation has one).

Best Internet Links
This section includes military links, occupational Internet sources, links for specific occupations (this is the information found in the Learn More section of each occupation listing), job trends, and labor market information.

Browse Health Care Occupations
This provides you with a link to all the health care occupations available on the website.
Occupations, continued

**Browse Military Occupations**  
This provides you with a link to all the military occupations available on the site.

**Tools for You**  
**Learn About Work Skills**  
Get information on the work skills listed in the assessments.

**Enter Work Experiences**  
Allows you to enter any jobs or previous work or educational experiences and rate how much you’d like to use those skills in the future. You can then link to occupations that use similar skills.

**Best Internet Links**  
Contains additional links for career exploration, apprenticeships and licensing, career organizations, internships, and volunteer and service learning.

**Career Goal**  
**Enter Your Career Goal**  
Developing a career goal statement is an important part of your career development process. It provides guidance and direction for the decisions you will face as you proceed into the world of work. Your goal statement should draw connections between your interests, preferences, groups of occupations, and your long-term goal(s). It is a basic plan that includes short-term goals that lead to a long-term goal. You may set many short-term goals before you reach your ultimate long-term goal.

Make sure that each of your goals is clearly defined, realistic, and achievable. It is also important that you set goals focused on YOUR dreams and interests, not those of others. The road to success begins with a well thought out plan. Checking your goals for these characteristics will help you reach them.

**Sample Occupational Goal Statements**

1. My interests are in the areas of sport and outdoor recreational activities. I like to spend most of my time playing team sports or being outside. It is important that I have the opportunity to use my teamwork abilities and that I am able to participate in high-energy activities. My long-term goal is to identify an occupational area related to these interests. My short-terms goals are focused on helping me to explore possible occupational areas. These short-term goals include: talking with my physical education teacher and Upward Bound leader and exploring occupations in career development books and websites such as WISCareers.

2. I am interested in professions related to teaching or counseling. I have good communication skills and like to work with people. It is important to me that my job involves helping people or serving my community. My short-term goal is to use my high school course work and community activities to further explore the occupational options related to teaching and counseling. Once I have reviewed all of the possibilities, I will fulfill my long-term goal by finding out the educational and training requirements related to the specific occupations I have selected based on my exploration.

3. I am interested in carpentry and woodworking because I like working with my hands and having something to show for my work when I am finished. I also like using my math and geometry skills. Other areas that I want to explore include construction and architecture. My long-term goal is to sign up for a Youth Apprenticeship in carpentry. My short-term goals involve continuing to explore occupations related to my interests through labor market research and job shadowing.
Occupations, continued

4. Veterinary medicine is a career in which I am very interested. My long-term goal is to open my own veterinary clinic. I have always enjoyed animals and am curious about the medical profession. Having worked as an assistant in a veterinary hospital over the summer, I am well informed about the daily requirements of the profession. My short-term goals involve course work that will help me reach my long-term goal. I plan to continue taking biology and chemistry classes my senior year of high school. I also plan to take an animal sciences class at my community college. I will apply to universities that have a strong animal science undergraduate program so that I will be prepared for veterinary school.

Quick Look-Ups
Find occupations by:

My Interests
Select one or two occupational characteristics that interest you from each category below. Then click on the Show Matching Occupations button at the bottom of the page.

My Workplace Skills
This search will take less time than the full workplace skills assessment; however, it is less precise than using the full assessment. Nevertheless, for a first sort of occupations, the results can provide some useful options to consider.

Please click the buttons to show how often you would like to use each skill in your future work. You should make judgments, other than “never,” to five or more skills to ensure a meaningful result. When finished, click the Show Matching Occupations button.

Programs of Study
Here you can search for occupations based on a program of study.

Exploring Work Worksheet
If the category interests you, select one or two occupational characteristics from it. Then click on the Show Matching Occupations button at the bottom of the page.

Exploring Work Worksheet - Work related
Use this if you want to do this quick look-up based on work only.

Exploring Work Worksheet - Education related
Use this if you want to do this quick look-up based on education only.

My Budgets
Select one of your previously completed budgets to use for finding occupations.

Wisconsin Labor Market Data
Find information about the highest-paying occupations and the fastest-growing occupations in Wisconsin.

- List of Occupations with the Highest Median Wisconsin Salaries: This list of occupations is based upon the median of the Wisconsin salary. These occupations typically require extensive training or great skill.

  The occupations are listed by Wisconsin median salary with the highest listed first. Titles that are not underlined represent related or broader occupation titles. These related or broader titles are
Occupations, continued

Listed above their counterparts for which other information is available. Also, if a range is provided for the title, it indicates that the counterpart occupations have been adjusted by the industries in which they are most often employed.

- **List of Occupations with the Greatest Number Employed in Wisconsin:** This list of occupations is based upon current employment in Wisconsin. Occupations with high employment typically provide good employment opportunities simply because there are so many jobs.

  The occupations are listed by the number employed in Wisconsin with the greatest number listed first. Titles that are not underlined represent a related or broader occupation title. These related or broader titles are listed above their counterparts for which other information is available.

- **List of Occupations with the Largest Number of Annual Openings in Wisconsin:** This list of occupations is based upon the projected number of annual openings in Wisconsin over 10 years. Occupations with large numbers of annual openings are often occupations requiring low skill; thus, the supply of available workers may also be large.

  The occupations are listed by the number of annual openings in Wisconsin with the greatest number listed first. Titles that are not underlined represent a related or broader occupation title. These related or broader titles are listed above their counterparts for which other information is available.

- **List of Fastest Growing Occupations in Wisconsin (current employment of 500 or more):** This list of occupations is based upon the projected growth in the number employed in Wisconsin over ten years. This list contains large occupations typically expected to have good employment opportunities.

  The occupations are listed by the percent growth rate in Wisconsin with the highest rate listed first. Titles that are not underlined represent a related or broader occupation title. These related or broader titles are listed above their counterparts for which other information is available.

- **List of Fastest Growing Occupations in Wisconsin (current employment of 100-500):** This list of occupations is based upon the projected growth in the number employed in Wisconsin over ten years. Because this list contains occupations with lower employment, employment opportunities may be significantly impacted by the number of trained people available.

  The occupations are listed by the percent growth rate in Wisconsin with the highest rate listed first. Titles that are not underlined represent a related or broader occupation title. These related or broader titles are listed above their counterparts for which other information is available.

**Adult Apprenticeships**

Apprenticeship is a method of training where a skilled craftsperson passes on the trade to the apprentice. It is a combination of classroom and hands-on training under the direction of a skilled worker. With apprenticeship training, there is a written contract between the apprentice, the sponsor, and the state. The agreement specifies the length of the training, school hours, an outline of the skills of the trade to be learned, and the wages the apprentice will receive. Wisconsin’s Apprenticeship Program allows employers to create their own apprenticeship program that provides apprentices with specific skill training and job-related theory tailored to the company’s needs.
Occupations, continued

For more information on Adult Apprenticeships, refer to Tools For You under Occupations or Programs of Study under Education.

Content accessed from the Department of Workforce Development Website, State of Wisconsin, 2001.

Education

On the Education section of WISCareers, you can search for a particular college, technical college, or university, browse programs of study, enter your educational goal, look up financial aid information, and create a class planner (Figure 5.13).

Colleges and Universities

Browse Schools

You may search for a school by clicking on the first letter of the school’s name, by using a text search, or by clicking on the links for Wisconsin schools (Figure 5.14).

A School Page

Categories of information detailed on each school page (Figure 5.15) are described below. To save a school, just click the Save in Locker button.

General Information: The main page for the school, which includes basic information and a link to the school’s website

Academics: Accreditation, faculty profiles, and competition information

Applications and Admissions: Contact information, fees, procedures, acceptance data, admissions information, and tests required

Athletics: Intramural and divisional sports

Expenses: Tuition, room and board, and financial aid information

Programs of Study: Majors and programs, listed by area

Student Life: Student body information, ethnic breakdown, student life and student services information, and library and computer facilities information

Print: Use this button to print the school page as one document
Do School Search

This feature lets you search for schools based on specific criteria, including location, major, degree type, tuition, enrollment, competition, athletics, affiliation, area/community size, and R.O.T.C. programs (Figure 5.16). This search is flexible and fast—you can easily keep changing your search until you find the school that is right for you.

Click on a category icon and use your mouse to check all appropriate boxes. Repeat this process for each icon. To remove your choices from a category, click Clear Category. To remove all of your selections and begin anew, click on Clear Search. To see all of the criteria you’ve selected, click on Show Choices. To see the results of your search, click Show Schools. If you choose to save your search, click the Save Search button. For more help with your school search, click the Help button or see the information below.

- **Decide what’s most important to you.** You don’t have to make a selection from all the categories (location, major, degree type, tuition, enrollment, etc.). Start out by only making choices that are most important to you. For example, if going to a school in Wisconsin that offers a major in Journalism and has tuition of less than $4000 is essential, then enter those choices and only those choices. Look at the list of matching schools. If you want to fine-tune your search by adding other search characteristics, do so at this point.

- **Choosing more than one characteristic in a given category.** Choosing more than one characteristic in a given category will expand the number of schools in your search. For example, in the category of Enrollment, if you select 2001-5000 and 5001-8000, the result will be schools with an enrollment that falls into either of these ranges (i.e., enrollment between 2001 and 8000). Similarly, if you select two majors, let’s say English and Comparative Literature, the result will be schools that offer at least one of these majors.

- **What to do if no schools are found in your search?** The reason no schools would be found in your search is because no schools have matched the characteristics you selected. For example, the following search characteristics will give you no matching schools:
  - Location: Michigan
  - Major: Paleontology
  - Men’s Intercollegiate Athletics: Skiing (cross-country)

What do you do now? In this case, one thing you can do is to decide if all three of your choices are of equal importance. If one is not, then remove it. Doing this will usually result in some matching schools. Another option is to decide how flexible you are with your choices. For example,
Education, continued

Paleontology the only field in which you want to major? How about Geology or some other science? Is Michigan the only state in which you want to study? How about Illinois or Wisconsin? By adding additional locations or majors (if you’ve already selected one), you will broaden your search, usually resulting in more matching schools.

- **Using Degree Type in your search.** The list of schools in our database include those that offer Bachelor’s Degrees, Associate Degrees, certificates, diplomas, and other postsecondary degrees. If you know what type of degree you want to earn, you can use this category to decrease your list of schools.

- **Optional Path to Bachelors Degree.** Two-year Associate of Arts and/or Science Degree programs can fulfill general education requirements for transfer to Bachelor’s Degree programs. These Associate Degree programs include studies in the humanities, fine arts, natural sciences and mathematics, and social sciences. State university system centers and technical/community colleges offer them.

Advantages of these transfer programs include more relaxed admission standards, an easier transition from high school to a large university, and financial savings through lower tuition rates and by being able to live at home while attending school. Refer to the College Parallel Cluster (706) found in the program area of Interdisciplinary Studies for a list of schools offering this program.

- **Finding schools that offer a specific major.** Do you know what you want to study? If you do, you will want to search for colleges that offer the major in which you are interested. Click on the Major button to see a list of program areas. Click on a program area to see a list of majors. If you are undecided on a major, you should skip this section.

- **Finding a school in the location you desire.** Location may be one of your most important considerations. You may want to be close to home or in a specific type of climate. You may want to go to an in-state public school that offers a lower tuition. If these choices are important to you, then you should use Location as a criterion in your search.

- **Finding a school that offers an athletic program you desire.** If being able to watch or participate in sports is important to you, then you should look at the sports listed under the Athletics category. If the division in which the sport is played is important, you'll be able to select that as well.

- **Finding an academically competitive school.** Are you interested in finding a school based on the academic qualifications of its students? If so, then you should consider looking at the characteristics under the Competition category. Below are the criteria we use to rate each school’s level of competitiveness:
  
  **Very high competitiveness**
  Median ACT score for incoming freshman is 30 or above, or
  Median SAT score for incoming freshman is 1200 or above, or
  Percentage of students from top fifth of high school class is 70% or higher

  **High competitiveness**
  Median ACT score for incoming freshman is 25-29, or
  Median SAT score for incoming freshman is 1100-1199, or
  Percentage of students from top fifth of high school class is 50-69%

  **Moderate competitiveness**
  Median ACT score for incoming freshman is 20-24, or
Education, continued

Median SAT score for incoming freshman is 1000-1099, or
Percentage of students from top fifth of high school class is 30-49%

Low competitiveness
Median ACT score for incoming freshman is 10-19, or
Median SAT score for incoming freshman is 800-999, or
Percentage of students from top fifth of high school class is 0-29%

• What about schools that don’t supply data? You may have noticed in the Tuition, Enrollment, Competitiveness, Affiliation, and Community Size categories that there is a search characteristic to include schools that did not supply data for the category. What does this mean when you search? Let’s say you were looking for a school with an enrollment of 500 or under. The school search will find all the schools in our database that have indicated that their enrollment is 500 or under. What happens to the schools that have NOT indicated their enrollment level? Those schools are removed from the search. It’s possible that some of those schools actually do have an enrollment of 500 or under, but we have no way of knowing that because they did not provide us with the data. In this example, if you also select the characteristic “include schools that have not given us enrollment data,” then those schools not providing us enrollment data would remain in your search.

Best Internet Links
Includes links for college information, military training, links to college and university web pages, and graduate schools (through GradSchools.com).

Graduate Schools
Browse Schools
You may search for a graduate school by clicking on the first letter of the school’s name, by using a text search, or by selecting a professional school area (Figure 5.17).

A Graduate School Page
Categories of information detailed on each school page (Figure 5.18) are described below. To save a school, just click the Save in Locker button.

General Information: The main page for the school, which includes basic information and a link to the school’s website

Programs of Study: Graduate programs, listed by area

Student Life: Student body information, housing information, services for students with disabilities

Print: Use this button to print the school page as one document
Education, continued

Do School Search
This feature lets you search for graduate schools based on specific criteria, including location, major, degree type, tuition, enrollment, affiliation, and area/community size (Figure 5.19). This search is flexible and fast—you can easily keep changing your search until you find the school that is perfect for you.

Click on a category icon and use your mouse to check all appropriate boxes. Repeat this process for each icon. To remove your choices from a category, click Clear Category. To remove all of your selections and begin anew, click on Clear Search. To see all of the criteria you’ve selected, click on Show Choices. In order to see the results of your search, click Show Schools. If you choose to save your search, click the Save Search button. For more help with your school search, click the Help button or see the information shown on page 48.

Best Internet Links
Contains additional links to graduate school and program information.

Programs of Study

Browse Programs of Study
Search for a specific program or major by the first letter or text (Figure 5.20).

A Program of Study Page
Categories of information detailed on each program of study page are described below (Figure 5.21). To save a program of study, just click the Save in Locker button.

General Information: The main program of study page, which includes basic information about the program of study

Related Occupations: A list of occupations related to the program of study

Training Schools and Colleges: Schools offering the program, which can be viewed alphabetically or by state

Graduate Schools: Schools offering the graduate program, which can be viewed alphabetically or by state
Education, continued

Adult Apprenticeships
Explore information about Adult Apprenticeships (see page 46).

Browse School-to-Career Programs
Search for a variety of Cooperative Education Programs and Youth Apprenticeship Programs with links to related occupations.

Financial Aid & Scholarships

Financial Aid Assistance
Includes suggestions about finding scholarships on the Internet and at school, along with information about grants, loans, and work-study (Figure 5.22).

Best Internet Links
Contains links for scholarships and financial aid, including Sallie Mae, FAFSA, EdVest Wisconsin, private foundations, and other resources.

Wisconsin Financial Aid Information
This material is derived from Wisconsin Financial Aid Information, a publication of Wisconsin Careers. This book is printed and distributed in December for the coming school year. The sections included here are stand-alone segments from this valuable material.

Educational Goal

Enter Your Educational Goal
Your educational and training goal statement is related to your career goal statement. It is connected to your career goal because each occupational choice typically has expectations or requirements that relate to education and training beyond high school. Your educational and training goals can range from making a decision about further education to completing the steps necessary to obtain an advanced degree or certification.

It is important to think of your long-term career and educational and training goals as you write this goal statement. This way you will complete all of the steps required to reach your goals. It is also a good idea to evaluate your goals as you go along. You may want to make adjustments or changes as you gain experience in post-secondary education and/or the world of work.

Sample Educational Goal Statements
1. Although I am not sure which occupational areas are of most interest to me, I know that I want to continue my education and possibly attend a college or university. As I begin high school, I will keep in mind college and university admission requirements and I will try to get good grades and participate in academic club activities. I will also continue to identify my interests and preferences as they relate to the world of work.

2. I would like to pursue a career in community service. I plan to narrow my potential occupational areas through exploration and work-based learning activities such as job shadowing. I will examine potential educational and training program requirements. Once I have targeted a specific occupational area, I will pursue classes and community experiences to help me prepare for further education and training.

3. Most of my interests are in the area of agriculture and farming, which require many skills for employment
Education, continued

in this occupation. I plan to apply to a community college and seek out other educational opportunities such as 4-H and Future Farmers of America. I also need to examine the classes offered at my high school and choose those that are most closely related to agriculture and farming.

4. Based on my career goals, I need to complete a program that allows me to become a certified public accountant. In order to apply to this type of program, I have to take four years of high school math. I also plan to take a computer class each semester and join the math club. Even if I decide to pursue another career, these classes will prepare me for a variety of occupations and educational and training programs.

Tools for You

Class Planner
Helps you track your classes and grades, along with major and minor requirements. To add a class, simply click on Add a Class and enter the relevant information about that class. Then click OK and the class will be listed in the planner (Figure 5.23).

Enter Educational Experiences
Entering some or all of your work and educational experiences will help you understand your likes and dislikes. It will also help you find occupations that interest you. Below are some examples of the types of experiences you may wish to enter. This is not a complete list, so enter whatever is appropriate for you. The sky is the limit.

Enrichment camps
Hobbies
Gifted and talented programs
Job Shadowing
Leadership positions
Paid work
Research apprenticeships
Volunteer work
Student organizations
Youth and community groups
Sports

Best Internet Links
Contains links to educational testing and assessment, service learning, and youth apprenticeship websites.
Job Seeking

The Job Seeking section allows you to look for jobs that are available or find employers in your area (Figure 5.24). This section also has a résumé program that guides you through the process of creating a résumé. Similarly, the cover letter program allows you to create a cover letter that fits your needs.

Find a Job
Wisconsin Job Openings on the Internet
This section contains websites that list Wisconsin job openings. The three kinds of sites to help you find as many openings as possible are Local sites, Wisconsin-wide sites, and National sites.

Local Sites:  These links represent specific areas of Wisconsin, and are often affiliated with a local newspaper. Openings tend to be with smaller, local, and/or non-profit employers.

Wisconsin-wide sites:  These sites post job openings throughout the entire state of Wisconsin. You can narrow your search by selecting a specific location, job title or job industry. Many government jobs are listed, as well as openings with both larger and smaller employers.

National websites:  National sites post thousands of jobs throughout the country, however you can narrow your search by selecting a specific location in Wisconsin, a job title, or an industry. Many openings are advertised by large and private employers.

Job Openings by Occupation (America’s Job Bank)
This section allows you to search for job openings by occupations. You can search by the first letter of the occupation title, text, salary, or work area. Simply pick which of these you’d like to search by and click on or enter the desired search term. The best way to do a text search is to use a root word—if you’re looking for welding jobs, just type in “weld”. You’ll see that “welding” and “welder” are both returned. For teaching or teacher, just enter “teach.” By using root words, you’ll get a more inclusive list.

Best Internet Links
This section includes links to job banks that focus on speciality areas, international jobs, state jobs, and work programs and links to websites that feature job seeking strategies.

Wisconsin Employers
Find Employers Related to an Occupation
Search for employers related to an occupation by using the first letter of the occupation title, text, salary, or work area. Simply pick which of these you’d like to search by and click on or enter the desired search term.

Find Employers Related to an Industry
Find employers related to an industry by selecting an industry from the list (Figure 5.25) or by entering text that is included in the industry title. Then select the location of the employers you wish to explore by clicking on an area of the map or by entering the zip code or city or by selecting a county (Figure 5.26). If your search finds zero employers, then there are no employers in that industry in Wisconsin.
Job Seeking, continued

Tools for You

Resumé

With Resumé, you can create a functional or a chronological resumé. If you don’t know which is best, there is a quick assessment you can take to find out. Up to three resumés can be saved in your Locker. If you forget to save your work, the program will capture it and save it until you return to the resumé program. The next time you come into the resumé program you will need to choose from several options: to start where you left off, to edit a resumé from your Locker, or to create a new resumé.

The resumé program shows one category at a time on your screen (Figure 5.27). The category headings, shown on the left-hand side, can be reordered or customized for your needs. Sample resumés and resumé tips are available by clicking on Samples or on Tips. All headings that are displayed as an underlined word are links to suggestions and samples for that category. Just click the link to get help with your wording. Once you’ve entered text, Click Add & Continue to move to the next area. Another way to move around the categories is to click the category heading. If you need to edit your text, make changes, then click the Add & Continue button. To clear all of what you’ve entered in a particular category, click Clear Category.

To view your resumé, click Preview/Print/Save. You may click on the Preview button to view your resumé in one of several formats, including web page (HTML), rich text format (RTF, for Microsoft Word and other word processors), Adobe Acrobat portable document format (PDF), or plain text. Then you may print it using the browser’s print function or save it to a file on your computer. You may, also, send your resumé via email directly from the website. We suggest that, before sending your resumé to a prospective employer, you make certain it has been spellchecked and proofread thoroughly by you and someone else.

Cover Letter Generator

The Cover Letter Generator allows you to customize one of our letters or create your own (Figure 5.28). Similar to the resumé program, the cover letter program offers samples, tips, and a tutorial to help you learn more about cover letter basics. Select from Super Quick, Quick or Create Your Own. Select from the
Job Seeking, continued

content offered as directed, then enter the details specific to your needs. Use the tabs near the top of your screen to navigate throughout the letter. All headings that are displayed as an underlined word are links to suggestions and samples for that category. Just click the link to get help with your wording.

To view your cover letter, click Preview. Your letter will display in letter form. Once you have previewed your letter, a variety of formats for saving and printing are available. You may click on the Print/Save button to select one of several formats for printing or saving your cover letter, including web page (HTML), rich text format (RTF, for Microsoft Word and other word processors), Adobe Acrobat portable document format (PDF), or plain text. Click Submit and then you may print it using the browser’s print function or save it to a file on your computer.

You can also email your cover letter with your resumé, directly to employers from the WISCareers website. Click the Email button. Confirm that the correct letter and resumé are displayed, enter the appropriate email addresses, and click Send Now!. We suggest that, before sending your resumé to a prospective employer, you make certain it has been spellchecked and proofread thoroughly by you and someone else. See the Tips sections to get further help with your cover letter. Click the Edit button to go back to your letter and make changes.

Going to Work Workbook (focuses on job-seeking skills)
This workbook is designed for students and adults who intend to go into the world of work or find a job while pursuing formal education. It is particularly useful for those who have not held a permanent job or have been out of the workforce for a period of time. The workbook focuses on critical job-seeking and job-keeping skills. The sections (Introduction, Your Resumé, Job Interviews, The Job Hunt, Applying for Work, Success on the Job, Your Skills) are stand-alone segments from this valuable material. You may click on a section title to view the materials in pdf format.

Sample Cover Letter
This is part of a workbook, called Passport for Employment, that shows information about cover letters. By clicking the link, you open a new browser that opens the pdf document.

Sample Job Application
This is part of a workbook, called Passport for Employment, that shows information about employment applications. By clicking the link, you open a new browser that opens the pdf document.

Best Internet Links
Links to websites about resumés and resumé preparation.
Budgeting

Budget Builder

The Budget Builder helps you understand how much money you will need to learn to support the lifestyle you wish to have and connects lifestyle choices with educational and career paths (Figure 5.29). As you use Budget Builder you will be preparing a budget for the current year. Enter the number of people in your household, adults, school-age children, and pre-school children. Include only people for whom you are or plan to be financially responsible. Remember, you can change the number of people listed in your household at any time. Changing the number will allow you to appreciate how household size impacts a particular budget category. After entering the appropriate numbers, click Continue.

All of the categories along the left-hand side are clickable (Figure 5.30), so you can learn more about them. The categories are housing, food, health care, transportation, savings, clothing, leisure, and tuition/extras. Click on each item to explore the information and make a choice about the expense amount you think is appropriate. Click the dollar amount that reflects your choice or add your own amount in the bottom box (Figure 5.31). Then click on Add to Budget. Repeat for each appropriate category. For the housing category you will need to select renting or owning and number of bedrooms. Click the Clear Settings button if you wish to start over.

If you would like to focus on a budget for 5, 10, or any number of years from now, we will project today’s costs into the future automatically for you. The budget can be projected for any year from 1913 to 2100. Projected Budgets: The dollar amounts used to project future budgets are based on the Department of Labor’s Consumer Price Index. Enter the budget year you want to calculate in the box on the green side of the screen. Then click Calculate Budget.

The results show total monthly budget, annual budget, federal taxes, state taxes, social security, and total annual salary. State taxes default to Wisconsin, but you may change this category using the drop-down box. Then click Calculate Budget.

There are slideshows available which show you how different expensive housing can be from inexpensive housing, and so on. These require the purchase of the Reel Life videos.
Budgeting, continued

Up to three budgets can be saved in your Locker using the Save in Locker button. When you have completed your budget, click on Show Matching Occupations. The list is comprised of occupations that earn within $5,000 of the salary related to your budget. Click on an occupation to see additional information. To view a list of occupations that earn a salary more than or less than your budget, click on the appropriate Show Occupations link.

Tools for You

Best Internet Links

Under Best Internet Links are websites where you can find more information about budgeting, cost of living, home and auto financing, paying for college, relocating, and retirement planning.

Career Planning 1-2-3

Career Planning 1-2-3 was designed for 5th-8th graders to experience career development (Figure 5.32). This module may also be helpful for older students, adults, and those in Exceptional Educational Needs programs. The link to access this module, Career Planning 1-2-3, is located in the header of the student site.

Who Am I?

This program offers a holistic approach to self-awareness. Before you begin taking assessments, you are given the option of selecting one or two Dream Jobs you may consider interesting or challenging. You can search for these jobs by work area, alphabetic list, or by doing a text search.

Next you will do paired comparisons, ranking qualities from most to least important. The qualities will be presented in a visual and written way, two at a time, until you have seen each quality paired with every one of the others. The assessment categories include: Focus of Work, Working Together, My Qualities, Ways to Work, Communication, and School Subjects.

After completing the assessments, a summary of your work is given (Figure 5.33). If you wish to change any choices, you can click on any area to return to it. Then you can click Continue to move on to the Where Am I Going? section to explore the list of jobs that best match your choices.

Where Am I Going?

You are encouraged to explore the list of occupations generated from your assessments. First, you are shown the occupations that best match your choices from the Who am I? section. Then you can click on any job to learn more about it.

To learn more about an occupation, click on the occupation. Read the short description of the job. For more details about an occupation, click on More Info. Charts are shown that reflect the assessment results from the Who Am I? section. The chart shows a comparison of how important each item is for the job with how important it is for you. No job will match perfectly, but the closer it matches, the better it should suit you.
Career Planning 1-2-3, continued

There is also a feature available that explains more about the rankings. Just click on the *What do the rankings mean?* button.

After exploring an occupation, you can add it to your favorites list by clicking the button in the occupation or to the left of an occupation on the list of occupations. The list also shows which occupations were selected as dream jobs. You should choose at least 3 favorites and then click the *Continue* button.

The list shows favorite jobs sorted into groups, so you can check out related occupations. Click on a group name (marked with a triangle) to see all of the jobs in the group. Click on any job to learn more about it. Click on the button to the left of an occupation to make it a favorite. Remember, you need to select at least 3 favorite occupations, then click the *Continue* button.

At the end of this section a summary of all favorite occupations and descriptions are given (Figure 5.33). Click *Continue* to move on to the *How do I Get There?* section.

How Do I Get There?

You are guided to explore the academic skills and the education or training required of each of your favorite occupations. First, you see charts showing the academic skill levels (high, medium, low) compared to each favorite occupation. The academic skills included are language arts, math, public speaking, reading, science, and writing. Next, the education requirements are described for each favorite occupation. To help you prepare for high school with a potential career path in mind, you are given helpful high school courses for each favorite occupation (Figure 5.34).

The final activity in this section is creating an action plan. You are asked to consider the work done to this point and then write up your plan. The action plan consists of an occupational goal, educational goal, high school courses to take, and extracurricular and community activities that support your goals.

The action plan can be used to track your progress on your way to an exciting future. Remember that most people continue exploring career options throughout their lives and you are encouraged to continue using the *WISCareers* website to support your career path.

A summary of each area completed is given at the end. Remember, everything completed in this module will automatically be saved to your *Locker*. You may return to this section later to make changes or pick up where you left off. To exit this section, click on the *WISCareers* logo to return to the student home page.
My Locker

Everything you wish to keep on the WISCareers website is stored in the Locker for easy retrieval later (Figure 5.35). When you are in a section of the website with a Save in Locker button, you may click it and it will be stored by category in your Locker. To retrieve an item, click on the Locker in the student header, then click on the appropriate file folder.

My Career Planning

Everything in this section of the website will automatically be saved to your Locker. Just click on the blue portfolio to access the information.

My Personal and Login Info

To change your personal or login information click on the yellow post-it note. Make changes to your personal information, then click Submit. Click on the Change your username and/or your password link to make changes to your login information. Then click Submit.

My Notebook

My Notebook is a helpful tool for storing information that you may need for your college application or creating a resumé, among other things. Click on the red notebook and enter text or cut and paste text into the notebook. Things you can keep in your notebook include:

- To do lists
- Lists of awards and certificates
- Important website addresses
- Items to cut and paste into a resume or an online college application
- Teacher comments/verbal praise
- Notes as you browse the WISCareers website.