

Career Plan for Adults

The Career Plan helps you learn more about yourself, research and evaluate your options, set goals, and make plans to assure your postsecondary education and career success. Whether you want to go to college, get a job, or follow another pathway, your journey will be more rewarding if you make a plan. Career planning is cyclical; you are likely to repeat this process at various stages throughout your life.

First, go to akcis.org and log in with your username and password.

Education Employment **My Portfolio** Search

How do I build a Personal Learning and Career Plan? **1**
Checklists
Career Plan

Where are the pages and results I've saved?
Favorites
Sort and Assessment Results

How do I prepare for working?
Résumé Creator
Stored Files and Links

What is Career Plan?

The future may be uncertain, but Career Plan puts you in charge of your future. The best way to predict your future is to plan it, and Career Plan will get you started. In Career Plan, you will look carefully at yourself, explore what interests you, and decide how to achieve your dreams. Take charge of your future. Use Career Plan.

Getting Started with Career Plan.

1. Choose a version. Click either the Full Planner or the Quick Planner tab at the top of the page. You can go back and forth between them as you wish.

- **Full Planner** Want an in-depth career planning experience, go through these 33 activities step-by-step.
- **Quick Planner** A shorter version with 12 activities.

Who Am I? - Interest Profiler

What do you love to do? Play a guitar, hike, care for animals? You'll learn a lot about what you might want to do in your work. The Interest Profiler links your interests to occupations and find new areas to consider.

CIS Components: [Interest Profiler](#), [Occupations](#)

Instructions:

1. Read these instructions then link to the [Interest Profiler](#).
2. Read the opening screen then click Rate the activities to begin.
3. Complete the assessment, and your results display.
4. Explore your highest interest areas by clicking them (ex: Reality Check).
5. Examine the list of occupations. See if any jobs you have considered are new to you, and look for occupations you have never considered. If you are interested in any occupation, click on the title.
6. To return to your results, click the 'Return To' button in the upper right corner of your screen, find your assessment, and click it.
7. Click Print to print your results and occupations that interest you.
8. Save your results for future reference, click Save then reflect on your results. Did new interest areas or occupations surprise you? What have you learned? Did new interest areas or occupations surprise you? What have you learned? Did some low scores surprise you? If so, what were these? Did some low scores surprise you? If so, what were these? Type your thoughts in the reflection box.
9. After completing this activity, click **Enter Reflections** **5**

Career Plan Full Planner Quick Planner **Writing Worksheet** **Report**

1. Hover your mouse over the My Portfolio tab and click Career Plan.
2. Read the instructions and click either the **full** or **quick planner**.
3. (not pictured) An introductory page for your chosen level will appear. Read the text and select **Who Am I?**
4. The Who Am I? section displays. Click an **Assessment** under the Who Am I? heading.
5. Read the instructions, then complete the activity and enter your learnings in the provided reflection boxes. Writing reflections helps you recall your thoughts and allows you to see your progress over time.
6. (not pictured) Continue working your way through the activities until you've completed them all.
7. Use the Writing Worksheet to save career essays and other writing or work samples.
8. Use the Report to view your compiled reflection entries.