

ACT PROFILE

NAME: _____

1. Go to **www.actprofile.org** and click the **Create Account** button to sign up.
2. Go to **Inventories** under the **My Profile** tab and complete your interest, abilities, and values inventories.
3. Once you've completed all three inventories, go to the Career Map by clicking on the **Explore Careers** button at the end of your values inventory or clicking **Career Map** under the **Career** tab.
4. Explore occupations by clicking on the circles (Career Areas) in the Career Map.

Be sure to explore occupations in the blue Career Areas. These occupations have work tasks that fit your interests, your abilities, or your work values. Do you have red Career Areas? Occupations in these Career Areas match two or more of your inventory results, so be sure to explore them too!

5. Find three occupations that look good to you right now, and favorite them by clicking on the star next to the occupation title. You can favorite more later.

Occupation 1: _____

Occupation 2: _____

Occupation 3: _____

When exploring occupations, it's important to consider what soft skills and hard skills are required to be successful at that job.

- *Hard skills help you carry out the technical and professional requirements of a job.*
- *Soft skills help you work well with others.*

6. After looking at the occupation details, list a few hard skills and soft skills for each of your three favorite occupations.

Occupation 1: _____	
Hard Skills (see the Details tab of this occupation)	Soft Skills (see the Qualities tab of this occupation)

Occupation 2: _____	
Hard Skills (see the Details tab of this occupation)	Soft Skills (see the Qualities tab of this occupation)

Occupation 3: _____	
Hard Skills (see the Details tab of this occupation)	Soft Skills (see the Qualities tab of this occupation)

7. It is also important to consider what majors or programs of study might help you prepare for your favorite occupations. Go to the **Training** tab of each of your favorite occupations and note the majors that can help you prepare for them. List some or all of them in the table below:

Majors to consider		
Occupation 1:	Occupation 2:	Occupation 3:

8. Think about your favorite occupations and the majors that help you prepare for them. Favorite three majors. You can favorite more later by clicking on the star next to the name of the major. Consider whether the major helps you prepare for a favorite occupation and/or matches your interests.

9. Click on **Summary** under the **Insights** tab. Click the PDF icon in the right-hand corner to download a copy of your insights summary. Print the page.

10. WANT MORE HELP THINKING ABOUT MAJORS? Picking a major that matches your interests is also important. You can use your interest inventory results and the Major Map to understand what majors might be a good fit for you.

- Go to the **Major Map** by clicking **Major Map** under the **Education** tab.
- Explore majors by clicking on the boxes in the Major Map. Remember that blue areas match you interest inventory results.
- Explore colleges by clicking on **School Search** under the **Education** Tab.

11. UNDERSTANDING WHAT’S IMPORTANT TO YOU

- Click on **Career Search** under the **Career** tab. This search is a powerful way to explore important differences between occupations. Here you can explore how occupations differ in their work characteristics. For example, click **More Search Options** to use the **Advanced Search** to see how occupations differ in Variety.
- Select the Low Variety option and look at the resulting list of occupations. Workers in these occupations repeat a few tasks each day. Any surprises?
- Now clear the Low Variety search option and select the High Variety option. Workers in these occupations change tasks more often throughout the day.
- By comparing the occupations in these two lists you can begin to understand how important Variety is to you in a career.
- Now it’s your turn. Here is a list of work characteristics:

Search	Important to Me?	
Variety	<input type="radio"/> Yes	<input type="radio"/> No
Work Setting	<input type="radio"/> Yes	<input type="radio"/> No
Travel	<input type="radio"/> Yes	<input type="radio"/> No
Contact with Others	<input type="radio"/> Yes	<input type="radio"/> No
Work Schedule	<input type="radio"/> Yes	<input type="radio"/> No

Go to the **Advanced Search**, select a search and try the different search options. How does the list of occupations change? Based on what you see, which work characteristics are important to you?

12. Now that you know more about your interests, abilities, and values, and how they relate to majors and occupations, it's time to learn about what it's like to be in today's workforce.

A. Find a trusted, employed adult you can interview.

Name: _____

Occupation: _____

B. Ask the person you're interviewing the following questions, and note their answers below:

- How long have you had your current job?
- What is your educational and/or training background?
- What do you like about your job?
- What do you dislike about your job?
- What are the strongest skills you need to do this work?
- What are your strongest skills that help you work well with others (coworkers, customers, etc.) in your job?

C. Now think about your own soft skills that can help you work well with others. Imagine you have a job in one of your favorite occupations. How might these skills help you do your work? How might they help you work with colleagues, customers, etc.? Take a look back at Step 6 if you need help.

13. Watch some informative videos related to your career interests by going to www.roadtripnation.com. Click on the green EXPLORE the Interview Archive. You can sort videos based on a variety of sorts, so feel free to explore!

14. Plan job shadowing experiences! Use family, friends, teachers, and your school counselor to arrange short job shadowing experiences within your identified career interest areas.

15. Consider taking advantage of the WKHS Senior Project experience as an internship/career exploration tool. More information is available in the fall of the senior year.

***Source for activities 1-12: ACTProfile Student Activity Packet – www.actprofile.org