

## Career Coach: Instructions

Career Exploration Center, Lane Community College

Building 1, Room 116 541-463-3700 [CareerExplorationCenter@lanecc.edu](mailto:CareerExplorationCenter@lanecc.edu) [lanecc.edu/cec](http://lanecc.edu/cec)

- 1) Access the website: [lanecc.edu/CareerCoach](http://lanecc.edu/CareerCoach) *It's mobile and tablet friendly!*
- 2) Select "Sign Up" and follow the instructions to create your Profile.
- 3) Select "Take the Assessment." Choose either the 6-question interest assessment or the 60-question assessment. **We recommend the longer one**; it takes only 5-10 minutes!  
**NOTE:** No assessment can tell you "what to be" or "what to do." Only *you* can make that decision; you know yourself best. This assessment simply shows you areas you might want to explore further, based on your work-related interests.
- 4) Your results show your top three interest "traits" and how your interests match broad career clusters. Select "Download Full Results" to see all six interest traits. You might decide that a different "top three traits" fit you best!
- 5) Choose career clusters that interest you and "drill down" to find specific occupations and related Lane programs.  
*In the Browse Careers field, you can also "Search" for occupations using keywords.*
- 6) To get more information about specific occupations, use the "**Overview**," "**About**," "**Wages**," "**Employment**," and "**Live Job Postings**" tabs. You can see Oregon statewide data or choose a specific region of our state. *SAVE* any favorite occupations to your Profile.
- 7) Under each occupation, you can link to specific Lane degrees, certificates, and transfer areas. *Select "View Program Info" to link to that department's website.* If Lane does not list a specific program for this occupation, contact the Career Exploration Center and we can help you find them! *SAVE* any favorite programs to your Profile.
- 8) You can also select the "**Programs**" tab at the top to see Lane's 8 Career Communities and "drill down" to see our degrees, certificates, transfer areas, and related occupations. *SAVE* any favorites to your Profile.
- 9) Use the "**Résumé Builder**" tab to create your résumé, using keywords, skills, and job descriptions related to--and targeted to--specific occupations.
- 10) Use the "**Military Search**" link to find civilian careers related to military occupations.

**Reflection Question:** *What career fields and Lane programs would you like to explore further, based on your interests?*

Your Answer: