

Career Exploration - Part 2

Using [MajorClarity.com](https://www.majorclarity.com)

MSD's Online Platform for career exploration
and Student Academic & Career Planning

GETTING STARTED:

- Go to your email and search for “**Career Presentation.**”
Complete the Career Exploration Presentation

PRE-Survey

or you can type in this link:

<https://forms.gle/4NTpwBzF7T53eMQg9>

Who has gone into
MajorClarity on their
own **AFTER** last
year's presentation?

Who showed their
PARENTS?



If you did not receive the Intro Lesson last year, complete this Worksheet on your own.



STUDENT WORKSHEET



Introductory Lesson Name _____

Section I Account Access

Directions: Check the box next to the login method that applies to your district, as directed by your teacher.

To access my account, I will

- method A Go to my school's *Clever homepage*, sign in and click the MajorClarity icon
- method B Enter my district-provided email address & password and then click "Sign in"
- method C Click "Continue with Google" and enter my district email & password

For methods B & C ONLY - record login info in the table & then type the URL into your browser.

Username =	platform.majorclarity.com
Password =	

Once you have logged in to MajorClarity, verify that your name is at the top of the profile page.

Section II Personality Assessment

Directions: Check the box next to the login method that applies to your district, as directed by your teacher.

Begin the Personality Assessment by selecting one of the three responses to the first statement.

- If you agree with the statement, click the green heart icon.
- If you disagree with the statement, click the red X icon.
- If you are not sure whether you agree or disagree, click maybe.

Record your results in the table below:

Personality Assessment Results					
Artistic =	%	Investigative =	%	Social =	%
Enterprising =	%	Conventional =	%	Realistic =	%

Once complete, read each category description by clicking the "i" circle icon beside each title. Click CONTINUE to add additional email addresses to your MajorClarity account.

Section III Profile Settings

1. Click Edit your profile at the top of the menu on the left side of the page.
2. Use the dropdown menu to select a degree preference.
3. If applicable, input standardized assessment scores.
4. If you have been provided a classroom code, type it into the search box in the Classroom Codes panel.

March 2020

STUDENT WORKSHEET



EXTENDED LESSON

Section IV Learning Styles Assessment

PART A

Directions: Read each statement and decide if it is *usually true for you*.

- If you disagree, click NO.
- If you agree, click YES.

Record your results in the table below.

Learning Styles Assessment Results					
Kinesthetic Combination =	%	Visual Linguistic =	%	Visual Numerical =	%
Auditory Linguistic =	%	Auditory Numerical =	%		

Once complete, read each category description by clicking the "i" circle icon beside each title.

PART B

Directions: Review your career path matches and record your top three Fit Score matches.

- Click Career Exploration from the menu to review your Fit Score results.
- Determine which three career paths received the highest compatibility ratings.

Record your top three career path matches in the table below.

- Include the *career path title*, *career cluster*, and your *Fit Score rating*.

Career Path Fit Scores	
Career Path #1 Career Cluster	%
Career Path #2 Career Cluster	%
Career Path #3 Career Cluster	%

PART C

Directions: Review your career path matches in the Career Exploration tab & save items of interest to your list of Favorites.

- Clicking the star icon in the bottom corner of a *career path* panel will shade the star yellow; this indicates that the item has been added to your list of Favorites.
- You can save an *occupation* to your Favorites by clicking the star icon next to its title.
- Navigate to the My Portfolio tab to revisit saved items.
- To remove an item from your list, simply click the star icon to unshade it.

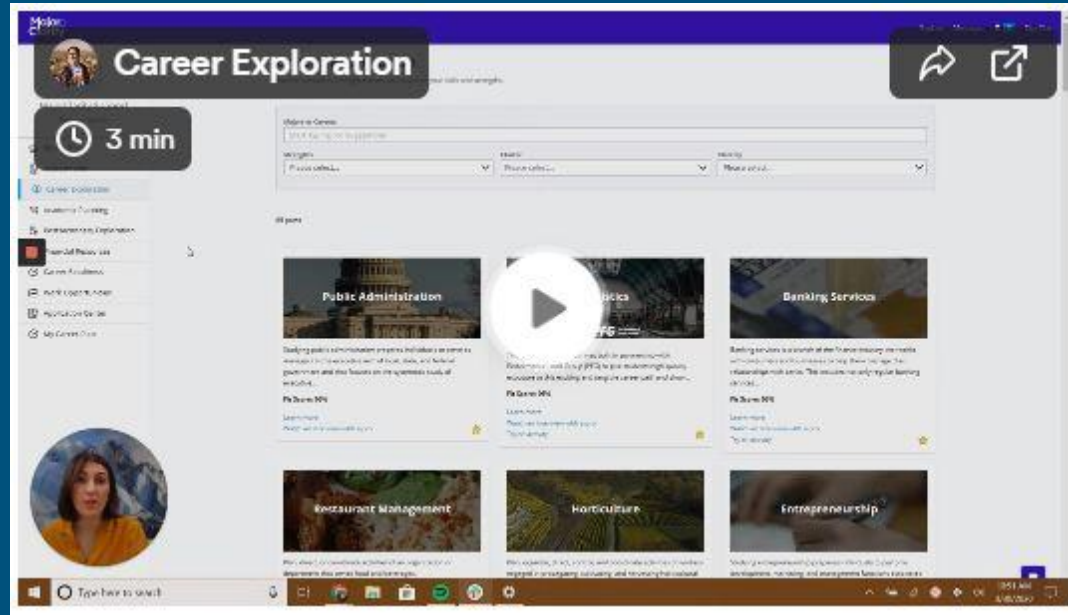
March 2020

HERE'S HOW TO **LOG IN** To Major Clarity:

- GO TO
platform.majorclarity.com
- **DO NOT** ENTER AN EMAIL OR
PASSWORD TO SIGN IN
- **INSTEAD** - CLICK "CONTINUE WITH
GOOGLE"
- CLICK OUT OF EACH TIP THAT
POPS UP - if they pop up
- **MAKE SURE YOUR NAME IS
LISTED ON THE WEBPAGE -
UPPER LEFT CORNER**

What we did last time in the INTRO to MajorClarity Presentation:

CAREER EXPLORATION - 5 min



- You can go back in and redo the assessments on your own if you like
- Star a few of your favorite career areas if you haven't already
 - What career area has your top fit score?

Access the tools in the left-hand menu under the “My Portfolio” tab:

- Student Journal
- Assessments
- Career Exploration
- Academic Planning
- Postsecondary Exploration
 - Financial Resources
 - Resume Builder
- Work Based Learning
- Application Center
 - My career plan
 - Microcredentials

- **Student Journal** - leave yourself notes on what you have learned and what you want to do next
- **Assessments** - questionnaires that help you determine your interests - you can retake
- **Career Exploration** - filter searches for occupations based on your strengths, career clusters you are interested in, career clusters you have started and those you have completed or by those you have indicated as your favorites
- **Academic Planning** - find a CTE pathway to work on and create a 4 year plan of high school classes to help you graduate high school with a CTE pathway
- **Postsecondary Exploration** - explore colleges
- **Financial Resources** - scholarship info
- **Resume Builder** - also helps you write a cover letter
- **Work Based Learning** - high school jobs and experiences in the field of study that you are interested
- **Application Center** - track your college applications and job applications
- **My career plan** - track your post-high school goals
- **Micro-credentials** - take mini courses to earn industry recognized credentials that support your career interest. Looks good on job, college and scholarship applications

How to check your progress in MajorClarity:

MY PORTFOLIO - 5 min

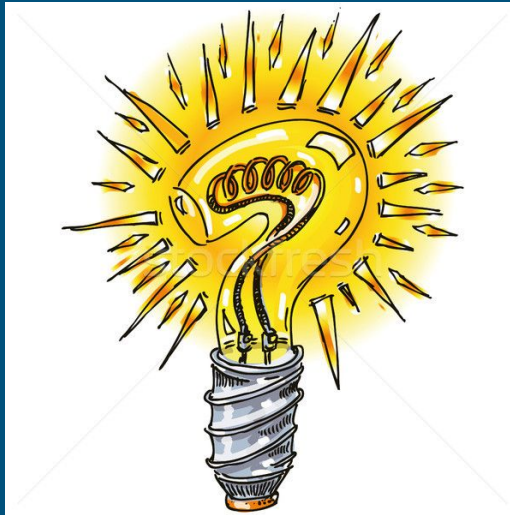
The screenshot displays the 'My Portfolio' page in MajorClarity. At the top left, the 'My Portfolio' title is highlighted with a dark box. Below it, a '2 min' timer icon is visible. The main content area is divided into several sections:

- Survey Requests:** A section titled 'Survey Requests' with a sub-header 'Taking a survey helps a lot when looking for suggestions and gives you some options'. It includes a 'Career Path Self-Assessment' survey with a 'Take survey' button.
- Portfolio Overview:** A central section titled 'Portfolio Overview' featuring a large play button icon. Below it, 'My Progress' is shown as a 33% completion rate. A list of tasks includes: 'Complete Personality Assessment', 'Complete Learning Style Assessment', 'Take Survey', 'Complete Career Path', and 'Complete Assessment'.
- Settings and Preferences:** A section on the right titled 'Settings and Preferences' with options like 'Edit your profile details', 'Change your password', 'Manage your account details and contacts', and 'Manage your account details and contacts'.
- Career Path Test Drives:** A section at the bottom left titled 'Career Path Test Drives' with a list of tests: 'Career Path Test Drives', 'Career Path Test Drives', 'Career Path Test Drives', 'Career Path Test Drives', and 'Career Path Test Drives'.
- My Academic Planning:** A section at the bottom right titled 'My Academic Planning' with a list of items: 'My Academic Planning', 'My Academic Planning', 'My Academic Planning', and 'My Academic Planning'.

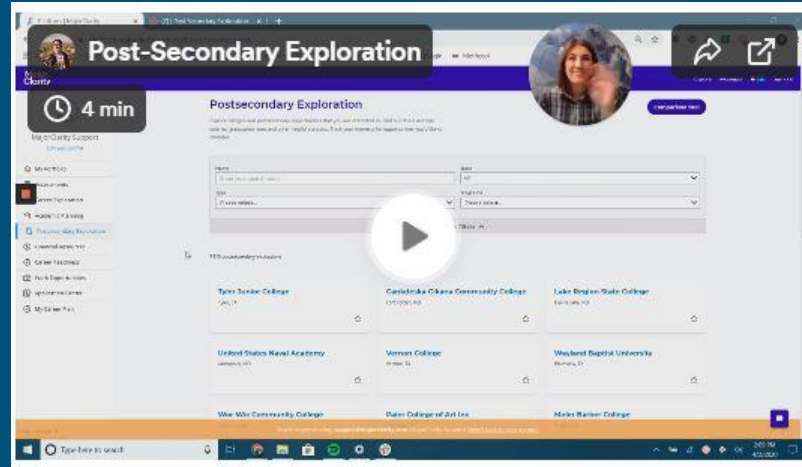
The bottom of the screen shows a Windows taskbar with the search bar and system tray icons.

WHAT DID YOU LEARN?

- What features are available in the My Portfolio section of the platform? (Portfolio Overview)
- What percentage of tasks have you completed?
- Which platform tasks do you still need to complete?



Try something new in MajorClarity: Post-Secondary Exploration - 5 min



- Apply a variety of search filters to conduct research on postsecondary opportunities that reflect student interests, strengths, and abilities
 - Add items of interest to list of *Favorites*
 - Use the platform Comparison tool to identify differences and similarities among a variety of postsecondary schools
- What is your top college choice?

RESUME BUILDER:

1. Fill out the fields in each of the tabs at the top:

Basic Info
Experience
Education
Skills

2. Save Each
3. Click "Review/Download as PDF" to see your Resume open up in a new tab

MajorClarity

Login to your MajorClarity account using your district's preferred login method.

- Key Terms
 - Resume: a brief account of personal, educational, and professional qualifications and experiences, prepared by a job applicant for prospective employers.
 - Cover letter: a document that explains why an applicant is uniquely qualified for a job position, that provides additional information to an employer about the candidate's skills and experience.

Employment objective: a statement that describes the type of career a job applicant is seeking, often tailored to a specific opportunity the candidate is applying for.



Education

Click Add School and fill in each section of the template. Click Save.

New School

School name
Brooks Washington University

School location
Birmingham, AL

Start date
End date

End date

Degree awarded (College only)
All Computer Science

GPA
3.72

Name
Hudson High School Senior Society - President

Save

Cover Letter

To compose a basic cover letter for a job application, click Add Cover Letter. Click Save once completed.



Add Cover Letter

student user guide

Resume Builder



Basic Information

Add your personal information to each section of the tab and then click Save Information.

Experience

Click Add Experience and fill in each section of the template. Click Save.



New Experience

Company name
Shopify

Company location
Ottawa, ON, Canada

Start date
Start date
End date
End date

Job title
Software Developer Intern

What you did
Developed software for the billing system on the Financial Operations team to support and enhance treasury app developer via an API using Ruby on Rails.

Save

Skills

Click Add Skills and fill in each section of the template. Click Save.



New Skill

Skill group
Business Management

Skills
Separate skill with a comma
Python, cost analysis, Powerpoint, Microsoft Word

Save

Contact

Enter your mailing address and click Save Contact Information.

Cover Letter:

1. Click "New Cover Letter"
2. Fill out the fields
3. Click "Save Cover Letter"
4. Scroll to the bottom of the page and click "View" to see your cover letter open up in a new tab

Discussion Questions:

- What is the difference between hard skills and soft skills?
- Why are both types of skills desirable to employers?

SmartStart Guide

<https://jobs.utah.gov/jobseeker/smartstart.pdf>

Job Skills inc. Soft Skills - pg. 9
Resumes - pg. 18
Cover Letters - pg. 27
Job Applications - pg. 30-34
Job Search - pg. 40
Interviewing - pg. 46



SmartStart

Your Guide to Finding and Keeping a Job

- Create a Career Portfolio pg. 16
- Build Your Resume pg. 18
- Networking pg. 36
- Professional Appearance pg. 51
- Job Outlook Data pg. 66
What do Utah jobs pay?

Get Started Now!

Planning and preparation are keys to a successful career—take the time and effort to plan accordingly!

DEPARTMENT OF WORKFORCE SERVICES

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FINISHING UP:

- Complete the Career Exploration Presentation
Post-Survey

in your email or by going to this link:

<https://forms.gle/yBn3dJuJZsteTJZt7>

* And don't forget to show MajorClarity to your parents!