



## QUICK REFERENCE GUIDE for Choices Planner

### First Time Users

1. Go to <http://www.bridges.com/ct>
2. Click on **"Create a New Portfolio"** and fill out the information requested. Enter the Site ID and Password as shown here.
3. Click on the link labeled **"Bridges Tools"** in the second paragraph.
4. Click on the square labeled **"Choices Planner"**.

**Site ID: 0110848**

**Password: wilmington**

### Returning Users

1. Go to <http://www.bridges.com/ct>
2. Enter your Portfolio Name and Password as created above.
3. Click on the link labeled **"Bridges Tools"** in the second paragraph.
4. Click on the square labeled **"Choices Planner"**.

**Portfolio Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

### Assess Your Career Direction

#### Identify occupations that match your career interests.

Login to Choices Planner as above, then click **"Interest Profiler"** on left side of screen. Once you complete this 179-item career interest inventory, you will get a list of occupations that match your interests. You can then click to information about any of those occupations.

#### Identify occupations that fit your work values.

Login to Choices Planner as above, then click **"Work Values Sorter"** on left side of screen. After rank ordering the 20 work values according to your personal preferences, you will get a list of occupations that match your work values. You can then click to information about any of those occupations.

#### Identify occupations that fit your preferred career characteristics.

Login to Choices Planner as above, then click **"Career Finder"** on left side of screen. You can choose any combination of characteristics such as educational level, earnings, job outlook, skills, career areas, etc. You then will get a list of occupations that match your selected characteristics. You can click to information about any of those occupations.



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### **Learn About Specific Careers**

#### **Find information about over 650 occupations.**

Login to Choices Planner as on reverse, then click "**Work**" tab at top of screen. You can explore careers by occupational area, or from alphabetic list. Find out what professionals in that career do; related interests, values and aptitudes; skills used; education needed; average earnings in North Carolina and the U.S.; job outlook for this career in North Carolina and the U.S.; plus related professional associations and web sites.

### **Explore Graduate & Professional School Programs**

#### **Find information about specific graduate and professional school programs.**

Login to Choices Planner as on reverse, then click "**Learn**" tab at top of screen. You can explore graduate and professional school programs from throughout the country. You can select campuses by academic program, location, costs, size, etc.

### **Prepare For Your Job Search**

#### **Write a quick resume.**

Login to Choices Planner as on reverse, then click "**Resume Builder**" on left side of screen. While this won't give you a professional, polished resume, it will get you a great beginning draft. Your quick resume can include your job objective, skills & qualifications, education, work history, accomplishments & activities, references, etc.

#### **Practice job interview questions.**

Login to Choices Planner as on reverse, then click "**Job Interview Practice**" on left side of screen. Of course, this won't be the same as practicing an interview with another person, it will help you think about questions you may be asked, and how you would like to respond. You can choose from sets of questions that are commonly asked, those that are work related, or those that relate to specific job categories such as administrative, retail, service or industrial work.



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