

Myplan.com is a free online career resource that helps you **explore careers and majors**, learn about specific jobs and industry clusters, identify popular careers and access an extensive video library. Career assessments identify your personality, interests, values and skills, and the degree to which they “match” with hundreds of different occupations.

Step 1: Registration
(You must enter the SHU License Code to take the assessments for free)

1. Using Mozilla Firefox (not Explorer!), go to www.myplan.com. Click on “Account” tab on top right.
2. Click “Create Free Account” under “New User”. *Remember the email address that you use!*
3. Create a username and password: [Record here: My Username _____, My Password _____]
4. On “Occupational Status” prompt, choose “Student”.
5. Read and agree to the “Terms of Use” and “Privacy Policy”. Click “Continue”.
6. For License Code, enter **8KKPQYH9** and make sure to click “Share Your Results with a Career Adviser”.
7. Click “Submit Registration”. You should now see a webpage stating “Congratulations! Your account has been successfully activated. You may now use any of these services”.

Step 2: Complete Assessments (set aside 15 minutes for each assessment)

▶ Career Interest Inventory	▶ Career Values Assessment
▶ Personality Inventory	▶ Career Skills Profiler

1. Before completing the Career Interest assessment, PRINT OUT the worksheet below to complete as you go.
2. Click the “Assessments” tab and you will see **four** assessments. Identify the appropriate assessments (either listed on your syllabus or from your career advisor). The Career Interest Inventory is a good starting point,
3. Click on the assessment and then “Start Test” to begin. *Note: You must answer the questions in order and can't skip questions. Incomplete tests cannot be saved, so make sure you finish each one! Remember, your honest assessment of yourself will make the results more accurate and reliable.*
4. At the end of the assessment, you will receive a short summary report with your results. **Print out the Summary Report** and bring to either your class or your career appointment.
5. While in the assessment, click on “Career Match” at top of page. Be sure to check “Level 4: Four Year Degree (College)”. A long list of careers will show that “match up” with your career interests. The bar graphs show the extent to which they are compatible—most related careers are listed first. [Example: 92% would mean that you answered 92 out of 100 questions the same way as someone in that career].
6. **Print out the first two pages of careers in “Career Match.”** *Mark out those careers you know you would NEVER be interested in. Then, look at the careers that are left and identify 2-3 that seem interesting to you.*
7. Click on one of the careers of interest. Click on **Summary** for related careers and majors. Click on **Description** for sample job titles and specific job tasks. Click on **Requirements**, then scroll down to **KNOWLEDGE AREAS**--this section is very important to look at because it identifies the required areas of knowledge and the level of importance of each area. The big question is: How compatible are they to your strengths or interests?

Step 3: Review additional resources about majors and industries

1. For a list of careers that **require use of academic knowledge specific to a major as a key part of the career**, click on “Majors” tab at top and “**What to Do with a Major in**”. Choose a major. Results in “Tier 1” careers are those that use extensive knowledge of the academic subject on a daily basis. Results in “Tier 2” identify careers that utilize transferable skills developed due to the nature of the major (such as researching, writing, public speaking, analytical skills, math skills).
2. Click on “Career” tab at top for the **Video Library** with over 500 careers (by category).
3. Click on “Career” tab at top to **Browse Industries** and identify specific career options in an industry.: Click on an industry and then a sub-cluster. In each sub-cluster, click on “**Industry Outlook**” for a detailed overview (nature) of the industry, salary, specific careers in the industry, and future job outlook.



Be sure to Log Out (at the top of the main page) to guarantee that all of your results have been saved!

If you have questions or are not able to access the system, contact The Career Center at 973-761-9355.



MyPlan Worksheet (bring to your appointment)



Career Interest Assessment Results

What are your top 2 career interest areas?

(Realistic, Investigative, Artistic, Social, Enterprising, or Conventional)

Area #1:	Area #2:
Which words/phrases best describe you?	Which words/phrases best describe you?

What are 2 occupations of interest to you?

Click on "Career Match" tab at top of page. Under "Level of Education" select "Level 4". Click on "Go".

The list highlights those occupations that most closely match your interest profile. Choose 2 of most interest to you.

Occupation #1:	Occupation #2:
<u>Under Summary section:</u> What are 2 popular majors for this career? (scroll down to "Related Majors and Degrees")	<u>Under Summary section,</u> What are 2 popular majors for this career? (scroll down to Related Majors and Degrees)
<u>Under Summary section:</u> What are 3 top industries that employ the most people in this career? (scroll down)	<u>Under Summary section:</u> What are 3 top industries that employ the most people in this career? (scroll down)?
<u>Under Description section,</u> what are the top 3 Job Tasks? (scroll down to section)	<u>Under Description section,</u> what are the top 3 Job Tasks? (scroll down to section)
<u>Under Description section,</u> What are the 3 most important Work Activities? (scroll down to section)	<u>Under Description section,</u> What are the 3 most important Work Activities? (scroll down to section)
<u>Under Requirements section,</u> what are the 4 most important Knowledge Areas needed? (scroll down)	<u>Under Requirements section,</u> what are the 4 most important Knowledge Areas needed? (scroll down)

Exploring Academic Majors and Career Options

Click on "Majors" tab at top of page and choose 2 majors of interest to you.

Major #1:	Major #2:
What are 2 careers that sound interesting to you?	What are 2 careers that sound interesting to you?