

**California Career Resource Network**  
**California Department of Education**  
[www.californiacareers.info](http://www.californiacareers.info)



The California Department of Education's California Career Resource Network (CalCRN) provides career exploration and planning resources to strengthen the career readiness skills of California's middle and high school students.

The CalCRN website hosts the **Career and College Readiness Lesson Plans** and has links to all CalCRN resources, which include the following:

The **California Career Center** is a comprehensive "virtual counselor" with career and college resources and tools to help students begin their career journey. Free student account feature. The Career Center's focus is on students, but it contains resources for counselors, teachers, parents, and guardians. Includes Lesson Plan Creator for educators.

The **California CareerZone** is a career exploration system providing four easy-to-use career assessment tools. It connects users with information on more than 900 California occupational options and colleges across the country. The "Make Money Choices" budgeting tool helps students make the connection between life style choices and occupations that can financially support those choices. Free student account and educator account features.

### **Career Surfer**

This mobile application is a tool for beginning career exploration and planning. Students can explore careers on their mobile devices by viewing snapshots of the more than 900 occupations detailed on the California CareerZone. Career Surfer is a free download from the Apple App Store or Google Play.

#### **Apple App Store**



#### **Google Play**



The **Support Personnel Accountability Report Card (SPARC)** online tool enables school site student support teams to create a unique, publishable document highlighting the impact their staff and programs are having on student career and college readiness.

Join **the CalCRN e-mail list!** Write to John Merris-Coots at the e-mail address below or go to the "Meetings" tab at [www.californiacareers.info](http://www.californiacareers.info)

# RESOURCE SNAPSHOTS

<p><b>CALIFORNIA CAREER RESOURCE NETWORK</b>  <a href="http://www.californiacareers.info">www.californiacareers.info</a></p>	<p><b>CALIFORNIA CAREER CENTER</b>            Virtual Counselor Web Portal  <a href="http://www.calcareercenter.org">www.calcareercenter.org</a></p>	<p><b>CALIFORNIA CAREERZONE</b>            Career Exploration &amp; Planning  <a href="http://www.cacareerzone.org">www.cacareerzone.org</a></p>
<p><b>Home</b></p> <ul style="list-style-type: none"> <li>• Links to CalCRN resources</li> </ul> <p><b>About</b></p> <ul style="list-style-type: none"> <li>• Contact information</li> <li>• Education Code</li> <li>• Partner Agencies</li> </ul> <p><b>Quick Starts</b></p> <ul style="list-style-type: none"> <li>• Quick Start activities</li> <li>• CA CareerZone Workbooks</li> <li>• California Career Planning Guide (English &amp; Spanish)</li> </ul> <p><b>Lesson Plans</b></p> <ul style="list-style-type: none"> <li>• Career &amp; College Readiness Lesson Plans               <ul style="list-style-type: none"> <li>○ 45 lessons for grades 5-12</li> <li>○ 5 or 6 lessons per grade</li> <li>○ Lesson Start-Up videos</li> </ul> </li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Quarterly meeting dates</li> <li>• Listserv sign-up</li> </ul> <p><b>Related Resources</b></p> <ul style="list-style-type: none"> <li>• Additional publicly funded career exploration resources</li> </ul>	<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Middle &amp; High School Planning</li> <li>• Exploring Career Options</li> <li>• Getting a Job</li> <li>• Postsecondary Education and Training</li> <li>• Addressing Challenges</li> <li>• Financial Literacy</li> <li>• Career Related Videos</li> <li>• “My Stuff” Accounts               <ul style="list-style-type: none"> <li>○ High School Plan</li> <li>○ Career Action Plan</li> <li>○ Upload and save documents</li> </ul> </li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>• Parent Handbooks in eight languages               <ul style="list-style-type: none"> <li>○ College Planning</li> <li>○ Career Development</li> </ul> </li> <li>• Educator Resources</li> <li>• Helping Students Address Challenges</li> <li>• Lesson Plan Creator</li> <li>• Educator to Educator Resource Sharing</li> </ul> <p><b>Parents/Guardians</b></p> <ul style="list-style-type: none"> <li>• Parent Handbooks in eight languages               <ul style="list-style-type: none"> <li>○ College Planning</li> <li>○ Career Development</li> </ul> </li> <li>• Helping Your Child Address Challenges</li> <li>• Quick Guides to:               <ul style="list-style-type: none"> <li>○ Exploring Career Options</li> <li>○ Postsecondary Education and Training</li> <li>○ Paying for College</li> </ul> </li> <li>• California CareerZone Workbook</li> <li>• Make Money Choices Workbook</li> </ul>	<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Career Related Assessments:               <ul style="list-style-type: none"> <li>○ Quick Assessment</li> <li>○ Interest Profiler</li> <li>○ Work Importance Profiler</li> <li>○ Skills Profiler</li> </ul> </li> <li>• Assessment results link to database of 900+ occupational profiles, 300+ with videos (from O*Net and EDD)</li> <li>• Occupational profiles link to postsecondary education options with 7,000+ schools (NCES College Navigator)</li> <li>• Training information includes California Apprenticeship programs</li> <li>• Make Money Choices links desired lifestyles with job earning potential</li> <li>• Career exploration, college application, and job application templates</li> <li>• Job Application Tools to create resumes, job search letters, and job references list</li> <li>• Decide/Additional Resources               <ul style="list-style-type: none"> <li>• California CareerZone Workbook</li> </ul> </li> <li>• Student Accounts</li> <li>• User guides</li> </ul> <p><b>Educator Accounts</b></p> <ul style="list-style-type: none"> <li>• Track student progress</li> <li>• Create reports of student activity</li> </ul>

5th Grade	Focus
Learning About Myself	Complete a Holland Code pictorial assessment and poster
Name That Job	Play a group game to introduce a variety of occupations
What's the Market for My Labor?	Use Labor Market Information on CareerOneStop to explore growing jobs
Studying for Careers	Connect study skills with career skills
Who Am I?	Holland Party activity for matching interests to occupations
6th Grade	
Me and My Career	Complete the California CareerZone Quick Assessment
My Dream Career	California CareerZone research and PowerPoint presentation
I Have "M.I." Strengths!	Match multiple intelligences with occupations
Roadmap to Success	Use SMART goals to create a plan
An Online Tool I Can Use	Scavenger hunt to learn about the California Career Center web portal
7th Grade	
Planning for Middle and High School	Create a High School Plan on the California Career Center web portal
Workplace Skills	Introduce 21st Century Skills using a group project
My Future Lifestyle	Use California CareerZone Make Money Choices to build a budget
Possible Careers	Use California CareerZone Interest Profiler to explore careers, including STEM
Where Am I Going?	Research an occupation for a class presentation
The Next 6 Years	Link middle and high school course content to careers
8th Grade	
Preparing for My Future	See School- and Community-based learning as career preparation
Transitioning to High School	Create a Transition Action Plan for the middle to high school transition
Exploring Military Career Options	Learn about military careers
How to Succeed in Life	Learn about and apply six success traits in life
Evaluating Web Sites	Evaluate online information
Safe at Work	Learn about workplace safety and workers' rights
9th Grade	
What Skills Do I Need?	Identify transferable and job-specific skills as elements of a Career Action Plan
Gaining By Giving	Use community service to develop career-relevant skills
Plagiarism is Stealing!	Cite information correctly and possible consequences plagiarism
Learning the Skills to Pay the Bills	Research Career Tech Education courses and pathways offered to students
What's the Plan?	Complete a California Career Center High School Plan
Matchmaking: Interests & Careers	Research interests and occupations for a Career Action Plan
10th Grade	
Choosing My Lifestyle	Explore occupations with California CareerZone Make Money Choices
What Matters to Me?	Link values to occupations with California CareerZone Work Importance Profiler
What's a Hot Job?	Explore Labor Market Information using the CareerOneStop website
I'm Ready to Work	Learn Job Application basics and create a master application
What Are My Options	Explore postsecondary options: apprenticeship, AmeriCorps, college, etc.
11th Grade	
What Occupation Interests Me?	Research with the California CareerZone and create a PowerPoint presentation
My Best Resume	Learn resume basics and create an initial draft resume
Hazards in the Workplace	Understand workplace safety and injury prevention
Due Dates, Deadlines & Decisions	Junior and senior year planning for college and other postsecondary options
Ready, Set, Test!	Learn about ACT, SAT, ASVAB tests, test prep tips and practice strategies
College: Plan Well and Pay Less	Research and analyze the cost of postsecondary education options
12th Grade	
Telling My Story	Develop personal statements for college admissions and other programs
Writing Right	Write effective business letters
Etiquette? What's That?	Create a visual storyboard describing workplace etiquette
Learn to Reach Out	Research professional associations, networking, and social media
In the Interview Hot Seat	Explore common interview questions and responses
What's Next?	Develop a final Career Action Plan using the California Career Center
Career development questions addressed in the Lessons	
Who Am I?	Self-Knowledge
Where Am I Going?	Career Exploration
How Do I Get There?	Career Planning
How Do I Succeed?	21st Century Skills

# California Career Resource Network

## Career Action Plan

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**Career field & specific occupations:** Based on your exploration of the California CareerZone or other career exploration Web site, what specific career field/occupations looks the most interesting to you? Why is this a good choice for you? What do people do in these occupations?

**Related occupation:** Are there other career fields/occupations that look like a good match for you?

**Degree/Certification needed:** What skills, training, education, certification and/or license will you need in order to be successful on the job?

**Education and/or training after high school:** What colleges or training programs could you attend to prepare for your preferred occupations?

**Accomplishments:** Use the following categories to list things that you have *done in the past* to prepare you for the workforce.

- Courses taken at high school, community college or other setting
- Extracurricular Activities
- Awards earned
- Certifications you have earned (examples: Driver's License, CPR or First Aid Card, Micropace Record, Lifeguard Certificate, Welding Lessons, CareerSafe, ServeSafe, etc.)

**Future Experiences:** Use the following categories to list things that you should do *in the future* to prepare for the world of work.

- Jobs that will prepare me for my preferred occupation
- Volunteer experiences that will help me prepare for my preferred occupation
- Courses

**People or Organizations that could help me:** Name two or three people who you can count on to help you; describe your relationship to them in parenthesis. Example: Mrs. Smith (English Teacher)

List two organizations that may be able to help you, include contact information- name, address, phone number, e-mail. Examples are Rotary Club, Chamber of Commerce, unions, etc.

**Plan of Action:** Identify the steps you need to take between now and high school graduation to prepare for the transition from school to either additional education, training, or work. Make this list as detailed as possible and put the items in chronological order.

- 1.
- 2.
- 3.

**Additional Research for college, training, national/military service:** It is possible that your initial post-high school goal needs additional research or cannot be immediately pursued. In addition to identifying information needed to implement your post-high school Plan A, consider other options that could be researched as Plan B and Plan C.

1. Plan A goal
2. Plan B goal
3. Plan C goal

**Bibliography:** List of resources you used, may want to use again, or want to share with others.