

OHIO MEANS JOBS INSTRUCTIONS

1. Go to ohiomeansjobs.com
2. Click on the **K-12 STUDENT** Cardinal to get started.

The screenshot shows the top navigation bar of the OhioMeansJobs website. It features a red cardinal mascot logo on the left. Below the logo are three main categories: 'Individuals' with a 'GET STARTED' button, 'Employers' with a 'GET STARTED' button, and 'Search Jobs' with a 'GET STARTED' button. A red dashed circle highlights the 'K-12 STUDENT' icon in the 'Individuals' section. Below the navigation bar is a row of icons for various services: 'IN-SCHOOL CAREER STUDENTS', 'AD-ROAD', 'ONLINE TRAINING', 'EMPLOYMENT PROGRAMS', 'VETERANS', 'EVENTS', 'CAREER PARTNERS', 'JOBPOST ACCOUNTS', 'OCCUPATIONAL SEARCH', 'CAREER PROFILE', and 'OCCUPATIONS CENTER'. A small text box says 'Click on me to see a video to learn more about OhioMeansJobs'.

3. Click on **“TAKE THE GUIDED TOUR”**

Follow the steps to **set up an account**. Only complete the first page of registration. You can skip the other steps once you’ve created a username and password.

Username: _____ Password: _____

4. Once your account is set up, **complete step 2 in your backpack “Explore your career interests.”**

You will be taking a Career Cluster Inventory, an interest assessment. Follow the directions and be honest on what you **LIKE** to do! If you don’t know what something entails, click the **blue ?** to get a description.

The screenshot shows the 'Explore Your Career Interests' step of the guided tour. It has a numbered list: '1 Register with OhioMeansJobs-K-12' and '2 Explore Your Career Interests'. Below the list are two instructions: '1. Go fishing!' and '2. Help build a stunts path for your backyard'. At the bottom, there are two rows of buttons. The first row has 'Like every month', 'Like', 'Not sure', and 'Dislike'. The second row has 'Like every month', 'Like', 'Not sure', and 'Dislike'. A red dashed circle highlights the 'Like every month' button in the first row, with an arrow pointing to it from the text above.

5. The results will show your Career Cluster Inventory scores. Note your top 3. Click on the names of the different clusters that interest you to read about them and the careers within.



6. Next, take the Career Profile assessment. Go to the “EXPLORE IT” tab at the top of the webpage.

OhioMeansJobs.com

EXPLORE IT PLAN IT FUND IT FIND IT

Career Exploration
Career Cluster Inventory
Search Jobs
Resumes
Career Fairs
Career Profile

Enter job title

Set Deadlines

Click on the “Career Profile”

7. Your results will be put into a pie chart. Read the descriptions on the left of the page, then explore a few careers that match up. Save careers you are interested in to your list.

Congratulations!

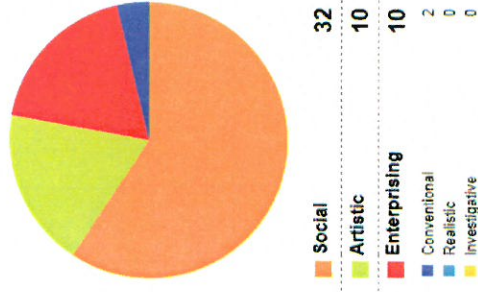
We've got your Career Profile scores, as well as an explanation of what they mean.

People with **Social** interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.

People with **Artistic** interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.

People with **Enterprising** interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profits.

People with **Conventional** interests like work that follows set procedures and routines. They prefer working with information and paying attention to details rather than working with ideas. They like working with clear rules and following a strong leader.



8. To find careers in a cluster/industry you scored high in, click on “VIEW OCCUPATIONS” at the bottom of the profile results page

We found career options that match your interests.
Click View Occupations to see them now!

[VIEW OCCUPATIONS](#)

Look through the list of various careers within the cluster/industry. Click on the name of the career to find out more information. **If it is a career that sounds interesting to you, click “SAVE.”** Everything you SAVE is stored in your backpack.