

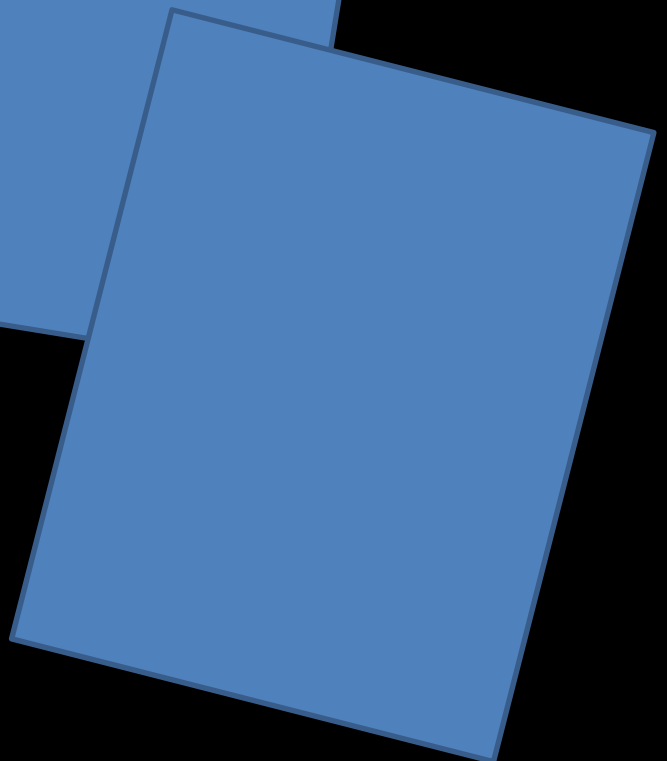
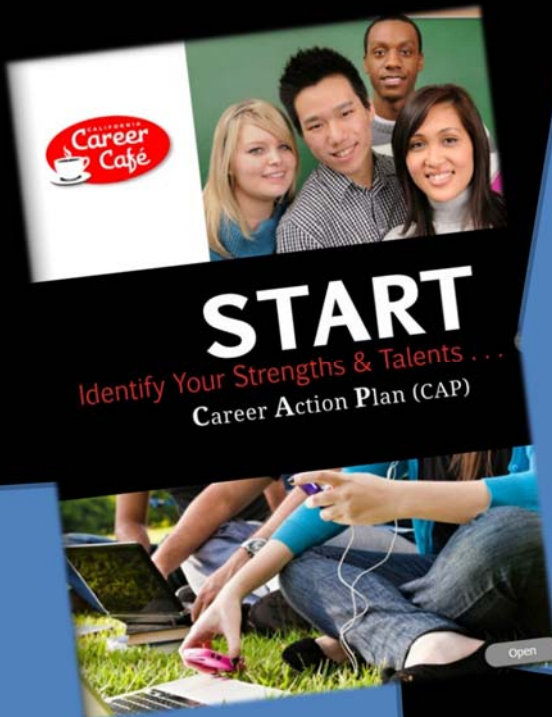


Educator's Guide

to the

CAPs

Career Action Plans





HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Career Action Plans (CAPS)

EDUCATOR'S GUIDE

Educator's Guide to Career Action Plans (CAPS)

This resource guide is for YOU the educator. It contains all that you need to collect meaningful data from your students to use for accountability measures and data reporting. You will be able to test the pre-knowledge of your students prior to completing the CAP and their post-knowledge at the conclusion of each assignment. A key to the post-test is also included.

If you want further input from your students you can also collect the “checklist” that is part of each CAP on the www.cacareercafe.com site.

Career Action Plans guide students

as they move through the stages of

- finding a career direction
- connecting to a career goal
- getting real world experience
- preparing to land a job



HOME



START



EXPLORE



EXPERIENCE



PREPARE

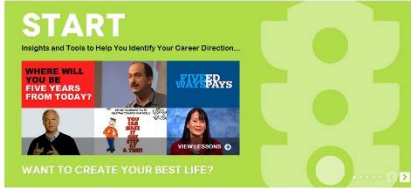


APPLY

Career Action Plans (CAPS)

EDUCATOR'S GUIDE

Student Learning Outcomes (Accountability Statements)



CAP #1: START

As a result of completing CaCareerCafe.com's **START** section, students will be able to:

- Identify their career interests, work values, skills and work style preferences leading to themes of career subjects.
- Understand the interests & characteristics of the six Holland personality types.
- Understand and use a good decision making process.
- Write a specific and measurable career goal.



CAP #2: EXPLORE

As a result of completing the CaCareerCafe.com's **EXPLORE** section, students will be able to:

- Understand what career pathways are.
- Learn the value of choosing an appropriate career pathway for their academic and career success.
- Identify the Pathways that are of interest to them.
- Identify the traits required for people in their desired industries.
- Identify their Holland RIASEC code and learn how it assists them in career choices.
- Identify the training and education requirements for various careers
- Utilize critical thinking, analytical and decision making skills by comparing and contrasting careers and making choices based on their self-evaluation and research.



CAP #3: EXPERIENCE

As a result of completing CaCareerCafe.com's **EXPERIENCE** section, students will be able to:

- Understand the purpose, history and benefits of the Informational Interview.
- Conduct an Informational Interview.
- Increase awareness of the relationship between volunteering and finding employment.
- Explore volunteer opportunities and resources in their field of interest and local community.
- Learn how internships can help identify a career path as well as build connections.
- Learn the benefits of internship on their future employment by getting the experience and exposure they need to land a good job.



CAP #4: PREPARE

As a result of completing CaCareerCafe.com's **PREPARE** section, students will be able to:

- Write a résumé.
- Use social media to build a professional profile.
- Respond to behavioral based interview questions utilizing the STAR method.



HOME



START



EXPLORE



EXPERIENCE



PREPARE

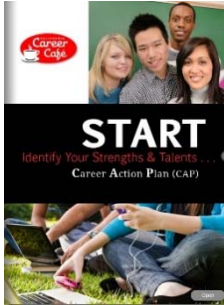


APPLY

Career Action Plans (CAPS)

EDUCATOR'S GUIDE

Table of Contents

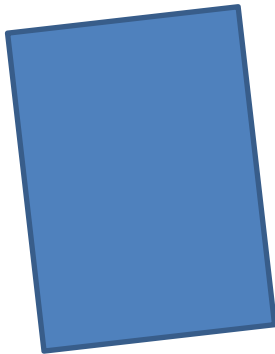


CAP # 1 **START**

pre-test _____pages 1-2

post-test _____pagse 3-4

key _____pages 5-6

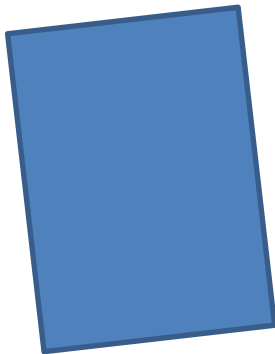


CAP # 2 **EXPLORE**

pre-test _____pages 7-8

post-test _____pages 9-10

key _____page 11

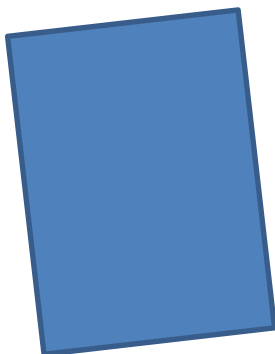


CAP # 3 **EXPERIENCE**

pre-test _____pages 12-13

post-test _____pages 14-15

key _____pages 16-17



CAP # 4 **PREPARE**

pre-test _____pages 18-19

post-test _____pages 20-21

key _____pages 22-23



HOME



START



EXPLORE



EXPERIENCE



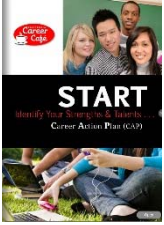
PREPARE



APPLY

Student Name:

Student Number:



Where Are You Now? CAP #1 Pre-Test



BEFORE using CaCareerCafé START – Career Action Plan #1
<http://portal.sliderocket.com/CRIXG/career-cafe-slidebook1>

1. Who said, “Do what you love. You’ll be better at it.”?

2. What are the titles of the “3 Circles and 1 Box”?

Circle 1: _____

Circle 2: _____

Circle 3: _____

Box 1: _____

3. What are you “BORN TO DO”?

I don’t know

4. **TRUE or FALSE:** The Strength Revolution is the movement to identify what your strengths are and make a career choice based on those strengths.

5. **TRUE or FALSE:** The Science to Success is to identify your strengths and passions and then do what it takes to adjust your work to play to your strengths, and spend the majority of your time doing what you enjoy.

6. Only _____ out of 10 people get to spend the majority of their time doing what they enjoy.

7. You spend _____% of your life working or preparing to work.

8. **Career Interests:** What are your top three (3) High Interests Areas (i.e., Business, Education, Arts and Media)

I don’t know

9. **Values:** List your top three (3) Values

I don’t know



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #1 Pre-Test (continued)

10. **Skills:** List the top three (3) Skills you would most enjoy using on the job:

I don't know

11. **Work Style:** List your top three (3) Work Style Preferences

I don't know

12. **TRUE or FALSE:** People who follow career paths that match their personalities are more likely to be both satisfied and successful with those careers.

13. Based on the video information, what are your top 3 letters of the **RIASEC Holland Code**?

I don't know

14. **TRUE or FALSE:** Don't worry about choosing the best option; choose any (well-researched and practical) option. Just pick one thing to do. And if that doesn't work, then pick another.

15. **TRUE or FALSE:** When it comes to making decisions, time of day and your last meal are as important as knowing the facts.

16. People who regularly write down their goals earn _____ times as much over their lifetimes as those who don't.

17. People who write down goals, share them with a friend, and send weekly updates to that friend were, on average _____% more successful in reaching their goals than those who just "had goals."

18. What goal are you focusing on?

I don't know

19. Can you write your personal goal in a **S.M.A.R.T.** format?

No



HOME



START



EXPLORE



EXPERIENCE



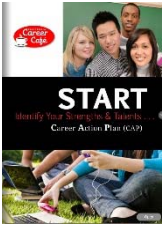
PREPARE



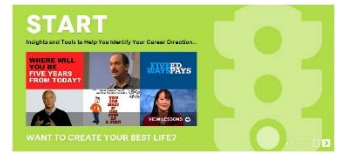
APPLY

Student Name:

Student Number:



Where Are You Now? CAP #1 Post-Test



AFTER using CaCareerCafé START – Career Action Plan #1
<http://portal.sliderocket.com/CRIXG/career-cafe-slidebook1>

1. Who said, “Do what you love. You’ll be better at it.”?

2. What are the titles of the “3 Circles and 1 Box”?

Circle 1: _____

Circle 2: _____

Circle 3: _____

Box 1: _____

3. What are you “BORN TO DO”?

I don’t know

4. **TRUE or FALSE:** The Strength Revolution is the movement to identify what your strengths are and make a career choice based on those strengths.

5. **TRUE or FALSE:** The Science to Success is to identify your strengths and passions and then do what it takes to adjust your work to play to your strengths, and spend the majority of your time doing what you enjoy.

6. Only _____ out of 10 people get to spend the majority of their time doing what they enjoy.

7. You spend _____% of your life working or preparing to work.

8. **Career Interests:** What are your top three (3) High Interests Areas (i.e., Business, Education, Arts and Media)

I don’t know

9. **Values:** List your top three (3) Values

I don’t know



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #1 Post-Test (continued)

10. **Skills:** List the top three (3) Skills you would most enjoy using on the job:

I don't know

11. **Work Style:** List your top three (3) Work Style Preferences

I don't know

12. **TRUE or FALSE:** People who follow career paths that match their personalities are more likely to be both satisfied and successful with those careers.

13. Based on the video information, what are your top 3 letters of the **RIASEC Holland Code**?

I don't know

14. **TRUE or FALSE:** Don't worry about choosing the best option; choose any (well-researched and practical) option. Just pick one thing to do. And if that doesn't work, then pick another.

15. **TRUE or FALSE:** When it comes to making decisions, time of day and your last meal are as important as knowing the facts.

16. People who regularly write down their goals earn _____ times as much over their lifetimes as those who don't.

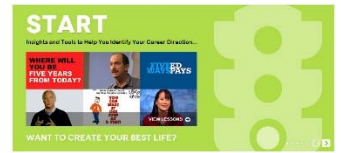
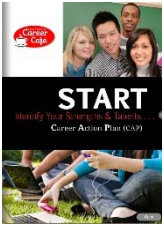
17. People who write down goals, share them with a friend, and send weekly updates to that friend were, on average _____% more successful in reaching their goals than those who just "had goals."

18. What goal are you focusing on?

I don't know

19. Can you write your personal goal in a **S.M.A.R.T.** format?

No



Where Are You Now? CAP #1 KEY

Questions in gray are personal for each student so answers will vary.

1. Who said, “Do what you love. Not because you just want to be self-interested, but because you’ll be better at it.”?

Francis Ford Coppola; film maker, winery/restaurant owner

2. What are the titles of the “3 Circles and 1 Box”?

Circle 1: **What are you good at?**

Circle 2: **What are you born to do?**

Circle 3: **What will people pay you to do?**

Box 1: **Who?**

3. What are you “BORN TO DO”?

I don’t know

4. **TRUE** or **FALSE**: The Strength Revolution is the movement to identify what your strengths are and make a career choice based on those strengths. **Identify what your strengths are and make a contribution out of those strengths.**

5. **TRUE** or **FALSE**: The Science to Success is to identify your strengths and passions and then do what it takes to adjust your work to play to your strengths, and spend the majority of your time doing what you enjoy.

6. Only **2** out of 10 people get to spend the majority of their time doing what they enjoy.

7. You spend **60**% of your life working or preparing to work.

8. **Career Interests**: What are your top three (3) High Interests Areas (i.e., Business, Education, Arts and Media)

I don’t know

9. **Values**: List your top three (3) Values

I don’t know

CAP #1 Key (continued)



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

10. **Skills:** List the top three (3) Skills you would most enjoy using on the job:

I don't know

11. **Work Style:** List your top three (3) Work Style Preferences

I don't know

12. **TRUE** or **FALSE:** People who follow career paths that match their personalities are more likely to be both satisfied and successful with those careers.

13. Based on the video information, what are your top 3 letters of the RIASEC Holland Code?

I don't know

14. **TRUE** or **FALSE:** Don't worry about choosing the best option; choose any (well-researched and practical) option. Just pick one thing to do. And if that doesn't work, then pick another.

15. **TRUE** or **FALSE:** When it comes to making decisions, time of day and your last meal are as important as knowing the facts.

16. People who regularly write down their goals earn 9 times as much over their lifetimes as those who don't.

17. People who write down goals, share them with a friend, and send weekly updates to that friend were, on average 33 % more successful in reaching their goals than those who just "had goals."

18. What goal are you focusing on?

I don't know

19. Can you write your personal goal in a S.M.A.R.T format?

No



HOME



START



EXPLORE



EXPERIENCE



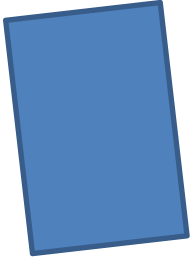
PREPARE



APPLY

Student Name:

Student Number:



Where Are You Now? CAP #2 Pre-Test



BEFORE using CaCareerCafé EXPLORE – Career Action Plan #2

1. What are career pathways?

2. What is a key milestone of every career pathway?

3. Name two (2) work-based learning experiences.

4. Please complete the statements below.

- a. Nearly _____% of high school students don't graduate.
- b. _____% of future jobs will require some college or post-high school training.
- c. _____% of college-bound students have not yet decided on a major.
- d. _____% of college students change their college major.
- e. Only _____% of students get a 4-year degree in 4 years.

5. Employers are looking for more than a high school diploma. They want future employees to have

6. Hitting a Pathway without knowing where you are going wastes _____
and _____

7. Students on a pathway _____,
and _____.

(please continue on the next page)



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #2 Pre-Test (continued)

Please respond to the following questions about the Career Pathway and write "I don't know" OR "idk" if applicable.

8. Which **pathway** will you explore?

9. What is the reason this **pathway** is of interest to you?

10. What are two to three traits of people in this industry?

11. What are your top three **RIASEC Holland Codes**?

12. Based on your desired education and training, what is your O*NET Interest Profiler Job Zone?

- Job Zone One Job Zone Two Job Zone Three
- Job Zone Four Job Zone Five

13. What career decision have you made as a result of focused decision making practices?



HOME



START



EXPLORE



EXPERIENCE



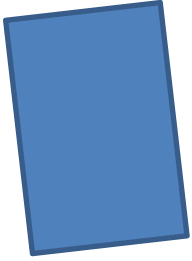
PREPARE



APPLY

Student Name:

Student Number:



Where Are You Now? CAP #2 Post-Test



AFTER using CaCareerCafé EXPLORE – Career Action Plan #2

14. What are career pathways?

15. What is a key milestone of every career pathway?

16. Name two (2) work-based learning experiences.

17. Please complete the statements below.

- a. Nearly _____% of high school students don't graduate.
- b. _____% of future jobs will require some college or post-high school training.
- c. _____% of college-bound students have not yet decided on a major.
- d. _____% of college students change their college major.
- e. Only _____% of students get a 4-year degree in 4 years.

18. Employers are looking for more than a high school diploma. They want future employees to have

19. Hitting a Pathway without knowing where you are going wastes _____
and _____.

20. Students on a pathway _____, _____,
and _____.

(please continue on the next page)



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #2 Post-Test (continued)

Please respond to the following questions about the Career Pathway and write “I don’t know” OR “idk” if applicable.

21. Which **pathway** will you explore?

22. What is the reason this **pathway** is of interest to you?

23. What are two to three traits of people in this industry?

24. **What are your top three RIASEC Holland Codes?**

25. Based on your desired education and training, what is your O*NET Interest Profiler Job Zone?

- Job Zone One
- Job Zone Two
- Job Zone Three
- Job Zone Four
- Job Zone Five

26. What career decision have you made as a result of focused decision making practices?



HOME



START



EXPLORE



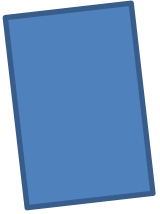
EXPERIENCE



PREPARE



APPLY



Where Are You Now? CAP #2 KEY



Questions in gray are personal for each student so answers will vary.

1. What are career pathways?

California pathways represent its 15 leading industry sectors.

Pathways are a route you follow through school and into a successful career.

2. What is a key milestone of every career pathway?

High school graduation

3. Name two (2) work-based learning experiences.

Job Shadow / Internship / Apprenticeships / School-based enterprises

4. Please complete the statements below.

a. Nearly 33 % of high school students don't graduate.

b. 66 % of future jobs will require some college or post-high school training.

c. 80 % of college-bound students have not yet decided on a major.

d. 50 % of college students change their college major.

e. Only 37 % of students get a 4-year degree in 4 years.

5. Employers are looking for more than a high school diploma. They want future employees to have

Soft skills, community services and internship experience.

6. Hitting a Pathway without knowing where you are going wastes _____ time

and _____ money

7. Students on a pathway _____ do better academically _____, _____ finish faster _____,

and _____ get better jobs _____.

(Remaining questions are personal & vary for each student.)



HOME



START



EXPLORE



EXPERIENCE



PREPARE

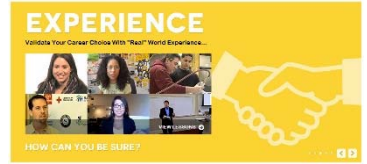


APPLY

Student Name:

Student Number:

Where Are You Now? CAP #3 Pre-Test



BEFORE using CaCareerCafé START – Career Action Plan #3

- Career conversations are often called _____.
- TRUE** or **FALSE**: An Informational Interview is the same as a Job Interview.
- What is an Informational Interview? _____

- TRUE** or **FALSE**: Don't limit yourself on interviewing people locally. You can get so much info on a national level.
- TRUE** or **FALSE**: The purpose of an Informational Interview is to build a picture of what your future career path should, could and would look like. The goal is to find out if this career is the right fit for you.
- TRUE** or **FALSE**: Once the Informational Interview is over, you have built a rapport with the person so it is a perfect time to ask for a job.
- The concept of 'informational interviewing' was conceived by _____, author of the best-selling career handbook, _____.
- TRUE** or **FALSE**: The informational interview is a highly focused information gathering session with a networking contact designed to help you choose or refine your career path by giving you the "insider" point of view.
- TRUE** or **FALSE**: Informational Interviews should be done face-to-face in the setting that you are interested in working and never by telephone, email chat group or on the Internet.
- What are the benefits of conducting the Informational Interviews? Please list at least three.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #3 Pre-Test (continued)

11. **TRUE** or **FALSE**: Employers value volunteer experience as valuable as paid work experience in today's competitive labor market.
12. Volunteers have _____ % higher odds of finding employment than non-volunteers.
13. **TRUE** or **FALSE**: Volunteering has the weakest impact on rural communities and with individuals who lack a high school diploma.
14. What is your Volunteer Style? _____
15. **TRUE** or **FALSE**: It is ideal to apply for Internships at 3-4 companies where you see yourself working.
16. _____% of the Class of 2012 completed at least 1 internship and _____% completed at least 2 or more internships. _____% say their Internship was a positive experience and _____% of employers made full-time offers to interns in 2012.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

Where Are You Now? CAP #3 Post-Test



AFTER using CaCareerCafé START – Career Action Plan #3

1. Career conversations are often called _____.
2. **TRUE** or **FALSE**: An Informational Interview is the same as a Job Interview.
3. What is an Informational Interview? _____

4. **TRUE** or **FALSE**: Don't limit yourself on interviewing people locally. You can get so much info on a national level.
5. **TRUE** or **FALSE**: The purpose of an Informational Interview is to build a picture of what your future career path should, could and would look like. The goal is to find out if this career is the right fit for you.
6. **TRUE** or **FALSE**: Once the Informational Interview is over, you have built a rapport with the person so it is a perfect time to ask for a job.
7. The concept of 'informational interviewing' was conceived by _____,
author of the best-selling career handbook, _____.
8. **TRUE** or **FALSE**: The informational interview is a highly focused information gathering session with a networking contact designed to help you choose or refine your career path by giving you the "insider" point of view.
9. **TRUE** or **FALSE**: Informational Interviews should be done face-to-face in the setting that you are interested in working and never by telephone, email chat group or on the Internet.
10. What are the benefits of conducting the Informational Interviews? Please list at least three.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #3 Post-Test (continued)

11. **TRUE** or **FALSE**: Employers value volunteer experience as valuable as paid work experience in today's competitive labor market.
12. Volunteers have _____ % higher odds of finding employment than non-volunteers.
13. **TRUE** or **FALSE**: Volunteering has the weakest impact on rural communities and with individuals who lack a high school diploma.
14. What is your Volunteer Style? _____
15. **TRUE** or **FALSE**: It is ideal to apply for Internships at 3-4 companies where you see yourself working.
16. _____% of the Class of 2012 completed at least 1 internship and _____% completed at least 2 or more internships. _____% say their Internship was a positive experience and _____% of employers made full-time offers to interns in 2012.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Where Are You Now? CAP #3 KEY



1. Career conversations are often called Informational Interviews.
2. **TRUE** or **FALSE**: An Informational Interview is the same as a Job Interview. *Informational interviews are conducted when you are asking for information, not a job.*
3. What is an Informational Interview?
Talking to the people who have the job that you think you want to have.
4. **TRUE** or **FALSE**: Don't limit yourself on interviewing people locally. You can get so much info on a national level.
5. **TRUE** or **FALSE**: The purpose of an Informational Interview is to build a picture of what your future career path should, could and would look like. The goal is to find out if this career is the right fit for you.
6. **TRUE** or **FALSE**: Once the Informational Interview is over, you have built a rapport with the person so it is a perfect time to ask for a job.
7. The concept of 'informational interviewing' was conceived by Richard Nelson Bolles, author of the best-selling career handbook, What Color Is Your Parachute?.
8. **TRUE** or **FALSE**: The informational interview is a highly focused information gathering session with a networking contact designed to help you choose or refine your career path by giving you the "insider" point of view.
9. **TRUE** or **FALSE**: Informational Interviews should be done face-to-face in the setting that you are interested in working and never by telephone, email chat group or on the Internet.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

CAP #3 Key (continued)

10. What are the benefits of conducting the Informational Interviews? Please list at least three.

The Information Interview allows you to:

- Gather valuable information from industry professionals on career planning and job search strategies.
- Discover the “realities” of a particular career field and what is it really like to work in a given industry.
- Evaluate whether the career is compatible with your skills, interests, lifestyle and goals
- Receive specific suggestions on how and where to acquire the experience and knowledge required.
- Develop confidence in interviewing with professionals by discussing your interests and goals
- Gain access to the hidden job market. Over 80% of quality jobs are secured through networking.
- Expand your network of contacts in your field of interest for future opportunities.
- Gain referrals to other professionals in the same field for additional networking.

11. **TRUE** or **FALSE**: Employers value volunteer experience as valuable as paid work experience in today’s competitive labor market.

12. Volunteers have 27 % higher odds of finding employment than non-volunteers.

13. **TRUE** or **FALSE**: Volunteering has the weakest impact on rural communities and with individuals who lack a high school diploma. *The relationship between volunteering and employment was strongest for individuals without a high school diploma (51%) and those who live in rural areas (55%).*

14. What is your Volunteer Style?

- A -- Active Hands-on
- B – Social Helper
- C – Artistic/Creative
- D – Technical

15. **TRUE** or **FALSE**: It is ideal to apply for Internships at 3-4 companies where you see yourself working. *Consider applying to 10-20 companies that may even be with companies you have never heard of before. Go for a variety of companies and the competition is strong and you need to be prepared.*

16. 63 % of the Class of 2012 completed at least 1 internship and 28 % completed at least 2 or more internships. 86 % say their Internship was a positive experience and 69 % of employers made full-time offers to interns in 2012.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

Where Are You Now? CAP #4 Pre-Test



BEFORE using CaCareerCafé EXPLORE – Career Action Plan #4

1. **What three things does a hiring manager look at on your resume above all else:**

2. **TRUE or FALSE:** Your resume should never be more than two pages.
3. **TRUE or FALSE:** For each item listed on a job description you are applying for, make sure there is a matching achievement or responsibility in one of your past roles as a bullet point on your resume.
4. **TRUE or FALSE:** Hiring managers look at hundreds of resumes and the key components need to be clearly identifiable and easily accessible. For this reason, it is preferred that standard resume templates are utilized so hiring managers do not need to fumble around to locate your information.
5. **TRUE or FALSE:** The time, effort and energy represented by your resume expresses everything you will do going forward.
6. Recruiters spend an average of _____ to _____ seconds looking at a CV (resume).
7. **TRUE or FALSE:** One spelling or grammar mistake and your CV will be chucked in the trash.
8. The rejection rate is _____% if you have a photo of yourself on your CV.
9. One in _____ employers rejected candidates based on something they found about them online.
10. _____% of CVs are ignored if your email address is unprofessional.
11. **TRUE or FALSE:** As the digital age expands, the Resume is becoming the Cover Letter and the LinkedIn Profile is becoming the Resume.
12. What are at least three key words employers look for on a resume:

13. What is LinkedIn? _____
14. **TRUE or FALSE:** LinkedIn is second only to MonsterJobs in terms of the social networking site preferred by employers.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #4 Pre-Test (continued)

15. **TRUE** or **FALSE**: LinkedIn is an essential tool for anyone looking to start or advance their career.

16. List at least two important Cover Letter tips.

17. There are no quick formulas to succeeding in an interview, but

_____, _____, and _____

will certainly give you the confidence you need as you put your best foot forward.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

Where Are You Now? CAP #4 Post-Test



AFTER using CaCareerCafé EXPLORE – Career Action Plan #4

1. **What three things does a hiring manager look at on your resume above all else:**

2. **TRUE or FALSE:** Your resume should never be more than two pages.
3. **TRUE or FALSE:** For each item listed on a job description you are applying for, make sure there is a matching achievement or responsibility in one of your past roles as a bullet point on your resume.
4. **TRUE or FALSE:** Hiring managers look at hundreds of resumes and the key components need to be clearly identifiable and easily accessible. For this reason, it is preferred that standard resume templates are utilized so hiring managers do not need to fumble around to locate your information.
5. **TRUE or FALSE:** The time, effort and energy represented by your resume expresses everything you will do going forward.
6. Recruiters spend an average of _____ to _____ seconds looking at a CV (resume).
7. **TRUE or FALSE:** One spelling or grammar mistake and your CV will be chucked in the trash.
8. The rejection rate is _____% if you have a photo of yourself on your CV.
9. One in _____ employers rejected candidates based on something they found about them online.
10. _____% of CVs are ignored if your email address is unprofessional.
11. **TRUE or FALSE:** As the digital age expands, the Resume is becoming the Cover Letter and the LinkedIn Profile is becoming the Resume.
12. What are at least three key words employers look for on a resume:

13. What is LinkedIn? _____

(please continue on the next page)



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Student Name:

Student Number:

CAP #4 Post-Test (continued)

- 14. **TRUE** or **FALSE**: LinkedIn is second only to MonsterJobs in terms of the social networking site preferred by employers.
- 15. **TRUE** or **FALSE**: LinkedIn is an essential tool for anyone looking to start or advance their career.
- 16. List at least two important Cover Letter tips.

- 17. There are no quick formulas to succeeding in an interview, but _____, _____, and _____ will certainly give you the confidence you need as you put your best foot forward.



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

Where Are You Now? CAP #4 KEY



1. **What three things does a hiring manager look at on your resume above all else:**
past experience titles at past companies educational experience
2. **TRUE** or **FALSE**: Your resume should never be more than two pages.
3. **TRUE** or **FALSE**: For each item listed on a job description you are applying for, make sure there is a matching achievement or responsibility in one of your past roles as a bullet point on your resume.
4. **TRUE** or **FALSE**: Hiring managers look at hundreds of resumes and the key components need to be clearly identifiable and easily accessible. For this reason, it is preferred that standard resume templates are utilized so hiring managers do not need to fumble around to locate your information. *Have an interesting, professional and different visual format for the resume. Be creative to make it stand out visually.*
5. **TRUE** or **FALSE**: The time, effort and energy represented by your resume expresses everything you will do going forward.
6. Recruiters spend an average of 5 to 7 seconds looking at a CV (resume).
7. **TRUE** or **FALSE**: One spelling or grammar mistake and your CV will be chucked in the trash.
8. The rejection rate is 88% if you have a photo of yourself on your CV.
9. One in 3 employers rejected candidates based on something they found about them online.
10. 76% of CVs are ignored if your email address is unprofessional.
11. **TRUE** or **FALSE**: As the digital age expands, the Resume is becoming the Cover Letter and the LinkedIn Profile is becoming the Resume.
12. What are at least three key words employers look for on a resume:
problem solving (56%) team building (33%) leadership (44%)
oral/written communication (44%) performance and productivity (31%)
13. What is LinkedIn? A social networking site that combines the information of a traditional resume with the social connectivity of Facebook



HOME



START



EXPLORE



EXPERIENCE



PREPARE



APPLY

CAP #4 Key (continued)

14. **TRUE** or **FALSE**: LinkedIn is second only to MonsterJobs in terms of the social networking site preferred by employers. **LinkedIn is the largest and most vibrant professional social networking site employers are turning to.**

15. **TRUE** or **FALSE**: LinkedIn is an essential tool for anyone looking to start or advance their career.

16. List at least two important Cover Letter tips.

Address the cover letter to a specific person.

Don't repeat information that is already in your resume.

Keep it short and simple yet dynamic.

Use keywords to enhance the point you are trying to make which you can take from the job description.

Tailor the cover letter to the company you are applying.

17. There are no quick formulas to succeeding in an interview, but

preparation, practice, and attention to detail

will certainly give you the confidence you need as you put your best foot forward.