

Interest Inventory

The **BIG** Idea

- What is a Career Interest Inventory and why is it important to learn about many different careers?

AGENDA

Approx. one 45 minute class session

Part 1:

I. Warm Up: What's an Interest Inventory? (5 minutes)

II. Connect to CFWV.com (5 minutes)

III. Create a Portfolio (5 minutes)

IV. Interest Profiler (25 minutes)

V. Wrap Up (5 minutes)

MATERIALS

☐ PORTFOLIO PAGES:

- Portfolio Page 4, Interest Profiler Results

☐ STUDENT HANDBOOK PAGES:

- Student Handbook pages 11 and 12, CFWV.com Basic Directions
- Student Handbook page 13, WHAT IS CFWV.com?

☐ FACILITATOR PAGES:

- Facilitator Resource 1, DO NOW
- Facilitator Resource 2, Interest Profiler Responses
- Facilitator Resource 3, Interest Inventory Extension

OBJECTIVES

During this lesson, the student(s) will:

- Log on and save work on the CFWV.com website.
- Complete an inventory that matches his/her interests with potential careers.
- Understand the functions of interests inventories and portfolios.

OVERVIEW

In this lesson, students will explore possible careers, consider which careers might be a good fit for them, and ultimately investigate three careers of their choosing. This class, which will be held in the computer lab, introduces students to a website that will be integral to the unit, www.cfwv.com. They will choose usernames and passwords for the site and create their own portfolios to save their work and research. Then they will explore how the website can help them find careers that fit their own interests. They'll take a 180-question interest inventory to generate individual lists of possible career matches.

PREPARATION

- List the day's **BIG IDEA** and activities on the board.
- The following handouts need to be made into overhead transparencies or copied onto chart paper:
 - **Student Handbook pages 11 and 12, CFWV.com Basic Directions**
 - **Student Handbook page 13, What is CFWV.com?**
 - **Portfolio page 4, Interest Profiler Results**
- Make arrangements for the class to use the computer lab, and make sure the CFWV.com website is accessible from students' computers.
- To avoid transporting all of your student binders to the computer lab, have your students remove all of their Career Portfolio and Student Handbook pages from their binders and staple them together before beginning this unit. Use address label stickers and put the students' usernames and passwords on the front of each packet.
- Duplicate copies of **Facilitator Resource 3, Interest Inventory Extension** for students who finish early.

BACKGROUND INFORMATION

SITE LICENSE

Schools in West Virginia have free access to www.cfwv.com, an online education and career planning system. This service allows students to create an online personal portfolio where they

can store assessment results, save careers and colleges of interest, build a résumé, create a high school plan of study, and much more. Students and parents may also access the system from home computers using the student's username and password.

EDUCATOR LOGIN: NEW ACCOUNT CREATION

With your CFWV.com educator login, you can view all student portfolio names and passwords, review their portfolio, run a variety of reports, and more.

To access your Professional Center Account complete the following steps:

Educator Login: Creating a Professional Center Account

1. Go to <https://procenter.cfwv.com>.
2. Click **Create a Professional Center Account** at the bottom of the page.
3. Click **Go** next to Educator/Counselor.
4. Click **Find** next to School or Program.
5. Search for your school name using the categories at the top of the page, the alphabetic buttons, or the search bar in the middle of the page.
6. When you see your school name on the list, click on it. The name will be highlighted once you have clicked on it.
7. Click **Continue**. You will return to the 'Select School or Program' page, but now you will see your school name listed in the box next to the phrase, 'School or Program.'
8. Enter your Professional Account Access Key or Administrator Code*†
9. Click **Next**.
10. Fill out the Create Professional Center Account form:
 - Enter your title using the drop down box.
 - Type in your First Name.
 - Type in your Last Name.
 - Enter your e-mail address (your school e-mail address is recommended) or if you don't wish to use your current e-mail, check the box that says, "Check here if you do not have your own e-mail address and would like to use this site's account as your primary e-mail." If you check the box, an e-mail address will be created for you.
 - Indicate whether or not you would like students to be able to contact you for their passwords.
 - Create your Professional Account name. Choose something that will be easy to remem-

ber and that is likely to be unique (for example, your first initial and last name followed by your birthdate –JSmith1170). Your Professional Account name can be up to 12 characters long. You may also want to write it down somewhere safe.

- Click the gray box that says Check if “your account name” is available. If your account name is available, a message will appear that says “Congratulations! “Your Account Name” is available.” If your account name is not available, a message will appear explaining that there is already someone in the system with that username. If your account name is not available, choose an alternative.
- Enter a password. Choose something that will be easy to remember and that is likely to be unique. You may also want to write it down somewhere safe.
- Enter a security question (for example, “What is my mother’s maiden name?”).
- Enter the answer to your security question.
- Check the box next to the sentence, “I have read and agree to the privacy policy and terms of use of this site.”
- Click **Create Your Account**.
- A message will appear that says, “You have successfully created your account.”
- Click **Click here to continue**.
- The Professional Center Account page will appear.

11. To access the student version of the program, click the CFWV.com image on the right side of the Professional Center homepage.

*Enter the Professional Account Access Key if you are a teacher. Enter the Administrator Code if you are an administrator or a counselor.

†All schools in West Virginia have unique Professional Account Access Keys and Administrator codes. If you have forgotten or do not know your codes, please contact customer support at 1-800-281-1168.

EDUCATOR LOGIN: RETURNING USERS

1. Go to <https://procenter.cfwv.com>.
2. Enter the account name that you created in the text box labeled “Account Name” in the lower left portion of the screen.
3. Enter the password that you created in the textbox labeled “Password” in the lower left portion of the screen.
4. Click Sign In.

SYSTEM REQUIREMENTS

You'll want to coordinate with your school's Audio/Visual or Information Technology specialist to make sure you'll have access to CFWV.com. Specifications and settings can be found by logging on to the website (www.cfwv.com), and clicking on the Need Help? link located on the top right of the toolbar). The Technical Support section includes information on Browser Compatibility, Viewing Sound and Video Clips, and Browser and Network Settings. Media Player and Quick Time is required to view the sound and video clips available in the career profiles within cfwv.com. A link is provided to download each.

COMPUTER LAB ISSUES

Anticipating problems that might come up with computer usage will be helpful in figuring out possible solutions. Some issues to consider:

- Lack of access to a computer or mobile lab.
- Computers not charged in a mobile lab.
- Unpredictable Internet access.
- Student use of computers for purposes other than career research.

In the **Preparation** section you will find print modifications to address a lack of computer access. In addition, students unfamiliar with the computer lab will need instructions on its use.

STUDENT MISBEHAVIOR ON COMPUTERS

Establish clear expectations and consequences for misuse of the computers before students begin working on the computers. A common problem is students accessing other websites. Another issue is instant messaging between students. One possible behavior plan could be:

- The first time a student is seen on another website they are given a warning.
- The second time a student is seen on another website they are no longer permitted to work on the computer. Instead they will complete the work using a paper version. (This may require making copies of CFWV.com pages in advance.)

PREPARING STUDENTS FOR UNEXPECTED CAREER MATCHES

Students may be disappointed or surprised by the careers they are matched up with for the interest inventory. Explain in advance that this inventory should be seen as a guide. Interest Profiler results correspond to students' interests as reflected by their answers to specific questions; students may research a career that is not on their Interest Profiler results as long as it is listed

on CFWV.com.

You should also explain that the goal of this unit is to learn about new careers, rather than summarize what's already known. Students should be encouraged to research careers out of their comfort zone.

VOCABULARY

Portfolio: a place to save research, collect information, and record accomplishments.

Interest Inventory: a tool for helping you figure out what you're interested in; it often consists of a series of questions or choices.

IMPLEMENTATION OPTIONS

DO NOW:

*(You may choose to present the Warm Up activity as a written Do Now. Present the questions on the board or overhead, and have students write only their answers on index cards. You could also choose to give the students a handout by copying **Facilitator Resource 1, DO NOW.**)*

Questions:

1. List five activities or things that you are very interested in.
2. List three careers that you are interested in learning about.
3. Do you think your interests are related to the careers you want to learn about? Explain.

[After they have completed their work call on students to read their answers. Then begin with the **Warm Up** as written.]

NOTE: *The Do Now is entirely optional and should be chosen based on the needs of your class. If you think your students will struggle to finish all of the written material, you may want to present the Warm Up as written.*

You may wish to have your students use their school ID instead of their birthday for their passwords to their CFWV.com Portfolio.

To assist in modeling written directions, use an LCD projector to explain the instructions for CFWV.com.

You might want to seat poor readers (or students who have difficulty following directions) at computers next to stronger readers and have these pairs move through the questions in tandem, reading each question aloud before proceeding.

Have students who are experienced Internet users show less experienced students how to navigate through the site using the browser arrows and buttons within the website.

If your students finish their interest inventory early, you may want to complete the following options:

- Have students identify the BEST match and WORST match from their list on **Facilitator Resource 3, Interest Inventory Extension**. Then have them list careers that seem to be similar. One possible example is pediatrician, family practitioner, oncologist, and physical therapist. All of these careers are related to the medical field.
- You may wish to have them try the Basic Skills Survey. This can be found by clicking on the **Career Planning** tab at the top of the screen and then clicking on the **Learn About Yourself** section.

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ACTIVITY STEPS

I. WARM UP: What's an Interest Inventory? (5 minutes)

1. **SAY SOMETHING LIKE:** Welcome, everyone! I'd like everyone to close your eyes for a moment. Imagine it's 20 years from today, and you're at your job. Where are you working? What are you doing? What path did you take to get there?

Now, open your eyes. Maybe you had a vague picture of where you'd like to be working, but only a hazy idea of what that job is about. Or maybe you had no idea what kind of job you'd like to be doing. No matter what your picture was like, this is a great time to start thinking about all the different, exciting careers that are possible. After all, you should be thinking about careers now, so you're ready for college or whatever job training you'll do after you graduate from high school. If finding careers that are right for you seems like a daunting task, don't worry – we're all going to do this together, step by step.

Over the next few weeks, we're going to be exploring many different careers you might consider after high school. We'll discover what it's really like to have these jobs, what education you need to get these jobs, and – most importantly – which jobs are a good fit for you. You will ultimately choose three careers to explore further, and you'll also be learning about some of the careers your classmates chose.

2. Tape the words pages with the words “Like”, “Not Sure”, and “Dislike” (**Facilitator Resource 2, Interest Profiler Responses**) along one wall of the classroom. Preview the day's activities, telling students that they will be granted access to a website where they'll explore careers on their own. To help them get ready, you have a two-question quiz for them – one that's exactly the same as the activity they'll try online. There are no right or wrong answers. It's their opinions that count. You are going to describe a job-related activity. They are going to identify the word or phrase that best describes how much they would like (or wouldn't like) that activity. (Indicate pages arranged across the front of the room.)
3. **SAY SOMETHING LIKE:** For example, if I said “build kitchen cabinets,” who would say “Like”? Who would say “Dislike”? Who would choose “Not Sure”?
4. **SAY SOMETHING LIKE:** Here's the first statement. Listen first, and then write down the word from the sign that you agree with. I might call on some of you to explain your feelings about this activity.

“Guard money in an armored car.”

Raise your hands if you wrote “Like”...“Not Sure”....“Dislike”?

[Ask a student or two to explain their feelings about guarding money in an armored car.]

Ready for Statement #2? “Study space travel.”

Raise your hands if you wrote “Like”...“Not Sure”....“Dislike”?

[Comment on the number of people who would like to study space travel, or would dislike it.]

5. **SAY SOMETHING LIKE:** These questions are part of a larger **interest inventory**, a tool that many job-seekers use to find careers that involve things they like and are good at. Through a series of questions, an interest inventory helps you identify your interests – then suggests a number of careers that match those interests. The goal is finding work you’ll enjoy and be good at.

In class today, you will each have the chance to take an interest inventory online on a website called www.cfwv.com. After answering a series of questions the website’s “Interest Profiler” will generate a list of careers that match your interests. Don’t worry if you get a few matches that are surprising—this is a list of suggestions based only on your answers to these questions.

6. **SAY SOMETHING LIKE:** We’ll be visiting this website throughout the year, so each of you will create your own username, password, and portfolio where you can save your work. It will also be possible for you to visit this website from a home or library computer, using your username and password.

II. Connect to CFWV.com (5 minutes)

1. [Guide the students through the following sequence to log on to CFWV.com. Instruct students to turn to **Student Handbook pages 11 and 12, CFWV.com Basic Directions**. Display these directions on an overhead projector or chart paper.]
 - Turn on the computer.
 - Click on the icon that connects to the Internet (Internet Explorer, Mozilla, Firefox, etc).
 - Type the web address into the dialog box (www.cfwv.com).

III. Create a Portfolio (5 minutes)

1. **SAY SOMETHING LIKE:** When you finish on the computer today, you'll want to save your work so you can come back to it at some later date. If you used the CFWV.com website last year, and remember your username and password, go ahead and use them. If you don't remember what yours was last year, we'll create a new account, known as an online portfolio, now.
 - Click **Create an Account** in the upper right corner of the screen. (Indicate these on the board.)
 - Click on **High School Student**.
 - Enter your date of birth.
 - To answer the question "What middle or high school do you attend?" , click **Find**. A pop up will appear containing a list of schools. Choose your school and click **continue**. If you don't see your school on the list, click **My School/Program is not on the list**.
 - You will return to the 'Create an Account' page. Click **Next**.
 - Enter your account information: first name, last name, year of high school graduation and e-mail address. If you do not have an email address, check the box that says, "Check here if you do not have your own e-mail and would like to use this site's account as your primary e-mail". If you choose this option, your e-mail address will be Firstname_Lastname@cfwv.com. You will be able to access your e-mail from your CFWV.com account.
 - Now it is time to confirm that the account name that you have been given is available. The system provides an account name Firstname_Lastname. Click into that box and a blue button will appear below it. The blue button says, **Check if Firstname_Lastname** is available. Click this button. If your account name is available, the message "Congratulations - this account name is available" will appear. If the message says that someone is already using that name, add an easy-to-remember number to the end of your username and check to see if it's available.
 - Next type in a password. This password should be your birthday in numbers: 2 numbers for the month, 2 for the date, and the last 2 numbers of the year. For example my birthday would be 060579, because I was born on June 5th, 1979.

[List the months and their numerical equivalents on chart paper or an overhead transparency, as well as two examples of passwords.]

- Type the same password again.
- Write this username and password on **Student Handbook pages 11 and 12, CFWV.com Basic Directions** (If you're going to use your username and password from last year, please write it on this handout.)
- Enter in a secret question, for example, "What is your mother's maiden name?"

Then type in the answer.

- Enter your Permanent address and how you learned about the site.
- Under “Import Changes from a Choices Portfolio to Your Account,” select “I’ll do it later when I need it.”
- Check the box that says that you have read and agree to the privacy policy and terms of use of this site.
- Click **Create your account**.

NOTE: I will be able to check work on CFWV.com for all of my students. This helps me figure out what careers you’re most interested in.

Raise your hand if you need help. Let me know by [select a signal here] when you’ve successfully created your portfolio.

IV. Interest Profiler (25 minutes)

1. [Instruct students to turn to **Student Handbook pages 11 and 12, CFWV.com Basic Directions**].

SAY SOMETHING LIKE:

- Now, click on the **Career Planning Tab** at the top of the page.
- Click on the section titled **Learn About Yourself**.
- Click on the **Interest Profiler Assessment** and then click **Get Started**.
- Read each of the 180 questions to yourself and consider whether you would enjoy this activity. Answer Like, Not Sure, or Dislike.
- The interest Profiler will select Your Top Interest Areas based on the interests you’ve described.

2. **SAY SOMETHING LIKE:** Let’s try the first one together . . .

[Have someone read the first sentence. Then instruct the students to click the box which best expresses their feelings.]

3. [Remind students that there are no right or wrong answers. Answers that show their true feelings will connect them to jobs that are the closest match for the things they like. See **Background Information** to prepare students for unexpected career matches.]
4. **SAY SOMETHING LIKE:** After you finish the Interest Profiler activity and you read your list of careers, the results will be saved in your online portfolio so you can check it again whenever you want. [Ask for final questions and turn students loose to work on their own.]

5. [About 15 minutes before the end of the class period, give the students a 5-minute warning and let them know that they should be nearing the end of the question-and-answering phase of Interest Profiler. Invite students who have finished the interest inventory to explore the resulting list of career matches.

Students should print out the results where that option exists and put it in their portfolios. They should also list their favorite six careers from their results on **Portfolio page 4, Interest Profiler Results**. Then have them list six other careers, including any others from their results, or additional careers they'd like to investigate. Explain that in the coming weeks, they should check the box next to each career they investigate.]

6. [10 minutes before the end of class, ask students to note any patterns or common threads in the jobs they were matched with, which ones seemed accurate, and which careers surprised them.]

VI. WRAP UP (5 minutes)

1. [Briefly preview the activity for the coming week.]

This week, you created a list of careers that matched your interests. Next week, we'll talk about another way to think about groups of careers that match things you enjoy doing. You'll select three careers to research through this unit. And for the next three weeks, you'll use the CFWV.com website to find out more about the day-to-day tasks and education about the job.

Between now and then, you can visit the CFWV.com website from any computer. All you need is your username and password, which you've written down on **Student Handbook page 13, What is CFWV.com?**

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DO NOW

Careers 1: Interest Inventory

Directions: You will have three minutes to read the questions and write your answers.

Questions:

1. List five activities or things you are interested in doing.

2. List three careers that you are interested in learning about.

3. Do you think your interests are related to the careers you want to learn about?
Explain.

LIKE

NOT SURE

DISLIKE

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Interest Inventory Extension

Directions: If you finish your Interest Inventory early, complete the following Extension activity.

- Identify your BEST and WORST match from your list.

- Explain why you think your BEST match fits your skills and interests.

- List careers that seem to be similar and then explain how you think they are all related. (Example: Pediatrician, family practitioner, physical therapist, and nurse are all careers related to the medical field.)

CFWV.com Basic Directions

I. Connecting to CFWV.com

- Turn on the computer.
- Click on the icon that connects to the Internet (Internet Explorer, Mozilla, Firefox, etc).
- Type the web address into the dialog box (**www.cfwv.com**).
- When the CFWV.com home page appears enter your account name and password into the sign in area on the right side of the screen.

II. Creating an Account (First Time Users)

- Click on the **Create an Account** button at the top of the screen.
- Click on the **Go** button next to your grade level.
- Enter your date of birth.
- Click the **Find** button to select your school.
- Choose your school from the list. If your school is not listed, click **My school/program is not on the list**. You'll find that link at the bottom of the window.
- Enter your account information: first name, last name, year of high school graduation and e-mail address. If you do not have an email address, check the box that says, "Check here if you do not have your own e-mail and would like to use this site's account as your primary e-mail". If you choose this option, your e-mail address will be Firstname_Lastname@cfwv.com. You will be able to access your e-mail from your CFWV.com account.
- Now it is time to confirm that the account name that you have been given is available. The system provides an account name Firstname_Lastname. Click into that box and a blue button will appear below it. The blue button says, "Check if Firstname_Lastname is available. Click this button. If your account name is available, the message "Congratulations - this account name is available" will appear. If the message says that someone is already using that name, add an easy-to-remember number to the end of your username and check to see if it's available.
- Next type in a password. This password should be your birthday in numbers: 2 numbers for the month, 2 for the date, and the last 2 numbers of the year. For example my birthday would be 060579, because I was born on June 5th, 1979.
- Type the same password again.
- Write this username and password on **Student Handbook page 13, What is CFWV.com**
- Enter in a secret question, for example, "What is your mother's maiden name?" Then type in the answer.
- Enter your Permanent address and how you learned about the site.
- Leave the bullet point set on "I'll do it later when I need it" in the section titled, "Import from a Choices Portfolio to Your Account".
- Check the box that says that you have read and agree to the privacy policy and terms of use of this site.
- Click **Create your account**.

III. Interest Profiler

- Now, click on the **Career Planning Tab** at the top of the page.
- Click on the section titled **Learn About Yourself**.
- Click on the **Interest Profiler Assessment** and then click **Get Started**.
- Read each of the 180 questions to yourself and consider whether you would enjoy this activity. Answer Like, Not Sure, or Dislike.
- The Interest Profiler will select Your Top Interest Areas based on the interests you've described. You must select two to get a list of careers.
- Click the **View Careers** button to see the careers that match up with your interest areas.
- Using your results from Interest Profiler, complete **Portfolio page 1, Interest Profiler and Basic Skills Survey Results**.

What is CFWV.com?

CFWV.com is a web-based career exploration and planning tool that you will use to explore career and college options and to create a comprehensive career portfolio.

Features of the program include:

- **Interest and Skills Assessments** – Learn about your interests, values, skills and abilities.
- **Detailed Career Profiles** – direct links between careers and high school subjects, as well as links between careers and college programs.
- **Interviews** – interviews with real people in each occupation add depth and realism to career profiles.
- **College and Financial Aid Information** – updated yearly from the Wintergreen Orchard House database, with different search tools to help you find the right college and scholarships that fit your qualifications.
- **Electronic Career Portfolio** – available online, so family members and teachers can see how you are putting together your educational plans.
- **Resume Builder** – combines with the portfolio to help you create and print professional resumes quickly and easily.

To find out more about the program, we encourage
you to login using the school's access information:

Login at: **www.cfwv.com**

Enter your Account Name: _____

Enter your **password** for your portfolio (your birthday in numbers): _____

Interest Profiler Results

There are so many careers to choose from. Keep a list of the ones that interest you.



Student Name: _____

Date Interest Profiler Taken: _____

Take the CFWV.com Interest Profiler. Then write six of the suggested careers below. Choose the careers that interest you most. In the weeks to come, check off each career you investigate.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Look through the Interest Profiler List again. Write down any additional careers that you'd like to explore, as well as other careers you'd like to investigate that may not have appeared on your Interest Profiler list.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____