Interest Inventory

The BIG Idea

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

AGENDA

Approx. 45 minutes

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 9, Interest Profiler Results

❑ **STUDENT HANDBOOK PAGES:**

- Student Handbook page 41, What is CFWV.com?

- Student Handbook pages 42, CFWV.com Basic Directions

❑ **FACILITATOR PAGES:**

- Facilitator Resource 1, DO NOW: Interest Inventory

- Facilitator Resource 2, Interest Inventory Choices 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 interest inventories and portfolios.

OVERVIEW

This is the first lesson in a unit on careers in which students will explore possible careers, consider which careers might be a good fit for them, and ultimately research and present one career in a Career Fair. This class, which will be held in the computer lab, introduces students to a website that will be integral to students' career and college exploration, CFWV.com. Students will choose usernames and passwords for the site and create their online portfolios to save their research. Then they will explore how the website can help them find careers that fit their own skills and interests, taking a 180-question interest inventory to generate individual lists of possible career matches.

PREPARATION

❑ Make arrangements for the class to use the computer lab, and make sure the CFWV.com website is accessible from students' computers.

❑ List the day's **BIG IDEA** and activities on the board.

❑ Write the day's vocabulary and definitions on the board. Write the web address www.cfwv.com on the board.

❑ The following handouts need to be made into overhead transparencies or copied onto chart paper:
  • **Student Handbook page 41, What is CFWV.com?**
  • **Student Handbook page 42, CFWV.com Basic Directions**
  • **Portfolio page 9, Interest Profiler Results**

❑ If desired, copy a class set of **Facilitator Resource 3, Interest Inventory Extension**. (See **IMPLEMENTATION OPTIONS**.)

❑ If computer access is a problem at your school, create the following materials prior to teaching the Career Lessons.
  a. Choose 60 careers of interest to your students (2 options per student for a class of 30)
  b. Print out all relevant CFWV.com info pertaining to each career. (If possible, use heavy card stock or laminate your results so that materials will stand up to repeated use.)
  c. Create a folder for each career, and keep materials handy for "computer emergencies" throughout the unit.

❑ In this unit, students will research one of the top three career choices. **NOTE:** Careers chosen for research must be found on CFWV.com.

❑ To avoid transporting all of your student binders to the computer lab, have students remove and staple together all Careers Portfolio and Student Handbook pages before this unit begins. Use address label stickers and put the students' usernames and passwords on the front of each packet.

BACKGROUND INFORMATION

SITE LICENSE

Schools in West Virginia have free access to www.cfwv.com, a college and careers website. This site allows each student to create a unique password-protected portfolio online where they can store their Interest Profiler results, save information related to careers they read about, build a résumé, and much more. Students and parents may also visit the website from home computers using student usernames and passwords.

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 remember 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 articles within CFWV.com. A link is provided to download each.

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 <u>only</u> their answers on index cards. You could also choose to give the students a handout by copying **Facilitator Resource 1, DO NOW: Interest Inventory.)**

Questions:

1. What activities or school subjects interest you the most?
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 answered the questions, call on students to read their responses.. 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 activity as written.*

WARM UP

If your classroom space is not conducive to having students move around, have students use hand gestures to share their responses to the series of career statements. Ask students to use thumbs up to indicate "like", thumbs down to indicate "dislike" or a flat hand to indicate "not sure".

CREATING A PORTFOLIO

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

COMPUTER LAB ISSUES

Students unfamiliar with the computer lab will need instructions on its use.

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.

You may wish to schedule lab time for a make-up session for those students absent on the day

this lesson is presented.

IIMPROVING STUDENT UNDERSTANDING

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 abler readers and have these pairs move through the questions in tandem, reading each question aloud before proceeding.

If the interest inventory (Interest Profiler) items are too difficult or abstract for students, even working in pairs, please read the items aloud and provide explanations when necessary.

If your students finish their interest inventory early, you may want to ask students to complete the following, as directed in **Facilitator Resource 3, Interest Inventory Extension.**

- Have students identify the BEST match and WORST match from their list. 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.

If you think the seating arrangements in the computer lab or the dynamic of a class will make it difficult for students to pay attention to your instructions, you may chose to start the lesson in the classroom and transition to the computer lab once you have modeled the directions for logging onto CFWV.com, Creating a Portfolio, and accessing Interest Profiler.

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 aren't really clear about all the details. 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.

   Over the next several 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 path to follow to get these jobs, and — most importantly — which jobs are a good fit for you. When we finish the unit, you'll participate in a Career Fair. Each of you will choose a career that interests you and provide information about that career to other students in your class.

2. [Write the word "Like" on the left side of the chalkboard or white board, write "Not Sure" in the center of the board, and write "Dislike" on the right side of the board. Note, if you do not have a large chalkboard or white board in the room, print out **Facilitator Resource 2, Interest Inventory Choices,** and attach the sheets to a wall.

   Preview the day's activities, telling students that they will 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 their interests. Tell them that 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 to get up from their seats and stand in the spot along the wall that indicates whether they like or dislike the activity, or whether they are not sure. (Indicate words arranged across the board or wall.)]

3. **SAY SOMETHING LIKE**: For example, if I said "Build kitchen cabinets," who would stand near the word "Like" ? Who would stand near the word "Dislike"? Who would move to the word "Not Sure"?

4. **SAY SOMETHING LIKE**: Here's the first statement. Listen first, and then when I give the direction you should stand next to 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."

   [Ask a student or two to explain their feelings about guarding money.]

   Ready for Statement #2? "Study Space travel."

   [Ask for a comment or two concerning space travel.]

5. [Have students return to their seats.]

II. Connect to CFWV.com (5 minutes)

1. Before we begin the **Interest Profiler**, each of you will need to create your own user-name, password, and portfolio where you can save your work. It will be possible for you to visit the CFWV.com website from a home or library computer, using your user-name and password. You can use this website to explore colleges and careers any time you want.

2. Place a transparency of **Student Handbook page 42, CFWV.com Basic Directions,** on the overhead, or use your laptop and LCD projector to project this page.

3. Guide the students through the following sequence to log on 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).

III. Create a Portfolio (5 minutes)

1. **SAY SOMETHING LIKE**: In order to save your work on CFWV.com you'll need to create a portfolio, or a special online folder. Let's do this now.
   * Click **Create an Account** in the upper right corner of the screen.
   * Click on **Middle 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 First-name_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 41, 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.

• 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**.

• You can sign back into your account at any time to access CFWV.com and review your work.

• NOTE: It's important to know who can see the information you place on the Internet. I will be able to check the work of my students in all classes. 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. **SAY SOMETHING LIKE**: Ready to try the Interest Profiler?
   - Click on the **Career Planning** tab at the top of the page.
   - Next, click on the **Learn About Youself** section.
   - Click the **Interest Profiler.**

   Please read everything on the page to yourself. Who can explain what you have to do? (*Answer 180 questions by clicking the button that best describes your feelings.*) What will happen once you've completed that task? (*Interest Profiler will select possible careers based on the interests you've described.*) How do you begin? (*Click the* **Get Started** *button.*)

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

   [Have someone read the first sentence. Call attention to the "Remember" box and ask someone to read it out loud. Then instruct the students to check 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 to jobs that are the closest match for the things they like.]

4. **SAY SOMETHING LIKE**: After you finish the Interest Profiler activity, your top interest areas will appear on the screen. Click the blue **View Careers** button to see your list of matching careers. If you have more than two interest areas, check off your favorite two interest areas before clicking the **View Careers** button. The results will automatically save to your online portfolio.

   One important note - Interest Profiler will suggest lots of careers you may never have thought of. Don't worry at all if a career you're really interested in isn't included on the list — this is not an exact science, and you'll have a chance to write down additional careers you'd like to investigate.

   [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 10-minute warning and let them know that they should be nearing the end of the question-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 two copies of the Interest Profiler results where that option exists. Have students put one copy in

their portfolio and take the second one home to discuss their results with their families. If printing is not an option, they should list their favorite six careers from their results on **Portfolio page 9, Interest Profiler Results.**

6. [Finally, students should choose three careers from their list that they're most interested in researching, and write them in the box at the bottom of the page.]

7. [If time permits, 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.]

V. Wrap Up (5 minutes)

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

    SAY SOMETHING LIKE: Next time, we'll see how we can use the CFWV.com website to explore individual careers. Invite them to list six additional careers they'd like to investigate, including others that appeared in their **Profiler** results.

    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 41, What is CFWV.com?**

DO NOW:
Interest Inventory

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

Questions:
_____

1. What activities or school subjects interest you the most?

_____
_____
_____
_____
_____

2. List two 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

Dislike

Not Sure

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, nurse. All of these careers are re-lated to the medical field.)

  _____

  _____

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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. Review your results and then list your favorite six careers below.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Look through your Interest Profiler results again. Write down any additional careers 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. _____

My Top Three Career Selections are:

1. _____

2. _____

3. _____

What is CFWV.com?

CFWV.com is a web-based tool that will help you prepare personal and relevant career and education plans. Use our features to:

- Discover possible careers with validated assessments that connect you to your best career and education options.
- Save time with self-directed planning tools that are effectively integrated with O*NET data.
- Start lifelong planning with personal online portfolios that automatically save and store your activities and plans.
- Find out the inside story on the working world by reading interviews with real people about their careers.
- Create a professional resume quickly and easily.
- Search for the right college for you and find scholarships that fit your qualifications. Our school and scholarship data is from Wintergreen Orchard House and is updated yearly.

To find out more about the program, we encourage you to log in using your access information:

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

Enter your **username** for your portfolio
(your first and last name with no spaces): _____

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

ADAPTED FROM: www.cfwv.com

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 a meaningful 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 41, 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.
   - In the section titled, **Import from a Choices Portfolio to Your Account,** choose "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.

III. **Interest Profiler BASIC DIRECTIONS**
   - 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.
   - Click the blue **View Careers** button to see the careers that match up to your interest areas. If you have more than two interest areas listed, check off your favorite two interest areas before clicking the **View Careers** button. The results will automatically save to your online portfolio.
   - Using your results from Interest Profiler, complete **Portfolio page 9, Interest Profiler Results.**