

Interest Inventory

The **BIG** Idea

- How can taking a Career Interest Inventory help me discover new jobs that I might enjoy?

AGENDA

Approx. 45 minutes

- I. Warm Up: Interest Inventory Revisted (5 minutes)
- II. Connect to CFWV.com (5 minutes)
- III. Create a Portfolio (5 minutes)
- IV. Interest Profiler (20 minutes)
- V. Wrap Up: Career Selection (10 minutes)

MATERIALS

PORTFOLIO PAGES:

- Portfolio page 5, Interest Profiler Results

STUDENT HANDBOOK PAGES:

- Student Handbook page 22-22A, CFWV.com Basic Directions
- Student Handbook page 23, What is CFWV.com?

FACILITATOR PAGES:

- Facilitator Resource 1, DO NOW
- Facilitator Resource 2, Interest Inventory Extension
- Chart paper and marker (to record career clusters class is most interested in)

OBJECTIVES

During this lesson, the student(s) will:

- Complete an inventory that matches his/her interests with potential careers.
- Create a record of careers of interest.

OVERVIEW

This class is held in the computer lab, and is devoted to getting students up and running using the cfwv.com website. Students will choose usernames and passwords, create portfolios, and use 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 23, What is CFWV.com?**
 - **Student Handbook page 22-22A, CFWV.com Basic Directions**
 - **Portfolio page 5, Interest Profiler Results**
 - For students who finish early, make copies of **Facilitator Resource 3, Interest Inventory Extension**, or copy the questions onto chart paper.
- 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.
- 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' user names and passwords on the front of each packet.

- ❑ Students will choose 2 careers to research for this unit. For one of the careers, students can choose whatever career they want to research, provided that it can be found on CFWV.com. The second career will be picked from a list of high-demand jobs in your area. You will need to create a list of 20–30 jobs that are in high demand in your state or region. Each of these careers must require one of the following postsecondary education options: tech/trade school, apprenticeships, community college, four year college, or graduate school.

To find employment projections for your state, go to

http://www.projectionscentral.com/lt_search.aspx . Choose your state, then use the “Sort By” box to choose whether to view projections by year, annual openings, or number/percent change.

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 students’ 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 portfolios, run a variety of reports, and more.

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..

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.

- Parts of CFWV.com may be blocked by school's system.
- 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. 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. These career choices are designed to reflect the students' interests; however, students may research a career that is not on their Interest Inventory if 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 answers 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 Account.

If you think your students may have forgotten their usernames or passwords from last year, you can look up student usernames and reset your students passwords in the CFWV.com Professional Center. You may wish to write down student usernames and passwords on index cards to distribute at the beginning of class.

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 have them answer the questions on **Facilitator Resource 3, Interest Inventory Extension**.

ACTIVITY STEPS

I. Warm Up: Interest Inventory Revisited (5 minutes)

1. **SAY SOMETHING LIKE:** For the next five weeks, we'll be investigating careers. You'll take a look at two – one career of your dreams and one that's likely to be in demand when you graduate.
2. **SAY SOMETHING LIKE:** We're going to start our research by completing the **Interest Profiler**, as you did in seventh grade. Who remembers what the **Interest Profiler** was used for? Why might we be taking it for a second time? [Take student responses.] Does anyone in here think that they are the EXACT same person they were last year? I know that I'm not. I've had new experiences and learned new things over the last year that have changed who I am. Maybe not a lot, but definitely some. It's natural that as we change and grow older, our interests and what we enjoy change too. When you take the interest inventory, it's possible that you'll respond to every question in the exact same way and get the exact same jobs that you did last year, but my guess is that most of you will get slightly different results.

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 page 22, CFWV.com Basic Directions**. Display these directions on an overhead, chart paper, or LCD projector. If you have written student usernames and passwords on index cards, distribute these.]
 - 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, type your account name and password in the dialogue boxes on the upper right side of the screen.

III. Create a Portfolio (5 minutes)

1. **SAY SOMETHING LIKE:** Since you have logged into your accounts, all of the work that you complete today will save, automatically. . If you didn't create a portfolio – an online folder – last year, we'll create one now so that you can access CFWV.com and save your work.
 - Click **Create an Account** in the upper right corner of the screen. (Indicate these on the board.)

- 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 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 number that’s easy to remember 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 23, 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**.
- Later on, we’ll come back to this portfolio so you can continue to save your work and access CFWV.com. 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 (20 minutes)

1. SAY SOMETHING LIKE:

- Now, click on the **Career Planning** tab at the top of the page.

- Next, click on the **Learn About Yourself** 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 instruct the students that they have 20 minutes to complete this inventory on their own.]

5. [Give the students a 5-minute warning. 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.]
6. [Once all the students have obtained their **Interest Profiler Results**, ask students to note any patterns in jobs they were matched with, what seemed accurate, and what surprised them.]

V. Wrap Up (10 minutes)

1. **SAY SOMETHING LIKE:** You now should all have your top career interests from your **Interest Profiler Results**. In this unit, you'll be researching two careers. One of the careers is entirely your choice. This means that you can research a career that is not on your list, as long as it can be found on CFWV.com. I recommend using your list as a guide for this career choice. For your second careers, I am going to assign each of you a career that we know for a fact is in high demand in our state. Each of you will research a different career so that we can all learn about these great local opportunities. Why do you think we're researching careers that are in high demand in our area? [Allow students to respond.] Exactly! It is important to know what opportunities are in your area so you can make informed choices. For example, would you move to a new place to get exactly the job you want, or is staying close to home your top priority?

[Assign each student a career from the in-demand careers list. Instruct students that they have 2 minutes to pick the career of their choice from their **Interest Profiler Results**. Students should record these two careers on the bottom of their **Portfolio page 5, Interest Profiler Results**. Circulate around the classroom to help students having trouble deciding.]

2. **SAY SOMETHING LIKE:** Next time, we'll review how to use CFWV.com and you'll begin researching your chosen careers.

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 23, What is CFWV.com?**

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 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.

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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, nurse. All of these careers are related to the medical field.)

CFV.com Basic Directions

I. Connecting to CFV.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.cfv.com**).
- When the CFV.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@cfv.com. You will be able to access your e-mail from your CFV.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 23, What is CFV.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.

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.
- 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 5, Interest Profiler Results**.

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 login 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

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 the rest of the Interest Profiler list. 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 Two Career Selections are: (to be completed at the end of class)

1. _____
2. _____