

Open Door Educational Consultants LLC Denise Baylis

Naviance has a great and thorough section on Careers. Because it is used in many of our local high schools, utilizes accepted/preferred forms of testing, and ties into the students' other college search data, it's a great source for career search information. This search activity is geared to students in grades 9 to 12 and can extend to college students.

Navigating Naviance for Your Career Search

1) After you log in to Naviance, go to the **About Me or Careers** tab in the main menu.

Activity:

- Take the **Personality Type** survey. This survey will provide you with an excellent overview and specifics about your personality type, your learning style, strengths and blind spots and what careers you may be well suited for. Be as truthful and accurate as you can.

- Read your results carefully and print it if so that we may discuss your results together at our next session.

family connection

home courses colleges careers **about me** my planner

interesting things about me:

- > [personality type](#)
- > [learning style](#)
- > [resume](#)
- > [game plan](#)
- > [documents](#)
- > [journal](#)
- > [survey history](#)

official things:

- > [profile](#)
- > [inbox](#)
- > [account](#)
- > [test scores](#)

surveys to take:

- [survey history](#)

print report

DO WHAT YOU ARE
Powered By Human eResources®

Confidential Report

Jordan Sporn

Assessment Scores

Category	Score
E	High
I	High
N	High
S	High
F	High
T	High
J	High
P	High

Personality Type: **ISTJ**

You described your profile as: **Mostly Accurate**

Introduction

Of the many factors that contribute to a successful future, an understanding of Personality Type is among the most useful.

While interests and skills change during the course of a person's life, the one thing that does remain constant is an individual's Personality Type - the innate way each person naturally prefers to see the world and make decisions. And although all individuals are unique, people of the same type share enormous similarities in the kinds of academic subjects and careers they find interesting, and the kind of work they find satisfying.

By understanding the role Personality Type plays, people can gain important insights into their educational,

2) Next, note the blue, boxed hyperlinks of the **Careers and Majors** results and click on those of particular interest to get good information about specific careers clusters and jobs within those clusters.

Government and Law (Very Interested)	
Career	Field of Study/Major
Adjudicators, Hearings Officers, and Judicial Reviewers	<ul style="list-style-type: none">pre-law studiespolitical science, generalEnglish language and literature, generalsocial workbusiness administration and management, general
Court Clerk	<ul style="list-style-type: none">administrative assistant/secretarial science, generalcourt reporter

~ When you click on a **Field of Study/Major** selection, you can also find links to related college majors, search for colleges that offer courses of study or degrees in those fields, and watch short videos about particular career paths.

Watch a Video



[in English](#)



[en Español](#)

Activity:

- Select one career listing from each of your 3 top categories of interest displayed in your survey results (“Very interested, Pretty Interested, Somewhat Interested”).

- Follow all the links as discussed above and when you get to the **Explore Careers** section (below), click on all the tabs and links to find thorough information about those career selections.

- Explore the links to **Related Occupations, College Majors** (search colleges) and if there is a video available, watch it.

- **Add those of interest to your list. Add any colleges of interest to your college list. Do not yet click on Related Career Clusters and Pathways;** we will be exploring that section next.

Explore Careers :: Lawyers

[+ add to my list](#)

Overview Knowledge & Skills Tasks & Activities Wages

Job Description

- Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients legal transactions. May specialize in a single area or may practice broadly in many areas of law.

Interests

- **Holland Interest Code: ECS**
- **Enterprising**
Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
- **Conventional**
Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data details more than with ideas. Usually there is a clear line of authority to follow.
- **Social**
Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Related Occupations

- [Criminal Investigators and Special Agents](#)
- [Government Property Inspectors and Investigators](#)
- [Insurance Adjusters, Examiners, and Investigators](#)
- [Judges, Magistrate Judges, and Magistrates](#)
- [Law Clerks](#)
- [Paralegals and Legal Assistants](#)

3) Now go back to the **Career** tab in the main menu, under “**What are my interests?**”.

Activity:

- Click on the **cluster finder** and take that survey.

Based on how you respond, this survey will provide you with broad career *categories* such as “Government and Public Administration”.

- Review your results and top clusters. Add any to your list. You can also start a new survey or edit the one you just completed.



4) **A closer look at a Cluster:** In this example, I have clicked on the **Government and Public Administration** link shown above, and below.

Activity:

- Select your first top cluster. Review the **Overviews** of the many career subsets; in this example, **Foreign Service, Governance, etc.**

- Select two areas of interest and explore the horizontal tabs (**Overview, Credentials, Related Careers, etc.**). Add those of interest to your list.

- Go on to the next top cluster until you have reviewed each of them fully.

- Continue to add any of interest to your list. We will discuss your selections when we next meet.

Government and Public Administration

➔ Add this cluster to your list

- Government and Public Administration + ADD
- Foreign Service + ADD
- Governance + ADD
- National Security + ADD
- Planning + ADD
- Public Management and Administration + ADD
- Regulation + ADD
- Revenue and Taxation + ADD

Overview | Credentials | Related Careers | Related Majors | Plan of Study

Overview

There are thousands of challenging educational and training opportunities within the high-skilled world of Government and Public Administration. Learners need a solid background in social studies, political science, foreign language and history. Education and training can be obtained in high schools, technical colleges, two-year community colleges, four-year colleges and career technical schools/ institutes.

Along the way, career guidance professionals assist learners in assessing their educational goals, interests, abilities and skills to facilitate a good match to the cluster's many pathway options. Learners participate in relevant educational opportunities framed in the context of the cluster. They gain knowledge and skills through coordinated workplace learning experiences such as site visits, job shadowing and internships. If they choose, they may achieve valuable skill certifications that lead to employment. Colleges and universities offer advanced degrees that prepare learners for professional and technical careers.

~ You can also go to the **Cluster Interest Profiler** in the main **Careers** Menu for a list of best career matches sorted by level of education (preparation).

Take particular note of the **Related Majors** and **Plan of Study** tabs (see next page). This could be important input when you are planning your future course selection, for your college search and especially when you get to college.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Governance Pathway
<i>Interest Inventory Administered and Plan of Study Initiated for all Learners</i>							
SECONDARY	9	English/ Language Arts I	Algebra I	Earth or Life or Physical Science	State History Civics	All plans of study should meet local and state high school graduation require- ments and college entrance requirements. Certain local student organization activi- ties are also important including public speak- ing, record keeping and work-based experi- ences.	<ul style="list-style-type: none"> World Concepts and Themes Geography
	10	English/ Language Arts II	Geometry	Biology	U.S. History		<ul style="list-style-type: none"> Information Technology Applications
	11	English/ Language Arts III Foreign Language I	Algebra II	Chemistry or Environmental Science	World History Psychology or Sociology		<ul style="list-style-type: none"> American Government and Comparative Political Systems
	<i>College Placement Assessments/Academic/Career Advisement Provided</i>						<ul style="list-style-type: none"> Principles of Governance and Public Administration Internship Experience Recommended
<i>Articulation/Dual Credit: Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.</i>							
POSTSECONDARY	Year 13	English Composition Foreign Language I	Algebra or Calculus	Chemistry or Environmental Science	American Government	All plans of study need to meet learners' career goals with regard to required degrees, li- censes, certifications or journey worker status. Certain local student organization activities may also be important to include.	<ul style="list-style-type: none"> Policy Analysis Political Leadership
	Year 14	Speech/ Oral Communication Foreign Language II	Statistics	Biological Science or Botany	American History Geography		<ul style="list-style-type: none"> Issues in Political Advocacy Principles in Management
	Year 15				Political Science World Cultures		<ul style="list-style-type: none"> Continue Courses in the Area of Specialization Community Service or Foreign Experience Recommended
	Year 16	Continue courses in the area of specialization.					<ul style="list-style-type: none"> Complete Governance Major (4-Year Degree Program)

~ You may find additional, related links at the bottom of this section. For instance, in this example, the link is to **Pathways to College & Career Readiness**, and provides more information, self evaluation and other tools and resources:

States' Career Clusters Initiative, 2009, www.careerclusters.org

Lastly, congratulate yourself for the progress you have made in starting to define your personal strengths, interests and career interests. What did you discover about yourself? Were you surprised? Don't worry if you are at all unsettled by the results: you are changing and growing along with your interests, strengths and talents. You can take the surveys again and again and explore other career avenues. And you can apply what you have discovered in this exercise to your college search, and further down the road when you are in college. Remember that nothing is set in stone; all is subject to change.....and it will! Bon Voyage!