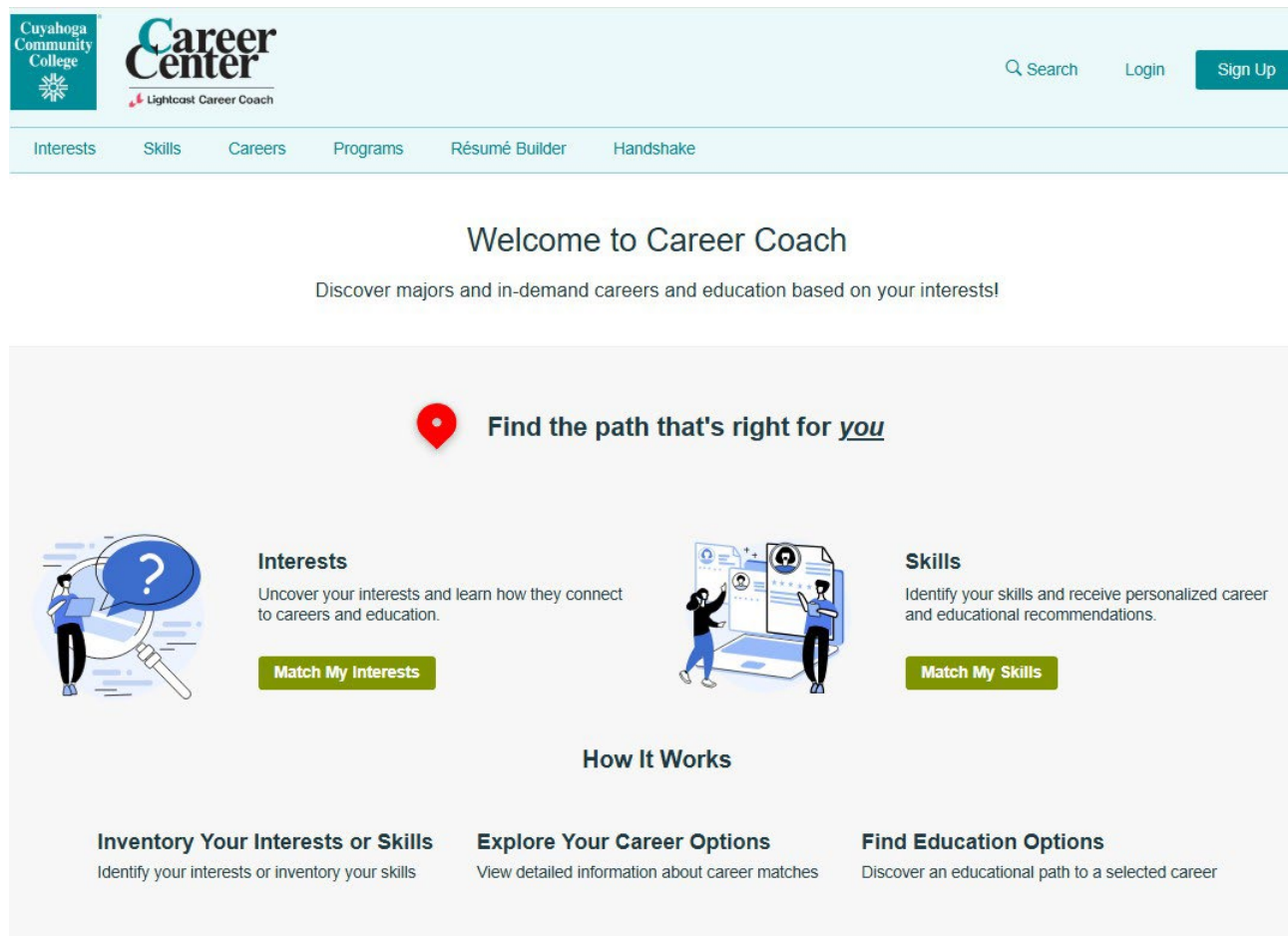


# Tri-C User Guide - Career Coach

## What is Career Coach?

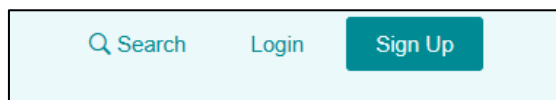
Career Coach is an online tool designed to guide you toward career paths that fit your personal interests and goals. It provides real-time local data on wages, job outlook, current postings, and the education or training needed to succeed in your chosen field.

For those with military experience, Career Coach includes a helpful crosswalk feature to show how your service skills translate into civilian careers.



## Step 1: Create an Account

1. Visit [www.tri-c.edu/careercoach](http://www.tri-c.edu/careercoach)
2. Click the **“Sign Up”** button in the top right corner of the page.
3. Sign up using your preferred/personal email and password.
4. You’re all set! Finish setting up your desired profile and take the assessment. Afterwards, you can search for occupations and career pathways that align with your interests and explore the information and resources provided.



## Step 2: Take the career matching assessment

After successfully creating an account, you can begin taking the assessments. The 60-question assessment is highly recommended to get accurate, tailored results.

**These questions are not based on knowledge**, but on interest in activities. However, approaching the questions with the correct mindset is important.

You would like to...

Build kitchen cabinets.

Strongly Disagree

Disagree

Unsure

Agree

Strongly Agree

Answer the questions using the 3 following mindsets:

1. **Rate the activity on how interested you'd be in doing it for ONE day.** The assessment is not asking you how much you'd like to do the activity every day for the rest of your life. If you rate it that way, your results may be inaccurate.
  - **Think of the buttons as a fun meter.** Consider *Strongly Agree* as, "I cannot wait to go do that!" in comparison to *Strongly Disagree* being, "Please, never ask me to do that because I won't want to."
  - **Avoid using "Unsure".** Often in our lives, we do things because we have to do them. For this activity, give yourself permission to want or not want to do the activity. Go with your lean. Either lean toward *Disagree* or *Agree*, instead of choosing unsure. Choosing unsure may give you inaccurate results.
2. **Don't let not knowing how to do the activity get in the way of your interest.** It doesn't matter if you don't know how or don't think you'd be good at it.
3. **Don't worry about how much money you'd make doing the activity for a day.** Career Coach will provide you with very helpful career-related income data, however for this activity, take that weight off how you rate the activity.

## Step 3: Access and interact with your assessment results:

Once you create an account and complete the assessment, Career Coach tailors your experience based on your unique results. The assessment is built on *Holland Code Theory*, which suggests that everyone has a blend of six core traits: **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**.

Your results will show how strongly you align with each trait, via percentage, giving you insight into your personality, interests, and preferred work environments. By understanding these traits, you'll discover career paths where you can thrive by doing work that feels meaningful, allows you to succeed, and makes a difference.

Your results will be presented to you in 3 ways:

1. **Quick trait snapshot** on the main page of your profile
2. Underneath those traits, you find a button, **'Download Full PDF'**. Download that PDF to access descriptions of your traits as well as a list of job areas and titles that match your Holland Code. Read through the full report and take time to understand your traits and how they apply to your career goals. Consider highlighting where you see yourself reflected in the descriptions to help you build a set of language to describe what you're looking for in your career and work environment.

### Interest Results

Your Top Three Traits are: Realistic, Investigative, Artistic

Download Full Results

#### Realistic

Doers who love building things and working with their hands. People who score highly in this category are practical, straightforward, and systematic. They also tend to be competitive and good at getting things done. They are direct and honest. They prefer to approach a problem using familiar methods and following established patterns. They enjoy

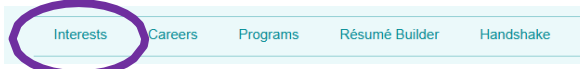
#### Investigative

Thinkers who love working on interesting problems. People who score highly in this category are inquisitive and enjoy theories and ideas. They are confident in their intellect, curious, and self-sufficient. They like to observe and understand a situation before taking action. They enjoy working with data and research, in scientific fields, technology, or

#### Artistic

Creatives who embrace freedom from conventions. Those who score highly in this category are imaginative, unconventional, and emotionally expressive. They prefer working in environments where they can be spontaneous and enjoy making unique things. Their sensitivity to others makes them perceptive about the world around them. They enjoy

3. **The website becomes interactive** with your percentage matches connected to careers. Click the 'Interests' tab in the top, left-hand corner of your screen.

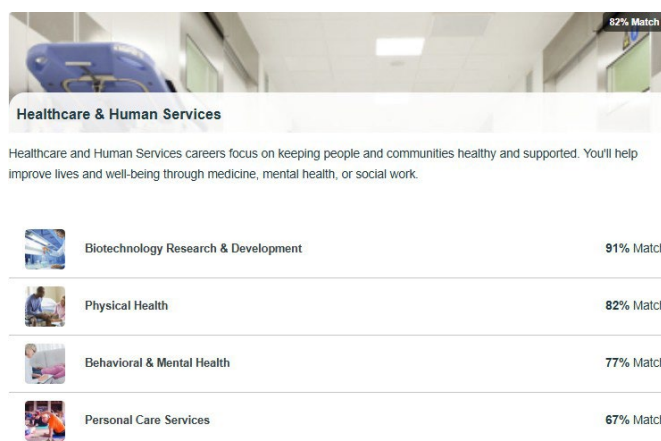


- ✓ **Scroll down, past your top three traits to the “Discover Your Matches” section.** This area will break your matches down by Broad Career Areas (Education, Health & Human Services, Arts, Entertainment & Design, Agriculture, Energy & Natural Resources, Digital Technology, Public Service & Safety, Advanced Manufacturing, Management & Entrepreneurship, Construction, Marketing & Sales, Supply Chain & Transportation, Hospitality, Events, & Tourism, and Financial Services).

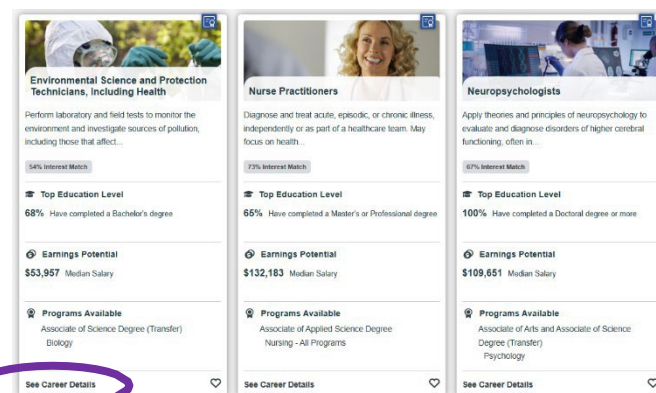
- ✓ **Click “Show Career Area Details”, to list a set of career sub-areas** within the categories, along with your personal match percentage for each. Think of these percentages like grades in a class:

**90–100% = A | 80–89% = B | 70–79% = C.**

While you’re free to explore any category, these scores can help you compare how closely each career area matches your interests. Just like in school, a “C” is passing, but an “A” is something to be proud of—it’s the work that feels natural, exciting, and worth hanging on the refrigerator!



- ✓ **Click on each career sub-category to reveal a set of occupation tiles.** These are snapshots of information about specific job titles. At the bottom of the card, click “See Career Details” to find the in-depth information about each occupation including entry-level to highly experienced worker salaries, daily tasks, education level needed, local employers who hire for the position, live job postings, and aligned Tri-C Programs.



- Explore each occupation using the *Overview*, *About*, *Wages*, *Employment* and *Live Job Postings* tabs

**Note: Set your area.** On the bottom right side of the page, you’re able to set a region on the built-in map to 25, 50, or 100-mile radius around Cleveland. As you do this, the employment data updates to give you accurate, regional information. Once you set the map, this radius applies to all the career tiles’ information moving forward.

