

## **Addendum for Parents/Coaches/Advisors**

### **Coaching Your Student through the Discovery Process**

To maximize your student's experience with *Career Direct*®, we encourage you to explore the following steps together.

1. Pray for wisdom and direction from the Holy Spirit.
2. Request from your student the login and password for his or her *Career Direct*® account.\*
3. After your student has finished the assessment, ask him or her for the Detailed Report and keep/save a copy. Schedule some time together to review the report and discuss.
4. Before your time together, complete the following steps (step "a" is most important) –
  - a. Login and read all four of the reports: **Summary, Detailed, Coaching, and Action Plan**.
  - b. Scroll down to Job Detail Links on the Action Plan.
    - Study top Interest Groups on the Action Plan Report (interactive with O\*Net, the U.S. Department of Labor's extensive database of occupations with detailed salary, training, skill sets, etc.)
    - Click on several of the occupations in the top Interests groups to automatically connect with O\*NET. (Note: there are more occupations than the nine on the report.) Click on MORE to connect with O\*NET for the remaining occupations in each of the top Interests groups. O\*NET is the most up-to-date information on all occupations from the U.S. Department of Labor.
      1. The *Career Direct*® Reports and Action Plan contain Christian-oriented jobs which are linked to the most similar secular occupations in O\*NET.
      2. Explore the O\*NET information on occupations of interest: Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Job Zone (experience, training, examples, education), Interests, Work Styles, Work Values, Wages.
  - c. Listen to online audios – click on *Career Direct*® *Application*
    - Principles of Career Fulfillment – God's Plan for Your Life
    - How to Get the Best Results from *Career Direct*®
    - Interpreting Your *Career Direct*® Report
    - Action Plan for the Future
    - A Message for Parents
      1. Stewardship is more than money
      2. Your role as your student's career coach
5. Meet with your student to go over the Detailed Report.
  - a. Ask questions, get feedback, and explore points of disagreement with report.
  - b. Encourage your student to meet with at least 3 other trusted adults: family members, pastor, teacher, mentor, and review the report with them.
6. More *Suggested Next Steps* after the Assessment:
  - a. Job Board, *Simply Hired*™ – click on *Career Direct*® *Reports*
    - Click on Crossroads Career Network "Click here" link and register to use the many resources to maximize your career with this Crown affiliate. This link provides a free, one-year subscription.
    - *Simply Hired*™, a national combined job board, lists job openings from local churches to secular nationwide jobs, searchable by zip code.
  - b. Resume Builder – click on *Career Direct*® *Resources*
    - Pongo™ Resume Service, free trial for resume builder, cover letter, etc. There is a fee for posting and job search.

\* If your student has lost his or her login and password, please contact us at [www.CareerDirectOnline.org/Contact](http://www.CareerDirectOnline.org/Contact) or call Career Direct Tech Support at (828)-349-5501 to request it.