

Addendum for Job Seekers

Coaching Yourself through the Discovery Process

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

1. Pray for wisdom and direction from the Holy Spirit.
2. Write down and keep for future access your login and password for the *Career Direct*® account.* (You will not need your long registration key again.)
3. After you have finished the assessment, save the PDF of the Detailed Report and print a copy. Schedule some time with a family member or trusted friend 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
5. Meet with your family member/friend ‘coach’ to go over the Detailed Report.
 - a. Ask questions, get feedback, and explore points of disagreement with report.
 - b. We encourage you 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 – 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.
 - Job openings at 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.
7. Spend time going through the Action Plan interactive version in the Reports section and download the PDF version of the Action Plan in the Career Direct Application or Resources sections (blue sidebar).

* If you have lost your login and password, please contact us at www.CareerDirectOnline.org/Contact or call *Career Direct* Tech Support at (828)-349-5501 to request it.