

My Plan Activity 2: Career Matchmaker

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Your Career Matchmaker results are automatically saved to your Plan, and can be accessed at any time from the My Plan homepage. You can also select a Best Match result set.

PART 1: COMPLETING CAREER MATCHMAKER

Step 1. Click on the **Assessments** link in the top menu bar. *(If you are not already logged into your My Plan, click on the **Login** link under Career Matchmaker. Enter your My Plan username and password and click **Login**.)*

Step 2. Choose **Start Matchmaker**. Read the instructions on the Introduction page, then enter a name for your session. Click **Start Now** to begin answering questions.

Step 3. Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, read the **More Info** section beside the question.)

Step 4. You will see that Matchmaker has suggested careers that match your answers to the interest questions. We strongly recommend that you go through the second round of questions to further narrow down your results. Click on the **Answer More Questions** button in the **Improve My Results** section on the left side of the page.

Answer as many questions as possible, then click the **View My Career Suggestions** button. Career Matchmaker will update your list of career suggestions.

PART 2: YOUR CAREER MATCHMAKER RESULTS

On the Matchmaker results page you can:

Learn why a career was suggested for you:

Click on the name of a career on the list to see how your interests compare to the activities involved in this career.

Learn more about the careers on your suggestion list:

Click on the name of a career on the list and use the blue links on the left side of the occupation profile page to learn about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

View recommended clusters:

Select a suggested career cluster under the **Career Cluster Recommendations** heading to see which careers from your suggestion list are included in that cluster.

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Improve results:

If you haven't already, click on the **Answer More Questions** button to answer additional Career Matchmaker questions. You can also click on the **Review My Answers** button to view a list of your responses to all the questions you have been asked so far, make changes to your responses, and update your suggested careers list based on the new responses.

Select the level of education you plan to complete:

Check the appropriate boxes in the **Level Of Education** section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in 2-year college or vocational training rather than 4-year colleges, select High School and 2-Year College or Technical Training, then click **Update My Results**.

See how careers that did not appear on your list compare to your interests:

Click on the **Find Other Careers** button under the **Other Careers** heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career.

Complete the My Skills assessment:

Click on the **Start My Skills** button and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*