RUReady.ND.gov Professional Resource

Using the **Career Finder** in RUReady.ND.gov with Students/Clients

<table>
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<th>Step</th>
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| 1    | Have the student/client **sign in** to their RUReady.ND.gov account.  
Sign In | Create an Account |
| 2    | Click on the “Career Planning” tab. |
| 3    | Click on **“Learn About Yourself”**  
Learn About Yourself  
Determine your interests, skills, and work values and use them to find career options that are right for you.  
Learn About Yourself |
| 4    | Complete the **“Interest Profiler”**  
Interest Profiler  
Figure out what interests you have and match them to careers.  
Duration: **16-20 minutes**  
You've completed the Interest Profiler  
Interest Profiler  
**Duration:** **5-15 minutes**  
You've completed the Work Values Sorter  
Work Values Sorter |
| 5    | Click on the “Career Planning” tab. |
| 6    | Click on **“Explore Careers.”**  
Explore Careers  
Search for careers using things like salaries and career clusters or look for specific careers.  
Explore Careers |
| 7    | In the **Career Exploration Tools**, click on **“Career Finder.”**  
Career Finder  
Search for careers using interesting topics like salaries, skills, and interests to name just a few.  
Compare Careers — Plot two careers that interest you and compare them side by side.  
Career Plan Builder — Mix and match your career and life options to create your future.  
Career Exploration Tools |
| 8    | Begin by working with the search filters in the **“My Characteristics”** section.  
My Characteristics  
Interests  
Work Values  
Aptitudes |

Optional—Have the student/client take the Career Cluster survey.  
*Or, have the student/client look over the 16 Career Clusters and identify two or three of interest.*
Select one or two “interests” or Holland codes, or click “Use Interest Profile Results.”

Select one or two “work values” or click “Use Work Values Sorter results.”

Select “aptitudes” that apply to the student/client when working. Being too general with “aptitudes” will make the search less effective.

Scroll down and click “See Your Matching Careers.”

- This level of search can yield hundreds of occupations sorted by relevance.
- Have the student/client look at the first page of the list to see if there is anything that stands out as interesting to them.
- The next step is to add a bit more information to pare down the list.

A good next step is to filter by “Education Level.” Click and select the level of education the student/client is willing to complete.

Select a level of income by clicking on “Earnings” and mark the amount of money desired in an occupation.

Scroll down and click “See Your Matching Careers.”

- The two criteria above, “Education Level” and “Earnings” will narrow down the list considerably!
- Ask the student/client to take a look at the list of occupations for any that might interest them.
- At the bottom of the list, there is the option to look at occupations that match all but one of the selected criteria. This will expand the list again, if selected.

Applying education and income filters can limit the search findings considerably. Before the student/client adds filters, they may want to try applying criteria from the following areas:

- Add a Career Cluster pathway or two.
  - Adding too many career clusters will yield zero results.
- Add Outlook values.
- Add values from the Skills section—Basic, Transferrable and Workplace Skills.

Adding too many criteria at once may cause the search to yield zero results. To avoid this, try adding one at a time and running the search!