Career Self-Help Using the Career Finder in RUReady.ND.gov

You know your interests...you’ve taken the Interest Profiler. You’ve identified your work-related values with the Work Values Sorter. But there’s so much more you need to know in order to find your perfect first career! Fire up RUReady.ND.gov’s Career Finder search engine using this step-by-step tool.

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<th>Step</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Sign in to your RUReady.ND.gov account.  [Sign In</td>
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<tr>
<td>2</td>
<td>Click on the Career Planning tab.</td>
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<td>3</td>
<td>Click on Explore Careers.</td>
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<td>4</td>
<td>In the Career Exploration Tools section, click on Career Finder.</td>
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| 5    | In the My Characteristics section, you will enter your Interest Profiler and Work Values Sorter results.  
  - Click on Interests.  
    - Find the box on the right side of the screen and click Use Interest Profiler results.  
  - Click on Work Values.  
    - Find the box on the right side of the screen and click Use Work Values Sorter results.  
  - Click See Your Matching Careers |
| 6    | Add a preferred/top career cluster!  
  In the Career Facts section, click on Career Clusters.  
  - If you have already identified a top Career Cluster, select the Search all Pathways box underneath the cluster name, or refine your selection further by choosing a pathway or two within the cluster (limit your selections to 1 to 2.)  
  - You can also scroll through the list to select a cluster.  
  My top Career Cluster is _________________________________________________________ |
| 7    | In the Education section, click on Education Level to select your education level. |
| 8    | In the Money and Outlook section, click on Earnings.  
  - Select an income level  
  - Choose the location for your search (National or North Dakota)  
  - Click See Your Matching Careers |
| 9    | In the My Characteristics section, click Aptitudes and select the characteristics that describe who you are. |
| 10   | In the Career Facts section, click on Working Conditions. Click 1-2 you strongly dislike. |
Your work and life goals can conflict because of work hours.

In the Career Facts section, click on Work Hours and Travel. Click 1-2 options you’d like to avoid.

**Physical Demands** refers to the level of physical effort required in a job or occupation.

In the Career Facts section, click on Physical Demands. Click your preference for level of physical activity on the job.
- When finished, click See Your Matching Careers

Record a career that interests you: ____________________________________________________________

If you’re still not getting a match that works for you, consider using the SKILLS section. You’ll use things you’ve learned to do as filters for your search.

In the Skills section, click on Basic Skills. You can choose to take the Basic Skills Survey by clicking the link on the right side of the screen. To take a short version, click on your skill level in each area. Hover over the 📂 for more information on a basic skill.
- When finished, click See Your Matching Careers

Record a career that interests you: ____________________________________________________________

In the Skills section, click on Transferable Skills. You can choose to take the Transferable Skills Checklist survey by clicking the link on the right side of the screen. To take a short version, click on your skill level in each area.
- When finished, click See Your Matching Careers

Record a career that interests you: ____________________________________________________________

If your search yields ZERO results, you’ve probably entered too many search criteria or filters. Go back to any area, click CLEAR ALL, then click See Your Matching Careers again.

In the Career Facts section, the Military and Careers by Gender filters search for information specific to military and non-traditional careers. If you have interest in these areas, select criteria to see these careers.
- When finished, click See Your Matching Careers

Record a career that interests you: ____________________________________________________________

Self-reflection—Which filters were the most helpful to you? List your top three.

1._________________________________________________________________________________________
2._________________________________________________________________________________________
3._________________________________________________________________________________________