Find Your Ideal Job with the Career Finder in RUReady.ND.gov

Wondering where you can go to match your interests, skills and abilities with the perfect occupation? Want to shape your future and attain work/life balance? Not sure how your favorite subjects in school can help you achieve the job of your dreams? The CAREER FINDER can help you answer these questions and many more! So, what do you need to do?

1. Sign in to your RUReady.ND.gov account.  
   
   Sign In | Create an Account

2. Click on the Career Planning tab.

3. Click on Explore Careers.

4. In the Career Exploration Tools section, click on Career Finder.

   Answer the following questions as you work through the areas and link on the left-hand side of the CAREER FINDER:

5. What are the titles of the five areas:
   1. ________________________________________________________________
   2. ________________________________________________________________
   3. ________________________________________________________________
   4. ________________________________________________________________
   5. ________________________________________________________________

6. In the EDUCATION section, click on EDUCATION LEVEL and search for the number of jobs by clicking these education levels:
   “High school not completed” _______(number of jobs found)
   “High school completed (GED)” _______(number of jobs found)
   “One to two years post-secondary” _______(number of jobs found)

   Click EDUCATION LEVEL and CLEAR ALL before moving on!

7. Click on POST SECONDARY PROGRAMS and see college/training programs in your favorite career cluster by clicking on SHOW PROGRAMS.
   My favorite cluster: ______________________________________________________

   Three post-secondary programs that interest you:
   1. ________________________________________________________________
   2. ________________________________________________________________
   3. ________________________________________________________________

   Select one program, scroll down and click SEE YOUR MATCHING CAREERS.
   How many careers were found? __________________________

   Click POST SECONDARY PROGRAMS and CLEAR ALL before moving on!

8. Click on SCHOOL SUBJECTS to see how your favorite classes can lead to future careers!
Select your favorite class by clicking in the box next to the subject. Scroll down and click **SEE YOUR MATCHING CAREERS**. Record the following information for a career that interests you:

<table>
<thead>
<tr>
<th>Career Title</th>
<th>Education Level</th>
<th>State Annual Earnings</th>
<th>Career Cluster</th>
</tr>
</thead>
</table>

Click **SCHOOL SUBJECTS** and **CLEAR ALL** before moving on!

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**9** Click on **APPRENTICESHIPS**. Look for the information box on apprenticeships on the right side of the screen.

Complete this sentence:

“An apprenticeship combines _____________ with _____________, paid __________ experience.”

Then click the box and **SEE YOUR MATCHING CAREERS**. How many careers were found? __________

Click **APPRENTICESHIPS** and **unclick the box** before moving on!

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**10** In the **MONEY AND OUTLOOK** section, click **EARNINGS**. Select an income level, **choose the location** of your search (National or North Dakota), and **select a city** (Bismarck, Fargo or Grand Forks—optional). Click **SEE YOUR MATCHING CAREERS**. Record the following information for a career that interests you:

<table>
<thead>
<tr>
<th>Career Title</th>
<th>Education Level</th>
<th>State Annual Earnings</th>
<th>Career Cluster</th>
</tr>
</thead>
</table>

Click **EARNINGS** and **CLEAR ALL** before moving on!

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**11** Click **OUTLOOK** and complete the following sentence.

“High-growth careers will experience a __________ increase in the numbers of __________ in the future.”

Click the box for **DEMAND IS EXPECTED TO INCREASE** and click **SEE YOUR MATCHING CAREERS**.

How many careers were found? __________

List any careers from the list that interest you: ________________________________________________

__________________________________________________________

Click **OUTLOOK** and **CLEAR ALL** before moving on!

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The **SKILLS** section is about YOU. Use the things you’ve learned to do as filters for your search.

**12** 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**.

Click **BASIC SKILLS** and **CLEAR ALL** before moving on!

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**13** Click on **TRANSFERABLE SKILLS**. You can choose to take the **TRANSFERABLE 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. When finished, click **SEE YOUR MATCHING CAREERS**.
### 14 Click on WORKPLACE SKILLS. Click on your skill level in each area. When finished, click SEE YOUR MATCHING CAREERS. Click WORKPLACE SKILLS and CLEAR ALL before moving on!

The MY CHARACTERISTICS section is about YOU. Use your interests, values, and aptitudes as search filters.

### 15 Click on INTERESTS. You can choose to take the INTEREST PROFILER by clicking the link on the right side of the screen. Or, click on 1-2 of your interests. When finished, click SEE YOUR MATCHING CAREERS. Click INTERESTS and CLEAR ALL before moving on!

### 16 Click on VALUES. You can choose to take the WORK VALUES SORTER by clicking the link on the right side of the screen. Or, click on 1-2 of your work values. When finished, click SEE YOUR MATCHING CAREERS. Click VALUES and CLEAR ALL before moving on!

### 17 Click on APTITUDES. Complete the sentence: “Remember aptitudes are ___________________ that tell you how ___________________ and easily you ___________________ in comparison to others.” Click on your aptitude level in each area. When finished, click SEE YOUR MATCHING CAREERS. Click APTITUDES and CLEAR ALL before moving on!

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### CAREER FACTS

### 18 In the CAREER FACTS section, click on CAREER CLUSTERS. If you’ve taken the Career Cluster Survey, find your top cluster and click Search all Pathways in this Cluster. If you haven’t taken the Career Cluster Survey, look through the list and click 1-2 pathways of interest to you. Record your selections here:

<table>
<thead>
<tr>
<th>My Top Career Cluster</th>
<th>Pathway #1</th>
<th>Pathway #2</th>
</tr>
</thead>
</table>

### 19 Scroll down and click SEE YOUR MATCHING CAREERS. Record two careers that interest you:

<table>
<thead>
<tr>
<th>Career #1</th>
<th>Career #2</th>
</tr>
</thead>
</table>

Click CAREER CLUSTERS and CLEAR ALL before moving on!

### 20 Click on WORKING CONDITIONS. Complete this sentence: “Working conditions refer to the ___________________ of an occupation.” Select 1-2 options you strongly dislike, then click SEE YOUR MATCHING CAREERS.

Click WORKING CONDITIONS and CLEAR ALL before moving on!

### 21 PHYSICAL DEMANDS refers to the level of physical effort required in a job or occupation. Click this area and select Sedentary, then click SEE YOUR MATCHING CAREERS.

How many careers were found? _____ One career that interests you: ___________________

Click PHYSICAL DEMANDS and CLEAR ALL before moving on!

### 22 The PHYSICAL ABILITIES section refers to your ability to perform specific tasks or limitations you may have. Complete this sentence: “Remember that some employers may ___________________ their requirements to suit you.” Select 1-2 options and click SEE YOUR MATCHING CAREERS.
| 23 | Your work and life goals can conflict because of work hours. The **WORK HOURS AND TRAVEL** section filters careers to your preferences. As an example, click **Overnight Travel**, then click **SEE YOUR MATCHING CAREERS**.  
Do any careers listed appeal to you? _______ (yes/no/maybe).  
Are you willing to travel for your job? _______ (yes/no/maybe)  
Click **WORK HOURS AND TRAVEL** and **CLEAR ALL** before moving on! |
| 24 | The **MILITARY** “offers an opportunity to get paid to __________________________.”  
Select **Military-only careers** and click **SEE YOUR MATCHING CAREERS**.  
Look at the list generated by the search: what is the educational difference between enlisted and officer careers? _____________________________.  
Click **MILITARY** and **CLEAR ALL** before moving on! |
| 25 | **CAREERS BY GENDER** is the last search filter in the **CAREER FINDER**.  
According to RUReady.ND.gov, men and women have had traditional roles in society – and that includes the world of work. But more people are taking on careers that don't fit those traditional roles. Select **Nontraditional careers for men** and click **SEE YOUR MATCHING CAREERS**.  
Looking at the list, are there any careers that surprise you? _____________________________. |

**SELF-REFLECTION**—Which filters will you use to research the best careers for you? List three.
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________
3. ________________________________________________________