**Educators Guide to Compare Careers Tool in RUReady.ND.gov**

Once students have **completed the Career Planning-Career Exploration worksheet** and **researched careers with the Career Finder worksheet**, they’re **ready to use the Compare Careers** function of RUReady.ND.gov.

**Compare Careers** utilizes six areas to compare two careers side by side:
- What They Do
- Is This for You?
- Skills You Need
- What to Learn
- Money and Outlook
- Connections

Students will:
1. Sign in to their RUReady.ND.gov account.
2. Click on the Career Planning tab.
3. Click on Explore Careers.
4. Locate the Career Exploration Tools and click on Compare Careers.
   a. If a student has saved one or more careers to their portfolio, they will be listed in **YOUR COMPARE LIST**. If no careers have been saved to the portfolio or the student wants to look for other careers, use the **ADD CAREERS TO YOUR COMPARE LIST** search box.
5. **Select two careers** to compare and click **COMPARE**.
6. Once two careers are arranged side by side, the **COMPARE CAREERS** feature walks students through the following tabs:
   a. **WHAT THEY DO**. The information is broken down into:
      - A person in this career
      - Working conditions
      - Physical demands
      - Work hours and travel
      - Specialty and similar careers
   b. **IS THIS FOR YOU**. Breaks out personal characteristics associated with the careers:
      - Interests (Holland Personality Code)
      - Work Values
      - Aptitudes
   c. **SKILLS YOU NEED**. Creates a side-by-side comparison of skill levels related to:
      - Basic Skills—Important and Necessary Skills
      - Transferrable Skills—High level and Medium Level
      - Workplace Skills—High level and Medium Level
   d. **WHAT TO LEARN**. Students will look at:
      - High school career clusters to consider
      - Post-secondary training programs
      - Education level required for career
      - Extra requirements—not every career will have these!
   e. **MONEY AND OUTLOOK**. A student (and parent!) favorite. The information, however, is based on national statistics, rather than North Dakota information.
      - How much money do they make?
      - What does the future hold?
      - Job openings, Outlook, Growth, Employment and Self-employment opportunities
   f. **CONNECTIONS**. Gives additional information, such as associations, internet sites and related career information sources.

Because **COMPARE CAREERS** is densely packed with information, this tool is most appropriate for researching careers **within** a cluster and for students who need to make an informed decision between two career choices.