The **Work History** tool in RUReady allows adult clients to explore careers that share skills, aptitudes and interests with their previous careers. Here’s how to guide your client through using this tool!

The **Work History** tool utilizes the following to guide adult* clients:

- Past Careers
- Transferrable Skills
- Search Options, such as: Education, training, work experience, physical demands, earnings, aptitudes and interests.

How to get started:

2. Click on the **Career Planning** tab.
3. Click on **Explore Careers**.
4. Locate the **Career Exploration Tools** and click on **Work History**.
5. In the **Start** screen, have the client click on **Start by selecting your previous careers**.
6. Clients can scroll through a list of careers, search for careers or use saved careers to populate the “Your Previous Careers” area. Clients must add at least one previous career before clicking “Use these careers for your search.”
7. In the **TRANSFERRABLE SKILLS** screen, have the client select skills from the pick list that they are interested in their next job. Then click “Continue to Search Options.”
8. The **SEARCH OPTIONS** screen offers clients two options for finding matching careers.
   a. The **QUICK SEARCH** option uses only previous career information to find new options.
   b. The **CUSTOM SEARCH** allows clients to select search options from the following areas:
      - Education, training and work experience—level of education achieved or desired.
      - Physical demands—from sedentary to very heavy.
      - Earnings—minimum salary client would like to make.
      - Aptitudes—nine aptitude categories for the client to self-select.
      - Interests—Holland-type interest categories for the client to self-select.
9. When all options are selected, click “View matching careers.” Searches may be saved, too.

Once the list of possible careers displays, have the client click “compare your selections.” This generates a neat side-by-side comparison of the characteristics of the career with the client’s selected search options!

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* The **Work History** tool in RUReady.ND.gov is available to **Adult** user accounts. If users do not see the Work History option, they will need to change their role in RUReady.ND.gov. Users will log in to RUReady.ND.gov, click on **Your Portfolio > Your Profile > The Basics > This is Me** and change role to **Adult**.