



MiCareerCompass follows the Michigan Career Development Model and gives educators and students another resource for career development education. Suggested activities are listed for students to prepare for MiCareerQuest and reflect upon the experience.

Career Awareness

Career awareness is an essential first step in building students' understanding of the working world. It shows them options for their futures with the hope that each student will find a career that resonates with them in terms of interests, purpose, and inspiration.

Step One: Self-Awareness

Knowing who you are and understanding your interests, values, skills, and motivations.

- What do I love to do?
- What is most important to me (what do I value)?
- What do I like to do in my free time?
- What skills and activities come naturally to me and make me feel happy and energized?
- What are my favorite/least favorite classes?
- What ideas and topics spark my curiosity?
- What could I talk about for hours?
- Create your Education Development Plan (EDP) with your counselor or begin journaling the answers to the above questions.

Step Two: Career Awareness

Learning about opportunities and participating in career awareness events such as:

- College and career awareness expos (i.e. MiCareerQuest, College Fairs, etc.)
- Career-specific awareness days i.e., Manufacturing Day, Health Occupations, Construction Days, etc.
- Workplace tours.

Career Exploration

Career exploration activities are intended to ensure a students' areas of interest are aligned with core academic, technical, and employability skills.

Step One: Internal Exploration and Development

- Research and identify career interests and activities that align to your academic and personal strengths.
- Complete career assessments and work values inventory.
- Develop study and time management skills.
- Develop soft skills/work ethics i.e., teamwork, problem-solving, critical thinking skills, technological literacy, conflict resolution, etc.

- Create or continue to work on your Education Development Plan (EDP) with your counselor. If you do not have an EDP, begin journaling about your career goals, education, training goals, career options and step-by step plan of action to achieve goals.

Step Two: External Exploration

- Use search engine tools i.e., Xello [formerly Career Cruising], MI Bright Future, My Next Move, Pathfinder, Naviance, Kuder, Mavin, etc. to begin exploring career options.
- Meet with your counselor or advisor to plan courses and a career path.
- Attend career-specific exploration days i.e., Manufacturing Day, Health Occupations, Construction Days, etc.
- Visit Career and Technical Education program tours.
- Attend college information nights and admission representation events.
- Attend business and industry guest speaker events.
 - Learn about the Career and Technical Education programs offered at your school.
 - Job shadow.
 - Volunteer with an area nonprofit agency.

Career Preparation

Students continue to build knowledge about careers, postsecondary, and employment opportunities.

Step One: Internal Preparation

- Create and continue to update your EDP.
- If you do not have an EDP, begin journaling about your career goals, education, training goals, career options, and step-by-step plan of action to achieve goals.
- Develop leadership/character education i.e., study skills, time management, self-advocacy, public speaking, etc.
- Develop soft skills/work ethics i.e., teamwork skills, problem-solving skills, critical thinking, technological literacy, conflict resolution.

Step Two: External Preparation

- Attend a field trip to a community college/university for postsecondary exploration.
- Visit, explore a Career and Technical Education (CTE) program.
- Participate in employability preparation workshops i.e., resume writing, mock interviews, leadership training, soft skills, etc.
- Interact with business partners and professionals for an extended period.
- Participate in entrepreneurial projects in the classroom and with business partnerships.
- Engage in formal mentoring with individuals in local the business/industry you are interested in.
- Have local employers visit students to discuss top employability.

Advanced Training and Employment

Students final review and updates to the talent portfolio to meet the student's current career and educational goals/interests.

- Modify the Talent Portfolio based on the information from the EDP.

- Update the Talent Portfolio with certifications, documentation of key competencies, or accomplishments i.e., Red Cross CPR, Science Olympiad award, industry license/certification, digital badges, etc.
- Refine Talent Portfolios to match individual experiences, educational goals, and career interests.
- Refine Talent Portfolio to include professional weblinks and social media platforms.
- Present the Talent Portfolio to class, teacher, and business professionals.

ACTIVITY: PREPARING FOR MICQ

Career Trail – Find Your True North

Resources Needed: (Student/Teacher Resources) Career Trail Map

Lesson Time Frame: 1-2 class periods

- Learning Outcomes: Prepare student for the types of careers and professionals they will interact with at MiCareerQuest.
- Use critical thinking and research to investigate careers that appeal to their future professional and lifestyle goals.
- Use presentation skills to report/share information learned (Optional).

MiCareerCompass

Find your true north!

Start here!

--- Awareness

1. What do I love to do?
2. What skills come naturally?
3. Create your EDP
4. Attend MICQ and career awareness events.

--- Exploration

1. Complete career assessment
2. Continue your EDP
3. Journal about goals
4. Meet with career adviser
5. Visit career tech programs

--- Preparation

1. Leadership character education
2. Soft skills development
3. Attend field trips at colleges
4. Visit career centers & tech programs
5. Career portfolio workshops

--- Training

1. Update talent portfolio
2. Create resume
3. Evaluate talents and interests
4. Continue career research
5. Find your true north!

Career Trail Exploration Worksheet

If at any point during this exercise you cannot answer or are stuck and unsure, go to [O*Net online](https://onlinetool.org) and follow the directions [below](#).

Name of Career/Job you want to pursue? _____

- *What am I good at? How does this career fit with my natural skills and abilities? Does this job fit with my interests and personality?*
- *What classes and activities do I enjoy? What do these classes/activities have in common with my desired career?*
- *What are my career goals within this industry?*
 - *Do I want to manage people?*
 - *Move up into a leadership role?*
 - *Do I want to start my own company?*
 - *Does this career allow me to reach these goals?*
- *What skills do I have and what do I need to learn/acquire for this job?*
 - *Do I need a post-secondary education or specialized training for this job?*
 - *If so, what is it?*
 - *Am I willing to put in the time and motivation to achieve this goal?*
 - *How much will an advanced degree or training cost?*
 - *Are there opportunities to receive scholarships or on the job training for free?*
- *What salary can I expect to earn?*
 - *Will I need to use part of my salary to pay off any student loans?*
- *Is this a competitive career? Is this career in a growing field? Are there opportunities for advancement?*
- *Are there many jobs in this field where I currently live, or will I need to relocate?*
- *What other careers/jobs are like my desired job? What other jobs exist that use the same skill set and have the same education requirements? What are they?*

O*Net Directions

1. Visit onlinetool.org and on the right-hand side of the screen, click on “I want to be a...”

The screenshot shows the O*NET OnLine website. At the top, there's a search bar and navigation links. The main content area includes a large banner for 'Build your future with O*NET OnLine.' Below the banner are several search and navigation options. On the right side, there are several promotional boxes, including one that says 'I want to be a...' which is highlighted with a yellow arrow. The bottom of the page has a footer with 'Learn More' links.

- Click on “Tell us what you like to do” and take the quiz. After viewing your results, use the additional the search boxes to research your career or industry interests.

MY NEXT MOVE o-net In-IT HOME SEARCH INDUSTRIES INTERESTS

What do you want to do for a living?

“I want to be a ...”

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search

“I’ll know it when I see it.”

Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse

“I’m not really sure.”

Tell us what you like to do.

Answer questions about the type of work you might enjoy. We’ll suggest careers that match your interests and training.

Start

Still not sure? Check out careers in these groups:

Bright Outlook Interests Job Prep

Are you a veteran looking for work?
My Next Move for Veterans helps you find a civilian career similar to your military job.

¿Hable español?
Mi Próximo Paso incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.

- Choose a job title.

O*NET OnLine Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Quick Search for:
Medical Assistant

Showing top 20 occupations for **Medical Assistant**. Closest matches are shown first.

How do they match?	Code	Occupation
	31-9092.00	Medical Assistants
	43-6013.00	Medical Secretaries and Administrative Assistants
	43-4171.00	Receptionists and Information Clerks
	29-2072.00	Medical Records Specialists
	29-2011.00	Medical and Clinical Laboratory Technologists
	29-2012.00	Medical and Clinical Laboratory Technicians
	29-2099.05	Ophthalmic Medical Technologists
	29-2057.00	Ophthalmic Medical Technicians
	31-9094.00	Medical Transcriptionists
	11-9111.00	Medical and Health Services Managers
	29-2042.00	Emergency Medical Technicians
	31-1131.00	Nursing Assistants
	29-9021.00	Health Information Technologists and Medical Registrars
	51-9082.00	Medical Appliance Technicians
	19-1042.00	Medical Scientists, Except Epidemiologists
	29-1071.00	Physician Assistants
	29-2056.00	Veterinary Technologists and Technicians
	29-1141.00	Registered Nurses
	29-2032.00	Diagnostic Medical Sonographers
	31-9093.00	Medical Equipment Preparers

4. Click on the job titles to learn more about the job.

o-net O*NET OnLine Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for: 31-9092.00 - Medical Assistants

Updated 2021
Bright Outlook

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Optometric Assistant, Registered Medical Assistant (RMA)

View report: Summary **Details** Custom

Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Credentials | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

Tasks

5 of 20 displayed

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for the physician.
- Prepare and administer medications as directed by a physician.

[back to top](#)

Technology Skills

5 of 14 displayed [Show 68 tools used](#)

- Accounting software** — Billing software; Bookkeeping software; Intuit QuickBooks 🔥
- Electronic mail software** — Email software; Microsoft Exchange 🔥; Microsoft Outlook 🔥
- Medical software** — Epic Systems 🔥; Healthcare common procedure coding system HCPCS 🔥; Medical condition coding software 🔥; MEDITECH software 🔥
- Office suite software** — Business software applications; Microsoft Office 🔥
- Operating system software** — Microsoft Windows Vista Business; Microsoft Windows XP Professional

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

[back to top](#)

ACTIVITY: AT MICQ – QUESTIONS TO ASK EMPLOYERS

Regardless of where you are in your personal career “quest,” MiCareerQuest provides a great opportunity for you to talk to professionals who love what they do for a living. Ask employers about their career paths and how/why they decided to go into their respective fields. Are there patterns to their stories that can help you on your career path There are so many other interesting and important questions than just “How much money do you make?”

Brainstorm and have a minimum of 3 questions ready to ask any employer that will help you determine the best career for your future. If they hit a snag use this document as a reference to help guide you.

1. When did you decide to pursue a career in this field?
2. What other jobs did you consider before deciding on this one?
3. What skills and education are required for your current position?
4. What do you like most about your job?

5. What do you like least about your job?
6. What is a typical day like? What are your hours/days of work?
7. What personal qualities or abilities are important to being successful in this job?
8. Do you work alone or on a team most often?
9. What can cause stress in this job?
10. What is your perception of the job outlook for this career field?
11. What are some of the surprises you have had in this job?
12. Were you employed in another profession before coming into this position?
13. If so, why did you change professions?
14. What kind of training do companies like yours provide incoming employees? What skills are you expected to have learned beforehand?
15. What advice would you give to those considering this same career.

ACTIVITY: AFTER MICQ – STUDENT SELF REFLECTION

1. Of the five industries you learned about, which did you most enjoy?

Advanced Manufacturing

Agri Business

Construction

Health Sciences

Information Technology

2. Describe three things you learned about the industry that you did not know before:
3. Within the industry you checked, what type of careers sounded most interesting to you? Why?
4. What type of education or training do you need to get started in this industry?
5. Based on what you learned; what kinds of skills are needed to succeed in this industry e.g., math skills, public speaking, project management, etc.?
6. What are some of your next steps in career planning?