

# MiCareerQuest™

*Educator Info & Resource Packet*

MAY 24, 2023 | 8:30AM - 1:45PM  
DEVOS PLACE, GRAND RAPIDS



*Invest in the future of West Michigan*

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# Preparing for MiCareerQuest

Thank you for registering your students for MiCareerQuest! Employers from key industry sectors in West Michigan have been working hard to provide students with an interactive, hands-on experience. No matter where your students are in their “quest” towards a career, this day will provide an excellent opportunity to begin or deepen their career exploration.

In our inaugural year, many educators arrived unaware of the scope and significance of this opportunity. **Our hope is that the information included in this packet will help the students and staff have a meaningful and enjoyable experience. Please take time to review all of the information.**

## BEFORE THE EVENT

### Student Expectations

This is an incredible opportunity for students and employers to interact in a new and creative way. Although they are not at a business or in a workplace setting, students should remember to display professional behavior and represent their school accordingly. Students should adhere to the school dress code. Please no caps/hats, t-shirts with objectionable logos/graphics.

Let students know that employers are excited to spend this time and investment to make MiCareerQuest a great event for them. It is always nice for students and staff to thank employers for their commitment so we can continue these partnerships in the future.

Lastly, resources are included in this packet to activate students’ thinking around their career development before and after the event: *MiCareerCompass* (p.16), *Activity: Asking the Right Questions* (p.21-22) and MiCareerQuest self-reflection (p.23).

### Lanyard and Name Tag Distribution

Registered school groups have received lanyards and blank name tags to distribute to students and chaperones. Extras will be available at the Information Desk the day of the event if needed. We recommend completing the name tags and giving them to students on the bus on the day of the event.

If there are significant changes to your student numbers, please email [mryan@westmiworks.org](mailto:mryan@westmiworks.org) or call 616-401-6930 as soon as possible.

## AT THE EVENT

### Bus Arrival/Check-in

Buses will line up on Scribner Avenue and wait to be directed by event staff to pull up and unload at the Monroe Avenue entrance of DeVos Place (refer to the map on p. 10). As you wait to unload, consider using the time to review with the students the purpose/goal of the event as well as how you will gather together at the end to depart. Review the exit plan printed on the backs of the student name badges.

Due to the volume of school groups attending, you are strongly encouraged to arrive 30-45 minutes before your scheduled session start time. This will allow adequate time for unloading so that students are assembled and ready to enter the exhibit space at their scheduled time. Organizers plan to adhere very closely to the schedules to keep everything moving smoothly. An earlier arrival will ensure students have adequate time with employers and educational institutions.

Upon arrival, MiCareerQuest volunteers will check you in and distribute drawstring bags to each student. No student outside bags are permitted at MiCareerQuest and any bags brought in are subject to search. It is recommended chaperones bring one bag to hold a sign.

### Event Format

MiCareerQuest exhibits and activities illustrate the important relationship between postsecondary education and careers and will provide opportunities for students to engage with representatives from both. Students are encouraged to visit with community colleges, universities and other postsecondary training programs that will be located within the exhibit halls. These educational sponsors may be near entrances, exits, or exhibits they within the halls.

When you arrive, volunteer guides will welcome you into the Grand Gallery. At the sessions start time, volunteers will direct students to a specific industry's quadrant within the Exhibit Hall to begin their career quest. Student's starting location is based on the color of their lanyards. Students from the same school will all have the same color lanyard. Students rotate according to lanyard color. Please instruct your students to always wear their lanyards.

The Exhibit Hall is divided into four major industry sectors: Advanced Manufacturing, Construction, Health Sciences, and Information Technology, with agribusiness jobs featured in each. Students will rotate through all sectors, spending approximately 23 minutes in each. **Music will be played overhead every 23 minutes indicating the students must move to the next sector.** Students will be given 3 minutes to move between sectors.

During their time in each sector, students will engage with interactive displays highlighting diverse career pathways and talk to employers about the skills and education required for success in their respective fields. We know some students (and staff!) will want to spend more time in some sectors than what is allotted. However, the goal is to provide an overview of each industry and emphasize the diversity of opportunities that exists within these key sectors of West Michigan's economy. **Please help us reinforce this goal by helping us move students according to the planned schedule.**



## Social Media

We encourage staff and students to share the fun and learning while at MiCareerQuest with your social networks! We hope to see **#MiCQ2023** and **@MiCareerQuest** on your social media feeds.

## Exit/Bus Pick-up

At the end of each session, volunteers will guide school groups toward their assigned exit door. The exit plan on page 10 is also printed on the back of the students' name badges; your exit path will correspond to your lanyard color. Please instruct your students to exit quickly to avoid blocking the exit area. Additional volunteers will be waiting in the exit area outside, holding signs with school names. Assemble by the appropriate volunteer and ensure that the entire group is gathered before being escorted across the bridge to the waiting buses. Buses should be instructed to wait on Scribner Avenue.

**To minimize any confusion at the end of your session, school staff and chaperones should clearly establish a time and meeting place for students. Please be aware that the departure process will also take between 15-20 minutes given the number of buses that will need to load.**

## AFTER THE EVENT

### Prize Drawing

A post-event survey of students and educators will provide critical feedback to shape future MiCareerQuest events. Please provide students an opportunity to complete the electronic survey on the way back to school or when they return. To encourage more responses, students and teachers who complete a post-event survey and provide their contact information will be entered into drawings for prizes ranging in value from \$50-\$500.

You can access the surveys on the MiCareerQuest website at [micareerquest.org](http://micareerquest.org). **Surveys must be completed by Wednesday, May 31.**

## QUESTIONS?

Contact your local ISD Career Readiness Representative:

### **Allegan Area ISD**

Name: Beth Johnston, Career Development Specialist

Email: [beth.johnston@alleganaesa.org](mailto:beth.johnston@alleganaesa.org)

Phone: 269-512-7850

### **Barry ISD**

Name: Rich Franklin, Superintendent Barry ISD

Email: [rfranklin@barryisd.org](mailto:rfranklin@barryisd.org)

Phone: 269-945-9545 ext. 111

### **Ionia ISD**

Name: Ashli Jordan, Student Services / Work-Based Learning Coordinator

Email: [ajordan@ioniaisd.org](mailto:ajordan@ioniaisd.org)

Phone: 616-527-6540

### **Kent ISD**

Name: Eric Kelliher, Career Readiness Consultant

Email: [erickelliher@kentisd.org](mailto:erickelliher@kentisd.org)

Phone: 616-365-2350

### **Montcalm ISD**

Name: Penny Dora, Director of Communications

Email: [pdora@maisd.com](mailto:pdora@maisd.com)

Phone: 616-225-6163

### **Muskegon Area ISD**

Name: Stephen Pettifor, Career Specialist

Email: [spettifor@muskegonisd.org](mailto:spettifor@muskegonisd.org)

Phone: 231-767-5624

### **Ottawa ISD**

Name: David Ladd, Career Development Facilitator

Email: [dladd@oaisd.org](mailto:dladd@oaisd.org)

Phone: 231-578-3623

**If your local Intermediate School District is not listed as a contact on this page, please contact the West Michigan Works! representative listed below for assistance:**

Maggie Ryan, Project Manager

Phone: 616-401-6930

# Checklist for Day of Event

## Before School Departure

- ☐ If you have significant changes to the number of students attending, please email [mryan@westmiworks.org](mailto:mryan@westmiworks.org).
- ☐ Coordinate your bus transportation to arrive 30-45 minutes ahead of your session's start time and 15-20 minutes after your session's end time.
- ☐ Plan on one chaperone per 20-30 students.
- ☐ Review expectations for student behavior and provide an overview of the event for students. See *Resources to Use with Students* for additional suggestions on how to prepare students for the event.
- ☐ Record your district's transportation dispatch phone number in case of transportation issues.
- ☐ Bring lanyards and name tags for each student and staff member to distribute on bus.
- ☐ Distribute Transportation Packet to drivers.
- ☐ Review the exit plan for your students (included in this packet and on the back of the students' name badges).
- ☐ Plan for all types of weather.

## At MiCareerQuest

- ☐ Instruct buses to line up at Scribner Avenue, where they will wait for event staff to call them in to unload students at the Monroe Avenue entrance. Once they have dropped off students, buses can park on Scribner Avenue (overflow on Mt. Vernon) during the event until it is time to re-load for departure. Bus passes will be distributed at the event.
- ☐ If possible, exchange cell phone numbers with your bus driver in order to ease communications after the event.
- ☐ Be sure all students are wearing their lanyards. The color of the lanyard will determine where your group begins in the Grand Gallery and through which doors they will exit.
- ☐ Make sure students know what to do if they get separated from the group and when/where to meet you at the end of the event.
- ☐ Look for event volunteers in neon pink t-shirts if you need assistance during the event.
- ☐ Use #MiCQ2023 and #MiCareerQuest to share your time at MiCareerQuest with your social networks!

## When You Return to School

- ☐ Provide time for students to complete the event survey at [www.micareerquest.org](http://www.micareerquest.org) so they can be entered into a drawing for prizes. Be sure to fill out your educator survey!
- ☐ See *Resources to Use with Students* for additional suggestions on how to follow-up with students after the event.

## Map for Bus Arrival/Departure/Parking



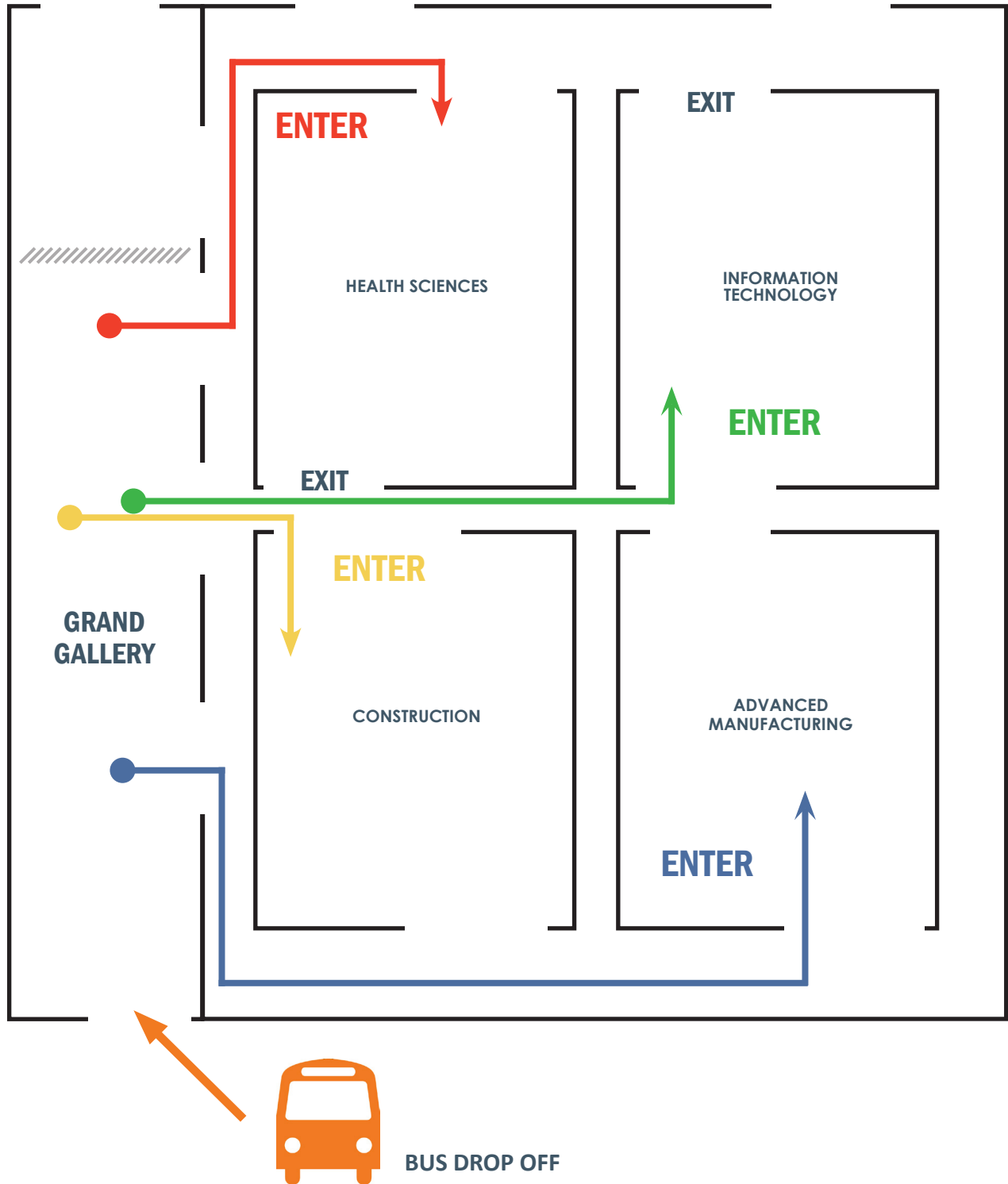
## Instructions for Bus Drivers

1. Buses will line up on SCRIBNER AVE and wait to be directed by event staff to proceed to drop off.
2. Buses will turn right onto MICHIGAN ST and then turn right onto MONROE AVE.
3. You can only drop off at the designated area on MONROE AVE (volunteers will be present to assist).
4. For the safety of the children there will be NO DOUBLE PARKING TO UNLOAD.
5. Please unload as quickly as possible
6. Police Officers will be present to enforce the drop off process.
7. Pick up will be on SCRIBNER AVE.



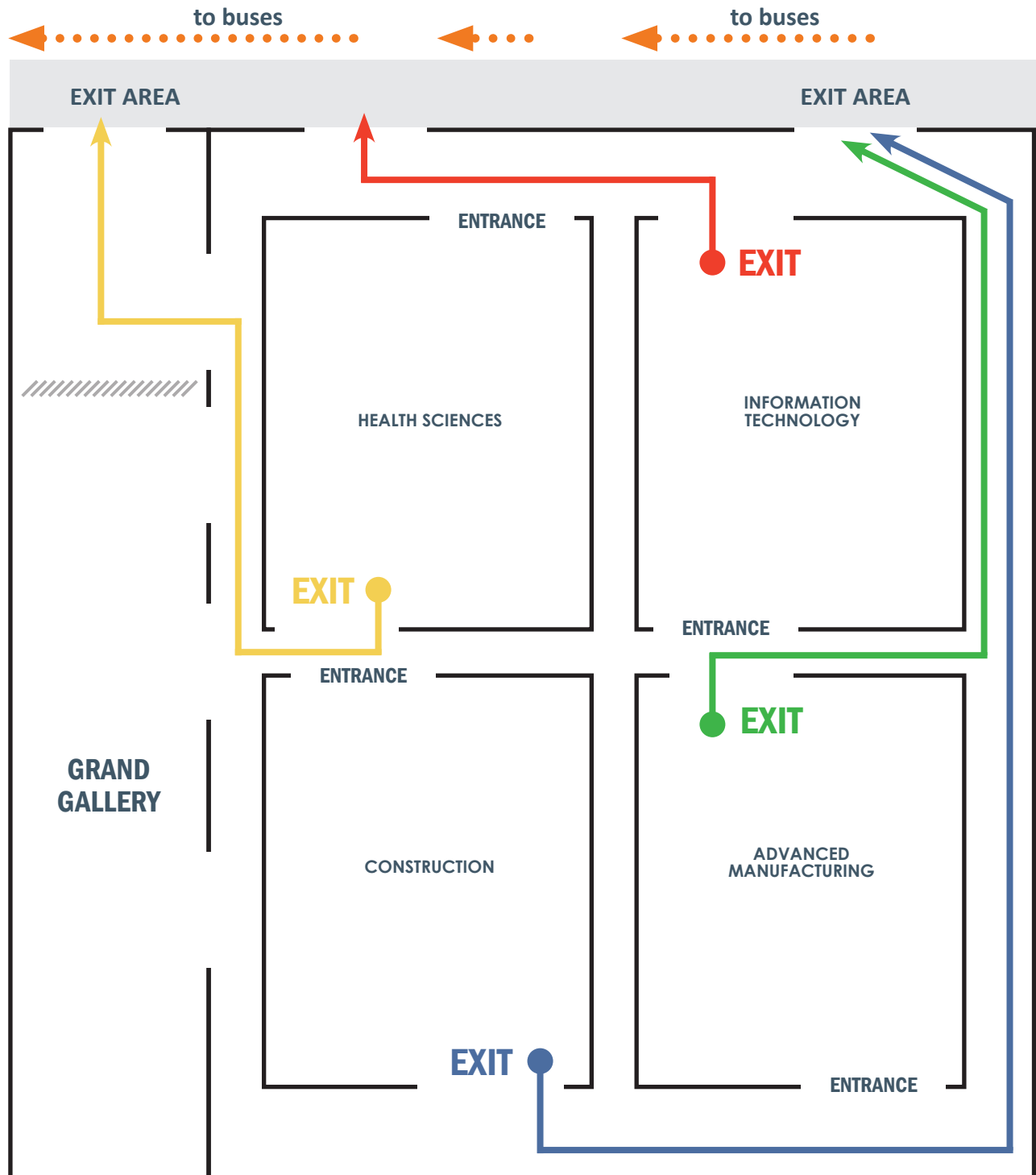
# Map for Entering the Event

Student Entrance Plan Based on Lanyard Color



# Map for Exiting the Event

**Student Exit Plan Based on Lanyard Color** (This map is also on the back of the students' name badges)  
Please instruct your students to exit quickly to avoid blocking the exit area.



## Day of Event: Media FAQs

### **Will there be pictures or video taken of my students at MiCareerQuest?**

**YES. There will be photographs and videos taken at MiCareerQuest;** corporate marketing teams and news media may be at the event. Because of the size of the event, we will not seek individual photo releases for student images taken at the event. Students may be photographed or videotaped participating in activities and their images used in future communications and promotional materials regarding MiCareerQuest. Please ensure all students attending are able to have their pictures and videos taken at this large, public event.

West Michigan Works! may reach out to you to seek parental/guardian approval for video releases of student interviews taken for promotional purposes. MiCareerQuest will not use interviews for promotional purposes without approval.

Reporters may have different policies for this newsworthy event. If you have a student unable to be featured on a news program, please instruct them not to participate in a news interview at MiCareerQuest.

### **Are student reporters invited to MiCareerQuest?**

**YES.** We invite all student journalists, whether blogs, newspapers, or school show productions, to come to MiCareerQuest. You will be receiving an email requesting a media contact for a press release invite.

# Resources to Use with Students

Below are some ideas for preparing students for MiCareerQuest and following up with them after the event. Review and adapt the activities as appropriate for your group.

## **“Why are we going to MiCareerQuest?”**

Have a discussion about why career exploration activities like MiCareerQuest are important to their career development process. Emphasize that for most people, career development is an on-going process throughout their lives and not a one-time event.

## **“What can I talk about with employers?”**

Whether or not they are currently interested in a career within the five highlighted industry sectors, urge students to keep an open mind and use the time to talk to employers about how/why they chose their career paths. Have students brainstorm questions they could ask employers at the fair, and encourage them to move beyond salary. Examples: What type of education/training is needed? What do you like most about your job? What can be difficult about the work you do? See *Activity: Questions to Ask Employers* pages 21-22.

## **“Who’s going to be there?”**

Provide students with a list of the employers involved in MiCareerQuest. The list can be found on page 13 of this packet. Have students generate some questions they would want to know about a company and/or provide examples. Have students choose one of the listed partners (or assign) and have them provide profile briefs on each. See *MiCareerCompass* and activity, pages 16-22.

## **“What did I learn?”**

After the event, have students reflect on their time at MiCareerQuest 2023. Have a discussion on some of the careers highlighted at the event. Are there any surprising statistics? Which fields seem most interesting? Which careers are new to you? Encourage students to update or add information to their EDPs (Educational Development Plan) as appropriate. See *MiCareerQuest 2023 Self-Reflection* on page 23.

# List of Participating Employers

## CONSTRUCTION

Ambient Architecture  
Centerline Prefab  
Christman Construction  
Consumers Energy  
Corrie Sandwick Architecture  
City of Grand Rapids  
Dan Vos Construction Company  
EV Construction  
Feyen Zylstra  
Fleis & VandenBrink  
Grand Rapids Community College  
Great Lakes Energy  
IBEW Local 275  
Ironworkers Local 25  
Kent Companies  
Kent County Road Commission  
MI Regional Council of Carpenters  
Michigan Technical University  
Operating Engineers 324  
Rieth-Riley Construction Co., Inc.  
Rockford Construction  
Rohde Construction  
ROWE  
The Bouma Corporation  
TowerPinkster  
Triangle Construction  
UA Local #174  
Van Dyken Mechanical, Inc.  
Windemuller  
Wiss, Janney, Elstner Associates, Inc.  
Consumers Energy

## HEALTH SCIENCES

Baker College  
Cherry Health  
Corewell Health  
D.A. Blodgett-St. Johns  
Good Life Therapy  
Grand Rapids Community College  
Grand Rapids Fire Department  
JVHL  
Kent County Sheriff's Office  
Kentwood Police  
Life EMS Ambulance

Mary Free Bed Rehabilitation Hospital  
Michigan State University  
Michigan Department of Corrections  
Professional Education Services LLC  
Trinity Health Grand Rapids  
University of Michigan West  
Walker Police

## MANUFACTURING

A.I. Technologies  
Amphenol Borisch Technologies  
Autocam Medical  
Bradford White Corporation  
Cascade Die Casting Group  
Custom Profile  
DeWys Manufacturing  
Enterprise Tool and DieMetal  
Flow Corporation  
Grand Rapids Community College  
GR Tooling and Automation  
Greenville Tool & Die  
Harmel Accademy  
Haworth Inc.  
Kent Career Technical Center  
Mersen  
MillerKnoll  
Moran Iron Works  
Meta Tool Technogies  
NN Inc.  
Portland Products, Inc.  
Rockwell Automation  
Scherdel Sales & Technology  
Wolverine Coil Spring Company  
Woodward

## INFORMATION TECHNOLOGY

Array of Engineers  
Bravo LT  
Configura  
Corewell Health  
Community Media Center  
EuzenConnect  
Grand Valley State University  
Grand Rapids Community College  
GRTV  
Kent County Sheriff's Office  
Michigan Council of Women in Technology  
Michigan National Guard  
OST  
Tech Defenders  
United States Navy  
WOOD TV8

## AGRIBUSINESS

Critter Barn  
GreenMark Equipment  
Grand Rapids Community College  
Herbruck's Poultry Ranch  
Hortech  
Kent Career Technical Center  
Kent Conservation District  
Michigan Department of Agriculture and Rural Development  
Michigan Department of Natural Resources  
Michigan State University  
Plaster Creek Stewards  
Reyes Coca Cola Bottling  
Roskam Baking Company  
SpartanNash  
Tyson Foods  
Walters Gardens



# List of Careers Represented

## ADVANCED MANUFACTURING

3D Scanning Technician  
 Additive Manufacturing Technician  
 Apprentice  
 Apprentice Machinist  
 Assembly Production Technician  
 CNC Machinist  
 Continuous Improvement Engineer  
 Design Engineer  
 Die Maker  
 Die Technician  
 Electrical Engineer  
 Electronics Assembler  
 Engineer  
 Fabricator  
 General Labor  
 Industrial Engineer  
 Industrial Program Manager  
 Information Technology Manager  
 Machine Maintenance Technician  
 Machine Operator  
 Machine Repairer  
 Machinist  
 Maintenance Mechanic  
 Maintenance Technician  
 Manufacturing Engineer  
 Production Supervisor  
 Project Manager  
 Prototype Inspection Technician  
 Quality Assurance Technician  
 Quality Control Technician  
 Quality Engineer  
 Research Scientist  
 Robotic Welding Technician  
 Robotics Engineer  
 Set-up Technician  
 Software Developer  
 Technical Sales  
 Tool & Die Maker  
 Tool Designer  
 Tool Maker  
 Tooling Engineer  
 Weld Engineer  
 Welder  
 Welding Engineer

## AGRIBUSINESS

Agricultural Sales  
 Agri-tourism guide  
 Animal Carer  
 Bare Root Processor  
 Biosystems Engineer  
 Blender  
 Cartographer  
 Data Analyst  
 Emergency Manager  
 Entomologist  
 Farmer  
 Field Technician  
 Flock service technician  
 Food Product Development Scientist  
 Food Safety Inspector  
 Food Safety Manager  
 Food Safety Quality Assurance Technician  
 Food Technician  
 Forester  
 General Laborer  
 General Production Laborer  
 Geographic Information Systems Analyst  
 Green Infrastructure Associate  
 Greenhouse Worker  
 Grower  
 Human Resources  
 Implement Sales  
 IT Project Manager  
 IT Retail Technology Service Technician  
 Land Manager  
 Machine Operator  
 Maintenance Technician  
 Mechanic  
 Natural Resource Engineer  
 Network Administrator  
 Non-profit Manager  
 Parts Counter  
 Personal Shopper  
 Pesticide Inspector  
 Processor  
 Production Associate  
 Quality Assurance Officer  
 Quality Lab Technician  
 Restoration Technician  
 Salesperson  
 Tissue Culture Lab Technician  
 Veterinarian  
 Warehouse Associate

## CONSTRUCTION

Architect  
 Building Enclosure Consulting  
 Building Information Modeling and Virtual Design Coordinator  
 Call Center Representative  
 Carpenter  
 Civil Engineer  
 Civil Field Technician  
 Collection System Asset Technician  
 Concrete Finisher  
 Concrete Laborer  
 Construction Technician  
 Designer  
 Drone Operator  
 Drywaller  
 Electrician  
 Equipment Operator  
 Fiber Splicer  
 Fleet Technician  
 Floor Layer  
 Foreman  
 Forester  
 Gas Construction  
 General Contractor  
 Geospatial Analyst  
 Heavy Equipment Mechanic  
 Heavy Equipment Operator  
 HVAC Control Technician  
 HVAC Engineer  
 HVAC Technician  
 Interior Designer  
 Ironworker  
 Laborer  
 Land Surveying Field Technician  
 Lineworker  
 Mechanical Designer  
 Millwright  
 Operator  
 Pipefitter  
 Plumber  
 Project Administrator  
 Project Manager  
 Quality Control Technician  
 Renewable Technician  
 Residential Construction Worker  
 Road Maintenance Worker  
 Safety Coordinator  
 Safety Technician  
 Service Technician  
 Steel worker  
 Structural Engineer  
 Structural Evaluator  
 Superintendent  
 Surveyor  
 Technology Designer  
 Urban Planner  
 Utility Lineworker  
 Wastewater Operations Specialist  
 Welder

# List of Careers Represented

## HEALTH SCIENCE

Anesthesia Tech  
 Athletic Trainer  
 Call Center Operator  
 Case Manager  
 Certified Nursing Assistant (CNA)  
 Clinical Dietetic Technician  
 Clinical Nurse Specialist  
 Cook  
 Corrections Officer  
 Crime Scene Specialist  
 Dental Assistant  
 Dental Hygienist  
 Dentist  
 Diagnostic Medical Sonographer  
 Dispatcher  
 Emergency Medical Technician  
 Environmental Services Floor Care Technician  
 Environmental Services Technician  
 Fire Cadets  
 Fire Inspector  
 Firefighter  
 Genetics Counselor  
 Human Milk and Formula Technician  
 Licensed Veterinary Technologist  
 Lymphedema Therapist  
 Medical Dosimetrist  
 Medical Laboratory Scientist  
 Medical Physicist  
 Mobility Transportation Driver  
 Multispecialty Team Coordinator  
 Nurse Manager - Radiology  
 Nurse  
 Occupational Therapy Assistant  
 Operating Room Assistant  
 Optician  
 Optometric Technician  
 Optometrist  
 Orthotic Fitter  
 Orthotist  
 Paramedic  
 Phlebotomist  
 Physical Therapist  
 Police Officer  
 Prosthetist  
 Radiation Therapist  
 Radiologic Technologist  
 Recreation Therapist  
 Registered Dietitian  
 Registered Nurse Circulator  
 Respiratory Therapist  
 Robotic Program Manager  
 Server  
 Sports Coordinator  
 Sterilization Technicians  
 Surgical Technologist  
 Ultrasound Technician  
 Veterinary Nursing  
 Veterinary Tech  
 Youth and Family Therapist  
 Youth Specialist

## INFORMATION TECHNOLOGY

Accountant  
 Aerospace Engineer  
 Application Analyst  
 Audio Engineer  
 Business & Capital Planning Analyst  
 Camera Operator  
 Communications Manager  
 Computer Engineer  
 Computer Scientist  
 Construction Engineer  
 Cyber Security Analyst  
 Cyber Security Officer  
 Data Scientist  
 Developer  
 Dispatcher  
 Drone Operator  
 Emergency Communications Operator  
 End User Support Manager  
 Engineer  
 Engineer  
 Entrepreneur  
 Financial Planning & Analysis Manager  
 Information Security Analyst  
 Information Systems Technician  
 Information Technology Manager  
 IoT Engineer  
 Law Enforcement Officer  
 Logistics Manager  
 Medical Officer  
 Medical Technician  
 News Anchor  
 Nuclear Engineer  
 Payroll Manager  
 Producer  
 Production Manager  
 Programmer  
 Project Manager  
 Repair Technician  
 Reporter  
 Researcher  
 Scientist  
 Sheriff Deputy  
 Software Developer  
 Software Engineer  
 Technology Team Leader  
 Trainer  
 User Experience (UX) Designer  
 Video Editor  
 Warehouse Associate  
 Website Designer



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.

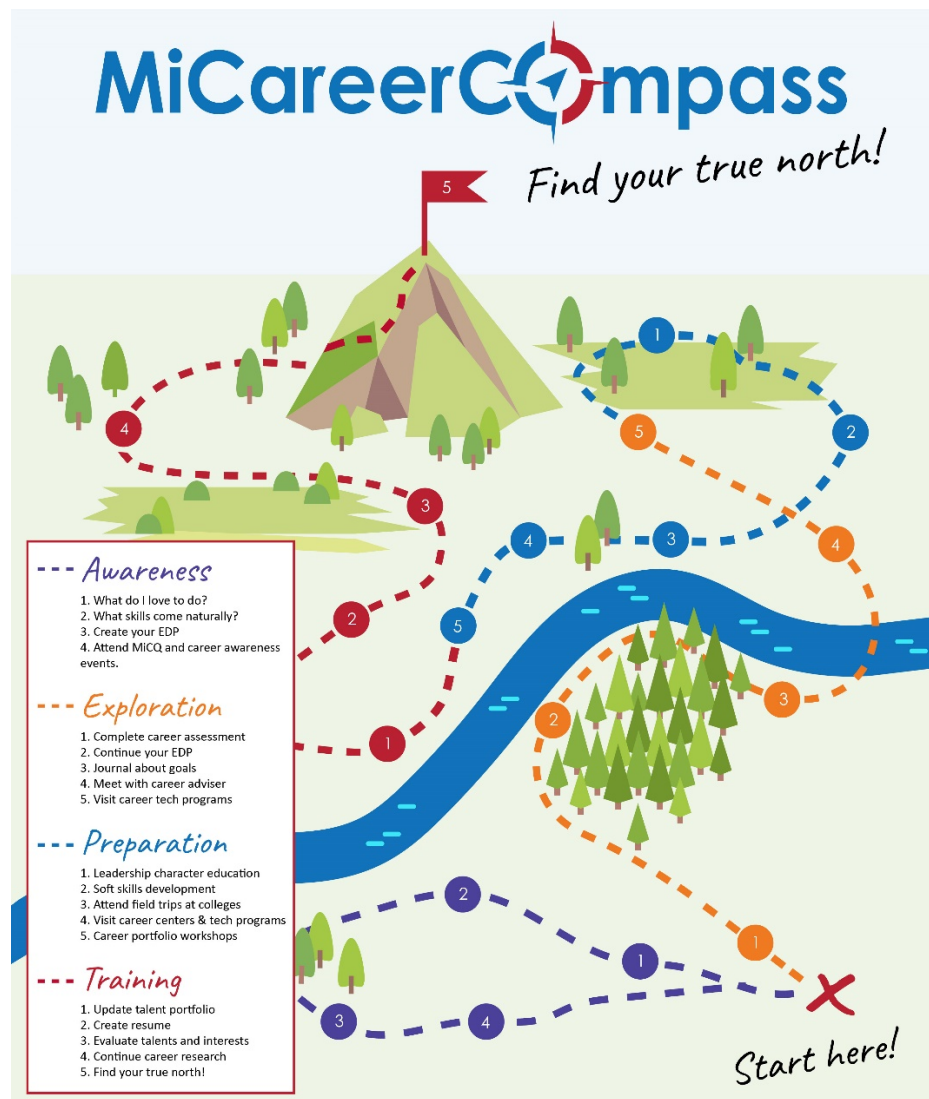
## ACTIVITY: PREPARING FOR MICQ

### 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).





## 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? \_\_\_\_\_

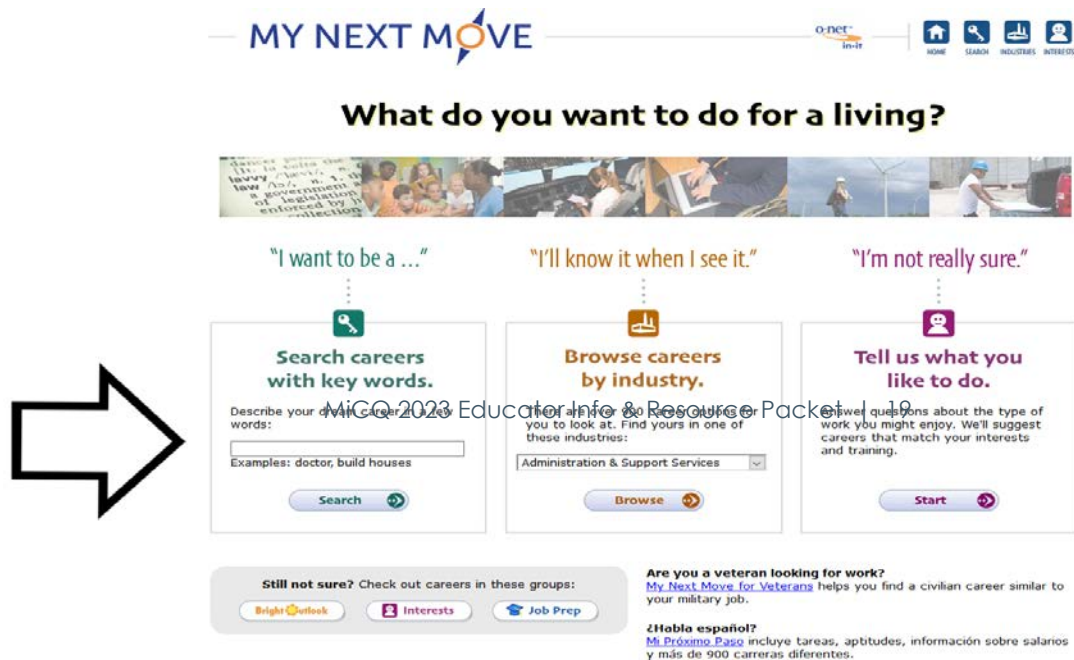
- *What am I good at? How does this career fit with my natural skills and abilities? Does this job fit with my interests and personality?*
- *What classes and activities do I enjoy? What do these classes/activities have in common with my desired career?*
- *What are my career goals within this industry?*
  - *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](https://onlinetool.org) and on the right-hand side of the screen, click on “I want to be a...”



- 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 ideal career in a few words:

Examples: doctor, build houses

**Search**

**"I'll know it when I see it."**

**Browse careers by industry.**

Find an idea for 800 careers online 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**

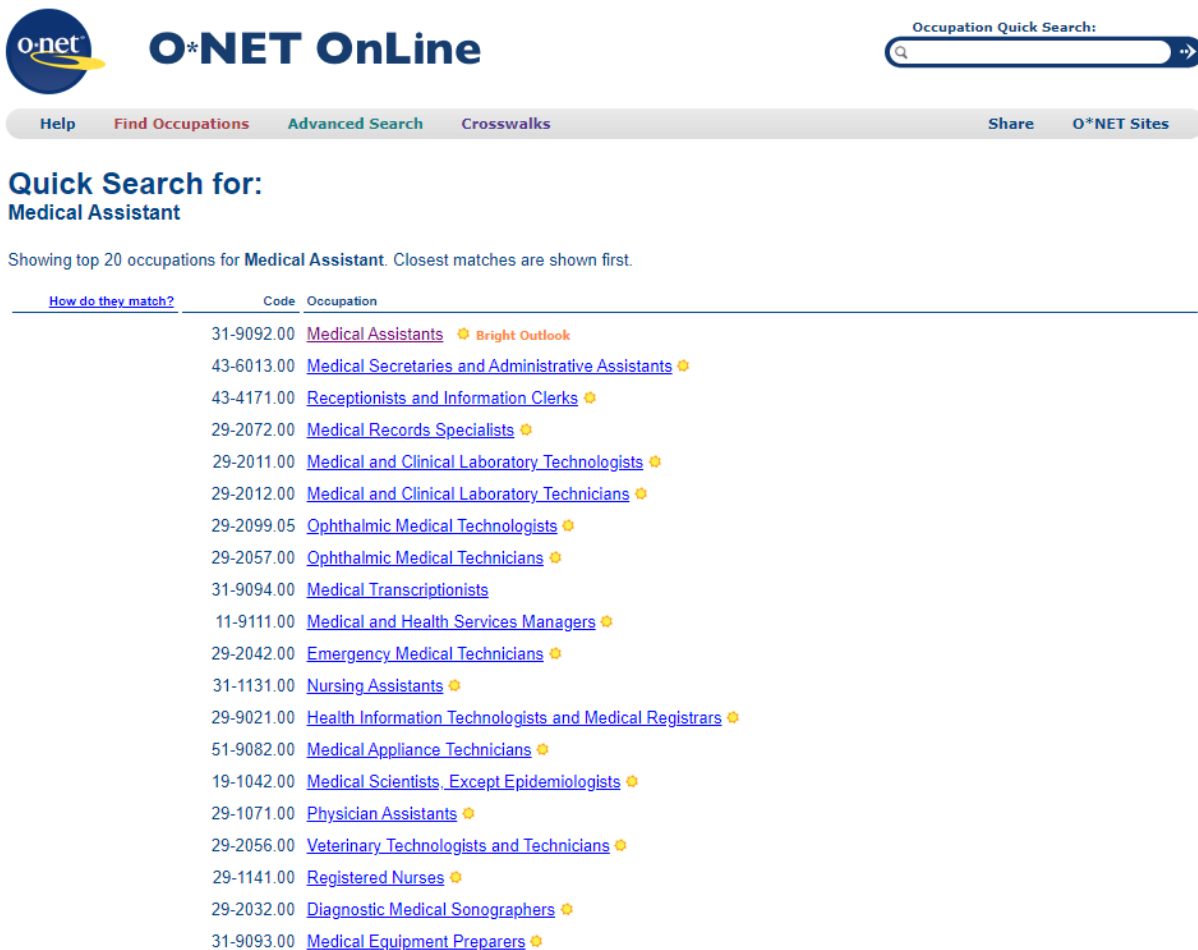
**Still not sure?** Check out careers in these groups:

[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 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	<a href="#">Medical Assistants</a> <a href="#">Bright Outlook</a>
	43-6013.00	<a href="#">Medical Secretaries and Administrative Assistants</a>
	43-4171.00	<a href="#">Receptionists and Information Clerks</a>
	29-2072.00	<a href="#">Medical Records Specialists</a>
	29-2011.00	<a href="#">Medical and Clinical Laboratory Technologists</a>
	29-2012.00	<a href="#">Medical and Clinical Laboratory Technicians</a>
	29-2099.05	<a href="#">Ophthalmic Medical Technologists</a>
	29-2057.00	<a href="#">Ophthalmic Medical Technicians</a>
	31-9094.00	<a href="#">Medical Transcriptionists</a>
	11-9111.00	<a href="#">Medical and Health Services Managers</a>
	29-2042.00	<a href="#">Emergency Medical Technicians</a>
	31-1131.00	<a href="#">Nursing Assistants</a>
	29-9021.00	<a href="#">Health Information Technologists and Medical Registrars</a>
	51-9082.00	<a href="#">Medical Appliance Technicians</a>
	19-1042.00	<a href="#">Medical Scientists, Except Epidemiologists</a>
	29-1071.00	<a href="#">Physician Assistants</a>
	29-2056.00	<a href="#">Veterinary Technologists and Technicians</a>
	29-1141.00	<a href="#">Registered Nurses</a>
	29-2032.00	<a href="#">Diagnostic Medical Sonographers</a>
	31-9093.00	<a href="#">Medical Equipment Preparers</a>

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



O\*NET OnLine

Occupation Quick Search:

HelpFind OccupationsAdvanced SearchCrosswalksShareO\*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**DetailsCustom

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.

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#### 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.

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## 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.

- When did you decide to pursue a career in this field?
- What other jobs did you consider before deciding on this one?
- What skills and education are required for your current position?
- 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.

# MiCareerQuest 2023 Self-reflection

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

- ☐ Agribusiness
- ☐ Advanced Manufacturing
- ☐ Construction
- ☐ Health Sciences
- ☐ Information Technology

2. Describe three things you learned about the industry that you didn't know before:

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3. Within the industry you checked, what type of careers sounded most interesting to you? Why?

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4. What type of education or training do you need to get started in this industry?

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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.)

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6. What are some of **your** next steps in career planning?

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