

MiCareerQuest™

Educator Info & Resource Packet

MAY 20, 2026 | 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. 18), Activity: Career Mapper: Ikigai (p. 24), Activity: Asking the Right Questions (p. 25) and MiCareerQuest self-reflection (p. 26).

Lanyard and Name Tag Distribution

During 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 dsanders@westmiworks.org or call 248-935-7790 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. 8). 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 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 Agribusiness & Hospitality. IT is within each industry. 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 **#MiCareerQuest** on your social media feeds.

We invite you to share messages on your own social media to build excitement for MiCareerQuest and to widely share our promotional videos for the event. A sample post is: We are excited to be attending #MiCareerQuest! Students will do hands-on activities across five growing industries across West Michigan: Agribusiness, Advanced Manufacturing, Construction, Health Science, and Information Technology and learn about nearly **300** jobs from **100** companies!

Watch below:

[15 second cell-phone video](#)

[15 second horizontal](#)

[30 second student-facing video](#)

[60 second video](#)

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 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 to help direct attendees. Attendees will assemble across the river by the appropriate colored flag to ensure that the entire group is gathered before entering their 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 20-30 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. **Surveys must be completed by Friday, May 29.**

QUESTIONS?

Contact your local ISD Career Readiness Representative:

Allegan Area ISD

Name: Beth Johnston, Career Development Specialist

Email: beth.johnston@alleganaesa.org

Phone: 269-512-7850

Barry ISD

Name: Rich Franklin, Superintendent Barry ISD

Email: rfranklin@barryisd.org

Phone: 269-945-9545, ext. 111

Ionia ISD

Name: Dane Sanders, Project Coordinator West Michigan Works!

Email: dsanders@westmiworks.org

Phone: 616-368-9152

Kent ISD

Name: Krista Harmon, Workforce Development Consultant

Email: kristaharmon@kentisd.org

Phone: 616-447-3087

Montcalm ISD

Name: Penny Dora, Director of Communications

Email: pdora@maisd.com

Phone: 616-225-6163

Muskegon Area ISD

Name: Stephen Pettifor, Career Specialist

Email: spettifor@muskegonisd.org

Phone: 231-767-5624

Ottawa ISD

Name: David Ladd, Career Development Facilitator

Email: 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:**

Chad Patton, Director of Development and Innovation

Phone: 248-935-7790

Checklist for Day of Event

Before School Departure

- If you have significant changes to the number of students attending, please email dsanders@westmiworks.org.
- Coordinate your bus transportation to arrive 30-45 minutes ahead of your session's start time and 20-30 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.

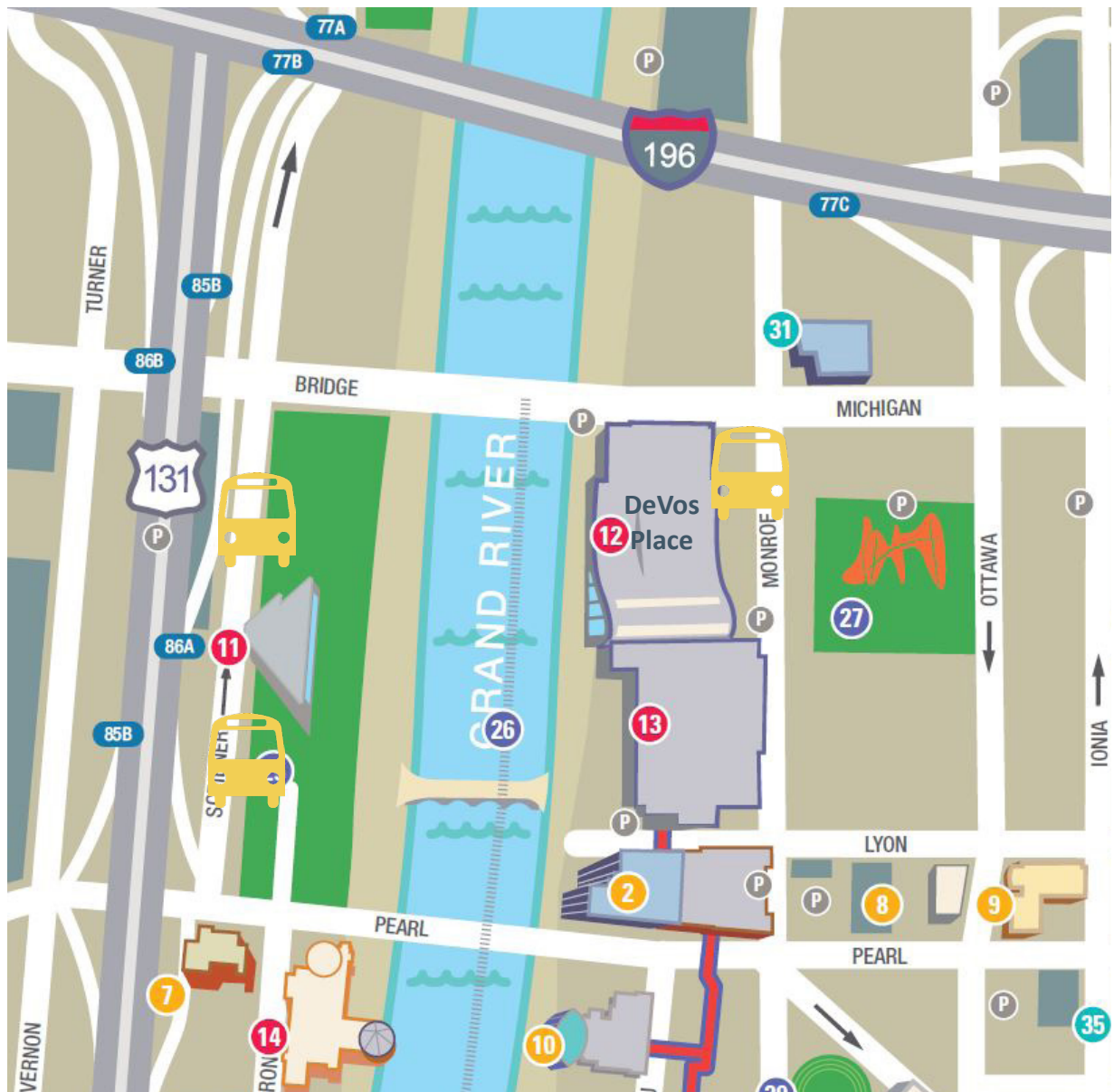
At MiCareerQuest

- 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 MiCQ Volunteer t-shirts if you need assistance during the event.
- Use #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 so they can be entered into a drawing for gift cards. 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

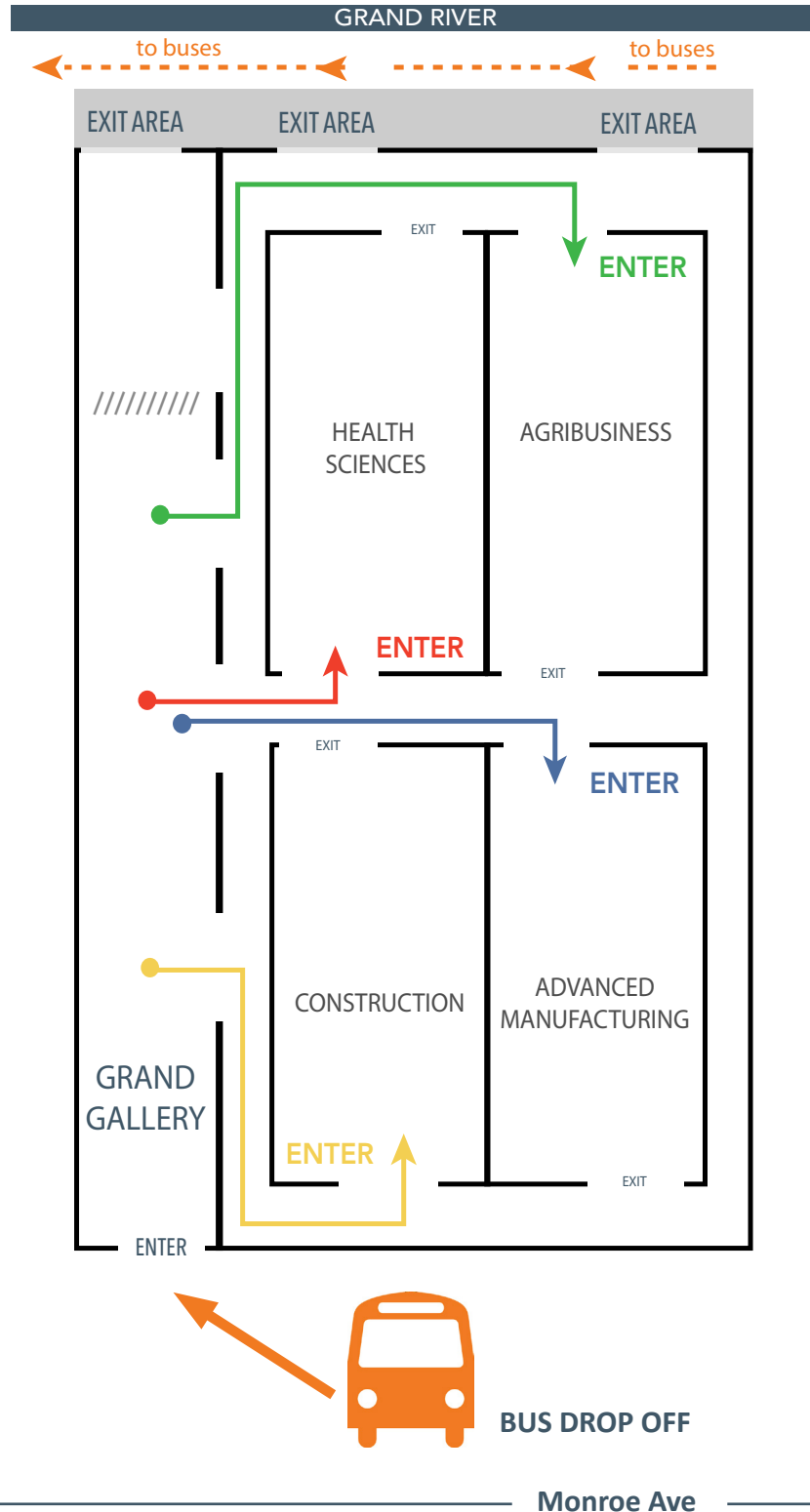


Instructions for Bus Drivers

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.

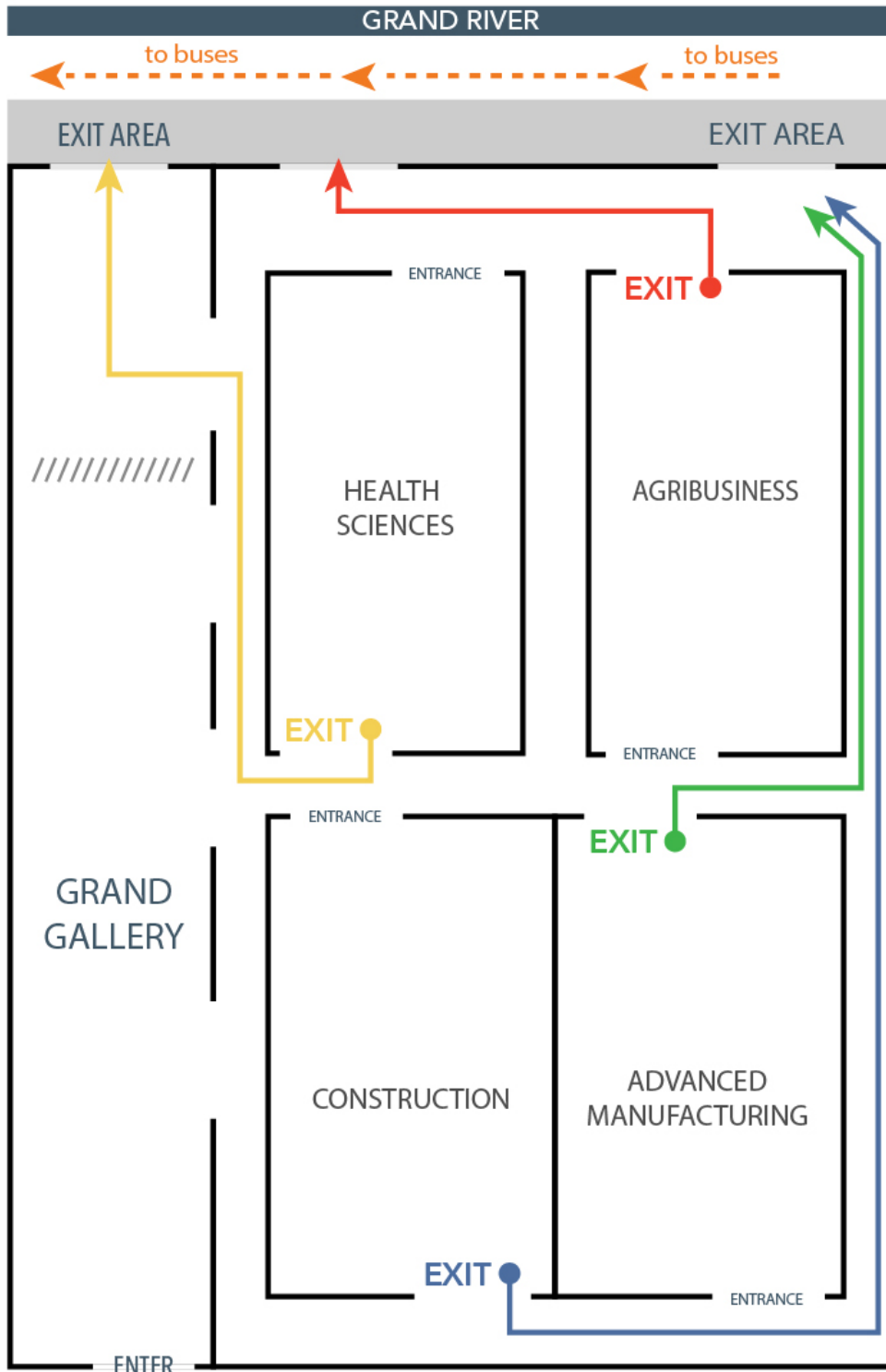
Map for Entering the Event

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 ongoing 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 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. They could ask questions like: What type of education/training is needed? What do you like most about your job? What can be difficult about the work you do? For more ideas, see the: Questions to Ask Employers pages.

“Who’s going to be there?”

Provide students with a list of the employers involved in MiCareerQuest. A list of employers will be provided to educators once finalized. 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. For more ideas, see the MiCareerCompass and activity pages.

“What did I learn?”

After the event, have students reflect on their time at MiCareerQuest. 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. For more ideas, see the MiCareerQuest Self-Reflection page in this packet.

2025 List of Participating Employers*

CONSTRUCTION

City of Grand Rapids Public Works Department
 Triangle Associates
 ABC Western Michigan
 Allied Mechanical Services, Inc.
 Vos Glass
 Ritsema Associates
 Triangle Associates
 Zeeland Lumber & Supply
 Rockford Construction
 Vanguard Fire & Security Systems, Inc.
 Concrete Group
 Eikenhout
 Pioneer Construction
 Feyen Zylstra
 Welch Tile
 Elzinga and Volkers, Inc.
 City of Grand Rapids Engineering Department

HEALTH SCIENCES

Allegan County Community Mental Health Services
 Allegan County Health Department
 Alliance Home Health
 Blood Center of Michigan
 City of Grand Rapids Fire Department
 Family Health Care
 Grand Rapids 9-1-1 Emergency Communications
 Grand Rapids Community College
 Grand Rapids Ophthalmology
 Heritage Senior Communities
 Holland Home
 Holland Hospital
 Hope Network
 Kent Career Technical Center
 Kent ISD
 Life EMS Ambulance
 Mary Free Bed Rehabilitation Hospital

Mercy Health Saint Mary's
 Metro Health: University of Michigan Health
 Metron
 Michigan Army National Guard
 Spectrum Health
 Versiti
 Walgreens
 Western Michigan University

MANUFACTURING

Amphenol Borisch Technologies
 Autocam Medical
 Baker College
 Carbon Green BioEnergy
 Cascade Engineering
 Custom Profile
 DeWys Manufacturing, Inc.
 Die Cad Group
 Disher
 DuPont
 Enterprise Tool & Die
 Flexfab, LLC
 Fogg Filler Company
 Gill Industries
 Grand Rapids Community College
 Haworth
 Herbrucks Poultry Ranch
 Herman Miller
 Hutchinson
 Lacks Enterprises, Inc.
 Leggett and Platt
 Lumbermen's
 MFP Automation Engineering
 NN Mobile Solutions
 Paragon D&E
 Perrigo
 Portland Products, Inc.
 Ranir
 Rockwell
 Shape Corp.
 Stiles Machinery
 Swoboda, Inc.

Terryberry Co.
 Tyson Foods
 TST Software
 Walker Tool & Die
 Wolverine Coil Spring Co.
 Woodward, Inc.

INFORMATION TECHNOLOGY

Amway
 Bravo LT
 City of Grand Rapids Engineering Department
 City of Grand Rapids Environment Services Department
 Configura
 CQL
 Farmers Insurance
 Grand Rapids Community College
 Grand Rapids Police Department
 GRIMM
 Haworth, Inc.
 Kent Career Technical Center
 Michigan Air National Guard
 Michigan Army National Guard
 OST
 SalesPad
 SpartanNash
 Spectrum Health
 Tech Defenders

**Employers listed from previous year.*

2025 List of Careers Represented*

ADVANCED MANUFACTURING

Additive Manufacturing
 Advanced Manufacturing and
 Electrical Panel Builder
 Assembler
 Assembly Production Technician
 Auditor
 Automation Engineer
 CAD CAM Designer
 CNC Machining
 CNC Machining and Programmer
 Computer Scientist
 Controls Engineer
 Customer Service Representative
 Cybersecurity Professional
 Design Engineer
 Die Maker
 Electrical and Design Engineer
 Electrical Engineer
 Electrician
 Engineer
 Engineer/Die Designer
 Estimator
 Field Service Technician
 General Labor
 HVAC Technician
 Machine Builder
 Machine Design and Build (CAD)
 Specialist
 Machine Operator
 Machine Repairer
 Machinist
 Maintenance Technician
 Manufacturing Design Engineers
 Manufacturing Engineer
 Manufacturing Engineering
 Technician
 Manufacturing Supervisor
 Mechanical Engineer
 Mechatronics Technician
 Mechatronics, CNC and Industrial
 Manufacturing Apprentice
 Metal Fabrication Specialist
 Mold Set-Up Technician
 Production Operator
 Production Supervisor
 Quality Control Technician
 Quality Engineer
 Quality Engineer - Medical Devices
 Robotic Engineer
 Robotics
 Roll Forming
 Rollform Operator/Technician
 Safety Technician
 Sale Manager
 Saw Operator
 Set Up Technician
 Shipping Personnel

Tool and Die Repair
 Tool Designer
 Tool Maker
 Warehouse Operations
 Manager
 Welder
 Welding Engineer

AGRIBUSINESS

Agricultural Manager
 Agriculture Education Specialist
 Agronomist - Plant Scientist
 Automotive Mechanic
 Automotive Service Technician
 CDL A Driver
 Certified Pharmacy Technician
 Continuous Improvement Engineer
 Convenience Store Associate
 Convenience Store Manager
 Diesel Mechanic
 Diesel Service Technician
 Environmental Scientist
 Farmer - Agriculture Business
 Entrepreneur
 Field Grower
 Food Processing, Technology and
 Safety Personnel
 Food Safety Quality Assurance
 Technician
 Food Safety Technician
 General Production Labor
 Geologist
 Greenhouse Grower
 Grower
 Hilo Operator
 Immunizing Pharmacy Technician
 Integrated Pest Management
 Technician
 Inventory Controller
 IT Governance - Risk & Compliance
 Specialist
 IT Security Analyst
 Landscape Manager
 Line Worker
 LiveRoof Sales Specialist
 Livestock Manager
 Machine and Forklift Operator
 Machine Operator
 Maintenance and Refrigeration
 Technician
 Maintenance Technician
 Meat Apprentice
 Meat Cutter
 Miner
 Natural Resource Conservation
 and Management Specialist
 Network Architect
 Network Security Engineer

Order Selector
 Pharmacist
 Pharmacy Technician
 Processor
 Production Supervisor
 Production Technician
 Quality Assurance Technician
 Quality Control Supervisor
 Quality Technician
 Safety and Documentation Lead
 Shipping Team Leader
 Tissue Culture Lab Technician
 Veterinarian
 Warehouse Operator (Forklift)
 Warehouse Supervisor

CONSTRUCTION

Apprentice Carpenter
 Architect
 Building Automation Technician
 CAD Technician
 Carpenter
 Civil Engineer
 Construction Engineering
 Technician
 Construction Installer
 Construction Technician
 Customer Service Representative
 Customer Service, Administrative
 & Leadership Roles
 Drywaller
 Electric Lineworker
 Electrical Apprentice
 Electrical Journeyman
 Electrical Lineworker
 Electrical Service Technician
 Electrician
 Engineer
 Equipment Operator
 Estimator
 Fabrication Shop Worker
 Field Technician
 Floor Installer
 Foreman
 Gas Laborer
 Gas Technician
 Heavy Equipment Mechanic
 Heavy Equipment Operator
 HVAC Service Technician
 HVAC Technician
 Land Surveyor
 Light & Heavy Equipment
 Mechanic
 Low Voltage Technician
 Millwright
 Pipefitter

**Careers listed from previous year.*

2025 List of Careers Represented*

CONSTRUCTION (cont.)

Plumbing Service Technician
 Production Team Member
 Project Manager
 Refuse Collection Operator
 Renewable Energy Technician
 Skilled Trades Apprentice
 Software Engineer
 Street Maintenance Worker
 Superintendent
 Surveyor
 Transportation Engineer
 Transportation Maintenance Worker
 Transportation Technician
 Urban Planner
 Water/Wastewater Operations Specialist
 Welder

HEALTH SCIENCE

Athletic Trainer
 Behavior Technician
 Behavioral Health Professional
 Board Certified Behavioral Analyst
 Business Office Coordinator
 Cardiac RN
 Cardiology Tech
 Cardiovascular Technologist
 Caregiver
 Cashier
 Certified Nurse Aide
 Certified Occupational Therapy Assistant
 Certified Registered Nurse
 Anesthetist
 Clinic RN
 Clinical Diet Technician
 Cook
 Customer Service Specialist
 Dental Assisting
 Diet Technician Registered
 Dispatcher
 Donation Coordinator
 ECHO Tech
 Emergency Medical Technician
 Environmental Health Clerk
 Environmental Health Specialist
 Environmental Health Technician
 Exercise Physiologist
 Health Educator
 Health Educator
 Human Milk and Formula Tech
 Laboratory Technician
 Licensed Practical Nurse
 Medical Assistant
 Medical Laboratory Assistant
 Medical Laboratory Scientist

Medical Laboratory Technician
 Medical Personnel
 Medication Technician
 Mobility Transportation Driver
 Nurse
 Occupational Therapist
 Occupational Therapy Assistant
 Operating Room Nurse
 Organ Recovery Specialist
 Paramedic
 Perioperative Nurse
 Perioperative Technician
 Phlebotomist
 Physical Therapist
 Physical Therapy Assistant/
 Occupational Therapy Assistant
 Psychiatric Technician
 Radiologic Technician
 Recreation Therapy Assistant
 Recreational Therapist
 Registered Dietitian Nutritionist
 Registered Nurse
 Rehabilitation Coordinator
 Resident Aide
 Respiratory Therapist
 Respiratory Therapy Assistant
 Server
 Social Worker
 Supply and Logistics Personnel
 Surgery Scheduler
 Surgical Technician
 Surgical Technologist
 Tactical Combat
 Therapist
 Tissue Procurement Specialist
 Trades Personnel
 Vocational Counselor
 X-ray, Nuclear Medicine, MRI

HOSPITALITY

Box Office Manager
 CDL Driver
 Chef
 Dispatcher
 Equipment Operator
 Event Planner
 Food and Beverage Manager
 Hotel Manager
 Housekeeping Manager
 Pastry Chef
 Private Chef
 Sales Professional
 Travel and Tourism Manager

INFORMATION TECHNOLOGY

Accountant
 Administrative Support
 Aerospace Engineer
 Applications Analyst
 Automotive Technician
 Business Systems Analyst
 Career Coach
 Computer Information Systems Analyst
 Controller
 Copier/Printer Field Service Technician
 Departmental Analyst
 Departmental Technician
 Designer
 Developer
 Device Specialist
 Director
 Electrical Engineer
 Entrepreneur
 Environmental Engineer
 Environmental Quality Analyst
 Financial Analyst
 Financial Literacy Coach
 Financial Manager or Director
 Geologist
 Information Security Analyst
 Mechanical Engineer
 Personal Finance Coach
 Podcaster/TV Host
 Producer (Video & Audio)
 Secretary of State Aide
 Software Developer
 Software Engineer
 Tester
 User Experience/Interaction Designer
 Videographer
 Water Operator
 Youth Solutions Manager

**Careers listed from previous year.*



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.
 - o Learn about the Career and Technical Education programs offered at your school.
 - o Job shadow.
 - o 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!

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!

Start here!

Career Trail Exploration Worksheet

If at any point during this exercise you cannot answer or are stuck and unsure, go to O*Net online 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?
 - o Do I want to manage people?
 - o Move up into a leadership role?
 - o Do I want to start my own company?
 - o 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?
 - o Do I need a post-secondary education or specialized training for this job?
 - o If so, what is it?
 - o Am I willing to put in the time and motivation to achieve this goal?
 - o How much will an advanced degree or training cost?
 - o Are there opportunities to receive scholarships or on the job training for free?
- What salary can I expect to earn?
 - o 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. Go to: <https://www.onetonline.org/>



O-Net Directions (cont.)

2. 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

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.

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

3. 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	Medical Assistants
	43-6013.00	Medical Secretaries
	31-9093.00	Medical Equipment Preparers
	29-1065.00	Pediatricians, General
	29-2099.07	Surgical Assistants
	29-2031.00	Cardiovascular Technologists and Technicians
	29-2054.00	Respiratory Therapy Technicians
	43-4171.00	Receptionists and Information Clerks
	29-2071.00	Medical Records and Health Information Technicians
	29-2011.00	Medical and Clinical Laboratory Technologists
	31-9094.00	Medical Transcriptionists
	29-2012.00	Medical and Clinical Laboratory Technicians

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

Summary Report for:
31-9092.00 - Medical Assistants

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, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

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.

Technology Skills
5 of 13 displayed [Show 58 tools used](#)

- Accounting software** — Billing software; Bookkeeping software; Intuit QuickBooks 🔥
- Electronic mail software** — Email software; Microsoft Exchange
- Medical software** — eClinicalWorks; Epic Systems 🔥; GE Healthcare Centricity EMR; 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.

Career Mapper – What will fulfill you?

Resources Needed: (Student/Teacher Resources) Ikigai plotter, Career Trail Exploration Results, mynextmove.org results or other interest tracker, O*Net Results

Lesson Time Frame: 1 class period

- Learning Outcomes: Prepare students for questions related to themselves and careers at MiCareerQuest.
- Use critical thinking to determine important characteristics for their future professional and lifestyle goals.
- Use presentation skills to report/share information learned (optional).

1. Give each student an Ikigai plotter. Ikigai is “a motivating force; something or someone that gives a person a sense of purpose...”
2. Have students go circle by circle and answer the prompts in the circles. Have them use the results from their Career Exploration Activity, O*Net career outlooks or other interest tracker to help fill in the prompts with specific information. If students need more space, they can use the back of the page.



3. After students have completed their charts, have them pair and share their responses to each of the areas and what they have learned about themselves and their potential career pathways.

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 three 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. _____

2. _____

3. _____

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

MiCareerQuest Self-reflection

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

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

2. Describe three things you learned about the industry that you didn't 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?

MiCareerQuest: 3D Walkthrough

ACTIVITY: AFTER MICQ – 3D Walkthrough

MiCareerQuest features a 3D Walkthrough available to students and educators. The 3D walkthrough can be used to plan a visit, to re-live the visit and to continue career planning.

It will also allow students who did not attend MiCareerQuest to get an idea of the experience, the jobs that have been featured and what the exhibits look like. Exhibitors will be providing websites, links and other resources for students to check out.

Please look out on the website www.micareerquest.org/3dwalkthrough for the link.