

# Career Cruising

*An Online Resource to help you with your job search and career development*

*Career Cruising* is a comprehensive career guide that helps people satisfy four key career guidance needs:

- Career matching
- Career exploration
- Post-secondary education planning
- Portfolio development

## Accessing Career Cruising

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>.
2. Click once on Explore.
3. Click once on Online Resources.
4. Click once on Career Cruising under *Careers*.
5. Click once on View Career Cruising.
6. Type in your 14-digit library card number and click Connect.

## Getting Help with Career Cruising

Help is always available online when using *Career Cruising*.

**Click once on the “i” button at the top of the page.** Take the *Guided Tour of Career Cruising* for a step-by-step tour through the major features in *Career Cruising*.

## Creating an Account

While you can use *Career Cruising* without creating an account, it is highly recommended that you do so to keep track of your career exploration results. To create a new account:

1. From the main screen click once on Create a New Portfolio.
2. Complete the registration form. Note your *username* and *password* for future access.
3. Click once on the Create Portfolio button.
4. The next time you use the database, enter your username and password and click Login under Portfolio Login.



## Navigating Career Cruising

There are four main areas of *Career Cruising*, plus a Portfolio where you keep the results of your career exploration.

### Explore Assessments

Click on Explore Assessments and complete the three assessment areas to find out how your skills and interests match up to various careers. Remember that to retain your assessment results you need to create a portfolio.

### Explore Careers

Search for careers to find out what they are really like. Type in a career name in the search box and click Go! or use one of the browsing and searching options listed below the search box. The *Career Selector* allows you to search for careers based on a variety of criteria such as school subjects, earnings, and working conditions.



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## Education & Training

Information on schools and training programs. Use the *School Selector* to search for schools based on your specific criteria. *Financial Aid* offers information on private financial aid resources. The *Financial Aid Selector* helps in locating scholarships for which you may qualify.

## Employment

Access an online job search manual covering all stages of your work search. Use *Job Search* to search for job postings on thousands of job boards and company web sites at once. Use the *Advanced Search* option to narrow your search to a specific geographic region.

## Portfolio

Once you have created a *Portfolio Login*, you can keep track of your assessments and other career building tools offered by *Career Cruising*. Use the left hand menu to navigate through the options. The *Portfolio* tool also includes a *Resume Builder* that helps you create a personalized, professional-looking resume.

## Additional Features

From the main page access:

- **This Week's Features** offers an *Interview* with someone in an occupation, a *Photofile* showing the workday of someone in an occupation, and a *Career Focus* on a group of related careers.
- The Career Quiz is a weekly quiz on career awareness.
- Upcoming Events lists career related events and observations from across the United States.

## Adult Services

(541) 617-7080

[www.deschuteslibrary.org](http://www.deschuteslibrary.org)