**S.E.E.C.**  
*(Students Engaged in Exploring Careers)  
Transition Assessment and Career Exploration Process*

**PART A: SELF AWARENESS** *(Getting to know myself)*

**GOAL:** Student will describe general information about his/her SPIN by completing information on strengths, preference, interests and needs. Student will summarize information from SPIN packet and describe key points in each area.

<table>
<thead>
<tr>
<th>SELF AWARENESS TASKS:</th>
<th>TOOLS AND MATERIALS:</th>
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</table>
| **Step 1.** Complete SPIN packet with questionnaires related to student’s strengths, preferences, interests and needs. | a. Use surveys or questionnaires in “Circles” packet or other appropriate  
b. Complete Skills survey on ilcis.org if needed.  
https://ilcis.intocareers.org/skills/SkillsWorksheet.pdf |
| **Step 2.** Summarize information with student using MY SPIN Profile. | Complete “My SPIN” Summary sheet. |

**PART B: CAREER AWARENESS** *(Getting to know more about careers and what I could do in the future)*

**GOAL:** Student will explore possible areas of interest related to careers and jobs.

**GOAL:** Student will describe at least two areas of career interest.

**GOAL:** Student will navigate CIS website(s) to obtain information related to careers of interest.

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<th>CAREER AWARENESS TASKS:</th>
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| **Step 1.** Student completes Interest Inventory (Ability Profiler) | Ability Profiler on My Next Move website  
http://www.mynextmove.org/ |
| **Step 2.** Student completes Career Cluster Survey | Career Cluster survey |
| **Step 3.** Student completes Career Interests sheet. | Career Interest Sheet |
| **Step 4.** Student completes Career Information Summary. | Primary website: http://www.mynextmove.org/  
http://www.onetcenter.org/tools.html  
https://www.careerzone.nv.gov (has videos of many careers)  
https://www.driveofyourlife.org/main/index.html (students can build a customized car as they explore careers)  
https://ilcis.intocareers.org/materials/portal/home.html |

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PART C: CAREER INFORMATION

(Search out career information related to targeted career interests through exploration)

GOAL: Based on career interest assessments, student will search out information on specific career interests using websites.

GOAL: Student will summarize information using the Career Information Summary.

Key Focus Questions:

- What types of skills are needed for that career?
- What types of job duties are there?
- How do the types of job duties fit with my SPIN?
- How much education or training would I need?
- What type of education or training?
- What does the job/career pay?
- Will there be jobs in this area in the future?
- What is the demand for this job in my geographic area?

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<tr>
<th>CAREER INFORMATION TASKS</th>
<th>TOOLS AND MATERIALS:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>See above websites</td>
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</table>

Step 2: Gather information from websites that provide information on:
- Types of skills needed for occupation
- Types of job duties
- Amount and type of education or training required
- Earning potential
- Projected outlook and regional demand for targeted career

Step 3: Complete the Career Information Summary

Complete the S.E.E.C. Career Information Summary
S.E.E.C.
(Student Engaged in Exploring Careers)
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PART D: CAREER DECISION MAKING

Narrowing career choices based on information from exploration. Comparing information and creating a career goal for after graduation.

GOAL: Based on career information gathered through career exploration, student will select primary and secondary career option.

Key Focus Questions:

- What future career do I want to prepare for during high school?
  - What career is attainable related to my interests?
  - What career that fits with my skills and abilities?
  - What career that fits with my overall lifestyle goals?

<table>
<thead>
<tr>
<th>CAREER DECISION-MAKING TASKS</th>
<th>TOOLS AND MATERIALS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1: Student will review information from Career Information Summary</td>
<td>Review completed S.E.E.C. Career Information Summary</td>
</tr>
<tr>
<td>STEP 2: Student will discuss questions on My Future Career profile.</td>
<td>My Future Career Profile</td>
</tr>
<tr>
<td>STEP 3: Student will complete My Future Career profile.</td>
<td>My Future Career Profile</td>
</tr>
</tbody>
</table>

PART E: Goal Setting

The focus is on narrowing career choices based on information from exploration. Students compare information and creating a career goal for after graduation.

GOAL: Based on career information gathered through career exploration, the student creates goals related to career, employment and independent living for after graduation.

<table>
<thead>
<tr>
<th>STEP 1: Student will review information and career goal from My Future Career Profile</th>
<th>My Future Career Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 2: Student will state goals for his/her future career, employment and independent living</td>
<td>My Next Moves</td>
</tr>
</tbody>
</table>

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