

Name: _____

ANOKA COUNTY - EDUCATION & CAREER ASSESSMENT GUIDE

Researching a career is key to allow you to make an informed decision when looking at a training program:

- Is the career in-demand (**offer long-term growth and contain large numbers of open positions**) and offer suitable employment in the area?
- Does the career provide you with wages that can support your family?
- Can you meet the school's admission requirements?

It's important to assess your current interests and abilities: e.g. CAI, SDS, ONET

- Your counselor will provide you with an interest profile and interpret your results.
- Is this a career you would be interested in and would give you satisfaction?

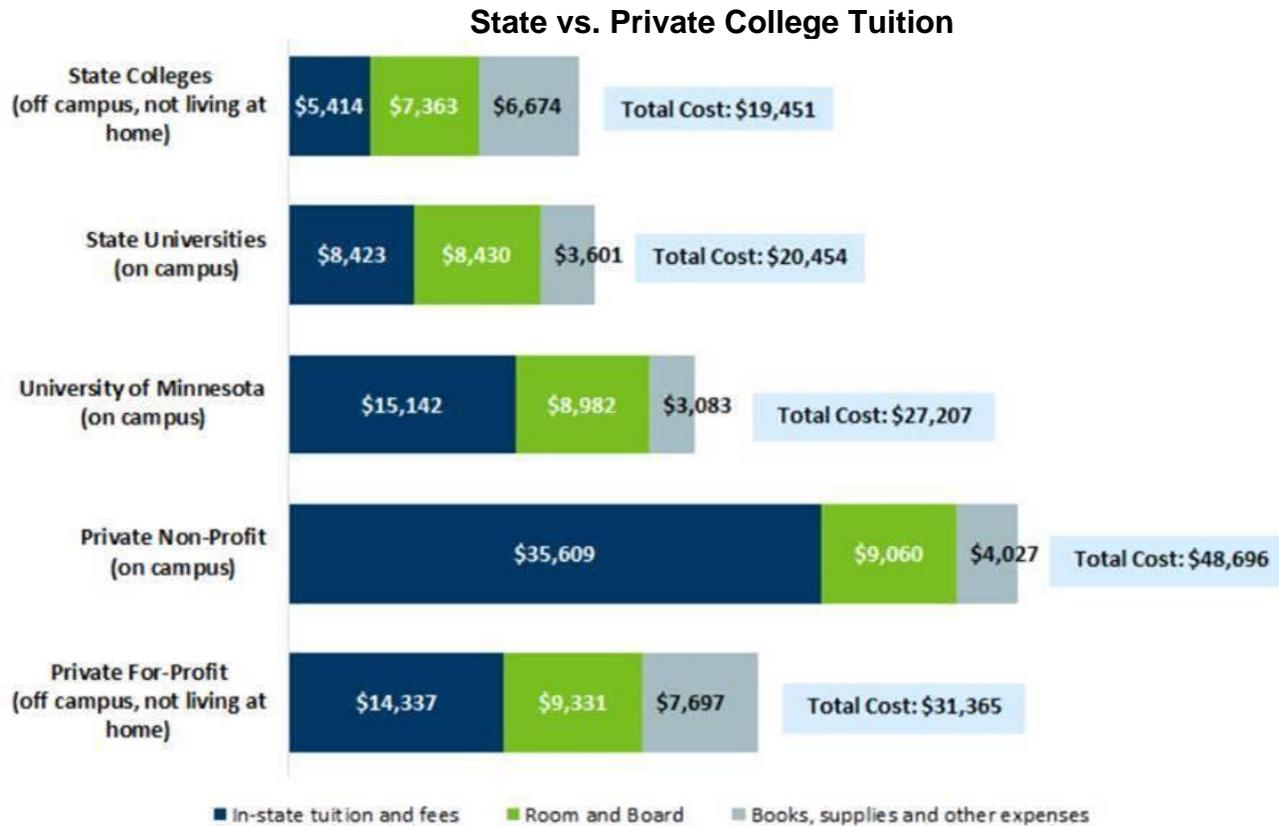
COLLEGE RESEARCH

Research two colleges and compare the programs by looking at their website or the links on page 2.

Name of School		
Program Name		
Credential type (certificate, AAS, BA, etc.)		
Length of Program		
Does this program require accreditation and does this school meet those requirements?		
What is the total cost of the program?		
Do you meet the school's admission requirements?		

HELPFUL LINKS:

- CareerForce: <https://www.careerforcemn.com/> (Resources for job seekers and employers including virtual services)
- Career and Education Explorer Tool: <https://apps.deed.state.mn.us/lmi/cpt/home> (Explore schools, programs and careers)
- To learn more about DHS disqualifications, check out this document: <https://www.co.wright.mn.us/DocumentCenter/View/966/Disqualifying-Crimes?bidId=>
- Jobs Affected by a Criminal Record: <https://careerwise.minnstate.edu/exoffenders/find-job/jobs-criminal-record.html>
- Costs for college tuition: <https://www.ohe.state.mn.us/sPages/TuitionChart.cfm?State=MN&pageID=101>
- Program Accreditation: <https://www.ed.gov/accreditation>



EMPLOYMENT RESEARCH

Once you have completed training, you will want to find employment in your field. Using online job search sites, school job boards, job fairs etc., look for potential employers and fill in the table below.

Employer Name	Education & Experience	Wages & Benefits	Source/Website	Hard/Work Skills *	Soft Skills *	Comments

- Does your program of study qualify you for these positions? Yes No
- Do you *need* this training to get the job you want? Yes No
- Does your program of study have a salary that meets your income needs? Yes No
- Are there jobs available in your field of study in the metro area? Yes No
- If no jobs available in the metro area, how far are you willing to drive? _____ miles
- If no jobs available in the metro area, are you willing to re-locate? Yes No
- Do you have a criminal background? Yes No
 - If yes, does this affect your ability to work in your chosen field? Yes No

Where to locate potential employers:

- www.minnesotaworks.net
- www.indeed.com
- www.linkedin.com

* **Hard/Work Skills:** set of activities you would learn in school and perform on the job. Examples: computer skills, welding, driving.

* **Soft Skills:** set of personality traits that describe who you are. Examples: team player, hardworking, emphatic, creative, persuasive.

SOFT & HARD SKILLS

What are your top 5 soft skills?

- 1.
- 2.
- 3.
- 4.
- 5.

What are your top 5 hard skills?

- 1.
- 2.
- 3.
- 4.
- 5.

Review your soft and hard skills and compare to the ones from the job leads. What similarities and differences do you see?

Are your skills a good fit for this job? What skills may you need to improve?

BUDGETING

1. Research the salary of the employment position you would be attending school for using this website: www.salary.com/research/salary

Salary Type:

Annual Income: _____

Monthly Income: _____

Bi-Weekly Income: _____

Hourly Pay Rate: _____

- Will this career field make you enough money to cover your living expenses, with the income from the job alone?

Yes No

- How do you plan on paying for tuition? _____
- Are you planning on applying for the Free application Federal Student Aid (FAFSA)? Yes No
- Have you applied for FAFSA before? Yes No
If yes, how much student debt have you accrued. _____

2. Make a personal budget of your monthly expense.

Expenses	Write the amount owed for each category
Transportation (car bill, gas, bus cards, Ubers, etc.)	
Housing (rent, mortgage, etc.)	
Household Items (phone bill, electric bill, etc.)	
Personal Items (clothes, diapers, toiletries, etc.)	
Food (breakfast, dinners, formula, baby food, etc.)	
Other (hospital bills, student loans, etc.)	

- Does the monthly pay of your potential new career cover all your monthly expenses, with no government assistance? Yes No



Anoka County

JOB TRAINING CENTER

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Upon request, this material is available in alternative formats for individuals with disabilities by calling 763-324-2300.