

## Career Coach Instructions

1. Click on **sign up** on the upper right-hand corner of the Career Coach homepage.
2. **Create a profile** by entering your first name, last name, e-mail address and create a password. Be sure and check the privacy policy acknowledgement box and click Create Profile. It is important that you create a profile so your assessment will be saved.
3. Click on **Take the Career Assessment**.
4. Choose either the 6 question **Quick Start Assessment** or the 60 question **Detailed Assessment**.
5. Answer the assessment questions.
6. Once you complete the assessment you will see your top three traits and your top career matches.
7. Click on your top industry match to explore specific career fields.
8. Click on the specific career fields to explore specific careers related to that field.
9. Click on the specific career to explore an overview of that career including the median salary, information about everyday job duties and employment projections.
10. You can also expand the region radius up to 100 miles outside of San Juan County. This will affect the salary range and annual job postings.
11. You can also see the available programs at San Juan College that relate to that specific career under **Available Programs**. Clicking on the certificate or degree program will give you more information about that program.
12. Click on **View Program** Information and it will link you to the San Juan College website for that specific degree program.
13. Be sure to save any programs, industries or careers that are of interest to you by clicking the heart button.

If you have any questions on how to use Career Coach or would like to review your assessment, contact our office at 505-566-3423 or e-mail us at [careercenter@sanjuancollege.edu](mailto:careercenter@sanjuancollege.edu)