

New Jersey Career Assistance Navigator (NJCAN) Introduction

Based on the Webinar Training June 11th, 2014

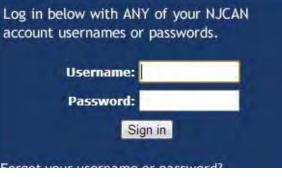
Laurie Harrington, John J. Heldrich Center for Workforce Development, Rutgers University Becky Kelleman, Rutgers University



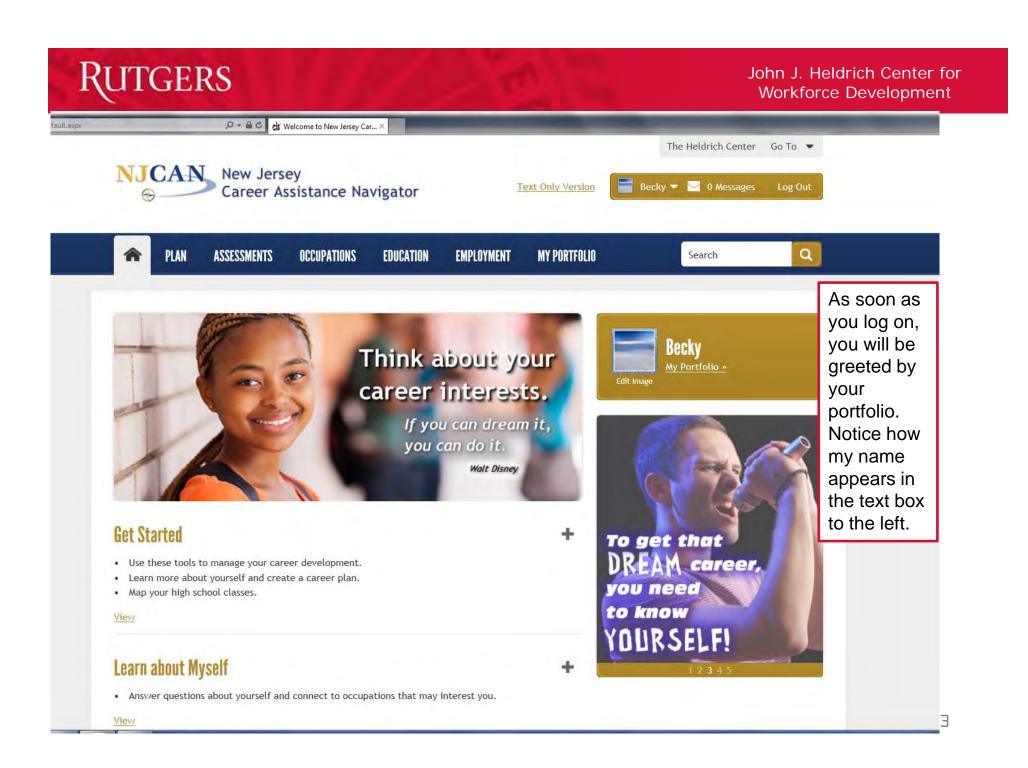
Welcome to The New Jersey Career Assistance Navigator (NJCAN), the state's free web-based career guidance system. NJCAN is designed to support lifelong career exploration and career planning through easy to use, straightforward search and sorting utilities, and an online portfolio for saving information from all system components.

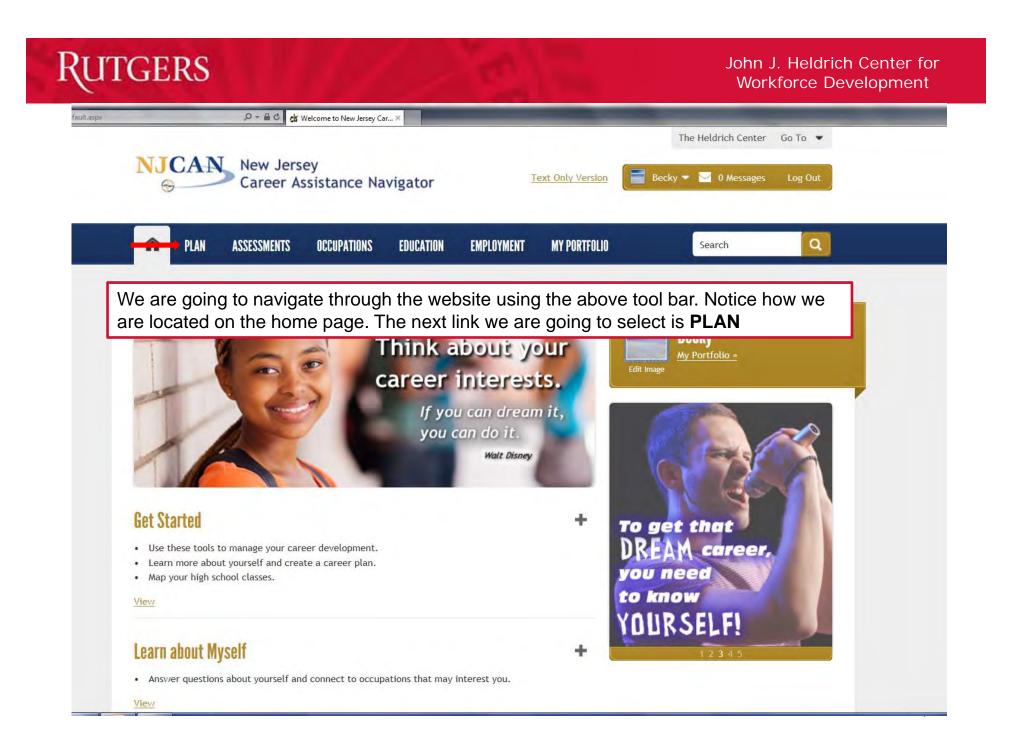
If your school or organization would like to create an account, please contact the NJ Department of Education at

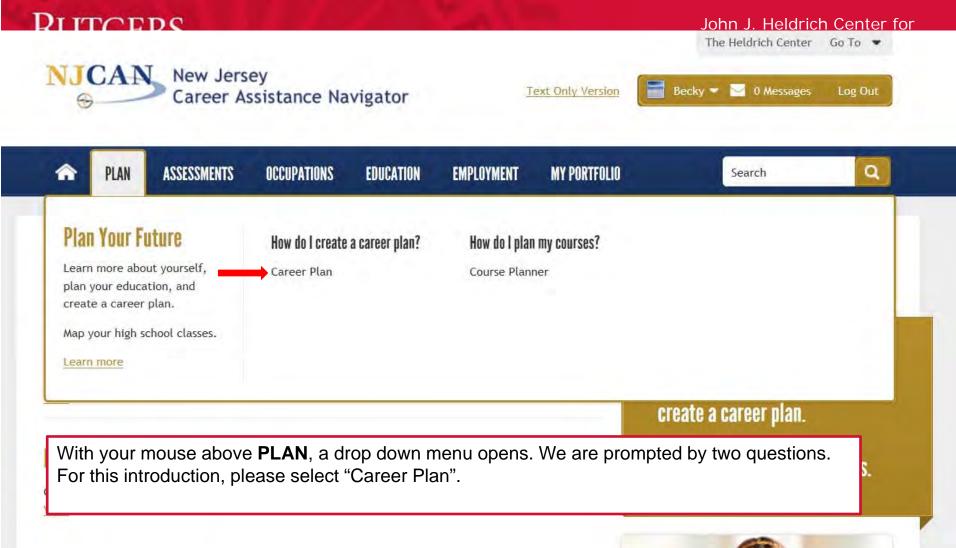
CAN Login NJ Resident



2. From here, you will enter the username and password that your One Stop Career Center offered











What is Career Plan?

High school is a time to explore and prepare. Thinking about what you want from high school and taking concrete steps to achieve your goals will help you reach your dreams.

Career Plan helps you learn more about yourself, research and evaluate your options, set and update goals, and make plans to assure your success. Whether you want to go to college, get a job, or follow some other pathway, the journey will be more rewarding if you follow some simple steps.

Career Plan is organized into three levels of activities:

- Getting Started Activities for you to use to begin your plan, typically grades 8-9.
- Looking Deeper Activities to help you expand and update your plan as you explore your dreams, typically grades 10-11.
- Next Steps Activities that focus on getting ready for your life and learning after high school, typically grade 12.

Each level contains five sections with activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan. The five sections portrayed on the logo to the right are:

- · Know Myself activities to help you better know yourself
- · Research Options activities to help you research occupations and training options
- · Evaluate Options activities to help you weight your options
- · Set Goals activities to help you set personal, academic and career goals, and
- Make Plans activities to support your career and life planning.

You will repeat these five sections within each level, thus the arrows of the logo form a circle. As you grow and change, the world changes around you, and the goals you hold may need amending. Be open to change and be thoughtful in your planning to keep the doors to your future open.

A final reminder - Life is not a destination so enjoy your journey.

Notice, this link brings us to the "Career Plan" for the High School website. This page explains what a career plan is as well as provides a suggested implementation framework of activities. See, there are activities for 8th-12th grades. Let's select "Getting Started".

We do have a website for middle school aged children as well.

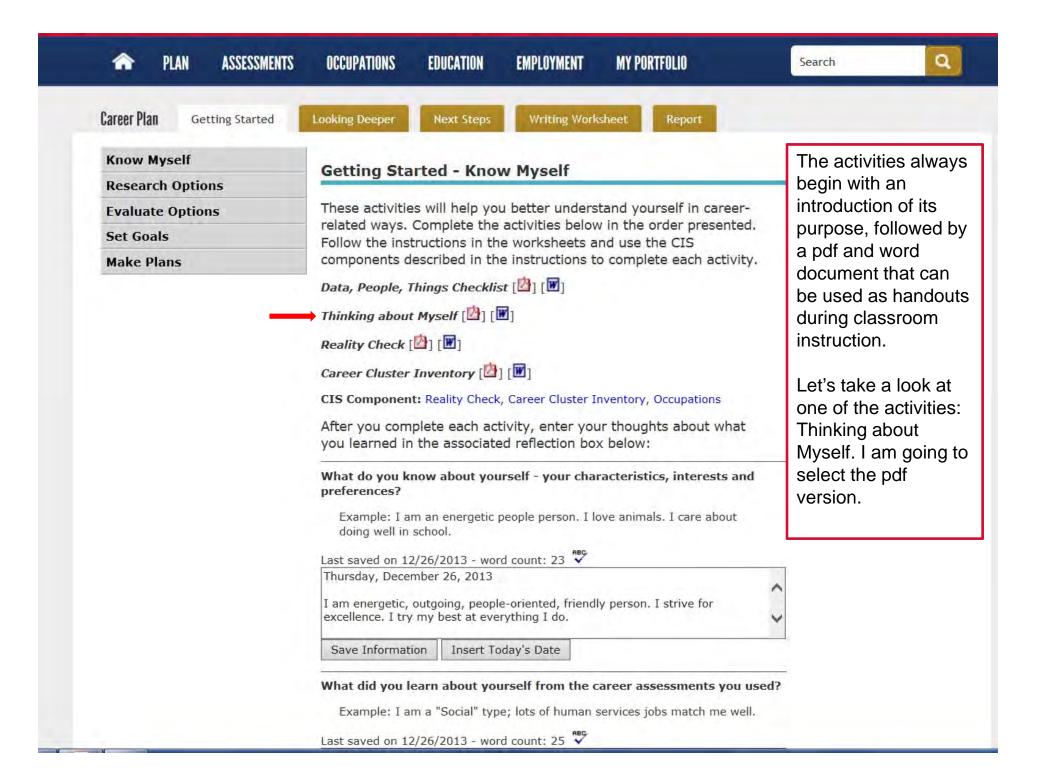
John J. Heldrich Center for Workforce Development

Make Plans

iel Goa



"Getting Started" gives us an introduction to the process of the career plan. On the left side of the page is the topics list. This list is very common on NJCAN and helps to navigate the website. We are going to select "Know Myself" to view the framework for the activities on NJCAN.



JTGERS

John J. Heldrich Center for Workforce Development

💽 💭 • 📦 1 / 2 🏽 🕅 🖑 🦧 😸 🖲 198% • 🥖 Sign • 🊰 Review & Comment • 🚍 🛃 Find Highlight Fields Please fill out the following form Thinking about Myself This worksheet will help you name the things you are good at, the things you enjoy, and the things that make you special. These characteristics are called strengths, talents, and interests. You can use these characteristics in school and in the world of work. Instructions: . Print and complete this worksheet as fully as you can. 2. Be honest in your answers. Your answers will help you learn about yourself so that you can make good choices and decisions for your future.

RELATED INFORMATION

In addition to my family, adults who are important to me include

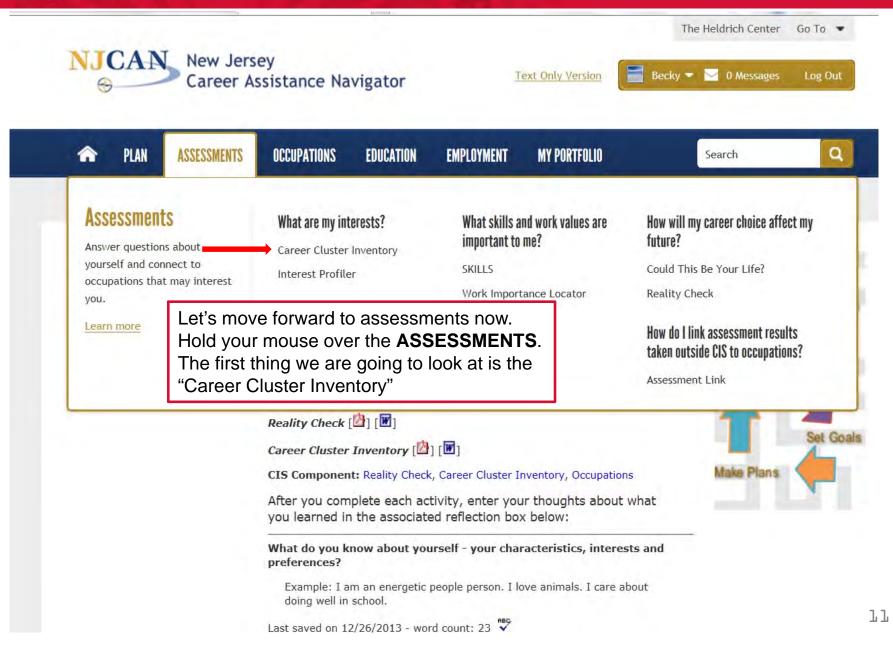
A pdf document opens with instructions describing how to complete the activity. Once again, we do encourage these activities to be done within the classroom or with a guidance counselor.

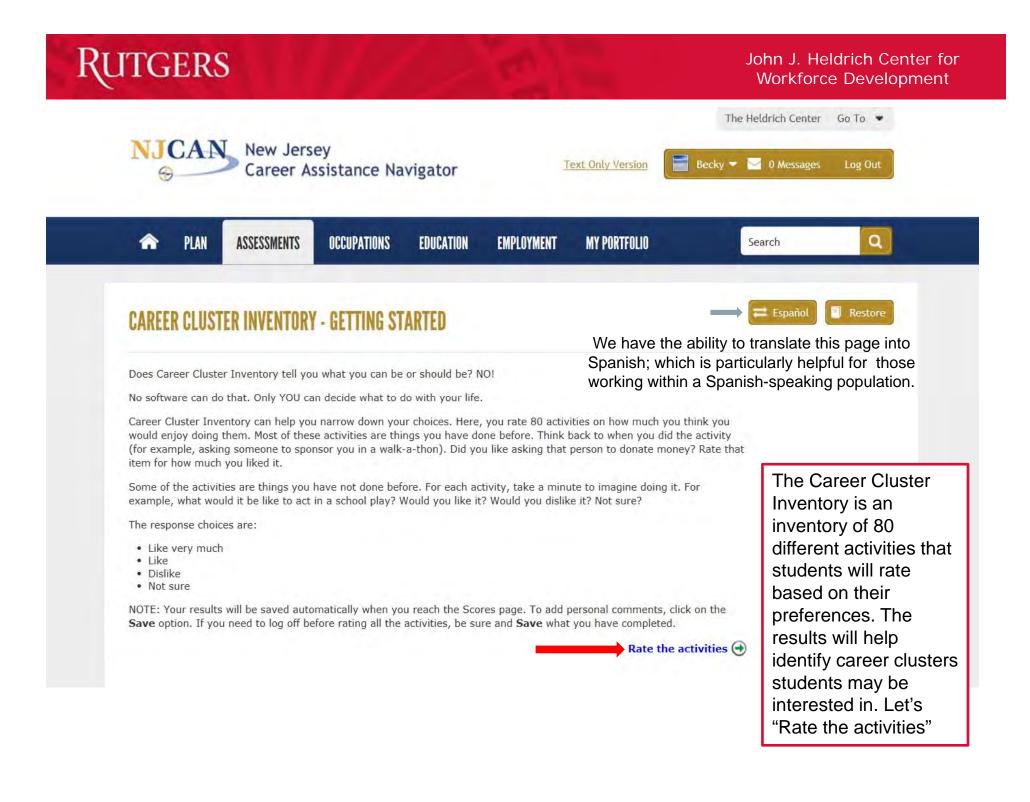
- W

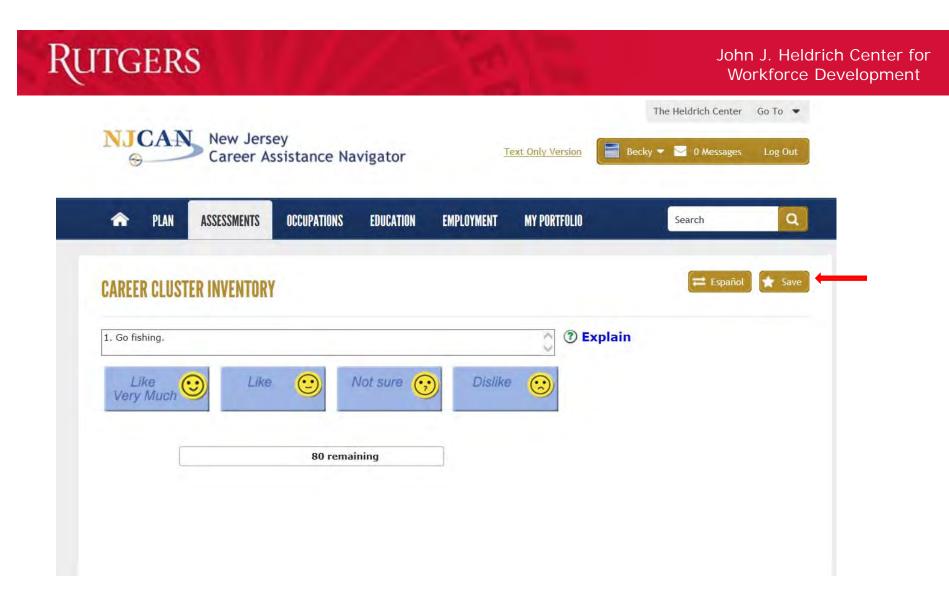
- W

| Career Plan Getting Started | Looking Deeper Next Steps Writing Worksheet Report | |
|-----------------------------|--|--------------------------------|
| Know Myself | Getting Started - Know Myself | After comple |
| Research Options | Getting Started - Know Mysen | these activitie |
| Evaluate Options | These activities will help you better understand yourself in career- | students can |
| Set Goals | related ways. Complete the activities below in the order presented. Follow the instructions in the worksheets and use the CIS | |
| Make Plans | components described in the instructions to complete each activity. | enter and sat their persona |
| | Data, People, Things Checklist [🖄] [💹] | reflections in |
| | Thinking about Myself [🖄] [🔳] | text boxes be |
| | Reality Check [🖄] [💌] | |
| | Career Cluster Inventory [🖄] [🔳] | **This is also |
| | CIS Component: Reality Check, Career Cluster Inventory, Occupations | helpful for |
| | After you complete each activity, enter your thoughts about what you learned in the associated reflection box below: | guidance counselors |
| | What do you know about yourself - your characteristics, interests and preferences? | working with students who |
| | Example: I am an energetic people person. I love animals. I care about doing well in school. | have IEPs as |
| | Last saved on 12/26/2013 - word count: 23 | provides insi |
| | Thursday, December 26, 2013 | to students |
| | I am energetic, outgoing, people-oriented, friendly person. I strive for excellence. I try my best at everything I do. | interests and preferences. |
| | Save Information Insert Today's Date | |
| | What did you learn about yourself from the career assessments you used? | |

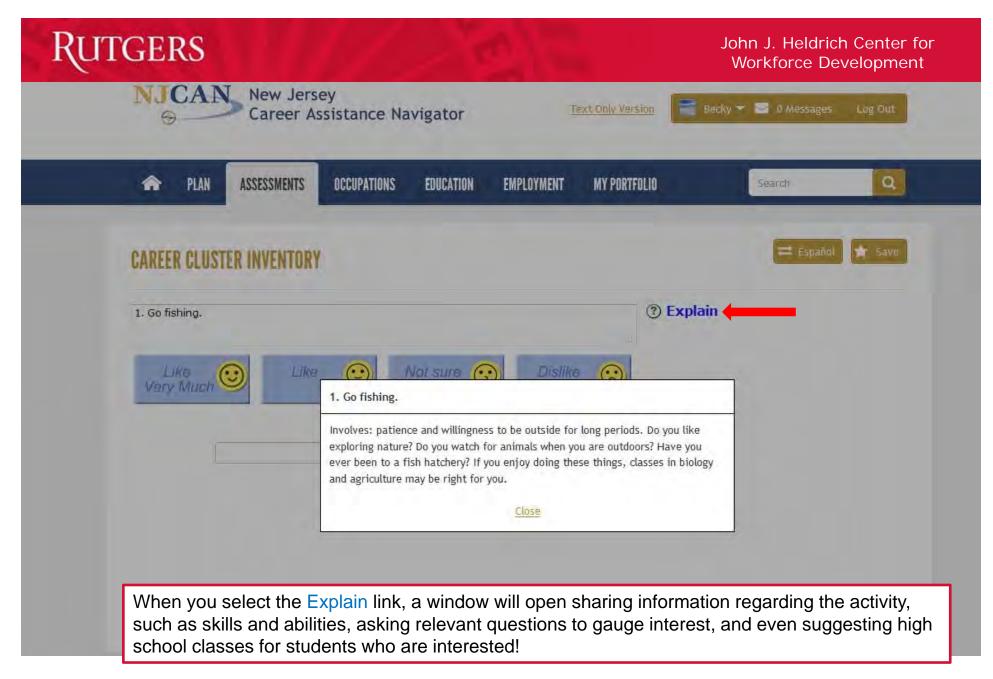








Students, generally, have been exposed to many of the activities listed. From here, they have the option to select their preference as well as the ability to save the inventory at any time, especially if they have not finished it in the time period allotted.





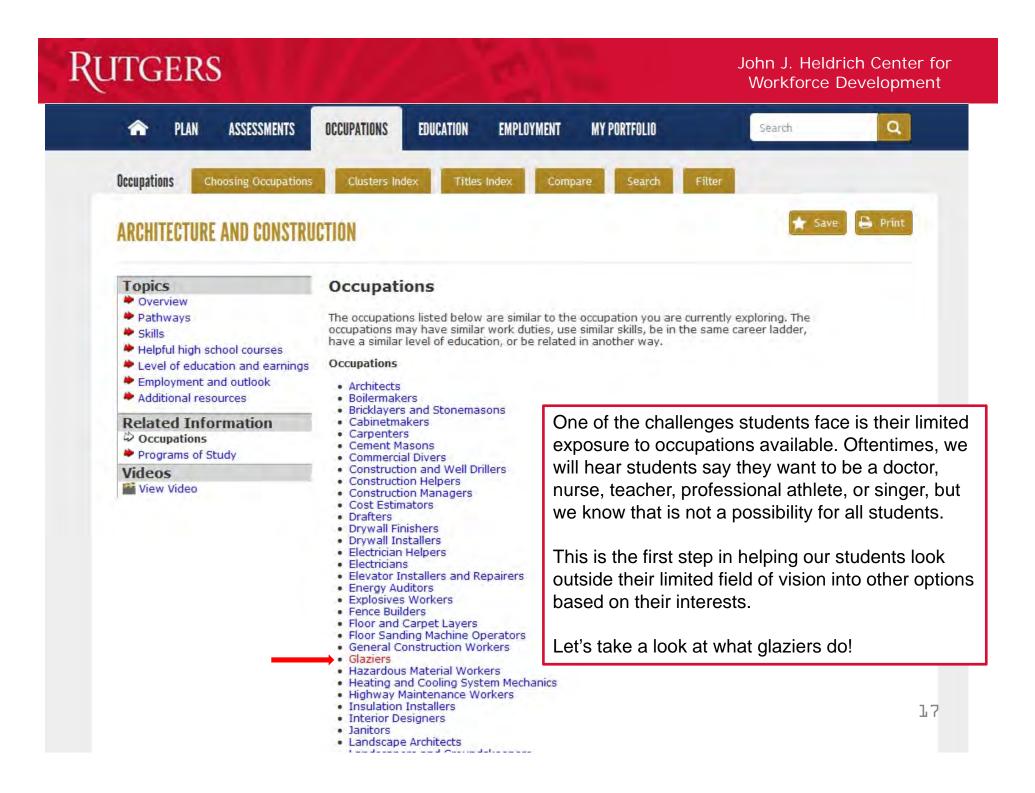
| Arts, Audio/visual rechnology, and Communications | 0 |
|---|---|
| Health Science | 6 |
| Law, Public Safety, Corrections, and Security | 6 |
| Transportation, Distribution, and Logistics | 6 |
| Agriculture, Food, and Natural Resources | 5 |
| Human Services | 5 |
| Education and Training | 4 |
| Government and Public Administration | 4 |
| Marketing | 4 |
| Science, Technology, Engineering, and Mathematics | 4 |
| Business Management and Administration | 2 |
| Finance | 2 |
| Information Technology | 2 |
| Manufacturing | 0 |
| | |

more than once a year; as they take more classes their interests and preferences may change and this will be reflected in their results.

Notice how the clusters are all blue. This means we can select any cluster and begin exploration. Let's start with my number 1 choice "Architecture and Construction".

John J. Heldrich Center for Workforce Development

| | TION | ve 🔒 Print |
|---|---|--|
| ARCHITECTURE AND CONSTRU Topics Overview Pathways Skills Helpful high school courses Level of education and earnings Employment and outlook Additional resources Related Information Occupations Programs of Study | Overview Do you often observe and note the buildings around you? Do you like to work with your hands? Can you visualize objects and projects in your mind? Do you like to create models or make designs? Do you like to use both mental and manual skills to solve problems? Do you like to work both alone and with others? If you answered yes to two or more of the questions above, you might be | Now we begin o exploration. Notice, how on the top tool bar we have been redirected to occupations? Here, we are provided with an overview of the career cluster. What will be mo |
| Videos View Video | interested in considering a career in architecture and construction. If you work in occupations in the Architecture and Construction cluster, you would be responsible for buildings and other structures such as highways and bridges. You might make designs and plans for new structures. Or, you would use the plans to build new structures and manage construction workers. Another option would be to take care of, repair, and restore existing structures. The pathways listed in the next topic give you more information about the opportunities to study and work in architecture and construction. | interesting to us is the types of occupations in this cluster (though program of study might b helpful too) Let's take a look at "Occupations". |





- Common work activities
- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Preparation
- Helpful high school courses
- Hiring practices
- Wages
- Employment and outlook
- Interests
- Advancement opportunities
- References

Related Information

- Occupations
- Programs of Study
- Industries
- 💮 US.jobs
- HIA Eligible Training Providers
- **Real World Interviews**
- ♀ Glazier

Videos

🞬 View Video

Glaziers install windows and mirrors in homes and other buildings. They may install new glass or repair broken panes.

Glaziers prefer to cut glass in the shop rather than at the

job site. Glaziers put uncut glass on a cutting table and

measure the cutting line. They use a glass-cutting tool

with a hard wheel to mark the cut line. By pressing the

cutter's wheel firmly on the glass, glaziers cut (score) into

the surface of the glass. By pressing on the shorter end

the glass is cut, glaziers may cut and apply anti-glare film

Glaziers use a delivery truck designed to safely transport

glass. They use suction cups to move it to the truck. If

the glass is large, glaziers use a crane to load it onto a

truck. When they transport mirrors, glaziers cover them

with protective coverings so they are not damaged. At the

job site, glaziers unload the glass and equipment they will

To install mirrors, glaziers cut and attach mounting strips

or moldings to the wall. They use a plumb-line and level to

make sure everything is lined up correctly. They secure the mirror with metal clips, moldings, bolts, or other

of the glass, glaziers break it along the score line. Once

Transporting cut glass to the work site takes care.

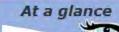
to reduce alare.

need for installation.

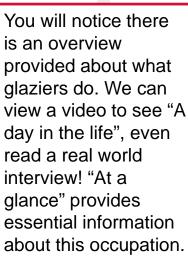
devices.



🖬 View Video



- Install windows, mirrors, shower doors, and decorative glass
- Provide a service to customers, but usually work alone
- Work both indoors
 and outdoors
- Most train through apprenticeship
- programs
 Some train on the job
- Sometimes wear
- safety gear • Earn \$41,730 per vear (New Jersev
- median)



There is also a "Topics" list with helpful information.

Let's take a look at "Preparation"

To install a pane of glass, glaziers put the glass on a bed of putty to hold the glass in the frame. They secure the glass with clips or bolts. The process for installing

John J. Heldrich Center for Workforce Development

| | | "Dronaration" h |
|--|---|---------------------|
| | | "Preparation" he |
| GLAZIERS | | we need to do in |
| | | order to become |
| Topics Overview | Preparation | glazier. Notice, |
| Task list Common work activities | To work as a glazier, you typically need to: | typically glaziers |
| Working conditions | have a high school diploma or GED; and | need a high sch |
| Physical demands Skills and abilities | complete an apprenticeship program. | diploma/GED ar |
| Knowledge Preparation | Education after high school | complete an |
| Helpful high school courses | Most glaziers learn their skills through apprenticeship training programs. Un non-union apprenticeship programs are available. Admission to apprenticesh | |
| Hiring practices Wages | programs is competitive. To apply for an apprenticeship, you must: | program. If I did |
| Employment and outlook Interests | have a high school diploma or GED; be at least 18 years old; and | know what that |
| Advancement opportunities | be in good physical condition. | there is a link rig |
| * References | Apprenticeship programs usually consist of four years of on-the-job training are paid for the time you spend on the job. In addition, each year you receiv | |
| Related Information Occupations | least 144 hours of classroom training. | apprenticeship |
| Programs of Study Industries | To learn about specific apprenticeship opportunities in your area, consult the | opportunities. |
| 🚱 US.jobs | Department of Labor State Apprenticeship Information website at: http://www.doleta.gov/OA/sainformation.cfm | |
| WIA Eligible Training Providers Real World Interviews | You can prepare for an apprenticeship by taking courses at a professional-to | This is also a gr |
| 💭 Glazier | or two-year school. Courses in general math and drafting prepare students enter apprenticeship programs. However, these courses are not required to | |
| Videos | for an apprenticeship. | and counselors |
| | On-the-job training | help students cr |
| | Some glaziers receive informal on-the-job training from an experienced work Trainees usually begin as helpers. They learn to measure, score, cut, and ins | |

at "Wages"



Wages

Task list

Common work activities

- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Preparation
- Helpful high school courses
- Hiring practices
- Wages
- Employment and outlook
- Interests Advancement opportunities
- References
- **Related Information**
- Occupations
- Programs of Study
- Industries
- GUS.jobs

WIA Eligible Training Providers

Real World Interviews

- **O** Glazier
- Videos 📓 View Video

Glaziers (SOC 47-2121)

| Location | Pay | | | |
|-------------------------|--------|----------|----------|----------|
| Location | Period | 25% | Median | 75% |
| States Inc. Box | Hourly | \$15.78 | \$20.06 | \$36.66 |
| New Jersey | Yearly | \$32,820 | \$41,730 | \$76,240 |
| Atlantic City | Hourly | \$10.54 | \$11.68 | \$21.88 |
| | Yearly | \$21,930 | \$24,290 | \$45,500 |
| Camden Metro Area | Hourly | \$17.35 | \$33.22 | \$40.83 |
| | Yearly | \$36,090 | \$69,100 | \$84,930 |
| Newark-Union | Hourly | \$16.41 | \$22.89 | \$39.57 |
| Metro Area | Yearly | \$34,120 | \$47,620 | \$82,300 |
| New York-White | Hourly | \$14.23 | \$18.87 | \$22.70 |
| Plains-Wayne (NY-NJ) | Yearly | \$29,610 | \$39,240 | \$47,210 |
| Philadelphia | Hourly | \$17.63 | \$20.54 | \$22.93 |
| (PA) | Yearly | \$36,670 | \$42,730 | \$47,690 |
| United States | Hourly | \$14.73 | \$18.08 | \$23.21 |
| United States | Yearly | \$30,640 | \$37,610 | \$48,270 |

occupations the reported wades are less than this amount. This is because the wage information was collected before the minimum wage was raised to its current rate.

Select different states

Glaziers who belong to a union usually earn higher wages. Pay for apprentices normally begin at half the rate of experienced workers and increase every six months. Glaziers may work less when weather is bad or construction activity is slow. Thus, they may have lower wages during the winter months.

Benefits may include health insurance and paid vacation days. Some unions offer retirement plans.

For some occupations we can see the breakdown of wages by county, for others it will be by state, depending on the data. We also give the overall wage from the US. There is additional information below that discusses other things we may be interested in regarding wages.

Now, click on "Employment and outlook"

John J. Heldrich Center for Workforce Development

GLAZIERS

🛧 Save 🔒 Print

Topics

- Overview
- Task list
- Common work activities
- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Preparation
- Helpful high school courses
- Hiring practices
- Wages
- Employment and outlook
- Interests
- Advancement opportunities
- References

Related Information

- Occupations
- Programs of Study
- Industries
- 💮 US.jobs
- HIA Eligible Training Providers

Real World Interviews

♀ Glazier

Videos

🞬 View Video

Employment and outlook

The table below provides information about the number of workers in this occupation in various regions. It also provides information about the ex growth rate and future job openings.

| Employment | 8. | Growth | $ \Rightarrow $ | Annual openings |
|------------|-------|------------------------------------|-----------------|---|
| | | -30% _ 0% 70% | | |
| Small | & | This occupation All occupations | | Moderate |
| Small | & | This occupation All occupations | | Moderate |
| | Small | Small & | -30%_0%70% | -30%_0%70% This occupation All occupations *********************************** |

View number version

Select different states

Employment

Major employers:

- Glass installation contractors
- Windows stores
- Automotive repair shops
- Window manufacturers

Outlook

Increased demand for glass exteriors will result in more jobs for glaziers. This is due to the improved energy efficiency of glass windows. In addition, many people will replace their existing windows for security reasons. Specialized safety glass will be used to protect against hurricanes, especially in commercial and government buildings. Some people will remodel their homes and add additional windows, sunrooms, and skylights.

Job openings vary with construction activity, apprenticeship openings, and weather conditions. Employment should be highest in cities where there are larger buildings with more windows.

"Employment and outlook" informs about occupation growth and the number of prospective jobs in the future.

This information is offered graphically as well as numerically. Click on the "View number version" link now.

Rutgers

Common work activities

Helpful high school courses

Employment and outlook

Advancement opportunities

Related Information

WIA Eligible Training Providers

Real World Interviews

Working conditions

Physical demands

Skills and abilities

Knowledge

Preparation

Wages

Interests

References

Occupations

Industries

Glazier

View Video

Videos

OUS.jobs

Programs of Study

Hiring practices

John J. Heldrich Center for Workforce Development

GLAZIERS

Topics

Overview
 Task list



Employment and outlook

The table below provides information about the number of workers in the occupation in various regions. It also provides information about the exp growth rate and future job openings.

| Location | Employment | & | Gr | owth | >>>> | Annual openings |
|------------------|------------|---|--------------------|--------------------|------|-----------------|
| | | | This occupation | All occupations | | |
| New Jersey | 1,050 | 8 | 33.3% | 7.7% | >>>> | 80 |
| United States | 41,900 | 8 | 42.2% | 14.3% | >>>> | 3,340 |

View graphic version

Select different states

Employment

Major employers:

- Glass installation contractors
- Windows stores
- Automotive repair shops
- Window manufacturers

Outlook

Increased demand for glass exteriors will result in more jobs for glaziers due to the improved energy efficiency of glass windows. In addition, mar will replace their existing windows for security reasons. Specialized safety be used to protect against hurricanes, especially in commercial and gove buildings. Some people will remodel their homes and add additional windows sunrooms, and skylights.

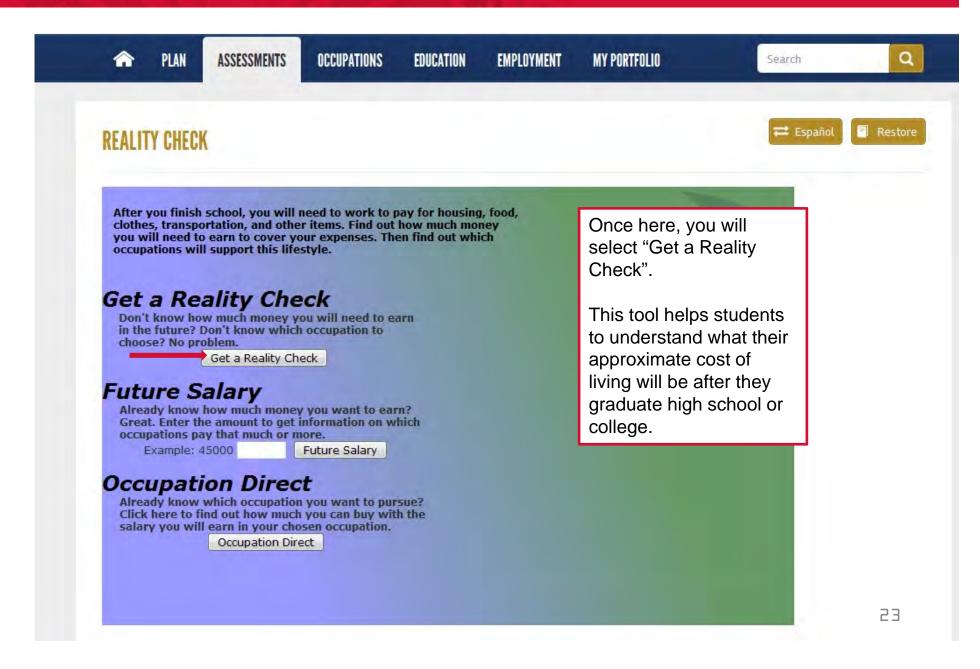
This table tells us there are currently 1,050 working as glaziers in NJ, and every year there are about 80 openings.

This is a very helpful tool when looking at professional athletes and artists for students.

Now let's go back to our **Assessments** like on our tool bar, and select the "Reality Check"

Job openings vary with construction activity, apprenticeship openings, and weather conditions. Employment should be highest in cities where there are larger buildings with more windows.

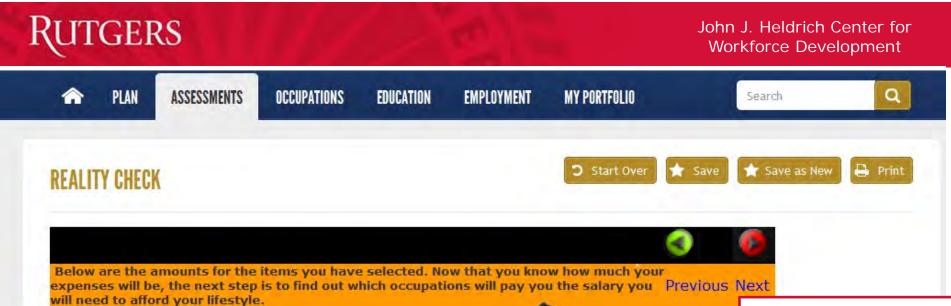
John J. Heldrich Center for Workforce Development





John J. Heldrich Center for Workforce Development





| Your Monthly Expenses | Philadelphia (PA) |
|-----------------------|-------------------|
| Housing | \$1,120.00 |
| Utilities | \$460.00 |
| Food | \$380.00 |
| Transportation | \$620.00 |
| Clothes | \$150.00 |
| Health Care | \$50.00 |
| Entertainment | \$125.00 |
| Personal Care | \$100.00 |
| Miscellaneous | \$250.00 |
| Student Loans | \$80.00 |
| Savings | \$0.00 |
| Monthly Expenses | \$3,335.00 |
| Annual Expenses | \$40,020.00 |
| Federal Taxes | \$9,143.00 |
| State Taxes | \$3,695.00 |
| | |

Annual Salary Needed

\$52,858.00



Once you have completed the Reality Check, your monthly budget will populate into an annual salary needed. The items in blue can be changed (i.e. clothes, savings, food those in red cannot (taxes

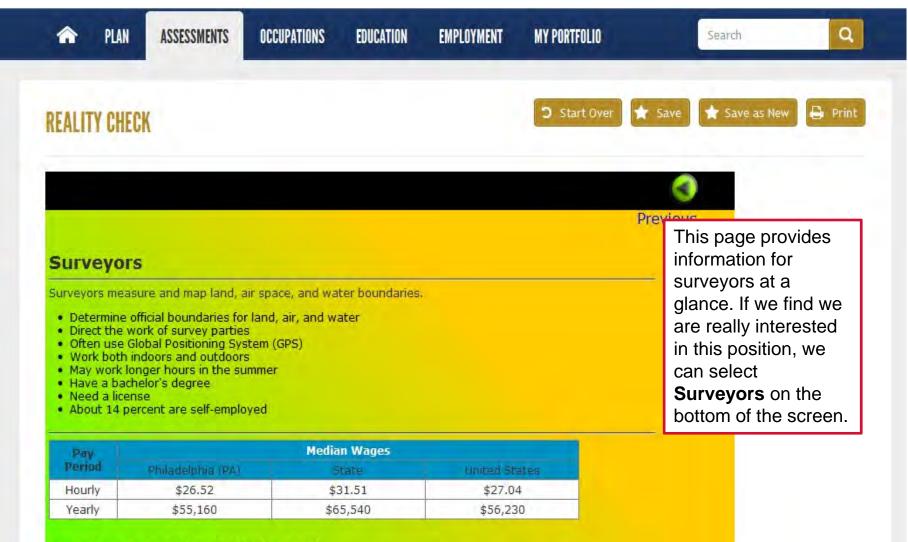
At the bottom, family cost help us to understand hov much it will cost per mont on average, to have a baby.

Let's continue. Select "Next".

Family Costs Find out the additional monthly expenses of having a family.

| 🏫 PLAN | ASSESSMENTS | OCCUPATIONS | EDUCATION | EMPLOYMENT | MY PORTFOLIO | Search | Q |
|---|---|------------------------------|--|---|---|--|--|
| REALITY CHEC | K | | | | D Start | Over 🛧 Sav | e 🚖 Save as New |
| money to cover The city or regi Annual Salary I Results These occupatio salary requirem wage informatio | ow how much you your expenses. on you selected Needed: ns meet your educ ents. Click on an o | ation and occupation to view | Philadelphia (\$52,859 ation cluster pr | (PA) 8.00 eferences and p | ccupation that will pay y ay enough to meet your eparation requirements | annual and ou enough () () () () () () () () () () () () () | After entering our educational loal and referred career luster, the next age will show is in which occupations we can afford to live |
| Construction Mar Cost Estimators Landscape Archit Surveyors | | | that the may wag | fit your budget check boxes. Play not appear on | at the state and/or nati and meet your preferen ease note: a few occupa city or state lists becaus ble for that area. | ces click tions e no | our preferred festyle. .et's select Surveyors. |

John J. Heldrich Center for Workforce Development



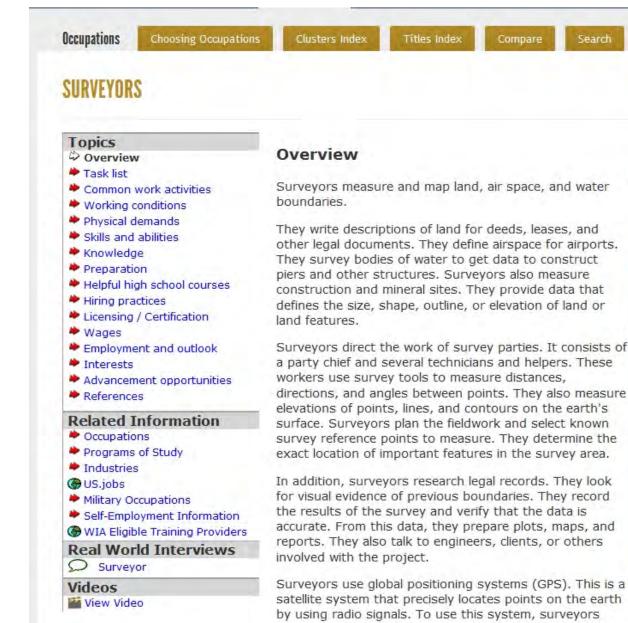
Surveyors wage source: Soc 17-1022 (Surveyors)

For more information, see Surveyors.

Rutgers

John J. Heldrich Center for Workforce Development

Print





Filter

View Video

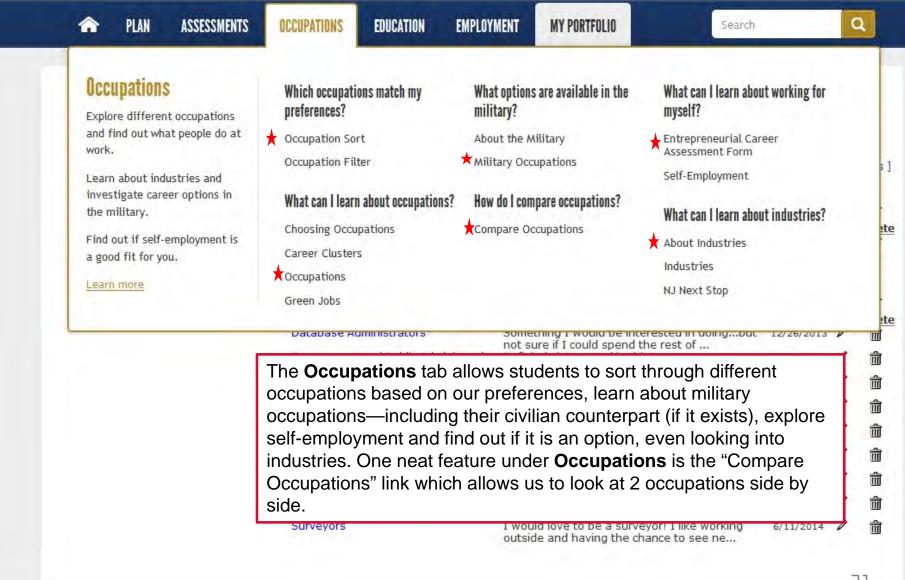
Again, we are redirected to our **Occupations** section with the information we investigated earlier. If students are interested in a certain occupation, they can select the "Save" button above and the link will be stored in their portfolio for easier access.

29

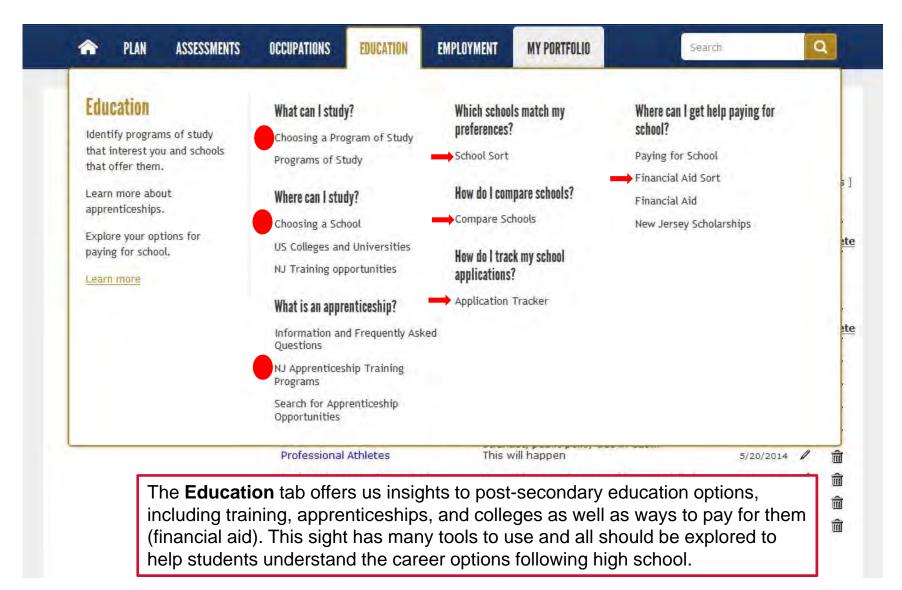
place a receiver, mounted on a tripod, at a desired point. The receiver collects

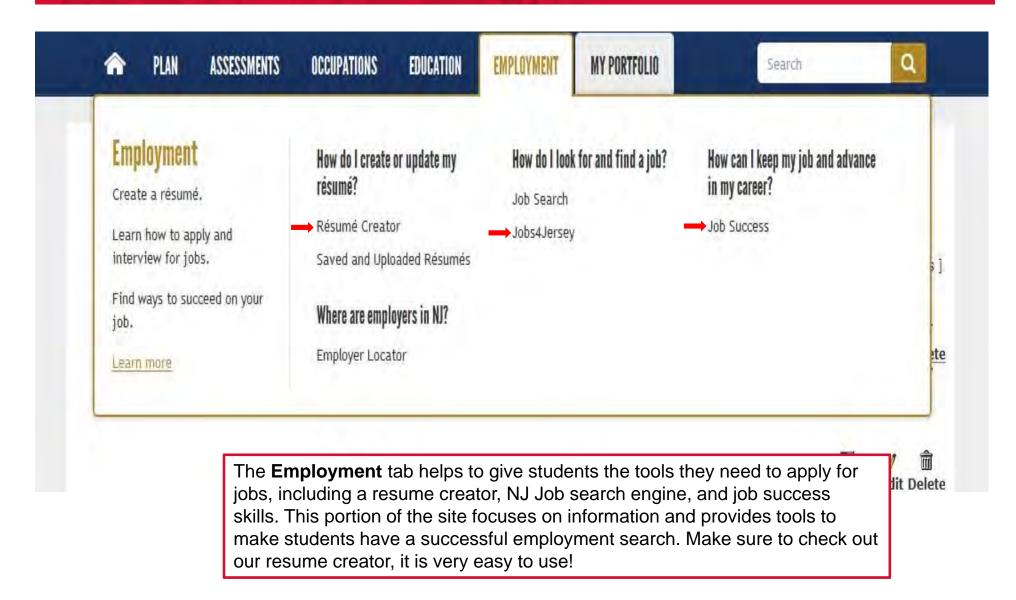
| | OCCUPATIONS EDUCATION EMPLOYN | NENT MY PORTFOLIO Search | | ٩ |
|-------------------------------------|--|---|-----------------------|------------|
| AVORITES | | 🔒 Privacy Sta | tement | Print |
| Articles Financial Aid | Occupations | | [🚰 00 | coupations |
| Military Occupations | My Saved | | | 1 🖻 |
| Self-Employment | Frequently Asked Questions Choosing Occupations - Things to | My Thoughts By looking through the list of jobs that are | Updated 12/26/2013 | Edit Delet |
| US Colleges and Universities | Consider - Things to Consider | growing and jobs that are decliningI | | / m |
| | Occupations | My Thoughts | Updated | Edit Dele |
| save thoughts | Database Administrators | Something I would be interested in doingbut not sure if I could spend the rest of | 12/26/2013 | 1 1 |
| they have | Government and Public Administration | Definitely interested in this! | 12/26/2013 | / 前 |
| regarding specific occupations, for | Management Analysts | If I wanted to be an entrepreneur, this is a career option | 12/27/2013 | 1 💼 |
| future reference | Operations Research Analysts | Very interested in operations and efficiency. | 12/26/2013 | 1 💼 |
| as well. | Political Scientists | Although I would not consider myself a political scientist, public policy ties in eas | 12/26/2013 | 1 💼 |
| | Professional Athletes | This will happen | 5/20/2014 | 1 💼 |
| | Project Managers (Emerging) | Something I am interested in, especially in education research! | 12/26/2013 | / 🏛 |
| | Public Relations Specialists | Although not exactly what I am interested in, it | 12/26/2013 | 1 1 |
| | Surveyors | is something I would enjoy doing:) I would love to be a surveyor! I like working | 6/11/2014 | / 🏛 |
| | | outside and having the chance to see ne | | |

John J. Heldrich Center for Workforce Development



John J. Heldrich Center for Workforce Development





John J. Heldrich Center for Workforce Development

| ♠ PLAN ASSESSMENTS | OCCUPATIONS EDUCATION | EMPLOYMENT MY PORTFOLIO | Search | 0 |
|--|---|---|--------|---|
| My Portfolio View your CIS favorites and | Where are the pages and results I've saved? | Kow do l create or update my résumé? | | |
| CIS assessment results. | Favorites | Résumé Creator | | |
| Save information for résumés | Sort and Assessment Results | Saved and Uploaded Résumés | | |
| and applications. Store your files and résumés. | Stored Files and Links | How do I create a career plan? | | |
| View My Portfolio | How do I plan my courses? | Career Plan | | |
| | Course Planner | How do I track my school applications? | | |
| | | Application Tracker | | |

stays with students until the administrator deletes it.

34

Learn about Work

- . Explore occupation descriptions to learn more about what people do at work.
- . Learn about industries and investigate career options in the military.
- · Find out if self-employment is a good fit for you.

View

Learn about Schools

- Identify programs of study that interest you and schools that offer them.
- Learn more about apprenticeships.
- Explore your options for paying for school.

View

Learn about Employment

- · Create a résumé.
- Learn how to apply and interview for jobs.
- Find ways to succeed on your job.

View

New Jersey Resources NJCAN Resources About Us ACRP Standards Complia Tools for Users About Us Volunteer New Jersey Tools for Counselors and New Jersey Child Care Search **Privacy Statement o**∗net Teachers Terms for Use NJ NextStop Glossary Comments Article Directory Employer Locator **Technical Support**

+

Finally, if once you scroll to the bottom of the page. There are resources specifically for teachers and counselors, including tutorials, activities, and even ready-to-use curriculum!



Contact Information:

NJCAN Trainers:

Laurie Harrington Heldrich Center for Workforce Development Rutgers University

> Becky Kelleman Rutgers University

njcantraining@gmail.com