



New York State Department of Labor

David A. Paterson, *Governor*

Colleen C. Gardner, *Commissioner*

Dear Educator,

The New York State Department of Labor's (NYSDOL) Career Development and Youth Initiatives Office serves as a single point of contact to support the work of professionals preparing youth for education, career, and life success. Our office was created in September 2009 in order to disseminate NYSDOL resources and provide technical assistance to programs and organizations involved with youth. The focus of the Youth Office is around career planning and management for youth across New York State.

Our premier tool for helping youth explore and learn about the world-of-work is CareerZone (www.nycareerzone.org). This internet based, interactive resource is made available to youth, educators, counselors, parents/guardians, and job seekers at no cost to users. The website provides valuable, up-to-date career information on over 800 occupations and over 400 real world-of-work videos. There are additional features where youth can assess their interests in order to explore careers and develop budgets around an occupation's wages and the youth's lifestyle choices.

The CareerZone website includes lesson plans created by teachers for teachers and counselors. One of the objectives of CareerZone is to assist educators with integrating career planning in the classroom. In CareerZone, lesson plans are located on the website by selecting "Resources," then "Teachers," and finally select "CareerZone Lesson Plans." If you have lesson plans you would like to include on the website, please feel free to email us at support@nycareerzone.org.

In addition to the information provided above, NYSDOL provides materials and NYSDOL FactSheets on the CareerZone website by selecting "Resources" then selecting "FactSheets." There will be FactSheets provided for CareerZone, JobZone, and Science, Technology, Engineering and Math (STEM).

Please feel free to distribute the enclosed material to parents/guardians, staff, students, and job seekers. To request material not listed above, please email the Career Development and Youth Initiatives Office at support@nycareerzone.org or call us at 1-877-226-5724.

Thank you,

Career Development and Youth Initiatives Office



Valuing Career Planning in Secondary Schools

Students need to begin planning for their future in order to keep up with the continuously changing economy and to compete with a skilled workforce. It is never too early to begin Career Planning, as they can prepare themselves their interests, knowledge, and skills needed to obtain a career. Career Planning is a life-long process that encourages students to take control of their future while creating a sense of responsibility, self-confidence, and work motivation.

Where can educators fit career planning in to their busy day?

- Incorporate Career Planning in to our exploratory subjects like Technology and Family and Consumer Sciences.
- Use free time productively in Study Hall, Lunch recess, etc.
- Get guidance counselors involved by setting up group or individual meetings with students. This not only gets students engaged in Career Planning, but can help students and guidance counselors form a better relationship.
- Keep students occupied when some finish assignments in the Computer lab before others.
- Fill the afterschool gap students have between dismissal and their afterschool activities
- Use it in after-school programs and clubs
- Have students career plan at home. This is a great way to get their parents, friends, and any siblings involved as well.
- Encourage students to use their local library or their local One-Stop Center for additional computer time and space.

How can students get involved?

- Ask speakers to come to your schools like local newscasters, public safety employees, teachers, political figures, etc., so you can organize speakers around different career clusters (healthcare, engineering and technology)
- Organize events around an activity-July is known for Independence Day, but also has Parent's Day on July 25. August marks the beginning of Ramadan and November is Election Day.
- Get parents or guardians involved too. Send home Career Planning information to let them know what's going on in school and what they can do at home to keep students interested.

Have students serve as Youth Ambassadors.

- Youth voice is about considering the perspectives and ideas of young people, respecting what everyone has to say, taking risks, listening, sharing, and working together.
- These eligible students can use peer to peer mentoring to train people their age in Career Planning in order to create a more comfortable setting of sharing ideas and trust between people their own age.
- Teachers and counselors know that time is limited. Youth Ambassadors focus on students helping students so that the teacher doesn't need to make career planning a stressful task.
- Students are influenced by people their own age. Students can learn to take charge of their career planning by sharing their ideas with people who can relate. This can especially promote career planning between at-risk youth.

What Does CareerZone Have to Do With This?-It's a Small Part!

- Remember, CareerZone is not the only tool you can use for Career planning! Performing skits, making videos and using other websites are other ways to get career and life planning across to students.
- However, CareerZone can help students begin to explore careers and plan on how they will get to where they want to go AND find a job now!
- Youth in grades 6 -12 most often use CareerZone to start their career exploration journey by beginning with the Interest, Work Values and Skill assessment tools to explore potential careers.
- A middle school and high school career portfolio are available to help youth create a meaningful plan for their future education and career choices.