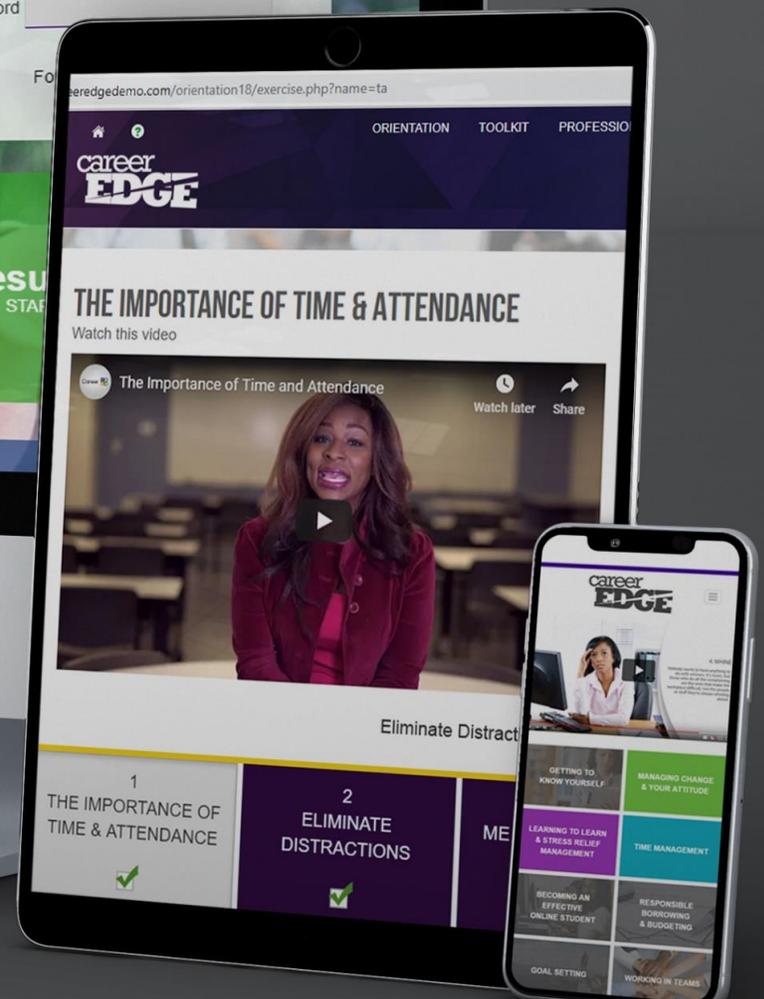
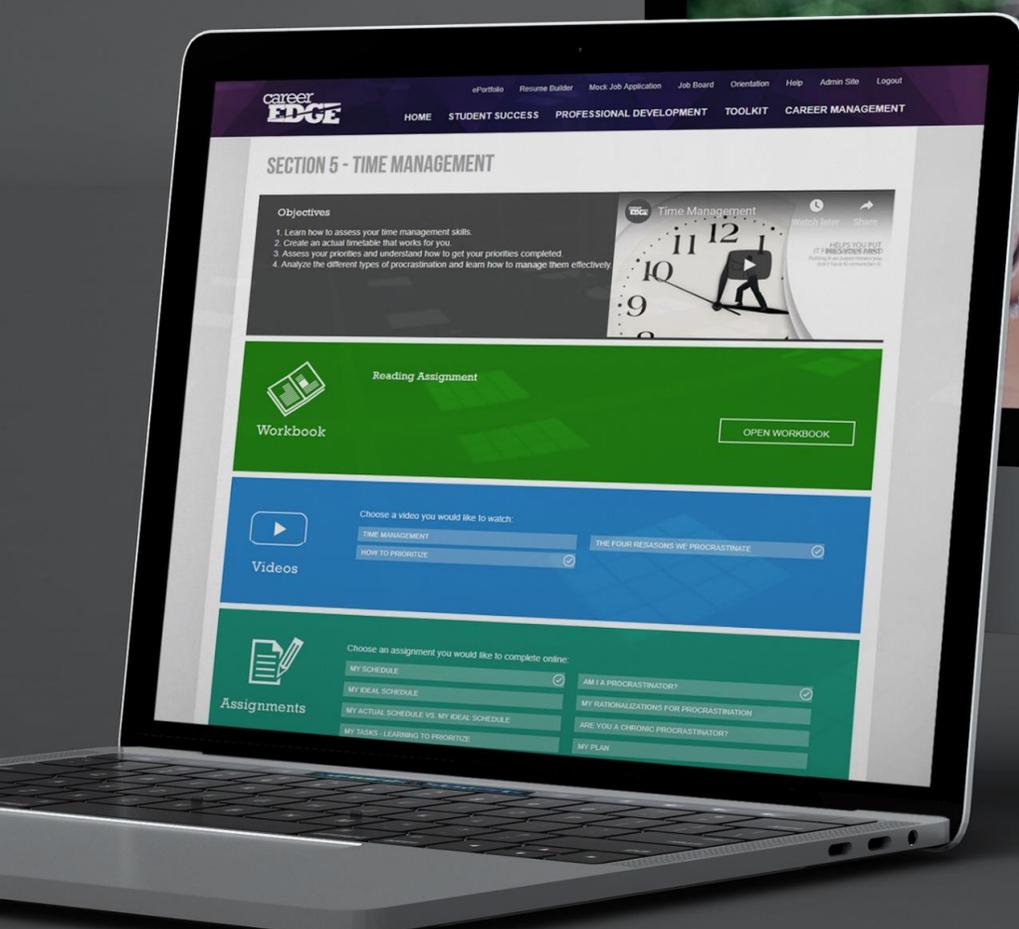




## WHAT IT IS & WHAT IT HAS

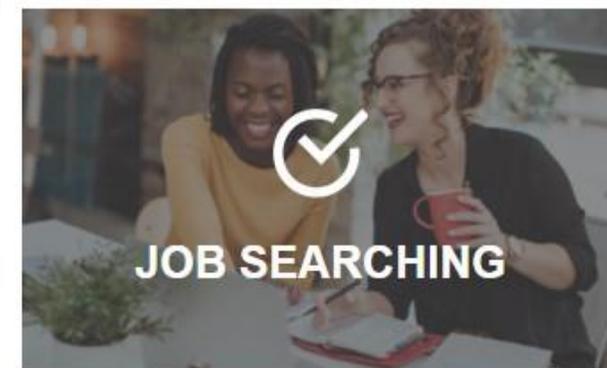
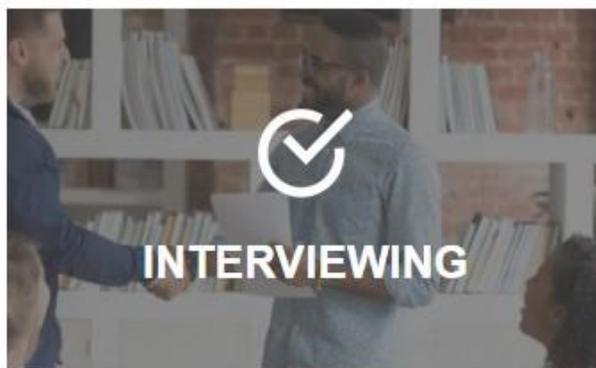
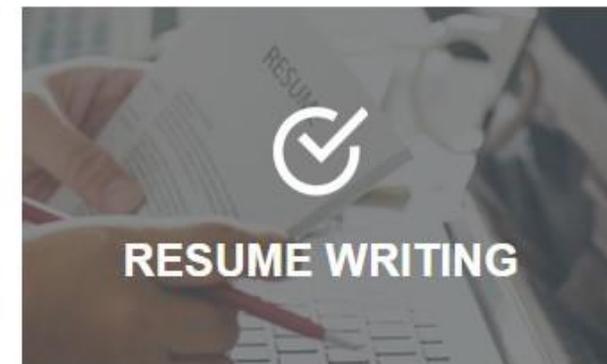
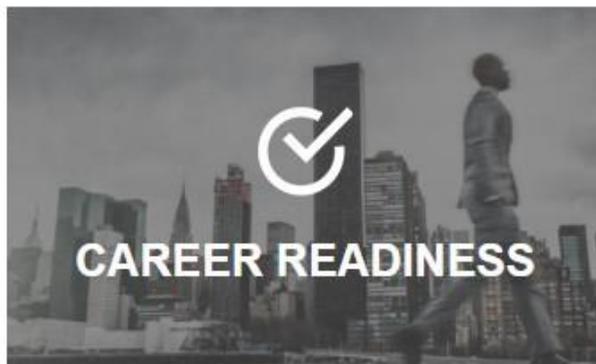
- It is a Career Building Platform for people of all ages and at all stages whether you're just starting out or changing careers.
- It is free. If you have a Kentucky ZIP code, setting up an account is 100% free to you.
- It is translatable to any language supported by Google Translate.
- It has step by step coaching videos and pop-up guides to encourage and inform users from beginning to end.
- It has a complete toolkit to provide the user with the tangible tools for entering the workforce.



# ORIENTATION

## MODULES

My EDGE Score



# DO WHAT YOU ARE

FIND THE RIGHT JOB FOR YOUR PERSONALITY TYPE.

This brief, but accurate questionnaire will help you identify your four-letter Personality Type. When you finish, you will receive a Find Your Right Job Report that will list dozens of target jobs, the greatest strengths you have to offer employers, and help you conduct the most effective job search possible.

## 1. Contact

Extroverts usually get energized by being around others and tend to like a lot of people in their lives.

### Extroverts often:

- Have lots of energy to do things
- Talk more than listen
- Think out loud
- Act first, then think about it later
- Like to be around people a lot
- Are outgoing & get excited about things
- Don't mind being the center of attention
- Prefer to do many things at once
- Have a large circle of friends

**Extrovert**

## 2. Attention

## 3. Decisions

## 4. Organization

Introverts may also like to be around people, but they can become tired by too much contact with others and may need to be by themselves to "recharge their batteries".

### Introverts often:

- Have calm energy; like a slower pace
- Listen more than they talk
- Think quietly inside their heads
- Like time to think things through
- Are comfortable spending time alone
- Don't like to call attention to themselves
- Are pretty private people
- Like to do one thing at a time
- Have a few close friends

**Introvert**

[Take Personality Type Test Again](#)

[Download as PDF](#)

Congratulations! You're on your way to finding a satisfying job. This report is based on twenty-five years of ground-breaking research and helps people find the most satisfying jobs, based on their personality type.



I



N



T



P

## ABOUT THIS TYPE

INTPs are private people who like to analyze situations logically. They are at their best when they have a chance to think about problems and concepts in their minds before they have to make decisions. They are constantly on the lookout for new challenges.

Independent and often very smart, INTPs tend to have good self-confidence. They often have faith that they can tackle any problem and figure out a good solution. In a crisis, they are generally calm, even when they are up against tough odds. They are interested in power and rarely scared of other people.

INTPs can get easily bored with simple issues and may lose track of details. They are especially impatient when they have to repeat tasks, and may ignore things they don't consider important. This tendency may make others think that they're bigheaded, especially when they ignore people who may be struggling to understand something they have already figured out. They are generally not very tuned into the needs or feelings of others. Although they are usually patient with people who are eager and quick to learn, they may be tough on those they need to go slower with.

INTPs often see possibilities where other people do not. They can see the "big picture" and how things that happen now, can affect the future. They are

## YOUR POTENTIAL

# WORK-RELATED STRENGTHS



- Eagerness to “think outside the box” and consider new possibilities.
- Ability to understand complex ideas
- Great creative problem-solving skills
- Independence; courage to take risks, and try new things
- Curiosity and ability to get the information you need
- Ability to think thing through logically
- Ambition to learn more about things that interest you
- Confidence in your ideas
- Ability to see the big picture and long-term implications
- Adaptability - you can change directions quickly

Which three strengths do you think are your greatest?

1.

2.

3.

# OVERCOME YOUR WEAKNESS

1. Don't take too long moving from making plans to carrying them out.
2. Establish realistic goals based upon what is practical, not only on what your confidence tells you is possible.
3. Make sure you don't seem too cocky to potential employers
4. Remember to follow through on important details involved in the process.
5. Don't put off making important decisions.

What are the three most useful things you learned about yourself from reading this section

1.

2.

3.

Save

You will even be given a secret weapon!

## YOUR SECRET TO SUCCESS

Be better organized, be patient with less intelligent people, and work at improving your social skills.

# SOME SATISFYING JOBS FOR INTPTS:



## **ARCHITECTURE AND ENGINEERING OCCUPATIONS**

- Mechanical drafters
- Drafters, all other
- Surveying and mapping technicians

## **ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA OCCUPATIONS**

- Audio and video equipment technicians
- Radio operators
- Sound engineering technicians
- Photographers
- Fine artists, including painters, sculptors, and illustrators
- Artists and related workers, all other

## **BUILDING AND GROUNDS CLEANING AND MAINTENANCE OCCUPATIONS**

- First-line supervisors/managers of housekeeping and janitorial workers
- First-line supervisors/managers of landscaping, lawn service, and groundskeeping workers

## **BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS**

- Wholesale and retail buyers, except farm products

## **GOVERNMENT AND PUBLIC ADMINISTRATION**

- Detectives and Criminal Investigators
- Government Property Inspectors and Investigators
- Licensing Examiners and Inspectors
- Appraisers and Assessors of Real Estate

# CAREER CLUSTER

## Interest Assessment + Career Exploration

- A picture-based assessment
- Determines the industries that the customer would most enjoy
- Customer can explore built-in O\*net information on each industry and profession
- Customer can view labor market/BLS data on the profession

Choose how you feel about each activity:

Remaining: 47

Q1 Go fishing

Like Very Much

Like

Not Sure

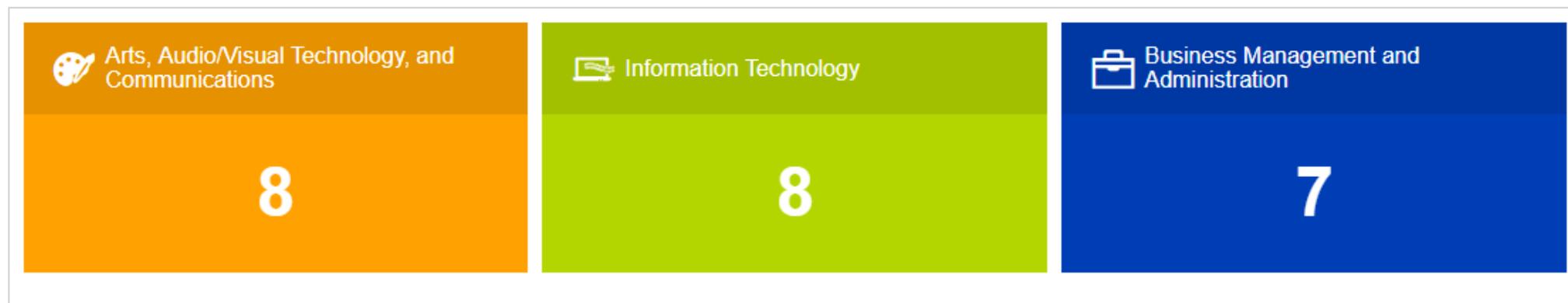
Dislike

A photograph of a person wearing a hat and a vest, standing on a rocky shore and fishing in the ocean. The person is holding a fishing rod, and the water is shimmering in the background.

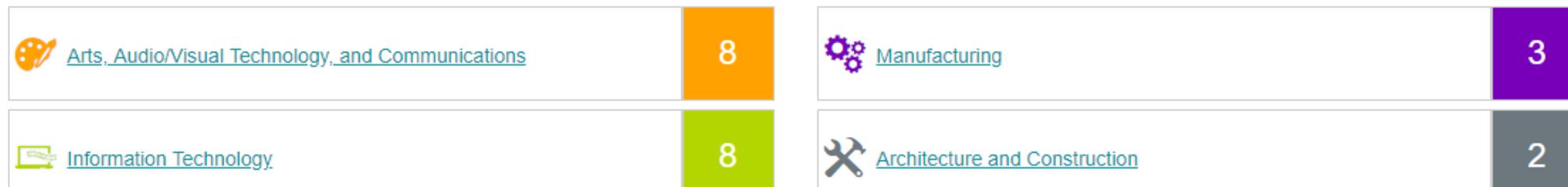
### Use Your Interests to Explore Career Clusters

The Career Cluster Inventory creates a list that matches the 16 national career clusters to your interests. Clusters group careers by similar knowledge and skills. Clusters make exploration easy! Check out the clusters on your list, the more you know the better career decisions you will make.

### Your Top 3 Career Clusters



Read over the descriptions below to learn more about career clusters.



Read over the descriptions below to learn more about career clusters.

 <a href="#">Arts, Audio/Visual Technology, and Communications</a>	8	 <a href="#">Manufacturing</a>	3
 <a href="#">Information Technology</a>	8	 <a href="#">Architecture and Construction</a>	2
 <a href="#">Business Management and Administration</a>	7	 <a href="#">Government and Public Administration</a>	2
 <a href="#">Education and Training</a>	5	 <a href="#">Agriculture, Food, and Natural Resources</a>	1
 <a href="#">Finance</a>	5	 <a href="#">Health Science</a>	1
 <a href="#">Marketing</a>	5	 <a href="#">Hospitality and Tourism</a>	1
 <a href="#">Science, Technology, Engineering, and Mathematics</a>	4	 <a href="#">Transportation, Distribution, and Logistics</a>	1
 <a href="#">Human Services</a>	3	 <a href="#">Law, Public Safety, Corrections, and Security</a>	0

# STUDENT SUCCESS

# PROFESSIONAL DEVELOPMENT

GETTING TO KNOW YOURSELF	MANAGING CHANGE + YOUR ATTITUDE	GOAL SETTING	COMMUNICATION + NETWORKING	TODAY'S JOB SEARCH STRATEGIES	BRANDING: RESUME, COVER LETTER, JOB APPLICATION, ONLINE PRESENCE
LEARNING TO LEARN	BECOMING A SUCCESSFUL ONLINE STUDENT	TIME MANAGEMENT	PREPARING FOR THE INTERVIEW	THE INTERVIEW PROCESS PART 2	ANSWERING DIFFICULT QUESTIONS
PERFORMANCE + STUDY SKILLS	CULTURAL DIVERSITY + CONFLICT RESOLUTION	FINANCIAL LITERACY	WORKING IN TEAMS	ON THE JOB SUCCESS	WORK LIFE BALANCE + PREPARING FOR THE FUTURE



# SECTION 1 - GETTING TO KNOW YOURSELF

## Objectives

1. Discover what is most important to you.
2. Describe your personal and professional values.
3. Uncover what motivates your achievements and overall happiness.
4. Understand the concept of "working," justify it, and look forward to it.



## Reading Assignment

Workbook

OPEN WORKBOOK



Audio Lesson

00:00 26:17

[Download MP3](#)

[MP3 Text](#)



Videos

Choose a video you would like to watch:

WHAT IS YOUR CAREER THERMOSTAT SET FOR?

THINKING OF BEING AN ENTREPRENEUR?

WHAT DO YOU BELIEVE IN?

WHAT IS YOUR BRAND?

KNOW YOUR SKILLS

THE PRAIRIE CHICKEN

THE 5 P'S TO SUCCESS



Choose an assignment you would like to complete online:

SELF-EVALUATION: RATE YOUR HAPPINESS

MY PURPOSE

TEN THINGS ABOUT ME

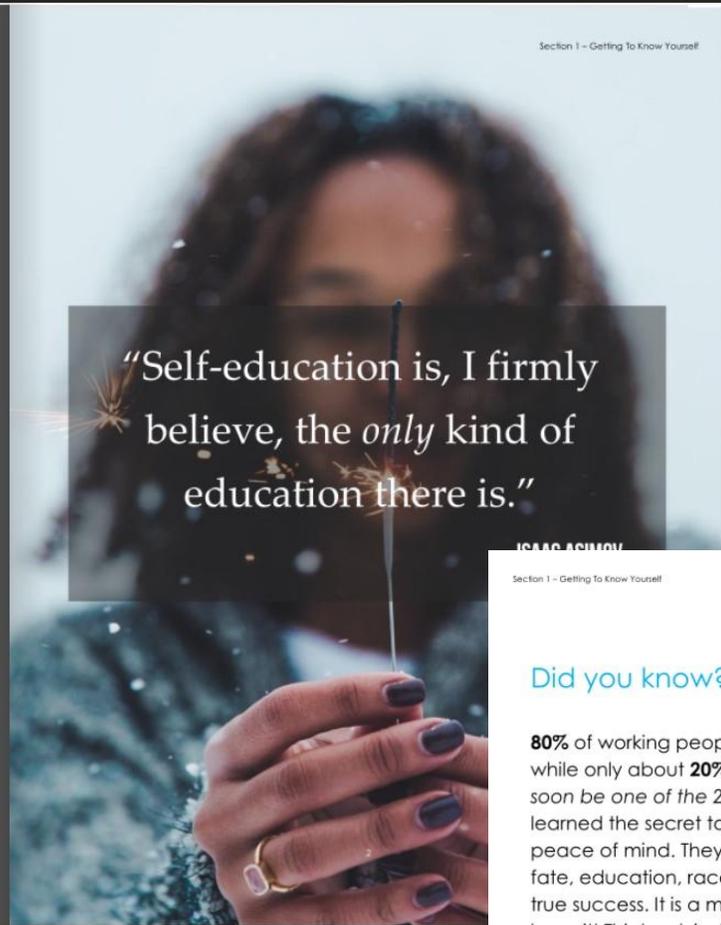
MY POWER

What's in a module?

# GETTING TO KNOW YOURSELF

## LEARNING OBJECTIVES

1. Discover what is most important to you.
2. Describe your personal and professional values.
3. Uncover what motivates your achievements and overall happiness.
4. Understand the concept of "working," justify it, and look forward to it.



## Did you know?

**80%** of working people are unhappy and unfulfilled at work while only about **20%** truly love their work. *No worries, you will soon be one of the 20%!* These enlightened individuals have learned the secret to greater happiness, more money and peace of mind. They know, as you soon will, that it is not luck, fate, education, race, gender or location that determines true success. It is a mindset; a proven formula and you can learn it! This book is designed to put you into this elite group, **those who live their lives filled with passion and purpose.**

Your desire for more meaning and purpose is not unique. *Can you feel it? Change is in the air!* There is a paradigm shift occurring in this country. It has been building for a few years and is now ready to erupt! After tragic events and world events, our perspectives are always changing. More than ever before, you and I want to make a difference; we want to *matter*. We want to be inspired and no longer wish to view our career as simply a way to consume our precious time, pay our bills or purchase more material items. We want passion, purpose, and recognition! We want to find our career calling and we want it now!

## SELF-EVALUATION: RATE YOUR HAPPINESS

Top performers recognize that total happiness includes mastering the following areas:

- 1) Financial
- 2) Spiritual
- 3) Fitness
- 4) Career
- 5) Relationships

The key to leading a happy life is to achieve balance among these five areas.

Life Area	Rating
Financial	
Spiritual	
Fitness	
Career	
Relationships	



Which areas need improvement in your life? Rate them from 1-5

### Rating Key

- 5 – Everything is fine – no improvement needed
- 4 – Things are generally OK, but I could probably make 1 or 2 changes
- 3 – I’m coasting here. Things aren’t great but they’re not bad either, so I haven’t made any changes lately
- 2 – This is an area I should really work on now before things get out of hand
- 1 – Wholesale remodeling necessary. My life is the pits in this area!

This self-assessment is designed to help illuminate your lack of balance you may be experiencing in your life. Being weak in one area will affect other areas in your life. This self-assessment will highlight your weaknesses you must work on.

How can you improve those areas you are not completely satisfied with?

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---



---



## Professional Development Tools

### **CHALLENGES:**

Resume Building

Interview Practice

Tools that Teach

### **SOLUTIONS:**

Resume Builder

Interview Simulation Trainer

Mock Job App, ePortfolio

# TOOLKIT



# INTERVIEW SIMULATION TRAINER

START

INTERVIEW

SAVE + REVIEW



START NEW INTERVIEW

## My Saved Interviews

Name	Date Saved			
Practice 1	07/22/2018	EDIT	DELETE	REVIEW
Management Position	07/21/2018	EDIT	DELETE	REVIEW
Entry Level Accountant	06/13/2018	EDIT	DELETE	REVIEW

QUESTION 4 OF 15

Why did you leave your previous job?

Get Coaching



Interviewer



You



Record

Save + Next

Questions

Playback Recordings

Notes + Comments

1. Tell me about yourself.



2. Why should we hire you?



START

INTERVIEW

SAVE + REVIEW

QUESTION 4 OF 15

Why did you leave your previous job?

Coaching



QUESTION 4 OF 15

Why did you leave your previous job?



Save + Next

Questions

Playback Recordings

Notes + Comments

1. Tell me about yourself.



2. Why should we hire you?



# RESUME BUILDER

START

EDIT

DOWNLOAD

Name This Resume:

Harrison's Resume

Choose Your program:

Accounting



Choose the type of resume that you would like to start building:

## CHRONOLOGICAL

FOR STUDENTS WITH MORE  
WORK EXPERIENCE

## FUNCTIONAL

FOR STUDENTS WHO JUST  
GRADUATED & ARE SEARCHING  
FOR AN ENTRY LEVEL CAREER

# RESUME BUILDER

START

EDIT

DOWNLOAD

Your resume has 5 parts. Choose the part you would like to edit.

ABOUT YOU

SUMMARY

WORK EXPERIENCE

EDUCATION

## SUMMARY



Summary - Resume Builder



For the summary, you can describe yourself and the position you are currently seeking. This can be done in a short paragraph, bullet points, or both.

Enter your summary in paragraph format here...

## SUGGESTIONS for Accounting

- + Able to calculate payroll and payroll taxes
- + Able to prepare financial reports for a sole proprietorship, partnership, and corporation
- + Able to prepare simple individual income tax reports
- + Able to prepare W-2's and employer's annual payroll reports
- + Knowledgeable in the uses of accounting in managerial planning and control
- + Proficient in current methods of job costing, process costing, and ABC costing in a

ABOUT YOU

SUMMARY

## WORK EXPERIENCE



Any work or internship experience can be entered here. Enter the company name, number of years you worked for the company, and describe your duties and responsibilities.



Start

-

End

## SUGGESTIONS for Retail Sales Clerk

- + Courteously greeted customers and efficiently process transactions within busy, fast-paced retail environments.
- + Operated cash register, scanners and computers to itemize and total customer purchases; collected payments and made changes for cash transactions; balanced drawer at the end of each shift.
- + Assisted with store stocking, floor-sets and opening/closing procedures.
- + Recommended, selected, and helped locate or obtain merchandise to customers.

# RESUME BUILDER

START

EDIT

DOWNLOAD



Last you can choose the style and design of your resume.

Choose from some of our pre-loaded designs:

### Plain Jane

123 Main Street, San Francisco, CA 94102  
555-123-4567 | plain.jane@email.com

**PROFILE**  
Looking for a new challenge in the marketing field with a progressive company with opportunities for growth.

- Marketing
- Sales
- Project Management
- Client Relations

**EDUCATION**  
Bachelor's Degree in Marketing  
University of California, San Diego | 2010-2014

**WORK EXPERIENCE**  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.  
• Managed social media accounts, increasing engagement by 20%.

### Moe Tivated

100 Main Street, San Francisco, CA 94102  
555-123-4567 | moe.tivated@email.com

**PROFILE**  
Motivated and energetic professional seeking a challenging role in a dynamic environment.

**Education**  
2011 - Present  
Bachelor of Science in Business Administration  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### Stew Dent

123 Main Street, San Francisco, CA 94102  
555-123-4567 | stew.dent@email.com

**PROFILE**  
Experienced professional with a strong background in project management and client relations.

**Education**  
2010 - 2014  
Bachelor of Science in Business Administration  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### JOHN JOB JOVI

123 Main Street, San Francisco, CA 94102  
555-123-4567 | john.jobjovi@email.com

**PROFILE**  
Creative and innovative professional with a strong background in design and branding.

**Education**  
2010 - 2014  
Bachelor of Fine Arts in Graphic Design  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### Ariana Graduaté

123 Main Street, San Francisco, CA 94102  
555-123-4567 | ariana.graduate@email.com

**PROFILE**  
Dedicated and hardworking professional with a strong background in customer service and sales.

**Education**  
2010 - 2014  
Bachelor of Science in Business Administration  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### Leonardo DiCareero

123 Main Street, San Francisco, CA 94102  
555-123-4567 | leonardo.dicareero@email.com

**PROFILE**  
Experienced professional with a strong background in project management and client relations.

**Education**  
2010 - 2014  
Bachelor of Science in Business Administration  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### LeBron Jobs

123 Main Street, San Francisco, CA 94102  
555-123-4567 | lebron.jobs@email.com

**PROFILE**  
Experienced professional with a strong background in project management and client relations.

**Education**  
2010 - 2014  
Bachelor of Science in Business Administration  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

### Scarlet Johansson

123 Main Street, San Francisco, CA 94102  
555-123-4567 | scarlet.johansson@email.com

**PROFILE**  
Creative and innovative professional with a strong background in design and branding.

**Education**  
2010 - 2014  
Bachelor of Fine Arts in Graphic Design  
University of California, San Diego

**Work Experience**  
2015 - Present  
**Marketing Assistant** | ABC Company | 2015-2018  
• Assisted in developing and executing marketing campaigns.

To start marketing yourself to employers, first you need your own online resume. You can start building yours now or save it for later.

Profile URL <https://kycareeredge.com/Shannon-Gottke1>

[Click to copy](#)[BASIC INFORMATION](#)[CAREER PREFERENCE](#)[EMPLOYMENT INFORMATION](#)[ASSESSMENT](#)

## YOUR ePORTFOLIO CHECKLIST

Complete Basic Information

- ✓ Upload Resume
- ✓ Upload Professional Headshot
- ✓ Complete UVP
- Upload Projects
- ✓ Import References

Upload Transcripts

- ✓ Upload Letters of Recommendation
- ✓ Complete Skills Section
- ✓ Complete Awards Section
- Upload Video Resume

First Name

Shannon

Last Name

Gottke

Address

Bowling Green, KY

Upload Your Resume

Choose File

[2243Shannon\\_Gottke\\_2020.pdf](#) ✖

[Or Choose from the Resume Builder](#)

Upload Your Transcripts

1. Contact

2. General

3. Questions

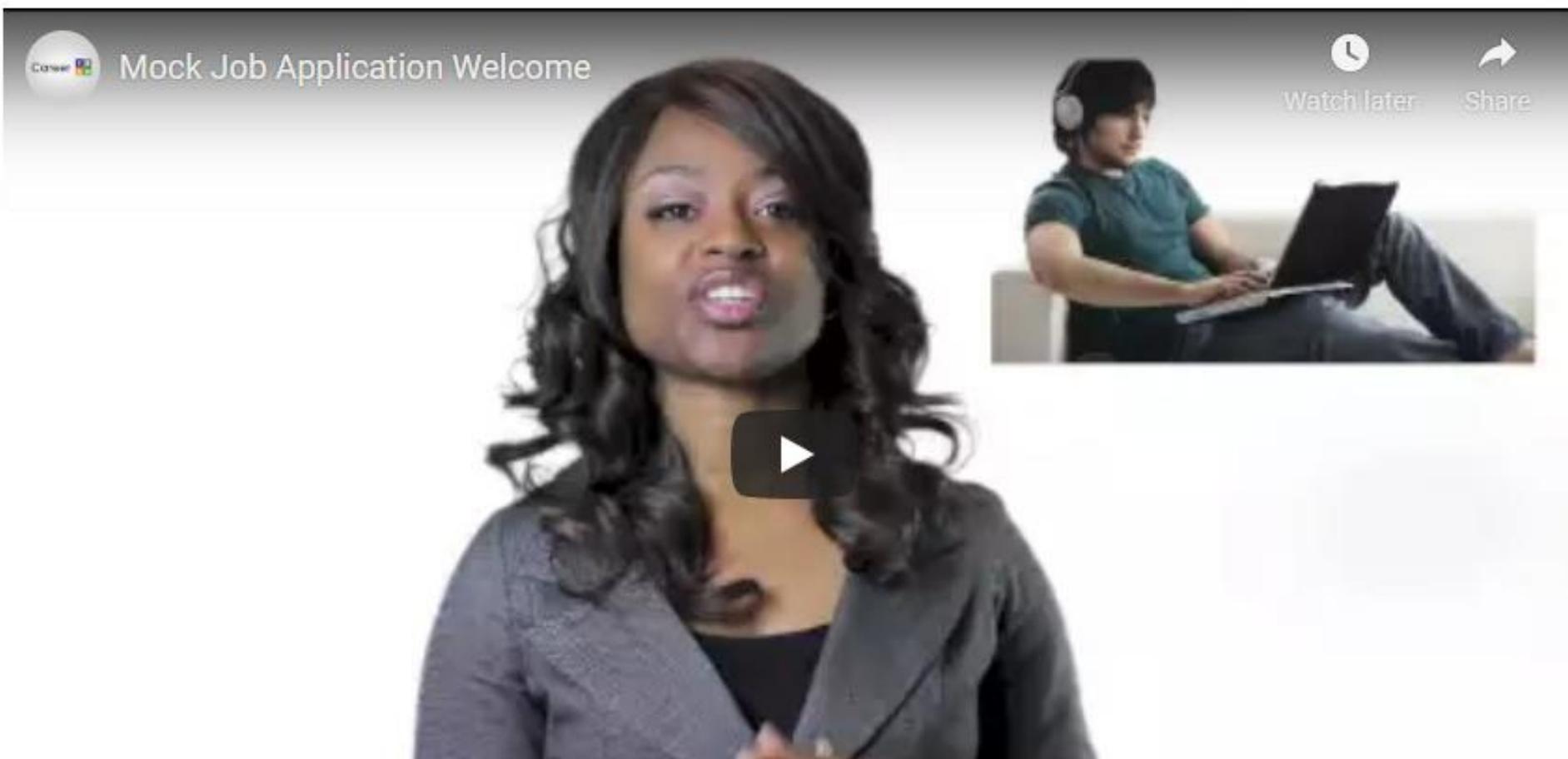
4. Education

5. Employment

6. References

7. Finish

Welcome to the start of the mock job application! This is a fake online job application so that you can test yourself before filling out a real application. This website will also give you tips and suggestions for how to fill out certain questions. Watch the video below for more information, then click [Start Application](#) when you are ready to begin.



# Mock Job Application

1. Contact

2. General

3. Questions

4. Education

5. Employment

6. References

7. Finish

## Personal Contact Information

\*First Name:

shannon

Make sure to capitalize the first letter

\*Last Name

Last Name

\*Email

Email

Use a professional email address in this field, we suggest using your Dorsey email address that was given to you.

\*Address

Address

Address2

Address 2

\*City

City

## Solicitud de trabajo simulada

1. Contacto

2. General

3. Preguntas

4. Educación

5. Empleo

6. Referencias

7. Finalizar

### Información de contacto personal

\*Primer nombre:

Make sure to capitalize the first letter

\*Apellido

\*Correo electrónico

! Please fill out this field.

\*Habla a

# Translated Subtitles

မင်းအတွက်အရေးကြီးဆုံးဆိုတာကို မင်းတကယ်  
ယုံကြည်နေတဲ့အရာကို နေ့တိုင်း

s

# CREATING A BUSINESS PLAN

## Lesson Presentation

Building a business plan is an essential first step in starting a successful venture. Whether you are planning to use your own financial resources, or seeking investor capital, it is important to gather your ideas and think critically about how you will start your business. Working through your company's mission statement, competitive advantage, and products/services mix will help identify gaps in your plan and accelerate your company's growth.



## Assignments

Choose an assignment you would like to complete online:

[PART 1 - BUSINESS PLAN FOUNDATION](#)

[PART 2 - COMPETITIVE LANDSCAPE](#)

[PART 3 - MARKETING PLAN](#)

[PART 4 - ORGANIZATIONAL STRUCTURE](#)

[DOWNLOAD YOUR BUSINESS PLAN](#)

# Administrative Staff Portal

1

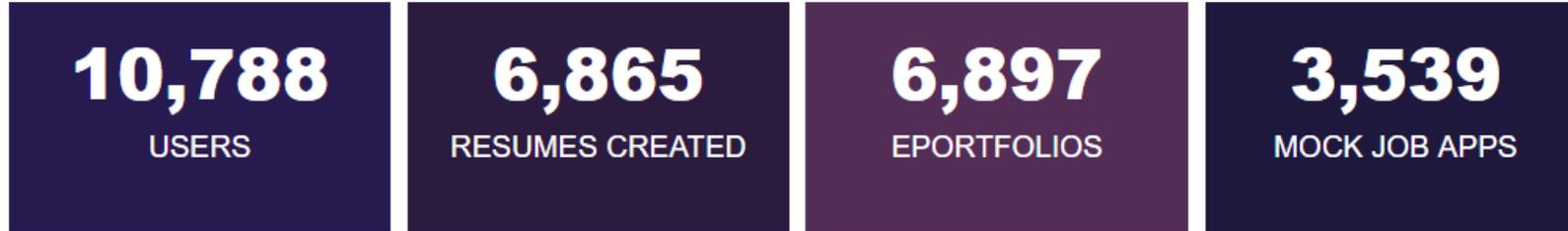
Send and receive messages and provide feedback to users.

2

Overview of all customer activities – Exercises, Quizzes, Resumes, Interview Recordings

3

Generate custom usage reports



## STUDENT ACCOUNTS

Sort By: [Most Recent ePortfolios](#) [Most Recent Resumes](#) [Most Recent Accounts](#)

[Approved Accounts](#)

SEARCH:

 <p><b>.VENUS JOHNSON</b> LADYV6916@YAHOO.COM</p>	 Account Info	 Assignments	 Resumes	 Badges	<a href="#">Delete</a>
 <p><b>A L</b> Auntloulou@gmail.com</p>	 Account Info	 Assignments	 Resumes	 Badges	<a href="#">Delete</a>
 <p><b>A'Ddonnis Patterson</b> addonnis.patterson@macon.miller-motte.edu</p>	 Account Info	 Assignments	 Resumes	 Badges	<a href="#">Delete</a>
 <p><b>Aachlie Watkins</b> aachlie.watkins@monroe.mccann.edu</p>	 Account Info	 Assignments	 Resumes	 Badges	<a href="#">Delete</a>
 <p><b>Aaliyah Brown</b></p>	 Account Info	 Assignments	 Resumes	 Badges	<a href="#">Delete</a>

Select Admin ▼

Select Location ▼

Select Program ▼

Active ▼

Start Date End Date

Start Date ▼

Filter by Date

## STUDENT ASSIGNMENTS

Career Center Exercises

Modules

Toolkit

Name of Assignment	STUDENT ACTIVITY			COACH ACTIVITY		
	Not Attempted	Attempted / Incomplete	Completed	Not Yet Viewed	Viewed	Approved
Welcome and Career Center Reflection Activity	18473	58	250	301	7	0
Complete Your Student Career Profile	17724	307	750	1022	35	7
Welcome and Career Center Overview Success Activity	18564	137	80	213	4	0
Networking & Job Searching Reflection Activity I	18729	48	4	51	1	0
Mock Job Application	18709	28	44	64	8	0
Networking & Job Searching Reflection Activity II	18756	13	12	25	0	0
Networking & Job Searching Success Activity I	18774	7	0	7	0	0
Networking & Job Searching Success Activity II	18777	0	4	4	0	0



Please feel free to create your own Career EDGE account at <https://kycareeredge.com/>

For information on Career EDGE or to schedule training, contact:

Shannon Gottke at [shannon@careerteam.com](mailto:shannon@careerteam.com)

or

Robert Boone at [robert@careeredge.com](mailto:robert@careeredge.com)