

Career Planning and Job Search Resources

for Advisors Working in Adult Education



This collection of advising resources has been developed for advisors, so that they can help students with the career awareness and exploration process. We developed this resource based on requests from the field. While there are many tools out there, advisors wanted to know when to use which tools, with which students, depending on level, need and purpose. This curated and annotated list provides information to help advisors and others select the resources that their students can use to move forward on their career paths, while considering their literacy and digital skills.

We include tips, ideas and additional support for use with English language learners, those with disabilities, and learners in corrections (where applicable). Many resources provide suggestions for use from peers.

Note on accessibility: When videos are provided, check the control panel for functions such as closed captioning, adjustable speed, and transcriptions. Screen readers can be used for those who benefit from hearing web pages and documents read aloud. Information on creating accessible materials can be found in the [Accessibility Toolkit](#).

This is a living document and we welcome your suggestions. Contact Dani Scherer:
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September 2022

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Self Exploration



O*Net Interest Profiler

Website: <https://www.mynextmove.org/explore/ip>

Overview: Students complete a self assessment to learn about their interests and aptitudes, which increases their awareness of which occupations they might be best suited for. This interest profiler is integrated with O*Net and O*Net's MyNextMove.

- **Languages:** English and [Spanish](#)
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Available in short form (60 questions), mini form (30 questions), in Spanish, and as a printout: <https://www.onetcenter.org/IP.html>
- **Corrections:** Yes, printouts available. No email required for use.

How your peers are using this tool:

- “[Beginner and Intermediate/advanced digital literacy](#): I have used this activity to kick off the self exploration process while integrating digital literacy practice.” - Kristin B., Advisor
- “Plan 30 min to complete. [Intermediate/advanced digital literacy](#): I would use this with students to practice more advanced search techniques, opening multiple tabs, etc. It can also be used for advanced vocabulary with both ELL and ABE students.” - Advisor, Shannon C.
- “[Beginner digital literacy](#): Use this tool to search for job titles, copy/paste descriptions for resumes, and search for videos and salary information. [Intermediate/advanced digital literacy](#): Build on beginner skills, look for job titles that are interesting, find salary ranges in their area. [Beginner language](#): Looking for job titles, salaries, looking at job descriptions, rewriting them in their words. [Intermediate/advanced language](#): Finding job titles they had (sometimes the translations don't equate), rewriting job responsibilities for their resume.” - Advisor, Brandon S.

Self Exploration



My Next Move

Website: <https://www.mynextmove.org/>

Overview: My Next Move provides a simplified web format for career exploration. Search by career, by industry to find out about possible careers, or by interest. Can also search by Bright Outlook (careers with positive growth trends) or by Job Prep (prerequisites required). O*Net and My Next Move is integrated with updated labor market information for the most up to date information on high growth occupations.

- **Languages:** English and [Spanish](#)
 - **Literacy level:** Intermediate/advanced
 - **Digital literacy level:** Web page navigation
 - **Formatted for mobile devices:** Yes
 - **Additional information:** Version for [veterans](#)
-



Indigo Pathway Career Pathway Self-Assessment

Website: <https://www.indigopathway.com/>

Overview: Students complete a self assessment (60 questions, about 7-minutes) and then receive a report with insights into the personal strengths, motivators, behaviors, and communication styles. This DISC-based personality assessment aligns with Holland codes. Based on results, students also receive a list of possible career matches.

- **Languages:** English, [Spanish](#)
 - **Literacy level:** Intermediate/advanced
 - **Digital literacy level:** Web page navigation
 - **Formatted to mobile devices:** Yes
 - **Accessibility:** Can adjust playback speed for career videos.
 - **Corrections:** No, will only display report results to valid email addresses.
 - **Additional information:** Also offers Career suggestions, What motivates you, communication tips, reflections and goals, resources.
-

Self Exploration



Talent Transformation Career Interests Quiz

Website: <https://www.talenttransformation.com/post/career-quiz>

Overview: Based on the Holland Code, this quiz assesses six areas of career interest and six corresponding work environments: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional, with the idea that matching an individual's interests and work environment leads to job satisfaction and improved performance.

- **Languages:** English
 - **Literacy level:** Intermediate/advanced
 - **Digital literacy level:** Web page navigation
 - **Formatted to mobile devices:** Yes
 - **Corrections:** No, only provides a quick view visual; need to register with email for report.
 - **Additional information:** [Digital Literacy adaptive test](#)
-



Student Interest Survey for Career Clusters

Website: <https://careertech.org/student-interest-survey>

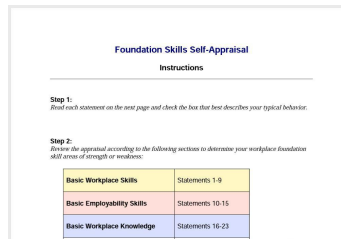
Overview: Students complete an interest survey that helps them to identify their top three Career Clusters of interest. The survey takes about fifteen minutes to complete and can be used in the classroom or for presentations with audiences who have an interest in career exploration.

- **Languages:** English and Spanish
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Corrections:** Yes, print out available
- **Additional information:** [Programs of Study](#)

How your peers are using this tool:

- "For implementation ideas, see [New Skills ready network snapshots](#); [New Skills ready network snapshot: Nashville, TN](#)" -Advisor in Corrections, Karen N.
-

Self Exploration



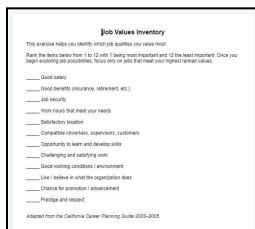
Foundational Skills Self Appraisal

[Click to download PDF](#)

Overview: Self-assessment to find skill areas of strength or weakness.

This self appraisal can help students to become more aware of which essential / transferable skills they have, and which ones they may like to develop.

- **Languages:** English
 - **Literacy level:** Intermediate/advanced
 - **Digital literacy level:** Document navigation if viewed on device
 - **Formatted to mobile devices:** Yes
 - **Accessibility:** Screen reader if viewed on device
 - **Corrections:** Yes
 - **Additional information:** From the Workforce Education Research Center.
-



Jobs Values Inventory

[Click to download copy of document](#)

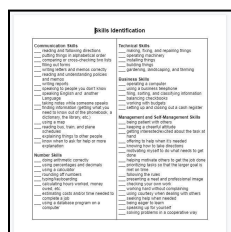
Overview: Students rank their values when it comes to choosing a job.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device.
- **Formatted to mobile devices:** Yes
- **Accessibility:** Screen reader if viewed on device
- **Corrections:** Yes
- **Additional information:** Part of the [Integrating Career Awareness into the ABE & ESOL Classroom Curriculum Guide](#).

How your peers are using this tool:

- Kristin B: **All digital literacy and language levels:** “I have asked teachers to use this as part of self exploration in the classroom, to initiate discussions about what is important to students in a job, adjusting for level.”
- Brandon S: **Beginner language:** “Possible with pre teaching and word lists.”
Intermediate/advanced language: “Great way to use adjectives, pre-teach popular ones.”

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Skills Identification and Skills Inventory

[Click to download a copy of the document](#)

Overview: List of transferable skills that can be used to help students realize what skills they have attained, whether from formal or informal work experience.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device
- **Formatted to mobile devices:** Yes
- **Accessibility:** Screen reader if viewed on device
- **Corrections:** Yes
- **Additional information:** Part of the Integrating Career Awareness into the ABE & ESOL Classroom Curriculum Guide collegetransition.org

How your peers are using this tool:

- “All digital literacy and language levels: “I have asked teachers to use this as part of self exploration in the classroom, to initiate discussions about what skills students have, asking them to think of home/life not only past jobs, adjusting for level.” - Advisor, Kristin B.



Skills Matcher

Website:

<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

Overview: Students assess their own transferable and technical skills by answering questions about past work experiences they may have had.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Web page navigation
- **Formatted for mobile devices:** Yes
- **Accessibility:** [careeronestop.org/Site/accessibility](https://www.careeronestop.org/Site/accessibility)

Career Exploration



O*NET

Website:

<https://www.onetonline.org/>

Overview: O*Net (the Occupational Information Network) has up-to-date skills, competencies, and occupational requirements. Searchable by such areas as abilities, interests, skills, and work context. Under “Advanced Search”, users can search by areas such as Soft Skills and Technology Skills. Students answer questions to learn about their interests and aptitudes.

- **Languages:** English; some resources in [Spanish](#)
- **Literacy level:** Advanced
- **Digital literacy level:** Website navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Videos have closed captions.
- **Additional information:** Contains a Job Accommodations section.



Pathful Connect (formerly Nepris)

Website:

pathful.com/connect

Overview: Video library of interviews with a variety of professionals. Virtually connects experts with educators and students to share knowledge and skills. Career Explorer provides career information; option to compare careers.

- **Languages:** Site is in English; some resources available in several languages.
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Intermediate/advanced
- **Formatted to mobile devices:** Yes
- **Corrections:** Option to create a class to generate a code for student login
- **Additional information:** Search videos by level.

Career Exploration



Pathful Explore

(formerly Virtual Job Shadow)

Website:

<https://pathful.com/explore/>

Overview: Instructional/explorational website for careers.

- **Languages:** English and Spanish
- **Language level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted for mobile devices:** Yes
- **Additional information:** License must be purchased by school for student use.



Occupational Outlook Handbook/Bureau of Labor and Statistics

Website:

<https://www.bls.gov/ooh/>

Overview: Includes information about the nature of work, working conditions, training and education, earnings and job outlook. Career search including what workers do on the job, work environment, education, training, and other qualifications needed to enter the occupation, pay, projected employment change and job prospects, State and area data, similar occupations, and contacts for more information.

- **Languages:** English
- **Literacy level:** Intermediate/advanced, but career videos can be used with any level, and captions can support those with Intermediate level English and Spanish, including transcriptions.
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Videos have closed captions.
- **Corrections:** Yes
- **Additional information:** [Teacher's guide](#); Has video for students on how to use the site (see home page).

How your peers are using this tool:

- "I have had students use this to learn more about careers they're interested in while integrating digital literacy practice." -Advisor, Kristin B.
- "[Students desk](#); an [activity](#) that students can complete." -Advisor in Corrections, Karen N.

Career Exploration



RoadTrip Nation Online Course

Website:

<https://roadtripnation.com/experience/course/communitycollege/overview>

Overview: Project-based course made up of five lessons guide users in exploring interest and careers, learning from career professionals, defining interests, and charting a path. [More information.](#)

- **Languages:** English
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Videos have closed captions.
- **Corrections:** Can use the Roadmap Tool without logging in; answer a few questions (based on interests) and you will get a Roadmap of careers, majors, and current leaders in those professions with videos
- **Additional information:** Seems geared to young adults; The website is free to explore, but there is a \$35 fee for students to actively participate. Can be teacher led or for [self exploration](#). There is a teacher dashboard that allows you to organize, assign, and review student work. This website allows students to connect with others around the world through blogs, tweets, and other conversations. This dialogue focuses on a variety of topics, including fear, success, perseverance, acceptance, and courage. See For Educators for an overview. See What We Offer for multimedia and live events.

How your peers are using this tool:

- “Roadtrip Nation's content would fit into a civics class or a curriculum that focuses on life skills and career placement.” -Advisor in Corrections, Karen N.



SkillUp

Website:

SkillUp.org

Overview: Online repository of free self-paced career exploration resources. [More information.](#)

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Advanced
- **Formatted to mobile devices:** Yes
- **Corrections:** Yes, partial access
- **Additional information:** You have to pay for some of the courses and Massachusetts isn't included in filters.

How your peers are using this tool:

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- “[Click](#) for links to many other website links organized around skills.” -Advisor in Corrections, Karen N.
-



My Skills My Future

Website:

myskillsmyfuture.org

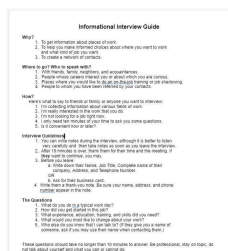
Overview: Extensive transferable and workplace skills resource library and a tool that allows you to explore career options. Job seekers can enter their current or previous job title and get a list of career matches that use similar skills. There is a variety of printable, online, and other technology-enabled resources for teaching and assessing personal and workplace success skills: An occupation description, statistics on the number employed, projected employment changes, and averages wages, typical education, training, or work experience, typical job duties and tools or technology used on the job, and links to local job listings and training programs. [More information](#).

- **Languages:** English and Spanish
- **Literacy level:** Advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** careeronestop.org/Site/accessibility
- **Corrections:** Yes
- **Additional information:** Help button (?) provides instructions for each site page. Home page has a link to My Next Move.

How your peers are using this tool:

- “My favorite feature on the website is the skill comparison section where the website lists the similar skills between the career you submitted and one of the career matches. It even lists out some skill gaps that you may have in trying to transition to this new career. If you add in your zip code it will find job openings for the career match and some local training options that may help counter the skill gaps you may have.” -Advisor in Corrections, Karen N.
-

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Informational Interview Guide and Log

[Click to download a copy of the document](#)

Overview: Why, where, and how, questions that students can use to interview someone in their potential occupation of interest. Includes tips on how to get the most out of your informational interview.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device
- **Accessibility:** Screen reader if viewed on device
- **Corrections:** Yes
- **Additional information:** Part of the [Integrating Career Awareness into the ABE & ESOL Classroom Curriculum Guide](#).



CareerKit for HSE and ESL Learners

Website:

<https://www.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/adult-literacy/cuny-careerkit-for-hse-esl-learners/>

Overview: Lesson plans that address ten industry sectors and integrate reading, writing, research and math skills.

- **Languages:** English
- **Literacy level:** advanced
- **Digital literacy level:** N/A
- **Formatted to mobile devices:** Yes

How your peers are using this tool:

- "I am going to ask teachers to use Unit 1 to initiate discussions about the Labor Market and learn more about top industries in our area, adjusting for level." -Advisor, Kristin B.

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MassHire Career Information System

Website: <https://masscis.intocareers.org/materials/portal/home.html>

MassHire 360 (Updated version): <https://portal.ma.cis360.org/>

Overview: Comprehensive exploration and planning platform is offered to MA adult education programs, free of charge. Provides information on career assessment and planning, occupations, the labor market, outlook, and educational options. Tools that are needed to help people make better-informed career and school choices, such as Career Search: Interest Profiler and Reality Check. [More information.](#)

- **Languages:** English; some features are available in Spanish. Google Translate tool (In 360, add extension to Chrome browser: [Instructions](#))
- **Literacy level:** Advanced
- **Digital literacy level:** Website navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** 'Text only' setting (not in 360); Can print PDFs of many pages
- **Corrections:** Yes, but not able to access some links
- **Additional information:** See Tools for Users (for 360, see Support and Admin on the top menu.) 'Text only' setting available (not in 360). PDFs of many materials to use offline. List of [assessments](#). On the 360 Admin page, see Career Plan for activities.

How your peers are using this tool:

- **Intermediate/advanced language:** “The site has lots of new vocabulary to navigate the portal and assessments that encourage students to talk about themselves. Give time to work through slowly.” -Advisor, Brandon S.
- “I have used the Assessment tools for self exploration while integrating digital literacy practice.” -Advisor, Kristin B.
- “This site is extremely comprehensive, and can be intimidating for many learners (and advisors!). Benefit: All info is integrated and up to date with O*Net and labor market info, student work can be saved for future access, and there is a wealth of information for students to explore. Challenges: Amount of tools and navigation options might be too much for intermediate learners. We recommend lots of scaffolding, picking some components to chunk out for learners, and or having students complete work offline, to decrease overwhelm (for beginners). - PD Provider, Dani S.

MassHire Jobquest



Website: <https://jobquest.dcs.eol.mass.gov/jobquest/LandingPage.aspx>

Overview: Free online service that allows you to search jobs. You can simply search jobs, or you can create an account and register with MassHire JobQuest to save your job searches, create a Career Action Plan, and more. Resume builder, workshops; connect with job training programs

- **Languages:** Available in most languages; videos in English or Spanish/closed captions
- **Literacy level:** Intermediate/advanced. Google Translate tool.
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Can print individual jobs or complete searches
- **Corrections:** Yes, can view jobs, but not apply
- **Additional information:** Account not required but creating one allows students to save information. To create an account you will need your social security number, date of birth, and zip code. [JobQuest Guide for Job Seekers](#); [JobQuest Videos](#)

How your peers are using this tool:

- “I have helped students create accounts, provided an introduction to JobQuest, and organized a field trip to MassHire.” -Advisor, Kristin B:
- “I LOVE JobQuest and use this as my primary portal to create entry level resumes, and also creating profiles to do auto Job Matches.” [Beginning digital literacy](#): “Navigate portals by using a mouse. Language can be changed.” [Intermediate/advanced digital literacy](#): “Since language can be changed, I can assign more complex tasks (finding training, searching for jobs). Students can follow a 'wizard' to make a resume and create a profile. I often show how to do automatic Job Matching.” [Beginner language](#): “Since language can easily be toggled from English and other languages, students can do simple job searches. Great built-in entry level resume maker. Students can set up a profile to look for jobs.” [Intermediate/advanced language](#): “So much can be delved into here. A big one is looking for appropriate jobs (sometimes job titles are a little different). Also, students can look for career center workshops and training. Assignment could be to attend an online workshop. Explore vocab such as keywords and title (under job searching).” - Advisor, Brandon S.
- [Intermediate/advanced digital literacy](#): “I would use this with students to practice more advanced search techniques, opening multiple tabs, etc. It can also be used for advanced vocab with both ELL and ABE.” - Advisor, Shannon C.

Career Planning

<https://www.careeronestop.org/>

Overview: Career exploration and training website sponsored by the U.S. Department of Labor, Employment and Training Administration. It is comprehensive about job search preparation. [More information.](#)

- **Languages:** English/ Spanish
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Website navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Video transcripts/closed captioning; has embedded links to download Adobe Acrobat Reader, PowerPoint Viewer, Word Viewer, and Excel Viewer.
- **Corrections:** Resources for ex-offenders, with job search help catered to people trying to move past a criminal record. This includes finding employers that hire ex-offenders as well as tips for talking about a conviction.
- **Additional information:** Job seekers cannot create an account to mark favorite listings, track application progress, or receive email updates for specific searches.

How your peers are using this tool:

- “Recommend [Work Values Matcher](#).” -Advisor in Corrections, Karen N.



Overview: A professional networking site, designed to help people make business connections, share their experiences and resumes, and find jobs.

- **Languages:** English; Language button offers many others (see bottom right of home page).
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Website navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** [linkedin.com/accessibility](https://www.linkedin.com/accessibility); [Guidance](#) for using a screen reader
- **Corrections:** No
- **Additional information:** Training for beginners
<https://training.digitallearn.org/categories/linkedin>

How your peers are using this tool:

- **Intermediate/advanced digital literacy:** “VERY difficult to navigate for many learners. I would use this with level 3 HISET/ABE sparingly to increase job searching vocabulary such as "multitasking", "dynamic", "results oriented".” - Advisor, Shannon C.
- **Digital literacy beginner:** “Difference between website and app, how are they similar/different.” **Intermediate/advanced digital literacy:** “How to make a profile that is

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attractive to look at and informative.” **Intermediate/advanced language:** “Use adjectives to create interesting sentences, how to effectively communicate their skills.” -Advisor, Brandon S.



GCF Global

Website:

<https://edu.gcfglobal.org/en/>

Overview: Tutorials on a variety of career exploration and workplace readiness skills, including digital literacy skills students will need for the job market. Includes instructional videos. [Work related; Job Search and networking.](#)

- **Languages:** English Some videos offer subtitles in various languages.
 - **Literacy level:** Advanced
 - **Digital literacy level:** Web page navigation
 - **Formatted to mobile devices:** Yes
 - **Accessibility:** Videos have closed captions.
 - **Corrections:** May not work because most videos are linked to Youtube.
 - **Additional information:** [Teacher guide for career topics,](#)
-



Indeed

Website:

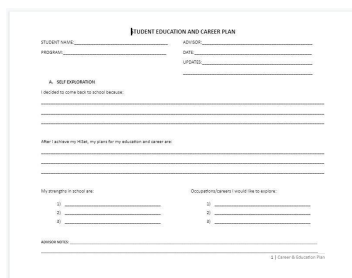
[Indeed.com](https://www.indeed.com)

Overview: Job search site.

- **Languages:** English and Spanish
- **Literacy level:** Advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Supports screen readers using Chrome and Safari browsers . For details and more on accessibility: <https://www.indeed.com/esg/accessibility?hl=en>

How your peers are using this tool:

- “I would use this for ELL and ABE students to help practice answering "job specific" questions in an interview. Ex.: "Tell me about your experience with a printing press." "Why do you feel you would be a good fit for a position working with computer code?" I also use it as a tool for additional professional development and language skill development.” - Advisor, Shannon C.

The form is titled "EDUCATION AND CAREER PLAN". It includes fields for "STUDENT NAME", "ADVISOR", "PHONE", "DATE", and "UPDATED". There is a section for "A. SELF EXPLORATION" with a sub-section "1. IDENTIFY YOUR INTERESTS AND SKILLS" containing several lines for notes. Below this is a section for "B. SET GOALS" with a sub-section "1. IDENTIFY YOUR GOALS" containing several lines for notes. At the bottom, there is a section for "C. ACTION PLAN" with a sub-section "1. IDENTIFY YOUR ACTION PLAN" containing several lines for notes. The form is labeled "C.2 Career & Education Plan" at the bottom right.

Education and Career Plan Worksheet 2

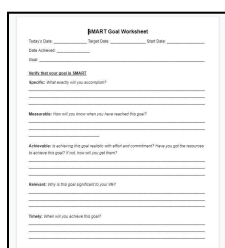
[Click to download a copy of the document.](#)

Overview: Advisors can use this form with students to help them formulate an education and career plan. Multiple sections from self-exploration to SMART goal planning.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device
- **Accessibility:** Screen reader if viewed on device
- **Corrections:** Yes

How your peers are using this tool:

- "I have used similar worksheets to gather more information about students that I will advise individually." - Advisor, Kristin B.
- **Beginner language:** "I'd modify this for lower level speakers, can get a lot of good information about background and career goals, get info here to start a resume."
- **Intermediate/advanced language:** "Great practice, lots of similar questions seen on job applications and interviews, also great start for resume." -Advisor, Brandon S.

The form is titled "SMART Goal Worksheet". It includes fields for "Today's Date", "Target Date", and "Start Date". There is a section for "1. IDENTIFY YOUR GOAL" with a sub-section "1. IDENTIFY YOUR GOAL" containing several lines for notes. Below this is a section for "2. IDENTIFY YOUR ACTION PLAN" with a sub-section "2. IDENTIFY YOUR ACTION PLAN" containing several lines for notes. The form is labeled "C.2 Career & Education Plan" at the bottom right.

SMART Goal Worksheet

[Click to download a copy of the document](#)

Overview: EnglishDefinition of a SMART goal, plus planning worksheet.

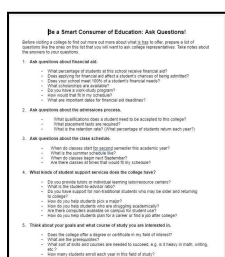
- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device
- **Accessibility:** Screen reader if viewed on device
- **Corrections:** Yes

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- **Additional information:** Part of the [Integrating Career Awareness into the ABE & ESOL Classroom Curriculum Guide](#).

How your peers are using this tool:

- “I have asked teachers to use a version of this in the classroom to initiate discussions about goal setting, adjusting for level.” Advisor, Kristin B.
- **Digital literacy beginner:** “I would use this with ELL and ABE students. For ELLs, I would use this to increase vocab understanding and usage, for example "goal", "ambition", "describe". For ABE students, I would help them realize the skills they DO possess. Many times they feel as if they "aren't good at anything".” -Advisor, Shannon C.



Be A Smart Consumer of Education

[Click to download a copy of the document](#)

Overview: Guide to help students be their own advocate in navigating education and tuition. Includes sample questions students should be asking of any post-secondary institution.

- **Languages:** English
- **Literacy level:** Advanced
- **Digital literacy level:** Not applicable if printed; word processing if completed on device
- **Corrections:** Yes
- **Additional information:** Part of the [Integrating Career Awareness into the ABE & ESOL Classroom Curriculum Guide](#).

How your peers are using this tool:

- “Would be great to show this to students interested in Transitions programs, or make a 'scavenger hunt' for college on site visits (give this to the program advisor in advance!) You can ask students: “Who on campus could answer these questions?” -Advisor, Brandon S.



Care.com

Website:

<https://www.care.com/>

Overview: Jobs for childcare, babysitters, senior care, pet care, and housekeeping.

- **Languages:** English and Spanish
- **Language level:** Intermediate, advanced

Career Planning

- **Digital literacy level:** Web page navigation
- **Formatted for mobile devices:** Yes

How your peers are using this tool:

- “X I would use this with ELL learners who are looking to get into the ECC field. Excellent exercise in not only vocabulary (ex: "infant", "toddler", "teen" etc...) but also good for basic digital literacy skills (ex: "click", "drag", "type", etc.” - Advisor, Shannon C



National Health Alliance (Massachusetts)

Website:

<https://nathealthcare.com/state/massachusetts/>

Overview: Job search and training for students interested in CNA careers.

- **Languages:** English
- **Language level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted for mobile devices:** Yes

How your peers are using this tool:

- “I have established a partnership for job placement for students.” Advisor, Shannon C.

Digital Literacy (to navigate career websites)



Digital Learn

Website:

<https://www.digitallearn.org/>

Overview: Digital literacy tutorials for students.

- **Languages:** English and Spanish
- **Literacy level:** Intermediate/advanced
- **Digital literacy level:** Web page navigation
- **Formatted to mobile devices:** Yes
- **Accessibility:** Videos have closed captions.
- **Corrections:** Yes, no email required to access content.
- **Additional information:** Offers self exploration resources for students as well as [Tools and Resources for Trainers](#) section for teachers (at the top near login), which includes activities, handouts, and Powerpoint presentations; [Tech Skills Checklist](#)

How your peers are using this tool:

- “One of my favorites!” -Advisor in Corrections, Karen N.



Northstar Digital Literacy

Website:

<https://www.digitalliteracyassessment.org/>

Free subscription for DESE-funded programs: [Information](#)

Overview: Students complete assessments in the areas of Essential Computer Skills, Essential Software Skills, and Using Computers in Daily Life. See website for current skill areas. Paid subscribers have access to teacher-led lessons and independent study lessons. There is a free version and a paid version which is \$500/year for institutions. The paid version offers self-paced online lessons as well as lesson plans for teachers. Students earn colorful certificates for each module they pass.

- **Languages:** English
 - **Literacy level:** Intermediate/advanced
 - **Digital literacy level:** Web page navigation
 - **Formatted to mobile devices:** Yes. See [FAQ](#) for details.
- Corrections:** Yes, email authentication is not required. Paid subscribers: Administrators and proctors can now manually activate new NSOL learners when needed. By clicking the lightning bolt icon, the membership is changed from pending to active and the admin/proctor is given the option to set the learner's password, which is helpful for correctional facilities.

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