

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M - E - M - O - R - A - N - D - U - M

TO: Pat Ditri
FROM: Jason Killian 
RE: Board Agenda
DATE: 09-25-2013

The Superintendent recommends and I so move that the board approve the use of the New Jersey Career Assistance Navigator (NJCAN) by District students in accordance with the information in the hands of each board member. (There are no anticipated costs for use of this program.)



About Us

The New Jersey Career Assistance Navigator (NJCAN) is an Internet-based delivery system for accurate, comprehensive, current, and relevant occupational, post-secondary school and financial aid information. NJCAN contains the latest national, New Jersey and local labor market data and projections.

NJCAN also includes information on:

- Job interview preparation
- Resume and cover letter creation
- How to keep a job
- Self-employment
- Military occupations

NJCAN is designed to support lifelong career exploration, and career planning and decision-making through easy to use, straightforward search and sorting utilities, and an online portfolio for saving information from all system components.

Career Information System (CIS) for High School & College Students



Portfolio

- **My Portfolio:** An electronic portfolio that saves and organizes assessment results, resumes, career information, and work samples

Planning

- **Checklists:** Track progress on school assignments and activities
- **Career Plan:** Research career and school options, set goals, and make future plans
- **Course Planner:** Generate and update course plans

Assessments

- **Career Cluster Inventory:** Relate interests to matching career clusters
- **IDEAS:** Identify interests and match to career clusters and occupations
- **Interest Profiler:** Relate interests to Holland types and careers
- **SKILLS:** Correlate skill preferences to occupations
- **Work Importance Locator:** Identify work needs and correlate with work values to see matching occupations
- **Assessment Link:** Match the results of other assessments to CIS occupations

Exploration

- **Reality Check:** Find occupations that pay enough to support lifestyle preferences
- **Occupation Sort:** Generate a list of occupations based on work-related preferences
- **School Sort:** Create a list of schools based on major, cost, size, and location
- **Financial Aid Sort:** Create a list of scholarships based on goals, abilities, and background

*Note: all components are not available for all systems.



Occupations

- **Choosing Occupations:** Discover how to narrow occupation choices
- **Career Clusters:** Explore broad categories of occupations that are grouped by knowledge and skills required
- **Occupations:** Learn about occupations, wages, preparation and outlook
- **Green Jobs:** Learn about environmentally-friendly occupations
- **Military Occupations:** View occupational requirements and military training
- **Compare Occupations:** View two occupations side by side
- **Self-Employment:** Learn which occupations have a high rate of self-employment, and the basics of running a business

Schools

- **Choosing a School:** Lists different types of schools, admissions tests, admissions process, and how to select a school
- **Programs of Study:** Explore options for study after high school and what schools offer each program
- **Compare Schools:** View up to three schools side by side
- **US Colleges and Universities:** View detailed information about US schools
- **School Application Tracker:** Tracks school applications, test scores, meeting dates, deadlines, and records the status of applications and transcripts

Financial Aid

- **Paying for School:** Learn about financial aid and how to apply for it
- **Financial Aid:** Learn about scholarships and grants, qualifications, and how and when to apply
- **National Scholarships:** Learn about national scholarships and grants

Employment

- **Resume Creator:** Create a resume to highlight skills and abilities, and format personal information
- **Job Search:** How to conduct a job search, prepare for interviews, and learn tips for negotiating salary and benefits
- **Job Success:** Good job habits plus tips for working well with supervisors and coworkers

Counselors and Educators Tools

- **Curriculum:** Over 775 printable lessons plans, PowerPoints, and worksheets
- **Training manuals, QuickStarts, and tutorials:** Extra resources to help you succeed with CIS

*Note: all components are not available for all systems.



**NJCAN Registration Form – Please complete and return to
pslp@doe.state.nj.us**

School District	Township of Union Public Schools
School Name	Union High School
Address 1	2355 N. Third Street
Address 2	
City	Union
County	Union
ZIP	07083
Contact Phone Number	908-851-6538
Contact Name	Latesha Jenkins, Transition Coordinator
Contact Email	lmjenkins@twpunionschools.org
NJCAN Main Site Type* (select one)	Junior <u>High School</u> College
Linked NJCAN Site Type* (optional)	Junior <u>High School</u> College
How did you hear about NJCAN?	My supervisor, Joseph Seugling
How do you plan to use NJCAN with your students?	I plan to utilize some of the assessment tools as well the classroom activities. I plan to also uses the resources available on the site about careers and career interest inventories.

*** NJCAN Site Types**

- **NJCAN Junior** version supports reading, writing, decision-making, and critical thinking skills while developing self-awareness, career exploration, research, and planning skills. The reading requirement for this product is fifth-grade level, making it appropriate for special populations.
- **NJCAN High School** version provides comprehensive career information for students developing and updating educational plans. Using NJCAN in high school supports lifelong career planning and promotes career self-reliance. NJCAN includes tools that encourage self-assessment, exploration, research, goal setting, and decision-making.

- **NJCAN College** version provides comprehensive information for students of all ages. College and university students use NJCAN to set career and educational goals, connect majors to the world of work, locate scholarships, prepare to transfer to another institution, and find graduate schools. NJCAN is an important tool for career and educational planning for successful transitions.