**Synopsis of Services**

1005X – Provider will work with each student on a one-on-one basis. Several meetings will be needed to provide the students with the information needed to make an informed decision on their career path. Below is as example of how the services will be provided:

* Introductory meeting to discuss what the student already knows about careers of interest, interests in general, careers of other people in their lives, transferrable skills, and a review of the resources that can be utilized to assist the student with understanding post-secondary options.
* A Systematic approach to reviewing each career option will be taken. Provider and the Student will put together 3 to 4 careers that the student would like to review and research. Provider notes that this is done once the Provider gains the knowledge of what the student already knows about chosen careers. The following methods to review and research careers will be utilized:

1. **Review of Onetonline.org. will encompass the following:**

* Technology Skills needed for the career
* Tasks and responsibilities of the job
* General Abilities
* Daily and Weekly Work Activities
* Work Context
* Education/Credentials
* Work Styles
* Work Values
* Interests
* Related Occupations/Market and Labor Conditions
* Wages and Employment Trends
* Training and education required
* Current Job Openings on the web
* Career Pathways

1. **Review of Careers of interest via Video through the following Web sites:**

* YouTube- A Day in the Life videos for careers of interest
* BC Career Trek – A website that reviews careers by interviewing people as they are performing their jobs. The site has over 174 career episodes.
* NYS Department of Labor website/Career Zone/Job Zone- Videos associated with their careers of interest
* A review of apprenticeship videos on the New York State Department of Labor/Apprenticeship overview page

1. **A review of specific job descriptions associated with each chosen career identified by the student**. **Job descriptions will be reviewed on the following career sites:**

* Indeed.com
* LinkedIn
* Career Builder
* Specific websites related to their industry

1. **Informational Interviews-** Provider will arrange for in person or zoom informational interviews for the student to participate in to gain first-hand knowledge of their interested career.
2. **Introduction of community resources that may benefit students in additional learning about their chosen career. The following resources will be introduced and reviewed:**

* The Department of Labor/One Stope-Rochester Works
* Groups or Associations related to their career of interest ( example – a carpenters union, Society of Human Resources management, American accounting association, etc.)
* Local Libraries Career Section
* Local college career centers
* Military installations and centers
* Small Business Administration SCORE offices
* Technical and Career schools

1. **Tours or Job Shadow experiences** – Provider will work with area employers to provide educational and informational tours of the careers of interest. This will provide the student with an opportunity to immerse themselves in the environment of their chosen career and see firsthand what the career would like.
2. **Career/Vocational Interest Inventories** – Provider will administer the following career interest inventories:

* ONet Interest Profiler
* Myers Briggs
* Career One Stop Interest Assessment
* Career Fitter
* For each career reviewed Provider work with the student to rank their top 3 career options based on a Pro and Con list that will be developed by the student with the assistance of the Provider. Through discussion of their Pros and Cons a list will be prepared for the student and a written Job Exploration Counseling report will be provided to the ACCES VR Counselor.
* Next Steps will then be discussed with the student in preparation for their meeting with the ACCES VR Counselor.
* The ACCES VR Counselor will review the report with the student and Provider.