

Career Kōkua
COORDINATOR NOTEBOOK
2013 – 2014

Career Kōkua

The Hawai'i Career Information Delivery System

State of Hawai'i

Department of Labor and Industrial Relations

Research and Statistics Office

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Prepared by

Career Kōkua
The Hawai‘i Career Information Delivery System

State of Hawai‘i
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Career Kōkua
2013 - 2014 Initial Training Agenda

<u>Time</u>	<u>Agenda</u>
8:00 - 8:15 a.m.	I. Introduction A. Opening Activity B. Overview of the Career Kōkua System
8:15 - 8:30 a.m.	II. System Instructions
8:30 - 9:15 a.m.	III. Work Importance Locator A. Work Values B. Hands-On C. Score Reports and Interpretation of Results
9:15 - 10:00 a.m.	IV. RIASEC A. The Party Activity B. Hands-On C. Theory of John Holland
10:00 - 10:15 a.m.	B R E A K
10:15 - 11:30 a.m.	V. SKILLS A. The SKILLS Inventory B. Hands-On C. Interpreting SKILLS Printouts
11:30 - 12:00 noon	VI. INTEREST PROFILER A. The INTEREST PROFILER Instrument B. Hands-On C. Interpreting PROFILER Score Reports
12:00 - 12:45 p.m.	L U N C H
12:45 - 1:00 p.m.	VIII. Access Strategies Review

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<u>Time</u>	<u>Agenda</u>
1:00 – 2:00 p.m.	IX. Information Files <ul style="list-style-type: none">A. OccupationsB. Self-employmentC. Military Information<ul style="list-style-type: none">1. Basic Information2. Military CareersD. Hawai‘i Career PathwaysE. US DOE Career ClustersF. Career of the Week ArchivesG. IndustriesH. Career Exploration LinksI. Programs of Study and TrainingJ. Local SchoolsK. Job Search Aids
	L. Job Success
2:00 - 2:15 p.m.	X. Information Files Review
2:15 – 3:00 p.m.	XI. Resources <ul style="list-style-type: none">A. For Coordinators<ul style="list-style-type: none">1. Activities Handbook2. Community Resources Directory3. System Evaluation<ul style="list-style-type: none">a. User Surveyb. Statistical Report4. Administrative Documents<ul style="list-style-type: none">a. Price Scheduleb. Newsletters/Training ScheduleB. For Parents
3:00 - 3:15 p.m.	XII. Site Coordination <ul style="list-style-type: none">A. Selection and Role of Site CoordinatorB. Career Kōkua Standards
3:15 – 4:00 p.m.	XIII. Workshop Evaluation

Program Rationale

Prior to Career Kōkua, if a person in Hawai‘i wished to choose a career based on careful consideration of his/her own skills, aptitudes and training in relation to the available range of occupations, an immense, individual research effort would have been required to provide even a partial amount of the information needed. Such information was available only in the most scattered fashion even to professionals in the field of career guidance.

Meanwhile, rapid and continuous advances in technology began to profoundly alter the nature of available occupations, compounding the difficulty of making informed career decisions. Yet inadequate knowledge of occupations and their requirements meant a workforce less adequately trained and suited to the needs of the labor market.

Recognizing the importance of informed career decision-making both for the individual and the economy, the Hawai‘i State Department of Labor and Industrial Relations (DLIR) undertook the development and administration of a comprehensive career information delivery system which would meet the needs of the people of Hawai‘i.

Program History

A consortium of public and private agencies and individuals in Hawai‘i was brought together by the DLIR to work as a steering committee to develop a comprehensive up-to-date career information delivery system for Hawai‘i. People and programs that use career and occupational information were surveyed and detailed needs were assessed. Types of information files needed were ranked in order of preference. Governor’s Grant funds were committed to get the system implemented. A National Occupational Information Coordinating Committee (NOICC) grant award and matching state funds made it possible to put Hawai‘i’s career information delivery system into operation. This program, known as Career Kōkua, began providing services to two pilot sites in 1979 and rapidly expanded to meet burgeoning requests for service. From July 1981 State funds were authorized for maintenance, further program development, and expansion of user sites. In 1983 the State Legislature passed House Bill 809 which provided Career Kōkua with statutory authorization. With the Governor’s signature on June 6, 1983, Act 193 was established making Career Kōkua a permanent, statutorily authorized state program. Since then Career Kōkua has annually served over 230,000 users at over 200 agencies and educational institutions in Hawai‘i.



Career Kōkua is a comprehensive computerized system of up-to-date occupational and educational information.

Career Kōkua has
 4 Career Assessments
 530 local Occupational descriptions, preparation, outlook, and wage information
 Self employment information
 140 Military specialties
 6 Hawai'i Career Pathways
 16 Career Clusters
 30 Hawai'i Industries
 800 Hawai'i Programs of Study and Training
 100 Hawai'i Schools and Training Providers
 Job Search Aids
 Keeping Your Job information
 165 Activities and Lesson Plans
 200 Community Career Resources
 Parent Guides
 Resources for Teachers and Counselors
 Career Exploration Links
 Training and User Support

Decision-Making
 Use self-reported preferences to obtain lists of options for exploration.



Self-Employment
 Information on self-employment and entrepreneurship
 Essential qualities
 Career opportunities
 Entrepreneurial Assessment
 Deciding to go into business
 Resources



Programs of Study and Training
 Descriptions of 140 training and about 800 degree and certificate programs.
 Intent
 Coursework
 Related occupations
 Local schools



Resources for Educators
 Activities Handbook - Lesson plans, activity ideas and worksheets
 Community Resources - a directory of 200 businesses and organizations willing to provide tours/field trips, career speakers, and career shadowing experiences
 System implementation and usage information for counselors and teachers



Occupations
 Information on 530 occupations describing 90% of Hawai'i's labor force.



Military Information
 Information on the military world of work
 Basic information about the military as an employer
 140 military occupational specialties



Local Schools
 Information on about 100 licensed and accredited postsecondary schools in Hawai'i.
 Introduction and deadlines
 Admission requirements
 Housing
 Costs
 Financial aid
 Student services



National Career Development Guidelines - a framework for building comprehensive career development programs for youth and adults
 Career Exploration Links - Links to related sources of career, education, training, and labor market information



Industries
 Information on 30 local industries.
 Services and Products
 Employment Size
 Working in the industry
 Current Market Outlook
 Occupations
 Employers



Job Search Aids
 Tips on how to look and apply for jobs
 Sample application form
 Resume writing tips
 Interviewing hints



Job Success
 Tips on how to deal with coworkers develop good job habits
 Good job habits
 Supervisors and coworkers
 Improving yourself
 Know your employer



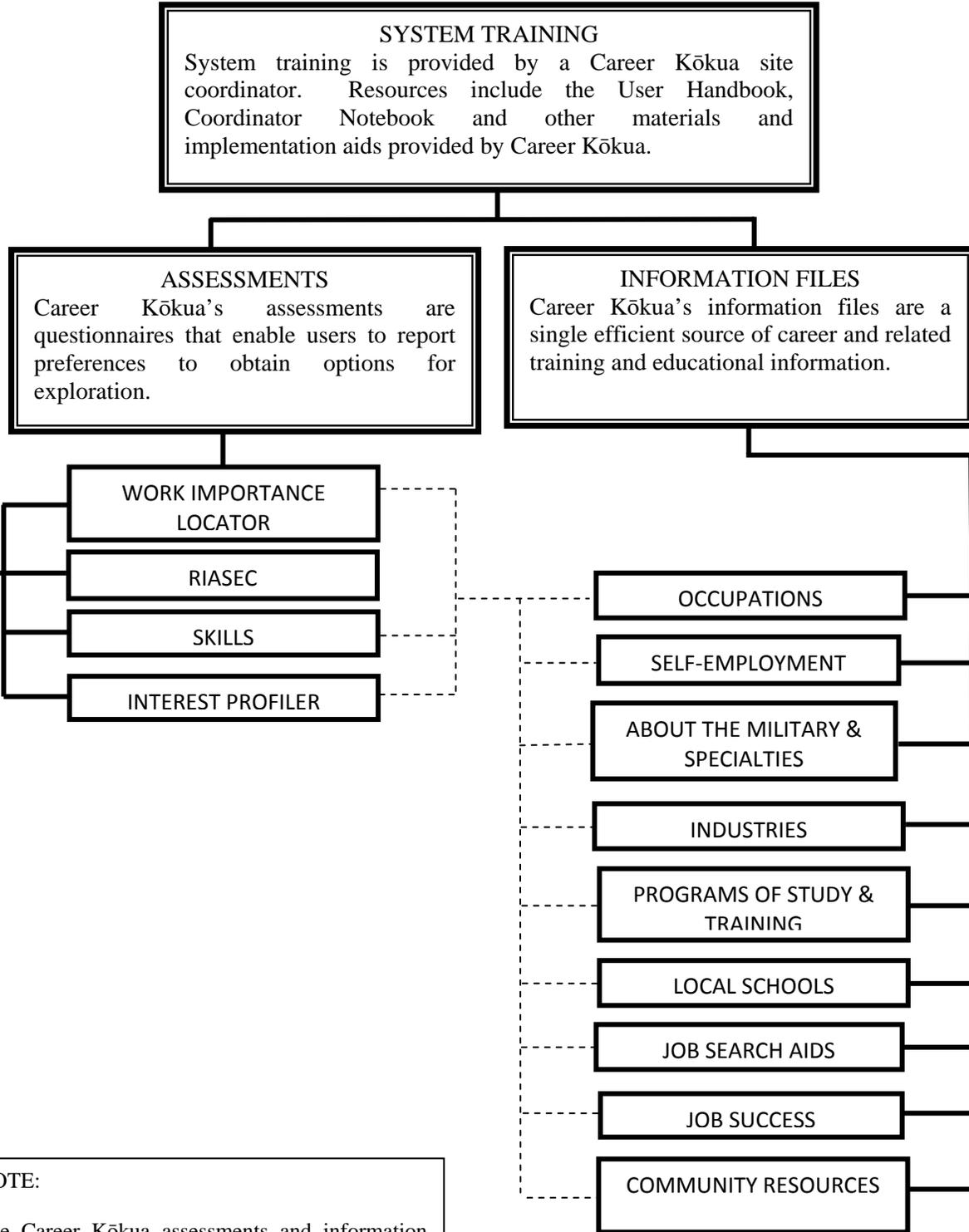
Resources for Parents and Families
 Information for parents to help with their children's career development and planning
 Career planning guide
 Financial aid guide
 Parent Involvement guide



Career Exploration Links
 Training and User Support



Career Kōkua System



NOTE:

The Career Kōkua assessments and information files may be used in any sequence. Solid lines lead to the system components which may be selected by users. Dotted lines show the linkages between components.

Understanding the Career Kōkua System

The chart on the previous page represents the general structure and sequence of use of the Career Kōkua System. While the sequence of use of the system components depends on user needs, most first-time users follow the sequence outlined in the chart. This enables them to learn about the program, to specify desired characteristics and then to get related information. The information files are linked to facilitate other sequences of use and to further information exploration.

System Training:

Site Coordinator. Professional staff member designated and trained to implement the Career Kōkua program, including user orientation and system training, at the user site.

Coordinator Notebook. Guide for the Site Coordinator to implementation techniques, ideas, system information, and references for use in serving users and for in-servicing others at their sites.

Activities Handbook. Curriculum guide for the Site Coordinator to activities, lesson plans, and worksheets for use with the Career Kōkua system.

User Handbook. Guide for the user which includes assessments, questionnaires, system instructions, directions for computer access, and information indices.

Assessments:

WORK IMPORTANCE LOCATOR. A 20-item self-assessment career exploration tool of work values that allows users to focus on what is important to them in a job.

RIASEC. An option for the user to link a personality type to Career Kōkua occupations.

SKILLS. A 72-item inventory designed to help the user identify and prioritize skills and find matching occupations.

INTEREST PROFILER. A 180-item inventory designed to help the user identify their work-related interests.

Information Files:

Occupations. Information on 530 local occupations which includes the following:

At A Glance. A summary of the occupation including the characteristics and information that sets the occupation apart from other occupations

Overview. Describes what workers in the occupation do including the workers' main tasks

Specific Work Activities. Lists work activities performed by workers in the occupation

Common Work Activities. Lists activities that are common to work in other occupations

Related Occupations. Lists related occupations, occupational clusters, the related Hawai'i career pathways, occupational interest codes, and the related USDOE occupational areas

Skills and Abilities. Lists the skills workers need to do and the skills that employers look for when hiring for the occupation

Working Conditions. Describes the conditions and settings that workers in the occupation are exposed to. Also included are the characteristics that a worker needs to do well in the occupation

Physical Demands. Describes the physical activities that workers frequently do on the job

Knowledge. Lists the areas of experience and training needed for the occupation

Interests. Lists the values people in the occupation say are important for them and the overall interest areas people in this occupation tend to prefer

Wages. Provides the latest information on how much workers in the occupation in Hawai'i earn, the wage value for workers nationally, and how workers are paid

Current Employment. Provides information on the number of jobs in the occupation for both the national and state levels

Outlook. Provides estimates on how rapidly the occupation is expected to grow in comparison to all other occupations

Helpful High School Courses. Lists the high school courses that help in preparing for work or additional training

Preparation. Describes the education, training, and experience needed to prepare for work in the occupation

Related Educational Programs. Lists related educational programs available locally

Hiring Practices. Describes what employers prefer or require when hiring someone for the occupation including the formal training or licensure required

Licensing/Certification/Designation/Registration. Describes the requirements that applicants must meet such as licensing, certification, or registration. Information on how to acquire the license or certificate is also provided.

Advancement Opportunities. Provides information about where most people in the occupation start and what positions one may advance to with more training or more experience

Additional Sources of Information. Lists free or low-cost publications that have information about careers, reference books found in schools or libraries, and publications available on the Internet

Community Resources. Links to organizations that can provide first-hand information or experiences for the occupation.

Military Careers. Links to the military counterpart, if any, for the occupation.

HireNetHawaii. Links to job listings, if available, for the occupation in Hawai'i

Career Videos. Plays career videos that depict workers on the job

Compare Occupation. Plays career videos that depict workers on the job

Self-Employment. Information about entrepreneurship and being self-employed including setting up a business, keeping records, and financial considerations.

Is Self-Employment Right for You? Describes essential qualities for self-employment, rewards and costs of working for oneself, and provides an entrepreneurial career assessment.

Self-Employment Opportunities. Looks at the types of self-employment opportunities available.

Deciding to Go into Business for Yourself. Includes information on starting a business, brainstorming business ideas, forms of business ownership, and creating a business plan.

Resources. Lists resources for starting your own business, business.

Military Information. Basic information about the military and information on 140 military occupations.

About the Military Information

About the Military

Quick Facts

Branches of Service

Enlisted Personnel

Commissioned Officers

Education

Diversity

Joining the Military

Military Life

Leaving the Military

For Parents

Sources

Military Career Information

Background. Provides information about the military occupation

What they do. Describes the main work activities performed by workers.

Physical demands. Describes physical attributes required for the occupational specialty

Special requirements. Describes requirements, such as courses, helpful for the occupation

Helpful attributes. Lists interests, helpful school subjects and other personal characteristics helpful for training and working in the occupation

Work environment. Describes the typical work settings and conditions

Hiring practices. Describes citizenship and enlistment requirements and standards

Wages. Explains the basis for pay such as rank or grade as well as length of service. Also describes the different types of bonuses and situations that affect pay.

Training provided. Describes the job training provided including classroom and on-the-job training.

Civilian counterparts. Lists civilian occupations that are comparable.

Opportunities. Provides information on the number of personnel working in the occupation, the average annual need for new personnel, and career advancement.

Military occupational specialties. Lists the various occupational specialties for the various service branches.

Industries. Descriptions of 30 local industries which includes the following:

Description. Describes the services and products provided by the businesses in the industry.

Size. Provides the number of establishments and employment in Hawai‘i.

Related Industries. Lists the related Career Kōkua industries.

Work Setting. Provides information on work schedules and other working conditions for the industry.

Earnings. Describes the average earnings for persons employed in the industry.

Benefits. Lists benefits offered to persons employed in the industry.

Current Market. Describes the current economic conditions affecting the industry.

Outlook. Describes events and trends that may affect the industry and its jobs in Hawai‘i.

Occupations. Lists the occupations employed in the industry.

Employers. Lists the Telephone Book Yellow Page headings that can lead to employers in Hawai‘i.

Programs of Study and Training. Descriptions of approximately 140 local training and education programs which includes the following:

Description. Describes the purpose and intent of the program.

Course Work. Summarizes the course work generally included and the length of the program.

Related Occupations. Lists Career Kōkua related occupations.

Cross References. Links to related Career Kōkua information files.

Related Programs. Lists Career Kōkua related programs.

Schools. Lists the schools in Hawai‘i offering certificate and degree programs in this particular field.

Local Schools. Detailed information on about 100 licensed or accredited postsecondary schools and training agencies in Hawai‘i. The information includes the following topics of information:

Contact Information

Introduction and Deadlines

Average Enrollment Per Term

School and Class Schedule

Special Instructional and Alternative Credit Programs

Library Availability

Programs of Study and Training Offered

Bus/Parking

School Visits

New Student Admissions

Transfer Admission

Steps for Applying

Graduate School

Housing

How to Apply for On-Campus Housing

Average Full-Time Costs

Average Part-Time Costs

Refund Policy

Tuition Exemptions

Types of Financial Aid Offered

How to Apply for Financial Aid

Services for All Students

Community Resources. A directory of over 200 employers, professional organizations, and resource persons who are willing to provide first-hand career information and career exploration activities. The information includes the following:

Career shadowing

Tours and field trips

Speakers and participation in career fairs and other career activities

Resource materials

Advisors for career clubs

Interviews with employees and employers

Workplace mentors

Career information and technical assistance for teachers and counselors

Work-study

Internships

Volunteer work experiences

Part-time employment

Scholarships

Job Strategies. Two modules that provide job seeking and job keeping tips.

Job Search Aids (JSA) provides tips and suggestions on how to seek work and apply for jobs.

Where to Look for Jobs. Sources of job leads and agencies providing job referral and placement services. Additional resources which complement the Career Kōkua JSA information are also listed.

How to Fill Out a Job Application Form. Instructions and tips on how to fill out a job application form correctly

Sample Job Application Form. A standard application form which can be used for practice. A completed form is a handy reference.

Cover Letter. A sample cover letter for resumes and job applications. Included are instructions on how to prepare a cover letter.

How to Prepare Your Resume. Outlines the parts of a resume and provides instructions on how to prepare a resume

Sample Resumes. Examples of how job seekers may summarize their skills and qualifications

Things to Take on a Job Hunt. A list of materials applicants may need for job interviews

Things to Do Before the Interview. Tips on how to prepare oneself to make a good impression

Interviewing Hints. Helpful tips for interviews

After the Interview. Information on what to do after an interview and how to keep track of employment contacts

Job Success. Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.

Good Job Habits. Information on job habits to keep you employed, attitude and respect, and ways to keep your job performance at a high level

Dealing With Your Supervisor. Tips on how to treat your supervisor and information about their responsibilities including training, oversight, and evaluation of how well you do your job duties. Also includes information about getting a raise.

Dealing With Your Coworkers. Information on how to treat your coworkers with respect and good attitudes such as cooperation, courtesy and teamwork to get your job done well

Improving Yourself. Information on how learning takes place at work and how fellow employees, your supervisor, and trainer, who are all experts in their own fields can help you with your career goals and promotions

Working With Your Employer. Tips that can help you succeed in your current job and in your career goals if you know your employer's industry and organization

If You Have Problems. Information on what to do if your job just doesn't seem to be working out including how to assess your situation, the grievance procedure, and how to deal with harassment

Publications. Resources and publications with information that can help you assess your skills and goals, stay employed or transition to work after high school, college, or the military

System Instructions

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Computer Options	4

GETTING STARTED INSTRUCTIONS

Career Kōkua System

Career Kōkua provides fast and easy access to current information about Hawai‘i occupations, industries, training and education programs, local schools, national schools, financial aid sources, and job strategies. The career assessments match users’ interests, personal preferences, and skills to occupations. College and financial aid searches are also provided. The Career Kōkua web site also has additional options to help students, parents, and other system users with career planning and career decision making.

Step 1. Go to the Career Kōkua web site located at www.careerkokua.org.

You will get the Career Kōkua home page.

Getting Started Instructions (continued)

The Navigation bar consists of the following channel markers:

- Career Assessments
 - Career Exploration
 - Education & Training
 - Financial Aid
 - Job Strategies
 - Resources
-
- The ‘News’ section has announcements and noteworthy items of interest to students, educators, and other users.
 - ‘Career of the Week’ features a different person and their personal story each week.
 - ‘Today’s Occupational Highlights’ features a different occupation each day.
 - ‘Most Viewed Occupations’ lists the occupations most requested by Career Kōkua web site visitors.

Step 2. Log in by using the login information given to you by your teacher or counselor.

Step 3. Click on a channel marker on the Navigation bar. You will get a menu of options.

Once you are in a program module or information file, specific instructions and prompts will be provided to guide you. Instructions for each of the career assessments and information files are provided in this Notebook.

Career Kōkua System OPTIONS

Channels & Options	Description
Career Assessments	
WORK IMPORTANCE LOCATOR	A career exploration tool that allows users to focus on what's important to them in a job and uses those work values to list occupations.
RIASEC	An activity that relates the user's personality type to Career Kōkua occupations
SKILLS	A process for identifying skills, the skills one enjoys using, and the occupations that use those skills
INTEREST PROFILER	An assessment that lets users indicate their interests and then relates those interests to occupations
Assessment Forms	Printable versions of the Work Importance Locator cards and card sorting sheet, the RIASEC "Party" and "Island" activity sheets, the SKILLS Inventory worksheet, and the Interest Profiler Questions.
Career Exploration	
Occupations	Current information on 530 occupations which cover over 90% of the occupations found in Hawai'i
Industries	Information on Hawai'i's 30 industries
Self-Employment	Information about entrepreneurship and being self-employed including setting up a business, keeping records, and financial considerations.
Military Information	Basic information about the military as an employer and information on 140 military occupational specialties.
Career Pathways	Information on the six Hawai'i Career Pathways and links to related occupations and programs of study and training
Career Clusters	Information on the 16 US DOE career clusters and links to related occupations
Career of the Week Archives	A module containing all of the 'Career of the Week' articles
Career Information Links	Related career information resources on the World Wide Web
Education and Training	
Programs of Study & Training	Information on about 140 licensed, accredited, or government-approved training programs in Hawai'i
Local Schools	Information on over 90 licensed and accredited schools offering training programs in Hawai'i
National Schools	A module containing easy-to-use college search strategies and information on colleges and universities in the U.S.
Kumu A'ō, the Hawai'i CRCS	The Hawai'i Consumer Report Card System web site which provides information on local WIA (Workforce Investment Act) eligible training providers and training programs
Testing and Education Reference Center	Links to the Hawai'i State Library System's Learning databases

Channels & Options	Description
Financial Aid	
Scholarship Search FAFSA	A search and database of financial aid resources, scholarships, and grants A link to the web site for Government Sponsored Financial Aid. FAFSA opens the door to the federal aid process so students can learn what to expect from beginning to end and get the documents they need.
Job Strategies	
Job Search Aids Job Success	Tips and ideas on how to look for work and how to apply for jobs Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.
Resources	
For Coordinators	
Activities Handbook	A curriculum guide with activities, tips, lesson plans, and worksheets. A master index helps with locating appropriate activities quickly.
Community Resources Directory	A directory of businesses, agencies, and organizations that provide first-hand career information and services
National Career Development Guidelines	
For Parents	
Planning Guide for Middle & High School Students	Provides information for parents and families to help with their children's career development and planning.
Guide to Financial Aid	Provides information on sources of financial aid, where to get financial aid information, and answers to some frequently asked questions about financial aid.
Parent Involvement Guide	Provides parents and families with information and resources to help their children succeed. It also serves career development professionals by showing them how to involve parents in career decision-making and educational planning from the earliest stages of their child's development.
Price Schedule	The Career Kōkua Price Schedule including product descriptions and system requirements.
User Survey	An on-line survey used to gather input from users on the usefulness of the Career Kōkua system

Community Resources

Community Resources

The Community Resources program promotes career exploration and development through a partnership of schools, agencies, businesses, and professional organizations. Through this program users are able to gain first-hand career information and experiences.

FILE FEATURES: Descriptions of organizations and businesses willing to provide career exploration and work-based learning opportunities such as:

- Career shadowing experiences
- Tours and field trips
- Speakers and participation in career fairs and other career activities
- Resource materials
- Advisors for career clubs
- Interviews with employees and employers
- Workplace mentors
- Career information and technical assistance for teachers and counselors
- Work-study, internships, and opportunities for volunteer work experiences or part-time employment
- Scholarships

The Coordinator's Section provides examples of permission forms and forms for users to evaluate their experiences, instructions on the use of the directory, tips for developing local resources, and information about career shadowing.

SUGGESTED USES:

- Use the directory to locate career speakers.
- Use these resources to plan tours and field trips for developing users' career awareness.
- Use these resources to help users locate potential mentorships.
- Have users interview the resources for first-hand information about careers.
- Have users apply for career shadowing experiences related to their career choices.
- Have users attend meetings of professional organizations related to their selected careers.

ACCESS:

Internet CK. The Community Resources Directory is located in the 'For Coordinators' section under the Resources channel of the Career Kōkua web site.

The resources are listed alphabetically. Use the List Options on the left system bar to list resources by island, by career pathway or by Career Kōkua occupational cluster.

Instructions

Step 1. Click on the ‘Resources’ channel marker on the Navigation bar. You will get a list of options.

Step 2. Click on ‘For Coordinators.’ You will get a list of options.

Step 3. Click on ‘Community Resources.’

You will get an alphabetical listing of all resources statewide. There is also a ‘List Options’ menu on the left system bar.

The screenshot shows the Career Kōkua website interface. At the top, there is a navigation bar with links for Home, Career Assessment, Career Exploration, Education and Training, Financial Aid, Job Strategies, and Resources. Below the navigation bar, there is a welcome message for the 'Career Koku Coordinator' and a user survey link. The main content area shows a list of community resources, including '291 Combat Communications Squadron-Hawaii Air National Guard, Department of Defense, State of Hawaii' under the '#0-9' category, and 'Accounting Management LLC', 'Agency on Elderly Affairs, Office of Community Assistance, County of Kauai', 'ALTRES Staffing', 'American Society of Mechanical Engineers (ASME)', 'Association of Information Technology Professionals (AITP)', and 'AT&T Wireless' under the 'A' category. The 'B' category is also visible with resources like 'Bay Clinic, Inc., The', 'Board of Water Supply, Communications Office, City and County of Honolulu', 'Bowers & Kubota Consulting', and 'Building Division, Department of Public Works, County of Hawaii'.

Step 4. Scroll through the list of resources.

Step 5. Click on the Resource name to get information about the resource.

Note: If you are not logged in, you will be prompted to enter a username and password.

The information about the resource will be displayed.

Step 6. Scroll through the information display or use the Topic menu (on the left) to go to a specific topic of information.

>> [Home](#) :: [Resources](#) :: [For Coordinators](#) :: [Community Resources](#) :: Komohana Research and Extension Center
::

 [Printer Friendly Version](#)

Contact Information

Komohana Research and Extension Center

College of Tropical Agriculture & Human Resources
University of Hawaii at Manoa
State of Hawaii
875 Komohana St.
Hilo, HI 96720

Map It

Locate this business / agency on a map. Maps provided by [Yahoo! Maps](#).

Contact: Russell T. Nagata, County Administrator
Tel: 981-5211

Description

Conduct research on agricultural including crops and livestock

Tours / Field Trips

When?

Monday - Friday
9:00 a.m. - 11:00 a.m.
12:00 p.m. – 2:30 p.m.

Time needed?

1 hour

How many per group?

12 persons maximum

What age or grade level?

Kindergarten or higher

Any restrictions?

Not responsible for liability risk

Advanced notice required?

Yes, 7 days

Guided tours provided?

Yes

Accessible to persons with disabilities?

Yes, accessible by automobile

What can be observed?

Facilities, orchards, greenhouses and livestock

Career Shadowing

Yes, apply through counselor/ teacher only one month in advance.

What occupations?

- Agricultural Scientists
- Agricultural Technicians
- Educational Program Specialists
- Extension Agents
- Research Scientists

Support Services

May provide:

Guest speakers
Extension service and subject matter handouts

Interested in:

Participating in career awareness events

One month advance notice required

Work-Based Learning

Work study experiences:

Summer science programs may be available. Types of positions available are clerical, agriculture extension and research, and HRD extension positions.

Volunteer work experiences:

May be available; contact faculty or farm managers

Part-time jobs:

Positions may be available depending on funding

Other Occupations at This Business / Agency

- Business, Management and Administration
- Human Services

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Activities

The Career Kōkua Activities Handbook provides activities developed by Career Kōkua, Career Information Systems, site coordinators, and other user site personnel for the implementation and integration of career information into on-going curriculum and services. Reproductive rights are granted for all activities in the Handbook for distribution to users. User sites are encouraged to adapt the activities for their particular needs.

FILE FEATURES:

- Activities
- Lesson Plans
- Worksheets
- Tips, ideas, and suggestions for Career Kōkua program implementation and integration into ongoing curriculum and career services

The activities are grouped by the three domains of the National Career Development Guidelines (NCDG) which are

- Personal Social Development (PS),
- Educational Achievement and Lifelong Learning (ED), and
- Career Management (CM).

The NCDG is a framework for thinking about the knowledge and skills young people and adults need to manage their careers effectively, from decisions about school to that first job and beyond.

To support the framework, the Career Kōkua provides career development activities and resources for youth and adults that are linked to the NCDG goals, stages, and indicators. One additional section contains activities adapted from the Waipahu Community School Career Counseling Program for Adults.

See page 4 for a sample activity and lesson plan.

SUGGESTED USES:

- Select an activity for the career development concept or phase you want to address or accomplish for your users.
- Select an activity to prepare students or users prior to their use of Career Kōkua.
- Select an activity as a follow-up or supplement for students or clients after using Career Kōkua.

ACCESS: The activities are provided in the Activities Handbook binder and in the ‘For Coordinators’ section under the Resources channel of the Career Kōkua web site.

A Master Index identifies each activity, the time required for the activity, group or individualized use, grade/age level, and related subject areas.

The Handbook is provided in a loose leaf format so that activities can be conveniently removed for duplication and so that new activities can be added.

INSTRUCTIONS

Step 1. Click on the ‘Resources’ channel marker on the Navigation bar. You will get a list of options.

Step 2. Click on ‘For Coordinators.’

Step 3. Click on ‘Activities Handbook.’

You will get an alphabetical listing of the activities. There is also a ‘List Options’ menu on the left if you would like to list the activities by the National Career Development Guidelines domain.

Step 4. Scroll through the list of activities.

Step 5. Click on an Activity title to get the lesson plan and worksheets, if any, for the activity.

The activity script and lesson plan will be displayed.

Step 6. Scroll through the activity information.

Step 7. Click on ‘Printer Friendly Version’ to print the activity lesson plan.

Step 8. Click on and print on the worksheets listed under ‘Props/Equipment.’



ACTIVITY SPOTLIGHT

NO. CM-55

TITLE: WRITING A SKILL-RELATED RESUME

PLAYWRIGHT: Violet Cooper
Linn-Benton Community College Oregon

THEME: To acquaint the user with the skills required for an occupation and to have the user state the extent to which he or she possesses these skills.

AUDIENCE: Grade 7 and above

TIME: 2-3 hours

PROPS/EQUIPMENT:

- Internet Career Kōkua

SCRIPT:

1. Each user should choose an occupation from the Career Kōkua Occupations file.
2. From the occupational duties have the user list all of the verbs and/or verb phrases that serve to describe what a person does in that occupation. For example, architects prepare reports that include materials, equipment, estimated costs, environmental impact, energy efficiency, and construction time, discuss with clients the needs and budgets for buildings, create designs that meet safety and environmental regulations, use new design rules to decrease the environmental impact of new buildings, calculate energy use of building designs, design systems for buildings to use less water and energy, work with engineers, drafters, and others to prepare final detailed construction drawings and models.; etc.
3. For each verb selected, the user will write a paragraph on his or her ability to perform those tasks. For example, "I have skill in drafting and artistic ability, enabling me to produce sketches which are technically correct and aesthetically pleasing."
4. Have the user write a resume or a statement to go with a job application in which the user includes the paragraphs on his or her skills.

Site Coordination

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Career Kōkua Standards

- A. Career Kōkua should be incorporated into ongoing courses and counseling services for optimum utilization of the system. While appropriate professional or paraprofessional assistance should be made available to clients who are initially accessing the system, independent access can occur after clients become familiar with the system. Career Kōkua staff can assist with the planning and implementation of this integration.
- B. In-service of staff is a prerequisite to the use of Career Kōkua. Effective use requires an understanding of system components, information sources and uses, mechanics of system use, and system applications within the particular setting. Staff who use or are responsible for the use of Career Kōkua shall attend an orientation training program which has been approved by Career Kōkua.

The Career Kōkua staff will make available initial training for the coordinator and any necessary follow-up training and services to facilitate efficient system use at the site. This training shall include system materials in a Notebook for the coordinator, assistance with interpretation of evaluation, and assistance with the development of plans to integrate Career Kōkua into existing programs. Follow-up shall be conducted on a regular basis as practicable for the site. The Coordinator Notebook and Activities Handbook serve as tools to incorporate Career Kōkua into ongoing curriculum and counseling services.

- C. Current local career information is the heart of Career Kōkua. Providing inaccurate or outdated information is a serious misuse of the system and a disservice to users.
- D. Delivery modes continue to be modified and new applications may be tested. Experimentation is thus encouraged if it is conducted with appropriate evaluation and approval of Career Kōkua. These standards have proven to be essential for optimal and effective use of systems like Career Kōkua. Therefore, unless other arrangements are made in advance with Career Kōkua for deviations from these standards, user sites shall follow them in their implementation of Career Kōkua.
- E. Hawai‘i State Agency Subscribers have priority for state-funded system resources. Other Government and Non-Profit Agencies in Hawai‘i have second priority. Third priority is given to Private-for-Profit agencies in Hawai‘i and to other Pacific Island schools and agencies.

SELECTION and ROLE of SITE COORDINATOR

Very important in the implementation of any program or system is the selection of a key person to handle the necessary coordination tasks. Career Kōkua requires coordination by someone in the school or agency whose interests and training complement career guidance. Most often, this person is one of the school's or agency's counseling staff that has the assigned responsibilities of career planning information and services.

Although the degree of responsibility may vary with each of the following activities, each is important to the Career Kōkua System's proper start and successful continuation. The role of the local site coordinator includes the following:

1. Notify Career Kōkua of the site's intent to lease the program and assist with the necessary budgetary and invoicing procedures to financially support site use of Career Kōkua.
2. Develop and implement a plan whereby the system can be made available most effectively to serve the guidance and career information needs of all students or clients for whom it is intended and to ensure worthwhile career exploration opportunities for all users.
3. Provide professional and/or paraprofessional assistance to users accessing Career Kōkua, including interpretive services for non-English speaking users and accommodations for users with disabilities.
4. Serve as the liaison between Career Kōkua and the user site. This link is essential for Career Kōkua to provide effective support services to the site.
5. Develop a thorough familiarity with the Career Kōkua System.
6. Designate an accessible adequate area for the use of Career Kōkua at the site; obtain and maintain adequate equipment and supplies.
7. Allow time to schedule and attend initial and provide follow-up in-service trainings for all staff assisting in the implementation of Career Kōkua at the site.
8. Protect the integrity of the Internet Career Kōkua username and passwords for the user site by allowing access to authorized staff, students, and clientele only. The site coordinator username and password is for authorized staff only for access to user and student reports.
9. Be responsible for monitoring and evaluating system use at the user site, including maintaining adequate and timely evaluation records of Career Kōkua use; retrieval of computer Statistical Reports; the distribution and collection of user surveys and their return to Career Kōkua.
10. Acquire an understanding of how the Career Kōkua components work together as a system and how they should be used in various combinations for various purposes.
11. Inform Career Kōkua of problems encountered in the use of the System and suggest improvements.
12. Provide manual users with copies of the information requested. Career Kōkua materials may not be duplicated for other purposes without prior written request and approval from Career Kōkua.

SYSTEM EVALUATION

Evaluation of a program's effectiveness, desirability, services, and materials are necessary for the program to refine itself to meet changing user needs and to validate the need for the continuation of services to users. An evaluation system provides a channel for input from users and should be implemented on a continuing basis. User Surveys provide a mechanism to assess user satisfaction and system effectiveness. The Kōkua Report provides a mechanism for site coordinators and other site personnel to suggest improvements and report system "bugs." Computer Statistical Reports provide a means for assessing sites' computer usage. Site Coordinator Surveys are conducted on a regular basis to provide Career Kōkua staff with input from user site personnel.

User Survey

Provides feedback from the end user on the usefulness of the Career Kōkua information, the ease of use of the system, and assistance to the user with career decision making. There are two options for the completion of a User Survey - paper or on the computer.

Statistical Report

Provides information on the usage of the Career Kōkua program including usage of the assessments and accesses to the various program modules and information files.

Kōkua Report

Provides feedback from the site coordinator and other user site personnel on any problems, "bugs," or suggestions for improvement.

Site Coordinator Survey

Provides information on the usefulness and importance of the various information files, delivery modes, and software programs. (A sample survey is not included in this Notebook as modifications are made to the survey questions each year.)



School/Agency: _____

2013 - 2014 Career Kōkua User Survey

Career Kōkua provides information about occupations and related educational programs for career decision-making. Please check the responses that most closely match how you feel and provide your comments.

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
1. I liked using Career Kōkua. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Career Kōkua provided the information I wanted. <i>If <u>not</u>, what kind of information did you want?</i> _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Career Kōkua is easy to use. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I learned something about myself while using Career Kōkua. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Career Kōkua provided me with possible career options. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. After using Career Kōkua I became more interested in career activities. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. What I've learned from Career Kōkua will help me make career decisions. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Career Kōkua is a worthwhile program. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Comments: _____

MAHALO!

On-Line User Survey

The On-Line User Survey provides instantaneous feedback from the user on the usefulness of the career information and the ease of use of the system. The User Survey on Internet CK is the same User Survey distributed to users after using the computer. Completing the on-line Survey provides reliable feedback about Career Kōkua because the user has just experienced using the Career Kōkua program. And, it only takes a couple of minutes!

ON-LINE USER SURVEY INSTRUCTIONS

Step 1. Click on ‘User Survey’ button on the User Options Bar below the Navigation Bar.

You will get the User Survey questions.

Step 2. Go to Question 1 and click on the ‘Select One’ drop down menu.

Step 3. Click on the response that best matches how you feel about the statement.

Step 4. To type a comment about that particular Survey question, go to the ‘Comments’ text box and type in your comments.

Step 5. Repeat Steps 2 through 4 for survey questions 2 through 8.

User Survey Instructions (continued)

Step 6. For general comments about the Career Kōkua program, go to the ‘General Comments’ text box and type in your comments

Step 7. Click on the ‘Submit’ button to process your User Survey responses.

Kōkua Report

DATE:	NAME/SITE:	REC'D AT CK BY:
<p>DESCRIPTION OF PROBLEM(S) AND/OR SUGGESTION(S): (Please be specific and identify the file or program, duration of problem, etc.)</p>		

2013-2014

For Career Kōkua Staff Only

ACTION TAKEN:

PROBLEM REFERRED TO: 1. _____ 2. _____ 3. _____ 4. _____	DATE: _____ _____ _____	PRIORITY (US only) H <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> explain: _____ _____ _____
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ACTION TAKEN:	BY:	DATE(S):	ATTACHMENT(S): (please number)
<input type="checkbox"/> DIRECT ACCESS CHECK <input type="checkbox"/> INFORMATION CHECK <input type="checkbox"/> SYSTEM CHANGE <input type="checkbox"/> OTHER			

SUMMARY OF PROBLEM: <input type="checkbox"/> Hardware <input type="checkbox"/> Computer <input type="checkbox"/> Monitor <input type="checkbox"/> Printer <input type="checkbox"/> Software <input type="checkbox"/> Information <input type="checkbox"/> System design <input type="checkbox"/> Other	NARRATIVE(S) (Please initial) _____ _____ _____ _____ _____ _____ _____ _____
---	--

FOLLOW-UP:	BY:	DATE:
<input type="checkbox"/> Phone Call <input type="checkbox"/> Site Evaluation <input type="checkbox"/> Transmittal of KR Form <input type="checkbox"/> Comments	_____ _____ _____	_____ _____ _____

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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Parent Resources

Parent resources provide information for parents to help with their children's career development and planning. Parent involvement can increase success in career decision making. With a little preparation and encouragement parents can make the difference between hit and miss career choices and informed choices that reflect their children's skills and interests. The information in this module provides planning tips for parents and students.

FILE FEATURES:

- ▶ **Parent's Guide to Career Planning for Middle and High School Students**
Provides information to parents to help with their children's career development and planning by grade level.
- ▶ **Parent's Guide to Financial Aid**
Provides information on sources of financial aid, where to get financial aid information, and answers to some frequently asked questions about financial aid.
- ▶ **Parent Involvement Guide**
Provides parents with information and resources to help their children succeed. It also serves career development professionals by showing them how to involve parents in career decision-making and educational planning from the earliest stages of their child's development. Professionals such as school administrators, teachers and counselors who work with children and their parents can use this Guide to strengthen ties between school and home. (see page 4)

SUGGESTED USES:

- Parents can use the Guide to Career Planning for Middle and High School Students to learn about their children's career development and what kinds of planning should take place by grade level.
- Parents can get information on sources of financial aid, where to get financial aid information, and answers to some frequently asked questions about financial aid from the Guide to Financial Aid
- The Parent Involvement Guide can be used for the following:
 - The 'Starting Young' information to help young children learn, develop skills and see the connections between school and adult life.
 - The 'School Success' information to find out what they can do to help their children succeed at school.
 - The 'Career Exploration' information to work with their children to translate their natural talents and interests into possible careers.
 - The 'Beyond High School' information to help their older children prepare for additional education or training after high school that leads to interesting, well-paying careers.
 - Parents of 'Children with Special Needs' can use this topic of information to make sure their children get the quality education to which they are entitled by law.

ACCESS: The Parent Resources are located in the 'For Parents' module under the Resources channel of the Career Kōkua web site.

INSTRUCTIONS

- Step 1.** Click on the ‘Resources’ channel marker on the Navigation bar. You will get a list of options.
- Step 2.** Click on ‘For Parents.’
- Step 3.** Click on the section of information that you want.
You will either get the information requested or more topics of information to select.
- Step 4.** Scroll through the list of topics.
- Step 5.** Click on a topic to get the information.

>> [Home](#) :: [Resources](#) :: [For Parents](#) :: [Parent Involvement Guide](#) ::

Parent Involvement Guide

Help your children do well in school, make the most of their talents and interests, and get the education and skills they need for college and work.

Parent Involvement Guide

The information in this Parent Involvement Guide is being provided to parents who want to help their children with career development. The information is grouped under five topic areas:

- [Starting Young](#)
- [School Success](#)
- [Career Exploration](#)
- [Beyond High School](#)
- [Children with Special Needs](#)



All resources in this Parent Involvement Guide support *No Child Left Behind* (NCLB), the education reform legislation signed into law by President Bush in 2002.

Starting Young

Help young children learn, develop skills and see the connections between school and adult life.

- [Help Your Child Discover the World of Work](#)
Your child can start to see the connections between school and work even when he or she is very young.
- [Helping Your Child Succeed in School: A Parent's Guide to Elementary School Success](#)
There are many things parents can do to help their young children do well in elementary school.
- [Is Your Child Ready for Elementary School?](#)
Help your young child explore learning and develop skills that will prepare him or her for elementary school.

School Success

Find out what you can do to help your children succeed at school.

- [Discovering Your Child's Preferred Learning Style](#)
You can help your child learn by working with his or her preferred learning style.
- [Parent Involvement = Student Success](#)
Research shows that students get better grades, behave better, and have a better chance of graduating from high school when their parents are involved in their schooling.
- [Homework Tips and Study Skills](#)
Homework helps your child focus on classroom learning and develop lifelong study and concentration skills.
- [Is Your Child Ready For Middle School?](#)
Help your child rise to the challenges and opportunities of middle school.
- [Is Your Child Ready for High School?](#)
With some advance planning, you can make sure your child is fully prepared for high school.
- [What Classes Should My Child Take in Middle and High School?](#)
Your child's class schedule in middle and high school can greatly influence his or her success in college and the workplace.

Career Exploration

Work with your children to translate their natural talents and interests into possible careers.

- [Help Your Child Identify Interests](#)
Parents can help their children identify and pursue interests as the first step in career exploration.
- [Help Your Child Make Career Decisions](#)
Parents can help their children make sound career decisions based on solid information about what it takes to pursue a particular career path.

- [Why Should My Child Explore Careers?](#)
Parents can help their children gain the advantages of advance planning through career exploration activities.
- [Work Experience Options for High School Students](#)
Find out how students can explore work and careers through hands-on work experiences while still in high school.

Beyond High School

Help older children prepare for additional education or training after high school that leads to an interesting, well-paying career.

- [What Should My Child Do after High School](#)
Your child has a better chance of succeeding in education or training after high school if she or he has a plan. [PDF]
- [Financial Aid Resources for Post-High School Education](#)
Create a sound plan for financing education after high school with scholarships, grants, loans and work-study. [PDF]
- [Finding the Right College](#)
Help your child identify needs, obtain information, explore options and ask plenty of questions before choosing a college.

Children with Special Needs

You can make sure your children with special needs get the quality education to which they are entitled by law.

- [Individualized Education Programs \(IEPs\) and Academic Success](#)
Federal law guarantees your special needs child an Individual Education Plan to help him or her achieve in school.
- [Communicating with Your Child's School and IEP Team](#)
Communication is key to ensuring that your child gets the most from his or her IEP.
- [Transition Services: Moving from High School to Further Education and Work](#)
You and your child can plan for the transition to adult life with the help of your child's IEP team.
- [Financial Aid for Post High School Options](#)
Financial aid and other services are available to help your special needs child attend college and do well once there.

Links

- [Career Voyages](#)
- [Center for Parent Leadership](#)
- [Great Schools.net](#)
- [National Coalition for Parent Involvement in Education \(NCPIE\)](#)



School/Agency: _____

2013 - 2014 Career Kōkua User Survey

Career Kōkua provides information about occupations and related educational programs for career decision-making. Please check the responses that most closely match how you feel and provide your comments.

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
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3. Career Kōkua is easy to use. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Career Kōkua is a worthwhile program. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Comments: _____

MAHALO!

 **Career Kōkua TRAINING EVALUATION**

School/Agency: _____ Date: _____

1. Please rate the following:	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>NA</u>
a. Overall the training was . . .	<input type="checkbox"/>				
b. Trainer(s)	<input type="checkbox"/>				
c. Workshop objectives were met.	<input type="checkbox"/>				
d. Career Assessments	<input type="checkbox"/>				
e. Information Files	<input type="checkbox"/>				
f. Resources/Site Coordination	<input type="checkbox"/>				

2. What was the **strongest** feature of the training? _____

3. What was the **weakest** feature of the training? _____

4. What types of follow-up or training would you like? (√ all that apply)
- a. Further training on Access Strategies(please specify) _____

 - b. Further training on Information Files (please specify) _____

 - c. Logistics of implementation
 - d. Various user activities (please specify) _____

 - e. Further training on Career Kōkua
 - f. Other training (please specify) _____

5. To help us plan future training, please answer the following:
- a. How often will you access Career Kōkua? _____
 - b. How will you use Career Kōkua with your students/clients?
 - one-on-one assistance provided
 - in a classroom/group setting student/client self-service (no assistance provided)

6. Comments and Suggestions: _____

