

Typical CCN Scenarios

Here are some scenarios on how advisors can recommend using CCN while meeting with students.

Please note that when students go into CCN, they need to **Activate their Account** since all students have been pre-registered for College Central Network.

Here is a video that shows how students can activate their accounts.

USE THIS LINK: [CCN--Account Activation Instructions \(screencast.com\)](#)

Scenario #1:

Student asks Advisor: I have no idea what to major in.

Answer: Take a Focus 2 Career Assessment found on College Central Network. For more information, including step-by-step instructions, visit www.tinyurl.com/Focus2Instructions. These instructions are also available on the CCN dashboard, Career Document Library, Career Assessments (Focus 2) folder.

How to:

- Log into CCN, go to Career Document Library.
- Go to Career Assessments > Focus 2.
- Click on Focus 2 Assessment Tool.
- Visit the Focus 2 login page at <http://tinyurl.com/bccfocus2>.
- Click “Register”.
- Scroll to the “Self-Assessment” section.
- Complete the 4 assessments: Work Interest, Values, Personality, and Skills.
- Click on Combine Assessments.
- Focus 2 will generate a list of occupations that are compatible with 2 or more the assessments.

Focus 2 is a web-based career assessment tool that accomplishes the following:

- Helps students understand and engage in the career planning process.
- Self-awareness of personal attributes and fit into the world of work.
- Exploration of majors and careers related to students’ personal attributes.
- Make informed career and education decisions.
- Set personal goals and develop a career action plan.

Scenario #2:

Student asks Advisor: I am an Accounting major. I am not sure what the job entails and I need some detailed information on that occupation.

Answer: College Central Network has Document Library to assist with career exploration and research. There is also the Occupational Outlook Handbook and O*Net Online that provides accurate information on occupations.

How to:

- Go to CCN and click on Career Document Library > Career Exploration & Research > Career Exploration Tools.
- Occupational Outlook Handbook <https://www.bls.gov/ooh/>. Get the most up-to-date information on the tasks, working conditions, training and education, earnings and job outlook for hundreds of different occupations. Watch a brief video to get the big picture.

- O*Net Online <https://www.onetonline.org>. This highly detailed site provides accurate information on hundreds of occupations. Provides a more interactive learning experience than the Occupational Outlook Handbook. Serves as a great tool for preparing resumes.

Scenario #3:

Student asks Advisor: I need help creating a resume.

Answer: College Central Network has sample resumes to view by major.

How to:

- Go to CCN and click on: Dashboard > My Resume > Resume Builder.
- Click to view sample chronological resumes by major.

Once the student has completed creating a resume, the student can upload the resume for a Career Coach to review by doing the following:

- Enter a short, descriptive name for your résumé.
- Click the [**Choose File**] button. This will open a new window where you can select the file you wish to upload from your computer.
- In this new window, select your file and click the [**Choose**] button. This will insert the directory path into the field labeled "**Résumé File.**"
- Click the [**Upload Your Résumé**] button to upload this document to our web site.

Free Resume Templates

Indeed.com and Vault.com outstanding resume templates for a wide range of occupations. They are free and can be downloaded in Word or PDF format. Create your resume and then upload it to your CCN account. These are great source for ideas as well.

[Indeed.com Resume Templates](#)

[Vault.com Resume Templates](#)

Scenario #4:

Student asks Advisor: I need help with an interview, how to dress for success and appropriate questions to ask at the interview.

Answer: College Central Network has lots of downloadable career guides on a broad range of topics, including interview prep. There are also podcasts available to help you get ready.

How to:

- Go to CCN and click on 'Career Document Library' to view career articles.
 - CCN offers over 400 great Career Corner articles.
 - With quality, career-centric articles written by more than 125 professional authors.
- On the Dashboard, click on Career Podcasts to also view podcasts.