

STUDENT PATHWAY GUIDE

Your Pathway
Your Future

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THE OHIO APPALACHIAN COLLABORATIVE

WHY CAREER PATHWAYS?

You know where you want to go. Now you need help getting there. Just like the Maps app on your phone shows you multiple routes to take, and what traffic looks like, a career pathway guides you through all the details of career planning. It uses a series of courses and experiences aligned to specific careers in arts and communications, business and entrepreneurship, health and human services, and science and technology (STEM).

There are many pathways to success, so you are not locked into one. If you change your mind, you can explore another pathway.

WHAT ARE CAREER PATHWAYS?

Pathways are an easy way to understand how courses, knowledge, and skills connect to various industries and career fields. Pathways make it easier for you to connect your interests from high school to college and/or career and make sure you acquire the knowledge and skills linked to that specific industry.

Completion of a pathway is often linked to certificates, credentials, and/or degrees, which can also save you and your family money.



NON-COGNITIVE SKILLS

Non-cognitive skills, also known as soft skills, are personal attributes that enable you to interact effectively with others. They are less tangible and harder to quantify. Soft skills are important to all employers, no matter what pathway you choose. These are some of the most important soft skills that employers need today.

Examples include:



COLLABORATION



COMMUNICATION



CRITICAL THINKING



DECISION MAKING



INTEGRITY



LEADERSHIP



MOTIVATION



PERSEVERANCE



PROBLEM-SOLVING



SELF-STARTING



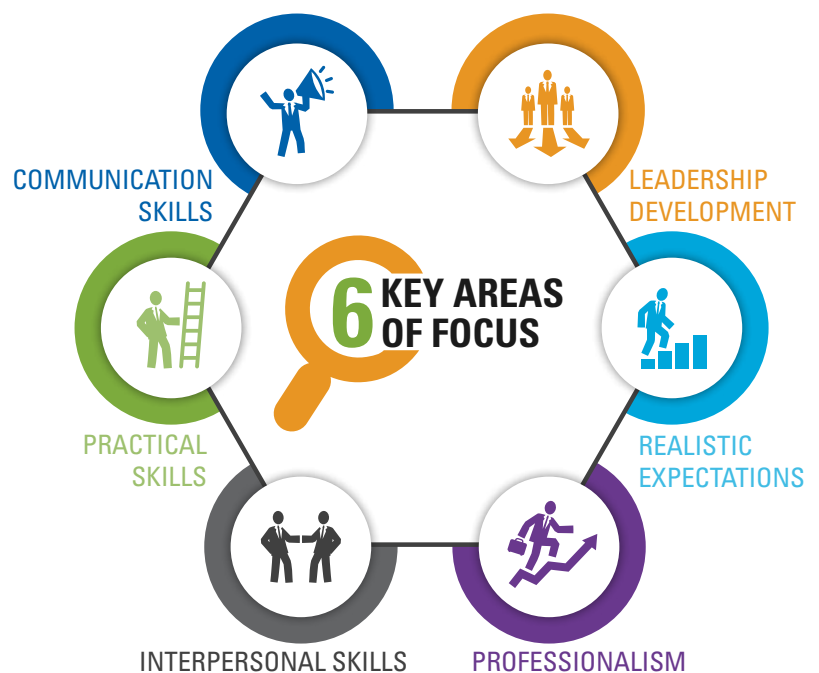
TEAMWORK



TIME MANAGEMENT

DEVELOP YOUR SKILLS

[The Center for Career Development at Columbus State](#) offers a program to help students prepare for the workforce. Local, state, and national employers are seeking candidates who have strong essential skills. The program defines the essential skills, highlights their importance and explains how they impact career readiness and job preparation.



Find out more about the Career Development program at Columbus State.

Contact Claudia Vaquera at CV@ColumbusState.edu to learn more about essential skills and development.

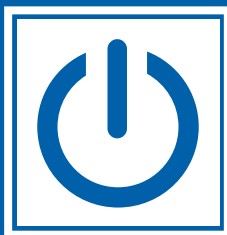
NON-COGNITIVE SKILLS SELF-ASSESSMENT

Rate yourself on a scale of 1–10 in these non-cognitive skills. 10 being the highest rating, meaning the skill is a top strength of yours.

	SKILL	DEFINITION	SELF-RATING
	Collaboration	Collaboration is working with another person or group in order to achieve something. Are you good at working with others to solve a problem?	
	Communication	Communication is the process of exchanging thoughts, opinions, or information through speech, writing, or signs. Are you a good writer, speaker, and listener?	
	Critical Thinking	Critical thinking is that mode of thinking—about any subject, content, or problem—in which the thinker improves the quality of his or her thinking by skillfully analyzing, assessing, and reconstructing it. Are you good at thinking deeply about a problem to solve each piece of it?	
	Decision-Making	Decision-making is the thought process of selecting a logical choice from the available options. Are you good at considering the positives and negatives of your options, and do you consider all the alternatives to make a good choice?	
	Integrity	Integrity is being honest and having strong moral principles. Are you driven to make the right choice even if it is difficult to do?	
	Leadership	Leadership is the ability to guide other people toward a common purpose. Are you good at guiding people to accomplish tasks and reach goals?	
	Motivation	Motivation is the reason you have for behaving in a particular way. Are you self-motivated, or does someone usually have to tell you what to do in order to be motivated?	
	Perseverance	Perseverance is determination to do something despite difficulty or delay in achieving success. Do you stick to solving a problem or reaching your goal even if you fail a couple of times?	
	Problem-Solving	Problem-solving is closely related to critical thinking. It is the process of working through details of a problem to reach a solution. Problem-solving may include mathematical or systematic operations and can be a gauge of your critical thinking skills. Are you good at working through a problem to come up with a strong solution?	
	Self-Starting	Self-starting is a quality where you begin work on your own initiative, without needing to be told or encouraged to do so. Do you start tasks before your teachers, parents, or bosses tell you to?	
	Teamwork	Teamwork means that you will try to cooperate, using your own skills and providing constructive feedback, despite any personal conflict between individuals. Can you work on teams even if you don't like the people with whom you work?	
	Time Management	Time management is the ability to use your time effectively or productively, especially at work. Do you use your time well during the day, or do you procrastinate a lot?	
		TOTAL	/ 120

What are your three best non-cognitive skills?

What are three non-cognitive skills that you want to improve?



GETTING STARTED

(Pages 6–7 of this guide provide you with steps to take to plan your future. Use these two pages to record your progress.)



The Career Profile on [OhioMeansJobs](#) offers a complete assessment for each pathway to find one that fits your aspirations and strengths.

1

IMPROVE YOUR SKILLS BY CREATING A BACKPACK ON [OHIOMEANSJOBS](#)

You can find many tools to help you prepare for your career on the OhioMeansJobs Training Center. The center includes resources to help you study for school and job assessments, online study programs, videos, and more. Set up an account and a Backpack to save career interests, job searches, resumes, and more. Be sure to check “YES” to allow your teachers to view your Backpack for career advising support.

2

COMPLETE THE [CAREER PROFILE ON OHIOMEANSJOBS](#)

Get a more detailed look at your career interests by answering questions in the Career Profile. View careers and choose an occupation to begin a career plan.

3

ATTEND A COLLEGE OR CAREER FAIR NEAR YOU

Check with your school counselor and list the events happening near you.

4

VISIT A WORKPLACE

List anyone you might know that works in the career field that interests you the most. You can shadow an expert to observe them doing their daily tasks. This is a great way to see whether you would enjoy that career or occupation.

5

BEGIN A CAREER PLAN

You’ve started an important step in reaching your career goals by setting up this career plan. On the following pages, review information about each pathway and take the assessments to find out what might be a good fit for you. Let OhioMeansJobs help with your career plan by selecting “Suggest More Activities” and be sure to set deadlines for activities.

6**MAKE A LIST OF THREE TO FIVE PERSONAL OR PROFESSIONAL REFERENCES**

Some job applications require references. List people that could endorse your ability to work in this field or who can share examples that showcase your non-cognitive strengths. Contact your potential references to give them time to write a recommendation if needed.

7**RESEARCH A COMPANY WITH OPENINGS FOR THIS OCCUPATION**

Discover and list what companies have open positions in this field. See what requirements you need to meet when you're ready to apply for a specific job.

8**GET A JOB**

Consider working part-time, interning, or job shadowing to gain work experience and save money for school. List potential employers.

9**CREATE A COVER LETTER**

Most job applications require a cover letter. Need help? Google "sample cover letters" to help you get started.

10**PRACTICE INTERVIEWS AND TIPS**

Google "interview tips" and "interview questions" to help better prepare yourself for the real thing. Then practice answering the questions an employer may ask you.

11**ATTEND A JOB FAIR**

Check and list the dates and locations to find a job fair near you. Attend one and practice your networking skills.

12**STAY ON TRACK**

Meet with your school counselor to help track your progress.



ARTS & COMMUNICATION PATHWAY

WHAT YOU NEED TO KNOW ABOUT ARTS & COMMUNICATION

Communication is crucial for success in all careers. Writing, working with a team, and communicating new ideas is a requirement of most jobs, and artistic vision is a desirable skill in just about every field. Businesses and corporations around the world recognize the valuable assets that artists and visionaries bring to the table.

The Arts & Communication Pathway teaches general skills that students can use throughout their lives, but also teaches specialized skills in design, visual arts, and performance. Students in this pathway are encouraged to go on to college where they might major in art, communications, design, drama, graphic design, journalism, motion graphics, or music.



TOP CAREERS

Architect	Musical Instrument Repairer
Artist	Photographer
Composer	Professional Athlete
Director/Producer	Publisher
Editor	Radio/TV Announcer
Fashion Designer	Reporter
Graphic Artist	Secondary School Teacher
Instructional Coordinator	Technical Writer
Interior Designer	Videographer
Marketing Director	Writer

IS THIS PATHWAY FOR YOU?

TAKE THE FOLLOWING QUIZ TO DETERMINE IF THIS PATHWAY FITS YOUR TALENTS.

IS ARTS & COMMUNICATIONS FOR ME?

	YES	NO
1 Are you creative?	<input type="checkbox"/>	<input type="checkbox"/>
2 Are you talented in writing, speaking, performing, and/or design?	<input type="checkbox"/>	<input type="checkbox"/>
3 Are you a visionary thinker?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you like to work in a team?	<input type="checkbox"/>	<input type="checkbox"/>
5 Are you good at expressing yourself clearly?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are you innovative and original?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do you have self-confidence?	<input type="checkbox"/>	<input type="checkbox"/>
8 Do you handle feedback and criticism well?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are you friendly?	<input type="checkbox"/>	<input type="checkbox"/>
10 Are you flexible?	<input type="checkbox"/>	<input type="checkbox"/>
11 Are you persistent? Do you stick to problems until they are solved?	<input type="checkbox"/>	<input type="checkbox"/>
12 Can you "pitch" your ideas?	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL



YES
1-3

You are **DEVELOPING** in this area.
Review other pathways that might match your strengths better.



YES
4-7

You are **EMERGING** in this area.
This pathway could be for you and is definitely worth exploring.



YES
8-12

You are **STRONG** in this area.
Based on your responses to the assessment, this pathway sounds like a good fit.



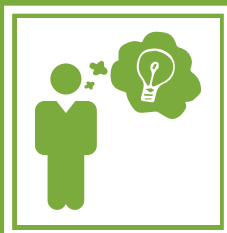
DID YOU KNOW?

Artists currently outnumber medical doctors, lawyers, and farmers in the workforce.

**FAST
FACTS**

2 MILLION

In the United States, there are almost 2,000,000 artists employed.



BUSINESS & ENTREPRENEURSHIP PATHWAY

WHAT YOU NEED TO KNOW ABOUT BUSINESS & ENTREPRENEURSHIP

Being an entrepreneur or going into the business field can offer numerous advantages such as being your own boss, making a living out of following your passion, doing something you love and care about, and setting your own schedule. But, the business and entrepreneurship pathway doesn't come without hard work. Becoming a successful entrepreneur requires long hours, thoughtful planning, creativity, and adaptability.

Characteristics such as risk-taking, independence, persuasiveness, and negotiation are important and often associated with business and entrepreneurship.



TOP SKILLS

Ability to Learn	Oral & Written
Communication	People Skills
Customer Service	Problem-Solving
Focus	Resiliency
Independent	Sales Ability
Long-Term Vision	Self-Motivated
Motivator	Self-Reflection
Open-Minded	Team-Oriented

TOP CAREERS

Advertising	Marketing Manager
Commercial Banking	Operations Manager
Computer Systems	Product Management
Construction Manager	Public Relations
Financial Analyst	Real Estate
Fundraiser	Recruiter
Human Resources Manager	Sales Representative

Source: U.S. Small Business Administration

IS THIS PATHWAY FOR YOU?

TAKE THE FOLLOWING QUIZ TO DETERMINE IF THIS PATHWAY FITS YOUR TALENTS.

IS BUSINESS & ENTREPRENEURSHIP FOR ME?

	YES	NO
1 Do you like to take on new challenges?	<input type="checkbox"/>	<input type="checkbox"/>
2 Are you competitive?	<input type="checkbox"/>	<input type="checkbox"/>
3 Do you like to take action on projects?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you like to interact with all kinds of people?	<input type="checkbox"/>	<input type="checkbox"/>
5 Do you like to think outside the box?	<input type="checkbox"/>	<input type="checkbox"/>
6 Do you like to figure out how to improve things?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do you like to figure out how to improve yourself?	<input type="checkbox"/>	<input type="checkbox"/>
8 Are you independent?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are you creative?	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you bounce back quickly after you fail at something?	<input type="checkbox"/>	<input type="checkbox"/>
11 Do you surround yourself with people who give you good advice?	<input type="checkbox"/>	<input type="checkbox"/>
12 Do you like to build or create new things?	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL



You are **DEVELOPING** in this area.
Review other pathways that might match your strengths better.



You are **EMERGING** in this area.
This pathway could be for you and is definitely worth exploring.



You are **STRONG** in this area.
Based on your responses to the assessment, this pathway sounds like a good fit.



OVER 30%

Small business generates over 30 percent of Ohio's economic activity and will be an even larger driver of the state's economy, given the need for entrepreneurs in Ohio's top employment sectors (State Impact, 2014).

Source: State Impact, 2014

357,983

Number of job postings that require a business management degree.

Source: Burning-Glass.com



HEALTH & HUMAN SERVICES PATHWAY

WHAT YOU NEED TO KNOW ABOUT BUSINESS & ENTREPRENEURSHIP

The Health and Human Services Pathway is a broad pathway that includes a variety of career clusters. The **Health Pathway** include biomedical engineer, dental and medical assisting, doctor, nursing, occupational therapist, patient care, pharmacist, physical therapist, radiologist, and surgeon.



THE HUMAN SERVICES PATHWAY IS DIVIDED INTO FIVE SUBGROUPS:

- 1 Social Services:** Careers include architect, appraiser, buyer, cruise director, flight attendant, hotel bellhop/porter, hotel manager, interior designer, parole/probation officer, real estate agent, recreation worker, travel agent, and urban/regional planner.
- 2 Personal/Customer Services:** Careers include athletic trainer, consumer advocate, dietitian/nutritionist, fashion designer, hotel clerk, housekeeper, home care aide, marriage/family counselor, massage therapist, personal shopper, photographer, retail sales/manager, restaurant attendant, usher, waiter/waitress, and youth organization worker.
- 3 Education and Related Services:** Careers include adult education teacher, child care director, coach, college administrator, counselor, education administrator, librarian, principal, school social worker, teacher, and teacher assistant/aide.
- 4 Social and Government Sciences:** Careers include clergy, correctional officer, economist, firefighter, human resources administrator, military, and police officer.
- 5 Legal Services:** Careers include court clerk, investigator, judge, lawyer, paralegal, parole office, private investigator, receptionist, and sheriff.

IS THIS PATHWAY FOR YOU?

TAKE THE FOLLOWING QUIZ TO DETERMINE IF THIS PATHWAY FITS YOUR TALENTS.

IS HEALTH & HUMAN SERVICES FOR ME?

	YES	NO
1 Are you friendly and compassionate?	<input type="checkbox"/>	<input type="checkbox"/>
2 Can you deal with the sight of blood or other injuries?	<input type="checkbox"/>	<input type="checkbox"/>
3 Are you OK with working closely with sick people?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you deal with crisis well?	<input type="checkbox"/>	<input type="checkbox"/>
5 Are you patient with difficult people?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are you a team player?	<input type="checkbox"/>	<input type="checkbox"/>
7 Are you a continual learner?	<input type="checkbox"/>	<input type="checkbox"/>
8 Are you a good listener?	<input type="checkbox"/>	<input type="checkbox"/>
9 Are you a problem-solver?	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you manage your time well?	<input type="checkbox"/>	<input type="checkbox"/>
11 Can you work under pressure?	<input type="checkbox"/>	<input type="checkbox"/>
12 Are you adaptable?	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL



YES
1-3

You are **DEVELOPING** in this area.
Review other pathways that might match your strengths better.



YES
4-7

You are **EMERGING** in this area.
This pathway could be for you and is definitely worth exploring.



YES
8-12

You are **STRONG** in this area.
Based on your responses to the assessment, this pathway sounds like a good fit.



FAST FACTS

U.S. HEALTH CARE

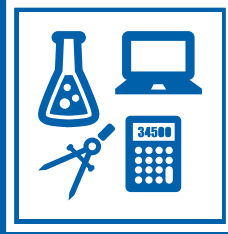
Americans are responsible for the vast majority of all health care innovations. The top five U.S. hospitals conduct more clinical trials than all the hospitals in any other single developed country. Since the mid-1970s, the Nobel Prize in medicine or physiology has gone to American residents more often than recipients from all other countries combined. In only five of the past 34 years did a scientist living in America not win or share in the prize.

Source: National Center for Policy Analysis

DID YOU KNOW?

Drug abusers cost twice as much in medical and worker comp claims as drug-free workers.

Source: U.S. Department of Health and Human Services, National Institute on Drug Abuse, 2002



SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) PATHWAY

WHAT YOU NEED TO KNOW ABOUT STEM

STEM is curriculum based on the idea of combining education in four specific disciplines—science, technology, engineering, and mathematics. Rather than teach the four areas as separate and discrete subjects, STEM integrates them into cohesive learning curriculum, integrating real-life scenarios.

If you are interested in STEM, you might be intrigued by using innovation and research to design a solution for a real-world problem. Or, you are strong in the area of problem-solving and investigating scientific methods.



TOP CAREERS

Accountant	Health Specialties Teachers
Architect	Information Security Analyst
Auto Mechanic	IT Analyst
Chemist	Mechanical Engineer
Civil Engineer	Microbiologist
Computer Programmer	Operations Research Analyst
Computer Support Specialist	Petroleum Engineer
Computer Systems Analyst/Administrator	School Psychologist
Construction Manager	Software Developer
Database Administrator	Supply Chain Coordinator
Financial Manager	Web Developer
Frac Field Engineer	Well Intervention Engineer

Source: U.S. News & World Report

IS THIS PATHWAY FOR YOU?

TAKE THE FOLLOWING QUIZ TO DETERMINE IF THIS PATHWAY FITS YOUR TALENTS.

IS STEM FOR ME?

	YES	NO
1 Do you like to solve interesting and challenging problems?	<input type="checkbox"/>	<input type="checkbox"/>
2 Do you like to be creative and work with others?	<input type="checkbox"/>	<input type="checkbox"/>
3 Do you like to work on projects that make a difference?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you want to earn a good salary and enjoy job flexibility?	<input type="checkbox"/>	<input type="checkbox"/>
5 Do you want to help others change the world?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are your computer skills strong?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do you like to work through science experiments to find the result?	<input type="checkbox"/>	<input type="checkbox"/>
8 Are you good at video games?	<input type="checkbox"/>	<input type="checkbox"/>
9 Do you like to strategize?	<input type="checkbox"/>	<input type="checkbox"/>
10 Are you good at designing or building things?	<input type="checkbox"/>	<input type="checkbox"/>
11 Would you like to explore different computer languages?	<input type="checkbox"/>	<input type="checkbox"/>
12 When you fail at something, do you like to try again to do better?	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL
<p>YES 1-3</p> <p>You are DEVELOPING in this area. Review other pathways that might match your strengths better.</p>
<p>YES 4-7</p> <p>You are EMERGING in this area. This pathway could be for you and is definitely worth exploring.</p>
<p>YES 8-12</p> <p>You are STRONG in this area. Based on your responses to the assessment, this pathway sounds like a good fit.</p>



FAST FACTS

BELIEVE IN OHIO

Believe in Ohio invites high school and college students, their instructors, and the community to take a virtual field trip into the innovation economy of the future through a series of six, free, regionalized [online courses](#).

IN DEMAND!

During the next decade, the United States' demand for scientists and engineers is expected to increase at four times the rate of all other occupations.

Source: STEMcareer.com

MY PLAN FOR THE FUTURE

WHICH PATHWAY IS BEST FOR YOU? WHY?

WHAT ARE THREE THINGS YOU HAVE TO DO RIGHT NOW TO PLAN FOR YOUR FUTURE?

WHO ARE YOUR BEST THREE CONTACTS FOR HELP WITH YOUR FUTURE?

HOW WILL YOU HELP TO BUILD THREE NON-COGNITIVE SKILLS FOR YOUR CAREER?

OTHER NOTES TO HELP PLAN MY FUTURE:

