Step 1: Assist customer or have them complete Traitify (<https://nencpathways.traitify.com>)

Step 2: Ask customer to complete Handout: Self-Discovery Guide

Step 3: Complete interview based on career personality type. Consider what information you have learned about the customer through the interview. Make notes.

Step 4: Ask customer to share Self-Discovery Guide with two people who know them well and bring notes to next meeting. (ex. Do friends/family agree or disagree with personality results. Why?)

Step 5: Discuss conversations with friends/family about Self-Discovery Guide. Determine if customer would benefit from:

1. Watching Success in the New Economy video (<https://www.youtube.com/watch?v=Oi2Mhh1Lygw>)
2. Completing Reality Check (<https://nccareers.org/realitycheck/#/start>)

Step 6: Assist customer in choosing 2 or 3 careers that interest them from the “Explore Career Paths” section of the handout. Provide customer with Handout: Profiling One Career (one for each career they are interested in). Determine if customer would benefit from:

1. Reviewing NENC Pathways Career Ladder(s)
2. Reviewing Star Jobs (<https://nccareers.org/starjobs/index.html>)
3. Reviewing NCWorks.gov for open jobs, other LMI data

Step 7: Review with customer the completed handouts for profiling one career. Discuss options, keeping in mind the amount of money they need to live (ex. Reality check), the industries/jobs with high-growth in their area (Career Ladders/Star Jobs) and other considerations gleaned from interviews and conversations. Use the “traits map” in the specific career match on Traitify to talk about which might be the best fit. Look at job openings and other LMI through ncworks.gov. Help customer narrow down to one career goal.

Step 8: Utilizing the “Pathway to Success” worksheet, help client fill out the ladder. Include training options from local community colleges. Highlight local resources to help clients overcome other barriers (use auntbertha.com). Help client determine when/how to sign up for any training they may need and provide resources for funding.

Step 9: Determine which items customer needs assistance with:

1. Resume
2. LinkedIn Account
3. Networking: https://careerservices.erau.edu/wp-content/uploads/2014/10/networking.pdf
4. Interviewing Skills (<https://www.ncbionetwork.org/educational-resources/elearning/interactive-elearning-tools/job-interviewing>)