

## STEPS TO COMPLETING A CAREER ASSESSMENT

1. Create an account through CFNC.org ([www.cfnc.org](http://www.cfnc.org))
2. Select Create My CFNC.
3. Read the explanatory information and select Create new account at the bottom of the page.
4. Fill in the required information.
5. Write down your Username, Password, (password) Question, and (password) Answer for future reference.
6. Press Submit.
7. Select Career Center.
8. Select CFNC Bridges Planning Tools.
9. Select Choices Planner Career Transitions (if you are still in high school, select Choices Planner).
10. Select New Users – Create a new portfolio, create your portfolio, and click Go at the bottom of the page (when you access the program in the future, you will enter your information in the Existing User s box and Sign-in).
11. In the work category select more...
12. Under Connect Yourself to Careers, complete the following inventories: Interest Profiler, Work Values Sorter, Basic Skills Survey, Workplace Skills Checklist, Transferable Skills Checklist, Ability Profiler (the password is – begin).
13. Review the careers matching your inventory responses.
14. Determine which career(s) you would like to pursue.
15. Match your career decision(s) to the programs offered at WPCCC.
16. If you are still undecided after doing your career assessment, contact Pat Baker (448-3172) or Mary Lou Boehme (448-3180) to discuss your assessment results.