

BAKER HIGH SCHOOL KUDER CAREER ASSESSMENT INSTRUCTIONS

Go to www.al.kuder.com

- Click on “Log in with Clever”
- Type in school name (must type Baker High School)
- Choose Baker High School/Mobile County Public Schools
- Click on “Log in with LDAP”
- **User Name and Password:** MCPSS
computer log-in information (*do not include the @mcpsstu.org*)

THIS IS ON YOUR GRADUATION CHECKLIST!

You must have:

- Completed Education Plan
- Completed Resume (with info. in it)
- Professional cover letter about seeking employment with a potential employer

Step One: Take Career Interest Assessments

- **To Left of Page, Click on “Take An Assessment”**
- **If all three boxes read “Completed (100%)” move to Step Two**
- If you have Assessments that read “0%”, click begin to complete it. You must complete each one: Kuder Career Interest Assessment, Confidence Assessment, and Work Values Assessment before moving to step two.

Step Two: Create/Update your Educational Plan

- **To Left of Page, Click on “My Ed Plans”** and your current Ed Plans (if any) should be listed in the center of the page
- **If you have a current plan and need to edit:**
 - You may “copy” it and add additional information by simply finding the plan you would like to copy, look to the right of it, and click on the action to “copy” by clicking on the “two sheets of paper” icon
- **NO PLAN:**
 - Simply click on “+Add New Plan” (Blue Button)
- **Next, open each grade level to add/select/delete courses by:**
 - Clicking on the “x” next to each course to delete courses
 - Clicking on the “+” to add additional courses in a subject area
 - Add/select courses by scrolling for the area of study, course name, or course code
 - Then click on “√ Add this course” (Green button)

BAKER HIGH SCHOOL

KUDER CAREER ASSESSMENT INSTRUCTIONS

- When you have added all needed courses and have completed your plan, you may click “Submit the plan” (green button) for approval; if you have not completed your plan and must return to it before submitting, simply click the “Save” (green button) so that your work is not lost.
- Ms. Matthews will review and approve/deny your plan based on correct courses used and correct number of credits. You must have at least **28 credits** in your plan if you are receiving a **Regular diploma** and at least **30 credits** if you are receiving an **Honors diploma**.

Step Three: Complete Resume

- To Left of Page, Click on “My Job Search Tools”
- Click on “My Resume”
- Click on “Create New Resume”
- Enter your information in the template. Be sure to include skills, school, and work history.
- A BLANK RESUME WITH NAME AND SCHOOL ONLY WILL NOT BE APPROVED!!
- Click **SAVE** once you’ve reached the end of the section

Step Four: Complete Cover Letter

- To Left of Page, Click on “My Job Search Tools”
- Click on “My Cover Letter”
- Click on “Create New Cover Letter”
- Use the sample cover letter on the back of this page. Type in the information into the spaces provided.
- Click Save once you’ve reached the end of the section
- Click **SAVE** once you’ve reached the end of the section

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Sample Cover Letter

Your Full Name

Your Mailing Address

City, State Zip Code

Today's Date

Taylor Happier, District Manager

Kohl's Inc.

4567 Expressway Drive

Anytown, USA 56789

Dear Mrs. Happier,

I am applying for a position in your Area Sales Program. I have heard many good things about your company and feel that I would be an excellent fit for your organization.

I am graduating from Baker High School in May of 2018, and I am interested in applying for the position of Salesperson/Cashier. I have a vast personal knowledge about fashion as well as having earned a credential in Fashion Design and Merchandising.

Please find my resume enclosed and feel free to contact me if you have any questions.

Sincerely,

Type Your Name Here

