



# User Guide

BULLS-EYE is an online career quiz and resource hub. A simple tool which provides teens with the opportunity to consider their interests and skills, and to review a range of job tasks and assess their likely interest. The BULLS-EYE experience starts with two questionnaires. The first of these, focus on me, builds a profile of an individual's interests and skills. The second questionnaire, focus on my future, creates a picture of an individual's vocational aptitudes and the kind of career they might be interested in. The results of these questionnaires along with career matches are then provided for review and investigation. BULLS-EYE members can also update their profile and explore their career matches over time.

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## Logging In

Logging in to BULLS-EYE is a straightforward process.

### 1.1. Go to login page

New Zealand: [www.bulls-eye.co.nz/login](http://www.bulls-eye.co.nz/login)

Australia: [www.bulls-eye.careers/login](http://www.bulls-eye.careers/login)

### 1.2. Enter your email address

### 1.3. Enter your password

### 1.4. Click on the black 'login' button

A screenshot of the BULLS-EYE login interface. It features a light grey background. At the top, the word 'email' is written in a bold, italicized, dark grey font. Below it is a white rectangular input field with the placeholder text 'Email address'. Underneath this, the word 'password' is written in a bold, italicized, dark grey font. Below it is another white rectangular input field with the placeholder text 'Your password'. At the bottom of the form, there is a link that says 'Forgot your password? Click here' in a small, dark grey font, followed by a black rectangular button with the word 'LOGIN' in white, bold, uppercase letters.

# WELCOME TO BULLS-EYE!

## THIS IS YOUR CAREERS DASHBOARD

LET'S GET STARTED!

### Questionnaire One - Focus on Me

#### QUESTIONNAIRE ONE

**FOCUS ON ME** is a short quiz which looks at your interests, skills and talents.

Step One: Interests

Step Two: Skills Assessment

Step Three: Skills Prioritisation

#### Interests



The interests section is focused on building self-insight with a range of open questions about your favourite things. Focus on the things that you enjoy doing and are naturally drawn to in life. What types of hobbies, sports and interests are you involved in? What do you spend your spare time doing?

#### Skills

Stage One of the skills section asks you to assess a range of 'transferable skills' and to click 'yes' on any of the skills that you have some experience in.

Stage Two on skills gets you to select your top 10. All of your 'yes' skills will move forward to the next page and you will need to 'tick' your top 10 from the wider list (a minimum of 10 'yes' skills are required here to move forward).

#### Review and Submit

SUBMIT QUIZ >

To finish this quiz, review and alter any answers if needed, then hit submit. Answers will be processed behind the scenes and automatically prepopulate your 'my page'.

## Questionnaire Two – Focus on My Future

### QUESTIONNAIRE TWO

**FOCUS ON MY FUTURE** digs deeper into your interests by getting you to answer a series of questions about a wide variety of jobs that are available in the employment market. This questionnaire is broken in to two sections: 1) school subjects; and, 2) job interests.

#### School Subjects

This section requires you to rate your ability in 11 core subjects.

Try to be generous in your self-assessment. If you are good at a subject then say so!

*Trouble Shooting: Consider your strength in each subject area broadly (rather than just assessing your most recent academic results). Is it an area you seem to have a natural ability in? Have you always been good at it? Do you enjoy it more than other subjects?*

#### Job Interests

There's no doubt about it, this section requires a bit of stamina to get to the end, but if you move through it at a reasonable pace and go with your gut, it won't be too painful.

There are 126 very short job task statements to read and rate.

*Trouble Shooting: This section is all about gut feel and what you think you might enjoy. There will be many items that you simply will not have had the opportunity to experience. The key here is to not be too literal (i.e. "I've never done it, so I don't know if I'd like it"), it's about picturing yourself doing it and making a 'best guess' rating (i.e. how much do you think you'd like it?)*

#### Review and Submit

**SUBMIT QUIZ >**

Same as the first one, to finish this quiz, review and alter any answers if needed, then hit submit. Answers will be processed behind the scenes and automatically prepopulate your 'my page'.

## My Page

Once you have completed both questionnaires you will be able to access your 'my page' which will have automatically integrated your results. You'll be able to personalise your 'my page' further and start reviewing ranked job choices list. You can add a photo, save individual jobs that you like, read more detailed information about the jobs, set up and add to your action plan, generate a pdf summary report which can be printed or saved, and resit the questionnaires (in full or in part) at any time.

### My Page Navigation

Me / Profile	The profile page is where personal information is stored and maintained. It includes name, school and contact information. You can upload a profile picture and type in your dream job.
Future Pathway Rankings	<p>This is a ranked list of future pathway areas. The order of the list is based on your answers to the questionnaire's. Future pathway areas at the top of the list are likely to describe career options that you will find more interesting and enjoyable than those lower down the list.</p> <p>Click on <i>view all</i> to see the full list of 42 ranked job choice areas. (For more on future pathway areas see page #5).</p>
Bulls-Eye List	Each future pathway page has a list of jobs relating to the pathway area. If you hover over any of these job titles you can select the job and it will be added to this list for future reference.
My Interests	This section pulls together your list of interests and favourite subject (from questionnaire one).
Top 10 Skills	This is the list of your top 10 skills as selected by you in questionnaire one.
My Action Plan	This is a career action 'to do' list where you can plan activities to help explore your career options. Simply type and add. If you get stuck, check out the 'action plan ideas' section on any of the job choice pages.

### Other My Page Features

**PRINT MY PAGE**

Use the 'print my page' button at the top right of the screen to convert a summary of the 'my page' in to pdf. The summary report can be printed, saved or emailed.

**RESET QUIZ >**

**RESET & CLEAR ALL DATA >**

You can reset the quiz at any time. This can be useful if you get new interests, or start doing better in one of your subjects. You can change some, or, all, of your quiz answers, and then submit to calculate new results.

# Future Pathway Pages

Each of the 42 future pathway areas has an individual resource page. Each page is set out in the same way and is designed to help you explore and expand your understanding of different career paths. The next couple of pages will take you through the future pathway pages using **Engineering** as an example.

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## Overview

Each resource page starts with an overview of the future pathway area. This section also provides a link to the most relevant page(s) of vocational pathway materials. See sample below:

## engineering

As an engineer you will design, plan and organise the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants, and plan production schedules and work procedures to ensure engineering projects are undertaken efficiently and in a cost effective manner. There are many different types of engineers.

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## Top Five Skills

Each resource page provides a list of the top five skills associated with this future pathway area. These skills come directly from the transferable skills list you assessed yourself against in questionnaire one and provides a useful reference point for you to compare with your own 'top 10' list. See sample below:

### TOP 5 SKILLS

- 1 Constructing or reconstructing
  - 2 Maintaining, cleaning or repairing
  - 3 Working with numbers, analysing
  - 4 Problem solving
  - 5 Working with tools
- 

## Relevant Subjects

Each resource page provides a list of the most relevant school subjects' you need to consider if you would like to pursue a career in this area. See sample below:

### RELEVANT SUBJECTS

- 1 Mathematics
- 2 Physics
- 3 Chemistry
- 4 Technology
- 5 Computing / Digital Technology

## Bulls-Eye List

Each resource page provides a list of 10 job titles as examples of the varied types of work that can be found within each area.

This balances a desire to keep each area open and to encourage broad career exploration while also providing examples of job titles that exist in the market today.

If you hover over any of these job titles you can select the job and it will be added to the list on the 'my page' for future reference.

 **FUTURE-FIT JOBS**

**Chemical Engineer**  
[View job website](#) 

**Electrical Engineer**  
[View job website](#) 

**Electronics Engineer**  
[View job website](#) 

**Environmental Engineer**  
[View job website](#) 

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## Interesting Stuff

This section focuses on providing links to content on the future pathway area. This section always includes occupational outlook reports and global university rankings if they are available for the area, 'day-in-the-life' articles, blogs or videos and entertainment. See sample below:

### Quiz - [Should You Become an Engineer?](#)

[FutureMorph](#) is a UK website designed to show you some of the amazing and unexpected places that studying science, technology, engineering and maths can take you.

[Student Edge Career Info/Video - Engineer](#)

[Engineering Games & Apps for Youth](#)

Test your technical knowledge:

- [Civil Engineering](#)
- [Mechanical Engineering](#)
- [Systems and controls](#)
- [Electronics](#)
- [Resistant materials](#)

### Entertainment:

- [Construction Intervention](#)
- [How Stuff Works](#)
- [Iron Man 2](#)
- [Iron Man](#)
- [Flight of the Phoenix](#)
- [Apollo 13](#)

## Action Plan Ideas

Each resource page provides a short list of action plan ideas to help you to get started on the action plan on your 'my page'. You can simply copy and paste these across to add to your own list, or use them as a starting point for your own ideas. See sample below:

### ACTION PLAN IDEAS

- Watch one of the recommended Discovery Channel shows for inspiration
- Design and build model structures
- Take technology to get some practical engineering experience
- Get experience working on and managing projects
- Type the job titles (above) in to a search engine to find out more about what each involves

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## Logging Out

Use the 'logout button' at the top right of the screen to finish a session at any time. All results will be saved as you go.

LOGOUT