

# Job Explorer Database 2022-23



## The Jed introductory tour

Jed, the Job Explorer Database, helps students plan their school choices and aspire to a career where they can give their best. The content is updated and expanded each year, and we're continually improving it with new features.

The best way to learn about Jed is to get clicking. If you've got a few minutes, this worksheet will help you find out about Jed and some of what it can do.

## Getting started with Jed and First Jed

1. When you first start using Jed, it'll ask which version of Jed you want to use. Use *Jed* for most secondary school students and older. Use *First Jed* for younger students and some special needs. For this worksheet, choose *Jed*.
2. At the heart of Jed is the main menu page. This is the page that you start from and return to. It has a careers fact of the day on it, and links to the various elements within Jed. Most of the pages in Jed have a *main menu* link at the top left. Use this to get back to the main menu screen from wherever you are.
3. At the very bottom of the page are some links in blue. Try them to see what they do. The *help* link tells you about using Jed, and includes factsheets on careers topics.

## Careers information that is relevant to you

4. Jed has information on over 850 careers. Jed's quizzes help you with suggestions for where to start looking. From the Jed main menu, choose the *suits me quiz* item.
5. On the *suits me quiz* page, you can choose the *quick quiz* or the *big quiz*. For this worksheet, choose the *quick quiz*. For better suggestions and more in-depth feedback you can choose to do the *big quiz* later.
6. Within the *quick quiz*, answer all the questions in whatever way you like. For Q16 about what exam level jobs to show, leave all the boxes ticked for now.
7. At the end of the quiz, click the *finish* button to see Jed's suggestions for where to start looking. At the top of the list is a link to a graph of how you answered. The graph page shows you how your answers affect Jed's suggestions.
8. On the suggestions list, each job has a star rating. This shows how well that job matches your quiz answers. Click on any job to view details about it.
9. Within each job record, the *suits me* section tells you about how this job matches your quiz answers. Also in this section are questions tailored for you; if you answer these as you go along, Jed can improve its suggestions.

## Videos, pictures, details, and searches

10. As well as the quizzes (see above), Jed has lots of other ways to help you find jobs relevant to you. On the Jed main menu page are links for *videos*, *job groups*, *top tens*, *job search*, and *subject search*. Try them to see what they do.
11. At the top right of each page is a *job name search* box. Enter all or part of a job name and click on *GO*. You don't have to get it exactly right – Jed is good at guessing what you meant. Try searching for 'docter' or 'tecknishun' for example.



## Finding out more about careers, choices, and training

- Using the *job name search* box at the top right of any page, type 'mech' and click on the *GO* button. Jed will list all the jobs that begin with 'mech'. Click on *car mechanic* from the list.
- Any time you see a word in the text that is underlined in green, try hovering over it with your mouse. Jed pops up an explanation of that word. Jed is easy to use, without any prior careers knowledge.
- Jed shows you lots of information about each job. Explore using the menu down the left of each job page. Try the links to see what they do.
- Within some of the information sections, there are tabs across the top. Try the sections on *pay & progress*, *details*, *suits me*, and *find out more* sections too, to see the tabbed information.
- Each job has a section about *training & tips*. Within this section are tabs for *14+*, *16+*, and *18+*. Take a look at these tabs to see how they support decision making at these key points.
- At the bottom of each of the training tabs is a link to a relevant factsheet. Each factsheet has general information about choices at this decision point. Click the *factsheet* link to see it.
- The help system has lots of other factsheets too. Use the menu on the left of the help pages to find your way around. When done, click on '*Back*' at the top of the help menu to return to where you were.

## Making a shortlist, looking at your history, and saving your work for another time

- When you look at a job, you can add it to your shortlist. Go to the *suits me* section for that job, and the *my notes* tab. Click on *hot*, and then *OK*. Here you can also add some of your notes of your own.
- Now click on the *history* tab at the top right of your Jed screen, to see a list of the jobs that you looked at recently. The ones you have marked as 'hot' have an orange flash next to them.
- From the main menu, click on the *my Jed record* link. On the Jed record pages, you can see things like your quiz answers, the shortlist of jobs you have marked as 'hot', and your notes.
- At the bottom of the *my Jed record* page is a link to *save my Jed record*. It is saved in a format that means you can open it anywhere, with Jed or not. You could use it in your progress file, for example. Using the *open a Jed record* feature you can load your Jed record to resume from where you were.

## Treasure hunts as a classroom activity

- Jed has multi-player treasure hunts as an engaging way to get your class thinking about careers. See <https://jed.ckcareers.org.uk/docs/teaching-resources/jed-help-videos> for help videos about treasure hunts and other Jed features.

## First Jed, for younger users and some special needs

- Within Jed, you can return to the main menu page and then click on the *Jed* link at the top left of the page. From there you can then follow the link to *First Jed*.
- First Jed is like Jed but with a friendlier font and reduced text. The information is shorter and simpler than in Jed. The quiz is simpler too, with one question per page.
- From the main menu of First Jed, try the *world of work* link for an interactive map that links to jobs.

There's lots more to discover about Jed. Using it is the best way to find out more.

Visit <https://jed.ckcareers.org.uk/docs/teaching-resources> for teaching ideas, resources, and help videos.