

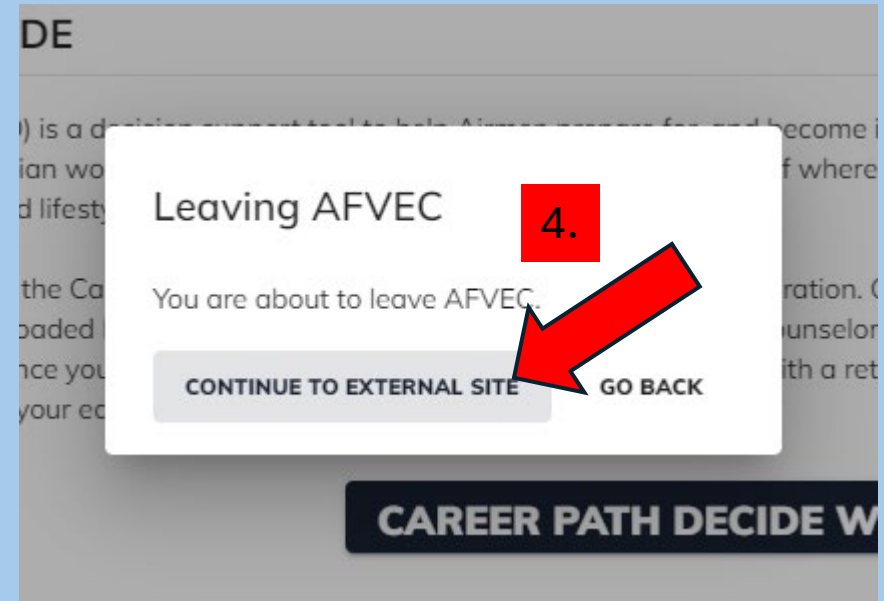
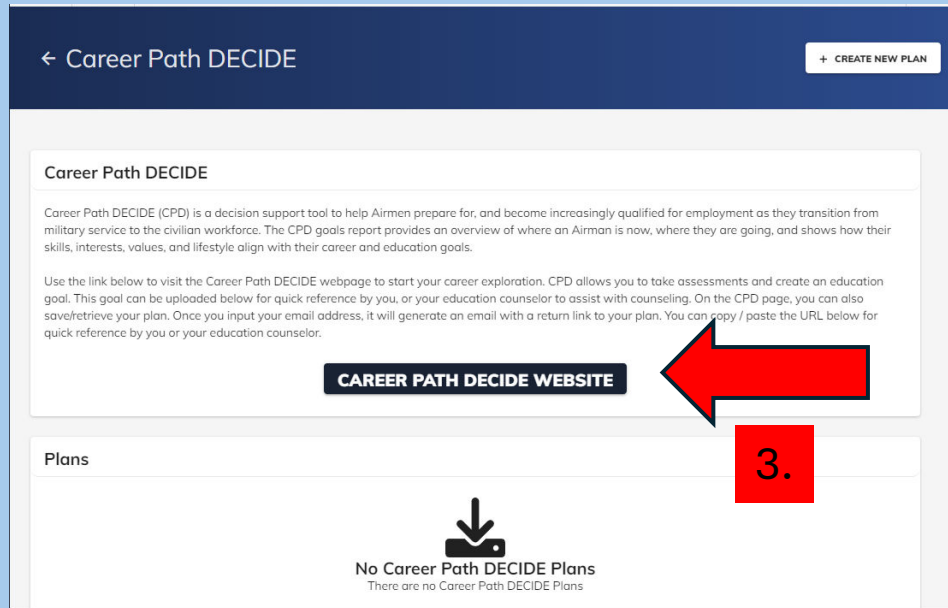
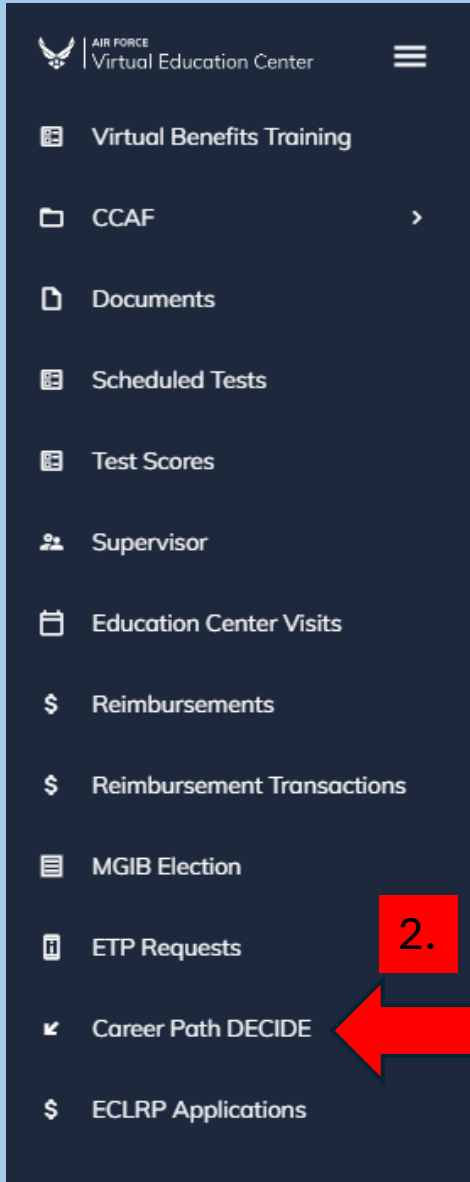
# How to complete **CAREER PATH DECIDE**

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JUNE 2024

# CAREER PATH DECIDE

1. Log into AFVEC.
2. On the left side menu, scroll down and click on *Career Path DECIDE*.
3. Next, click on *Career Path Decide* website link.
4. It will direct you to an external site.



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5. Take all 4 of the surveys listed in the “Build Your Target” section. Click on “Match Me” in each area to take that specific survey.

6. Once you have completed each target the different sections will change color.

**Build Your Target**  
Not sure what's right for you? Take our assessments and find out where to aim.

**Quick Match**  
Have an idea what you want to do? Tell us a few things for a quick match.

**Career Ready Videos**  
Career Ready Videos Interested in learning more? Watch these career ready videos

To build your target, take these four surveys. Each survey represents a different aspect of you.  
**The more surveys you take the more accurate your matches will be.**

Take your **skills** survey  
2 min **Match Me**

Take your **lifestyle** survey  
3 min **Match Me**

Take your **interests** survey  
3 min **Match Me**

Take your **values** survey  
2 min **Match Me**

A red arrow labeled '5.' points to the 'Match Me' button for the skills survey.

To build your target, take these four surveys. Each survey represents a different aspect of you.  
**The more surveys you take the more accurate your matches will be.**

Take your **skills** survey  
2 min **View Results**  
[Retake Survey](#)

Take your **lifestyle** survey  
3 min **View Results**  
[Retake Survey](#)

Take your **interests** survey  
3 min **View Results**  
[Retake Survey](#)

Take your **values** survey  
2 min **View Results**  
[Retake Survey](#)

Reset Your Target

A red arrow labeled '6.' points to the 'View Results' button for the skills survey.

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7. Next, pick your desired career. Scroll down below the 4 target surveys you just completed. Career options are organized in several different categories.

8. View the careers and how they relate to your target survey results.

9. Once you have researched careers, select your career goal.

The screenshot shows two rows of career cards. The top row is titled "High Growth Careers" and contains five cards: "Wind Turbine Service Technicians" (\$57K, high growth), "Nurse Practitioners" (\$112K, high growth), "Solar Photovoltaic Installers" (\$47K, high growth), "Home Health Aides" (\$25K, high growth), and "Personal Care Workers" (\$25K, high growth). A red arrow points to the "High Growth Careers" header with a red box containing the number "7". The bottom row is titled "Match Your Experience (Fastest Path to Civilian Job)" and contains five cards: "Compliance Managers" (\$116K, moderate), "Loss Prevention Managers" (\$116K, moderate), "Brownfield Redevelopment Specialists and Site Managers" (\$116K, moderate), "First-Line Supervisors of Police and Detectives" (\$95K, moderate), and "Emergency Management Specialists" (moderate). A red arrow points to the "Match Your Experience" header with a red box containing the number "7". Another red arrow points to the "First-Line Supervisors" card with a red box containing the number "8".

The screenshot shows the details for the career "Education Administrators, Postsecondary". At the top, there is a blue header with the title. Below the header, there are two buttons: "Set as Career Goal" (green) and "Save for Later" (white). A red arrow points to the "Set as Career Goal" button with a red box containing the number "9". Below the buttons, there is a section titled "What They Do?" with a description: "Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges." Below this is a "View Task" section with a video player showing a building. To the right of the video, there is a salary chart showing an average salary of \$111K/yr. Below the chart, there are sections for "Time Investment" (10 years of preparation left) and "Pros/Cons" (3 Pros: Above average salary, Above average outlook; 1 Con: High time commitment required). At the bottom, there is a section for "Alternate Occupation Titles" including "Academic Affairs Dean, Academic Affairs Director, Academic Affairs Manager, Academic Affairs Specialist, Academic Affairs Supervisor, Academic Affairs Coordinator, Academic Affairs Assistant, Academic Affairs Administrator, Academic Affairs Director, Academic Affairs Manager, Academic Affairs Specialist, Academic Affairs Supervisor, Academic Affairs Coordinator, Academic Affairs Assistant, Academic Affairs Administrator". A blue "Tutorial" button with a green circle containing the number "3" is in the bottom right corner.

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10. You will see that your career goal has been saved. Next you will go on to goal 2, institution.

The screenshot shows the 'CAREER PATH DECIDE' interface. At the top, there is a navigation bar with 'Goal 1/3' circled in red and a red arrow pointing to it. Below the navigation bar, there are tabs for 'Occupation Details', 'Readiness Evaluation', and 'Associated Schools'. A blue bar displays 'Education Administrators, Postsecondary' with a red box containing the number '10.' and a red arrow pointing to it. Below this, a green bar contains a confirmation message: 'Education Administrators, Postsecondary was added to your goal. Your next step is to choose a school and set an academic goal.' At the bottom, there are buttons for 'Remove Career Goal' and 'Save for Later'.

11. Based on your career goal, *Career Path DECIDE* will suggest schools. You can search by different categories (school name, degree level, available online). Review your options to find the right school for you.

**\*Note:** If the institution you want to attend is not listed, select one of the available choices. You are not obligated to attend this school. You will select your school when you create your education goal in AFVEC.

The screenshot shows the search results page. At the top, there is a search bar with 'American' entered. Below the search bar, there are filters for 'Degree Level' (None Selected), 'Program / Occupation Alignment' (Recommended Programs), and checkboxes for 'Available Online', 'Open Admission', and 'Regional Accreditation'. A table lists search results with columns for 'School', 'Avg Cost / Semester Hour', 'Open Admission', 'Online', and 'State'. The first row, 'American Public University System', is highlighted with a red box containing the number '11.' and a red arrow pointing to it.

School	Avg Cost / Semester Hour	Open Admission	Online	State
American Public University System	\$233.94 / Hr	◆		WV
American University	\$248.46 / Hr	◆		DC
American International College	\$250.00 / Hr	◆		MA
Inter American University of Puerto Rico - Aguadilla Campus	\$180.89 / Hr	◆		PR
Inter American University of Puerto Rico -	\$182.94 / Hr	◆		PR

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12. Once you find an institution, set it as your goal.

13. The system will tell you that your goals have been set. Download the goal report. Save the report as PDF to your desktop.

American Public University System

Distance Hybrid In-Person Proprietary Regional 4 Year

Programs/Credentials

Degree Level: Master's Degree Program / Occupation Alignment: Recommended Programs Search for a program

Credential	Education Level	Alignment	
Educational Leadership and Administration, General	Master's Degree	Recommended Programs	Set Goal
Educational Leadership and Administration, General	Master's Degree	Recommended Programs	Set Goal

Items per page: 5 1 - 2 of 2

12. (Red box with arrow pointing to the 'Set Goal' button)

Your Goals

- ✓ **Career Goal**  
Decide on an occupation you would like to pursue  
**Education Administrators, Postsecondary** Remove
- ✓ **School Goal**  
Decide on a school that offers an academic program towards your occupation  
**American Public University System** Remove
- ✓ **Academic Program Goal**  
Decide on an academic program that supports your chosen occupation  
**Educational Leadership and Administration, General** Remove

13. (Red box with arrow pointing to the 'Download Goals Report' button)

Download Goals Report

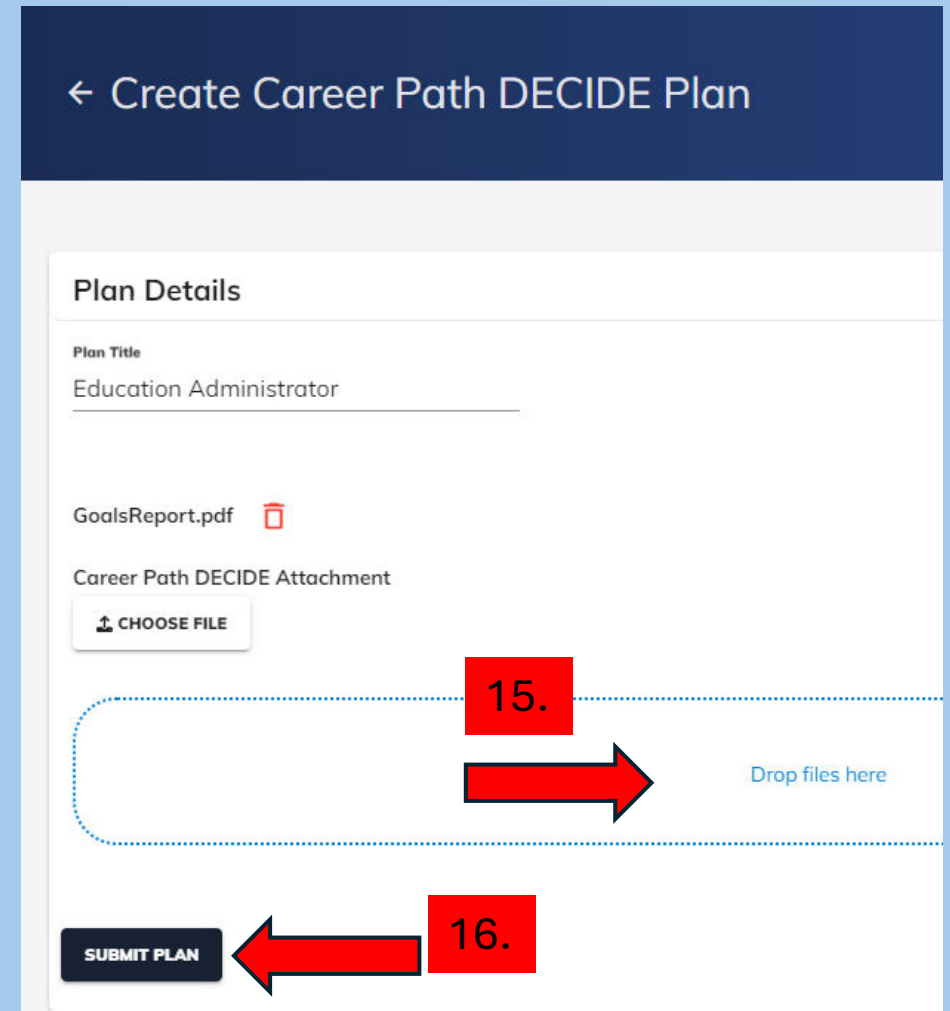
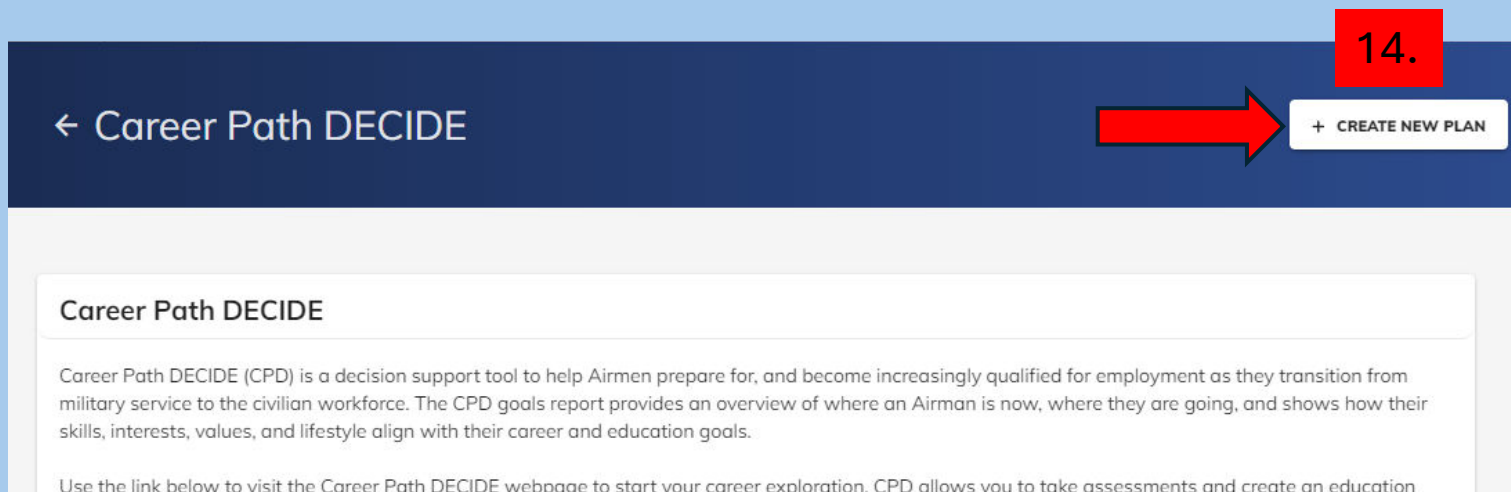


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14. In AFVEC, within the *Career Path DECIDE* section select “Create New Plan.”

15. Name your plan. Then drag and drop your saved goal report (PDF file) in “drop files here”.

16. Submit the plan.



# CAREER PATH DECIDE

You have completed the *Career Path DECIDE!* Next step, create an education goal in AFVEC.

An education counselor will review your goal report and may contact you for a counseling appointment.

If you have any questions, please contact the Education Office.

SJAFB Education Office  
919-722-5800  
4fss.fsde@us.af.mil

The screenshot shows the Career Path DECIDE website interface. At the top, there is a dark blue header with a back arrow and the text "Career Path DECIDE" on the left, and a white button with a plus sign and the text "CREATE NEW PLAN" on the right. Below the header is a white section titled "Career Path DECIDE". This section contains two paragraphs of text. The first paragraph explains that Career Path DECIDE (CPD) is a decision support tool to help Airmen prepare for and become increasingly qualified for employment as they transition from military service to the civilian workforce. The second paragraph provides instructions on how to use the tool, including taking assessments, creating an education goal, and uploading it for quick reference. Below the text is a dark blue button with white text that says "CAREER PATH DECIDE WEBSITE". At the bottom of the screenshot is a table titled "Plans". The table has four columns: "Title", "Reference Url", "Date", and "Linked to Goal". There is one row of data in the table.

Title	Reference Url	Date	Linked to Goal
Education Administrator		06/04/2024	