

TEAMS

Transition Employment Assistance for Military Spouses

Your Next Move for Military Spouses

Participant Guide

SEPTEMBER 2021

Transition Employment Assistance for Military Spouses
(TEAMS)

U.S. DEPARTMENT OF LABOR

Veterans' Employment and Training Services (VETS)

Transition Assistance Program (TAP)



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Introduction to TEAMS

It is our pleasure to welcome you to this Transition Employment Assistance for Military Spouses (TEAMS) workshop. TEAMS was launched in September 2020 by the Department of Labor (DOL) Veterans' Employment and Training Service (VETS) as a part of the Department of Defense (DoD) Transition Assistance Program (TAP) and is designed specifically for the spouses of transitioning service members.

Whether you are a spouse of a service member who is relocating, retiring, separating, or a member of the reserve component who is deactivating, demobilizing, or being released from active-duty orders, this workshop is designed to assist you with finding employment.

Providing employment assistance to transitioning service members and their spouses is part of the mission of DOL VETS TAP. Each year, approximately 90,000 military spouses are impacted by their service member's military transition (DoD 2018 Demographics Profile of the Military Community). While spouses are eligible to attend military TAP briefings and workshops, the majority do not participate for a variety of reasons (DOL VETS TAP Military Spouse Curricula Needs Analysis, 2020).

In early 2020, DOL VETS conducted extensive research to discover what military spouses want and need in both education and delivery methods as well as what employment resources are available and accessible to military spouses.

The research, which spanned 11 reports, five website analyses, over 700 individual military spouse surveys, and dozens of interactions and interviews with military spouse advocacy groups, confirmed a demand for employment-related workshops concentrated on the issues encountered by transitioning spouses.

The TEAMS workshops are adapted from the current DOL TAP curriculum that is provided to over 170,000 service members annually.

Thank you for your participation and for your support of our nation's service members.



Slide 1

Welcome to the Your Next Move workshop. This two-hour workshop is provided by the Department of Labor (DOL) to military spouses seeking information on how to evaluate careers and to develop a plan to achieve a desired career.

Introduction

- ✓ Purpose of training
- ✓ Material usage
- ✓ Website demonstrations and hands-on activities
- ✓ Classroom

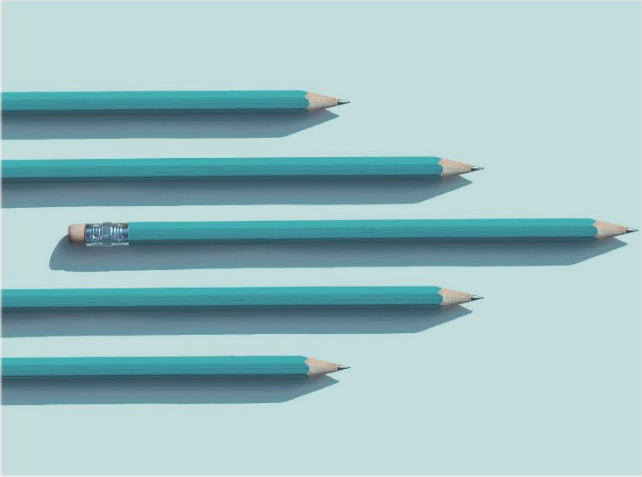
Slide 2

Determining what kind of career is the best choice involves assessing yourself and evaluating careers, looking introspectively and externally, and using your time and resources wisely.

The purpose of this workshop is to provide you with resources and information you can use to evaluate careers and to develop a plan to achieve your desired career.

Learning Objectives

Objectives



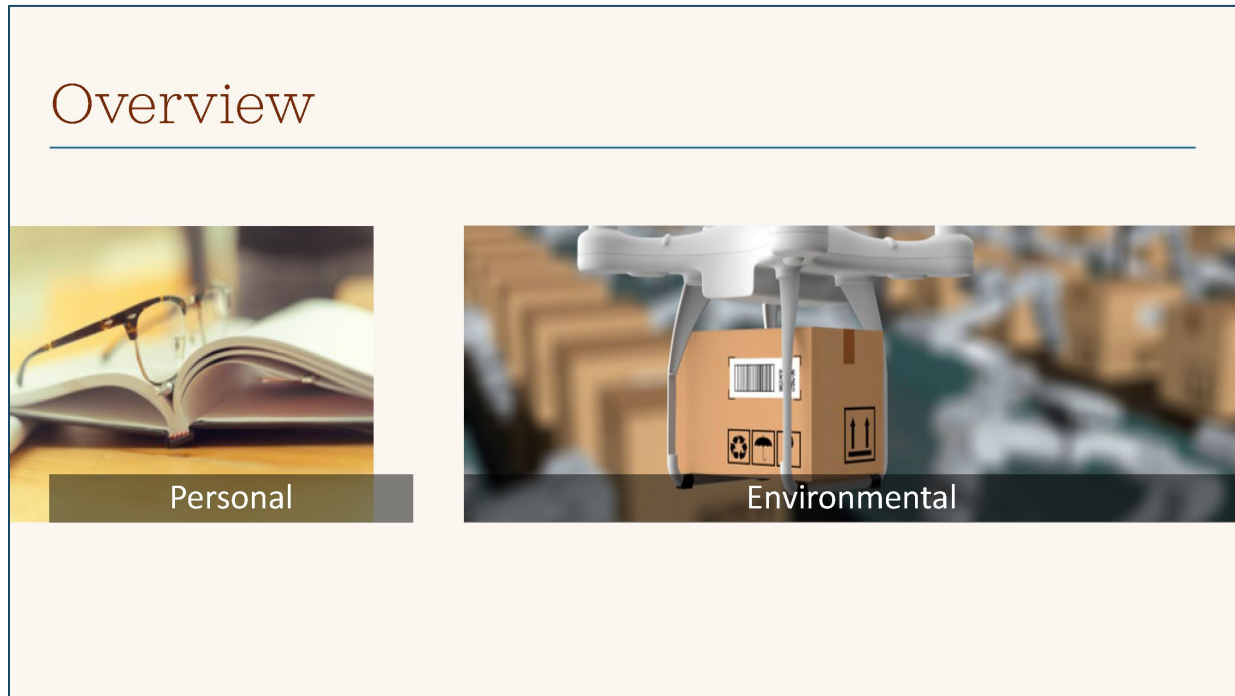
- Describe** Personal Factors in Career Choice
- Explore** DOL Resources
- Explain** Reasons to Conduct LMR
- Recognize** Additional Self-Assessment Opportunities

Slide 3

At the end of this section, you will:

- Describe personal factors in identifying your career choice.
- Explore DOL resources, such as My Next Move and CareerOneStop, which provide an external evaluation of careers and assessment tools to assist you in identifying careers which match your interests, knowledge, skills, and abilities.
- Recognize additional opportunities for self-assessment such as attending the DOL Career and Credential Exploration (C2E) two-day workshop in person or online at TAP Virtual Curriculum <https://www.tapevents.org/courses>. Attending this workshop will provide you with information and a range of tools and resources to help you evaluate your career options and gain the necessary training or credentials needed to pursue your vocational career goals.

Workshop Overview



Slide 4

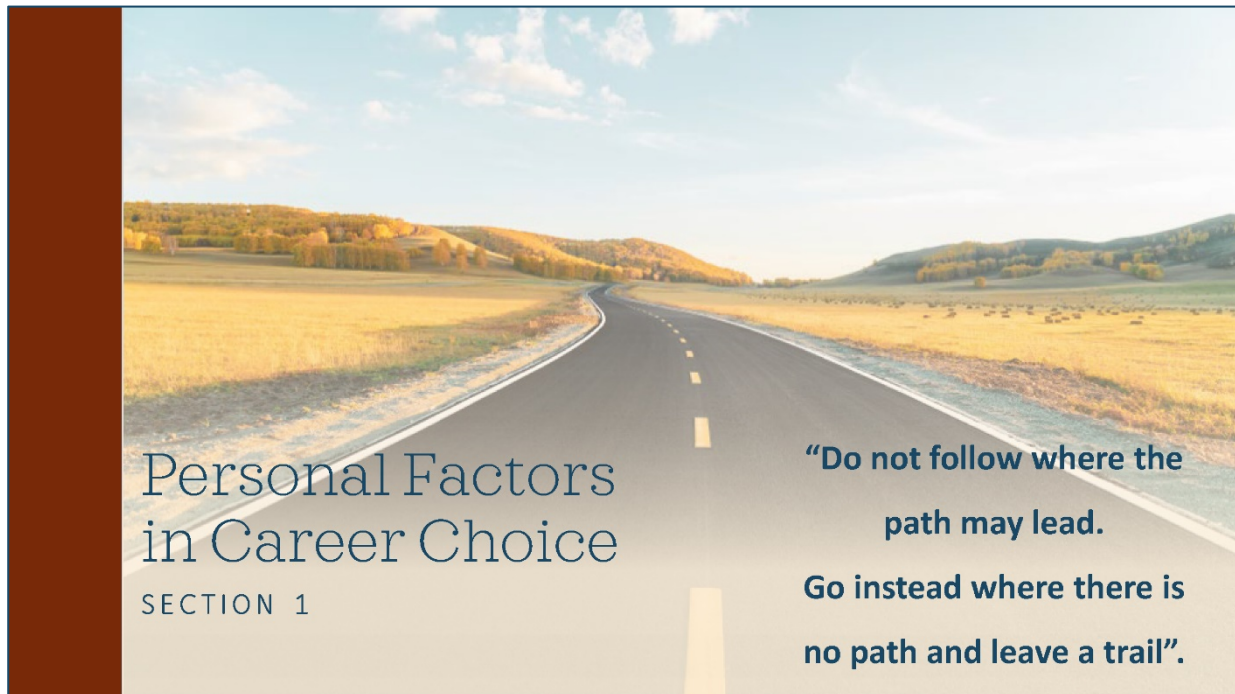
This workshop is divided into two sections - Personal Factors and Environmental Factors. As each section is covered, not only will there be an opportunity for discussions, but you will also complete two assessments and some LMI research.

You will use the O*NET Interest Profiler to assess your interests, values, and work style. The CareerOneStop Skills Matcher assessment is used to identify your skills and experience as related to careers and occupations that may be right for you.

As you review the career suggestions these tools provide, think about your personal priorities, and look for common themes among the results. Think about how the recommendations can help you find a career where your interests, skills, and salary requirements connect.

PERSONAL FACTORS

Section 1 – Personal Factors in Career Search



Slide 5

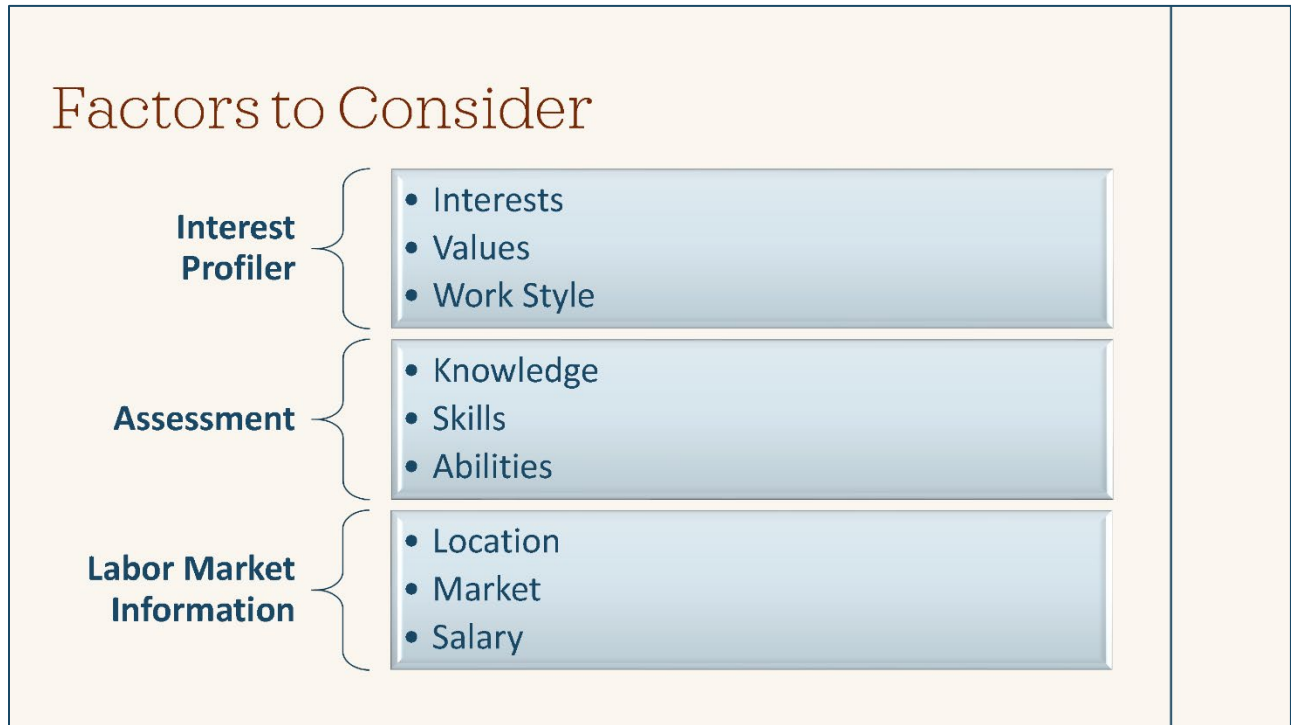
Planning Your Next Steps

In this section, you will explore how personal factors may affect a career choice.

The following quote has been attributed to Ralph Waldo Emerson, “Do not follow where the path may lead. Go instead where there is no path and leave a trail.” Muriel Strode wrote in 1903, “I will not follow where the path may lead, but I will go where there is no path, and I will leave a trail.”

What path will you take? What will your trail look like? Will you continue in your current career or pursue a new one which has a bright outlook?

Factors to Consider When Selecting a Career



Slide 6

When selecting a career, think about the following factors:

Factor	Description
Interests	Pursue something you are truly interested in. If you do not like working with sick people, do not be pressured into becoming a nurse just because there is a high demand for nurses.
Values	Make a list of your top priorities to ensure this career matches up, as you plan for your future career. How will you achieve a work-life balance? Is having weekends off important?
Work Style	Ensure the career path you choose provides you with an environment you can thrive in. Everyone has their own unique work style. Some enjoy deadlines and structure while others thrive with little guidance or direct supervision.
Location	Consider housing availability, associated moving costs, cost of living, and family adjustment. Is the job in demand where you are going to live, or do you need to relocate?

Factor	Description
The Market	Research the labor market to ensure the career you are pursuing has demand in your area and to determine what education or training is required. Research the salary ranges, industry trends, and growth potential.
Education and Training (High-Quality Career)	<p>Select a career where you can utilize your knowledge, skills, and abilities in an occupation that supports your values while earning a substantive wage.</p> <p>According to the DOL's Bureau of Labor Statistics, individuals with an associate degree, on average, earn 18% more than their counterparts with high school diplomas.</p> <p>Likewise, an individual with a bachelor's degree, on average, earns 64% more. Individuals who complete a Registered Apprenticeship Program, on average, earn 84% more than those with only a high school diploma.</p>
Skills	Consider the skills necessary for the career you select. Do you already have these skills? Are there skills you need to develop to be a competitive candidate in that field?

So, now that we have discussed a little about personal factors in career searches, let's conduct a self-assessment.

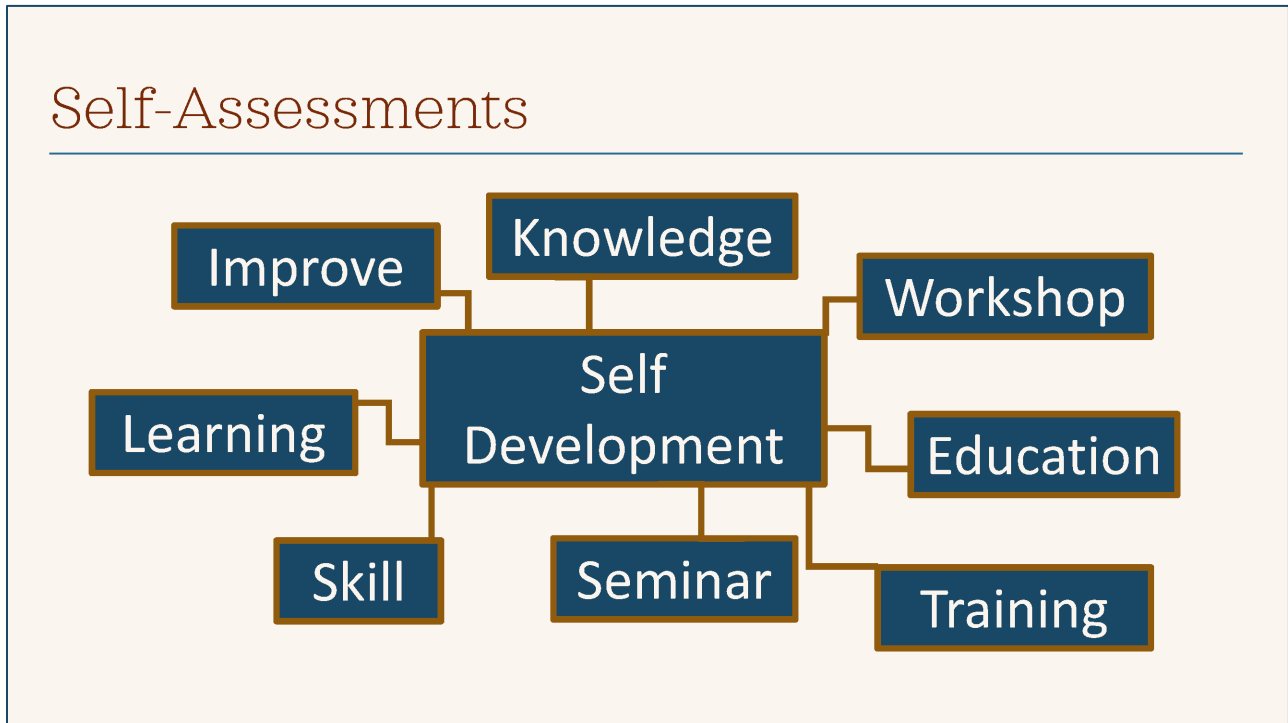
Section 2 – O*NET Interest Profiler and Self-assessments



Slide 7

There are many aspects that go into career planning: interests, values, and aptitudes, as well as “practical matters” such as market, salary, location, etc. In this section, we will cover how to use the O*NET Interest Profiler to assess your interests, values, and work style.

Self-assessments



Slide 8

Acquiring self-knowledge through assessments will assist in developing plans to reach your desired career.

In this section, you have the opportunity to take your first assessment, the O*NET Interest Profiler, which is designed to measure your interests, aptitudes, and work values.

Even if you already know what career you want to pursue, personal assessments can offer you a deeper understanding of how to best position yourself for success. As you review the career suggestions this and other tools provide, think about how these self-assessments can:

- Assist in developing plans
- Explore occupations that match your interests
- Recommend suitable occupations

What Is an Assessment?

The slide features a light beige background with a thin blue border. At the top, the title 'What is an Assessment?' is written in a brown serif font. Below the title is a horizontal line. Three light blue rounded rectangular boxes are stacked vertically, each containing a statement in a dark blue sans-serif font. The first box says 'It is an instrument.', the second says 'It is Not a test.', and the third says 'It has limitations.' Each box is set against a light orange rectangular background that is wider than the box itself.

Slide 9

Evaluation and assessment are words you often hear used together because each can be used in defining the other. An evaluation is used to grade or gauge the quality of something applied against standards to help you understand performance so you can identify possible shortfalls. An assessment documents and measures individual knowledge, skills, and abilities and provides feedback used to help determine which strategies to implement to determine your next steps.

Career assessment is the process of evaluating how a variety of personal attributes such as your interests, values, and aptitudes impact your potential success and satisfaction with different career options and work environments. Career assessments are not considered tests because there are no right or wrong answers. The assessments take into consideration how high you score in various careers based on your answers to questions pertaining to your interests, skills, personality traits, and values.


While assessments are great tools to help you narrow down your career options, an assessment cannot determine the perfect career for you. Career assessments have limitations, so you might need to consider a variety of tools and resources to select a career that is the best fit for you. An assessment can certainly help you get started, but you still need to carefully consider the pros and cons of any occupation that interests you.

Career Research Worksheet

Career Research Worksheet




O*NET Interest
Profiler RIASEC
Scores




My Next Move
Career Details



CareerOneStop
Career
Exploration



CareerOneStop
Occupation
Comparison



Slide 10

Throughout this workshop, you will complete sections of the Career Research Worksheet and record career information, such as job details, your knowledge, skills, and abilities, and salary ranges to help you plan your next steps. Located in the Appendix are all of the Career Research Worksheet pages.

In the following website activity, you will use the O*Net Interest Profiler, and record your Interest Profiler scores in the first section.

Interest Profiler

Interest Profiler

o-net
Interest Profiler

User Agreement
Proper Use

Taken the Interest Profiler before?
Enter scores

Welcome to the O*NET Interest Profiler!

The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore.

On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

Let's practice

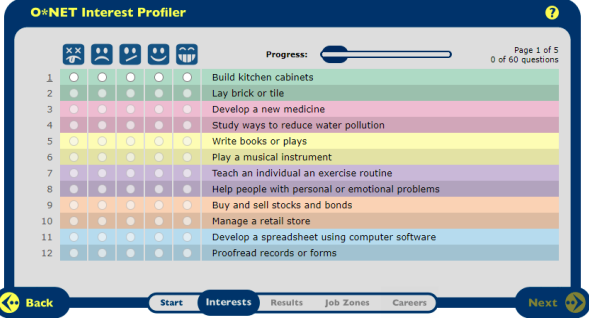
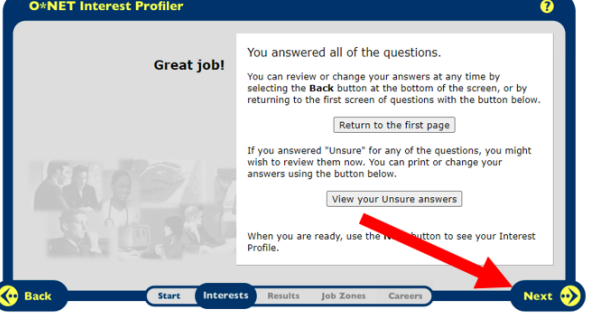
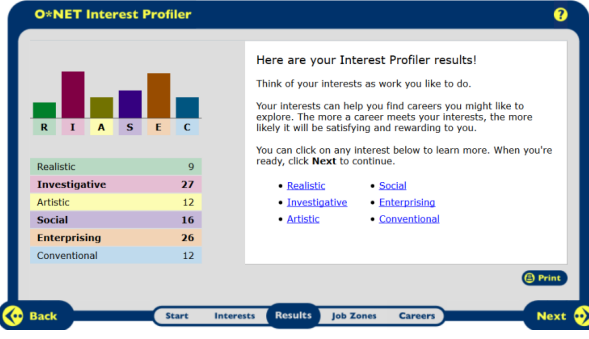
www.mynextmove.org/explore/ip

Slide 11

This assessment will identify your dominant work type. It has four sections: Interests, Results, Job Zones, and Careers.

Website Activity: O*NET Interest Profiler

Step	Action	Additional Description
1.	To access the O*NET Interest Profiler, go to www.mynextmove.org/explore/ip , and select Start .	<p>O*NET Interest Profiler</p> <p>o-net Interest Profiler</p> <p>User Agreement Proper Use</p> <p>Taken the Interest Profiler before? Enter scores</p> <p>Welcome to the O*NET Interest Profiler!</p> <p>The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.</p> <p>The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore.</p> <p>On each screen, click the Next button at the bottom to continue. You can use the Back button at the bottom to re-read the instructions or change your answers.</p> <p>Start Interests Results Job Zones Careers Next</p>

Step	Action	Additional Description														
2.	<p>In the Interests section, you must answer all 60 questions to assess how you would feel about different work activities.</p> <p>Note: Your answers should be based ONLY on how you would feel about doing these activities and NOT on your experience level, training, ability, or earning potential. It is important to remember that there are no wrong or right answers, only your opinion matters.</p>															
3.	<p>Once you finish answering all 60 questions, select Next to proceed to your Interest Profiler results.</p>															
4.	<p>In the Results section, view your results in the numerical rankings across the six work types/interests.</p> <p>Note: You can select any of the six interest areas to read its description. Notice that your three strongest interests are shown in bold.</p>	 <table border="1" data-bbox="906 1396 1112 1564"> <thead> <tr> <th>Interest Type</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Realistic</td> <td>9</td> </tr> <tr> <td>Investigative</td> <td>27</td> </tr> <tr> <td>Artistic</td> <td>12</td> </tr> <tr> <td>Social</td> <td>16</td> </tr> <tr> <td>Enterprising</td> <td>26</td> </tr> <tr> <td>Conventional</td> <td>12</td> </tr> </tbody> </table>	Interest Type	Score	Realistic	9	Investigative	27	Artistic	12	Social	16	Enterprising	26	Conventional	12
Interest Type	Score															
Realistic	9															
Investigative	27															
Artistic	12															
Social	16															
Enterprising	26															
Conventional	12															

Step	Action	Additional Description														
5.	<p>Record your Interest Profiler scores in the following table using the example to the right as a model.</p> <p>In the Career Research Worksheet Example, the individual’s three strongest interest areas are Artistic, Social, and Conventional and they would identify as ASC.</p>	<p>Record your Interest Profiler scores. O*Net Interest Profiler, https://www.mynextmove.org/explore/ip</p> <table border="1" data-bbox="873 436 1312 684"> <thead> <tr> <th>Category</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Realistic</td> <td>1</td> </tr> <tr> <td>Investigative</td> <td>0</td> </tr> <tr> <td>Artistic</td> <td>23</td> </tr> <tr> <td>Social</td> <td>13</td> </tr> <tr> <td>Enterprising</td> <td>2</td> </tr> <tr> <td>Conventional</td> <td>12</td> </tr> </tbody> </table>	Category	Score	Realistic	1	Investigative	0	Artistic	23	Social	13	Enterprising	2	Conventional	12
Category	Score															
Realistic	1															
Investigative	0															
Artistic	23															
Social	13															
Enterprising	2															
Conventional	12															

<p>Record your Interest Profiler scores. O*Net Interest Profiler, https://www.mynextmove.org/explore/ip</p>	
Category	Score
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

To view your report later, you can select **Enter Scores** on the Interest Profiler home page without having to retake the entire questionnaire.

Work Types



Slide 12

The O*NET Interest Profiler can help you discover the type of work activities and occupations you would like and find exciting. You will take the O*NET Interest Profiler to identify your dominant areas of interest categories or work type (RIASEC) and cross reference them with information about more than 900 potential occupations. These occupations have been classified according to associated work activities and five job zones, grouped by length of typical preparation, so that recommendations can be refined to reflect individual interests and related preparation preferences.







Dr. John L. Holland created the RIASEC model as a way of classifying personality types by work activity interests and matching them to correlated occupations. The RIASEC is based on the concept that there are six distinct interest categories, which are represented by the letters R, I, A, S, E, and C:

Most individuals tend to identify more strongly with a combination of two or three of these areas and less strongly with the others. Commonly, we refer to an individual's RIASEC code using three letters, which represents their top three interest categories.

Knowing your dominant RIASEC interests can help you identify the type of work that you may find the most interesting and rewarding which can lead to achieving greater career success and job satisfaction.

6 Work Types – Interest Areas

- Realistic (Doers)
- Investigative (Thinkers)
- Artistic (Creators)
- Social (Helpers)
- Enterprising (Persuaders)
- Conventional (Organizers)

<p>[R] Realistic</p>  <p>"Doers"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: Concrete tasks, objects, machines, tools, plants, or animals • LIKES: To work on practical, hands-on problems and answers 	<p>[S] Social</p>  <p>"Helpers"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: People • LIKES: To teach, coach, inform, and help others solve problems
<p>[I] Investigative</p>  <p>"Thinkers"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: Ideas and facts • LIKES: To observe, learn, investigate, analyze, and solve problems 	<p>[E] Enterprising</p>  <p>"Persuaders"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: Organizations • LIKES: To influence, persuade, lead, and direct others
<p>[A] Artistic</p>  <p>"Creators"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: Self-expression through various forms including images, materials, music, and movement • LIKES: To create art, ideas, and programs 	<p>[C] Conventional</p>  <p>"Organizers"</p> <ul style="list-style-type: none"> • PREFER WORKING WITH: Data and numbers • LIKES: To enter information, carry out detailed tasks, and have clerical or numerical interests

5 Job Zones

Job Zones



Job Zone 1
Little or no preparation



Job Zone 2
Some preparation



Job Zone 3
Medium preparation



Job Zone 4
Considerable preparation



Job Zone 5
Extensive preparation

Slide 13

You will notice that each of the lists of occupations is divided into five job zones. Each job zone contains occupations that require a similar level of education, training, and/or experience (See the Appendix for detailed descriptions of each job zone.). Your Interests plus Job Zones will equal Careers that might be right for you.

Job Zone	Preparation	Education level
Job Zone 1	Little or no preparation	Occupations may require a high school diploma or GED certificate.
Job Zone 2	Some preparation	Occupations usually require a high school diploma.
Job Zone 3	Medium preparation	Most occupations require training in vocational schools, related on-the-job experience, or an associate degree.
Job Zone 4	Considerable preparation	Most of these occupations require a bachelor's degree.
Job Zone 5	Extensive preparation	Occupations require a graduate school education (master's degree, doctorate, law, or medical degree, etc.).


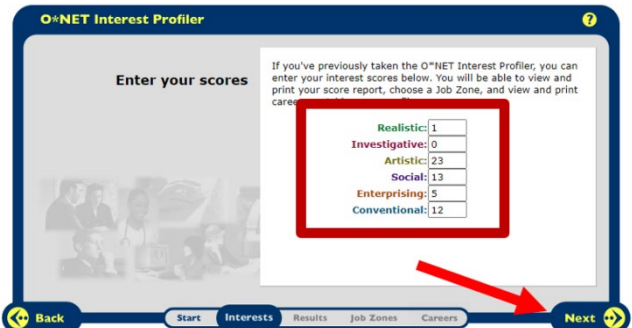
For example, let’s say your dominant RIASEC codes are Realistic, Social, and Investigative (RSI). Occupations which match this interest area include Physical Therapists, Veterinary Assistants, and Acute Care Nurses. One of your areas of interest is in rehabilitative programs and/or physical therapy. According to the National Center for O*NET Development, you can use the Job Zones to assist you in determining a “Career Ladder for physical therapy”.

You might start out in Job Zone 2 as a Physical Therapist Aide. Then progress to Job Zone 3 as a Physical Therapist Assistant and finally to Job Zone 5 as a Physical Therapist.

As another example, lets’ say your RIASEC code is Artistic, Social, and Conventional (ASC). O*NET may identify that since only a few occupations match your chosen interest areas, you may want to return to your top two interest areas (Artistic, Social) and explore the occupations listed there.

Using O*NET’s suggestion of SAC, Training and Development Specialists, Job Zone 4 and identifies that most training and development specialists need a bachelor’s degree.

Remember, to use the assessment as a starting point in your career development, and not a final result.

Step	Action	Additional Description
1.	To access the O*NET Interest Profiler, go to www.mynextmove.org/explore/ip	
2.	Enter your scores and select Next	

Job Details

Job Details

SKILLS

- Basic Skills**
 - thinking about the pros and cons of different ways to solve a problem
 - keeping track of how well people and/or groups are doing in order to make improvements
- Problem Solving**
 - noticing a problem and figuring out the best way to solve it
- Social**
 - looking for ways to help people
 - understanding people's reactions

PERSONALITY

People interested in this work like activities that include ideas, thinking, and figuring things out.

They do well at jobs that need:

- Attention to Detail
- Integrity
- Dependability
- Concern for Others
- Self Control
- Stress Tolerance

TECHNOLOGY

You might use software like this on the job:

- Medical software**
 - AlphaDent
 - DentiMax
- Spreadsheet software**
 - Microsoft Excel
- Office suite software**
 - Microsoft Office

EDUCATION

Doctoral degree

Find Certifications

JOB OUTLOOK

Bright New job opportunities are very likely in the future.

SALARY: \$155,600

\$80,850 - \$208,000+

Check out my state | View Salary Info | Find jobs

EXPLORE MORE

- Anesthesiologists
- Chiropractors
- Podiatrists
- Surgeons
- Veterinarians

You might like a career in these industries:

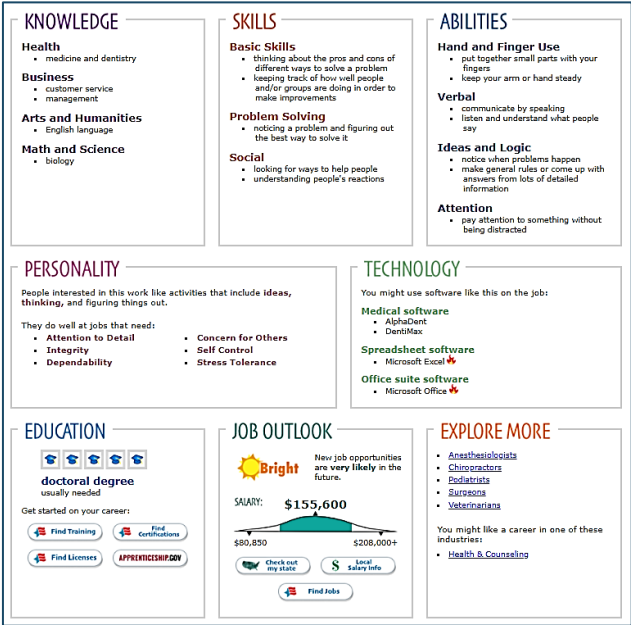



- Health & Counseling

Slide 14



Next, review the details of several possible careers.

Website Activity: O*NET Results



In the following website activity, you will use My Next Move, <https://www.mynextmove.org>. Identify two careers you would like to explore. Pick one of the suggested careers and record information about the career to include job outlook, knowledge, skills, abilities, personality, technology used, education requirements, and information about exploring related careers.

Step	Action	Additional Description
1.	View all the information provided for the occupation in each section: knowledge, skills, abilities, personality, technology, education, job outlook, and related positions.	 <p>The screenshot shows a grid of information for an occupation. It includes sections for Knowledge (Health, Business, Arts and Humanities, Math and Science), Skills (Basic Skills, Problem Solving, Social), Abilities (Hand and Finger Use, Verbal, Ideas and Logic, Attention), Personality (Attention to Detail, Integrity, Dependability, Concern for Others, Self Control, Stress Tolerance), Technology (Medical software, Spreadsheet software, Office suite software), Education (doctoral degree usually needed, Find Training, Find Certifications, Find Licenses, APPRENTICESHIP2020), Job Outlook (Bright, New job opportunities are very likely in the future, SALARY: \$155,600, \$80,850 to \$208,000+, Check out my state, Local Salary Info, Find Jobs), and Explore More (Anesthesiologists, Chiropractors, Podiatrists, Surgeons, Veterinarians, Health & Counseling).</p>
2.	Scroll to the Job Outlook section at the bottom of the occupational details page shown on the www.mynextmove.org website.	 <p>The screenshot shows the 'JOB OUTLOOK' section with a 'Bright' forecast icon and text: 'New job opportunities are very likely in the future.' Below this is a salary range: '\$80,850' to '\$208,000+' with a peak at '\$155,600'. There are buttons for 'Check out my state', 'Local Salary Info', and 'Find Jobs'.</p>
3.	Determine the job outlook and salary based on your current or desired working location. To determine the state outlook, select Check Out My State .	 <p>The screenshot shows a button with a map of the United States and the text 'Check out my state'.</p>
4.	To determine the local salary, select Local Salary Info .	 <p>The screenshot shows a button with a US flag icon and the text 'Local Salary Info'.</p>

The following example shows how the detailed information from Step 1 would be entered into the worksheet.



My Next Move			
Career 1	Current: __	Future: _X_	Job Zone: _3_
Self-Enrichment Education Teachers. Also called: Dance Instructor, Instructor, Martial Arts Instructor, Teacher	Best Fit: __	Great Fit: _X_	Job Outlook  _X_  __
KNOWLEDGE Education and Training teaching and course design Business customer service Arts and Humanities English language	SKILLS Basic Skills talking to others listening to others, not interrupting, and asking good questions Problem Solving noticing a problem and figuring out the best way to solve it		ABILITIES Verbal communicate by speaking listen and understand what people say Ideas and Logic order or arrange things use rules to solve problems

My Next Move		
<p>PERSONALITY</p> <p>People interested in this work like activities that include helping people, teaching, and talking.</p> <p>They do well at jobs that need:</p> <ul style="list-style-type: none"> Adaptability/Flexibility Dependability Attention to Detail Self-Control Concern for Others Integrity 	<p>TECHNOLOGY</p> <p>You might use software like this on the job:</p> <ul style="list-style-type: none"> Graphics or photo imaging software Adobe Systems Adobe Photoshop 🔥 Corel Paint Shop Pro Internet browser software Microsoft Internet Explorer Web browser software Data base user interface and query software Data entry software 🔥 Microsoft Access 🔥 	
<p>EDUCATION</p> <p>master's degree or certificate after high school usually needed</p>	<p>JOB OUTLOOK/SALARY</p> <p>New job opportunities are very likely in the future.</p> <p>Salary: \$39,190</p>	<p>EXPLORE MORE (Related careers)</p> <ul style="list-style-type: none"> Adult Basic & Secondary Education & Literacy Teachers & Instructors Career/Technical Education Teachers, Middle School Kindergarten Teachers Substance Abuse & Behavioral Disorder Counselors Training & Development Specialists <p>You might like a career in one of these industries: Education or Service</p>

My Next Move			
Career 1	Current: __	Future: __	Job Zone: __
	Best Fit: __	Great Fit: __	Job Outlook  __  __
KNOWLEDGE	SKILLS		ABILITIES

My Next Move		
PERSONALITY	TECHNOLOGY	
EDUCATION	JOB OUTLOOK/SALARY	EXPLORE MORE (Related careers)

NOTE: If time allows, enter information for a second career.

My Next Move			
Career 2	Current: __	Future: __	Job Zone: __
	Best Fit: __	Great Fit: __	Job Outlook  __  __
KNOWLEDGE	SKILLS		ABILITIES

My Next Move		
PERSONALITY	TECHNOLOGY	
EDUCATION	JOB OUTLOOK/SALARY	EXPLORE MORE (Related careers)

Keep in mind what you just learned about your interests as we conduct a second self-assessment to identify your skills in the next section – CareerOneStop Skills Matcher.

Section 3 – CareerOneStop Skills Matcher

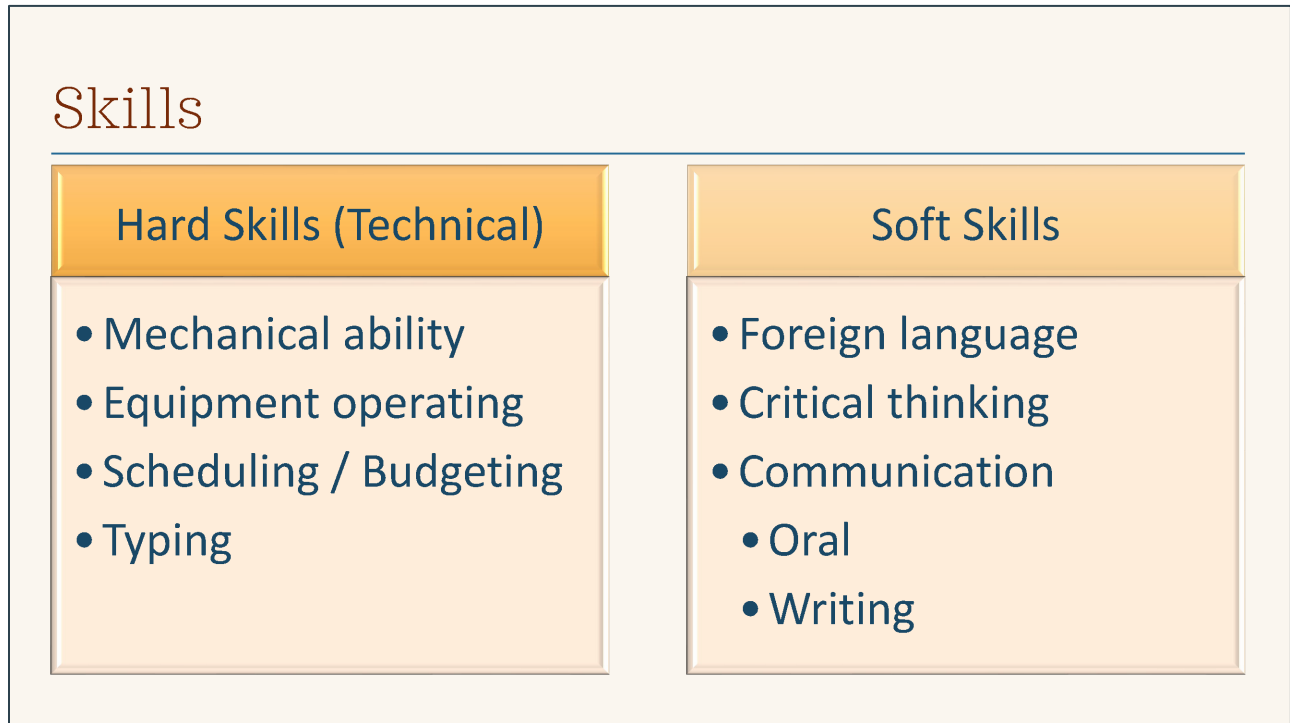


Slide 15

Understanding and being able to articulate which skills you have are essential for securing a job.

In this section, you will identify your technical and soft skills and use the CareerOneStop website to conduct additional skills research.

Skills



Slide 16

In the workplace, there are two kinds of skills: technical (hard), and soft. It is important to know how to identify, describe, and if applicable, translate these skills so you can answer key questions at job interviews and employers can see how your skills could contribute to the success of their businesses.

You may have learned technical or hard skills from past work experience, school, or training. These skills include technical knowledge in Microsoft Office, typing, mechanical ability, and equipment operating. Hard skills can be transferable depending on the skill, the industry, and the position you are pursuing. For example, if you were a purchasing clerk, you can transfer scheduling and budgeting skills to project management in any industrial setting. Hard skills are often included in job listings to describe the tasks of a position.

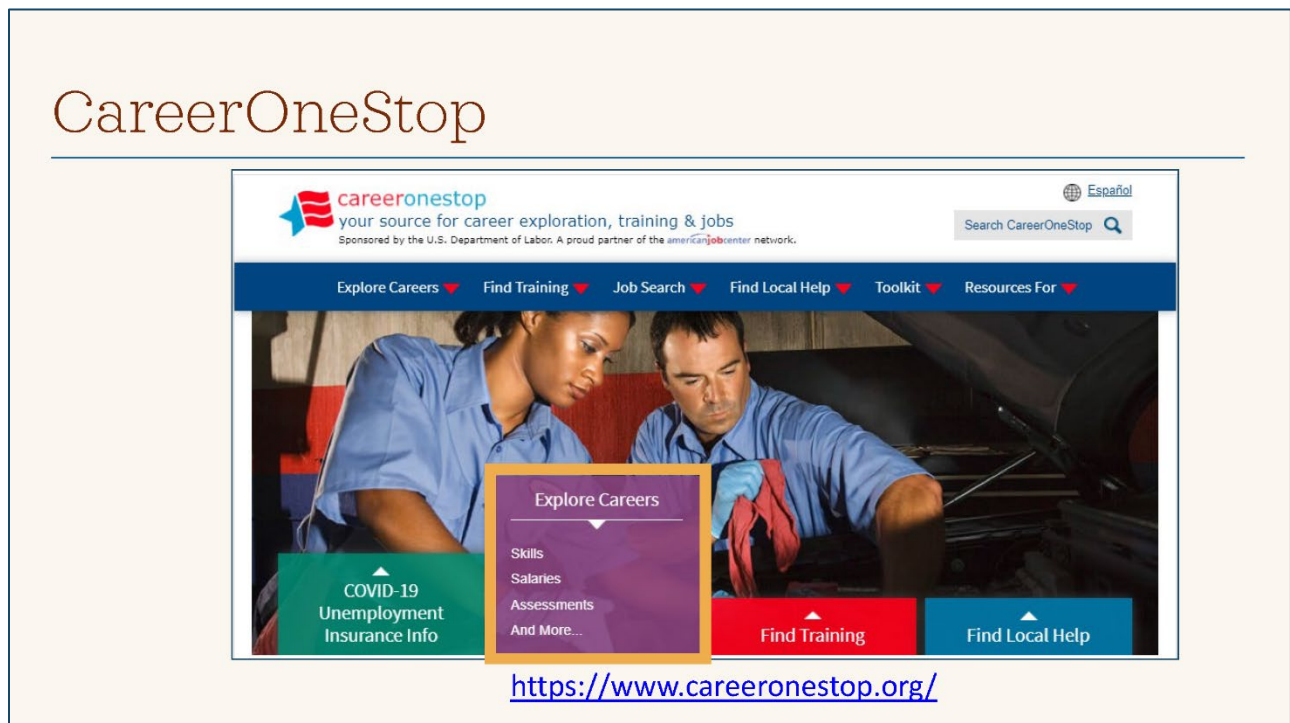
Soft skills are not only learned in work experience, school, or training, but also in everyday life. Most soft skills are transferable, such as good written and oral communication. Soft skills may include foreign language, critical thinking, dependability, and communication. You communicate differently with a co-worker or a supervisor, and as a team leader or member.

So now that you are thinking about all the things that you have done, what other skills might you possess? CareerOneStop is an excellent DOL resources to help you identify your skills and find the kinds of work they relate to:

- The Skills Matcher helps you identify your skills. Use the Skills Matcher to create a list of your skills and match them to careers that use those skills.
- You can enter your previous occupation in mySkills myFuture to see types of careers your skills and experience will transfer to.
- Look up your strongest skills in O*NET to see which occupations match them best.

Today, we are going to review CareerOneStop's, Skills Matcher in depth.

CareerOneStop



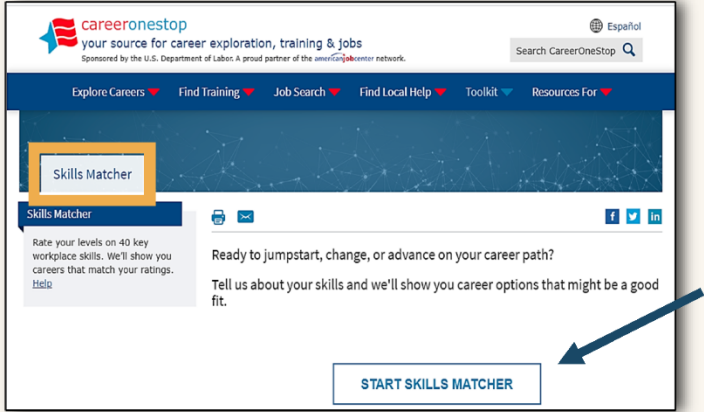
Slide 17


Your self-assessment should not only include identifying careers that match your interests, but also identifying careers that match your skills. Identifying hard and soft skills will help you determine how well your skills match your desired career as you create your career plan. Using websites such as CareerOneStop can assist with identifying your skills and correlated careers.

CareerOneStop <https://www.careeronestop.org/>

CareerOneStop Skills Matcher

Skills Matcher



Let's practice 

<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

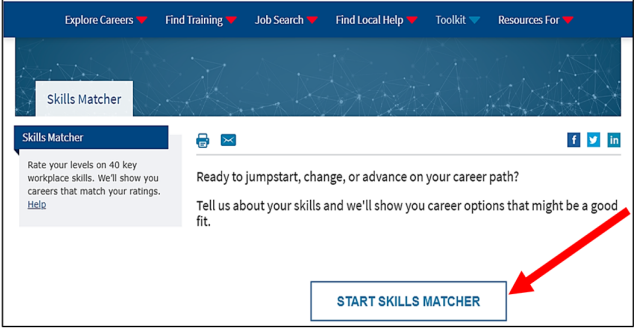
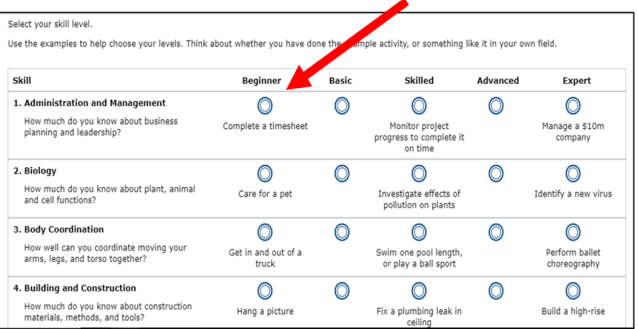
Slide 18

The [Skills Matcher](#) helps you identify careers that match your skills. You answer 40 questions to rate your level in a range of skills. Use the examples as general guidelines to help you determine your level of skill. It is important to rate each skill as accurately as you can. If you rate most or all the skills at the same level, you may not get reliable career matches.

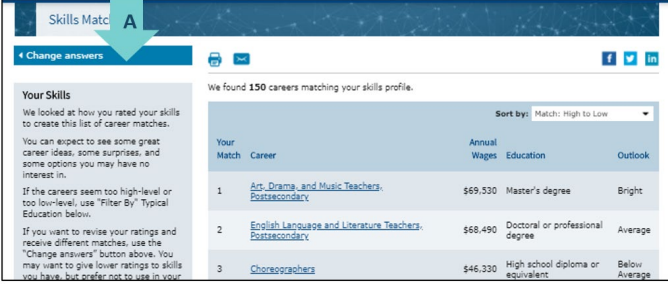
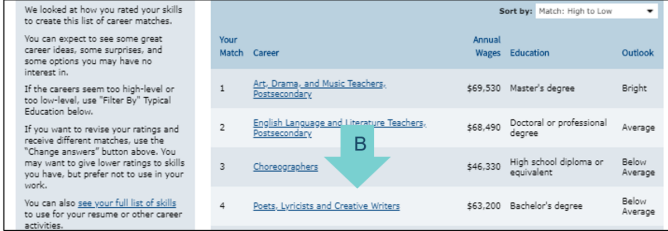
The Skills Matcher will identify career matches which may include up to 150 careers.

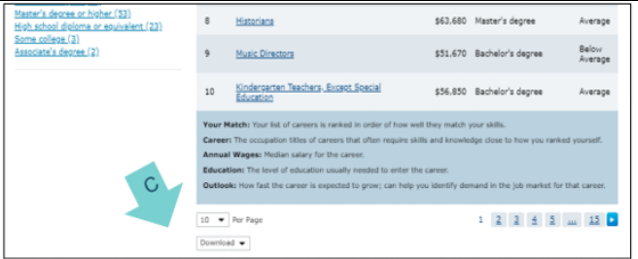

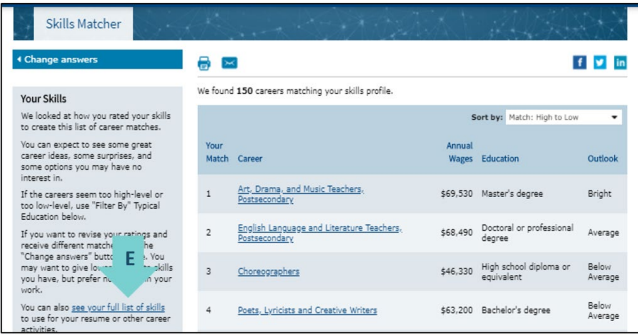
Website Activity: Use CareerOneStop to show Skills Matcher

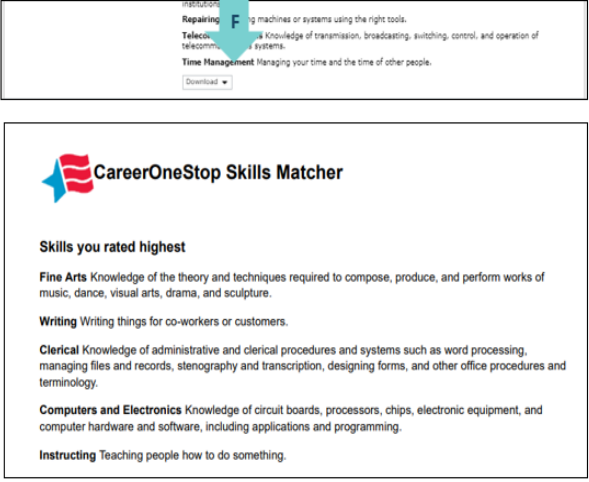
In the following website activity, you will use CareerOneStop Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>.

Step	Action	Additional Description																														
1.	<p>To access the CareerOneStop Skills Matcher, go to https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx</p> <p>Select START SKILLS MATCHER tab.</p>																															
2.	<p>Answer all 40 questions. There are 10 questions per page.</p> <p>You can change any answer at any time. To go back or forward to a new page, use the Back and Next buttons at the bottom of each page.</p> <p>Once you have answered the questions on each page, select Next to see the next page of questions. When you select Next after the fourth page, you will see your career matches.</p>	 <table border="1" data-bbox="808 730 1442 991"> <thead> <tr> <th>Skill</th> <th>Beginner</th> <th>Basic</th> <th>Skilled</th> <th>Advanced</th> <th>Expert</th> </tr> </thead> <tbody> <tr> <td>1. Administration and Management How much do you know about business planning and leadership?</td> <td><input type="radio"/> Complete a timesheet</td> <td><input type="radio"/></td> <td><input type="radio"/> Monitor project progress to complete it on time</td> <td><input type="radio"/></td> <td><input type="radio"/> Manage a \$10m company</td> </tr> <tr> <td>2. Biology How much do you know about plant, animal and cell functions?</td> <td><input type="radio"/> Care for a pet</td> <td><input type="radio"/></td> <td><input type="radio"/> Investigate effects of pollution on plants</td> <td><input type="radio"/></td> <td><input type="radio"/> Identify a new virus</td> </tr> <tr> <td>3. Body Coordination How well can you coordinate moving your arms, legs, and torso together?</td> <td><input type="radio"/> Get in and out of a truck</td> <td><input type="radio"/></td> <td><input type="radio"/> Swim one pool length, or play a ball sport</td> <td><input type="radio"/></td> <td><input type="radio"/> Perform ballet choreography</td> </tr> <tr> <td>4. Building and Construction How much do you know about construction materials, methods, and tools?</td> <td><input type="radio"/> Hang a picture</td> <td><input type="radio"/></td> <td><input type="radio"/> Fix a plumbing leak in ceiling</td> <td><input type="radio"/></td> <td><input type="radio"/> Build a high-rise</td> </tr> </tbody> </table>	Skill	Beginner	Basic	Skilled	Advanced	Expert	1. Administration and Management How much do you know about business planning and leadership?	<input type="radio"/> Complete a timesheet	<input type="radio"/>	<input type="radio"/> Monitor project progress to complete it on time	<input type="radio"/>	<input type="radio"/> Manage a \$10m company	2. Biology How much do you know about plant, animal and cell functions?	<input type="radio"/> Care for a pet	<input type="radio"/>	<input type="radio"/> Investigate effects of pollution on plants	<input type="radio"/>	<input type="radio"/> Identify a new virus	3. Body Coordination How well can you coordinate moving your arms, legs, and torso together?	<input type="radio"/> Get in and out of a truck	<input type="radio"/>	<input type="radio"/> Swim one pool length, or play a ball sport	<input type="radio"/>	<input type="radio"/> Perform ballet choreography	4. Building and Construction How much do you know about construction materials, methods, and tools?	<input type="radio"/> Hang a picture	<input type="radio"/>	<input type="radio"/> Fix a plumbing leak in ceiling	<input type="radio"/>	<input type="radio"/> Build a high-rise
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Next, use the following steps to identify and download CareerOneStop Skills Matcher career matches and a detailed listing of your career skills.

Step	Action	Additional Description																									
<p>A.</p>	<p>Your list of career matches may include up to 150 careers. From this single page:</p> <p>If you think that the careers on your list of matches are not a good fit for you, Change all or some of your ratings. From your page of career matches, select Change answers in the upper left-hand area. You will go back to the questions with your answers still selected. You can now change some or all your answers and get a new list of career matches.</p>	 <p>The screenshot shows the 'Skills Match' interface. At the top left, there is a 'Change answers' button. Below it, there is a 'Your Skills' section with instructions. To the right, a table lists career matches. A green arrow labeled 'A' points to the 'Change answers' button.</p> <table border="1"> <thead> <tr> <th>Your Match</th> <th>Career</th> <th>Annual Wages</th> <th>Education</th> <th>Outlook</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Art, Drama, and Music Teachers, Postsecondary</td> <td>\$69,530</td> <td>Master's degree</td> <td>Bright</td> </tr> <tr> <td>2</td> <td>English Language and Literature Teachers, Postsecondary</td> <td>\$68,490</td> <td>Doctoral or professional degree</td> <td>Average</td> </tr> <tr> <td>3</td> <td>Choreographers</td> <td>\$46,330</td> <td>High school diploma or equivalent</td> <td>Below Average</td> </tr> </tbody> </table>	Your Match	Career	Annual Wages	Education	Outlook	1	Art, Drama, and Music Teachers, Postsecondary	\$69,530	Master's degree	Bright	2	English Language and Literature Teachers, Postsecondary	\$68,490	Doctoral or professional degree	Average	3	Choreographers	\$46,330	High school diploma or equivalent	Below Average					
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<p>B.</p>	<p>Use your list of occupation matches to explore career ideas that may be right for you.</p>	 <p>The screenshot shows the 'Skills Match' interface with a list of career matches. A green arrow labeled 'B' points to the 'English Language and Literature Teachers, Postsecondary' entry in the table.</p> <table border="1"> <thead> <tr> <th>Your Match</th> <th>Career</th> <th>Annual Wages</th> <th>Education</th> <th>Outlook</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Art, Drama, and Music Teachers, Postsecondary</td> <td>\$69,530</td> <td>Master's degree</td> <td>Bright</td> </tr> <tr> <td>2</td> <td>English Language and Literature Teachers, Postsecondary</td> <td>\$68,490</td> <td>Doctoral or professional degree</td> <td>Average</td> </tr> <tr> <td>3</td> <td>Choreographers</td> <td>\$46,330</td> <td>High school diploma or equivalent</td> <td>Below Average</td> </tr> <tr> <td>4</td> <td>Poets, Lyricists and Creative Writers</td> <td>\$63,200</td> <td>Bachelor's degree</td> <td>Below Average</td> </tr> </tbody> </table>	Your Match	Career	Annual Wages	Education	Outlook	1	Art, Drama, and Music Teachers, Postsecondary	\$69,530	Master's degree	Bright	2	English Language and Literature Teachers, Postsecondary	\$68,490	Doctoral or professional degree	Average	3	Choreographers	\$46,330	High school diploma or equivalent	Below Average	4	Poets, Lyricists and Creative Writers	\$63,200	Bachelor's degree	Below Average
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C.	<p>CAUTION – The information DOES NOT save.</p> <p>Download a list of your occupational matches, SkillsMatcherCareers, as a PDF, Word, or RTF document</p>	 <p>CareerOneStop Skills Matcher</p> <p>We found 150 careers matching your skills matcher.</p> <table border="1"> <thead> <tr> <th>Your Match</th> <th>Career</th> <th>Annual Wages</th> <th>Education</th> <th>Outlook</th> <th>Career URL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Middle School Teachers, Except Special and Career/Technical Education</td> <td>\$59,980</td> <td>Bachelor's degree</td> <td>Average</td> <td>https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Middle School Teachers, Except Special and Career/Technical Education&netcode=25-2022.00&location=US&lang=en</td> </tr> <tr> <td>2</td> <td>Kindergarten Teachers, Except Special Education</td> <td>\$58,850</td> <td>Bachelor's degree</td> <td>Average</td> <td>https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Kindergarten Teachers, Except Special Education&netcode=25-2012.00&location=US&lang=en</td> </tr> <tr> <td>3</td> <td>Career/Technical Education Teachers, Secondary School</td> <td>\$61,710</td> <td>Bachelor's degree</td> <td>Below Average</td> <td>https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Career/Technical Education Teachers, Secondary School&netcode=25-2032.00&location=US&lang=en</td> </tr> <tr> <td>4</td> <td>English Language and Literature Teachers, Postsecondary</td> <td>\$68,490</td> <td>Doctoral or professional degree</td> <td>Average</td> <td>https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= English Language and Literature Teachers, Postsecondary&netcode=25-1123.00&location=US&lang=en</td> </tr> </tbody> </table>	Your Match	Career	Annual Wages	Education	Outlook	Career URL	1	Middle School Teachers, Except Special and Career/Technical Education	\$59,980	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Middle School Teachers, Except Special and Career/Technical Education&netcode=25-2022.00&location=US&lang=en	2	Kindergarten Teachers, Except Special Education	\$58,850	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Kindergarten Teachers, Except Special Education&netcode=25-2012.00&location=US&lang=en	3	Career/Technical Education Teachers, Secondary School	\$61,710	Bachelor's degree	Below Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= Career/Technical Education Teachers, Secondary School&netcode=25-2032.00&location=US&lang=en	4	English Language and Literature Teachers, Postsecondary	\$68,490	Doctoral or professional degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword= English Language and Literature Teachers, Postsecondary&netcode=25-1123.00&location=US&lang=en
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D.	<p>Filter the careers by education, using the filter at the left-hand side of the list of careers.</p>	 <p>Filter By</p> <p>Typical Education</p> <ul style="list-style-type: none"> Bachelor's degree (64) Master's degree or higher (53) High school diploma or equivalent (23) Some college (2) Associate's degree (2) 																														
E.	<p>View a detailed list of your skills.</p>	 <p>Skills Matcher</p> <p>We found 150 careers matching your skills profile.</p> <p>Sort by: Match: High to Low</p> <table border="1"> <thead> <tr> <th>Your Match</th> <th>Career</th> <th>Annual Wages</th> <th>Education</th> <th>Outlook</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Art, Drama, and Music Teachers, Postsecondary</td> <td>\$69,530</td> <td>Master's degree</td> <td>Bright</td> </tr> <tr> <td>2</td> <td>English Language and Literature Teachers, Postsecondary</td> <td>\$68,490</td> <td>Doctoral or professional degree</td> <td>Average</td> </tr> <tr> <td>3</td> <td>Choreographers</td> <td>\$46,330</td> <td>High school diploma or equivalent</td> <td>Below Average</td> </tr> <tr> <td>4</td> <td>Poets, Lyricists and Creative Writers</td> <td>\$63,200</td> <td>Bachelor's degree</td> <td>Below Average</td> </tr> </tbody> </table>	Your Match	Career	Annual Wages	Education	Outlook	1	Art, Drama, and Music Teachers, Postsecondary	\$69,530	Master's degree	Bright	2	English Language and Literature Teachers, Postsecondary	\$68,490	Doctoral or professional degree	Average	3	Choreographers	\$46,330	High school diploma or equivalent	Below Average	4	Poets, Lyricists and Creative Writers	\$63,200	Bachelor's degree	Below Average					
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Step	Action	Additional Description
F.	<p>CAUTION – The information DOES NOT save.</p> <p>Download a full list of your skills, SkillsMatcherDetails, as a PDF, Word, or RTF document. Use your skills for your resume or other career activities.</p> <p>Note: The Word version may not download.</p>	 <p>The screenshot shows the CareerOneStop Skills Matcher interface. It features a list of skills with their corresponding descriptions. The skills listed include: Repairing (Repairing machines or systems using the right tools), Telecommunications (Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems), Time Management (Managing your time and the time of other people), Fine Arts (Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture), Writing (Writing things for co-workers or customers), Clerical (Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology), Computers and Electronics (Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming), and Instructing (Teaching people how to do something).</p>

List your highest rated skills on your Career Research Worksheet. Use the completed example as a guideline.

List the skills you rated highest. CareerOneStop Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>.


1	Fine Arts	2	Writing	3	Clerical Knowledge
4	Instructing	5	Personnel and HR	6	Teaching and Course Design

List the skills you rated highest. CareerOneStop Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>.

1.		2.		3.	
4.		5.		6.	

Career Details

Career Details



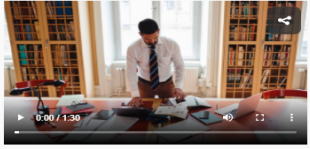

- Job Description
- Career Video
- Outlook
- Projected Employment
- Typical Wages
- Education Requirements
- KSAs
- Related Occupations

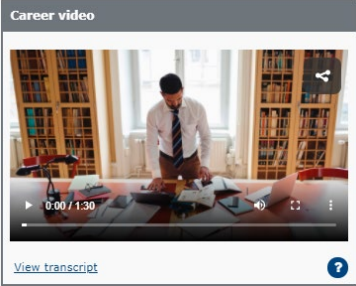


Slide 19

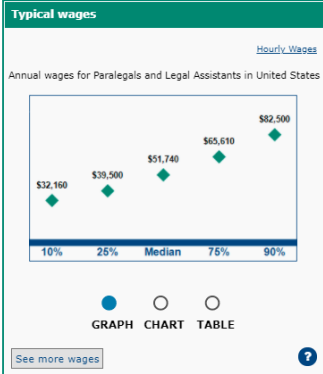
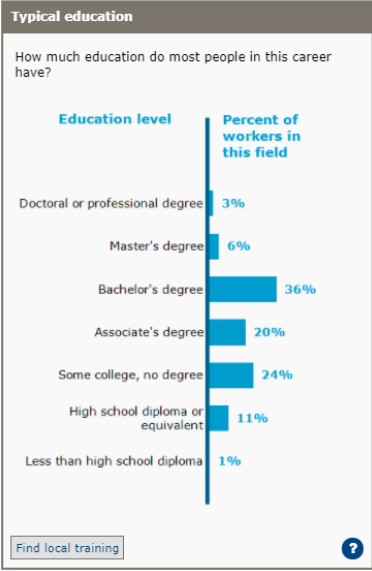
After the Skills Matcher has identified a career match, you can explore the careers on your list of matches. You can learn about average pay, typical education, and the outlook (new job opportunities expected) for jobs in that field. You can also download a detailed listing of your skills.

Website Activity: Show Skills Matcher Career Details.



In the following website activity, you will use continue to use the CareerOneStop Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>. Identify two careers that you would like to explore and record typical annual wage, projected employment percentile changes, interests, and education requirements.

Step	Action	Additional Description										
1.	<p>Select any of the Career hyperlinks to view career details.</p> <p>Select the icon in each subsection to view an expanded description which answers the following two questions:</p> <p>What does this information tell me?</p> <p>What is the source of this information?</p> <p>Locate the dropdown menu at the bottom of the page and download the entire page as a PDF, Word, or RTF document.</p>	<div data-bbox="808 296 1458 764"> <h3 style="text-align: center;">Paralegals and Legal Assistants</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Description: what do they do?</p> <p>Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.</p> <p>Also known as: Real Estate Paralegal, Certified Paralegal, Corporate Law Assistant, Legal Analyst, Litigation Paralegal, Paralegal Specialist, Law Associate, Legal Assistant, Paralegal Assistant, Paralegal</p> </div> <div style="width: 45%;"> <p>Career video</p>  <p style="font-size: small;">View transcript</p> </div> </div> <div style="margin-top: 10px;"> <p>Outlook: will there be jobs?</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>New job opportunities are very likely in the future.</p> <p>This occupation is:</p> <ul style="list-style-type: none"> Expected to grow much faster than average </div> </div> <p style="font-size: x-small; margin-top: 5px;">Find job openings</p> </div> <div style="margin-top: 10px;"> <p>Projected employment</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">United States</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">325,700</td> <td style="width: 50%;">2018 Employment</td> </tr> <tr> <td>364,800</td> <td>2028 Employment</td> </tr> <tr> <td colspan="2">12%</td> </tr> <tr> <td colspan="2">Percent change</td> </tr> </tbody> </table> </div> </div>	United States		325,700	2018 Employment	364,800	2028 Employment	12%		Percent change	
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12%												
Percent change												
2.	View Job Description.	<div data-bbox="808 1079 1260 1604"> <p>Description: what do they do?</p> <p>Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.</p> <p>Also known as: Real Estate Paralegal, Certified Paralegal, Corporate Law Assistant, Legal Analyst, Litigation Paralegal, Paralegal Specialist, Law Associate, Legal Assistant, Paralegal Assistant, Paralegal</p> <hr/> <p>What does this information tell me?</p> <p>This description is a quick overview of what workers in this career might do.</p> <p>"Also known as" shows other common names for this career.</p> <p>What is the source of this information?</p> <p>This information comes from an O*NET database. Learn more on the Help page.</p> <p style="text-align: right; font-size: 2em;">-</p> </div>										

Step	Action	Additional Description
3.	Watch a short Career Video and/or view the transcript.	
4.	<p>View the Outlook. Here you can see whether the career listed is expected to be in demand. Each career is either:</p> <p><i>Bright</i> (new job opportunities are very likely in the future)</p> <p><i>Average</i> (a small number—less than an 8 % increase—of new job opportunities are likely in the future)</p> <p><i>Below average</i> (new job opportunities are less likely in the future)</p> <p>Select the tab to find job openings.</p>	
5.	View projected employment or select the tab to compare projected employment.	







Step	Action	Additional Description																
6.	<p>View typical wages. See the median salary for each career. Median wage means one half of all workers in this occupation earns less than this wage and one-half earns more.</p> <p>Select either Graph, Chart or Table.</p> <p>Select the hyperlink Hourly Wage for more data.</p> <p>Select the tab to see more wages.</p>	 <p>Typical wages</p> <p>Hourly Wages</p> <p>Annual wages for Paralegals and Legal Assistants in United States</p> <table border="1"> <thead> <tr> <th>Percentile</th> <th>Annual Wage</th> </tr> </thead> <tbody> <tr> <td>10%</td> <td>\$32,160</td> </tr> <tr> <td>25%</td> <td>\$39,500</td> </tr> <tr> <td>Median</td> <td>\$51,740</td> </tr> <tr> <td>75%</td> <td>\$65,610</td> </tr> <tr> <td>90%</td> <td>\$82,500</td> </tr> </tbody> </table> <p>GRAPH CHART TABLE</p> <p>See more wages</p>	Percentile	Annual Wage	10%	\$32,160	25%	\$39,500	Median	\$51,740	75%	\$65,610	90%	\$82,500				
Percentile	Annual Wage																	
10%	\$32,160																	
25%	\$39,500																	
Median	\$51,740																	
75%	\$65,610																	
90%	\$82,500																	
7.	<p>View typical education requirements (level of education usually needed to enter this career).</p> <p>Select the tab to find local training.</p>	 <p>Typical education</p> <p>How much education do most people in this career have?</p> <table border="1"> <thead> <tr> <th>Education level</th> <th>Percent of workers in this field</th> </tr> </thead> <tbody> <tr> <td>Doctoral or professional degree</td> <td>3%</td> </tr> <tr> <td>Master's degree</td> <td>6%</td> </tr> <tr> <td>Bachelor's degree</td> <td>36%</td> </tr> <tr> <td>Associate's degree</td> <td>20%</td> </tr> <tr> <td>Some college, no degree</td> <td>24%</td> </tr> <tr> <td>High school diploma or equivalent</td> <td>11%</td> </tr> <tr> <td>Less than high school diploma</td> <td>1%</td> </tr> </tbody> </table> <p>Find local training</p>	Education level	Percent of workers in this field	Doctoral or professional degree	3%	Master's degree	6%	Bachelor's degree	36%	Associate's degree	20%	Some college, no degree	24%	High school diploma or equivalent	11%	Less than high school diploma	1%
Education level	Percent of workers in this field																	
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Some college, no degree	24%																	
High school diploma or equivalent	11%																	
Less than high school diploma	1%																	







Step	Action	Additional Description
8.	Select each tab to find certifications, state license details and apprenticeship opportunities.	<div data-bbox="813 304 1263 562"> <p>Certifications: show your skills</p> <p>Let employers know you have the skills to do well at this job.</p> <p>Earning a certification can help you:</p> <ul style="list-style-type: none"> • Get a job • Get a promotion <p>Find certifications ?</p> </div> <div data-bbox="813 583 1263 747"> <p>Licenses: do you need one?</p> <p>Some states require an occupational license to work in this career.</p> <p>Find license details for your state ?</p> </div> <div data-bbox="813 768 1263 932"> <p>Apprenticeships: learn on the job</p> <p>Apprenticeships combine paid on-the-job-training with classroom lessons.</p> <p>Find apprenticeship opportunities ?</p> </div>
9.	View the KSAs for this position.	<div data-bbox="813 997 1130 1367"> <p>Knowledge</p> <p>People in this career often know a lot about:</p> <ul style="list-style-type: none"> • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. <p>More knowledge ?</p> </div> <div data-bbox="813 1388 1130 1608"> <p>Abilities</p> <p>People in this career often have talent in:</p> <ul style="list-style-type: none"> • Written Comprehension - Reading and understanding what is written. • Oral Comprehension - Listening and understanding what people say. • Written Expression - Communicating by writing. • Oral Expression - Communicating by speaking. • Near Vision - Seeing details up close. <p>More abilities ?</p> </div> <div data-bbox="1146 997 1455 1188"> <p>Activities: what you might do in a day</p> <ul style="list-style-type: none"> • Maintain the order of legal documents. • Prepare legal documents. • Research relevant legal materials to aid decision making. • Confer with court staff to clarify information. • Meet with individuals involved in legal processes to provide information and clarify issues. <p>More activities ?</p> </div> <div data-bbox="1146 1199 1455 1419"> <p>Skills</p> <p>People in this career often have these skills:</p> <ul style="list-style-type: none"> • Reading Comprehension - Reading work-related information. • Active Listening - Listening to others, not interrupting, and asking good questions. • Speaking - Talking to others. • Writing - Writing things for co-workers or customers. • Critical Thinking - Thinking about the pros and cons of different ways to solve a problem. <p>More skills ?</p> </div> <div data-bbox="1146 1440 1455 1608"> <p>Related occupations</p> <ul style="list-style-type: none"> • Legal Secretaries • Brokerage Clerks • Billing, Cost, and Rate Clerks • Executive Secretaries and Executive Administrative Assistants • Bookkeeping, Accounting, and Auditing Clerks <p>More occupations ?</p> </div>

Step	Action	Additional Description
10.	View related occupations.	
11.	<p>From this page, you can</p> <p>Conduct a New Search (choose an occupation and location)</p> <p>Select Show More to select items to add to your view</p> <p>Select Help to learn more about the occupational profile</p>	

Website Activity – Explore Two Careers

Research two careers and record your results on the Career Research Worksheet. The following example provides a comparison between an HR Manager and an HR Specialist.

What are two careers that you would like to explore?			
Career 1	Typical Annual Wage: \$116,720		Job Outlook:
Human Resources Managers	Projected Employment % Change: 7%		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
Interests: Liaise between departments or other groups to improve function or communication. Advise others on legal or regulatory compliance matters. Recommend organizational process or policy changes. Analyze data to inform operational decisions or activities. Administer compensation or benefits programs.			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge) Bachelor's degree Some states require an occupational license to work in this career / Usually have 5 years or more work experience. No on-the-job training.			
Career 2	Typical Annual Wage: \$61,920		Job Outlook:
Human Resources Specialists	Projected Employment % Change: 5%		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
Interests: Explain regulations, policies, or procedures. Administer personnel recruitment or hiring activities. Administer compensation or benefits programs. Perform human resources activities. Update knowledge of legal or regulatory environments.			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge) Bachelor's degree Some states require an occupational license to work in this career / No work experience. No on-the-job training.			

What are two careers that you would like to explore?			
Career 1	Typical Annual Wage:		Job Outlook: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
	Projected Employment % Change:		
Interests:			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge)			
Career 2	Typical Annual Wage:		Job Outlook: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
	Projected Employment % Change:		
Interests:			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge)			

You have now conducted two skills inventory activities. Your current skills/talents and future skill requirements are all part of your plan to find the best career.

To also assist you with finding the best career, in your appendix is an Employment History outline. Use the outline as a Building Block to prep for resume creation. List your skills that you have identified today along with information such as names of companies, locations, job titles and positions held to include volunteer work, dates of employment, and responsibilities.

Remember, it is much easier to have all the information on a piece of paper when creating a resume or filling out a job application than searching everywhere for the information. An employment history outline can track volunteer experience as well as their work experiences.

In the next section, we will review environmental factors and conduct some LMI research to see how this information also relates to finding a career.

ENVIRONMENTAL FACTORS

Section 4 – Why is Labor Market Information Important?



Slide 20

In this section, you will learn about labor market information and how it is important as part of your career plan.

Because the more you know about the job market, the more you can build career resilience. This means doing better at finding jobs, keeping them once you are hired, and getting reemployed when you move. Use these tools and links to learn which occupations are in high demand in your area, pay good wages, and relate to your skills or training.

LMI Can Be Used to Answer Questions

Labor Market Information Importance

LMI can be used to answer questions concerning:

- ✓ Industry employment
- ✓ Geographical location
- ✓ Opportunity
- ✓ Salary

Slide 21

In addition to acquiring self-knowledge through assessments, evaluating a career using LMI will assist you in developing your plans to reach your desired career.

The LMI is an invaluable resource that you can use to answer important questions, including:

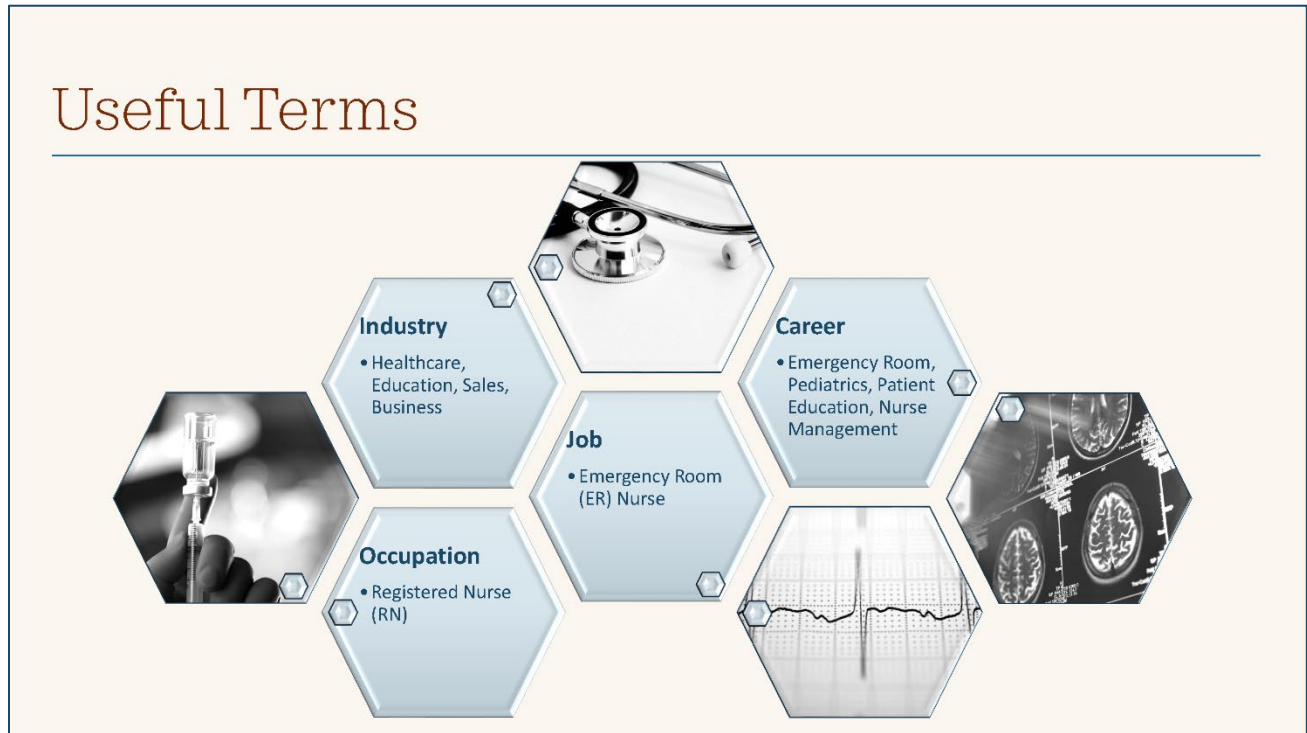
Which industries employ people in this occupation?

Where, geographically, will I be able to find a job?

Will there be opportunities in the field I'm considering after I complete the required training or education?

How much will I earn?

Useful Terms to Understand



Slide 23

In addition to the terms above, **occupation, industry, job,** and **career** are useful terms to understand. They are often used interchangeably, but there are important distinctions between them.

Useful Term	Definition	Example
Occupation	Type of work, including the associated tasks, education, and training	Registered Nurse (RN)
Industry	A collection of companies and organizations connected by producing a product or service	Healthcare, Education, Sales, Business
Job	A specific position in which a worker is paid by an employer to perform work	Emergency Room (ER) Nurse
Career	A full history of jobs (paid or voluntary), related education, training, and professional memberships; spans your lifetime and includes progression and contributions to a field	ER, Pediatrics, Patient Education, Nurse Management

Example: Receptionist is an **occupation** that can be found in many **industries**, such as healthcare, manufacturing, or financial services. These industries also employ people in other occupations like medical coding, software development, network administration, food service, social work, and logistics. There are many **jobs** available within each of these occupations that you might enjoy. After a few years on the job, you might decide to continue your **career** in management.

Why care about industries?

Why Care About Industries?

- ✓ Guide your search
- ✓ Target specific companies
- ✓ Strengthen your knowledge

Slide 24

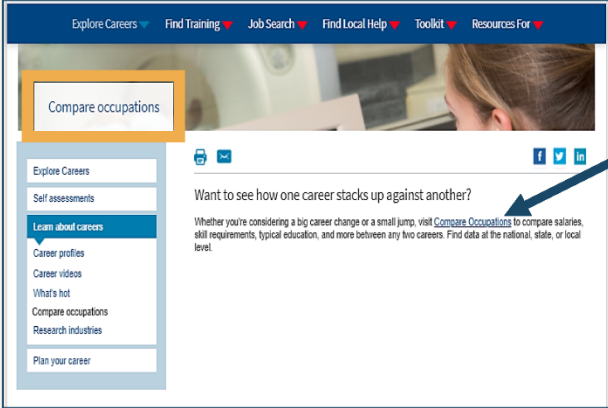
An industry describes the collection of companies and organizations connected with producing a particular product or service, such as cars, software, health care, or energy.


Industry research can shed light on which industries are growing and which are declining in a local area. Knowing where industry growth is high can guide you to focus your job search on a certain location, target specific companies for job applications, or strengthen your knowledge of a growing industry.

Keep in mind that some occupations appear in many different industries. Careers in information technology (IT), human resources (HR), sales, business analysis, and administration are available across industries, so job seekers in these fields should not limit their search to one industry.

Compare Occupations

Compare Occupations



Let's practice 

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

Slide 25

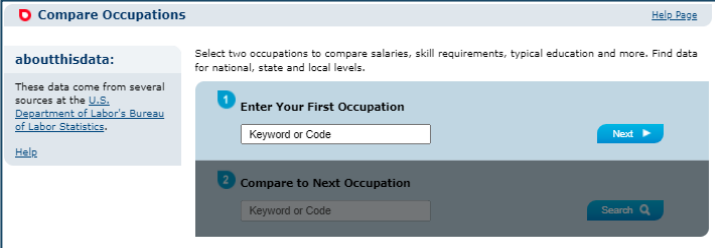
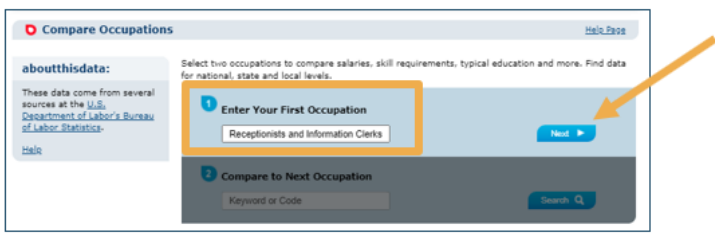
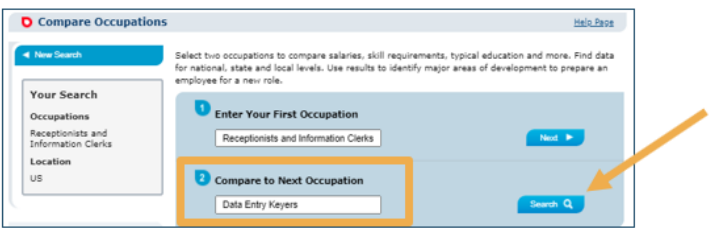
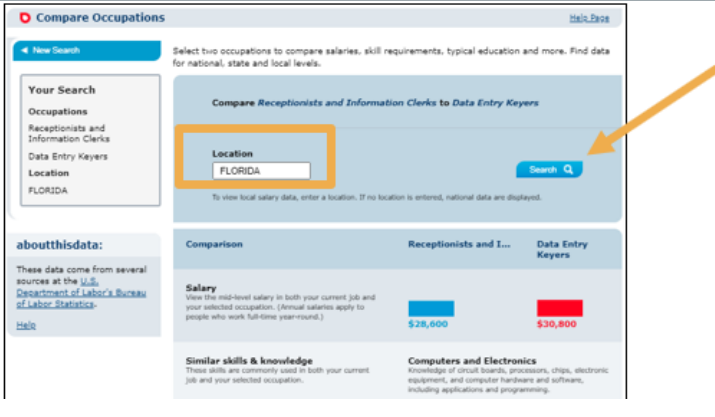
Want to see how one career stacks up against another?

Whether you're considering a big career change or a small jump, visit Compare Occupations to compare salaries, skill requirements, typical education, and more between any two careers. Find data at the national, state, and local level. Compare these careers to one another to evaluate salaries, educational requirements at the national, state, or local level.

Website Activity: Use CareerOneStop to compare occupations.

In the following website activity, you will use CareerOneStop Occupation Comparison, <https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

Identify two careers that you would like to explore and record salary, education, and additional training information.

Step	Action							
1.	To compare occupations, go to CareerOneStop Explore Careers, Compare occupations, https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx	 <p>The screenshot shows the 'Compare Occupations' page with two main sections: '1 Enter Your First Occupation' and '2 Compare to Next Occupation'. Both sections have a 'Keyword or Code' input field and a 'Next' or 'Search' button. A 'Help Page' link is visible in the top right corner.</p>						
2.	Enter first occupation and select Next .	 <p>The screenshot shows the first input field filled with 'Receptionists and Information Clerks'. An orange box highlights this field, and an orange arrow points to the 'Next' button.</p>						
3.	Enter next occupation and select Search .	 <p>The screenshot shows the second input field filled with 'Data Entry Keyers'. An orange box highlights this field, and an orange arrow points to the 'Search' button. A 'Your Search' sidebar on the left shows the current search criteria.</p>						
4.	Refine your search by Location – State or City/State. Download the results as an Excel, PDF, Word, or RTF document.	 <p>The screenshot shows the 'Location' filter set to 'FLORIDA'. An orange box highlights the 'Location' field, and an orange arrow points to the 'Search' button. Below the search fields, a comparison table is visible:</p> <table border="1" data-bbox="941 1386 1380 1491"> <thead> <tr> <th>Comparison</th> <th>Receptionists and I...</th> <th>Data Entry Keyers</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>\$28,000</td> <td>\$30,800</td> </tr> </tbody> </table> <p>Additional sections include 'aboutthisdata:', 'Similar skills & knowledge', and 'Computers and Electronics'.</p>	Comparison	Receptionists and I...	Data Entry Keyers	Salary	\$28,000	\$30,800
Comparison	Receptionists and I...	Data Entry Keyers						
Salary	\$28,000	\$30,800						

Use the online CareerOneStop Compare occupations and record your findings on the Career Research Worksheet. Refer to the following example as a model.

EXAMPLE of a CareerOneStop Occupation Comparison,

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

What are two careers that you would like to compare?			
Career 1:	Human Resources Managers	Career 2:	Human Resources Specialists
Salary:	\$116,700	Salary:	\$39,200
Required Skills:	Instructing/Speaking	Required Skills:	Instructing/Speaking
Skills Gaps:	N/A	Skills Gaps:	N/A
Typical Education:	Bachelor's degree	Typical Education:	HS Diploma
Additional Training:	License required in some states	Additional Training:	License required in some states
Notes:	Pays more	Notes:	Has more flexibility in work hours

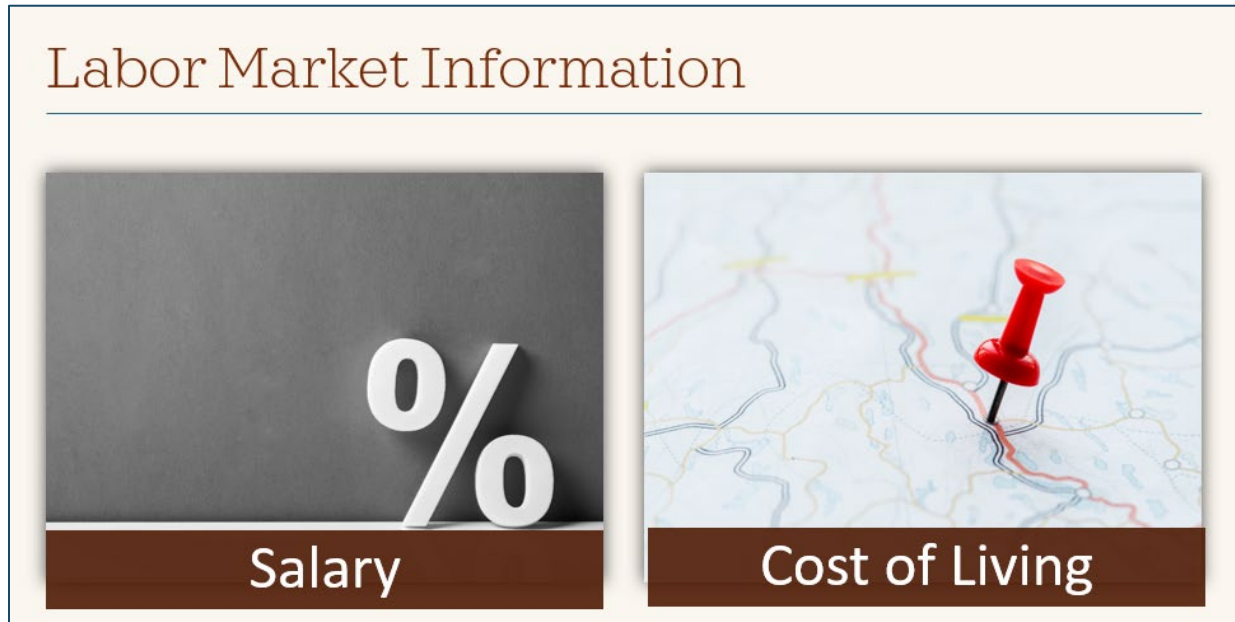
CareerOneStop Occupation Comparison,

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

What are two careers that you would like to compare?			
Career 1:		Career 2:	
Salary:		Salary:	
Required Skills:		Required Skills:	
Skills Gaps:		Skills Gaps:	
Typical Education:		Typical Education:	
Additional Training:		Additional Training:	
Notes:		Notes:	

After completing the information for each section, you may transfer the data to the Career Research Worksheet document. See appendix for entire document.

LMI: Salary and Cost of Living



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As we have discussed today, LMI can be used to answer important questions, including: How much will I earn?

Salary and Cost of Living should also be considered when selecting a career path. While they are often used together, they are different.

Your salary is pay for work done and cost of living is the amount of salary needed to sustain a certain standard of living in a specific location. Since the cost of living can vary from a large city to a rural town, calculating the cost of living can help in determining your salary requirements.

Two online choices for conducting salary research are Salary.com and Glassdoor.com.

- Salary.com <https://www.salary.com/> offers products and services such as Salary Research, Cost-of-Living Wizard, and Job Listings.
- Glassdoor.com <https://www.glassdoor.com/Salaries/know-your-worth.htm> will calculate how much you could earn in today's job market.

For detailed Salary and Cost of Living information you might want to attend the TEAMS Salary & Negotiation workshop. For more information on financial planning and financial resources, refer to the online TEAMS Website Guide.

Be sure to include other DOL resources as part of your LMI research.

American Job Center



The screenshot displays the American Job Center (AJC) website. At the top, a dark blue navigation bar contains links for "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". Below this, a light blue header area features the text "American Job Centers" in a large, brown font. A sidebar on the left lists "Find Local Help" with sub-options: "American Job Centers", "Employment and training programs", "Community services", "Workforce development", and "Unemployment benefits". The main content area is titled "How can an American Job Center help you?" and includes a paragraph explaining that AJCs provide free help to job seekers. Below this is a section titled "Find an American Job Center" with a sub-heading "American Job Centers can help you look for work and offer job search workshops, free computer access, and more." A search form is provided with a "Location" label and a text input field containing the placeholder "City, State or Zip Code". A blue "Search" button with a magnifying glass icon is positioned to the right of the input field. Two blue arrows point to the "Find an American Job Center" button and the "Search" button. At the bottom of the screenshot, a URL is provided: <https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

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Your local American Job Center (AJC) has people who can assist you in your transition. You can leverage the services available at the AJC to expand your network quickly with people that are eager to assist you.

Your local AJC has local business contacts, or the AJC can point you to a professional organization in your field where you can build contacts. You can gather a lot of information on websites, but there is no substitute for connecting in-person with industry leaders, employers, fellow job seekers, and local labor market experts.

There are more than 2,400 AJC locations nationwide. You should connect with the AJC in your local or desired working area to receive direct access to local employers and local labor market information, as well as access to no-cost technology courses and local, state, and federal programs that may help you.

Use the phone numbers or websites listed to contact any center; learn more by selecting a center name.

COVID-19 update:

Many AJCs are temporarily closed or have moved to virtual services. You may see updates for individual centers. Please call or email a center for the latest information on their current services and best ways to access those services.

Access your AJC online at:

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

Additional Transition Assistance Program Workshops



The screenshot shows the homepage of the Transition Assistance Program (TAP) website. The main heading is "Additional Transition Workshops". Below the heading, there is a search interface with three dropdown menus: "Installation" (set to "Installation"), "Looking for" (set to "All TAP events"), and "Taking Place on" (set to "Any time"). A "FIND NOW" button is visible, with a hand cursor pointing to it. The website also features a navigation menu with "HOME", "ABOUT US", "EVENTS", "ONLINE COURSES", and "STAFF".

<https://tapevents.org/>

Slide 28

The Transition Assistance Program (TAP) provides information, tools, and training to ensure Service Members and their spouses are prepared for the next step. There are several workshops available to help bridge the gap and provide information and assistance. Most of these workshops are available online, so they are convenient to any schedule.

To find classes near you or online, access the TAP website at: <https://tapevents.org/>

DOL Employment Workshop (DOL EW)

A comprehensive workshop that covers emerging best practices in career employment, including in-depth training to learn interview skills, build effective resumes, and use emerging technology to network and search for employment.

Managing Your (MY) Education

A workshop for those who are interested in pursuing higher education. Participants will learn the vocabulary of higher education, identify a potential career and degree, explore the factors for choosing a quality institution, research the requirements for admission, explore funding options, and compare two institutions of higher education.

Career and Credential Exploration (C2E)

A workshop that offers a unique opportunity for both participants and spouses to complete a personalized career development assessment of occupational interest and ability. This industry-standard assessment will present participants with a variety of tailored job recommendations (some of which are classified as high-demand or high-growth occupations) that align with their interests and aptitudes. Participants will also be guided through a variety of career considerations, including labor market projections, education, apprenticeships, certifications, and licensure requirements.

Boots to Business Entrepreneurship Workshop

A workshop for those pursuing self-employment in the private or nonprofit sectors. Participants will receive information on the benefits and challenges of entrepreneurship and the steps required for business ownership through the Small Business Administration (SBA). After completing the Entrepreneurship workshop, participants will have the opportunity to enroll in follow-up entrepreneurship development courses for conducting market research, completing a business plan, and connecting with a successful business mentor to assist with the business start-up process.

In Conclusion

In Conclusion

- ☑ Describe Personal Factors in Career Choice
- ☑ Explore DOL Resources such as My Next Move and CareerOneStop
- ☑ Explain Reasons to Conduct LMR
- ☑ Recognize Additional Self-Assessment Opportunities, i.e., attending the C2E

Slide 29

Congratulations! You have taken significant steps toward setting yourself up for success. You are informed, organized (as you can tell by the information you have entered your Career Research Worksheet), and well on your way to a rewarding career.

- ✓ You can describe how personal factors are considered in your career choice.
- ✓ You have explored DOL resources such as My Next Move and CareerOneStop. These tools provided an external evaluation of career and assessment tools to assist in identifying careers. You used the:
 - O*NET Interest Profiler to assess your interests, values, and aptitudes
 - CareerOneStop Skills Matcher assessment to create a list of your skills and match them to careers that use those skills.
- ✓ You can explain why LMI is important when selecting a career and you can conduct LMI Research using the website My Next Move to identify an occupation's outlook. You have knowledge about data providers in the U.S. which provide information on pay, benefits, and career data – Salary.com, Glassdoor.com, or Calculator.net.
- ✓ And finally, you recognized additional opportunities for self-assessment such as taking the DOL Career and Credential Exploration (C2E) workshop.



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Thank you for attending. By combining the information gained during this TEAMS workshop with information acquired in other Transition Assistance Program classes you can decide to follow where the path may lead or go where there is no path and leave a trail.

Visit dol.gov/teamsworkshops to register for all TEAMS Workshops and download the Website Guide.



Feel free to provide any additional thoughts, comments, or suggestions by email to MilSpouse@dol.gov.

Appendix



Career Research Worksheet

Use this Career Research Worksheet to record your career research, such as job details, your knowledge, skills, and abilities, and salary.







Record your Interest Profiler scores. O*Net Interest Profiler, https://www.mynextmove.org/explore/ip	
Category	Score
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

My Next Move			
Career 1	Current: __	Future: __	Job Zone: __
	Best Fit: __	Great Fit: __	Job Outlook  __  __
KNOWLEDGE	SKILLS	ABILITIES	

My Next Move		
PERSONALITY	TECHNOLOGY	
EDUCATION	JOB OUTLOOK/SALARY	EXPLORE MORE (Related careers)

My Next Move			
Career 2	Current: __	Future: __	Job Zone: __
	Best Fit: __	Great Fit: __	Job Outlook  __  __
KNOWLEDGE	SKILLS	ABILITIES	

My Next Move		
PERSONALITY	TECHNOLOGY	
EDUCATION	JOB OUTLOOK/SALARY	EXPLORE MORE (Related careers)

What are two careers that you would like to explore?			
Career 1	Typical Annual Wage:		Job Outlook:
	Projected Employment % Change:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
Interests:			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge)			
Career 2	Typical Annual Wage:		Job Outlook:
	Projected Employment % Change:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>    Bright Average Below Average
Interests:			
Education: (Notes on education, licenses, certifications, apprenticeships, knowledge)			

What are two careers that you would like to compare? CareerOneStop Occupation Comparison, https://www.careeronestop.org/ExploreCareers/Learn/research-industries.aspx			
Career 1:		Career 2:	
Salary:		Salary:	
Required Skills:		Required Skills:	
Skills Gaps:		Skills Gaps:	
Typical Education:		Typical Education:	
Additional Training:		Additional Training:	
Notes:		Notes:	

My Employment History Outline

Use the outline as a Building Block to prep for resume creation. List your skills that you have identified today along with information such as names of companies, locations, job titles and positions held to include volunteer work, dates of employment, and responsibilities.

Current Job

Job title: _____ Date: _____

Company name, city, state: _____

Skills:

Previous Job #2

Job title: _____ Date: _____

Company name, city, state: _____

Skills:

Previous Job #3

Job title: _____ Date: _____

Company name, city, state: _____

Skills:

Skills

Education

Certifications or Licenses.