

TEAMS

Transition Employment Assistance for Military Spouses

Your Next Move for Military Spouses

Participant Guide

February 2021

Transition Employment Assistance for Military Spouses
(TEAMS)

DEPARTMENT OF LABOR

Veterans' Employment and Training Service (VETS)

Transition Assistance Program (TAP)



Table of Contents

Introduction to TEAMS.....	5
Course Introduction	6
Learning Objectives	7
Course Overview	8
PERSONAL FACTORS.....	9
Section 1 – Personal Factors in Career Search.....	9
Planning Your Next Steps	9
Factors to Consider When Selecting a Career.....	10
Section 2 – O*NET Interest Profiler and Self-assessments.....	12
Self-assessments.....	13
What Is an Assessment?.....	14
Career Research Worksheet.....	15
Website Activity: O*NET Interest Profiler	16
Work Types.....	19
5 Job Zones.....	21
Website Activity: O*NET Results	24
Section 3 – CareerOneStop Skills Matcher	32
Skills.....	33
CareerOneStop Skills Matcher Self-Assessment	35
Website Activity: Use CareerOneStop to show Skills Matcher	36
Website Activity: Show Skills Matcher Career Details.....	41
Website Activity – Explore Two Careers.....	46
ENVIRONMENTAL FACTORS	49
Section 4 – Why is Labor Market Information Important?.....	49
LMI Can Be Used to Answer Questions.....	50
Labor Market Information Research.....	51
Useful Terms to Understand.....	52
Why care about industries?.....	53
Compare Occupations.....	54

Website Activity: Use CareerOneStop to compare occupations.	54
LMI: Salary and Cost of Living	58
Other DOL Resources	59
Conclusion.....	62
Appendix.....	64
Career Research Worksheet	64
My Employment History Outline	71
TEAMS Website Guide.....	74

Introduction to TEAMS



Slide 1

It is our pleasure to welcome you to the initial courses for the Transition Employment Assistance for Military Spouses (TEAMS) initiative. TEAMS is launched 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 that is relocating, retiring, separating or a member of the reserve component that is deactivating/demobilizing/being released from active-duty orders, this course 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 currently 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 courses concentrated on the issues encountered by transitioning spouses.

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

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

Introduction

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

Slide 2

Course Introduction

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 course is to provide you with resources and information you can use to evaluate careers and to develop a plan to achieve your desired career.



Slide 3

Learning Objectives

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://tapevents.org/courses>. Attending this course 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.

Overview

Personal

Environmental



Slide 4

Course Overview

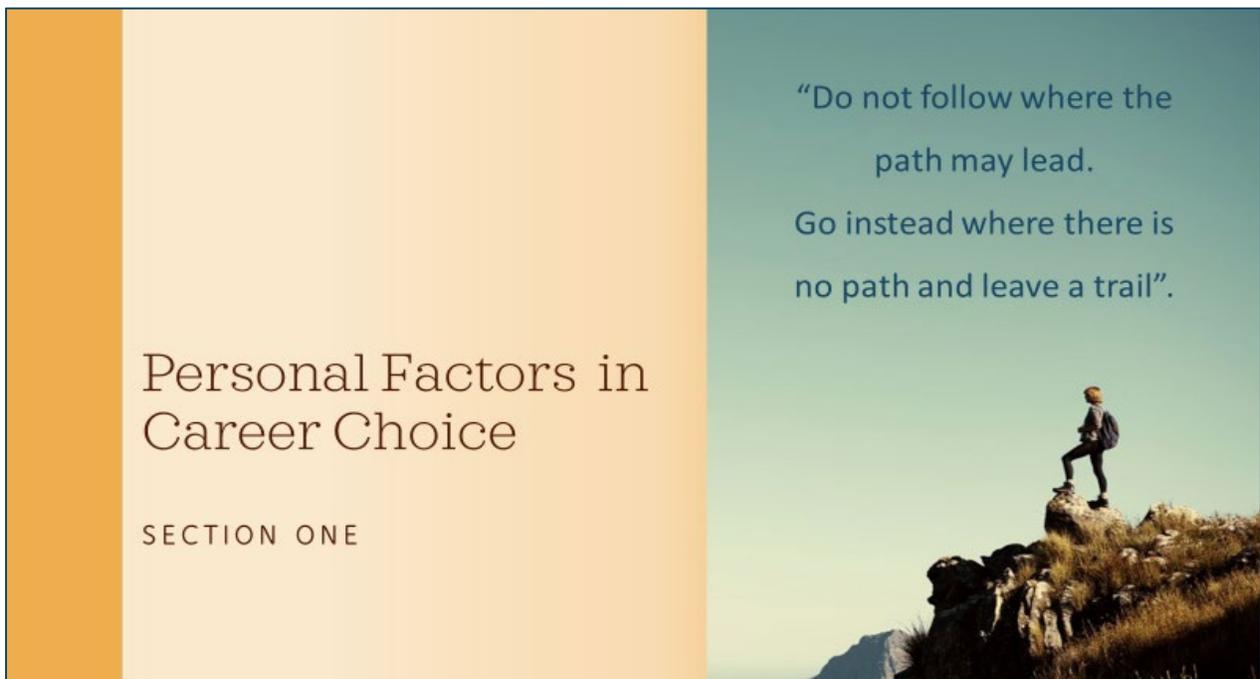
This course is divided into two sections - Personal Factors and Environmental Factors. As each section is covered, not only will there be an opportunity for discussions, but you will also complete two assessments and some LMI research.

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

- Interests
- Values
- Work Style
- Location
- Market
- Education
- Training
- Skills

Slide 6

Factors to Consider When Selecting a Career

When selecting a career, think about the following factors:

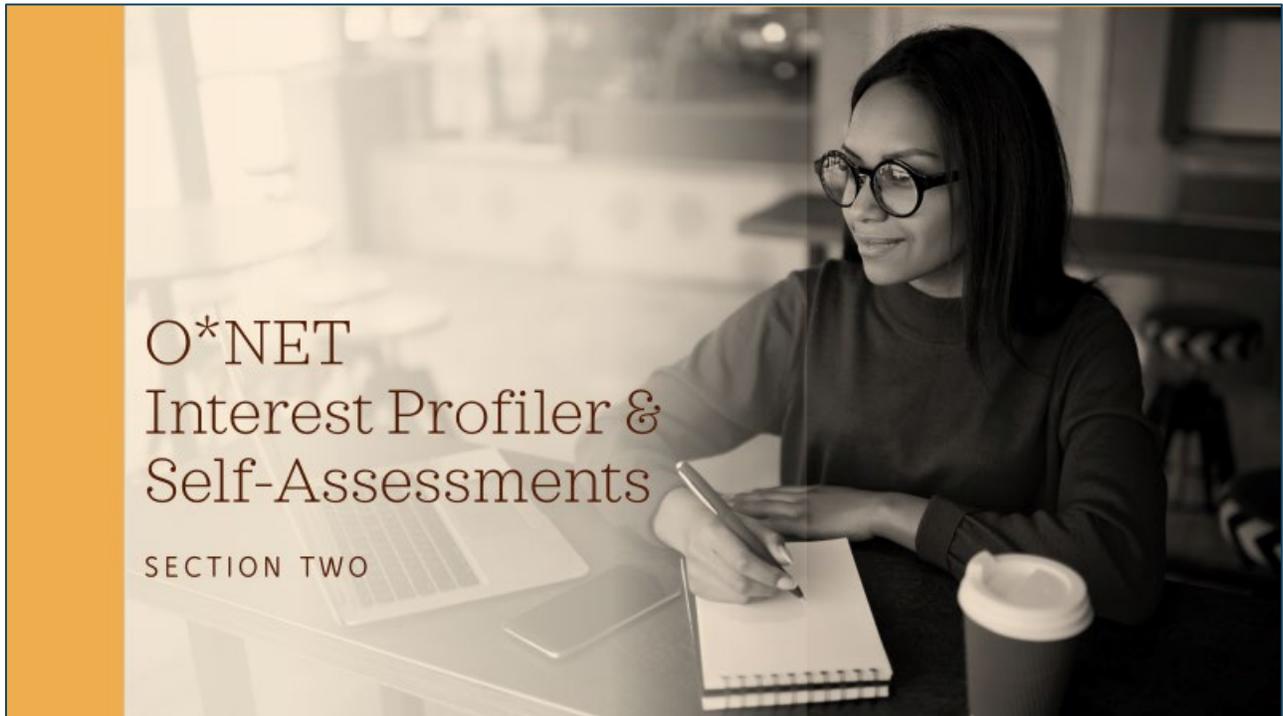
Factor	Description
Interests	Pursue something you are truly interested in. If you do not like working with sick people, do not be pressured into becoming a nurse just because there is a high demand for nurses.
Values	Make a list of your top priorities to ensure this career matches up, as you plan for 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?

Table 1, Factors to Consider

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

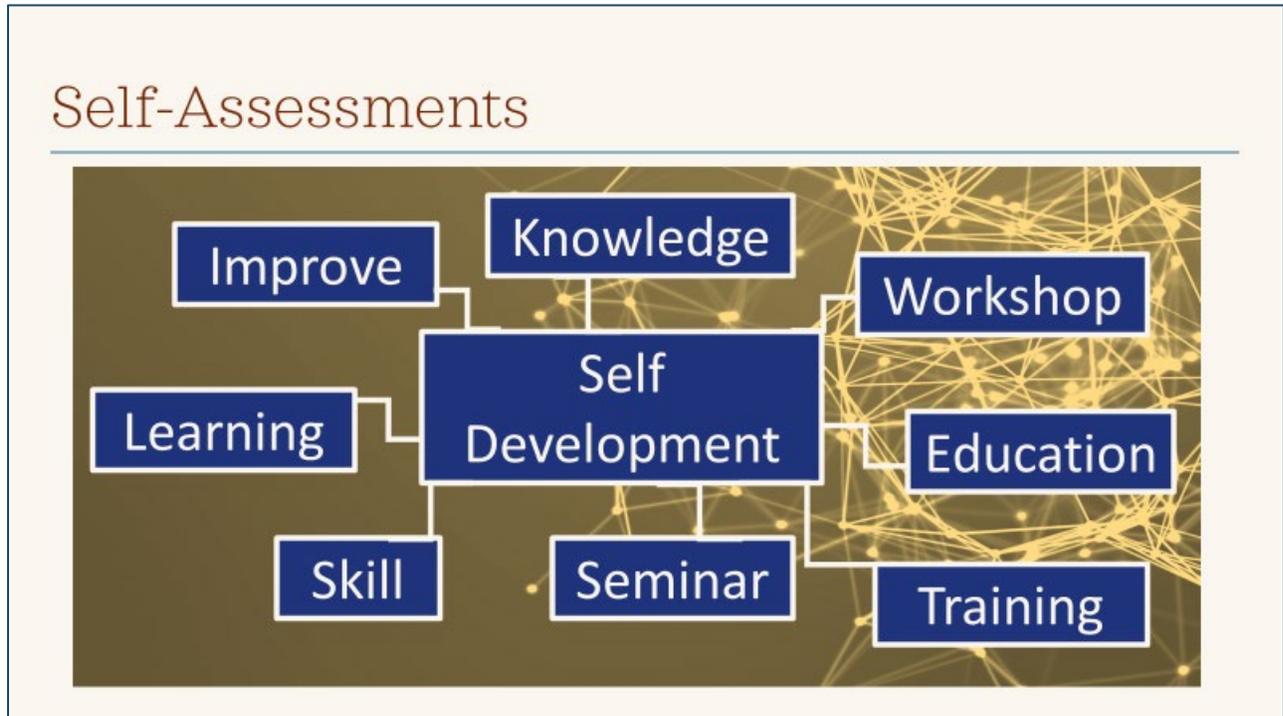


Slide 7

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?

- ✓ An instrument
- ✓ Not a test
- ✓ Has limitations

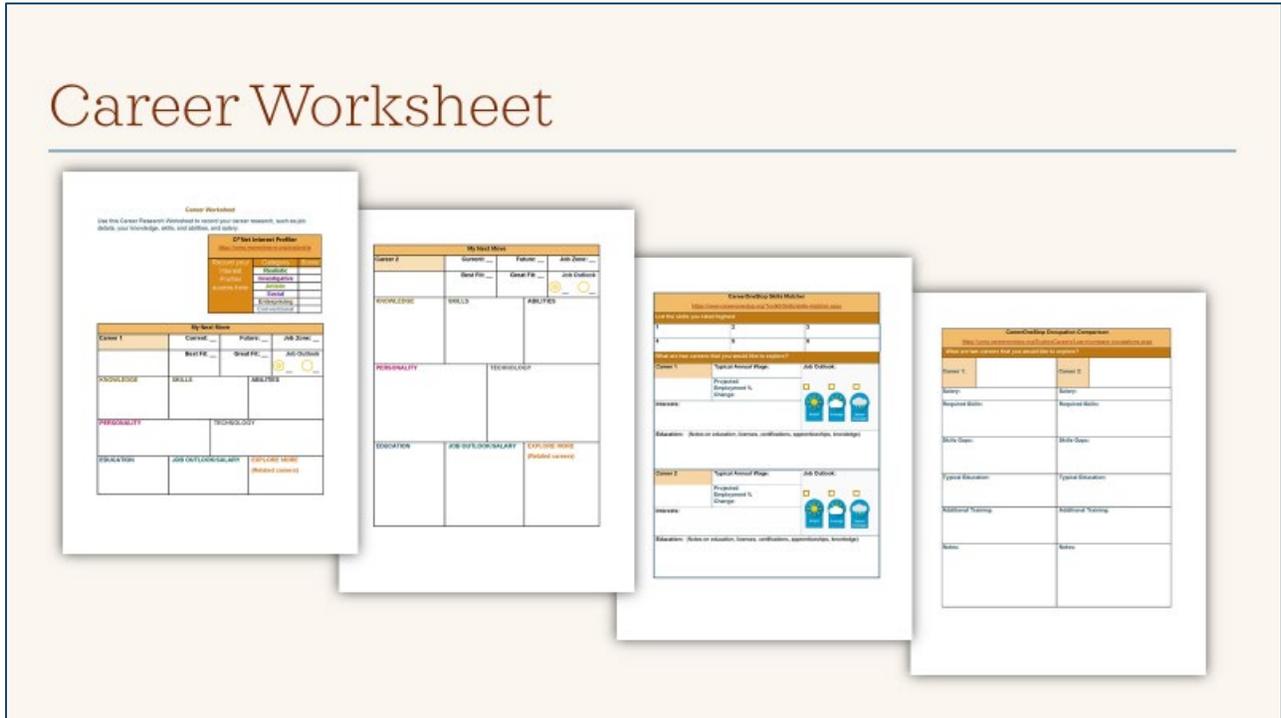
Slide 9

What Is an Assessment?

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.

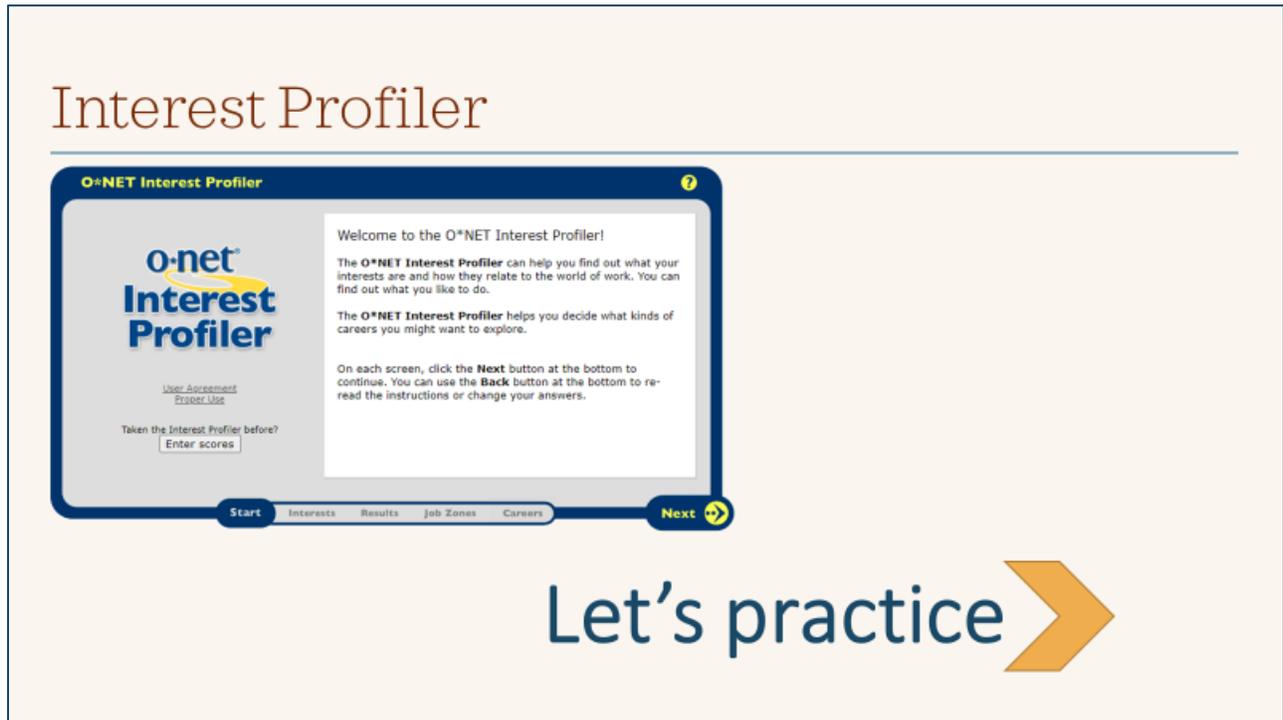


Slide 10

Career Research Worksheet

Throughout this course, 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 is the entire 4-page Career Research Worksheet.

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

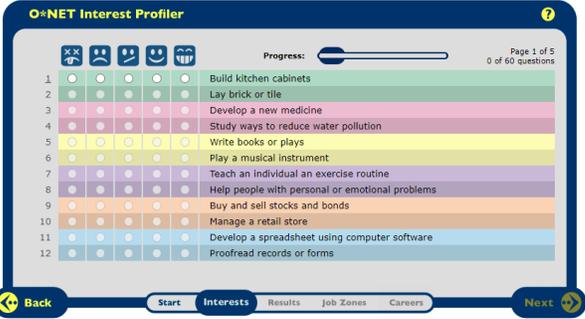
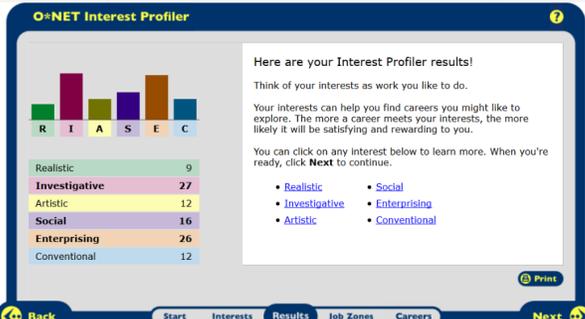


Slide 11

Website Activity: O*NET Interest Profiler

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

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

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 1409 1117 1612"> <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															

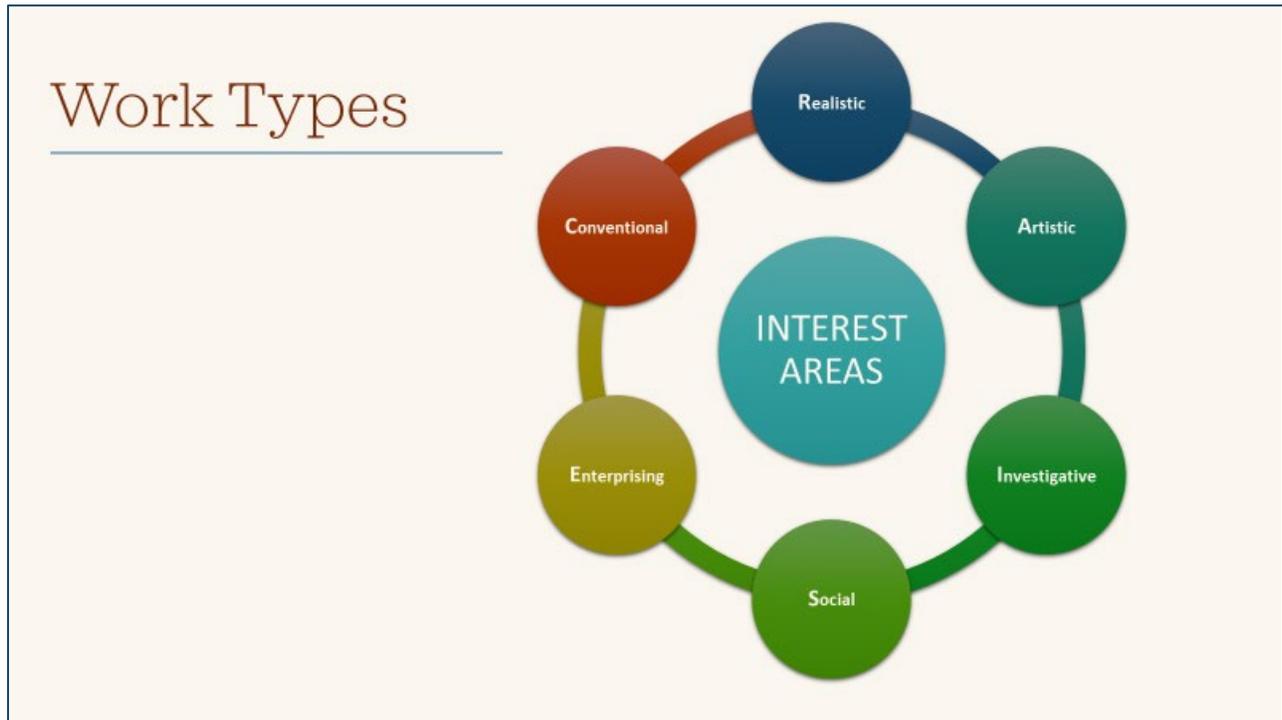
Step	Action	Additional Description																					
5.	<p>Record your Interest Profiler scores in the table below using the example to the right.</p> <p>In the Career Research Worksheet Example, the individual’s three strongest interest areas are Artistic, Social, and Conventional and they would identify as ASC.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">O*Net Interest Profiler https://www.mynextmove.org/explore/ip</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d95319; color: white;">Record your Interest Profiler scores here</th> <th style="background-color: #d95319; color: white;">Category</th> <th style="background-color: #d95319; color: white;">Score</th> </tr> </thead> <tbody> <tr> <td></td> <td style="color: green;">Realistic</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td style="color: purple;">Investigative</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td style="color: green;">Artistic</td> <td style="text-align: center;">23</td> </tr> <tr> <td></td> <td style="color: purple;">Social</td> <td style="text-align: center;">13</td> </tr> <tr> <td></td> <td style="color: brown;">Enterprising</td> <td style="text-align: center;">2</td> </tr> <tr> <td></td> <td style="color: blue;">Conventional</td> <td style="text-align: center;">12</td> </tr> </tbody> </table> </div>	Record your Interest Profiler scores here	Category	Score		Realistic	1		Investigative	0		Artistic	23		Social	13		Enterprising	2		Conventional	12
Record your Interest Profiler scores here	Category	Score																					
	Realistic	1																					
	Investigative	0																					
	Artistic	23																					
	Social	13																					
	Enterprising	2																					
	Conventional	12																					

Table 2, Activity O*NET Interest Profiler

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

Table 3, Worksheet Interest Profiler Scores

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



Slide 12

Work Types

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

Table 4, 6 Work Types

Job Zones

				
Job Zone 1	Job Zone 2	Job Zone 3	Job Zone 4	Job Zone 5
Little or no preparation	Some preparation	Medium preparation	Considerable preparation	Extensive preparation

Slide 13

5 Job Zones

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.).

Table 5, The 5 Job Zones

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, let's 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.

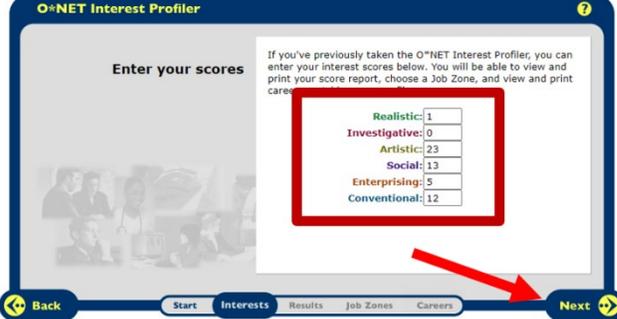
Step	Action	Additional Description
1.	To access the O*NET Interest Profiler, go to www.mynextmove.org/explore/ip	
2.	Enter your scores and select Next	

Table 6, O*NET Interest Profiler Scores

Job Details

KNOWLEDGE

Health

- medicine and dentistry

Business

- customer service management

Arts and Humanities

- English language

Math and Science

- biology

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

ABILITIES

Hand and Finger Use

- put together small parts with your fingers
- keep your arm or hand steady

Verbal

- communicate by speaking
- listen and understand what people say

Ideas and Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Attention

- pay attention to something without being distracted

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
usually needed

Get started on your career:

Find Training | Find Certifications | Find Licenses | **APPRENTICESHIP**

JOB OUTLOOK

Bright New job opportunities are very likely in the future.

SALARY: \$155,600

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

Check out my state | **Salary** | Salary Info

Find Jobs

EXPLORE MORE

- [Anesthesiologists](#)
- [Chiropractors](#)
- [Podiatrists](#)
- [Surgeons](#)
- [Veterinarians](#)

You might like a career in one of 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.

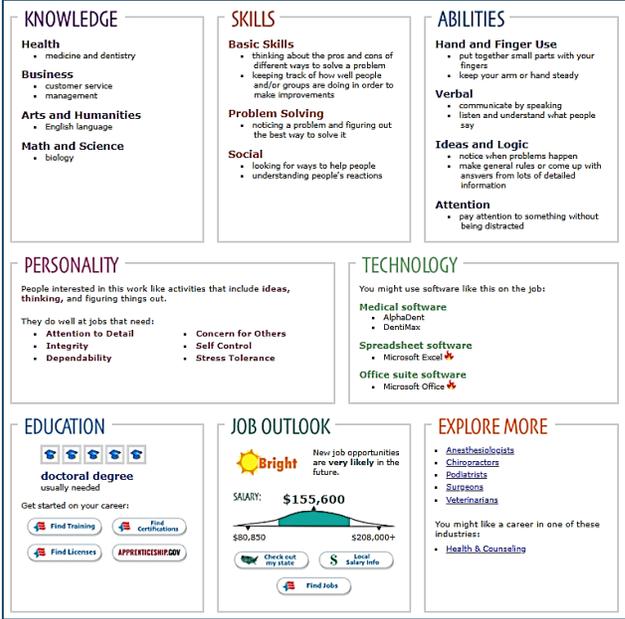
Step	Action	Additional Description
1.	View all the information provided for the occupation in each section: knowledge, skills, abilities, personality, technology, education, job outlook, and related positions.	
2.	Scroll to the Job Outlook section at the bottom of the occupational details page shown on the www.mynextmove.org website.	
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 .	
4.	To determine the local salary, select Local Salary Info .	

Table 7, Activity O*NET Results

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

My Next Move			
Career 1	Current: __	Future: <u>X</u>	Job Zone: <u>3</u>
Self-Enrichment Education Teachers. Also called: Dance Instructor, Instructor, Martial Arts Instructor, Teacher	Best Fit: __	Great Fit: <u>X</u>	Job Outlook  <u>X</u>  __
KNOWLEDGE Education and Training <ul style="list-style-type: none"> teaching and course design Business <ul style="list-style-type: none"> customer service Arts and Humanities <ul style="list-style-type: none"> English language 	SKILLS Basic Skills <ul style="list-style-type: none"> talking to others listening to others, not interrupting, and asking good questions Problem Solving <ul style="list-style-type: none"> noticing a problem and figuring out the best way to solve it 		ABILITIES Verbal <ul style="list-style-type: none"> communicate by speaking listen and understand what people say Ideas and Logic <ul style="list-style-type: none"> order or arrange things use rules to solve problems
PERSONALITY People interested in this work like activities that include helping people, teaching, and talking. They do well at jobs that need: <ul style="list-style-type: none"> Adaptability/Flexibility Dependability Attention to Detail Self-Control Concern for Others Integrity 		TECHNOLOGY You might use software like this on the job: Graphics or photo imaging software <ul style="list-style-type: none"> Adobe Systems Adobe Photoshop 🔥 Corel Paint Shop Pro Internet browser software <ul style="list-style-type: none"> Microsoft Internet Explorer Web browser software Data base user interface and query software <ul style="list-style-type: none"> Data entry software 🔥 Microsoft Access 🔥 	

My Next Move		
<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</p> <p>(Related careers)</p> <p>Adult Basic & Secondary Education & Literacy Teachers & Instructors</p> <p>Career/Technical Education Teachers, Middle School</p> <p>Kindergarten Teachers</p> <p>Substance Abuse & Behavioral Disorder Counselors</p> <p>Training & Development Specialists</p> <p>You might like a career in one of these industries: Education or Service</p>

Table 8, Example My Next Move Career 1

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

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

Table 9, Worksheet My Next Move Career 1

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
PERSONALITY		TECHNOLOGY	

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

Table 10, Worksheet My Next Move Career 2

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 what skills you have and being able to articulate these skills 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

Hard Skills (Technical)	Soft Skills
<ul style="list-style-type: none">• Mechanical ability• Equipment operating• Scheduling / Budgeting• Typing	<ul style="list-style-type: none">• Foreign language• Critical thinking• Communication<ul style="list-style-type: none">• Oral• Writing

Slide 16

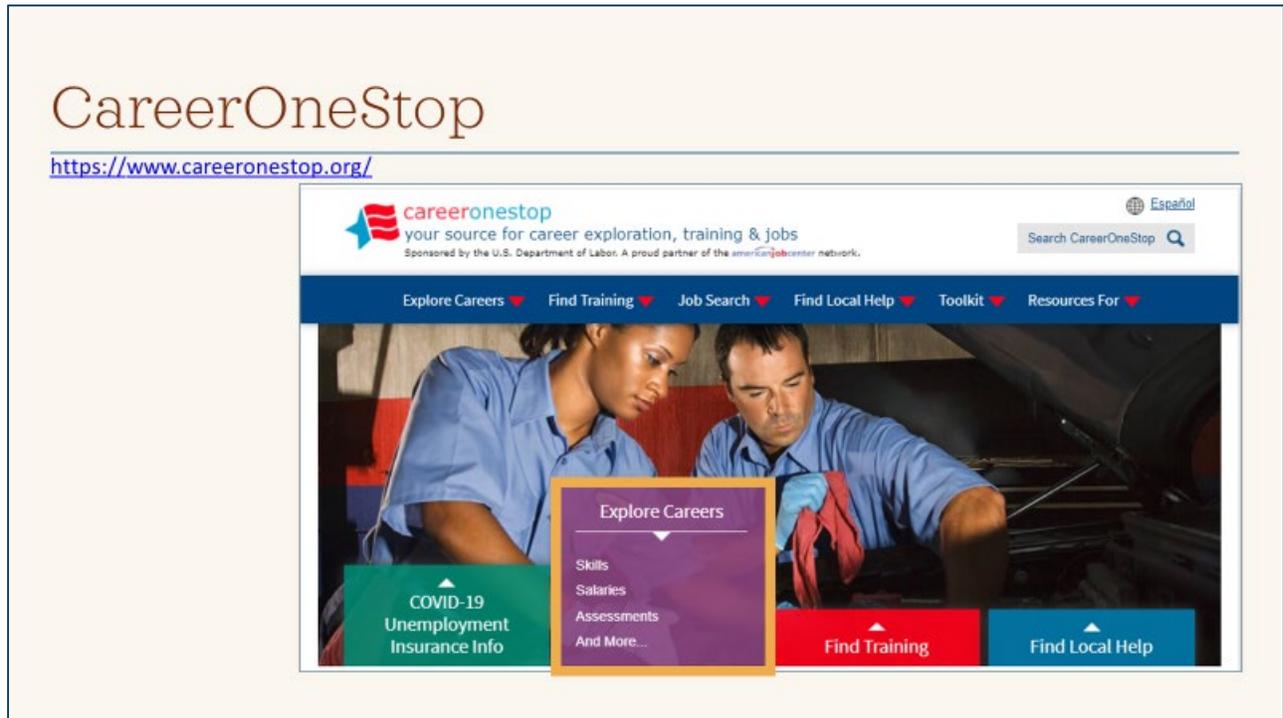
Skills

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.

What kind of skills do you have? Let's do a quick brainstorming to identify your hard and soft skills. I want you to take about 60 seconds to think about if you have experience:



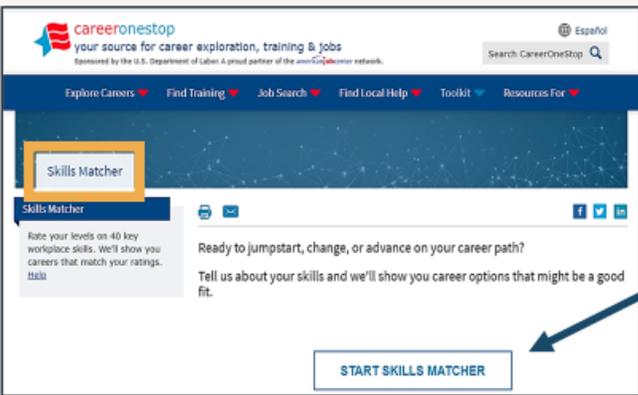
Slide 17

CareerOneStop Skills Matcher Self-Assessment

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/>

Skills Matcher



Let's practice 

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. From there, 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: 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>.

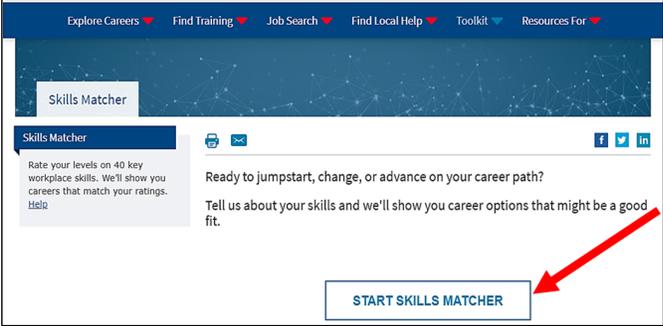
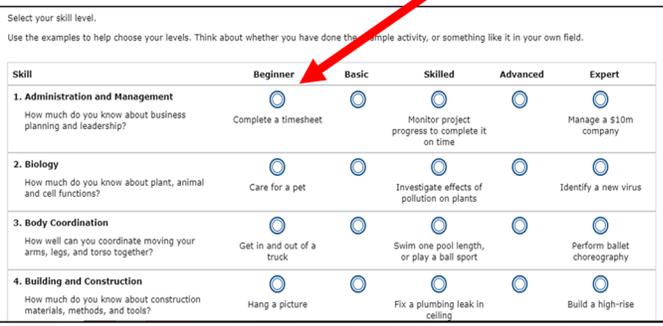
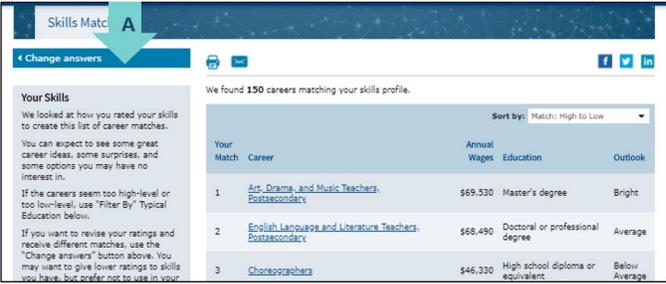
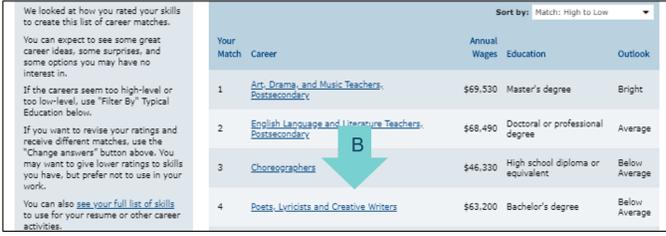
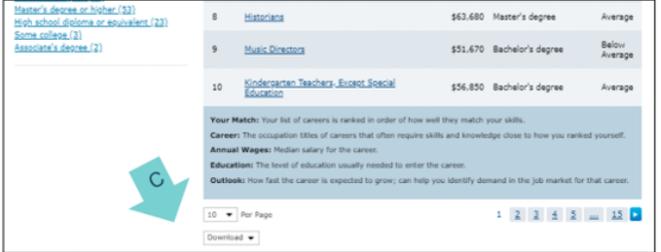
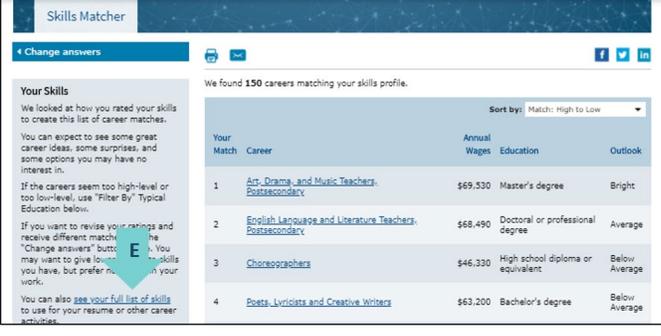
Step	Action	Additional Description																														
1.	<p>To access the CareerOneStop Skills Matcher, go to https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx</p> <p>Select START SKILLS MATCHER tab.</p>																															
2.	<p>Answer all 40 questions. There are 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="808 768 1471 1031"> <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
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																											

Table 12, Activity CareerOneStop Skills Matcher Assessment

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 blue button labeled 'Change answers' with a left-pointing arrow. A green arrow labeled 'A' points to this button. Below the button, there is a section titled 'Your Skills' with instructions on how to adjust ratings. To the right, a table lists career matches with columns for 'Your Match', 'Career', 'Annual Wages', 'Education', and 'Outlook'. The table contains three rows of data.</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					
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																							
<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 same 'Skills Match' interface as above. A green arrow labeled 'B' points to the second row of the career matches table, which is 'English Language and Literature Teachers, Postsecondary'.</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
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																							

Step	Action	Additional Description																																			
<p>C.</p>	<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>\$59,600</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&onetcode=25-2022.00&location=US&lang=en</td> </tr> <tr> <td>2</td> <td>Kindergarten Teachers, Except Special Education</td> <td>\$56,850</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&onetcode=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&onetcode=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&onetcode=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	\$59,600	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword=Middle+School+Teachers,+Except+Special+and+Career/Technical+Education&onetcode=25-2022.00&location=US&lang=en	2	Kindergarten Teachers, Except Special Education	\$56,850	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword=Kindergarten+Teachers,+Except+Special+Education&onetcode=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&onetcode=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&onetcode=25-1123.00&location=US&lang=en					
Your Match	Career	Annual Wages	Education	Outlook	Career URL																																
1	Middle School Teachers, Except Special and Career/Technical Education	\$59,600	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword=Middle+School+Teachers,+Except+Special+and+Career/Technical+Education&onetcode=25-2022.00&location=US&lang=en																																
2	Kindergarten Teachers, Except Special Education	\$56,850	Bachelor's degree	Average	https://www.careeronestop.org/Tools/Careers/Occupations/occupation-profile.aspx?keyword=Kindergarten+Teachers,+Except+Special+Education&onetcode=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&onetcode=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&onetcode=25-1123.00&location=US&lang=en																																
<p>D.</p>	<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 (3) Associate's degree (2) <table border="1"> <tbody> <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> <tr> <td>5</td> <td>Music Therapists</td> <td>\$48,220</td> <td>Bachelor's degree</td> <td>Bright</td> </tr> <tr> <td>6</td> <td>Communications Teachers, Postsecondary</td> <td>\$70,630</td> <td>Doctoral or professional degree</td> <td>Average</td> </tr> <tr> <td>7</td> <td>Music Composers and Arrangers</td> <td>\$51,670</td> <td>Bachelor's degree</td> <td>Below Average</td> </tr> <tr> <td>8</td> <td>Historians</td> <td>\$63,680</td> <td>Master's degree</td> <td>Average</td> </tr> <tr> <td>9</td> <td>Music Directors</td> <td>\$51,670</td> <td>Bachelor's degree</td> <td>Below Average</td> </tr> </tbody> </table>	3	Choreographers	\$46,330	High school diploma or equivalent	Below Average	4	Poets, Lyricists and Creative Writers	\$63,200	Bachelor's degree	Below Average	5	Music Therapists	\$48,220	Bachelor's degree	Bright	6	Communications Teachers, Postsecondary	\$70,630	Doctoral or professional degree	Average	7	Music Composers and Arrangers	\$51,670	Bachelor's degree	Below Average	8	Historians	\$63,680	Master's degree	Average	9	Music Directors	\$51,670	Bachelor's degree	Below 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																																	
5	Music Therapists	\$48,220	Bachelor's degree	Bright																																	
6	Communications Teachers, Postsecondary	\$70,630	Doctoral or professional degree	Average																																	
7	Music Composers and Arrangers	\$51,670	Bachelor's degree	Below Average																																	
8	Historians	\$63,680	Master's degree	Average																																	
9	Music Directors	\$51,670	Bachelor's degree	Below Average																																	
<p>E.</p>	<p>View a detailed list of your skills.</p>	 <p>Skills Matcher</p> <p>Change answers</p> <p>Your Skills</p> <p>We looked at how you rated your skills to create this list of career matches. You can expect to see some great career ideas, some surprises, and some options you may have no interest in.</p> <p>If the careers seem too high-level or too low-level, use "Filter By" Typical Education below.</p> <p>If you want to revise your ratings and receive different matches, he "Change answers" button. You may want to give lower ratings to skills you have, but prefer not to use in your work.</p> <p>You can also see your full list of skills to use for your resume or other career activities.</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										
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																																	

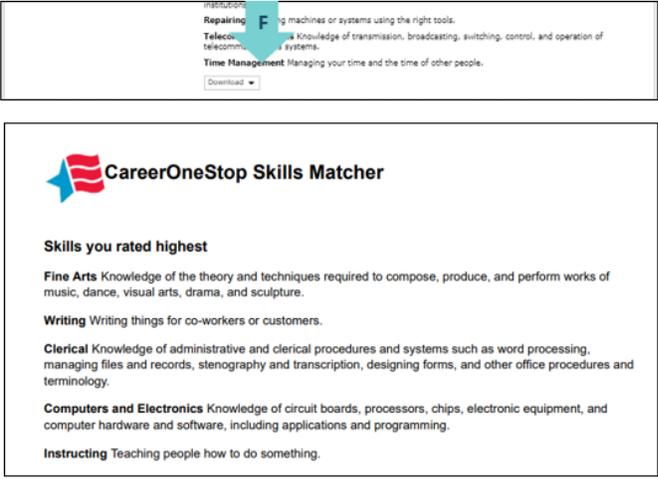
Step	Action	Additional Description
F.	<p>CAUTION – The information DOES NOT save.</p> <p>Download a full list of your skills, SkillsMatcherDetails, as a PDF, Word, or RTF document. Use your skills for your resume or other career activities.</p> <p>Note: The Word version may not download.</p>	 <p>The screenshot shows the CareerOneStop Skills Matcher interface. At the top, it lists skills such as 'Repairing', 'Telecommunications', and 'Time Management'. Below this, the 'Skills you rated highest' section is visible, listing 'Fine Arts', 'Writing', 'Clerical', 'Computers and Electronics', and 'Instructing' with their respective descriptions.</p>

Table 13, Activity CareerOneStop Skills Matcher Careers and Details

List your highest rated skills on your Career Research Worksheet. Below is a completed example.

CareerOneStop Skills Matcher					
https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx					
List the skills you rated highest.					
1	Fine Arts	2	Writing	3	Clerical Knowledge
4	Instructing	5	Personnel and HR	6	Teaching and Course Design

Table 14, Example CareerOneStop Skills

CareerOneStop Skills Matcher					
https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx					
List the skills you rated highest.					
1.		2.		3.	
4.		5.		6.	

Table 15, Worksheet CareerOneStop Skills

Career Details



Paralegals and Legal Assistants

Description: what do they do?
Assist lawyers by investigating facts, preparing legal documents, or researching legal precedents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Also known as:
Real Estate Paralegal, Certified Paralegal, Corporate Law Assistant, Legal Analyst, Litigation Paralegal, Paralegal Specialist, Law Associate, Legal Assistant, Paralegal Assistant, Paralegal

Outlook: will there be jobs?
New job opportunities are very likely in the future.
This occupation is:
• Expected to grow much faster than average

Projected employment

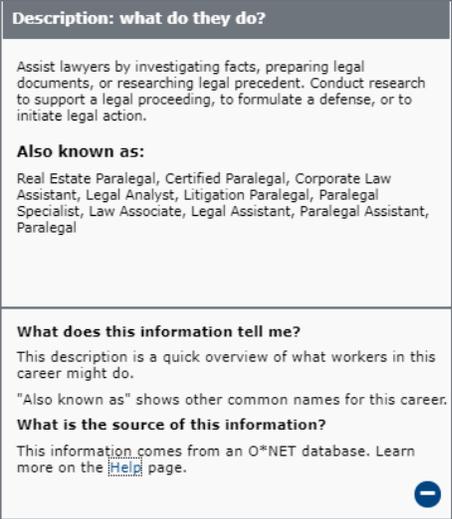
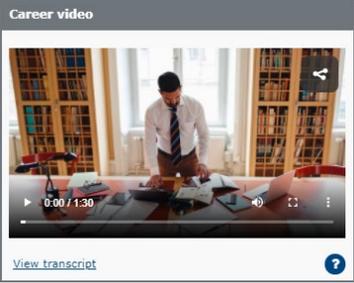
United States	
2018 Employment	325,700
2028 Employment	364,800
Percent change	12%

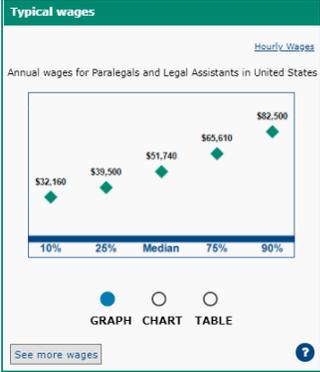
- Job Description
- Career Video
- Outlook
- Projected Employment
- Typical Wages
- Education Requirements
- KSAs
- Related Occupations

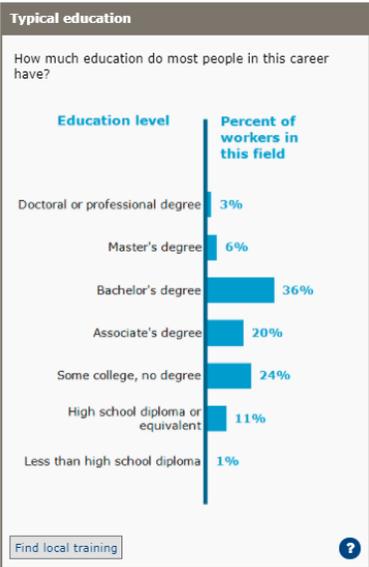
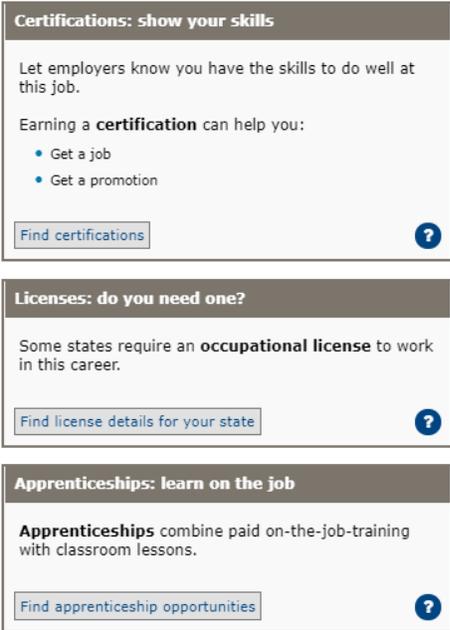
Slide 19

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								
<p>1.</p>	<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>	 <p>Paralegals and Legal Assistants</p> <p>Description: what do they do? 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> <p>Outlook: will there be jobs? New Job opportunities are very likely in the future. This occupation is: • Expected to grow much faster than average</p> <p>Projected employment</p> <table border="1"> <thead> <tr> <th colspan="2">United States</th> </tr> </thead> <tbody> <tr> <td>2018 Employment</td> <td>325,700</td> </tr> <tr> <td>2029 Employment</td> <td>364,800</td> </tr> <tr> <td>Percent change</td> <td>12%</td> </tr> </tbody> </table>	United States		2018 Employment	325,700	2029 Employment	364,800	Percent change	12%
United States										
2018 Employment	325,700									
2029 Employment	364,800									
Percent change	12%									
<p>2.</p>	<p>View Job Description.</p>	 <p>Description: what do they do? 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> <p>What does this information tell me? This description is a quick overview of what workers in this career might do. "Also known as" shows other common names for this career.</p> <p>What is the source of this information? This information comes from an O*NET database. Learn more on the Help page.</p>								
<p>3.</p>	<p>Watch a short Career Video and/or view the transcript.</p>	 <p>Career video</p> <p>View transcript</p>								

Step	Action	Additional Description
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.	<p>View projected employment or select the tab to compare projected employment.</p>	
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>	

Step	Action	Additional Description																
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																	
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%																	
8.	<p>Select each tab to find certifications, state license details and apprenticeship opportunities.</p>	 <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> <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> <p>Apprenticeships: learn on the job</p> <p>Apprenticeships combine paid on-the-job-training with classroom lessons.</p> <p>Find apprenticeship opportunities</p>																

Step	Action	Additional Description
9.	View the KSAs for this position.	<div data-bbox="818 352 1130 722"> <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. </div> <div data-bbox="818 747 1130 961"> <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. </div> <div data-bbox="1143 352 1455 533"> <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. </div> <div data-bbox="1143 558 1455 772"> <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. </div> <div data-bbox="1143 798 1455 961"> <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 </div>
10.	View related occupations.	<div data-bbox="818 999 1276 1268"> <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 </div>
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>	<div data-bbox="805 1310 1250 1646"> <p>New Search</p> <p>Show More</p> <p>Help</p> <p>Paralegals and Legal Assistants</p> <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:</p> <p>Real Estate Paralegal, Certified Paralegal, Corporate Law Assistant, Legal Analyst, Litigation Paralegal, Paralegal Specialist, Law Associate, Legal Assistant, Paralegal Assistant, Paralegal</p> </div>

Table 16, Activity Skills Matcher Career Details

Website Activity – Explore Two Careers

Research two careers and record their results on the Career Research Worksheet. Below is a completed example.

What are two careers that you would like to explore?		
Career 1	Typical Annual Wage: \$116,720	Job Outlook: <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 
Human Resources Managers	Projected Employment % Change: 7%	
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: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 
Human Resources Specialists	Projected Employment % Change: 5%	
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.		

Table 17, Example Explore Two Careers

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)			

Table 18, Worksheet Explore Two Careers

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.

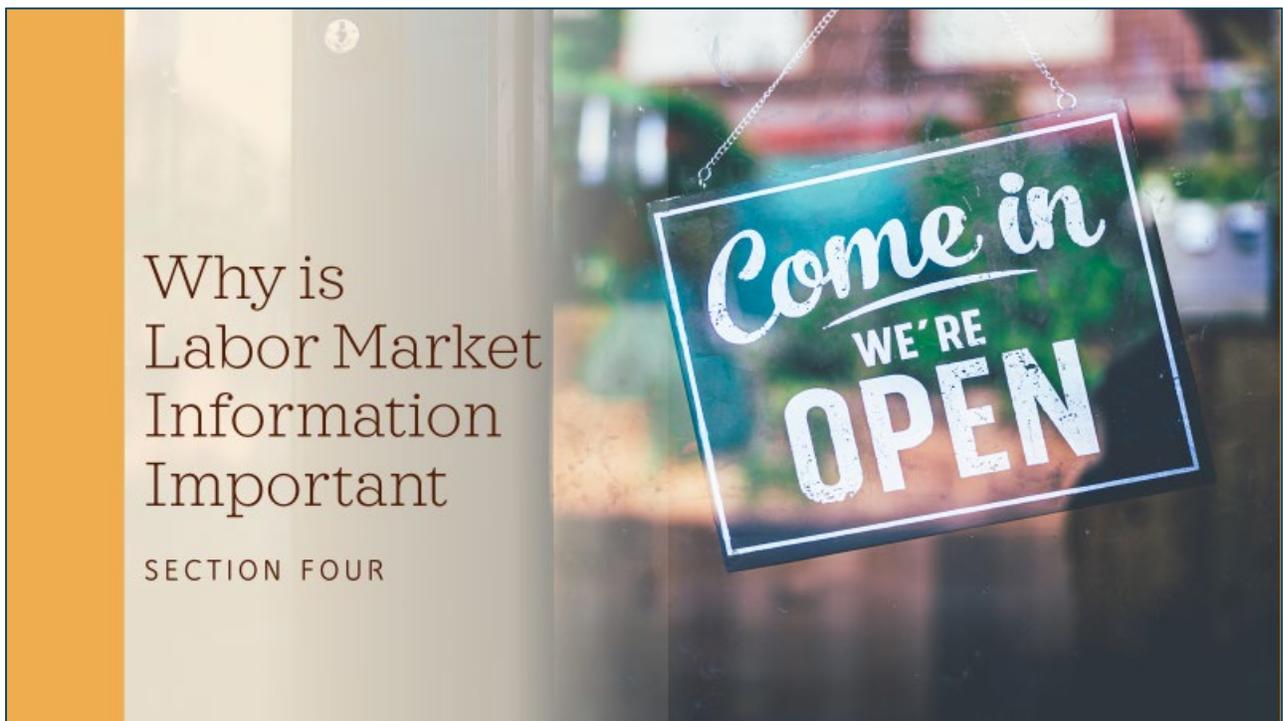
To also assist you with finding the best career, in your appendix is an Employment History outline. Use the outline as a Building Block to prep for resume creation. List your skills that you have identified today along with information such as names of companies, locations, job titles and positions held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

Answer Questions

- Industry
- Geographically
- Opportunity
- Salary

Slide 21

LMI Can Be Used to Answer Questions

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.

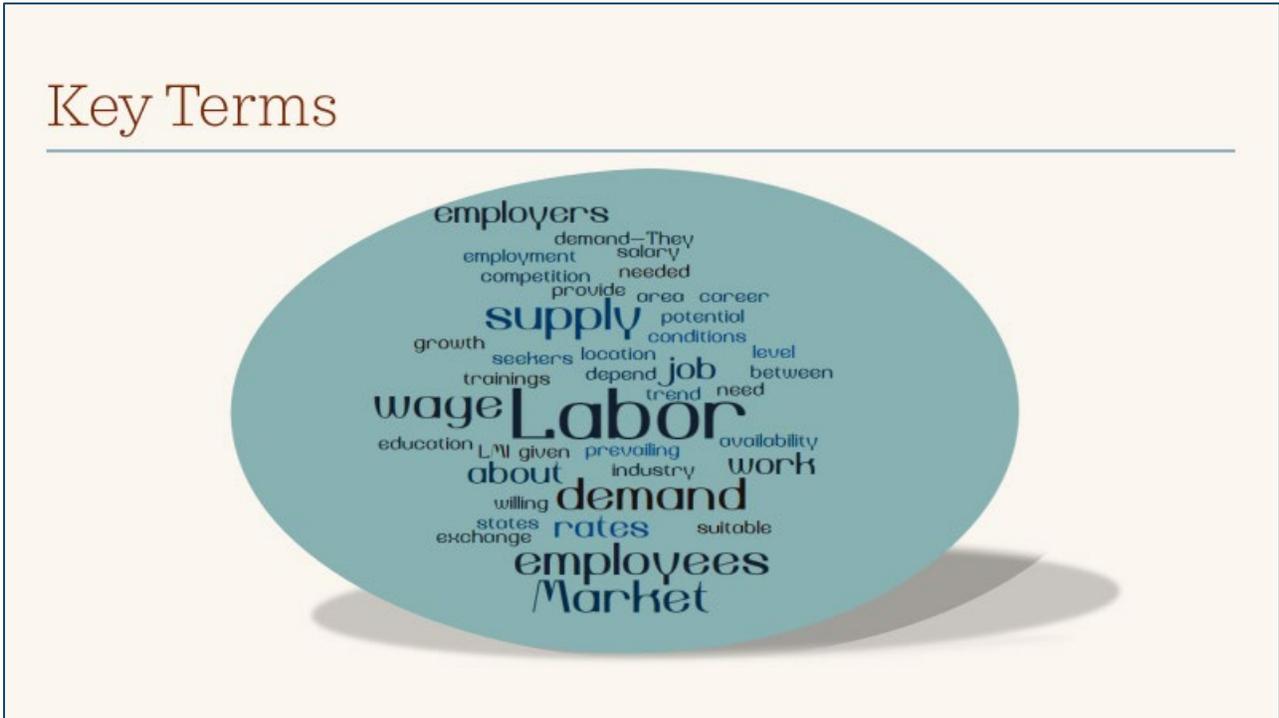
The LMI is an invaluable resource that you can use to answer important questions, including:

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?



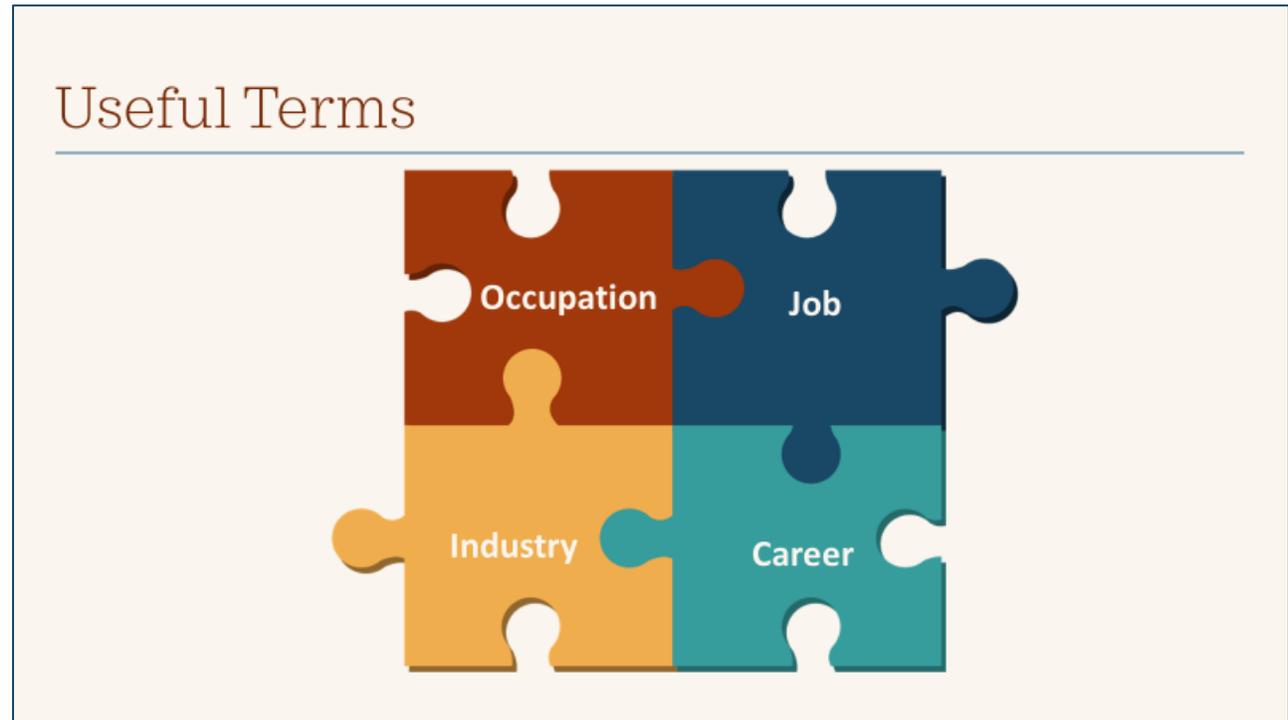
Slide 22

Labor Market Information Research

Here are a few key terms:

Key Term	Definition
Labor Supply	The availability of suitable employees willing to work at a given wage
Labor Demand	The need for employees to work in a market at a prevailing wage
Labor Market	The supply and demand for labor, in which employees provide the supply and employers the demand—This depends on the exchange of information between employers and job seekers about wage rates, conditions of employment, level of competition, and job Item
Labor Market Information (LMI)	Information about a career that states its demand in an area, what education and training is needed, salary rates, industry trends, and growth potential

Table 19, LMI Key Terms



Slide 23

Useful Terms to Understand

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

Table 20, LMI Useful Terms

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?

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

Slide 24

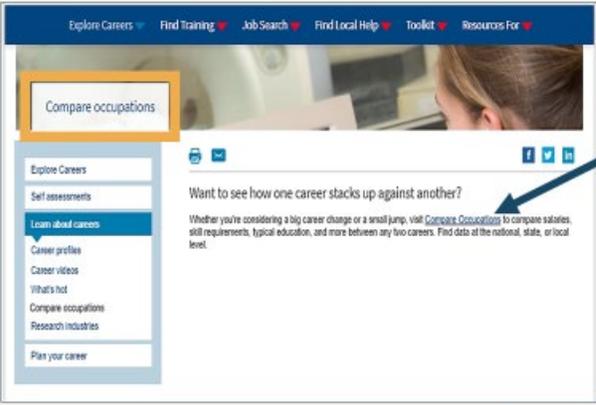
Why care about industries?

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



Let's practice >

Slide 25

Compare Occupations

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.

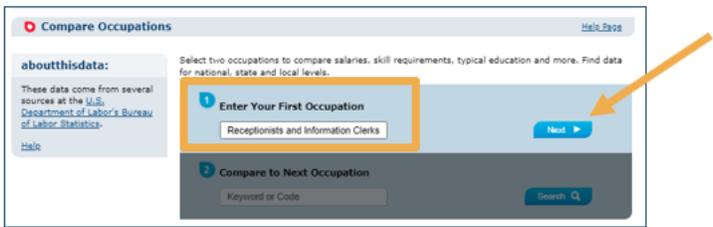
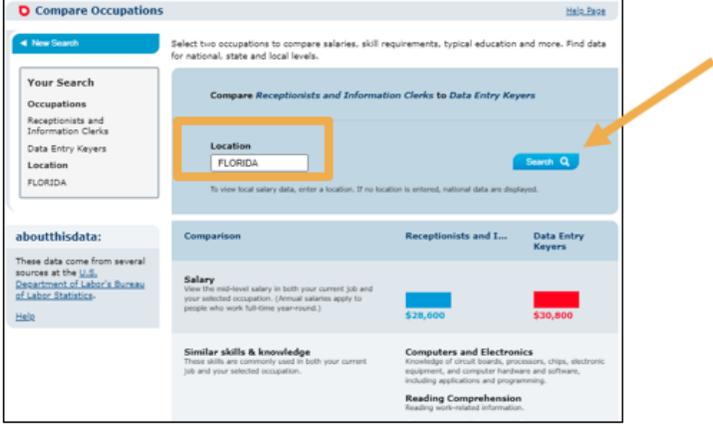
Step	Action	
1.	To compare occupations, go to CareerOneStop Explore Careers, Compare occupations, https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx	
2.	Enter first occupation and select Next.	
3.	Enter next occupation and select Search.	
4.	Refine your search by Location – State or City/State. Download the results as an Excel, PDF, Word, or RTF document.	

Table 21, Activity CareerOneStop Compare Occupations

Use the online CareerOneStop Compare occupations and record your findings on the Career Research Worksheet. Refer to the example on the next page for a completed example.

CareerOneStop Occupation Comparison https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx			
What are two careers that you would like to explore?			
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

Table 22, Example CareerOneStop Compare Occupations

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

Table 23, Worksheet CareerOneStop Compare Occupations

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

Labor Market Information

Salary



Cost of Living



Slide 26

LMI: Salary and Cost of Living

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 course. For more information on financial planning and financial resources, refer to the TEAMS Website Guide section in the back of your Participant Guide.

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

American Job Center (AJC)

Explore Careers ▼ Find Training ▼ Job Search ▼ Find Local Help ▼ Toolkit ▼ Resources For ▼

American Job Centers

Find Local Help

- American Job Centers
- Employment and training programs
- Community services
- Workforce development
- Unemployment benefits

How can an American Job Center help you?

American Job Centers (AJCs) provide free help to job seekers for a variety of career and employment-related needs. Nearly 2,400 AJCs, funded by the U.S. Department of Labor's Employment and Training Administration, are located throughout the United States.

Find an American Job Center

American Job Centers can help you look for work and offer job search workshops, free computer access, and more.

Location

City, State or Zip Code

Search 🔍

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

Slide 27

Other DOL Resources

American Job Center

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.

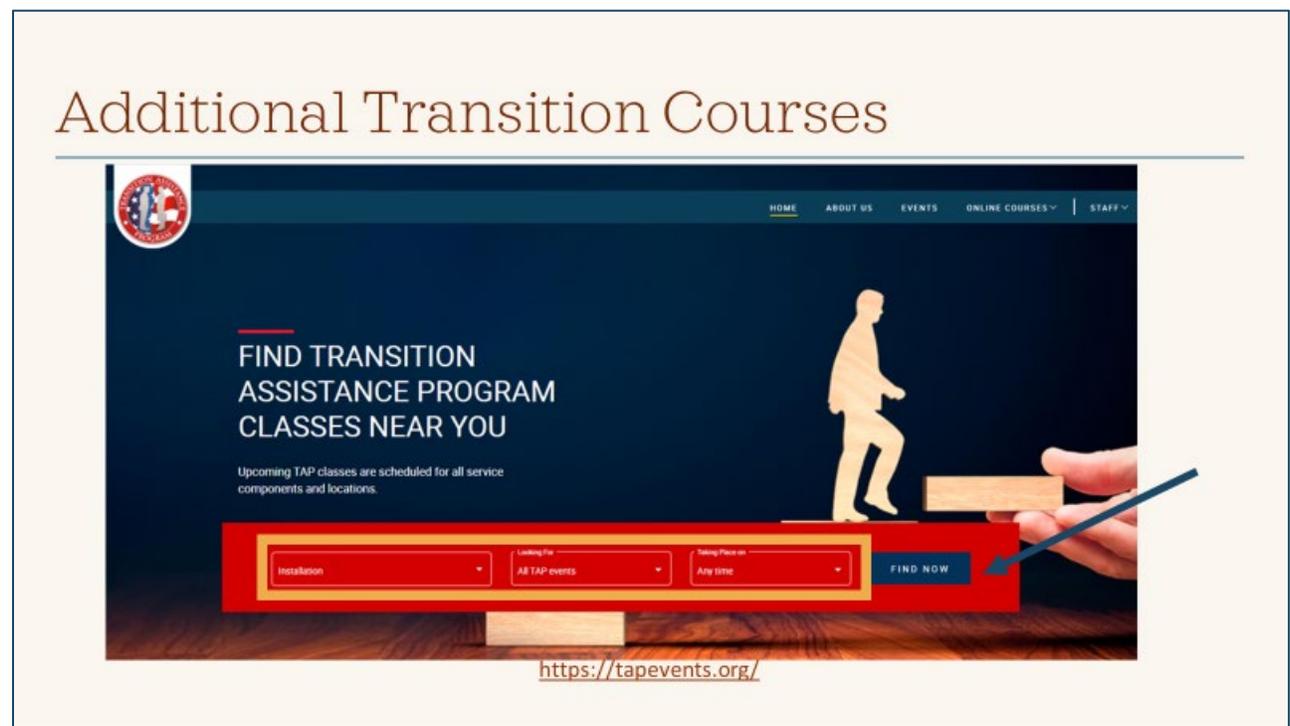
Use the phone numbers or websites listed to contact any center; learn more by selecting a center name.

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>



The image shows a screenshot of the TAP website. The main heading is "Additional Transition Courses". Below it, there is a navigation bar with links for HOME, ABOUT US, EVENTS, ONLINE COURSES, and STAFF. The main content area features a dark blue background with a silhouette of a person walking. The text reads "FIND TRANSITION ASSISTANCE PROGRAM CLASSES NEAR YOU". Below this, it says "Upcoming TAP classes are scheduled for all service components and locations." At the bottom, there is a search form with three dropdown menus: "Installation" (set to "All TAP events"), "Looking For" (set to "All TAP events"), and "Finding Place on" (set to "Any time"). A "FIND NOW" button is to the right of the form. A hand is shown placing a wooden block on the form, and a blue arrow points to the "FIND NOW" button. The URL <https://tapevents.org/> is displayed at the bottom.

Slide 28

Additional Transition Assistance Program Workshops

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-employments 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.

Recap

- ☑ Describe Personal Factors in Career Choice
- ☑ Explore Resources through DOL (My Next Move & CareerOneStop)
- ☑ Explain Reasons to Conduct LMR
- ☑ Recognize Additional Opportunities for Self-Assessment (C2E)

Slide 29

Conclusion

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.

Thank You
for Attending

*...and remember – you can decide to
follow where the path may lead or
go where there is no path and leave a trail.*

An aerial photograph showing a winding asphalt road that curves through rolling green hills. The landscape is lush and vibrant, with the sun casting a warm glow over the scene. The road starts in the lower left, curves to the right, then back to the left, and continues into the distance. The hills are covered in grass, and there are some small trees and structures scattered across the landscape.

Slide 30

By combining the information gained during this course 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.

Feel free to provide any additional thoughts, comments or suggestions to DOL TAP directly by emailing them at 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.

O*Net Interest Profiler

<https://www.mynextmove.org/explore/ip>

Record your Interest Profiler scores here	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
PERSONALITY		TECHNOLOGY	

My Next Move		
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
PERSONALITY		TECHNOLOGY	

My Next Move		
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: <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)			

CareerOneStop Occupation Comparison https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx			
What are two careers that you would like to explore?			
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.

TEAMS Website Guide

ACCREDITATION

Accredited online website. Search for vocational school's admission and completion rates, www.accreditedschoolsonline.org/vocational-trade-school/

Better Business Bureau, www.bbb.org

Consumer Financial Protection Bureau, www.consumerfinance.gov/complaint/

Council for Higher Education Accreditation and US Department of Education list of recognized accrediting organizations, www.chea.org/chea-and-usde-recognized-accrediting-organization

U.S. Department of Education information educational institutions accreditation, <https://ope.ed.gov/dapip/#/home>

U.S. Department of Education information about diploma mills, <https://www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html>

AMERICAN JOB CENTER

U.S. Department of Labor (DOL) online portal for Veterans and Military Spouses; Select **Find a Job** and enter your location in the American Job Center Finder, www.veterans.gov/

American Job Center (AJC), <https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

DOL's American Job Center locator, <https://www.careeronestop.org/LocalHelp>

APPRENTICESHIP

Apprenticeship USA Toolkit answers to FAQs about apprenticeships, www.dol.gov/apprenticeship/toolkit/toolkitfaq.htm

CareerOneStop apprenticeship finder, www.careeronestop.org/Toolkit/Training/find-apprenticeships.asp

DOL Employment and Training Administration general information about apprenticeships and access to contact information for regional and local state apprenticeship agencies, www.apprenticeship.gov/

DoD SkillBridge overview of program requirements and eligibility, www.dodskillbridge.com

CAREER COUNSELING

DoD's Spouse Education and Career Opportunities Program provides cost-free Career Counseling, <https://myseco.militaryonesource.mil/portal/home/secocounseling>

DOD's Military Spouse Transition Program (MySTeP) provides online education and information for spouses throughout their service member's career, <https://myseco.militaryonesource.mil/portal/mystep>

CAREER RESEARCH AND ASSISTANCE

My Next Move, <https://www.mynextmove.org>

O*NET Online. Data on emerging careers; including descriptions, outlook, wages and relevant in-demand technologies, <https://www.onetonline.org/>

O*NET Interest Profiler, <https://www.mynextmove.org/explore/ip>

CareerOneStop links to up-to-date industry trends, career trends, occupation profiles, business finder and job finder tools. Also use **mySkills myFuture** to find careers with similar skills.

- www.careeronestop.org/
- <https://www.myskillsmyfuture.org/>

Military OneSource, <https://www.militaryonesource.mil/>

Bureau of Labor Statistics Occupational Outlook Handbook provides occupation descriptions, www.bls.gov/ooh/

U.S. DOL Military Spouse portal; select link to find jobs, <https://www.veterans.gov/milspouses>

USAJOBS houses most federal job vacancy announcements, www.usajobs.gov/

VirtForce, Military Spouse connection to remote careers <https://virtforce.us/>

CERTIFICATION / CREDENTIALING / LICENSING

The CareerOneStop Certification Finder tool can identify available certifications by keyword or by occupation,

- www.careeronestop.org/Toolkit/Training/FindCertifications.aspx
- www.careeronestop.org/Toolkit/Training/FindCertifications.aspx
- www.careeronestop.org/Toolkit/Training/FindLicenses.aspx

- www.careeronestop.org/FindTraining/FindTraining.aspx

DoD Civilian COOL, <https://www.cool.osd.mil/dciv/index.htm>

License Recognition for Military Spouses Resource Guide, <https://www.veterans.gov/milspouses/pdf/License-Recognition-For-Military-Spouses-Resource-Guide-20190417.pdf>

COLLEGE

CareerOneStop guide to colleges, www.careeronestop.org/FindTraining/Types/college.aspx

College Navigator, Institute of Education Services National Center for Education Statics (IES > NCES), <https://nces.ed.gov/collegenavigator/>

My Career Advancement Account (MyCAA) Scholarship Program <https://mycaa.militaryonesource.mil/>

U.S. Department of Education guide to choosing a school, <https://studentaid.gov/resources/prepare-for-college/students/choosing-schools>

COST OF LIVING CALCULATORS

Bankrate.com, <https://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>

Numbeo.com, <https://www.numbeo.com/cost-of-living/>

SmartAsset.com, <https://smartasset.com/mortgage/cost-of-living-calculator>

EDUCATION AND TRAINING

No-cost online classes:

- Coursera, <https://www.coursera.org/>
- EdX, www.edx.org
- Grow with Google, virtual training, and certifications, <https://grow.google/>

INTERNSHIPS

USAJOBS Pathways for federal government internships,

www.usajobs.gov/StudentsAndGrads

U.S. Chamber of Commerce internship opportunities, www.uschamber.com/about-us/careers/internship-opportunities

LABOR MARKET INFORMATION

Learn about careers,

<https://www.careeronestop.org/ExploreCareers/Learn/learn-about-careers.aspx>

The National Labor Exchange (NLx) database of job openings in public, private, and nonprofit sector organizations, <https://usnlx.com/>

Bureau of Labor Statistics site for comprehensive and up to date LMI; provides deep dive into current economic situation in the United States, www.bls.gov/

- Bureau of Labor Statistics resources for jobseekers, www.bls.gov/audience/jobseekers.htm
- Employment Projections, <https://www.bls.gov/emp/>
- Occupation Comparison, <https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>
- Outlook data, O*NET Bright Outlook occupations, <https://www.onetonline.org/find/bright>

- Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>.
- Skills data, <https://www.onetonline.org/>
- State employment projections - Projections Central, <https://www.projectionscentral.com/>
- State Labor Market Information office, https://www.careerinfonet.org/select_state.asp?from=&next=lmi1&id=11&nodeid=13&soccode=
- Wage data, Occupational Employment Statistics Survey, <https://www.bls.gov/oes/>

LICENSING

The CareerOneStop License Finder tool can help you determine if an occupation is licensed in a state and provide links to the state agency website for information on requirements and how to apply,

www.careeronestop.org/Toolkit/Training/find-licenses.aspx

NETWORKING

Hiring Our Heroes Programs for Military Spouses, various programs for spouses to include networking opportunities, professional workshops, hiring events, and mentoring and fellowship programs,

<https://www.hiringourheroes.org/military-spouses/>

SALARY RESEARCH

Salary.com, <https://www.salary.com/>

Calculator.net,

<https://www.calculator.net/salary-calculator.html>

Glassdoor.com,
<https://www.glassdoor.com/Salaries/know-your-worth.htm>

SmartAsset,
<https://smartasset.com/taxes/paycheck-calculator>

SMALL BUSINESS ADMINISTRATION Resources to start your own businesses,
www.SBA.gov/bootstobusiness

SOCIAL MEDIA

Facebook. Stay connected with friends, family, and community, www.facebook.com

LinkedIn. Build and engage with a professional network. Access knowledge, insights, and opportunities, www.linkedin.com

Access tutorials on how to use LinkedIn and other social media platforms,
<https://www.linkedin.com/learning/>

LinkedIn Premium upgrade for military information, www.linkedin.com/military

LinkedIn Help topics and tutorials topics,
<https://www.linkedin.com/help/linkedin>

Twitter. Online news and social networking service, www.twitter.com

TECHNOLOGY

CareerOneStop list of hot technologies,
www.onetonline.org/search/hot_tech/

TRANSITION ASSISTANCE PROGRAM

Transition Assistance Program (TAP),
<https://tapevents.org/>

TAP Online (Virtual) Courses TAP curriculum can be viewed for All Courses or filtered for Core Requirements, Transition Tracks or Military Life Cycle (MLC), <https://tapevents.org/courses>

- Boots to Business
- DOL Career and Credential Exploration
- DOL Employment Workshop
- Employment Fundamental of Career Transition
- Financial Planning for Transition
- Managing Your (MY) Education

VA BENEFITS AND PROGRAMS

U.S. Department of Veterans Affairs comparison tool for finding estimated benefits by school or program, www.va.gov/gi-bill-comparison-tool

U.S. Department of Veterans Affairs GI Bill benefits for licensing and certification,
www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/test-fees/

VETERANS' RESOURCES

Veterans Benefits Administration information about Veterans' benefits, including education and training, www.va.gov/education/

VOLUNTEERING

AmeriCorps positions,
<https://www.nationalservice.gov/programs/ameri-corps>

US Public Service and Volunteer Opportunities,
<https://www.usa.gov/volunteer>

America's Natural and Cultural Resources Volunteer Portal, <https://www.volunteer.gov/>