



U.S. DEPARTMENT OF LABOR

VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)

TRANSITION ASSISTANCE PROGRAM (TAP)

Version 4.0

U.S. DEPARTMENT OF LABOR

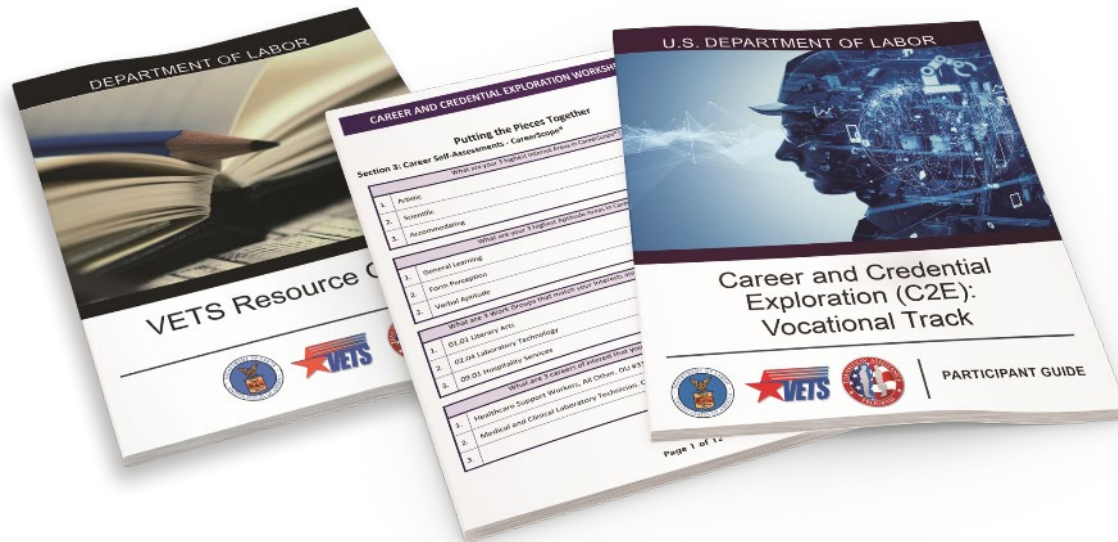
Career and Credential Exploration (C2E) Workshop: Vocational Track



Course Materials

Access workshop materials.
dol.gov/C2Ematerials

Scan QR code to access
the workshop materials.



1

Getting Started



Section 1

- Where Are You in the Transition Process?
- Course Overview
- What is a High-Quality Civilian Career?

SECTION

1

2

3

4

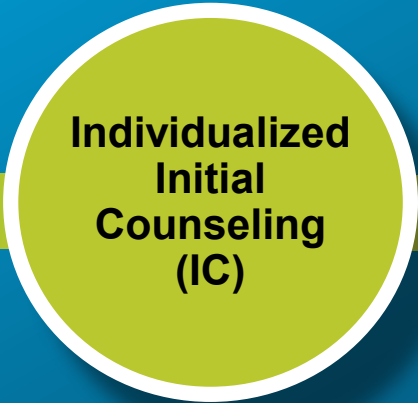
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6

7

TRANSITION OVERVIEW

NLT 365 days



DoD Transition Day



- Employment
- Vocational
- Education
- Entrepreneurship



NLT 90 Days

Course Overview

Getting Started

Career
Exploration

Career Self-
Assessments

Labor Market
Research

Exploring Career
Credentials and
Training
Opportunities

Preparing Your
Resume

Taking Your Next
Steps

Course Objectives

1. Identify and explore career opportunities.
2. Complete and review self-assessments.
3. Define concept of career and technical education.
4. Identify training requirements.
5. Identify associated costs.
6. Develop a plan of action.

Career Readiness Standard (CRS) / Deliverable

Complete a comparison of technical training institution options.

Download the full course worksheet,
dol.gov/C2Ematerials

EARN & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
Job/ Program Name		
Job Posted Date		
Desired Credential		
Accreditation		

STUDY & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
School / Program Name		
Desired Credential		
Accreditation		
Length of Program		

High-Quality Civilian Career

Shondra Baker's Journey



A high-quality civilian career provides meaningful work, which allows one to use knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.



Activity 1.1: Identify Current Earnings by Education and Training

CAREER-RELATED EDUCATION AND TRAINING	WEEKLY MEDIAN WAGES	YEARLY MEDIAN WAGES
Master's Degree*		
Bachelor's Degree*		
Associate Degree*		
High School Diploma		
DOL Registered Apprenticeship		

Go to <https://www.bls.gov/> | [apprenticeship.gov/](https://www.apprenticeship.gov/)



What Did You Find?



Where did the
Registered Apprenticeship
yearly median wages fall?

Section 1 Progress

- Where Are You in the Transition Process?
- Course Overview
- What is a High-Quality Civilian Career?



2

Career Exploration



Section 2

- My Current Status
- Using My Next Move for Veterans to Identify Occupations

SECTION



My Current Status



- I am unsure.
- I am undecided.
- I don't have a clear plan.
- I have a specific plan.



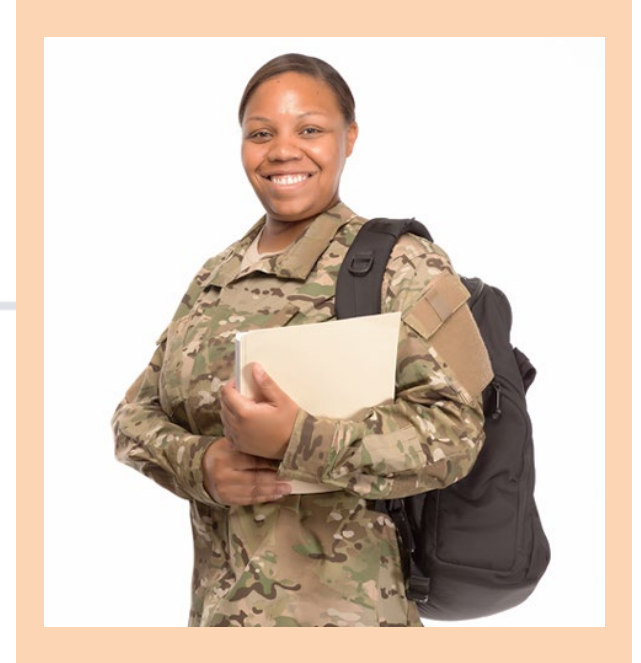
Activity 2.1: What About You?





Demonstration 2.2: Identify Occupations Using My Next Move for Veterans

— MY NEXT MOVE 




[Demo My Next Move](#)







Activity 2.3: Identify Occupations Using My Next Move for Veterans

 **Search careers with key words.**


Describe your dream career in a few words:


 

Examples: doctor, build houses


 **Browse careers by industry.**

There are over 900 career options for you to look at. Find yours in one of these industries:

 **Use your military skills.**

Enter the name or code of your military classification. We'll suggest civilian careers with similar work.

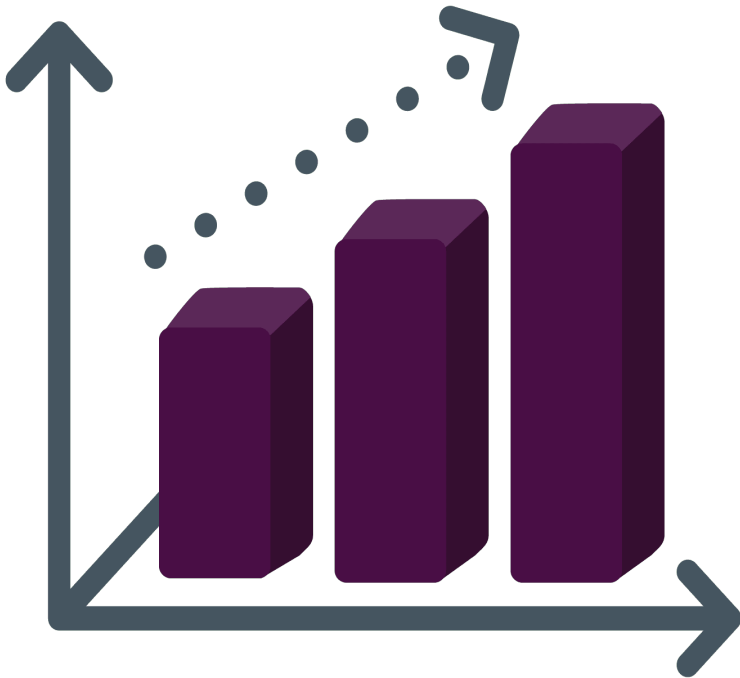
  

Examples: 0963, radio chief

Go to <https://www.mynextmove.org/vets/>



What Did You Find?



- Job Title?
- Bright Outlook?
- Education requirements?
- Other related occupations?

Section 2 Progress

- My Current Status
- Using My Next Move for Veterans to Identify Occupations

SECTION

1

2

3

4

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7

3

Career Self-Assessments



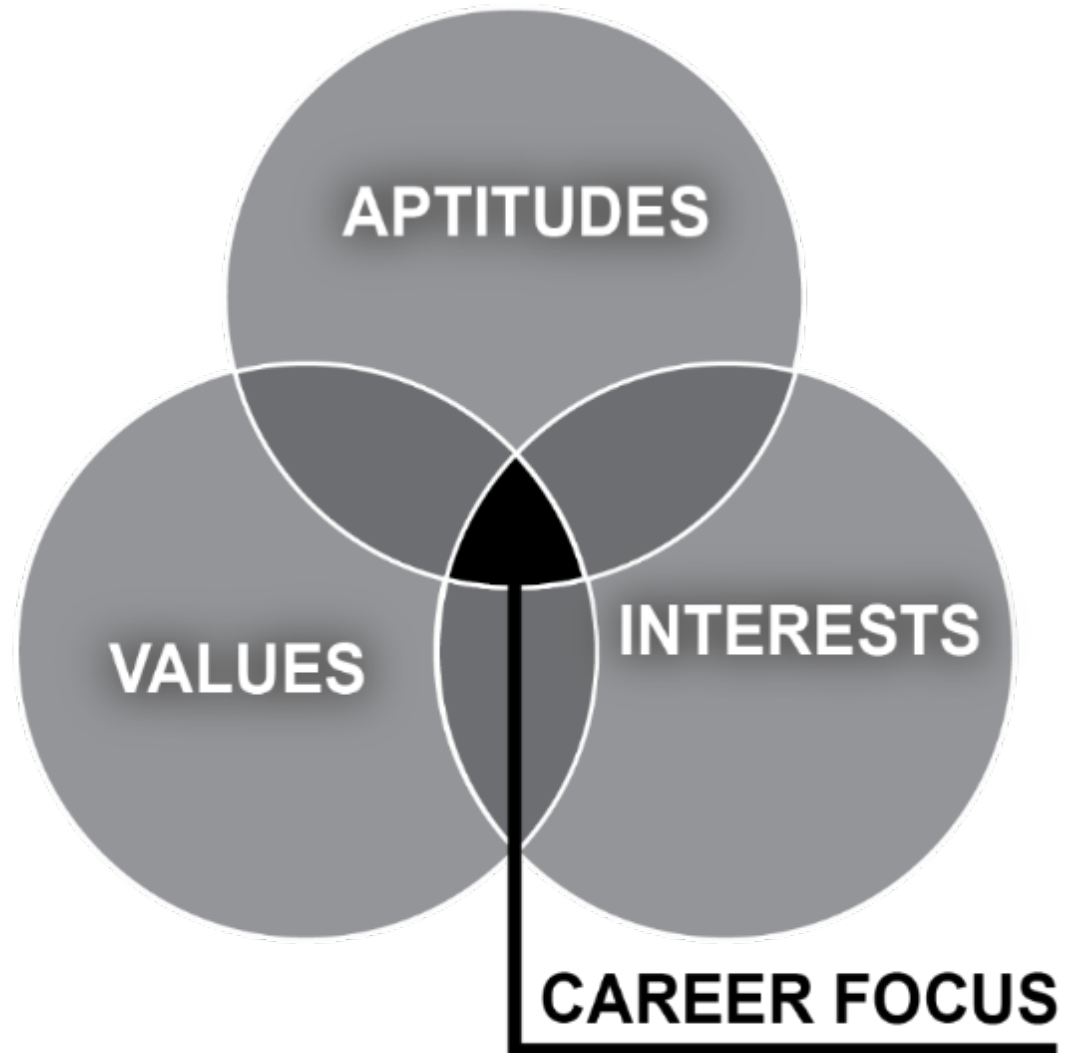
Section 3

- Using CareerScope® to Identify Your Aptitudes
- Using O*NET® to Identify Your Interests
- Using CareerOneStop to Identify Your Work Values

SECTION

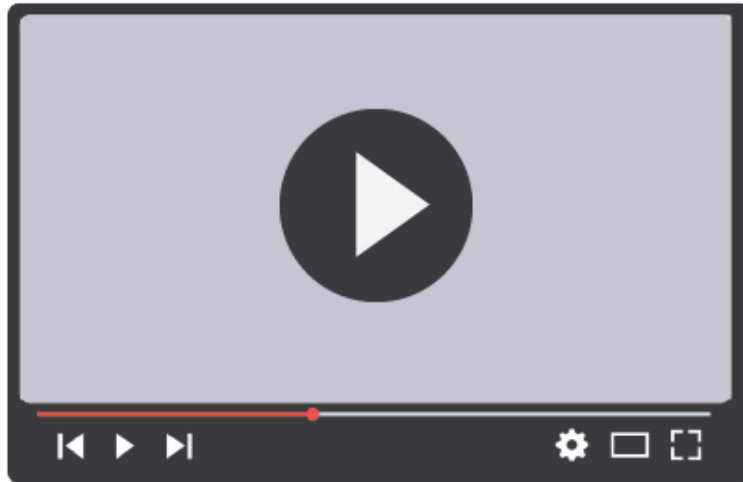


Career Self-Assessments



Career Self-Assessments Video

Access the workshop materials.
dol.gov/C2Ematerials



OR

Scan the QR code to view
the video on your phone.



CareerScope® Aptitude Assessment Overview

The screenshot shows the CareerScope website homepage. At the top left is the logo "careerscope" with the tagline "DISCOVER YOUR PATH". The navigation menu includes "Home", "Assessment", "Who We Help", "About", and "News and Insights". A contact number "(800) 874-5397" and a "Contact" button are in the top right. The main content area features a large heading: "CareerScope is the Most Widely Used Interest and Aptitude Assessment". Below this is a paragraph: "We create adaptive software that expands the career options of individuals in transition in an inspiring and methodical way through our assessments, community, and partnerships." There is a form for "Your Work Email" and a "Request a Demo" button. An illustration of a person working at a desk with a laptop and books is on the right. At the bottom, there is a blue banner for a webinar: "Missed Our Latest Webinar? Rethinking CTE to Meet Today's High-Demand Labor Market". A "View Our Webinar Library" button is also present.

This screenshot shows the "Assessment Profile" report. It features the CareerScope logo at the top. The title "Assessment Profile" is centered. Below the title, the "Date of Report" is listed as "1/5/24". The user's name "Shondra Baker" and the identifier "STBaker" are displayed. Further down, the "Date of Interest Administration" and "Date of Aptitude Administration" are both listed as "1/5/24". The footer includes the text "Copyright © 2020 Vocational Research Institute" and "Standard N /".

This screenshot shows the "Summary Report" page. It features the CareerScope logo at the top. The title "Summary Report" is centered. Below the title, the "Date of Report" is listed as "1/5/24". The user's name "Shondra Baker" and the identifier "STBaker" are displayed. Further down, the "Date of Interest Administration" and "Date of Aptitude Administration" are both listed as "1/5/24". The footer includes the text "Copyright © 2020 Vocational Research Institute" and "Standard N /".

CareerScope[®] Assessment Preparation

1. Place phone on silent and set aside.
2. Do not use a calculator (phone app or external calculator).
3. Have two sheets of scratch paper and pencil/pen.
4. Use a mouse instead of the laptop's touchpad.
5. Ensure computer is muted and switched to closed captioning.



Activity 3.1: CareerScope® Assessment

CareerScope®

CareerScope® Assessment Portal

CareerScope® takes career and educational planning to a new level. The proven career assessment and reporting system from the Vocational Research Institute is a powerful, yet easy-to-use program. With over 50 years of experience developing world-class assessment programs, VRI has designed a self-administered system that measures both aptitude and interest through valid and reliable assessment tasks.

Sign In

[CLICK HERE TO ENTER THE ASSESSMENT PORTAL](#)

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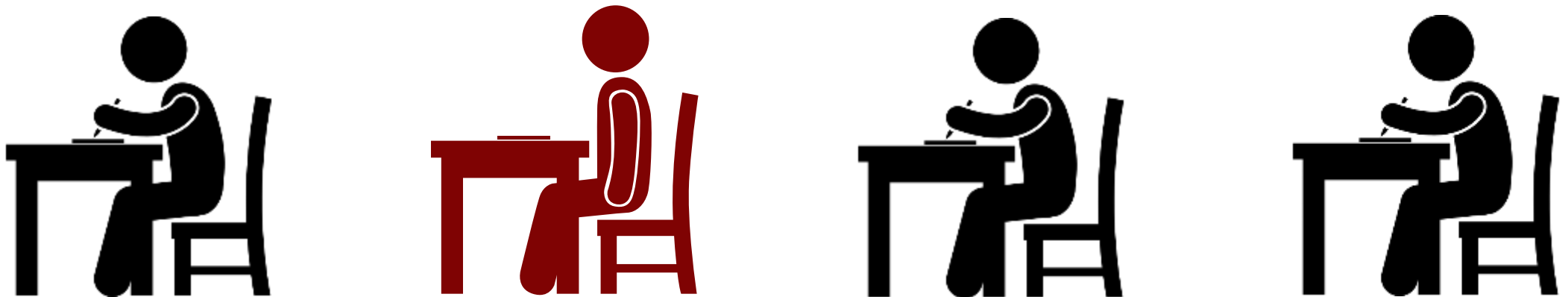
Go to <https://dol-vets.careerscope.net/assessment>



QUIET PLEASE



until all participants are finished with the activity.



CareerScope[®] Summary Report

Condenses the results:

- Interest Results
- Aptitude Results
- Recommendations

INTEREST RESULTS

The table below reports and displays the percentage of "LIKE" responses that you recorded for each of the twelve Interest Areas. The dark vertical line in the chart is your average percentage of "LIKE" responses (44%) across all twelve Interest Areas.

Interest Area	% Like	
01 Artistic	93	
02 Scientific	77	
03 Plants/Animals	18	
04 Protective	50	
05 Mechanical	58	
06 Industrial	25	
07 Business Detail	8	
08 Selling	20	
09 Accommodating	60	
10 Humanitarian	36	
11 Leading/Influencing	43	
12 Physical Performing	40	

The following Interest Areas, listed in order of your preference, stand out significantly above your average level of interest:

Artistic, Scientific, Accommodating

APTITUDE RESULTS

The graph below reports and displays your aptitudes as standard scores and as percentile scores. An aptitude score of 100 is exactly average. Scores between 80 and 120 can be thought of as "in the average range." Percentile (%tile) scores report the percentage of people who score below you. The graph displays your relative strengths.

Aptitude	Score	%tile	Average Range
General Learning	123	87	
Verbal Aptitude	121	85	
Numerical Aptitude	104	58	
Spatial Aptitude	118	82	
Form Perception	123	87	
Clerical Perception	105	60	
Motor Coordination	100	50	
Finger Dexterity	100	50	
Manual Dexterity	100	50	

--- Score can not be calculated

•Your aptitude profile may include Motor Coordination, Finger Dexterity and Manual Dexterity scores. The sources of these scores are listed below. If "Counselor" is listed as the source of information, an assumption has been made regarding the score. If "None" is listed as the source, the performance factor will not be considered when making Work Group recommendations. Motor Coordination: Counselor; Finger Dexterity: Counselor; Manual Dexterity: Counselor.

RECOMMENDATIONS

The world of work has been divided into Interest Areas. These areas are further divided into Work Groups based upon aptitude requirements. 59 Work Groups are listed in the table below. When a number appears in the "I" column, it means the Work Group falls within one of your significant **interest** areas (1 = most preferred). When a symbol appears in the "A" column, it means that your **aptitude** scores qualify you for that Work Group. (You can be even more confident that you qualify for a Work Group when it is marked with a • symbol.)

Work Group	I	A
01.01 Literary Arts	1	●
01.02 Visual Arts	1	●
01.03 Performing Arts: Drama	1	●
01.04 Performing Arts: Music	1	●
01.05 Performing Arts: Dance	1	●

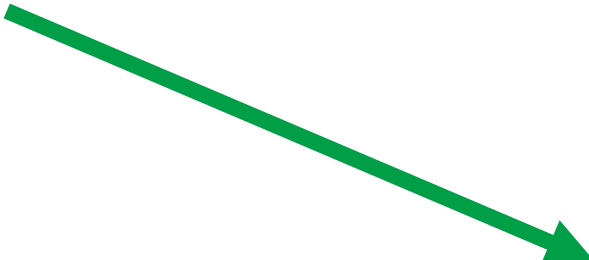
Work Group	I	A
05.07 Quality Control	4	●
05.08 Land/Motor Vehicle Operation	4	●
05.09 Materials Control	4	●
05.10 Crafts	4	●
05.11 Equipment Operation	4	●

Work Group	I	A
09.01 Hospitality Services	3	●
09.02 Barber & Beauty Services	3	●
09.03 Passenger Services	3	●
09.05 Attendant Services	3	●
10.01 Social Services		●

CareerScope® Interest Results












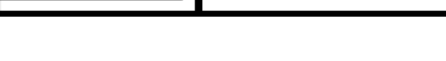
What are **your** top
Interest Area results?

*Hint: Find the bold text
below the table on the
left-hand side of the
page.*



INTEREST RESULTS

The table below reports and displays the percentage of "LIKE" responses that you recorded for each of the twelve Interest Areas. The dark vertical line in the chart is your average percentage of "LIKE" responses (44%) across all twelve Interest Areas.

Interest Area	% Like		
01 Artistic	93		
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09 Accommodating	60		
10 Humanitarian	36		
11 Leading/Influencing	43		
12 Physical Performing	40		

The following Interest Areas, listed in order of your preference, stand out significantly above your average level of interest:

Artistic, Scientific, Accommodating

CareerScope[®] 12 Work Interest Areas



Artistic



Scientific



Plants/ Animals



Protective



Mechanical



Industrial



Business
Detail



Selling



Accommodating



Humanitarian



Leading/
Influencing



Physical
Performing

Shondra's CareerScope® Interest Areas

Interest Area	% Like
01 Artistic	93
02 Scientific	77
03 Plants/Animals	18
04 Protective	50
05 Mechanical	58
06 Industrial	25
07 Business Detail	
08 Selling	
09 Accommodating	

What are your 3 highest Interest Areas in CareerScope®?

1. Artistic
2. Scientific
3. Accommodating



Activity 3.2: List Interests from CareerScope® in Your Worksheet

	What are your 3 highest Interest Areas in CareerScope®?
1.	
2.	
3.	

CareerScope® Aptitude Results

What are **your** top
Aptitude results?

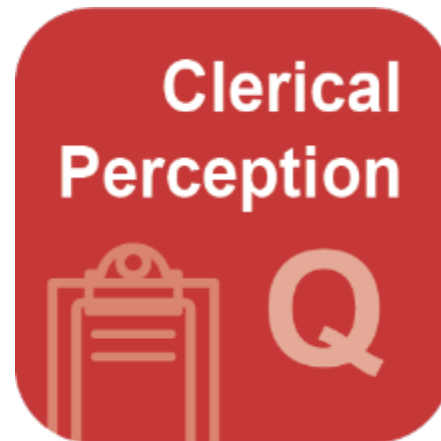
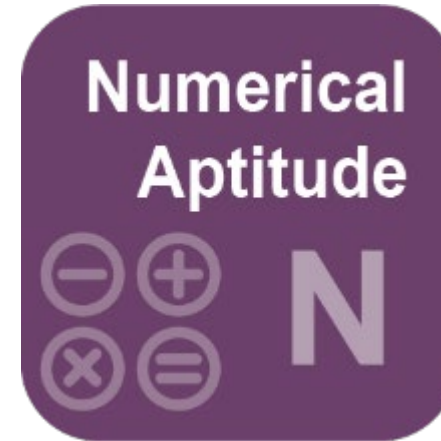
*Hint: Search the
second column to find
your highest scores.*

APTITUDE RESULTS

The graph below reports and displays your aptitudes as standard scores and as percentile scores. An aptitude score of 100 is exactly average. Scores between 80 and 120 can be thought of as "in the average range." Percentile (%tile) scores report the percentage of people who score below you. The graph displays your relative strengths.

Aptitude	Score	%tile	Average Range
General Learning	123	87	
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Form Perception	123	87	
Clerical Perception	105	60	
Motor Coordination	100	50	
Finger Dexterity	100	50	
Manual Dexterity	100	50	

CareerScope[®] Aptitude Areas



Shondra's CareerScope® Aptitude Areas

Aptitude	Score	%tile	Average Range
General Learning	123	87	
Verbal Aptitude	121	85	
Numerical Aptitude	104	58	
Spatial Aptitude	118	82	
Form Perception	123	87	

Clerical Perception

Motor Coordination

Finger Dexterity

Manual Dexterity

What are your 3 highest Aptitude Areas in CareerScope®?

1. General Learning
2. Form Perception
3. Verbal Aptitude



Activity 3.3: List Aptitudes from CareerScope[®] in Your Worksheet

	What are your 3 highest Aptitude Areas in CareerScope [®] ?
1.	
2.	
3.	

CareerScope® Recommendations Review

What are **your** top Work Group recommendations?

***Hint:** Search the **I** column for Work Groups identified with the number 1, then search for those identified with the number 2.*

*If a solid dot symbol also appears in the **A** column, your aptitude aligns with that Work Group.*

Work Group		I	A
01.01	Literary Arts	1	●
01.02	Visual Arts	1	●
01.03	Performing Arts: Drama	1	●
01.04	Performing Arts: Music	1	●
01.05	Performing Arts: Dance	1	●
01.06	Craft Arts	1	●
02.01	Physical Sciences	2	
02.02	Life Sciences	2	
02.03	Medical Sciences	2	
02.04	Laboratory Technology	2	●

Shondra's CareerScope® Recommendations – Interests

Work Group		I	A
01.01	Literary Arts	1	●
01.02	Visual Arts	1	●
01.03	Performing Arts: Drama	1	●
01.04	Performing Arts: Music	1	●
01.05	Performing Arts: Dance	1	●
01.06	Craft Arts	1	●
02.01	Physical Sciences	2	
02.02	Life Sciences	2	
02.03	Medical Sciences	2	
02.04	Laboratory Technology	2	●

I = Interests

A number in this column means the Work Group falls within one of your significant interest areas (1 = most preferred).

Shondra's CareerScope® Recommendations – Aptitude

Work Group		I	A
01.01	Literary Arts	1	●
01.02	Visual Arts	1	●
01.03	Performing Arts: Drama	1	●
01.04	Performing Arts: Music	1	●
01.05	Performing Arts: Dance	1	●
01.06	Craft Arts	1	●
02.01	Physical Sciences	2	
02.02	Life Sciences	2	
02.03	Medical Sciences	2	
02.04	Laboratory Technology	2	●

I = Interests

A number in this column means the Work Group falls within one of your significant interest areas (1 = most preferred).

A = Aptitude

A dot symbol means that your aptitude scores qualify you for that Work Group.

- Solid dots indicate a stronger aptitude.
- Hollow dots represent aptitude.

What are your top Work Group recommendations?

	What are 3 Work Groups that match your Interests and Aptitude Areas in CareerScope®?
1.	
2.	
3.	

CareerScope® Guide of Occupational Exploration (GOE) Recommendation

● GOE 02.04 Laboratory Technology

Workers in this group use special laboratory techniques and equipment to perform tests in the fields of chemistry, biology or physics. They record information that results from their experiments and tests. They help scientists, medical doctors, researchers and engineers in their work.

<u>Job Title</u>	<u>DOT #</u>	<u>GED Req</u>		<u>SVP Req</u>
		<u>M</u>	<u>L</u>	
Criminalist	029.261-026	5	5	7
Quality Control Technician	012.261-014	5	4	7
Medical Technologist	078.261-038	4	5	7
Metallurgical Technician	011.261-010	4	4	6
Medical-Laboratory Tech.	078.381-014	4	4	5
Pharmacist Assistant	074.381-010	4	3	6
Photo-Optics Technician	029.280-010	4	3	6

CareerScope® O*NET® Recommendations

- Listed after GOE and Dictionary of Occupational Titles (DOT) pages.
- Includes detailed O*NET® occupations.
- Referenced against O*NET® database.
- Includes O*NET® Occupation Codes and Job Zones.

RECOMMENDATIONS

The U.S. Department of Labor's electronic occupational information database is called O*NET. O*NET includes descriptions of occupational units and also reports worker characteristics that are related to successful employment and job satisfaction. O*NET can be found on the worldwide web at <http://online.onetcenter.org>.

This report includes *Occupational Unit Titles* and *OU Numbers* from the O*NET 15.0 database that are related to your current CareerScope interest and aptitude profile. Each occupational unit title and number is associated with a group of related occupations. Occupational units are nested beneath their respective major group title and definition. The *Educational Job Zone* column reports the educational requirement rating for the occupational unit. Here are the Job Zone definitions:

<i>Educational Job Zone</i>	<i>Definition</i>
Zone 1	May require a high school diploma or GED certificate. May require a training course to obtain a license.
Zone 2	Usually requires a high school diploma and may require some vocational training or job-related coursework. An associate's or bachelor's degree could be needed.
Zone 3	Most require vocational training, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Zone 4	Most require a four-year bachelor's degree.
Zone 5	Many require graduate school coursework. All require at least a bachelor's degree.

When you see a ● symbol next to an occupational unit title it means there is a higher probability that your aptitude profile meets employment and training standards for that group of related occupations. Visit the O*NET web-site and gather information about the occupational units that are listed in this report. Review your CareerScope recommendations and score results with your counselor to learn more about the careers that best match your assessment results.



O*NET™ 15.0 is a trademark of the U.S. Department of Labor, Employment and Training Administration.

Occupational Unit Title

CareerScope[®] Assessment Profile

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STBaker

Shondra Baker

1/5/2024

11-0000 MANAGEMENT OCCUPATIONS

Individuals plan, determine, direct or coordinate departmental or organizational objectives and operations.

Occupational Unit Title	OU Number	Educational Job Zone
● Chief Executives	11-1011.00	5
● Sales Managers	11-2022.00	4
● Industrial Production Managers	11-3051.00	4
● Transportation Managers	11-3071.01	4
● Construction Managers	11-9021.00	3
● Engineering Managers	11-9041.00	5
● Managers, All Other	11-9199.00	N/A



Demonstration 3.4: Use O*NET® to Conduct Further Career Research

DOT Crosswalk Search

The screenshot shows the 'Crosswalks' section of the O*NET website. It features a list of navigation links: Military, Education, Occupation Handbook, SOC, and DOT. Below the links is a search box labeled 'Dictionary of Occupational Titles code or title' with the text '078.381-014' entered. A blue 'Go' button is positioned to the right of the search box.

Occupation Keyword Search

The screenshot shows the 'O*NET OnLine features' section. It includes a dropdown menu for 'Introduction' and a highlighted 'Occupation Keyword Search' section. Below this is a search input field containing '29-2012.00'. A dropdown menu below the input field shows an example: '29-2012.00 — Medical and Clinical Laboratory Technicians'. At the bottom, there is a blue bar with the text 'Search O*NET-SOC occupations' and a magnifying glass icon.

[Demo O*NET](#)



Shondra's CareerScope® Careers of Interest

	What are 3 careers of interest that you found in your Assessment Profile?
1.	Healthcare Support Workers, All Other. OU #31-9099.00
2.	Medical and Clinical Laboratory Technicians. OU #29-2012.00
3.	



Activity 3.5: Use O*NET[®] to Conduct Further Career Research

Activity 3.6 List Your Top 3 Careers in Your Worksheet

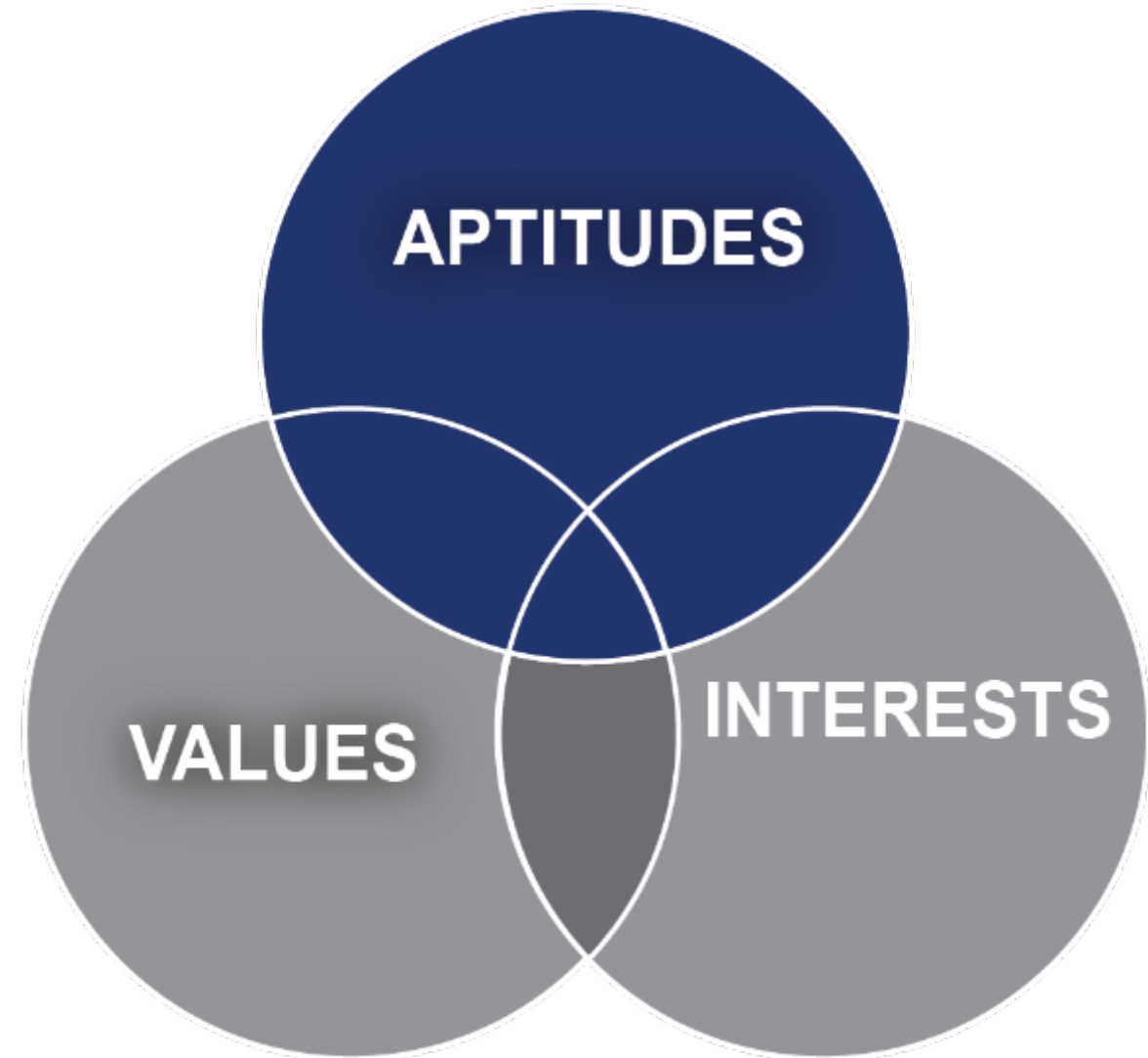
	What are 3 careers that match your Interests and Aptitude Areas in CareerScope [®] ?
1.	
2.	
3.	

Go to <https://www.onetonline.org/>



Aptitudes

You have now identified potential careers that are based on your aptitudes.





Demonstration 3.7: Use O*NET[®] to Determine Your Dominant RIASEC Code



O*NET Interest Profiler ?

o-net[®] Interest Profiler

[User Agreement](#)
[Proper Use](#)

Taken the Interest Profiler before?

Welcome to the O*NET Interest Profiler!

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

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

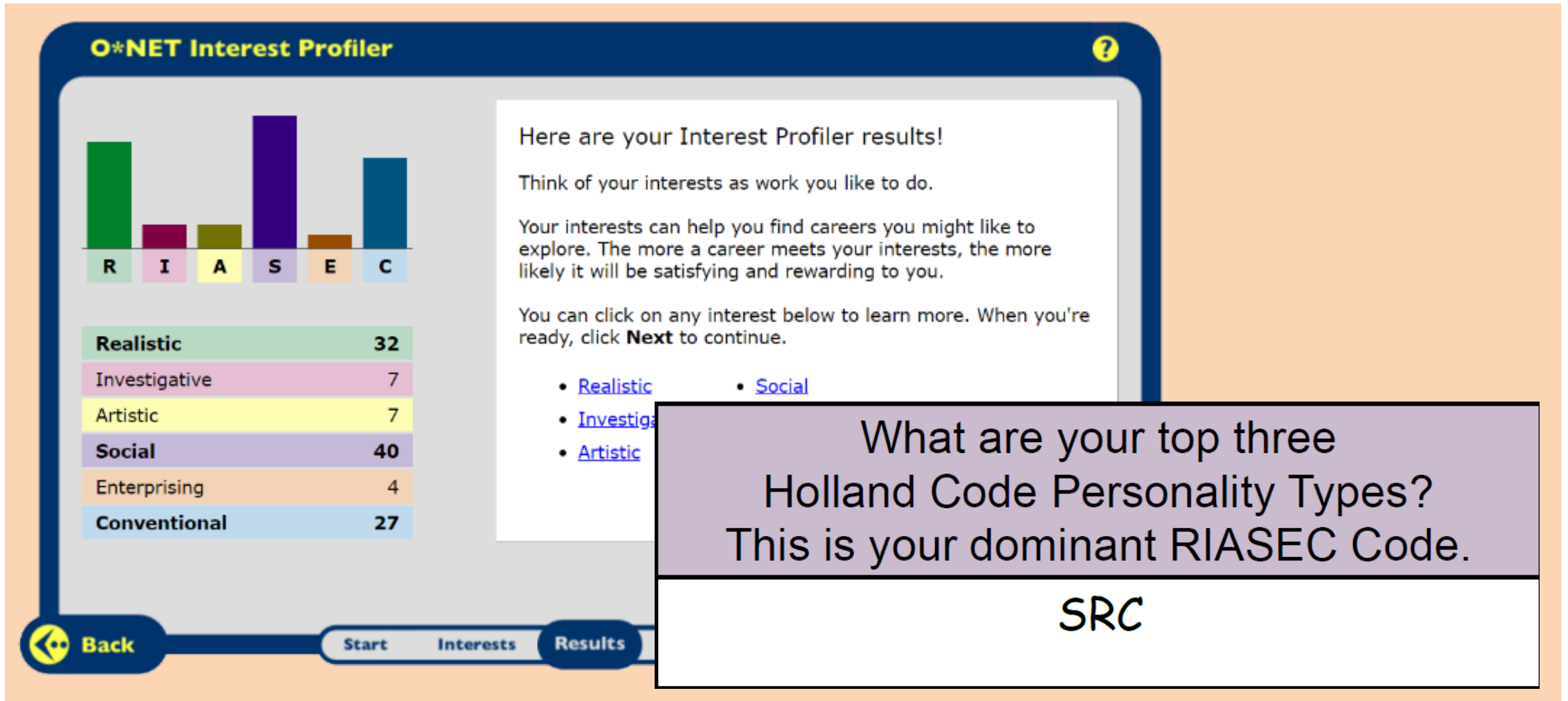
On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

Start | Interests | **Results** | Job Zones | Careers | Next

[Demo O*NET My Next Move](#)



Shondra's Interest Profiler Results





Activity 3.8: Use O*NET® to Determine Your Dominant RIASEC Code



O*NET Interest Profiler ?

**o-net®
Interest Profiler**

[User Agreement](#)
[Proper Use](#)

Taken the Interest Profiler before?

Welcome to the O*NET Interest Profiler!

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

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

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

Start Interests Results Job Zones Careers **Next** ➔

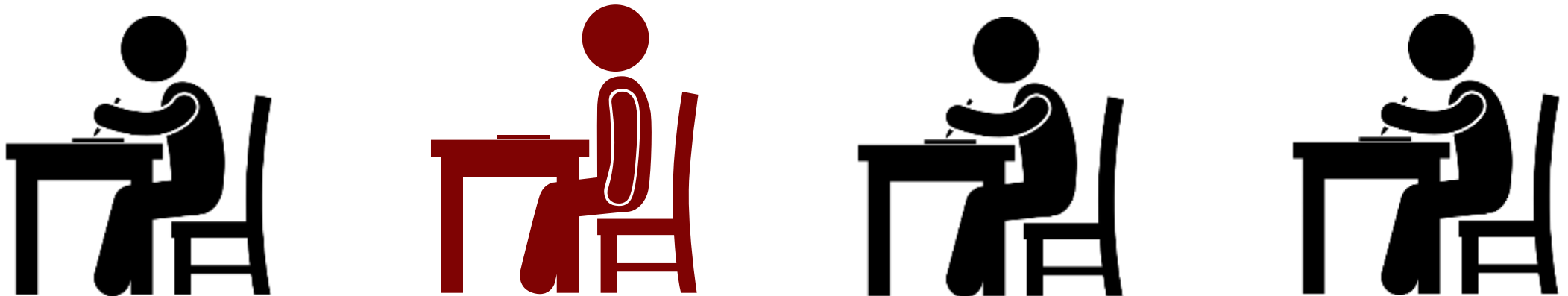
Go to <https://www.mynextmove.org/explore/ip>



QUIET PLEASE



until all participants are finished with the activity.





Step 5. Record RIASEC Scores and RIASEC Code.

What are your RIASEC scores?	
Category	Score
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

What are your top three Holland Code Personality Types? This is your dominant RIASEC Code.

Holland Codes (RIASEC)

[R] REALISTIC
“DOERS”



[I] INVESTIGATIVE
“THINKERS”



[A] ARTISTIC
“CREATORS”



[S] SOCIAL
“HELPERS”



[E] ENTERPRISING
“PERSUADERS”



[C] CONVENTIONAL
“ORGANIZERS”

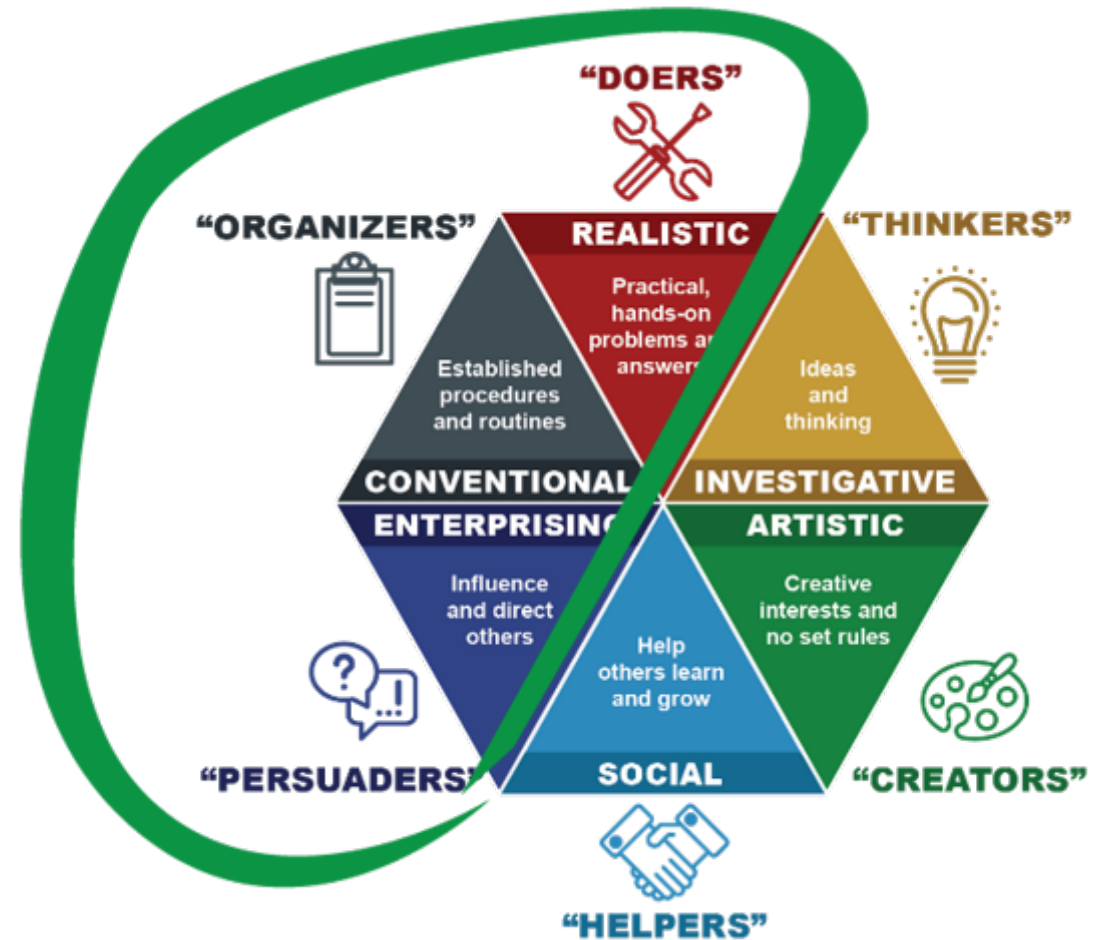


RIASEC Model

RIASEC Model

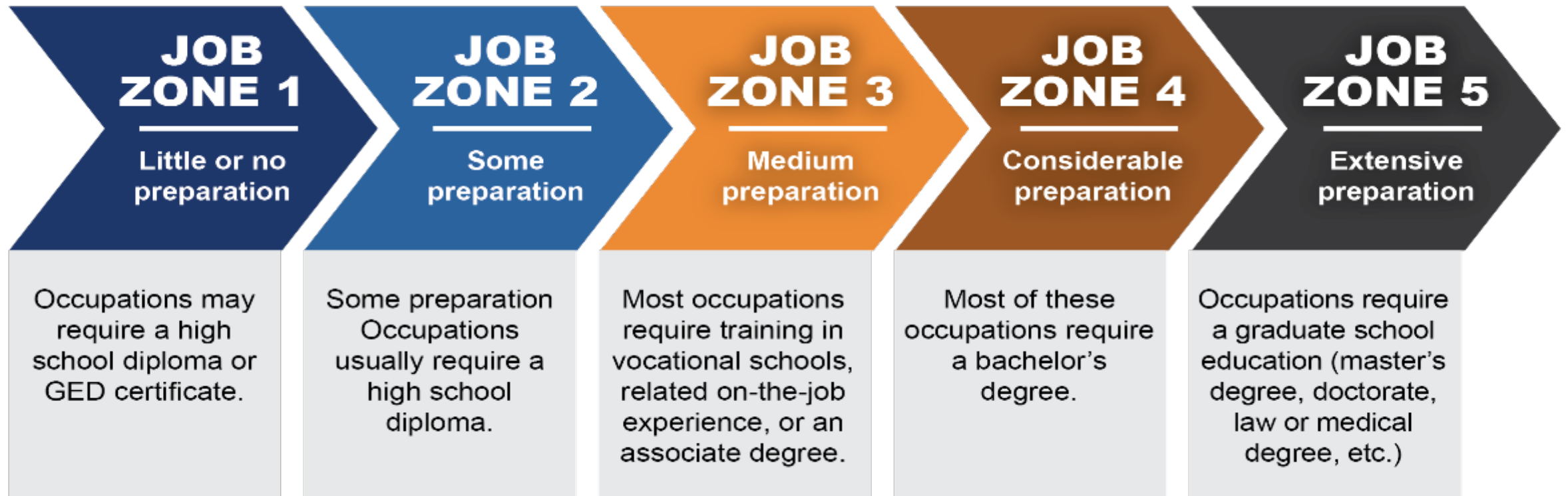


Conventional, Realistic, and Enterprising (CRE)





Demonstration 3.9: O*NET® Interest Profiler Job Zones



[Demo O*NET Job Zones](#)



Shondra's Career Selections

	What 3 careers from O*NET® Interest Profiler match interests you want to explore?
1.	Licensed Practical & Licensed Vocational Nurses
2.	Magnetic Resonance Imaging Technologist
3.	



Activity 3.10: Use O*NET[®] Interest Profiler Job Zones to Explore Careers

	What 3 careers from O*NET [®] Interest Profiler match interests you want to explore?
1.	
2.	
3.	

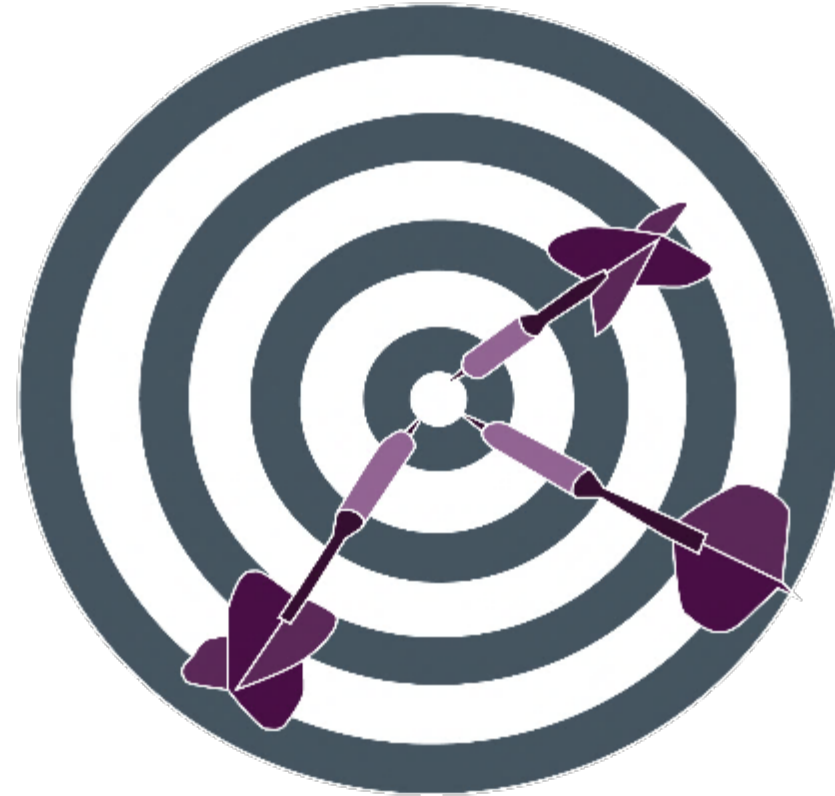
Go to <https://www.mynextmove.org/explore/ip>





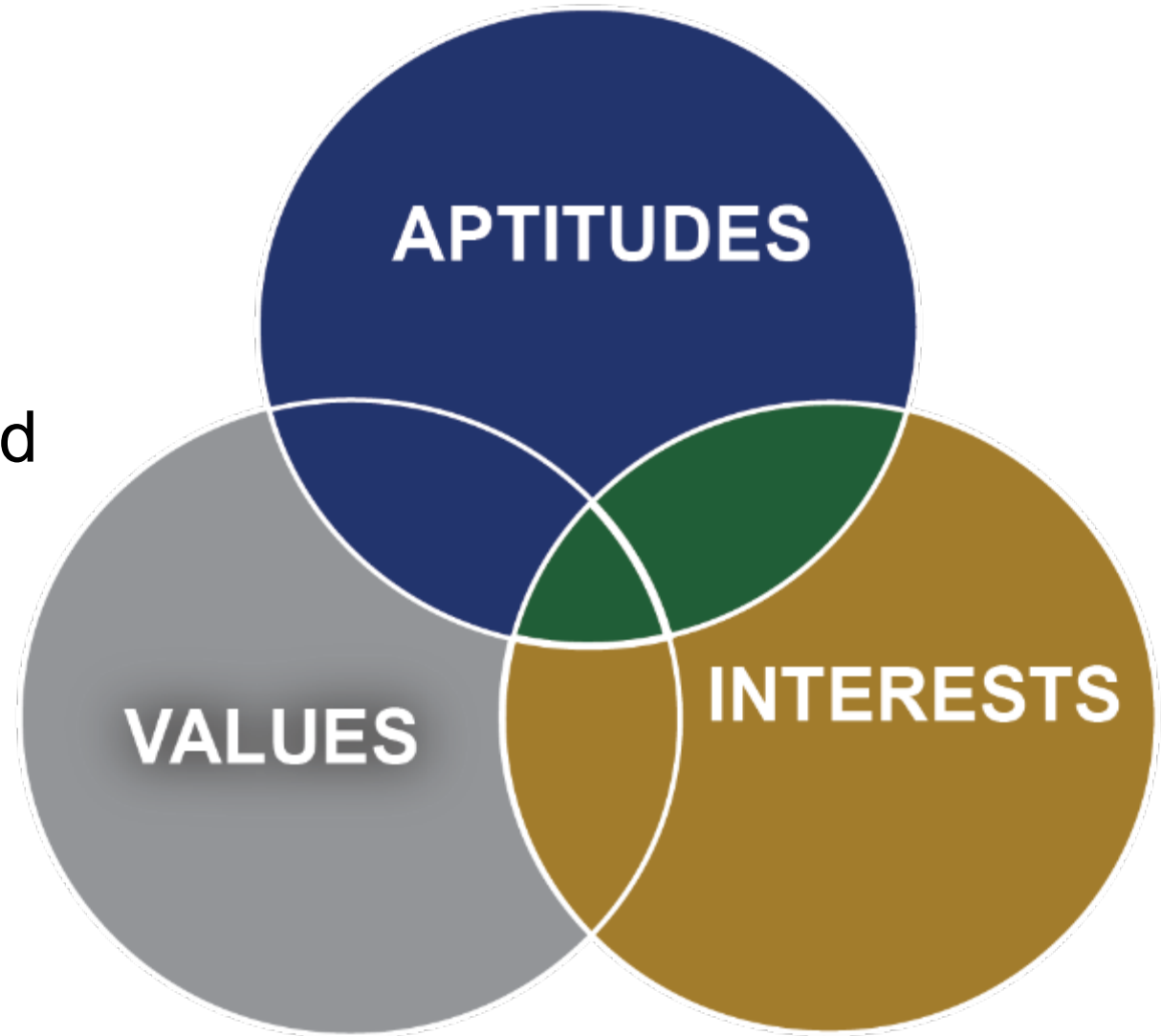
What Did You Find?

- Did the O*NET[®] Interest Profiler assessment accurately represent you?
- Were there any surprises in any of your results?



Interests

You have now identified potential careers that are based on your aptitudes and interests.



Identify Work Values





Demonstration 3.11: Determine Work Values Using CareerOneStop

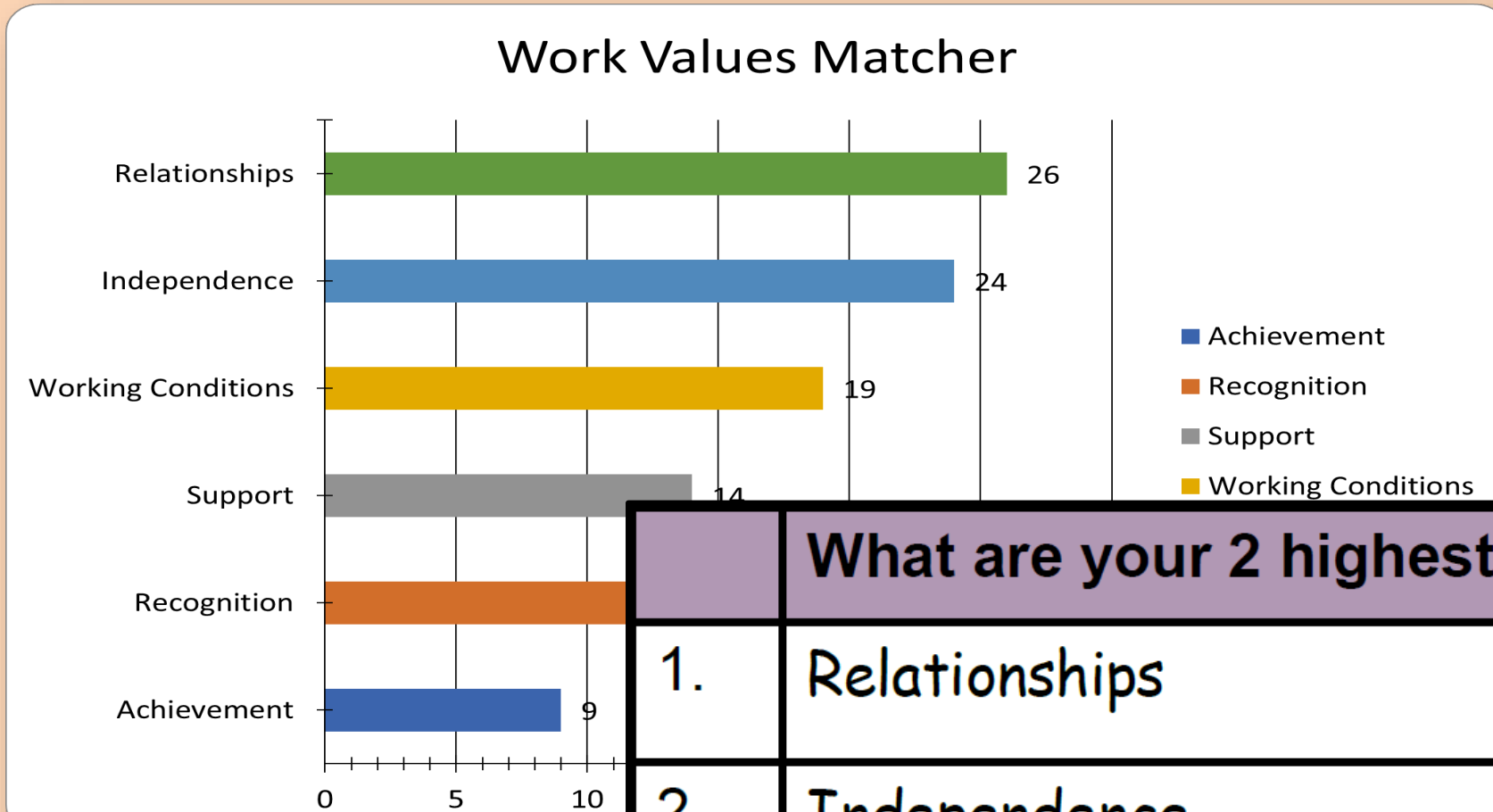
The screenshot shows the CareerOneStop website homepage. At the top left is the logo with the text "careeronestop" and "your source for career exploration, training & jobs". Below the logo is the text "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." At the top right are links for "Login" and "Español", and a search bar labeled "Search CareerOneStop". A dark blue navigation bar contains the following menu items: "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". Below the navigation bar are four main content cards, each with a photo and a list of links:

- Explore career options** (green header):
 - [Assessments](#)
 - [Career videos](#)
 - [Highest-paying careers](#)
- Find training and education** (purple header):
 - [Schools and programs](#)
 - [Scholarships](#)
 - [Certifications](#)
- Job search planning** (blue header):
 - [Resumes](#)
 - [Interviews](#)
 - [Job postings](#)
- Find local help and services** (red header):
 - [American Job Centers](#)
 - [Unemployment](#)
 - [Specialized programs](#)

[Demo CareerOneStop Work Values](#)



Shondra's Work Values



What are your 2 highest work values?

1. Relationships

2. Independence

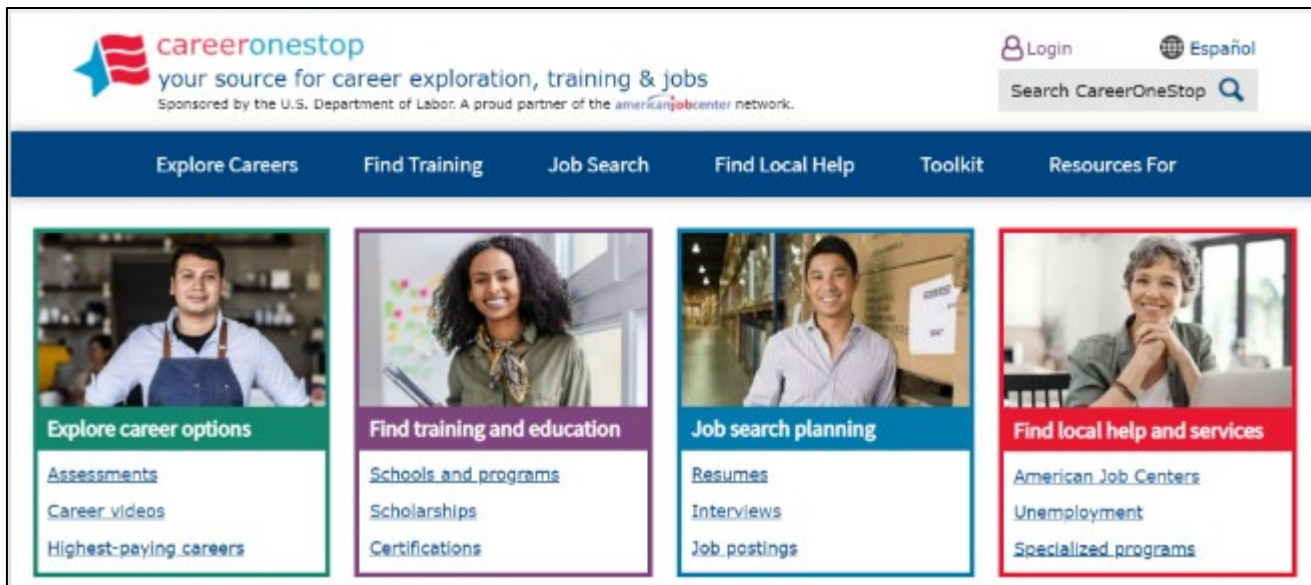


Activity 3.12: Determine Work Values Using CareerOneStop

Go to:

<https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx>

Scan QR code to access the CareerOneStop Work Values Matcher.



QUIET PLEASE



until all participants are finished with the activity.





Step 7. Enter Your Work Values Scores

	Work Importance Locator What are your 2 highest work values?
1.	
2.	

Core Work Values



Achievement



Independence



Recognition



Relationships



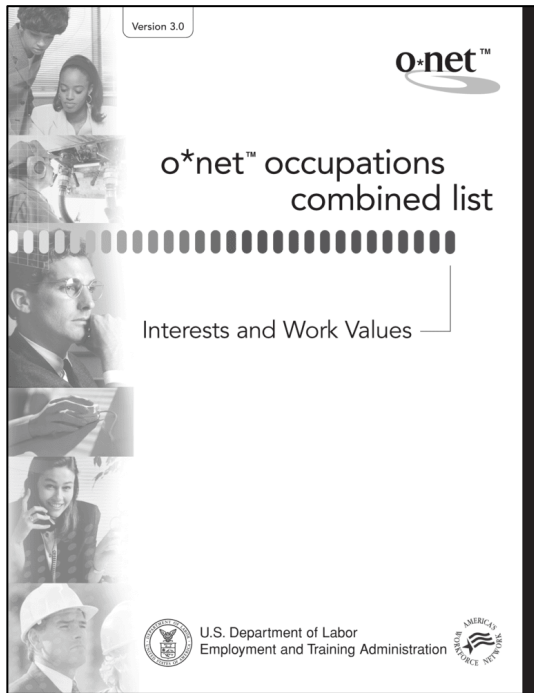
Support



Working Conditions



Demonstration 3.13: Identify Potential Career Opportunities that Match Your Values



O*NET™ Occupations Combined List: Interests and Work Values, v. 3.0

(For use with your Interest Profiler and Work Importance Locator instruments' results)

Table of Contents

- Realistic** 1
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SOCIAL — RELATIONSHIPS

JOB ZONE 1 — SOCIAL — RELATIONSHIPS

21-1011-00	Event Planner	29-2712-00	Event Manager
43-2022-00	Human Resources Assistant, General	27-1140-00	Human Resources Assistant
43-2023-00	Human Resources Assistant, Recruitment	43-2022-00	Human Resources Assistant, General
43-2024-00	Human Resources Assistant, Training and Development	43-2023-00	Human Resources Assistant, Recruitment
43-2025-00	Human Resources Assistant, Compensation and Benefits	43-2024-00	Human Resources Assistant, Training and Development
43-2026-00	Human Resources Assistant, Employee Relations	43-2025-00	Human Resources Assistant, Compensation and Benefits
43-2027-00	Human Resources Assistant, Labor Relations	43-2026-00	Human Resources Assistant, Employee Relations
43-2028-00	Human Resources Assistant, Safety and Health	43-2027-00	Human Resources Assistant, Labor Relations
43-2029-00	Human Resources Assistant, Technical	43-2028-00	Human Resources Assistant, Safety and Health
43-2030-00	Human Resources Assistant, Unclassified	43-2029-00	Human Resources Assistant, Technical

JOB ZONE 2 — SOCIAL — RELATIONSHIPS

43-2031-00	Human Resources Assistant, General	43-2030-00	Human Resources Assistant, Technical
43-2032-00	Human Resources Assistant, Recruitment	43-2031-00	Human Resources Assistant, General
43-2033-00	Human Resources Assistant, Training and Development	43-2032-00	Human Resources Assistant, Recruitment
43-2034-00	Human Resources Assistant, Compensation and Benefits	43-2033-00	Human Resources Assistant, Training and Development
43-2035-00	Human Resources Assistant, Employee Relations	43-2034-00	Human Resources Assistant, Compensation and Benefits
43-2036-00	Human Resources Assistant, Labor Relations	43-2035-00	Human Resources Assistant, Employee Relations
43-2037-00	Human Resources Assistant, Safety and Health	43-2036-00	Human Resources Assistant, Labor Relations
43-2038-00	Human Resources Assistant, Technical	43-2037-00	Human Resources Assistant, Safety and Health
43-2039-00	Human Resources Assistant, Unclassified	43-2038-00	Human Resources Assistant, Technical

JOB ZONE 3 — SOCIAL — RELATIONSHIPS

43-2040-00	Human Resources Assistant, General	43-2039-00	Human Resources Assistant, Technical
43-2041-00	Human Resources Assistant, Recruitment	43-2040-00	Human Resources Assistant, General
43-2042-00	Human Resources Assistant, Training and Development	43-2041-00	Human Resources Assistant, Recruitment
43-2043-00	Human Resources Assistant, Compensation and Benefits	43-2042-00	Human Resources Assistant, Training and Development
43-2044-00	Human Resources Assistant, Employee Relations	43-2043-00	Human Resources Assistant, Compensation and Benefits
43-2045-00	Human Resources Assistant, Labor Relations	43-2044-00	Human Resources Assistant, Employee Relations
43-2046-00	Human Resources Assistant, Safety and Health	43-2045-00	Human Resources Assistant, Labor Relations
43-2047-00	Human Resources Assistant, Technical	43-2046-00	Human Resources Assistant, Safety and Health
43-2048-00	Human Resources Assistant, Unclassified	43-2047-00	Human Resources Assistant, Technical



Shondra's Potential Careers

JOB ZONE 3 — SOCIAL — RELATIONSHIPS

	O*NET-SOC#	O*NET-SOC Title
	29-2061.00	Licensed Practical and Licensed Vocational Nurses
	31-9092.00	Medical Assistants
	13-2052.00	Financial Analysts
viewers, Private or Public	29-2053.00	Psychiatric Technicians
ervice	39-9032.00	Recreation Workers
tylists, and Cosmetologists***	39-9041.00	Residential Advisors
es, Restaurant, Lounge, and	29-2055.00	Surgical Technologists***
	25-9041.00	Teacher Assistants

Shondra's Worksheet

	What are 3 careers that match your values that you would like to explore?
1.	29-2061.00 Licensed Practical and Licensed Vocational Nurses
2.	31-9092.00 Medical Assistants
3.	29-2055.00 Surgical Technologists



Activity 3.14: Identify Potential Career Opportunities that Match Your Values

	What are 3 careers that match your values that you would like to explore?
1.	
2.	
3.	

Go to https://www.onetcenter.org/dl_tools/WIL_zips/CL-deskp.pdf





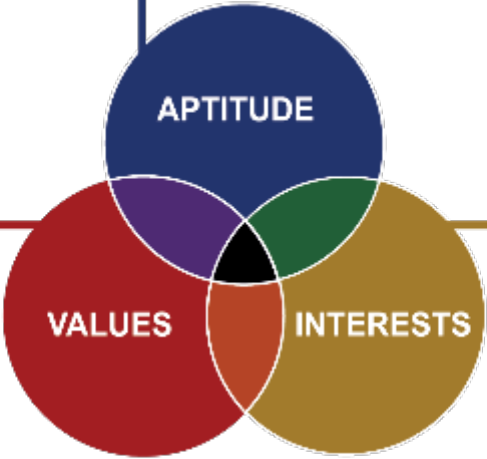
Activity 3.15: Record Your Assessment Findings

CAREERSCOPE® POTENTIAL CAREERS

1. _____

2. _____

3. _____



CAREERONESTOP POTENTIAL CAREERS

1. _____

2. _____

3. _____

O*NET® POTENTIAL CAREERS

1. _____

2. _____

3. _____

Section 3 Progress

- ☑ Using CareerScope® to Identify Your Aptitudes
- ☑ Using O*NET® to Identify Your Interests
- ☑ Using CareerOneStop to Identify Your Work Values

SECTION





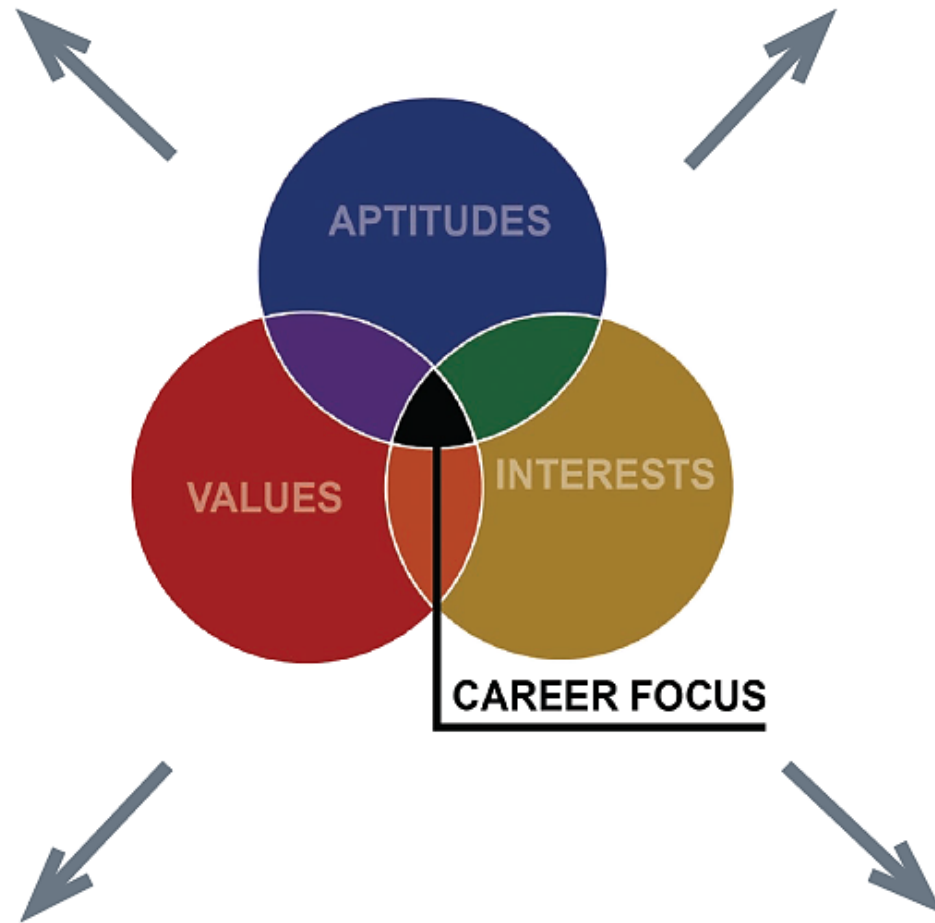
4 | Labor Market Research

Section 4

- Career Focus / External Factors
- Conducting Occupational Research
- Informational Interviews

SECTION





External Factors

- Location
- Industry Trends
- Education Requirements
- Salary
- Growth Potential

Conducting Occupational Research



Medical



Construction



Culinary



Information
Technology

Where would you begin conducting LMR?



Demonstration 4.1: Conduct Labor Market Research using O*NET® OnLine

The screenshot shows the O*NET OnLine website. At the top left is the O*NET logo. To its right is the text "O*NET OnLine". In the top right corner, there is a search bar labeled "Occupation keyword search" with the text "electrician" entered and a "Go" button. Below the header is a navigation bar with links for "Help", "Find Occupations", "Advanced Searches", "O*NET Data", and "Crosswalks". The main content area is divided into several sections: "O*NET OnLine features" with a background image of a construction crane; "More career sites & resources" with a collage of people; "Introduction" with a dropdown arrow; "Occupation Keyword Search" with a search input field containing "dental assistant" and a "Search O*NET-SOC occupations" button; "Find Occupations" with a dropdown arrow and sub-links for "Bright Outlook" and "Career Cluster"; "I want to be a..." with a purple button "Find your career at My Next Move"; and "ATTN: VETERANS" with a search input field containing "ISW" and a "Go" button.

[Demo O*NET LMR](#)



What Did Shondra Find?

Interests

^ All 2 displayed

Interest code: **SR**

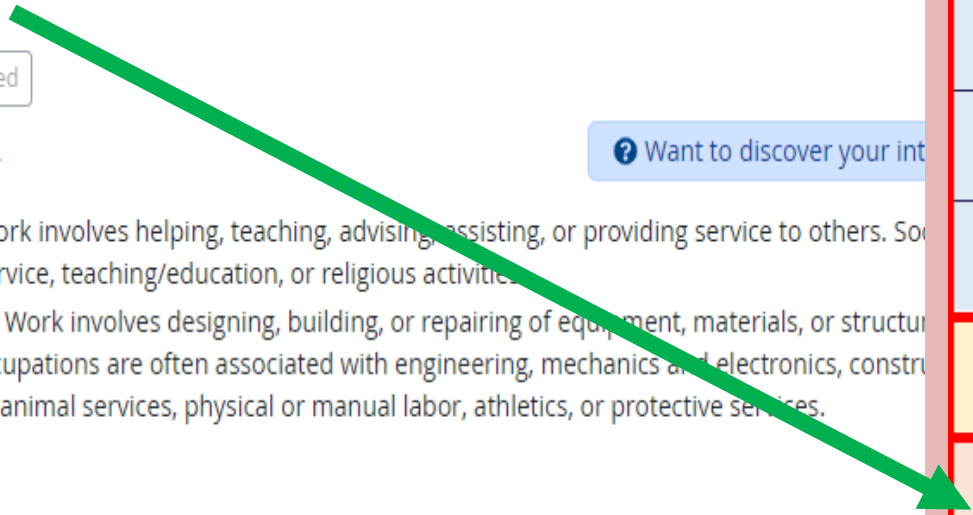
- Social** — Work involves helping, teaching, advising, assisting, or providing service to others. Social occupations are often associated with personal service, teaching/education, or religious activities.
- Realistic** — Work involves designing, building, or repairing of equipment, materials, or structures. Realistic occupations are often associated with engineering, mechanics and electronics, construction, agriculture, animal services, physical or manual labor, athletics, or protective services.

Work Values

^ All 3 displayed

- Relationships** — Occupations that satisfy this work value allow employees to provide service to others in a competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- Support** — Occupations that satisfy this work value offer supportive management that stands for fair policies, supervision: Human Relations and Supervision: Technical.
- Achievement** — Occupations that satisfy this work value are results oriented and allow employees to experience accomplishment. Corresponding needs are Ability Utilization and Achievement.

Job Title	1. Licensed Practical Nurse
Salary median	\$48,070
Salary range	\$37,150 to \$63,790
Employment	657,200
Projected Growth	Average, 4-7%
Projected job openings	58,800
Education to get started	Vocational Training /Associate's degree
Interests	Social, Realistic
Work values	Relationships, Support, Achievement
Related Occupations (Bright Outlook)	Registered Nurse Nurse Practitioner
Career Goal	Registered Nurse





Activity 4.2: Conduct Labor Market Research using O*NET[®] OnLine

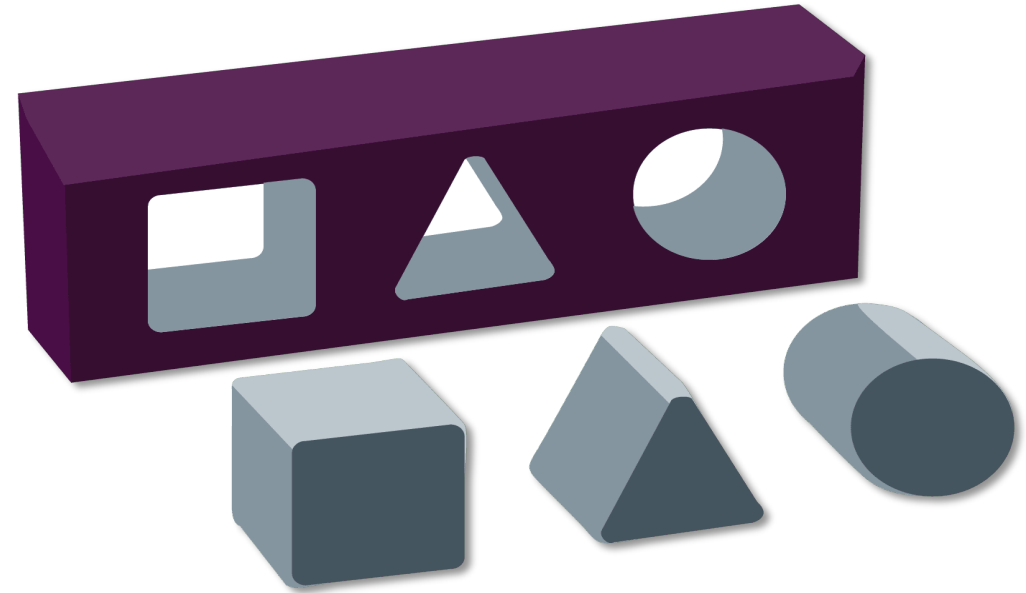
Labor Market Research Research the labor market for each of your three occupations. Then select your career goal.			
Job Title	1.	2.	3.
Salary Median			
Salary Range			
Employment			
Projected Growth			
Projected Job Openings			
Education to Get Started			
Interests			
Work Values			
Related Occupations (Bright Outlook)			
Career Goal			

Go to <https://www.onetonline.org/>



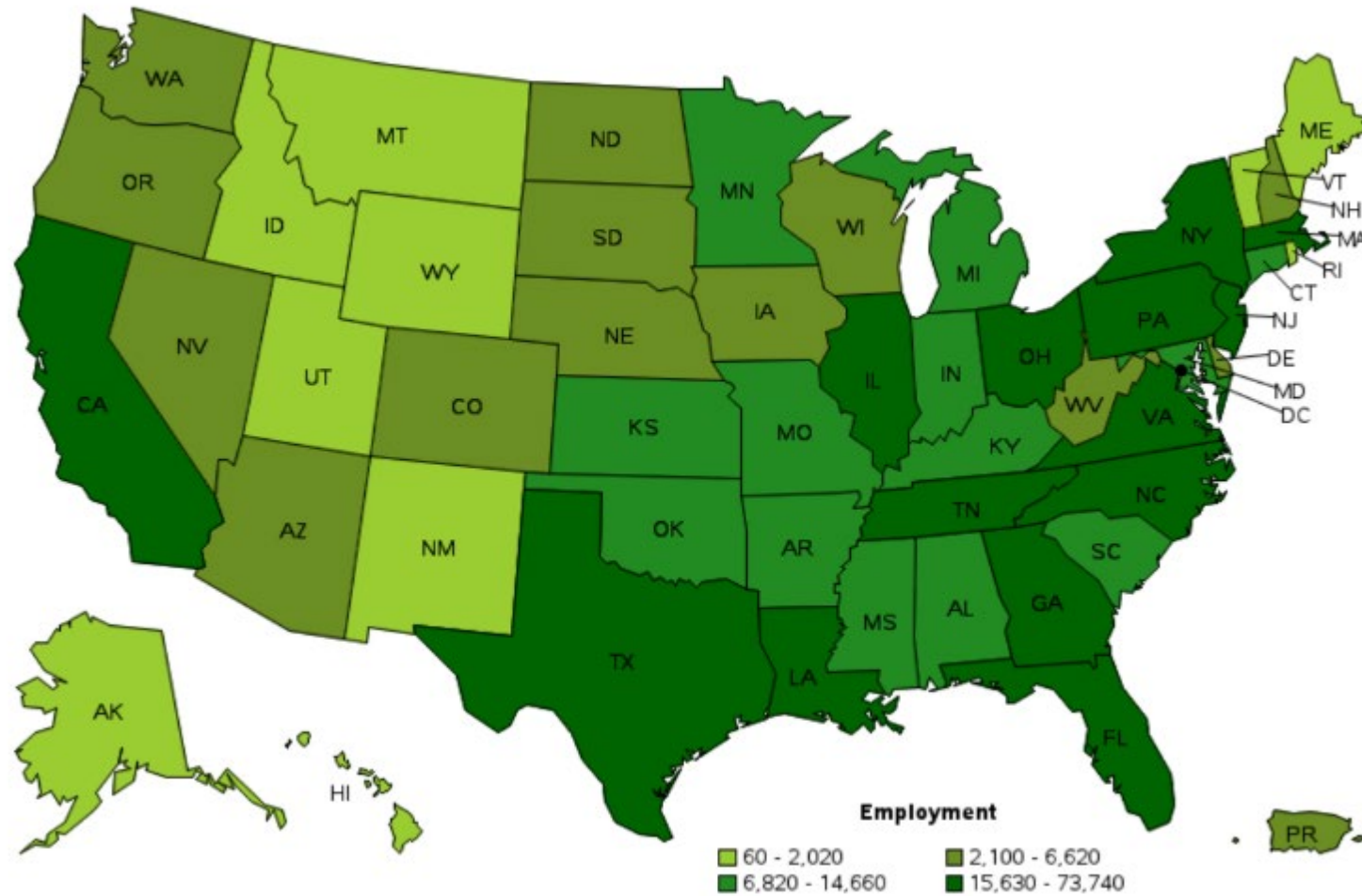
What Did You Find?

- Salary Range
- Bright Outlook
- Education and Training
- Interests and Work Values



Is the career a good fit for you?

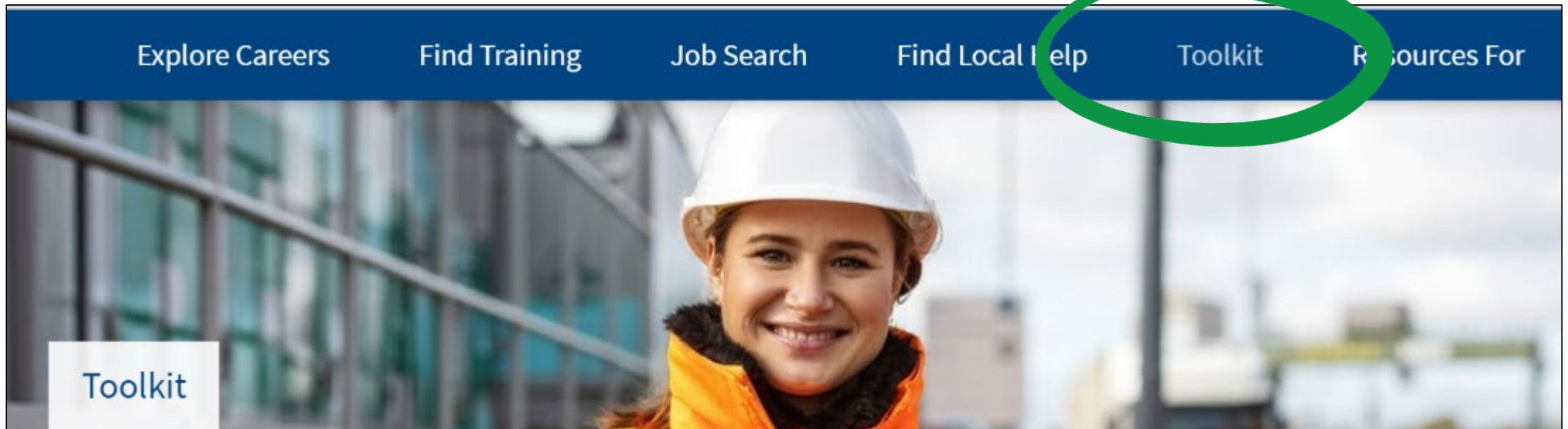
Additional Labor Market Research – OEWS Data Maps



Blank areas indicate data not available.



Activity 4.3: Industry Information



Go to <https://www.careeronestop.org/>





Activity 4.4: americanjobcenter® (AJC)

The screenshot shows the CareerOneStop website. At the top left is the logo for CareerOneStop, which includes a stylized American flag and the text "careeronestop". Below the logo is the tagline "your source for career exploration, training & jobs" and a note that it is sponsored by the U.S. Department of Labor and is a partner of the American Job Center network. On the top right, there are links for "Login" and "Español", along with a search bar labeled "Search CareerOneStop". A dark blue navigation bar contains several menu items: "Explore Careers", "Find Training", "Job Search", "Find Local Help" (which is circled in green), "Toolkit", and "Resources For". Below the navigation bar are four main content cards. The first card, titled "Explore career options", features a photo of a man in a kitchen and lists links for "Assessments", "Career videos", and "Highest-paying careers". The second card, "Find training and education", shows a woman with a clipboard and lists "Schools and programs", "Scholarships", and "Certifications". The third card, "Job search planning", depicts a man in a warehouse and lists "Resumes", "Interviews", and "Job postings". The fourth card, "Find local help and services", shows a woman at a laptop and lists "American Job Centers", "Unemployment", and "Specialized programs".

Go to <https://www.careeronestop.org/>



End of Day One

Getting Started

Career Exploration

**Career Self-
Assessments**

Labor Market Research



Beginning of Day Two

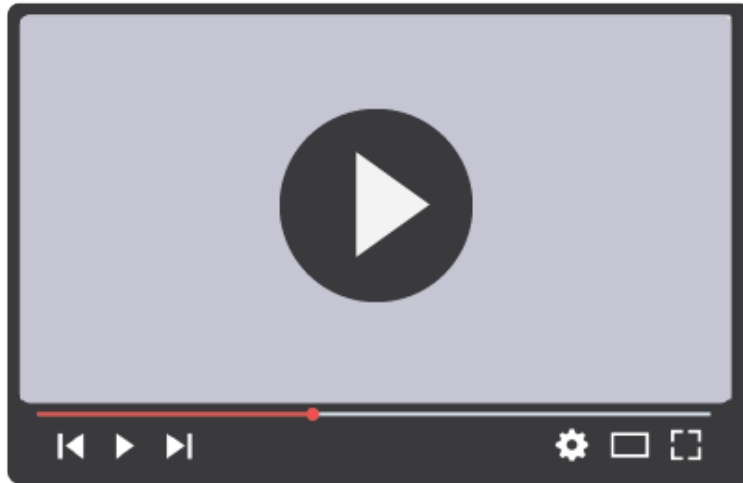
Name 3 new things you learned in class.

Name 2 new resources you've acquired.

Name 1 thing you are going to do next week.

Informational Interviews Video

Access the workshop materials.
dol.gov/C2Ematerials



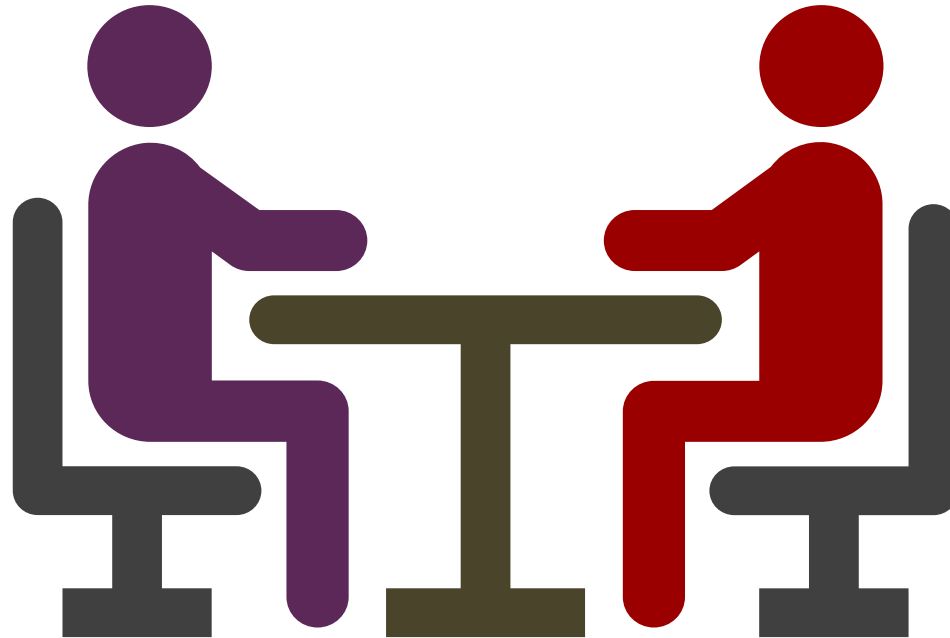
OR

Scan QR code to view
the video on your phone.



Informational Interviews

- Prepare your professional introduction.
- Request an informational interview.
- Prepare questions to ask.



Shondra's Questions

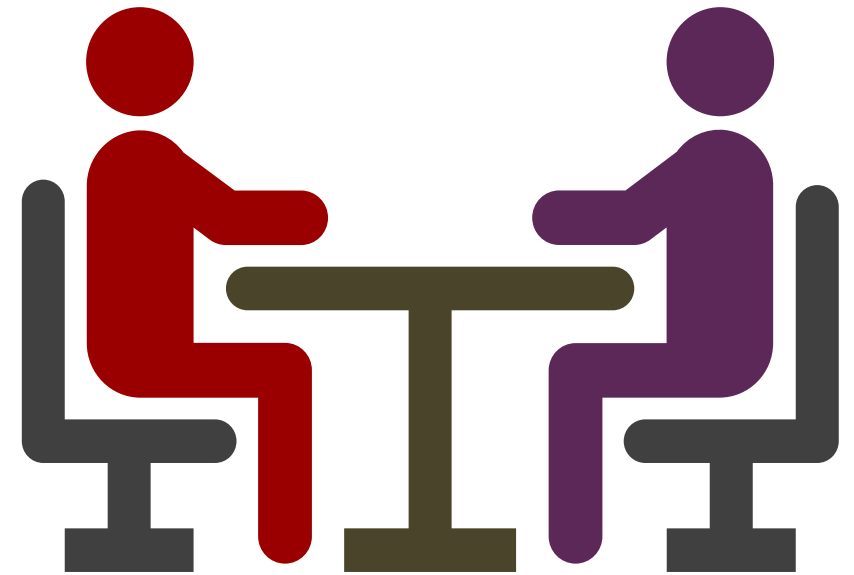
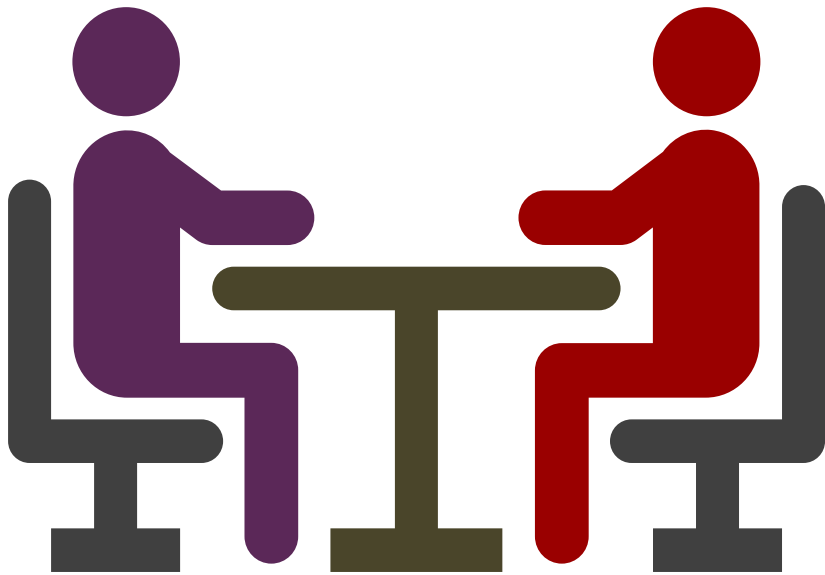
1. Challenging situation.
2. Teamwork.
3. Public service projects.





Activity 4.5: Practice Conducting an Informational Interview

Switch interview places
after 5 minutes.





Activity 4.6: Who Would You Call and What Questions Would You Ask?





Demonstration 4.7: Identify Professional Associations Using O*NET®

The screenshot shows the top navigation bar of the O*NET OnLine website. On the left is the O*NET logo, consisting of a blue circle with 'o-net' in white and a yellow swoosh. To its right is the text 'O*NET OnLine' in a bold, dark blue font. On the right side of the header is a search bar with the text 'Occupation keyword search' above it. The search bar contains the word 'electrician' and a blue 'Go' button. Below the search bar is a horizontal menu with several items: 'Help', 'Find Occupations', 'Advanced Searches', 'O*NET Data', and 'Crosswalks', each followed by a small downward arrow. To the right of this menu are the words 'Share' and 'Sites', also followed by small downward arrows.

[Demo O*NET Professional Associations](#)



Shondra's Professional Associations Search Results

The screenshot shows the top navigation bar of the ANA website with links for ANA ENTERPRISE, ANA, ANCC, FOUNDATION, and RESOURCES. On the right, there are icons for a shopping cart, LOG IN, and a red button labeled JOIN ANA. Below the navigation bar, a secondary menu includes Practice & Advocacy, Certification, Advanced Practice, Membership, Magnet | Pathway | Accreditation, Education & Events, and Get Involved, followed by a search icon. The main banner features the ANA logo (American Nurses Association) and the text 'ANA Education & Resources offers peer-reviewed materials for all levels of nurse education'. Below this text is a blue button that says 'LEARN MORE TODAY'. To the right of the text is a graphic of a yellow head profile with a stethoscope, containing gears and surrounded by icons for a lightbulb, book, computer, and magnifying glass. At the bottom of the banner, there are four columns of text: 'Resources to support your career growth', 'APRN Resources & Support', 'Advocacy to Activism - Podcast Bundle', and 'APRN Pharmacology CNE Contact Hours'.

American Nurses Association



Activity 4.8: Identify Professional Associations Using O*NET[®]

1. _____
2. _____
3. _____
4. _____

Go to <https://www.onetonline.org/>



Section 4 Progress

- Career Focus / External Factors
- Conducting Occupational Research
- Informational Interviews



5

Exploring Career Credentials and Training Opportunities



Section 5

- Credentials Overview
- Methods to Gain Credentials
- Earn and Learn Programs
- Study and Learn Programs
- Funding Your Training and Education
- Comparing Training Programs
- Additional Training Resources



Career and Technical Education (CTE) Programs

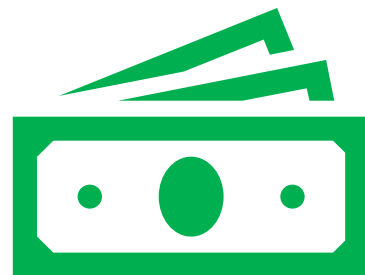
Provide training technical skills for a specific field or trade.



Advantages of Pursuing CTE



Timeframe



Cost



Flexibility



Early Start



Demand

Credentials Overview



Occupational Licenses



Professional Certifications



Educational Degrees



Certificates



Occupational License

Mandatory process granted by government agency.

- **Time-limited permission to practice occupation.**
- **Predetermined and standardized criteria.**
- **May be required to attain employment.**
- **May or may not be recognized by other states.**

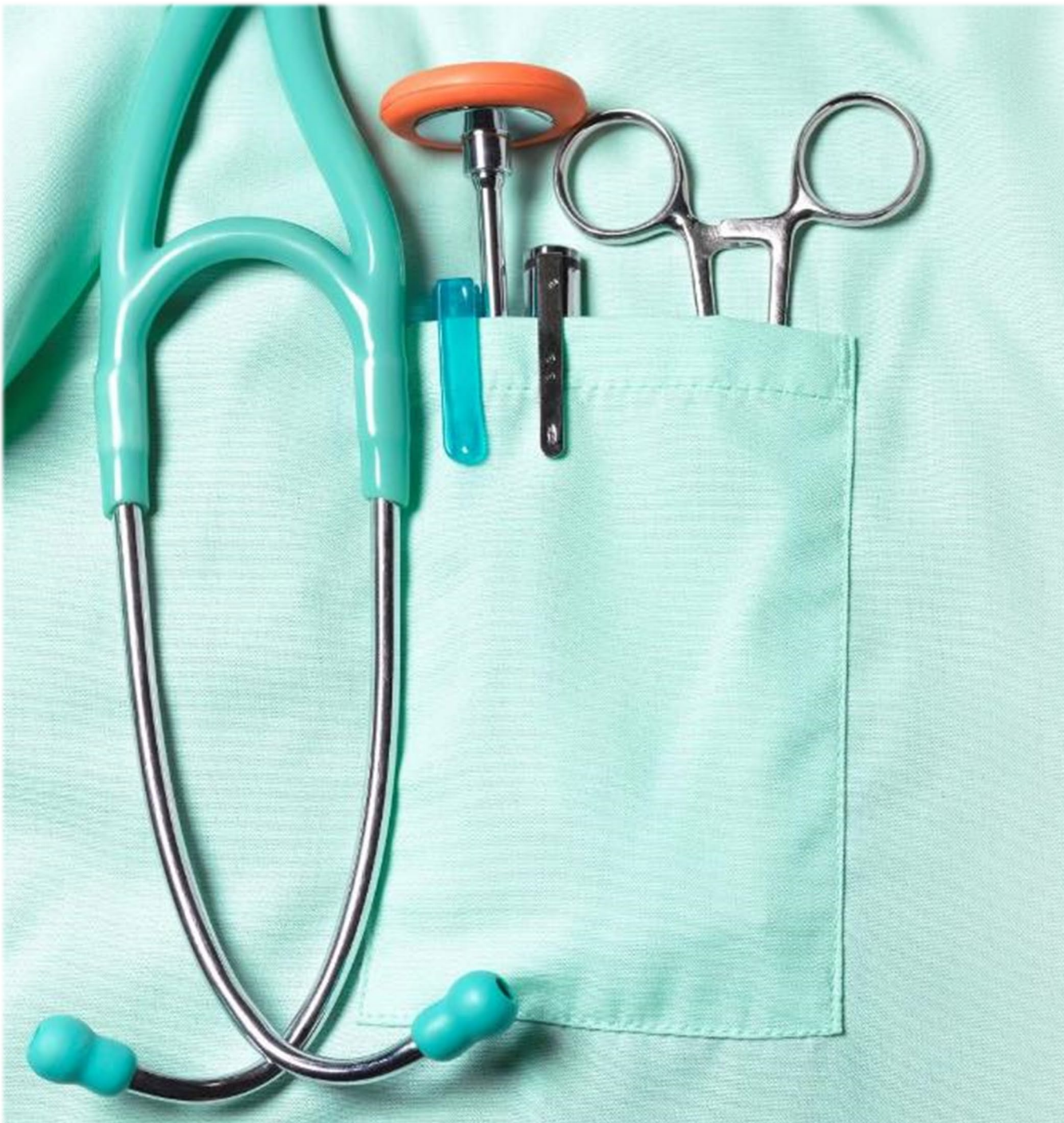


Professional Certification

Voluntary or mandatory credentials issued by non-governmental agencies.

- **Time-limited credential.**
- **May be required for employment.**
- **May increase a worker's competitiveness.**
- **May increase salary.**





Educational Diploma or Degree

Pg 106



Awarded for academic program completion.

- **Usually requires multiple years of study for completion.**
- **Undergraduate, graduate, and professional degrees available.**
- **Wide range of programs of variable format, length, and quality.**

Certificate

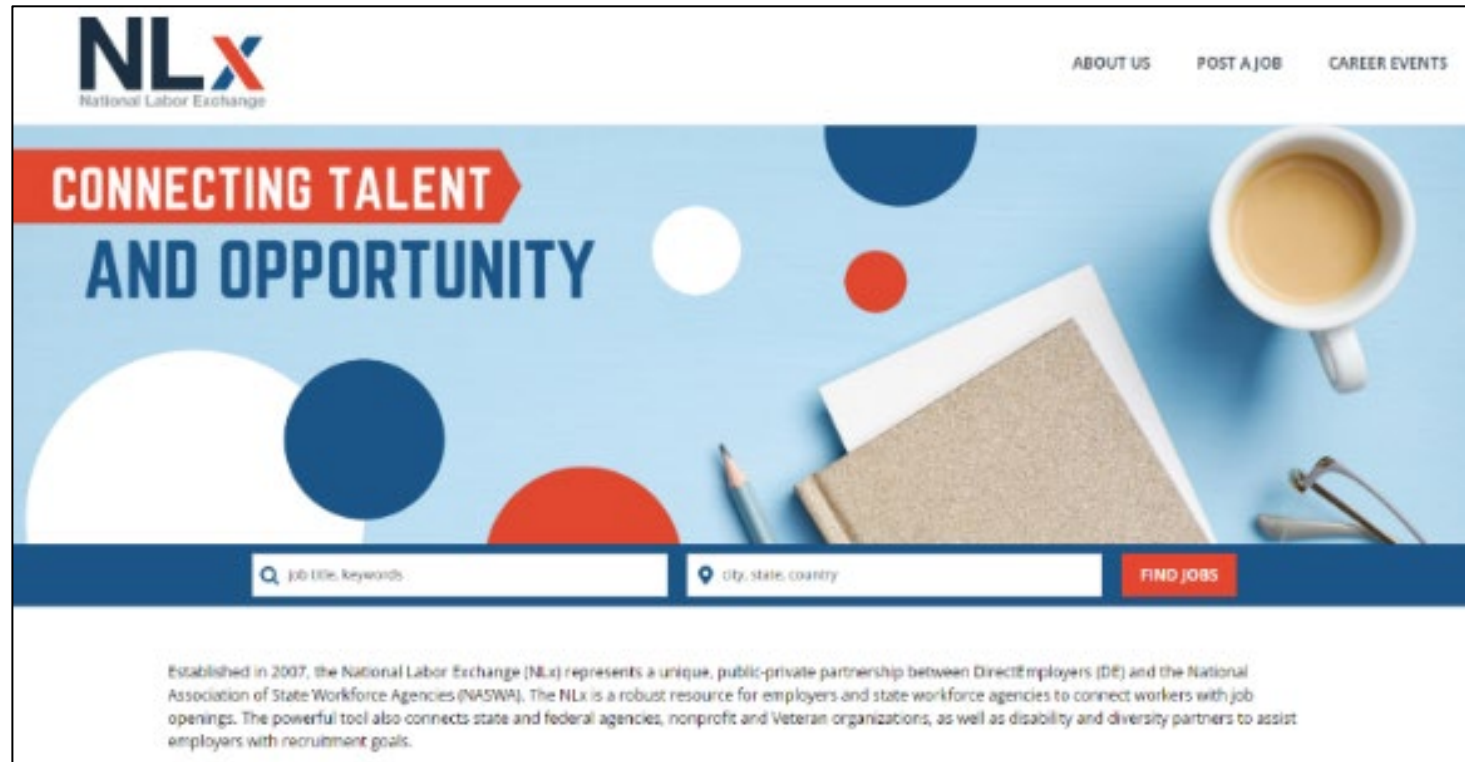


Awarded for course attendance, not knowledge or competence.

- **Can get certificate for attending a class or completing a program of study.**
- **May be helpful in documenting professional development for license or certification renewal.**



Demonstration 5.1: Identify Training and Credentials Career Requirements Search



[Demo NLx](#)



Credentialing Opportunities On-Line (COOL)

Helps service members find information on certifications and licenses related to their jobs.





Demonstration 5.2: Research Related Credentials on COOL



[Demo COOL](#)





Demonstration 5.3: Identify Job Training and Credentials using CareerOneStop

The screenshot shows the CareerOneStop website homepage. At the top left is the logo with the text "careeronestop" and "your source for career exploration, training & jobs". Below the logo is the text "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." At the top right are links for "Login" and "Español", and a search bar labeled "Search CareerOneStop". A dark blue navigation bar contains the following menu items: "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". Below the navigation bar are four main content cards, each with a photo of a person and a list of links:

- Explore career options** (green header):
 - [Assessments](#)
 - [Career videos](#)
 - [Highest-paying careers](#)
- Find training and education** (purple header):
 - [Schools and programs](#)
 - [Scholarships](#)
 - [Certifications](#)
- Job search planning** (blue header):
 - [Resumes](#)
 - [Interviews](#)
 - [Job postings](#)
- Find local help and services** (red header):
 - [American Job Centers](#)
 - [Unemployment](#)
 - [Specialized programs](#)

[Demo CareerOneStop](#)



Shondra's CareerOneStop Findings

Position:	Genesis Healthcare Licensed Practical Nurse - LPN
Certification(s):	BLS/CPR
License(s):	Current or pending LPN
Degree(s):	Approved LPN program graduate
Certificate(s):	Advanced Cardiac Life Support
Status Check: Am I ready to apply for the job?	No
Status Check: Do I still require training or experience before applying for the job?	Yes, LPN



Activity 5.4: Identify Training and Credentials Career Requirements Search

Position:	
Certification(s):	
License(s):	
Degree(s):	
Certificate(s):	
Status Check: Am I ready to apply for the job?	
Status Check: Do I still require training or experience before applying for the job?	

Go to <https://milgears.osd.mil/>, <https://usnlx.com>, <https://www.cool.osd.mil/>, or <https://www.careeronestop.org/>



Methods to Gain Credentials

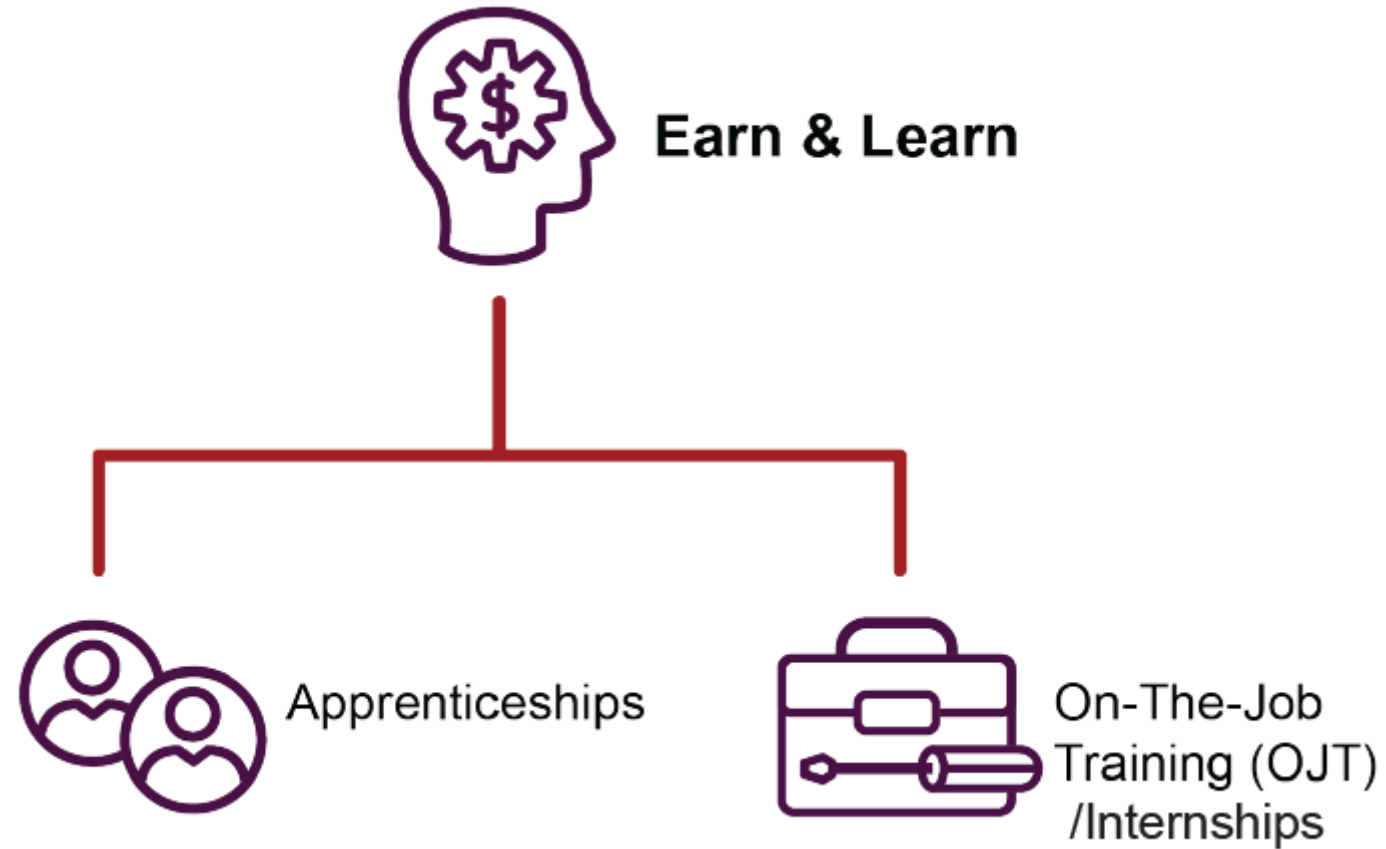
Earn and Learn



Study and Learn



Earn and Learn Methods



Study and Learn Methods



**Study and
Learn**



**Two-year
Community and
Technical
Colleges**



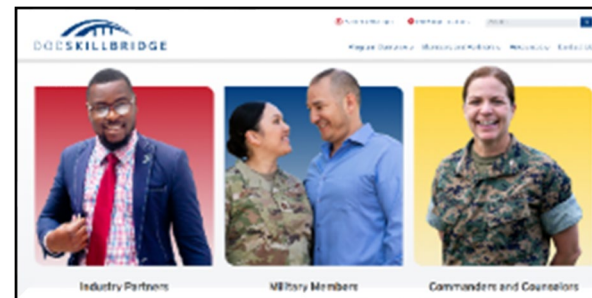
**Career and
Technical
Schools**



**Colleges and
Universities**

Earn and Learn Specific Programs

- US Department of Labor (DOL) Registered Apprenticeship Program (RAP)
- DoD SkillBridge
- United Services Military Apprenticeship Program (USMAP)





Demonstration 5.5: How to Search on Apprenticeship.gov

The screenshot shows the homepage of the ApprenticeshipUSA website. At the top, there is a navigation bar with the logo 'APPRENTICESHIPUSA' and links for 'CAREER SEEKERS', 'EMPLOYERS', 'EDUCATORS', 'RESOURCES', and 'HELP'. A search bar is located on the right side of the navigation bar. Below the navigation bar is a large banner image featuring a person from behind looking at a complex network diagram. To the right of the banner is a section titled 'Interactive Data Visualizations' with a 'LEARN MORE' button. Below the banner, there is a section with the 'APPRENTICESHIPUSA' logo and a 'VIEW THE FACTSHEET' button. To the right of this section is a photo of a group of people in a meeting, with the text 'BECOME LEADERS AND EXPERTS' overlaid on the image.

[Demo Apprenticeship.gov](https://www.apprenticeship.gov)



Gaining Additional Skills While on Active Duty

- United Services Military Apprenticeship Program (USMAP)
- DoD SkillBridge



United Services Military Apprenticeship Program (USMAP)

<https://usmap.osd.mil/index.htm>

- Formal program to complete civilian apprenticeship requirements.
- No extra time commitment besides documenting hours you have already worked.
- Nationally recognized “Certificate of Completion” from the DOL.



DoD SkillBridge

<https://skillbridge.osd.mil/>

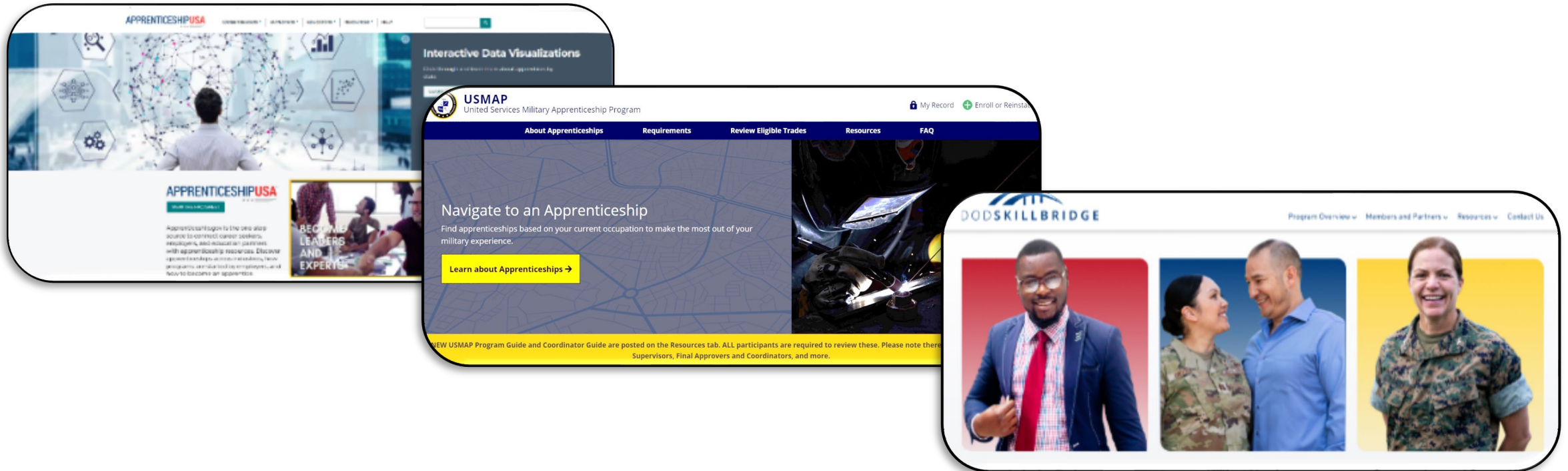
May include:

- Internships
- Accelerated training programs
- Professional certifications
- Corporate fellowships
- Licensing opportunities
- Networking opportunities





Activity 5.6: Searching for an Earn and Learn Program



Go to <https://www.apprenticeship.gov/>,
<https://usmap.osd.mil/index.htm>, or <https://skillbridge.osd.mil/>



Study and Learn Program Factors

Accreditation

- U.S. Department of Education. <https://ope.ed.gov/dapip/#/home>
- Council for Higher Education Accreditation (CHEA). <https://www.chea.org/>

Admission and Completion Rates

- College Results (CR). <https://collegeresults.org/>
- College Scorecard. <https://collegescorecard.ed.gov/>

Admission Requirements

Tuition and Fees

Red Flags

- 
- Advertise High Job Placement Rate
 - Few Qualified Instructors
 - High Program Complaints
 - Diploma Mills
 - Predatory Institutions

Additional Education Resources

The Federal Trade Commission
Consumer Advice,
<https://consumer.ftc.gov/>

The screenshot shows the Federal Trade Commission's 'Consumer Advice' page. The main heading is 'Scams', with a sub-heading 'Avoiding and Reporting Scams'. Below this, there are three columns of text: 'How To Avoid a Scam', 'What To Do If You Were Scammed', and 'Report Fraud, Scams, and Bad Business Practices'. A search bar is visible at the bottom left, and a 'Displaying 1 - 20 of 440' indicator is at the bottom center.

Veterans Administration,
<https://www.va.gov/education/choosing-a-school/>

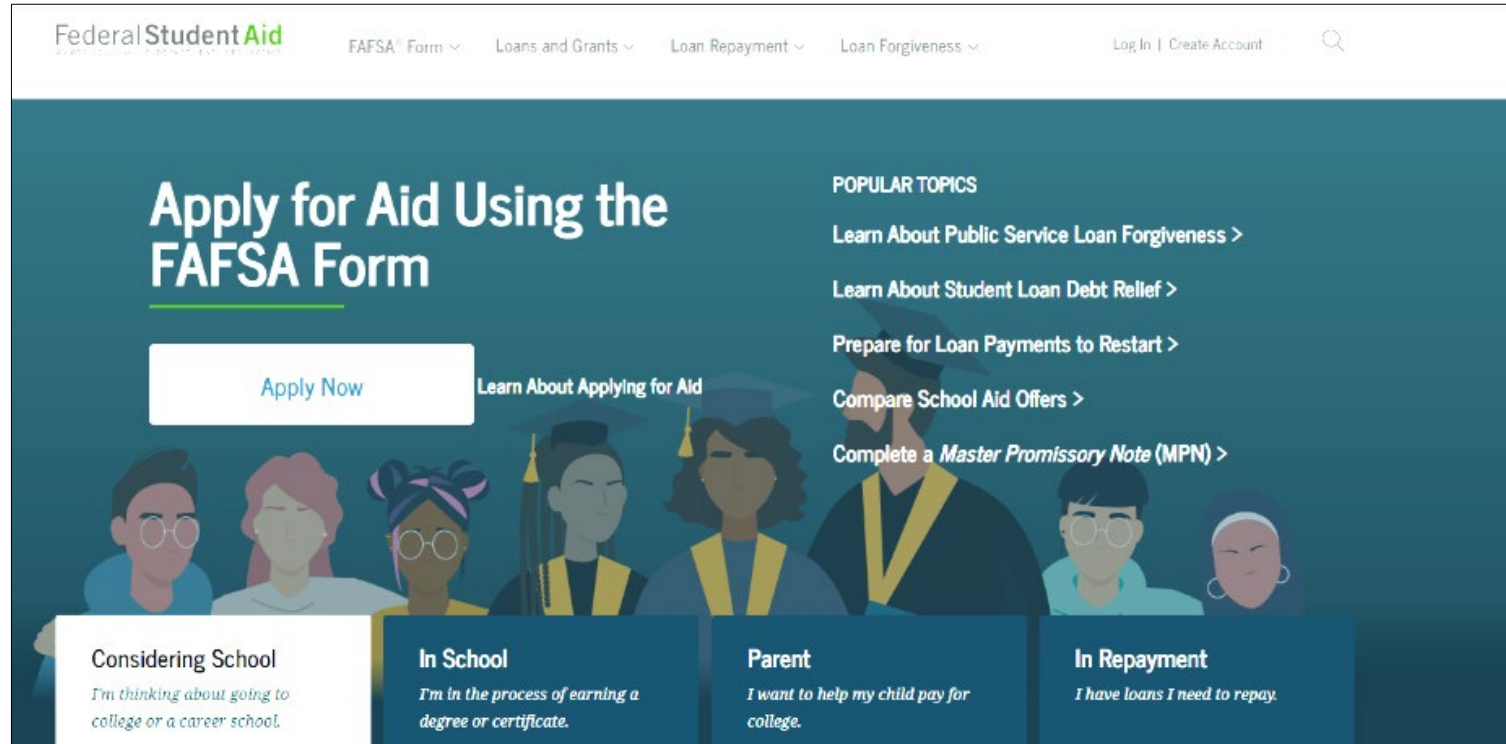
The screenshot shows the Veterans Administration's 'Choosing GI Bill approved schools' page. The main heading is 'Choosing GI Bill approved schools', with a sub-heading 'Learn about GI Bill benefits at different schools'. Below this, there are several bullet points and links, including 'Find out which schools we've approved', 'Check what benefits you'll get at different schools', and 'Learn about the Principles of Excellence program'. A search bar is visible at the top right, and a 'Talk to the Veterans Crisis Line now' button is at the top left.

Funding Your Training and Education

- The U.S. Department of Education's Federal Student Aid program
- Veteran-Specific Funding Sources



Free Application for Federal Student Aid (FAFSA®)



<https://studentaid.gov/>

Veteran-Specific Funding Sources

- VR&E
- Yellow Ribbon Program
- Military Tuition Assistance Program
- VA GI Bill

Explore VA benefits and health care

[Health care](#)

Apply for VA health care, find out how to access services, and manage your health and benefits online.

[Disability](#)

File a claim for disability compensation for conditions related to your military service, and manage your benefits over time.

[Education and training](#)

Apply for and manage your GI Bill and other education benefits to help pay for college and training programs.

[Careers and employment](#)

Apply for vocational rehabilitation services, get support for your Veteran-owned small business, and access other career resources.

[Pension](#)

Apply for monthly payments for wartime Veterans and survivors with limited or no income who meet certain age and disability requirements.

[Housing assistance](#)

Find out if you're eligible for a VA-backed home loan. If you have a service-connected disability, see if you qualify for a housing grant to help you live more independently.

[Life insurance](#)

Explore VA life insurance options for Veterans, service members, and families. Manage your policy online, file claims for benefits, and access helpful resources.

[Burials and memorials](#)

Get help planning a burial in a VA national cemetery, order a headstone or other memorial item to honor a Veteran's service, and apply for survivor and dependent benefits.

[Records](#)

Apply for a printed Veteran ID card, get your VA benefit letters and medical records, and learn how to apply for a discharge upgrade.

[Service member benefits](#)

Find out what benefits you may be eligible for during service and which time-sensitive benefits to consider when separating or retiring.

[Family member benefits](#)

Learn about the benefits you may qualify for as a spouse, dependent, or survivor. And find out what you're eligible for as a family member caring for a Veteran with disabilities.

[VA department information](#)

Learn more about the VA departments that manage our benefit and health care programs.

<https://www.va.gov/>

Comparing Training Programs

Study and Learn Program Comparison Chart

STUDY & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
School / Program Name		
Desired Credential		
Accreditation		
Length of Program		

Earn and Learn Program Comparison Chart

EARN & LEARN PROGRAM DETAILS	PROGRAM 1 INFORMATION	PROGRAM 2 INFORMATION
Job/ Program Name		
Job Posted Date		
Desired Credential		
Accreditation		



Demonstration 5.7: Program Comparison Chart – Shondra’s Program Details

Study and Learn Program Details	Program 1 Information	Program 2 Information
School/Program Name	Eagle Gate College/ Practical Nursing	Emily Griffith Technical (EGT) College/Practical Nursing
Desired Credential	NCLEX-PN/Practical Nursing Diploma	NCLEX-PN/Practical Nursing Certificate
Accreditation	ABHES	ABHES
Length of Program	12 Months	12 Months



Demonstration 5.8: Determine Your GI Bill Education/Training and Housing Benefits – Shondra’s Findings

[Home](#) > [Education and training](#) > [GI Bill® Comparison Tool](#)

GI Bill® Comparison Tool

Learn about and compare your GI Bill benefits at approved schools, employers, and VET TEC providers.

Search by name **Search by location**

School, employer, or training provider

[Demo GI Bill](#)





Activity 5.9: Program Comparison Chart – Earn and Learn/Study and Learn

Earn and Learn, go to:

- <https://www.apprenticeship.gov/>,
- <https://usmap.osd.mil/index.htm>, or
- <https://skillbridge.osd.mil/>

Study and Learn, go to:

- www.careeronestop.org/FindTraining/find-training.aspx,
- <https://nces.ed.gov/collegenavigator/>,
- www.va.gov/education/choosing-a-school/, or
- <https://collegeresults.org/>



Additional Training Resources

Free or Low-Cost Learning Opportunities

Local Services

DoD Voluntary Education Programs

Joint Services Transcript (JST)

Massive Open Online Courses (MOOCs)

Khan Academy

LinkedIn

TAP Resources

Core Requirements

TAP ONLINE COURSES (Filter: CORE REQUIREMENTS)

RECENTLY INFORMATION

Resuming a course after pausing? Use the resume link provided in the registration confirmation sent to the email address you provided.

Completed a course and looking for your completion certificate?

- Downloaded your personalized certificate from the link sent to the email address you indicated.
- OK
- Click Get Market, reenter your name and email address exactly as you did on your first visit, and then download your personalized certificate from the link provided.

Course Requirements:

- Employment Fundamentals of Career Transition (EFACT)** (3:45 min) [Get Course](#)
- Financial Planning for Transition** (2:45 min) [Get Course](#)
- Managing Your (MY) Transition** (4:00 min) [Get Course](#)
- Military Occupational Code (MOC) Crosswalk** (4:45 min) [Get Course](#)
- VA Benefits and Services 5.0** (2:45 min) [Get Course](#)
- Wounded Warrior and Caregiver EFACT** (4:00 min) [Get Course](#)

Transition Tracks

TAP ONLINE COURSES (Filter: TRANSITION TRACKS)

RECENTLY INFORMATION

Resuming a course after pausing? Use the resume link provided in the registration confirmation sent to the email address you provided.

Completed a course and looking for your completion certificate?

- Downloaded your personalized certificate from the link sent to the email address you indicated.
- OK
- Click Get Market, reenter your name and email address exactly as you did on your first visit, and then download your personalized certificate from the link provided.

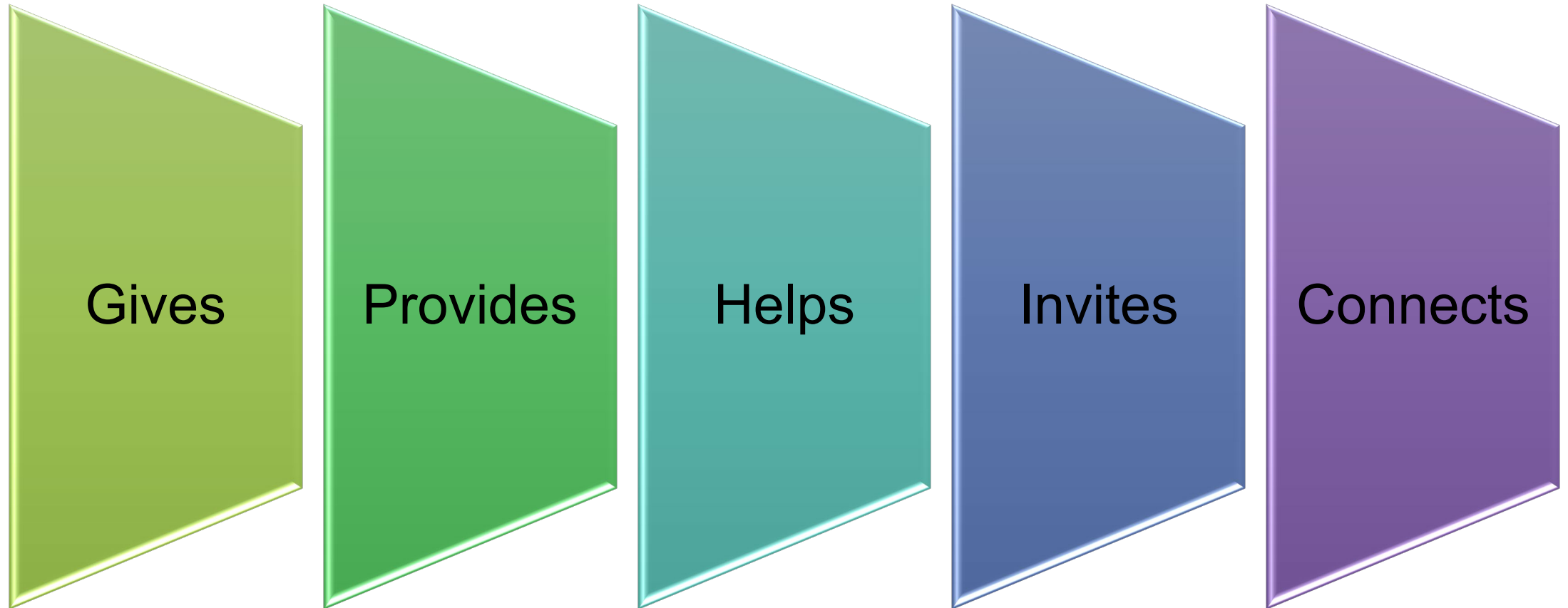
Transition Tracks:

- Education Track: Managing Your (MY) Education** (3:45 min) [Get Course](#)
- Employment Track: Employment Workshop** (3:30 min) [Get Course](#)
- Entrepreneurship Track: Boots to Business** (4:00 min) [Get Course](#)
- Vocational Track: Career and Credential Exploration** (3:00 min) [Get Course](#)
- Women's Health Transition Training 2.0** (3:45 min) [Get Course](#)

TAP Curriculum, <https://tapevents.mil/>

TAP <https://www.dol.gov/agencies/vets/programs/tap>

On-Campus Veterans' Support Services



Department of Veterans Affairs VetSuccess on Campus (VSOC)

<https://www.benefits.va.gov/vocrehab/vsoc.asp>

Section 5 Progress

- ☑ Credentials Overview
- ☑ Methods to Gain Credentials
- ☑ Earn and Learn Programs
- ☑ Study and Learn Programs
- ☑ Funding Your Training and Education
- ☑ Comparing Training Programs
- ☑ Additional Training Resources



6

Preparing Your Resume



Section 6

- Crafting a Targeted Resume
- Finalizing Your Resume



Crafting a Targeted Resume



Three Styles of Resumes

Chronological

- Time Based



- Preferred.
- Lists jobs in reverse chronological order.
- Describes your experiences and accomplishments.

Functional

- Skills Based



- Group your skills.
- Group your accomplishments.

Combination

- Time & Skills
Based



- Incorporates features of chronological and functional format.
- Categorizes your skills followed by work history.

Resume Content – Sections

- Contact Information
- Headline or Title (Optional)
- Summary of Qualifications
- Work Experience/ Accomplishments
- Education/Training



Contact Information

- Your name
- Your email
- Your phone number
- Your LinkedIn profile URL



Headline or Title (Optional)

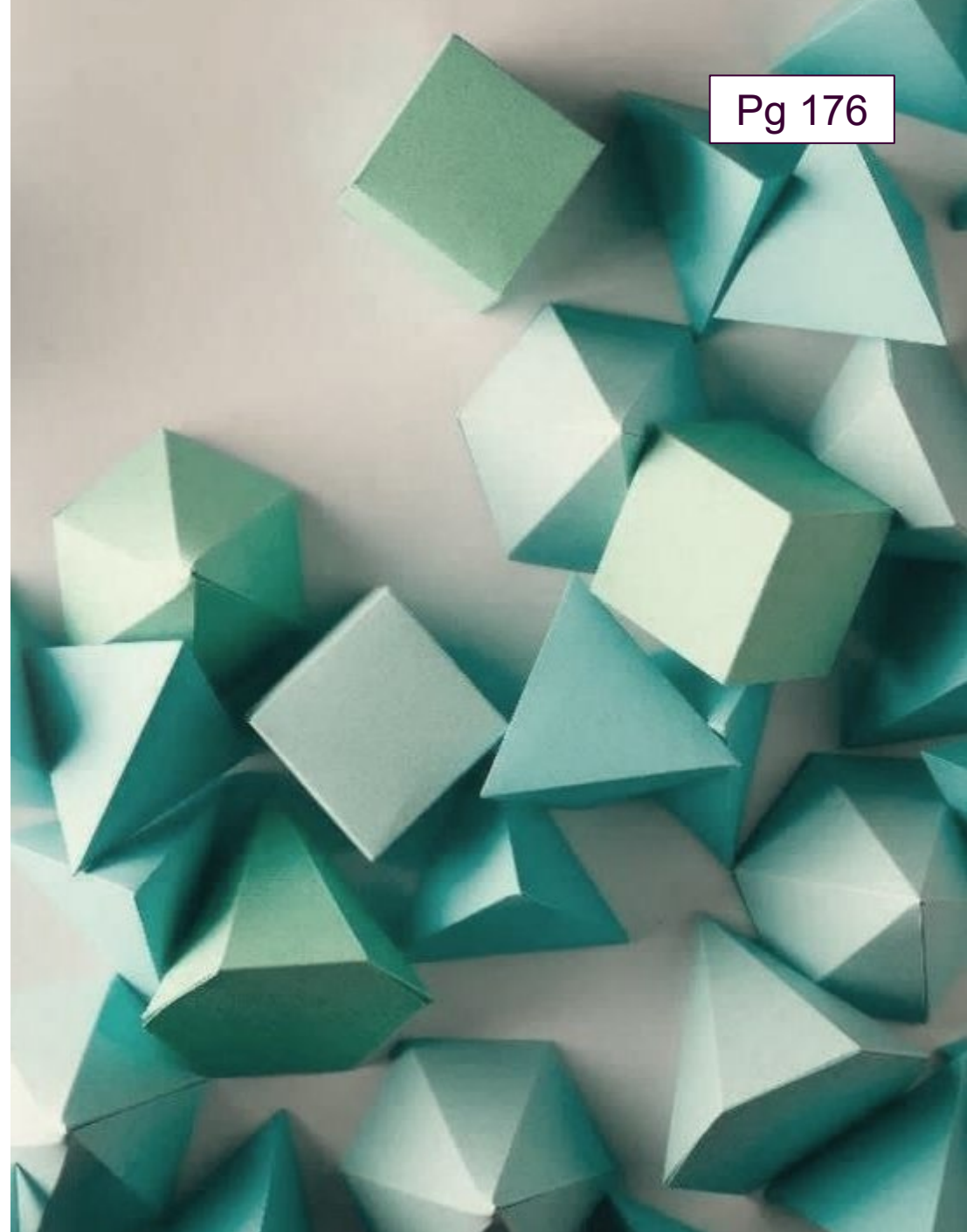
SECURITY ANALYST – CYBER SECURITY – SOFTWARE DEVELOPMENT

EDUCATOR | TRAINING MANAGER

BUDGET ANALYST • PROJECT MANAGEMENT • WORKFLOW OPTIMIZATION

Summary of Qualifications

- Bulleted list
- Paragraph
- Combination



Experience and Achievements

- Company information and keywords
- Employment history
- Achievements and/or results
- STAR method



STAR Method Achievement Statement



Education and Training

- Relevant degrees
- Institution locations
- Special honors
- Credit hours
- Relevant licenses



Other Additions

- Relevant Volunteer Service
- Select Awards





Activity 6.1: Identify Keywords in a Job Posting



- Keywords



- Industry-specific words



- Minimum requirements



- Education requirements

Shondra Baker

(555) 789-6543 • Shondra.Baker@somedomain.com • [linkedin.com/in/shondraibaker](https://www.linkedin.com/in/shondraibaker)

EMERGENCY MEDICAL TECHNICIAN

- Seven years of experience as an emergency medical technician.
- Two years' experience as Lead Technician supervising a six-person medical team.
- Assisted physicians in the Emergency Department with trauma patients.
- Maintained National EMT, BLS, ACLS, and PALS.
- Mentored EMT students with clinical and classwork.
- Managed \$85K medical supply account with 100% accountability.
- Proficiency in Microsoft Office (Word, Excel, Power Point, Access, and Outlook).

WORK EXPERIENCE

U.S. Air Force **June 20XX - Present**
Lead Emergency Medical Technician **February 20XX - Present**
David Grant Medical Center, Travis AFB, CA

- Administer basic- and restricted-advanced life support (ALS) to patients on scene, in-route to hospital and in-hospital settings in accordance with federal, state, and local laws and standards.
- Perform triage to assess the nature and extent of injury or illness to establish and prioritize medical procedures.
- Rescue and extricate victims of accidents, sudden illness, or entrapment using proper rescue and medical techniques.

Emergency Medical Technician **July 20XX - January 20XX**
Deployment Site, Undisclosed

- Led 8-person response team, 4.8K clinical visits, 12 Aero-medical evacuations, and over 350 ER runs; ensured life-saving techniques were executed.
- Operated and maintained care of six emergency vehicles to include supply maintenance and infection control for 100% availability.
- Thoroughly documented assessments, physical findings and treatment rendered in pre- hospital setting on patient care reports within 24 hours of dispatch.

Emergency Medical Technician **June 20XX - February 20XX**
Keesler Medical Center, Biloxi, MS

- Participated in hospital performance improvement activities; improved safety and patient outcomes by 20%.
- Performed procedures such as injections, immunizations, management of infections, and EKGs.
- Provided patient care across 200-bed facility and assisted patients with daily activities.
- Performed phlebotomy with precision on all age groups from newborn to geriatric.

EDUCATION AND TRAINING

- Associate of Applied Science in Allied Health Sciences, Community College of the Air Force
- Nationally Registered Emergency Medical Technician EMT-B, 20XX
- ACLS and PALS certification, 20XX
- Emergency Vehicles Operations Course (EVOC), 20XX

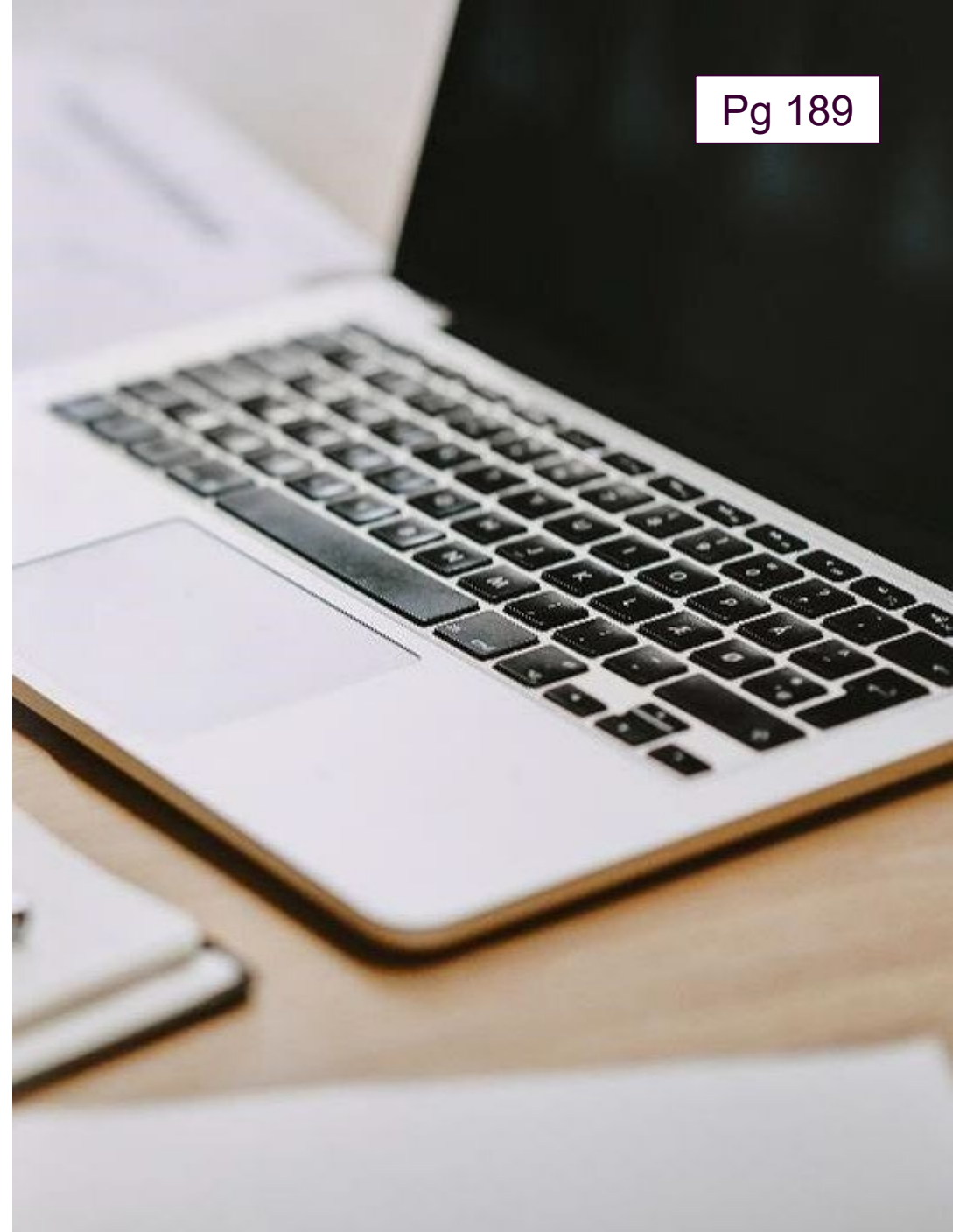
Shondra's Resume



Finalizing Your Resume

Review:

- Grammar and spelling errors
- ATS compliance
- Job posting match



Section 6 Progress

- Crafting a Targeted Resume
- Finalizing Your Resume



7

Taking Your Next Steps



Section 7

- Planning for Success
- SMART Goals
- Creating Your Career Action Plan

SECTION



Planning For Success

- Career of Choice
- Goals
- Skills and Credentials
- Training Program
- Cost and Funding
- Action Items

CAREER OF CHOICE:		
GOALS		
Short-range Goal (<1 year)		
Medium-range Goal (1-5 years)		
Long-range Goal (>5 years)		
SKILLS AND CREDENTIALS		
Current		
Desired/Required		
TRAINING PROGRAM		
Training Program		
(Length/Dates)		
COST AND FUNDING		
Estimated Program Costs		
Potential Funding		
Other Notes		
ACTION ITEMS		
Whom do I need to call, write, or visit?		
What do I need more information about? What am I unclear about?		
What specific questions do I need to ask to get clarifications?		
What things must I do next?		
Other		

SMART Goals



SPECIFIC



MEASURABLE



ACHIEVABLE



REALISTIC

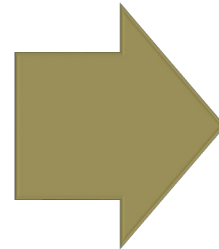


TIMELY



Demonstration 7.1: Create a SMART Goal

1. Specific
2. Measurable
3. Achievable
4. Realistic
5. Timely



SMART GOAL

Shondra's SMART Goal

Become an LPN within two years by first completing an apprenticeship, followed by attending Eagle Gate College in Phoenix, AZ.



Activity 7.2: Create a SMART Goal

- S** 1. **Specific:** Break into smaller steps.
- M** 2. **Measurable:** How much? How many?
- A** 3. **Achievable:** What steps should I take?
- R** 4. **Realistic:** Am I willing to commit to this goal?
- T** 5. **Timely:** When should I complete each step?

My SMART Goal:

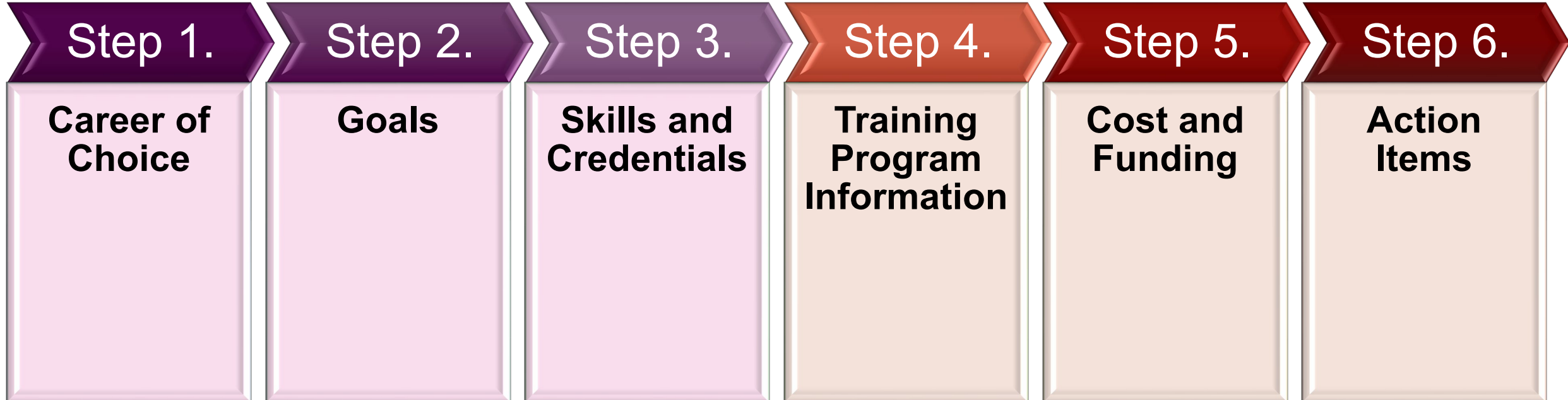
Creating Your Career Action Plan

- Clarify objectives
- Develop strategies





Activity 7.3: Complete Your Career Action Plan



Evaluate Your Career Action Plan

- Did you have a specific career goal?
- Did you enter action items with specific contact information?
- Did you add dates for each item to ensure they are time-bound?

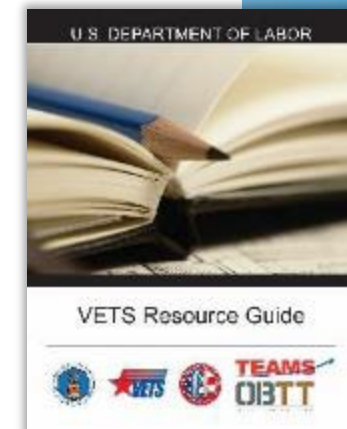


Additional Resources

Installation Transition Staff or TAP,
<https://tapevents.mil/>

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

The VETS Resource Guide,
dol.gov/C2Ematerials



Section 7 Progress

- ☑ Planning for Success
- ☑ SMART Goals
- ☑ Creating Your Career Action Plan

SECTION




Workshop Summary





Thank You

Complete Course Evaluation

**MCTO**
MILITARY-CIVILIAN TRANSITION OFFICE

**Transition Assistance Curriculum
Participant Assessment**

**OPA**
OFFICE OF PEOPLE ANALYTICS

- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.depsa.mil/sites/OPA/opa-survey/SitePages/Home.aspx>

[Accessibility/Section 508](#)



<https://www.dodsurveys.mil/tap/>