

TRAINING AND EMPLOYMENT NOTICE	NO. 5-12
	DATE August 13, 2012

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE LABOR COMMISSIONERS
STATE UNEMPLOYMENT INSURANCE DIRECTORS
AMERICAN JOB CENTER MANAGERS

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Online Career Tools Updates and Virtual Demonstrations

1. **Purpose.** To announce the release of updates made to the Employment and Training Administration's (ETA) suite of online career tools for jobseekers, students, workforce professionals, and businesses, including CareerOneStop, Certification Finder, the Worker Reemployment Portal, the Veteran Reemployment Portal, mySkills myFuture, My Next Move, My Next Move for Veterans, and the Healthcare Virtual Career Network.
2. **Background.** The CareerOneStop Web site, www.careeronestop.org, is a single point of entry for all of the resources in ETA's suite of electronic tools. The content is organized by customer (job seekers, students, businesses and workforce professionals). The content is further organized around a set of information centers and services (e.g Explore Careers, Education & Training, Salary & Benefits, Job Search, etc.). CareerOneStop also includes the Service Locator, a gateway to access state and local resources including locations of American Job Centers (<http://www.servicelocator.org>).
3. **Virtual Demonstrations.** ETA has prepared virtual demonstrations for many of the online tools, which are available for download at the viewers' convenience. Each demonstration is about 15 minutes long and gives an overview of the tool and highlights key features. The following is a brief description of seven of our most popular tools with a link to the short demonstration:
 - A. **CareerOneStop** (www.CareerOneStop.org) includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, prepare for a job interview, and search for jobs. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web

sites that contain local information resources and tools. View a demonstration at <https://www.workforce3one.org/view/3001205568622303690>.

- B. Healthcare Virtual Career Network** (www.vcn.org) provides career exploration and training tools to help job seekers prepare for careers in healthcare. Job seekers can explore healthcare careers, identify education and training programs, access online courses, get credit for prior learning, and search for local healthcare jobs. View a demonstration at <https://www.workforce3one.org/view/3001210737024716856>.
- C. My Next Move** (www.MyNextMove.org) gives individuals three main ways to explore careers, including an online O*NET interest assessment, and then provides an easy-to-read, one-page profile of each occupation highlighting important knowledge, skills, abilities, technologies used, simplified salary and outlook information, and links to find specific training and employment opportunities. View a demonstration at <https://www.workforce3one.org/view/3001205569677831751>.
- D. My Next Move for Veterans** (<http://www.mynextmove.org/vets/>) is designed for veterans making the transition to civilian careers and provides tasks, skills, salary information, job listings, and more for over 900 different careers. Veterans can find careers through keyword search, by browsing industries that employ different types of workers, or by entering their military occupation code or title. View a demonstration at <https://www.workforce3one.org/view/3001205569966013330>.
- E. mySkills myFuture** (www.mySkillsmyFuture.org) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to facilitate their career mobility and economic prospects. For any occupation, users can get a list of job listings in their local area (i.e. state or zip code) and click directly through to the hiring company's Web site. mySkills myFuture is designed for use as either a self-help tool or with the assistance of expert advisers. View a demonstration at <https://www.workforce3one.org/view/3001103836617055113>.
- F. Veterans Reemployment Portal on CareerOneStop** (<http://careeronestop.org/vets>) is designed to assist veterans with employment, training, career planning, financial and emotional help after military service. The site links veterans to local resources as well as provides a military-to-civilian job search based on military job title or military occupation code. View a demonstration at <https://www.workforce3one.org/view/3001205569452743677>.
- G. Worker Reemployment Portal on CareerOneStop** (www.CareerOneStop.org/Reemployment) is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition. The site also now includes a job search by location feature. View a demonstration at <https://www.workforce3one.org/view/3001205569189045405>.

4. **New Features.**

A. *CareerOneStop's Certification Finder* (www.careeronestop.org/certificationfinder) houses information on thousands of certifications, and allows the user to search for certifications by industry, occupation, or keyword. A new feature to enhance the user experience, includes new icons that highlight certifications that have been recognized, endorsed, or accredited by third-party organizations, including:

- Accredited by the American National Standards Institute (ANSI),
- Accredited by the National Communication for Certifying Agencies (NCCA),
- Endorsed by a third-party industry organization (such as a professional trade association),
- Affiliated with a Job Corps training program,
- Related to Career and Technical Education Career Clusters, or
- Related to military occupational specialties.

The endorsed or recognized certifications are now marked with icons in the results set.

B. *CareerOneStop* (www.careeronestop.org) has new information for job seekers throughout the site, including tips for creating portfolios, attending job fairs, searching for jobs online, and networking via social media sites like LinkedIn, Twitter, and Facebook.

C. *CareerOneStop's Veterans Reemployment Portal* (www.careeronestop.org/vets) added new features recently, including a Military-to-Civilian Job Search, which allows veterans to find current civilian job openings where they can put their military skills and experience to work. The Military-to-Civilian Job Search tool is simple to use: enter the name or code of a job in any branch of the service and the Web site matches that military job to related civilian opportunities, and view a list of job openings in any city, state, or zip code. Once a user enters a military experience, the Job Search Results page shows the current civilian job postings in a local area that may require similar skills and work experience. From there, a user can click a job title to learn more or to apply, sort and filter jobs by type, location, or date posted, and access more tips and resources just for veterans.

D. *My Next Move for Veterans* (<http://www.mynextmove.org/vets/>) now makes it easy for veterans to discover which careers are eligible for the Veterans Retraining Assistance Program (VRAP--<http://benefits.va.gov/vow/education.htm>). The VRAP offers up to 12 months of training assistance to unemployed veterans between the ages of 35 and 60. The program is sponsored by the Department of Veterans Affairs and the Department of Labor. My Next Move for Veterans allows users to search for VRAP eligible careers here: <http://www.mynextmove.org/vets/find/vrap>.

5. **Action Requested.** State administrators are encouraged to provide the above information to appropriate staff within the state workforce investment system, including American Job Center managers, Rapid Response contacts, and others who require an understanding of issues related to reemployment and assisting unemployed workers. These tools can be useful to job seekers, businesses, and American Job Center staff assisting job seekers in finding

employment or defining and filling skill needs for business. Workforce professionals are encouraged to watch the demonstrations and be aware of the tools to share with job seekers.

6. **Inquiries.** For additional information about ETA's online career tools, please call the Office of Workforce Investment, Division of National Programs, Tools, and Technology at (202) 693-3045, or contact the appropriate regional office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 a.m. - 4:30 p.m. (Central Time) Monday – Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to info@careeronestop.org.