

TRAINING AND EMPLOYMENT NOTICE	NO. 26-12
	DATE March 18, 2013

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
AMERICAN JOB CENTERS

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Release and Availability of the Employment and Training Administration's (ETA) *What's My Next Move?* Guide on CareerOneStop

1. Purpose. To announce the release and availability of the *What's My Next Move?* a guide to exploring careers online using electronic tools from the U.S. Department of Labor. *What's My Next Move?* was developed to support high school students in developing their education and career plans.

2. Background. The Department of Labor provides a range of online electronic tools to assist individuals in exploring careers and preparing for and finding employment. For students and other young people not yet familiar with the world of work, it can be challenging to navigate the wealth of information that is available. This guide was developed as an introductory resource to better connect young people to online career exploration resources in CareerOneStop (COS) (www.careeronestop.org), and the O*NET site My Next Move (www.mynextmove.org), and encourages students to think about and make decisions about their future and to engage with career counselors, workforce professionals, teachers, parents/guardians and others. These online tools are already available to students, counselors and the public at large. The *What's My Next Move?* guide brings together several elements of these tools and guides students, career advisors, parents and others through the use of these online tools. Local workforce investment boards and American Job Centers can also use the *What's My Next Move?* guide to engage with schools and young people in their service area. The guide was developed with input from career counselors and students and is written to be accessible to the general public.

3. Publication Description. The guide will start students down the path of exploring their career options. It does so through a seven-step process beginning with a self-assessment of their career interests which they complete online. The student next moves through a series of steps that further refines career choices, including identifying specific occupations and people working in those occupations who they may want to contact about setting up an informational interview and/or a job shadowing experience. The succeeding steps help identify the education and skills the student will need to acquire to qualify for a job in these occupations. Students also are provided with suggested resources to contact, such as professional associations and other organizations that may offer scholarships and other financial assistance for pursuing a career in a certain field. They are also directed to Career One Stop and O*NET for guidance

on writing a resume that will stand out as they acquire more experience and skills in their chosen field. The end result of using this guide will be a comprehensive career plan that can be shared with high school guidance counselors, parents, teachers, and workforce professionals at American Job Centers.

- 4. Action Requested.** Recipients are encouraged to share the guide with staff and partners of the workforce investment system.
- 5. Inquiries.** For additional information about *What's My Next Move?* and ETA's online career tools, please contact the appropriate Regional Office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 am – 4:30 pm (Central Time) Monday-Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to info@careeronestop.org.
- 6. Attachment.** The *What's My Next Move?* guide appears on the succeeding pages and is also available for download at this link: <http://www.careeronestop.org/whats-my-next-move.aspx>.