

TRAINING AND EMPLOYMENT NOTICE	NO. 29-12
	DATE April 3, 2013

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE LIAISONS
 COMPREHENSIVE ONE-STOP MANAGERS
 AFFILIATE ONE-STOP MANAGERS
 WORKFORCE INVESTMENT BOARD – STATE CHAIRS
 WORKFORCE INVESTMENT BOARD – LOCAL CHAIRS
 WORKFORCE INVESTMENT BOARD – STATE EXECUTIVE DIRECTORS
 WORKFORCE INVESTMENT BOARD – LOCAL EXECUTIVE DIRECTORS
 SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES
 INDIAN AND NATIVE AMERICAN PROGRAM GRANTEES
 NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: JANE OATES /s/
 Assistant Secretary

SUBJECT: New E-Tool Features and Enhancements

1. **Purpose.** This Training and Employment Notice (TEN) announces the release and availability of new features and enhancement to the Employment and Training Administration’s online electronic tools.

2. **Background.** Over the last several weeks, the Employment and Training Administration (ETA) has released new features and enhancements to its range of online electronic tools (E-tools) to assist individuals in exploring careers and preparing for and finding employment.

ETA’s E-tools help individuals explore career opportunities and link to job postings, either on their own or at local American Job Centers, to make informed employment and education choices. These tools are available through the CareerOneStop (www.careeronestop.org), O*NET (www.onetonline.org) and My Next Move (www.MyNextMove.org) Web sites.

3. **Description.** The following new features and enhancements have been added to the sites mentioned above:

Business Center: This new easy to use portal for a business audience brings together a variety of resources from the CareerOneStop web site, the Bureau of Labor Statistics and the Census Bureau — from tools for writing job descriptions, to locating American Job Centers, to information about where and how to recruit qualified candidates. The Business Center

content and tools were designed to address business needs for a skilled workforce, and was refined with feedback from employers. Some of the key features of the Business Center include:

- A civilian to military crosswalk to assist in recruiting veterans
- An ‘Available Workforce’ Tool which includes easy-to-download reports about employment projections and geographic concentrations of types of workers, wages, and unemployment rates for specific areas
- Links to local training and educational institutions
- Listings of top industries by employment, broken out by state, metro area and county
- Related personnel or workforce certifications for a particular position
- Job description writing assistance

The Business Center portal can be accessed at <http://www.careeronestop.org/businesscenter>

Mobile Versions of E-Tools: Five of the most popular E-tools are now available for customers to access using any brand of smart phone or tablet. These include:

- **Find an American Job Center** (<http://m.careeronestop.org/JobCenterSearch>) allows users to quickly locate and contact their closest American Job Centers.
- **Find a Job** (<http://m.careeronestop.org/JobSearch>) lets users search job listings in any local U.S. area. Job listings are updated daily and can be searched by job type or keyword and city, state or ZIP code.
- **Veterans Job Search** (<http://m.careeronestop.org/VeteransJobSearch>) matches military job experience to civilian careers, and then displays local job listings for those careers. Users search by their military job title or their MOC/MOS code and can view job listings by city, state or ZIP code.
- **Salary Finder** (<http://m.careeronestop.org/SalaryFinder>) provides average hourly wages or annual salaries by occupation and location. The data come from the Bureau of Labor Statistics’ Occupational Employment Statistics program.
- **Training Finder** (<http://m.careeronestop.org/TrainingFinder>) allows users to locate education and training programs in their local area. Users search by occupation, program, or school, and find contact information for programs.

Automatic Spanish Language Translations: In response to customer feedback, several E-tool Web sites now have an automatic translation feature that allows users to quickly translate the pages into Spanish. The translation feature appears in the upper right corner of the following websites:

- **CareerOneStop** (www.careeronestop.org), a one-stop online site for job search, career and training tools and resources.
- **Worker ReEmployment** (www.careeronestop.org/ReEmployment), providing employment, training, and financial assistance for laid-off workers
- **Veterans ReEmployment** (www.careeronestop.org/ReEmployment/veterans), providing employment, training, and financial help after military service.
- **mySkills myFuture** (www.myskillsmyfuture.org), helping laid-off workers and other career changers find new occupations to explore.

Additionally, the My Next Move Web site now has an equivalent Spanish language version, [Mi Próximo Paso](http://www.onetcenter.org/miproximopaso.html) (<http://www.onetcenter.org/miproximopaso.html>), which enables Spanish-speaking career explorers and job seekers to search over 900 different careers and see important information including skills, tasks, technologies, salaries, and employment outlook. Users can find careers through a Spanish-language keyword search; by browsing industries; or through the web-based O*NET Interest Profiler Short Form, a tool that offers career suggestions based on a person's interests and level of work experience. Mi Próximo Paso also allows users to take advantage of other available Spanish content through seamless links to related certifications, training programs, apprenticeship opportunities, and current job openings.

Certification Finder: Recent updates have been made to enhance the Certification Finder tool in CareerOneStop. This certification information is also integrated into the Find Training feature of mySkills myFuture, My Next Move, My Next Move for Veterans, and Mi Próximo Paso. The certifications database underlying these tools has recently been enhanced to facilitate the search — by improving coding to occupations, and identifying certifications specifically as being Core, Advanced, Specialty, or Product/Service credentials. Most importantly, ETA has begun to add icons to certifications to identify their quality and value, including those which are:

- accredited by the American National Standards Institute (ANSI)
- accredited by the National Commission on Certifying Agencies (NCCA)
- endorsed or recognized by a third-party industry association
- related to military training
- related to a Job Corps training program, or
- related to a career and technical education career pathway program of study.

Work is ongoing to identify additional indicators and data that can support the addition of icons to indicate quality or labor market value of specific credentials.

4. **Other E-Tools.** ETA published comprehensive information about its suite of E-tools in Training and Employment Notice No. 05-12. Attached to this notice is a summary of all ETA E-tools.
5. **Requested Actions.** Recipients are encouraged to share this information with staff and partners of the workforce investment system.
6. **Inquiries.** For additional information about this memo 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.
7. **Attachment.** List of electronic tools.