



U.S. Department of Labor

Your Next Move Participant Guide

**Off-Base Transition Training (OBTT)
Veterans' Employment & Training Services (VETS)
Transition Assistance Program (TAP)**

January 2022

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Introduction

Welcome to the Your Next Move workshop. This two-hour workshop is provided by the Department of Labor (DOL) to veterans, including those veterans currently serving in the Reserve Component (National Guard and Reserve members), and their spouses seeking information on how to evaluate careers and to develop a plan to achieve a desired career.

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

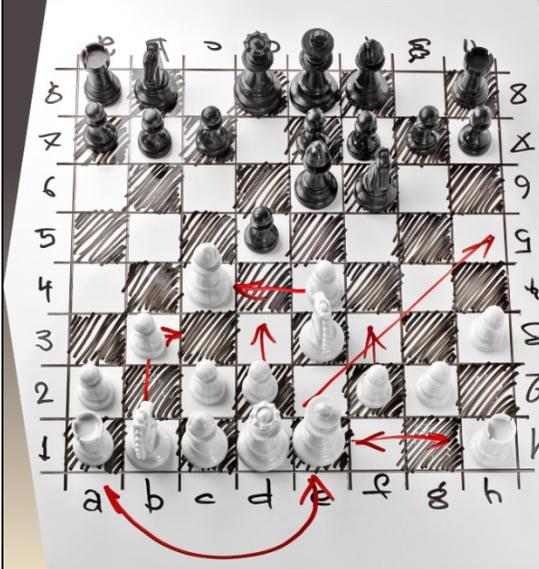
*“If you know the enemy and you know yourself,
you need not fear the results of a hundred battles.”
~ Sun Tzu, Chinese military general, philosopher, and author of *The Art of War*.*

Think about how you could restate this quote by substituting the word enemy with other words:

“If you know **the job market** and you know yourself,
you need not fear the results of a hundred **interviews**.”

How else might you restate this quote?

Learning Objectives



OBJECTIVES

- Describe** Personal Factors
- Explore** DOL Resources
- Explain** LMR Reasons
- Recognize** Self-Assessment Opportunities

At the end of this section, you will be able to:

- 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.
- Explain three reasons to conduct LMR. First it helps you understand an occupation's outlook in the U.S. market, then it helps you identify salary ranges, and third it helps you determine how to spend your funds on work-related training and education.
- 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://www.tapevents.org/courses>. Attending this workshop 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.

Workshop Overview



This workshop 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

Planning Your Next Steps

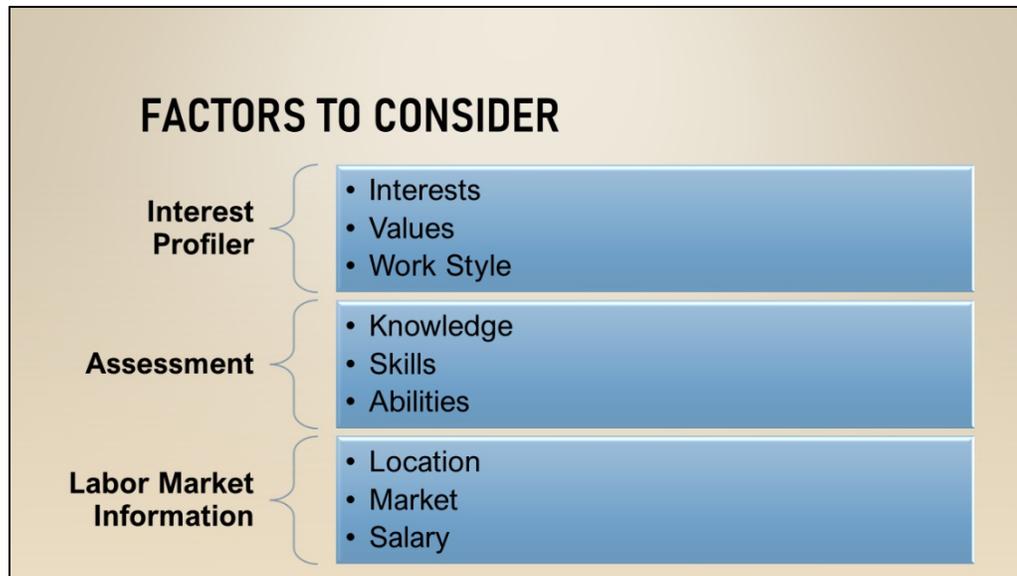
In this section, you will explore how personal factors may affect a career choice.

What will your next move be? What strategies will you use in your career search? Will you continue in your current career or pursue a new one which has a bright outlook?

*“Avoid the crowd. Do your own thinking independently.
Be the chess player, not the chess piece.*

~ Ralph Charell (1929-present), American former stockbroker from Manhattan and the author of the book 'How to Make Things Go Your Way'.

Factors to Consider When Selecting a Career



When selecting a career, think about the following seven factors:

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?

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).

- Select a career where you can utilize your knowledge, skills, and abilities in an occupation that supports your values while earning a substantive wage.
- 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.
- 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.

Skills.

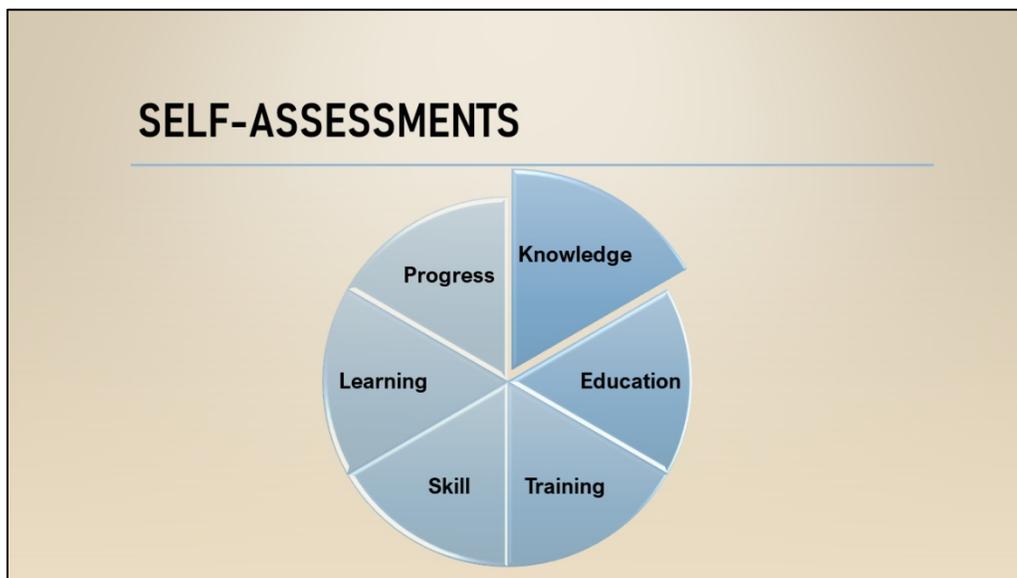
- Consider the skills necessary for the career you select.
- Do you already have these skills?
- Are there skills you need to develop to be a competitive candidate in that field?

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

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



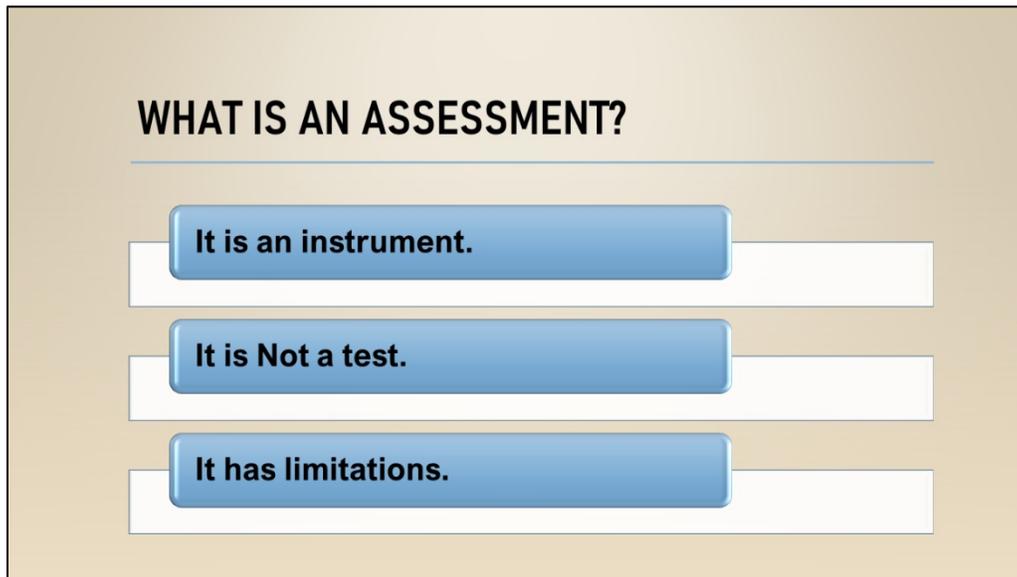
Acquiring self-knowledge through assessments will assist in developing plans to reach your desired career.

In this section, we will review 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?



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.

Career Research Worksheet



Throughout this workshop, 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 are all of the Career Research Worksheet pages.

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

Interest Profiler

INTEREST PROFILER

ACTIVITY

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.

o-net
Interest Profiler

User Agreement
Escape Job

Taken the Interest Profiler before?
Enter scores

Interests Results Job Zones Classifications

Let's practice

www.mynextmove.org/explore/ip

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

Use this information to find out what interests you and how these interests can relate to a career.

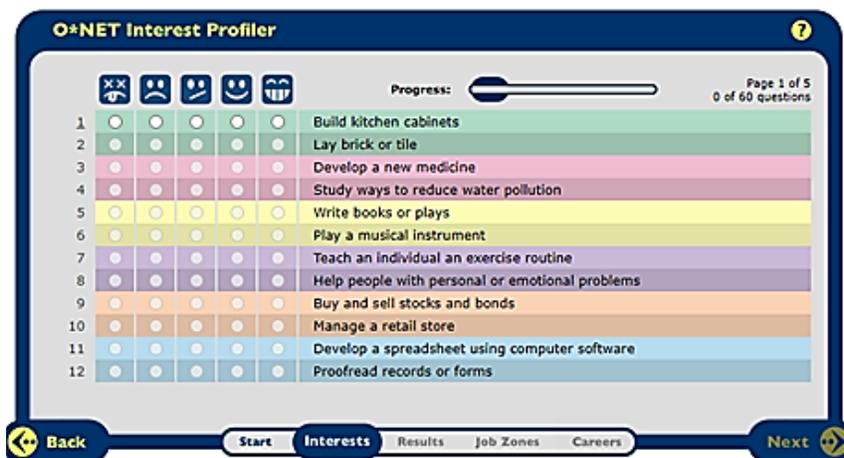
Website Activity: O*NET Interest Profiler

Use the following steps to complete the O*NET Interest Profiler activity.

First, access the O*NET Interest Profiler at www.mynextmove.org/explore/ip. Select **Start** in the lower left-hand corner of the screen. Move through the Interest Profiler explanation screens until you reach the www.mynextmove.org/explore/ipsection.



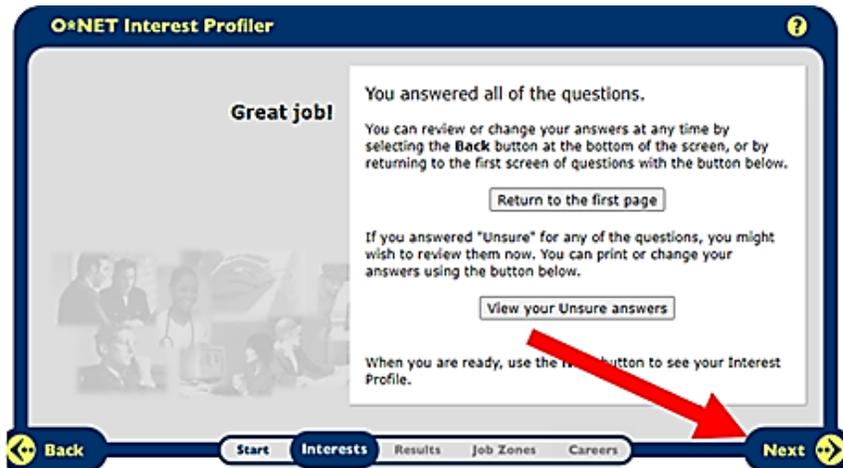
In the **Interests** section, you will answer all 60 questions to assess how you would feel about different work activities.



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.

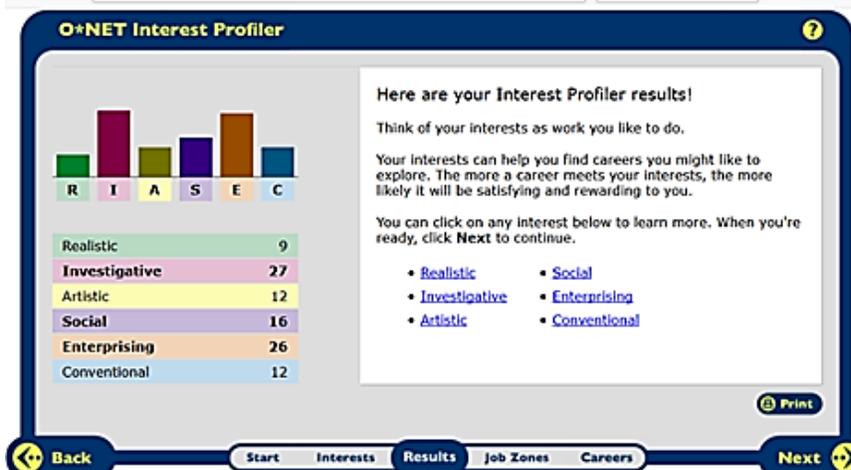
It is important to remember that there are no wrong or right answers, only your opinion matters.

Once you finish answering all 60 questions, select **Next** to continue to your Interest Profiler results.



In the Results section, on the left-hand column, each of the six work types/interests will have a numerical ranking.

You can select any of the six interest areas to read its description. Your three strongest interests will be in bold.



In the example, the numerical ratings are:

Realistic – 9

Investigative – 27

Artistic – 12

Social – 16

Enterprising – 26

Conventional – 12

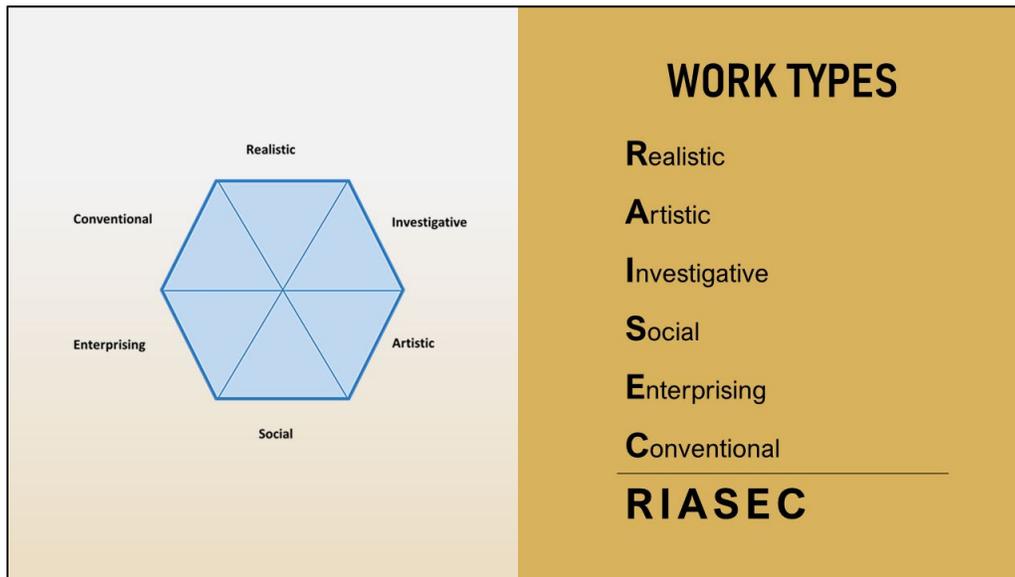
The individual's three strongest interest areas, or those with the highest number, are Artistic, Social, and Conventional. They would identify as **ASC**.

Record your Interest Profiler scores from the O*Net Interest Profiler, <https://www.mynextmove.org/explore/ip> in the following table.

CATEGORY	SCORE
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

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

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
- Investigative
- Artistic
- Social
- Enterprising
- Conventional



[R] Realistic "Doers"

- Prefer working with concrete tasks, objects, machines, tools, plants, or animals
- Like to work on practical, hands-on problems and answers



[I] Investigative "Thinkers"

- Prefer working with ideas and facts
- Like to observe, learn, investigate, analyze, and solve problems



[A] Artistic "Creators"

- Prefer working with self-expression through various forms including images, materials, music, and movement
- Like to create art, ideas, and programs



[S] Social "Helpers"

- Prefer working with people
- Like to teach, coach, inform, and help others solve problems



[E] Enterprising "Persuaders"

- Prefer working with organizations
- Like to influence, persuade, lead, and direct others



[C] Conventional "Organizers"

- Prefer working with data and numbers
- Like to enter information, carry out detailed tasks, and have clerical or numerical interests

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. Your Interests plus Job Zones will equal Careers that might be right for you.

- 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.).

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.

View all the information provided for the occupation in each of the eight sections: knowledge, skills, abilities, personality, technology, education, job outlook, and explore more which lists related positions.

Remember, to use the assessment as a starting point in your career development, and not a final result.

Website Activity: O*NET Results

So, let's see how one can use the O*NET Interest Profiler to job search.

Scenario:

Landry is moving back home to Vermont. He is 23 years old and single. He loves the outdoors and is an excellent skier. In addition to his military first aid training, he has completed two Red Cross First Aid Training courses.

Landry previously completed the O*NET Interest Profiler and saved his scores. He has time this afternoon to conduct further career research using the following steps:

First, he accesses the O*NET Interest Profiler, www.mynextmove.org/explore/ip.

Then, he locates the question, “**Taken the Interest Profiler before**”, and selects **enter your scores**.



In the far right-hand column Landry enters the following RIASEC codes:

- **Realistic – 12**
- Investigative – 9
- Artistic – 6
- **Social – 13**
- Enterprising – 8
- **Conventional – 12**

O*NET Interest Profiler

Enter your scores

If you've previously taken the O*NET Interest Profiler, you can enter your interest scores below. You will be able to view and print your score report, choose a Job Zone, and view and print careers matching your profile.

Realistic:	12
Investigative:	9
Artistic:	6
Social:	13
Enterprising:	8
Conventional:	12

Back Start Interests Results Job Zones Careers Next

His dominant RIASEC codes are Realistic, Social, and Conventional (RSC).

He selects **Next** to continue.

O*NET Interest Profiler

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional

Print Share

Back Start Interests Results Job Zones Careers Next

As Landry moves through the next few screens, he thinks about how much education, training, and experience he has, plus experience he may need to the job. He continues until he reaches the **Select a Job Zone** screen.

Landry selects, **Job Zone Two** – some preparation needed.

O*NET Interest Profiler

Select a Job Zone

Now that you have learned about each Job Zone, select the current or future Job Zone that's right for you:

Job Zone One
Little or No Preparation Needed

Job Zone Two
Some Preparation Needed

Job Zone Three
Medium Preparation Needed

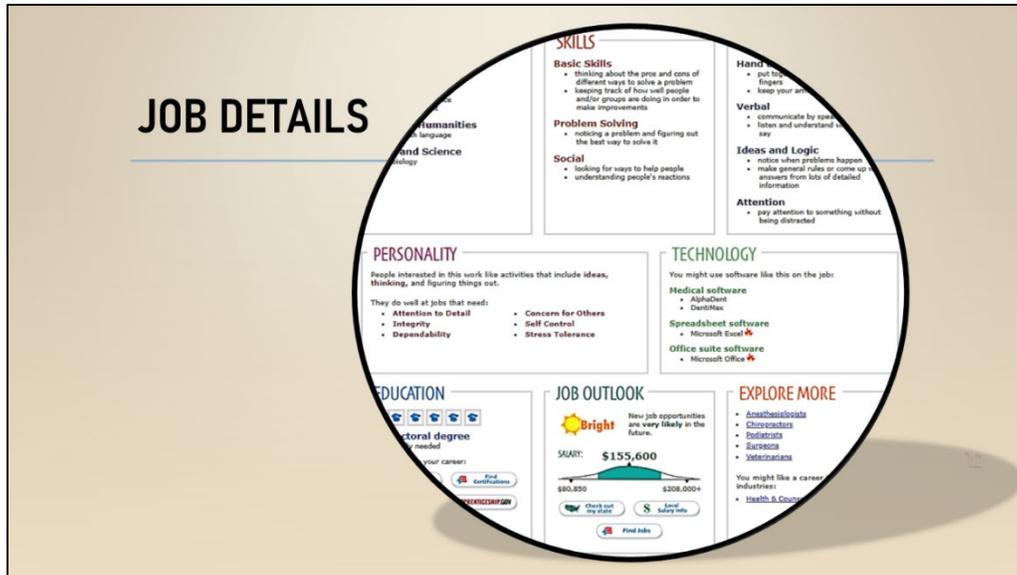
Job Zone Four
High Preparation Needed

Job Zone Five
Extensive Preparation Needed

Back Start Interests Results Job Zones Careers Next

He continues to select **Next** until he arrives at the screen which identifies careers that fit his interests and preparation level.

Job Details



From this page, Landry can review the listing of several possible careers and job details. He can also change the Job Zone to see different career options.



The **Job Zone Two** category identified, occupations which best first his interests and preparation level, and have a sunny or bright outlook are:

- Ambulance Drivers & Attendants
- Home Health Aides
- Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers
- Orderlies

Based upon his experience and love of skiing, he selects - Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers. On the Job Details page, he can view the: knowledge, skills, abilities, personality, technology, education, job outlook, and explore more which lists related positions.

KNOWLEDGE

- Business**
 - customer service
- Safety and Government**
 - public safety and security
- Arts and Humanities**
 - English language
- Education and Training**
 - teaching and course design

SKILLS

- Basic Skills**
 - keeping track of how well people and/or groups are doing in order to make improvements
 - talking to others
- Problem Solving**
 - noticing a problem and figuring out the best way to solve it

ABILITIES

- Attention**
 - pay attention to something without being distracted
 - do two or more things at the same time
- Verbal**
 - communicate by speaking
 - listen and understand what people say
- Visual Understanding**
 - see hidden patterns
 - quickly compare groups of letters, numbers, pictures, or other things
- Endurance**
 - exercise for a long time without getting out of breath

PERSONALITY

People interested in this work like activities that include **practical, hands-on** problems and solutions.

They do well at jobs that need:

- Dependability
- Cooperation
- Concern for Others
- Self Control
- Stress Tolerance
- Adaptability/Flexibility

TECHNOLOGY

You might use software like this on the job:

- Spreadsheet software**
 - Microsoft Excel
- Instant messaging software**
 - GroupMe
- Electronic mail software**
 - Microsoft Outlook

EDUCATION

no high school diploma/GED or high school diploma/GED usually needed

Get started on your career:

- Find Training
- Find Certifications
- Find Licenses
- APPRENTICESHIP.GOV

JOB OUTLOOK

Bright New job opportunities are very likely in the future.

SALARY: **\$25,020**

\$18,490 ————— \$38,330

Check out my state Local Salary Info Find Jobs

EXPLORE MORE

- Ambulance Drivers & Attendants
- Dental Assistants
- Dental Hygienists
- Occupational Therapy Aides
- Physical Therapist Aides

You might like a career in one of these industries:

- Government
- Arts & Entertainment
- Service

At the bottom of the page is the Job Outlook section. In this section, he can find information such as the likeliness of future job opportunities, the median salary, local salary information and even search for jobs.

JOB OUTLOOK

Bright New job opportunities are very likely in the future.

SALARY: **\$25,020**

\$18,490 ————— \$38,330

Check out my state Local Salary Info Find Jobs

To determine the state outlook, he selects **Check Out My State**.



EXAMPLE MY NEXT MOVE CAREER 1

MY NEXT MOVE	CAREER 1
CAREER TITLE:	Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers. Also called: Lifeguard, Ocean Lifeguard, Pool Attendant, Ski Patroller.
JOB ZONE:	2. Some Preparation Needed
BEST FIT or GREAT FIT:	Best fit.
WHAT THEY DO:	<ul style="list-style-type: none"> • Monitor recreational areas, such as pools, beaches, or ski slopes, to provide assistance and protection to participants. • Patrol or monitor recreational areas, such as trails, slopes, or swimming areas, on foot, in vehicles, or from towers. • Rescue distressed persons, using rescue techniques and equipment. • Contact emergency medical personnel in case of serious injury.
KNOWLEDGE:	<p>Business</p> <ul style="list-style-type: none"> • customer service <p>Safety and Government</p> <ul style="list-style-type: none"> • public safety and security <p>Arts and Humanities</p> <ul style="list-style-type: none"> • English language <p>Education and Training</p> <ul style="list-style-type: none"> • teaching and course design
SKILLS:	<p>Basic Skills</p> <ul style="list-style-type: none"> • keeping track of how well people and/or groups are doing in order to make improvements • talking to others <p>Problem Solving</p> <ul style="list-style-type: none"> • noticing a problem and figuring out the best way to solve it
ABILITIES:	<p>Attention</p> <ul style="list-style-type: none"> • pay attention to something without being distracted • do two or more things at the same time

MY NEXT MOVE	CAREER 1
	<p>Verbal</p> <ul style="list-style-type: none"> • communicate by speaking • listen and understand what people say <p>Visual Understanding</p> <ul style="list-style-type: none"> • see hidden patterns • quickly compare groups of letters, numbers, pictures, or other things <p>Endurance</p> <p>exercise for a long time without getting out of breath</p>
PERSONALITY:	<p>People interested in this work like activities that include practical, hands-on problems and solutions. They do well at jobs that need:</p> <ul style="list-style-type: none"> • Dependability • Cooperation • Concern for Others • Self-Control • Stress Tolerance • Adaptability/Flexibility
TECHNOLOGY:	<p>You might use software like this on the job: Microsoft Excel or Microsoft Outlook</p>
EDUCATION:	<p>No high school diploma/GED or high school diploma/GED usually needed.</p>
JOB OUTLOOK (includes salary):	<p>Bright Outlook. New job opportunities are very likely in the future.</p> <p>SALARY: \$25,020. Local salary information: \$25,840.</p>
EXPLORE MORE (Related careers and industries):	<p>A. Occupational Therapy Aides</p> <p>B. Physical Therapist Aides</p> <p>You might like a career in one of these industries:</p> <ul style="list-style-type: none"> • Government • Service

Use the following table to enter O*NET Interest Profiler Job Details information for your first career.

MY NEXT MOVE	CAREER 1
CAREER TITLE:	
JOB ZONE:	
BEST FIT or GREAT FIT:	
WHAT THEY DO:	
KNOWLEDGE:	
SKILLS:	
ABILITIES:	
PERSONALITY:	

MY NEXT MOVE	CAREER 1
TECHNOLOGY:	
EDUCATION:	
JOB OUTLOOK (includes salary):	
EXPLORE MORE (Related careers and industries):	

NOTE: If time allows, enter information for a second career using the following table.

MY NEXT MOVE	CAREER 2
CAREER TITLE:	
JOB ZONE:	
BEST FIT or GREAT FIT:	
WHAT THEY DO:	
KNOWLEDGE:	
SKILLS:	
ABILITIES:	
PERSONALITY:	

MY NEXT MOVE	CAREER 2
TECHNOLOGY:	
EDUCATION:	
JOB OUTLOOK (includes salary):	
EXPLORE MORE (Related careers and industries):	

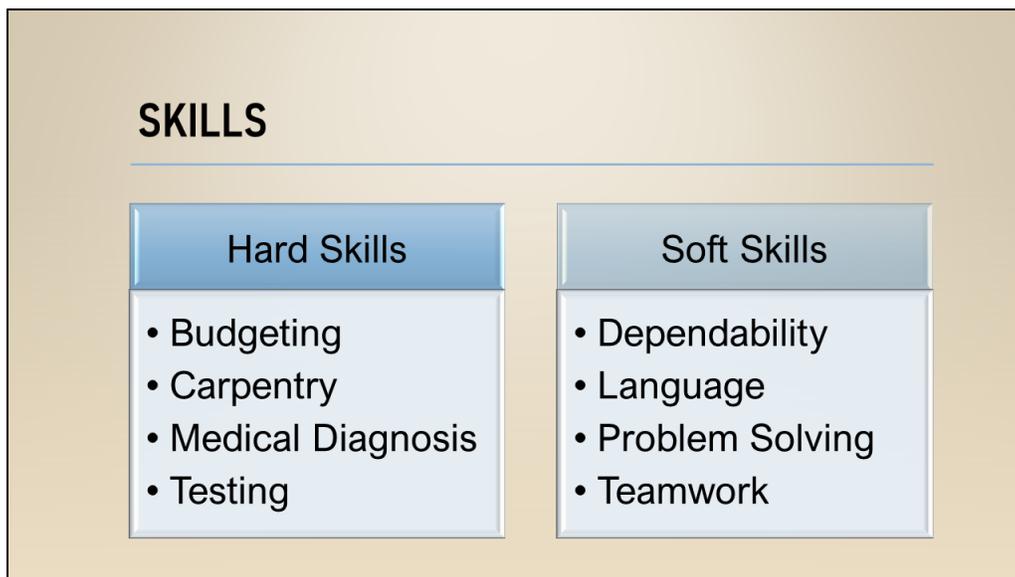
Keep in mind what you just learned about your interests as we conduct a second self-assessment to identify your skills in the next section – CareerOneStop Skills Matcher.

Section 3 – CareerOneStop Skills Matcher

Understanding and being able to articulate which skills you have 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



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. Hard skills include the knowledge and abilities needed to do a job. These skills include technical knowledge in Microsoft Office, keyboarding, 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 include people skills and communication skills. 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.

Hard and Soft Skills Brainstorm Activity

What kind of skills do you have?

- Arranging meetings/events/training programs
- Auditing financial records/accounts payable
- Directing administrative staff/projects
- Installing software
- Marketing products/services/programs
- Preparing reports/presentations

Let's do a quick brainstorming to identify your hard and soft skills.

Take 60 seconds to think about your skills. The following list provides 10 hard skills followed by 10 soft skills. These suggestions should help get you started:

Hard (measurable) Skills

- | | |
|--------------------------|-----------------------------|
| 1. Administrative | 6. Database Management |
| 2. Automotive Technology | 7. Manufacturing Technology |
| 3. Budgeting | 8. Medical Diagnosis |
| 4. Carpentry | 9. Pipefitting |
| 5. Construction | 10. Testing |

Soft (social) Skills

- | | |
|---------------------------|---------------------|
| 1. Customer Service | 6. Public Speaking |
| 2. Dependability | 7. Respectfulness |
| 3. Language | 8. Safety Conscious |
| 4. Leadership / Mentoring | 9. Teamwork |
| 5. Problem Solving | 10. Time management |

As you discover skills, use the following section to list six hard skills and six soft skills.

My Hard Skills Self-Assessment

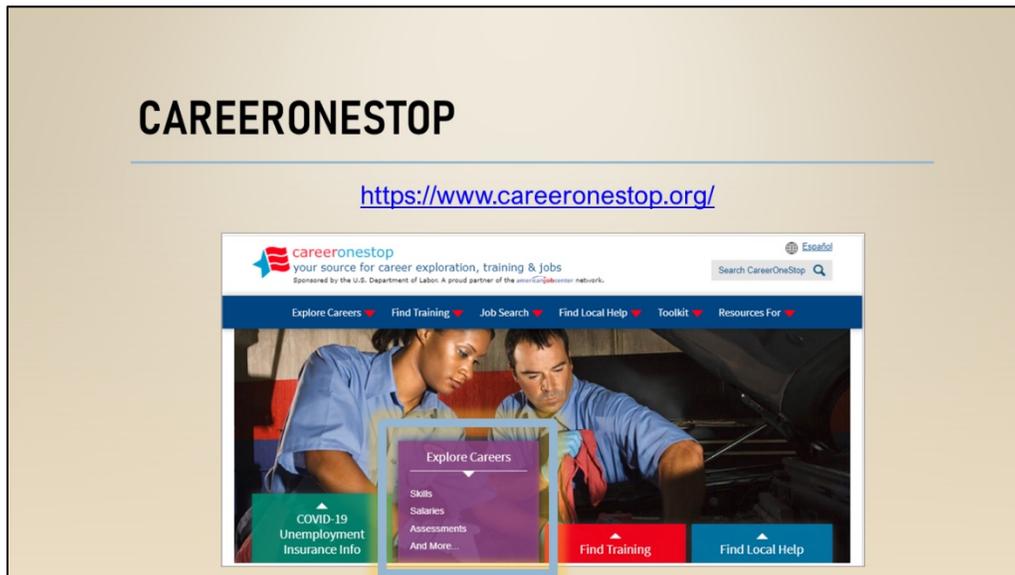
My Soft Skills Self-Assessment

So now that you are thinking about all the things that you have done, what other skills might you possess? CareerOneStop is an excellent DOL resources to help you identify your skills and find the kinds of work they relate to:

- The Skills Matcher helps you identify your skills. Use the Skills Matcher to create a list of your skills and match them to careers that use those skills.
- You can enter your previous occupation in mySkills myFuture to see types of careers your skills and experience will transfer to.
- Look up your strongest skills in O*NET to see which occupations match them best.

Today, we are going to review CareerOneStop’s, Skills Matcher in more depth.

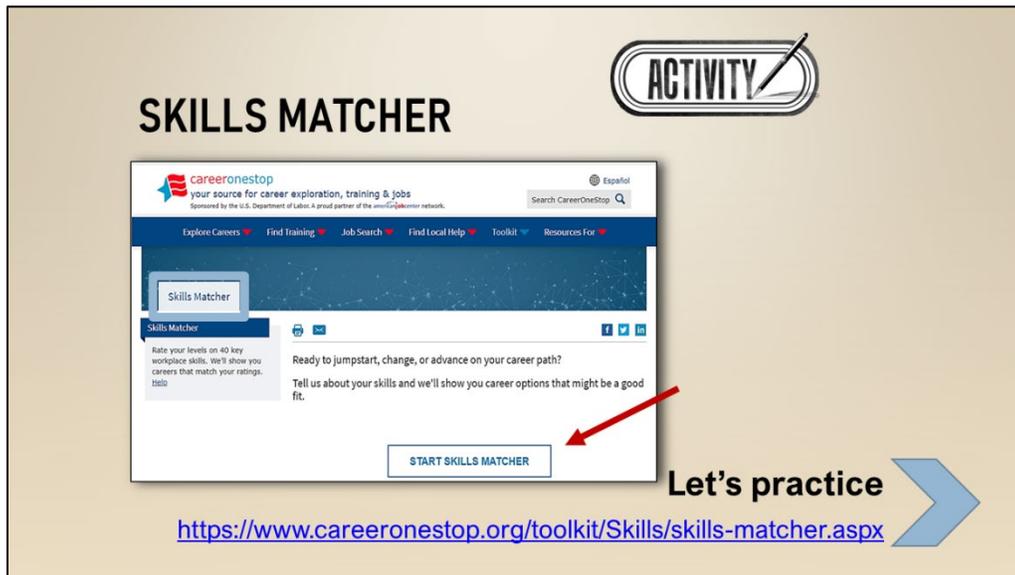
CareerOneStop



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/>

CareerOneStop Skills Matcher



ACTIVITY

SKILLS MATCHER

careeronestop
your source for career exploration, training & jobs
Sponsored by the U.S. Department of Labor. A proud partner of the American Job Center network.

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

Skills Matcher

Skills Matcher

Rate your levels on 40 key workplace skills. We'll show you careers that match your ratings.

Ready to jumpstart, change, or advance on your career path?
Tell us about your skills and we'll show you career options that might be a good fit.

START SKILLS MATCHER

Let's practice

<https://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx>

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.

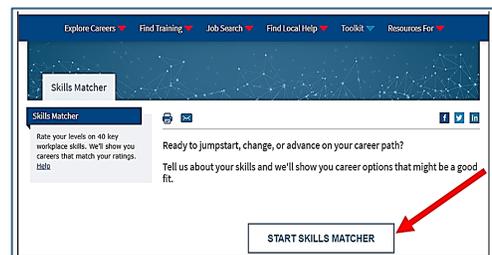
Website Activity: Use CareerOneStop to show Skills Matcher

In the following website activity, you will use CareerOneStop Skills Matcher, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx> to find suggested careers.

Access the **CareerOneStop Skills Matcher**, <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>.

Select **START SKILLS MATCHER** tab.

You will be asked 40 questions. There are 10 questions per page.



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

Skills Matcher

Skills Matcher

Rate your levels on 40 key workplace skills. We'll show you careers that match your ratings.

Ready to jumpstart, change, or advance on your career path?
Tell us about your skills and we'll show you career options that might be a good fit.

START SKILLS MATCHER

Once you have answered the questions on each page, select **Next** to see the next page of questions.

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.

Select your skill level.
Use the examples to help choose your levels. Think about whether you have done the simple activity, or something like it in your own field.

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

Answer all questions. When you select **Next** after the fourth page, you will see your career matches.

Use the following steps to identify and download CareerOneStop Skills Matcher career matches and a detailed listing of your career skills.

- STEP A. Your list of career matches may include up to 150 careers. Scroll through the list.

Skills Matcher

Change answers

Your Skills

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. If the careers seem too high-level or too low-level, use "Filter By" Typical Education below. If you want to revise your ratings and receive different matches, use the "Change answers" button above. You may want to give lower ratings to skills you have, but prefer not to use in your work. You can also [see your full list of skills](#) to use for your resume or other career activities. [Help](#)

We found 150 careers matching your skills profile.

Sort by: Match: High to Low

Your Match	Career	Annual Wages	Education	Outlook
1	Zoologists and Wildlife Biologists	\$66,350	Bachelor's degree	Average
2	Agricultural Technicians	\$41,970	Associate's degree	Average
3	Geological Technicians, Except Hydrologic Technicians	\$50,630	Associate's degree	Bright
4	Geoscientists, Except Hydrologists and Geographers	\$93,580	Bachelor's degree	Bright
5	Forest and Conservation Technicians	\$38,940	Associate's degree	Below Average
6	Forensic Science Technicians	\$60,590	Bachelor's degree	Bright

- If you think that the careers on your list of matches are not a good fit for you, change all or some of your skill 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.
- STEP B. Use your list of occupation matches to explore career ideas that may be right for you.

- STEP C. **CAUTION** – The information **DOES NOT** save. If you leave this page, you will have to answer all 40 questions again.

Skills Matcher Results

- Download a list of your occupational matches, **SkillsMatcherResults**, as a PDF, Word, or RTF document. The downloaded document contains a table which identifies Your Numerical Match, the Career, Annual Wages, Education, Outlook, and Career URL. Use the Career URL at any time to find the CareerOneStop Occupation Profile. From this page, you can find detailed information or find job openings.

The screenshot shows the Skills Matcher Results page on CareerOneStop.org. The page displays a list of career matches with the following data:

Rank	Career	Annual Wages	Education	Outlook
9	Medical Transcriptionists	\$35,270	Postsecondary non-degree award	Below Average
10	Range Managers	\$64,020	Bachelor's degree	Bright

Below the table, there is a 'Your Match' section with the following information:

- Your Match:** Your list of careers is ranked in order of how well they match your skills.
- Career:** The occupation titles of careers that often require skills and knowledge close to how you ranked yourself.
- Annual Wages:** Median salary for the career.
- Education:** The level of education usually needed to enter the career.
- Outlook:** How fast the career is expected to grow; can help you identify demand in the job market for that career.

The page also includes a 'Download' menu with options for Excel, PDF, Word, and RTF. The footer contains navigation links for 'Explore & Find', 'Our Sites', 'Help', 'News Center', and 'Connect with Us'.



We found **150** careers matching your skills matcher.

Your Match	Career	Annual Wages	Education	Outlook	Career URL
1	Zoologists and Wildlife Biologists	\$66,350	Bachelor's degree	Average	https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword= Zoologists and Wildlife Biologists&onetcode=19-1023.00&location=US&lang=en
2	Agricultural Technicians	\$41,970	Associate's degree	Average	https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword= Agricultural Technicians&onetcode=19-4012.00&location=US&lang=en
3	Geological Technicians, Except Hydrologic Technicians	\$50,630	Associate's degree	Bright	https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword= Geological Technicians, Except Hydrologic Technicians&onetcode=19-4043.00&location=US&lang=en
4	Geoscientists, Except Hydrologists and Geographers	\$93,580	Bachelor's degree	Bright	https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword= Geoscientists, Except Hydrologists and Geographers&onetcode=19-2042.00&location=US&lang=en
5	Forest and Conservation Technicians	\$38,940	Associate degree	Below Average	https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword= Forest and Conservation Technicians&onetcode=19-4071.00&location=US&lang=en

- STEP D. Filter the careers by education, using the filter at the left-hand side of the list of careers.

Filter By Typical Education ▲ Bachelor's degree (62) High school diploma or equivalent (34) Associate's degree (23) Master's degree or higher (21) Some college (9) Some high school (1)	7	Physics Teachers, Postsecondary	\$90,400	Doctoral or professional degree	Average
	8	Environmental Compliance Inspectors	\$71,100	Bachelor's degree	Bright
	9	Medical Transcriptionists	\$35,270	Postsecondary non-degree award	Below Average
	10	Range Managers	\$64,020	Bachelor's degree	Bright
	Your Match: Your list of careers is ranked in order of how well they match your skills.				

- STEP E. View a detailed list of your skills.
 - In the right-hand column of the page, select the option **to see your full list of skills**.

◀ Change answers
🖨️ ✉️

Your Skills

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.

If the careers seem too high-level or too low-level, use "Filter By" Typical Education below.

If you want to revise your ratings and receive different matches, use the "Change answers" button above. You may want to give lower ratings to skills you have, but prefer not to use in your work.

You can also [see your full list of skills](#) to use for your resume or other career activities.

[Help](#)

We found **150** careers matching your skills

Your Match	Career
1	Zoologists and Wildlife Biologists
2	Agricultural Technicians
3	Geological Technicians, Except Technicians
4	Geoscientists, Except Hydrologists and Geographers
5	Forest and Conservation Technicians
6	Forensic Science Technicians

◀ Back to results
🖨️ ✉️
f t in

Next steps

Use the Download button (at the bottom of your list of skills) to save your results. Then you can:

- Use in your cover letter or resume
- Bring with you when you meet with a counselor

About this data

Skills data come from [O*NET OnLine](#). [Help](#)

These occupations may be good matches for you, based on how you rated your skills. Click on any career name to see a full profile of the occupation.

Skills you rated highest

Computers and Electronics Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Writing Writing things for co-workers or customers.

Skills you rated next highest

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.

Complex Problem Solving Noticing a problem and figuring out the best way to solve it.

Instructing Teaching people how to do something.

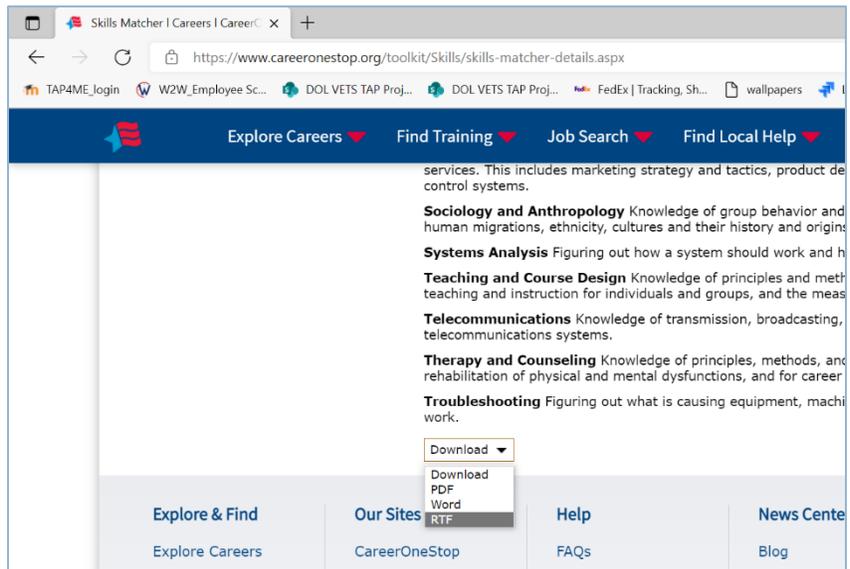
Personnel and Human Resources Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Public Safety and Security Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Science Using scientific rules and strategies to solve problems.

Skills Matcher Details

- STEP F. **CAUTION** – The information **DOES NOT** save.
- Download a full list of your skills, **SkillsMatcherDetails**, as a PDF, Word, or RTF document.
- If you experience difficulties in downloading, the Word version, then try saving as a PDF.



- Use the skills and their explanations for your cover letter, resume, or other career activities, such as meeting with an employment counselor.



CareerOneStop Skills Matcher

Skills you rated highest

Computers and Electronics Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Writing Writing things for co-workers or customers.

Skills you rated next highest

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.

Complex Problem Solving Noticing a problem and figuring out the best way to solve it.

Instructing Teaching people how to do something.

Personnel and Human Resources Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

List your highest rated skills on your Career Research Worksheet. Use the completed example as a guideline.

EXAMPLE CareerOneStop Skills Matcher,

<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

1. Computers and Electronics
2. Writing
3. Clerical
4. Complex Problem Solving
5. Instructing
6. Personnel and Human Resources

List your six highest rated skills. CareerOneStop Skills Matcher,

<https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

CareerOneStop Skills Matcher Skills

Did the CareerOneStop Skills Matcher identify different skills than what you previously identified? Notice that that CareerOneStop Skills Matcher does not classify your skills as either hard or soft skills.

Career Details

Forest and Conservation Technicians

What do they do?
 Technical assistance regarding the conservation of soil, forests, or related natural resources. May compile data on size, content, condition, and other characteristics of tracts under the direction of foresters, or train and assist workers in forest propagation and fire prevention operations. May assist conservation scientists in planning, improving, and protecting rangelands and wildlife.

Known as:
 Forest Science Aide, Forest Technician, Forestry Aide, Forestry Technician, Resource Technician, Timber Appraiser

Will there be jobs?
 New job opportunities are less likely in the future.

Projected employment

United States
33,000 2020 Employment
33,300 2030 Employment
1% Percent change

ACTIVITY

CAREER DETAILS

- Job Description
- Career Video
- Outlook
- Projected Employment

After the Skills Matcher has identified a career match, 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: Show Skills Matcher Career Details

In the following website activity, you will 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 1. Select any of the Career hyperlinks to view career details. Select the icon in each subsection to view an expanded description which answers:

- What does this information tell me?
- What is the source of this information?

The screenshot shows a web page for 'Forest and Conservation Technicians'. It includes sections for 'Description: what do they do?', 'Career video', 'Outlook: will there be jobs?' (with a 'Below Average' icon), 'Projected employment' (showing 33,000 2020 Employment in the United States), and 'Related occupations'. A large blue arrow points from the 'Projected employment' section to the 'Related occupations' list.

Locate the dropdown menu at the bottom of the page and download the entire page as a PDF, Word, or RTF document.

STEP 2. View Job Description which explains what they do.

Description: what do they do?

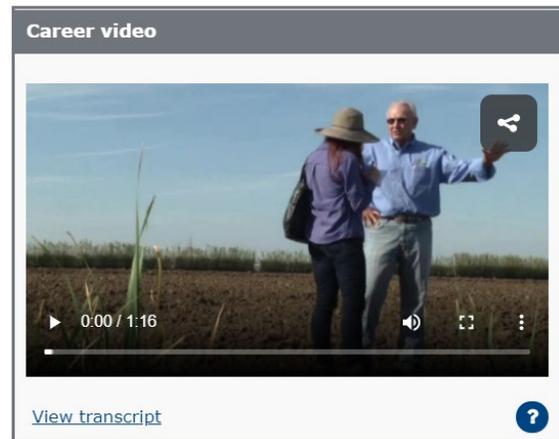
Provide technical assistance regarding the conservation of soil, water, forests, or related natural resources. May compile data pertaining to size, content, condition, and other characteristics of forest tracts under the direction of foresters, or train and lead forest workers in forest propagation and fire prevention and suppression. May assist conservation scientists in managing, improving, and protecting rangelands and wildlife habitats.

Also known as:

Biological Science Aide, Forest Technician, Forestry Aide, Forestry Technician, Resource Technician, Timber Appraiser

?

STEP 3. Watch a short Career Video and/or view the transcript.



STEP 4. View the Outlook. Here you can see whether the career listed is expected to be in demand. Each career is either:

- Bright (new job opportunities are very likely in the future)
- Average (a small number—less than an 8% increase—of new job opportunities are likely in the future)
- Below average (new job opportunities are less likely in the future).

Select the tab to find job openings.

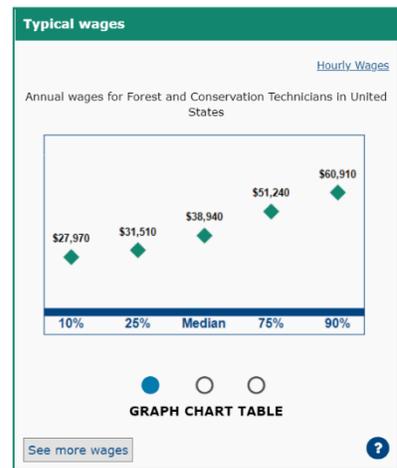


STEP 5. View projected employment or select the tab to compare projected employment.

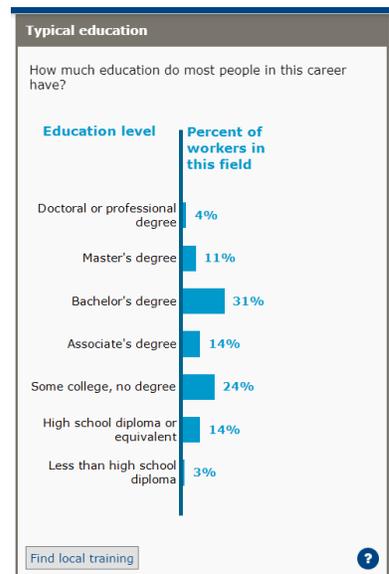


STEP 6. View typical wages. See the median salary for each career. Median wage means one half of all workers in this occupation earns less than this wage and one-half earns more.

- Select either Graph, Chart or Table.
- Select the hyperlink Hourly Wage for more data.
- Select the tab to see more wages.



STEP 7. View typical education requirements (level of education usually needed to enter this career). Select the tab to find local training.



STEP 8. Select each tab to find certifications, state license details and apprenticeship opportunities.

Certifications: show your skills

Let employers know you have the skills to do well at this job.

Earning a **certification** can help you:

- Get a job
- Get a promotion

[Find certifications](#) ?

Licenses: do you need one?

Some states require an **occupational license** to work in this career.

[Find license details for your state](#) ?

Apprenticeships: learn on the job

Apprenticeships combine paid on-the-job-training with classroom lessons.

[Find apprenticeship opportunities](#) ?

STEP 9. View the KSAs for this position.

Activities: what you might do in a day

- Cultivate land.
- Record research or operational data.
- Manage agricultural or forestry operations.
- Train personnel in technical or scientific procedures.
- Supervise scientific or technical personnel.

[More activities](#) ?

Skills

People in this career often have these skills:

- **Active Listening** - Listening to others, not interrupting, and asking good questions.
- **Critical Thinking** - Thinking about the pros and cons of different ways to solve a problem.
- **Reading Comprehension** - Reading work-related information.

?

Related occupations

- [Forest and Conservation Workers](#)
- [Surveying and Mapping Technicians](#)
- [First-Line Supervisors of Construction Trades and Extraction Workers](#)
- [Agricultural Inspectors](#)
- [Environmental Engineering Technologists and Technicians](#)

[More occupations](#) ?

Knowledge

People in this career often know a lot about:

- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **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.
- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

?

Abilities

People in this career often have talent in:

- **Oral Expression** - Communicating by speaking.
- **Oral Comprehension** - Listening and understanding what people say.
- **Problem Sensitivity** - Noticing when problems happen.
- **Information Ordering** - Ordering or arranging things.
- **Deductive Reasoning** - Using rules to solve problems.
- **Inductive Reasoning** - Making general rules or coming up with answers from lots of detailed information.
- **Written Comprehension** - Reading and understanding what is written.

[More abilities](#) ?

STEP 10. View related occupations.



STEP 11. From this page, you can:

- Conduct a New Search (choose an occupation and location)
- Select Show More to select items to add to your view
- Select Help to learn more about the occupational profile



Website Activity – Explore Two Careers

Research two careers and record your results on the Career Research Worksheet. The following example provides a comparison between an HR Manager and an HR Specialist.

What are two careers that you would like to explore?

EXAMPLE CAREER 1, Forest and Conservation Technicians.

CareerOneStop Career 1	
Job Title:	Forest and Conservation Technicians.
Also known as:	Biological Science Aide, Forest Technician, Forestry Aide, Forestry Technician, Resource Technician, and Timber Appraiser.
Typical Annual Wage:	\$38,940
Projected Employment % Change:	1%
Job Outlook:	Below Average
Activities, what you might do in a day:	Cultivate land. Record research or operational data. Manage agricultural or forestry operations. Train personnel in technical or scientific procedures. Supervise scientific or technical personnel.
Education and experience:	People starting in the career usually have an associate degree. No work experience and no on-the-job training. Some states require an occupational license to work in this career
Additional Notes:	Low pay, but close to family. Need to compare to suggested related occupations

EXAMPLE CAREER 2, Environmental Engineering Technologists and Technicians

CareerOneStop Career 2	
Job Title:	Environmental Engineering Technologists and Technicians
Also known as:	Air Quality Instrument Specialist, Engineer Technician, Environmental Engineering Assistant, Environmental Engineering Technician, Environmental Field Technician, Environmental Technician, and Haz Tech (Hazardous Technician)
Typical Annual Wage:	\$51,630
Projected Employment % Change:	8%
Job Outlook:	Bright
Activities, what you might do in a day:	Dispose of hazardous materials. Maintain operational records or records systems. Document design or operational test results. Prepare technical or operational reports. Analyze test or validation data. Collect samples of raw materials or finished products.
Education and experience:	People starting in the career usually have an associate degree. No work experience and no on-the-job training. Some states require an occupational license to work in this career
Additional Notes:	Programs that can prepare me for this career - Hazardous Materials Management and Waste Technology Technician. Length of school varies from 2 to 4 years. Siena Heights University is close to my location.

CAREER 1:

CareerOneStop Career 1
Job Title:
Also known as:
Typical Annual Wage:
Projected Employment % Change:
Job Outlook:
Activities, what you might do in a day:
Education and experience:
Additional Notes:

CAREER 2

CareerOneStop Career 2
Job Title:
Also known as:
Typical Annual Wage:
Projected Employment % Change:
Job Outlook:
Activities, what you might do in a day:
Education and experience:
Additional Notes:

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?

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.

LMI Can Be Used to Answer Questions

LABOR MARKET INFORMATION IMPORTANCE

- LMI can be used to answer questions concerning:
 - ✓ Industry employment
 - ✓ Geographical location
 - ✓ Opportunity
 - ✓ Salary

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?

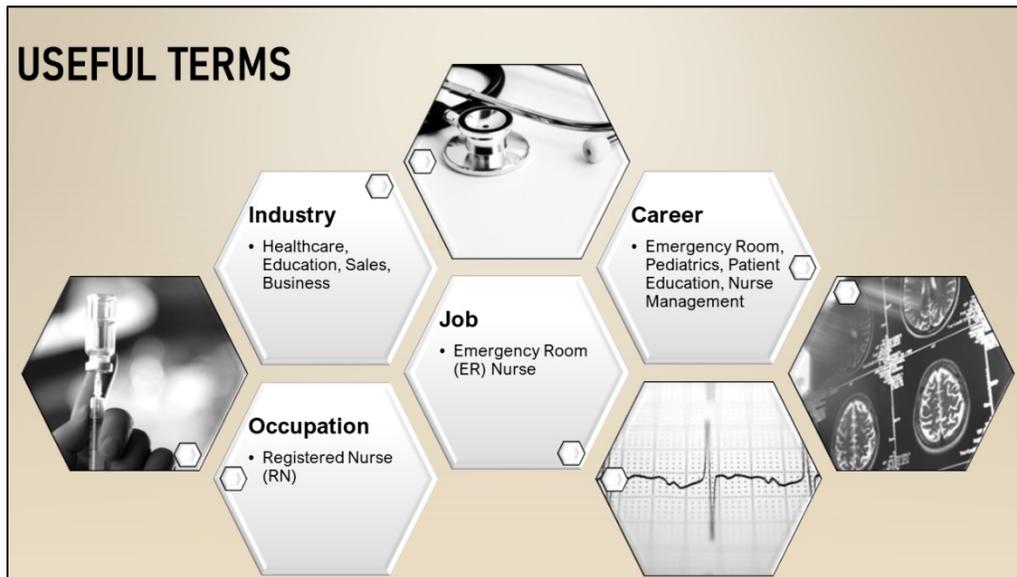
Labor Market Information Research



Here are a few key terms:

- **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.

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.

- **Occupation.** Type of work, including the associated tasks, education, and training. For example, a Registered Nurse (RN).
- **Industry.** A collection of companies and organizations connected by producing a product or service. For example, Healthcare, Education, Sales, or Business.
- **Job.** A specific position in which a worker is paid by an employer to perform work. For example, an 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. For example, ER, Pediatrics, Patient Education, or Nurse Management.

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?

WHY CARE ABOUT INDUSTRIES?

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

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

COMPARE OCCUPATIONS

ACTIVITY

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

Compare occupations

Explore Careers
Self assessments
Learn about careers
Career profiles
Career videos
What's hot
Compare occupations
Research industries
Plan your career

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](https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx) to compare salaries, skill requirements, typical education, and more between any two careers. Find data at the national, state, or local level.

Let's practice

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

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 1.

To compare occupations, go to CareerOneStop Explore Careers, Compare occupations, <https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

STEP 2. Enter your first occupation.

The drop-down menu may provide options.

In the example, **Licensed Practical and Licensed Vocational Nurses** was entered. Select **Next**.

STEP 3. Enter an occupation to compare to the first.

In the example, **Registered Nurses** was used. Select **Search**.

STEP 4. On the next screen, you can review the national data to include:

- Salary
- Similar skills and knowledge
- Typical level of Training
- Licenses
- Certification

Comparison	Licensed Practical ...	Registered Nurses
<p>Salary View the mid-level salary in both your current job and your selected occupation. (Annual salaries apply to people who work full-time year-round.)</p>	<p>\$48,800</p>	<p>\$75,300</p>
<p>Similar skills & knowledge These skills are commonly used in both your current job and your selected occupation.</p>	<p>English Language Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Monitoring Keeping track of how well people and/or groups are doing in order to make improvements.</p> <p>Coordination Changing what is done based on other people's actions.</p> <p>Service Orientation Looking for ways to help people.</p> <p>Education and Training Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>View Additional Similar Skills & Knowledge</p>	
<p>Typical Level Of Training See how much education people typically have in your selected job, and then use the link to find training programs in your local area.</p>	<p>Postsecondary certificate</p>	<p>Bachelor's degree Enter Location to Find training for this Occupation</p>

To view local salary, enter a location.

Search by State, or City and State.

In the example, Beckley, WV was used as the location.

You can download the results as an Excel, PDF, Word, or RTF document.

NOTE: if the hyperlinks on the website do not work, they should in the downloaded document.

Use the online CareerOneStop Compare occupations and record your findings. Refer to the following example as a model.

EXAMPLE of a CareerOneStop Occupation Comparison,

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

FIRST CAREER	
Job Title:	Licensed Practical and Licensed Vocational Nurses
Salary:	Salary: \$35,500
Required Skills:	Monitoring: Keeping track of how well people and/or groups are doing in order to make improvements.
Skills Gaps:	N/A
Typical Education:	Postsecondary certificate
Additional Training:	License required in WV.
Notes:	Pays less, but I don't have to continue my education.

SECOND CAREER	
Job Title:	Registered Nurses
Salary:	\$43,600
Required Skills:	Similar skills and knowledge
Skills Gaps:	N/A
Typical Education:	Bachelor's degree
Additional Training:	License required in WV.
Notes:	<p>Pays more, but I would have to complete my bachelor's degree. West Virginia University Institute of Technology is in Beckley and offers a RN program.</p> <p>I was thinking of switching to Phlebotomy Technician. The Academy of Careers and Technology in Beckley offers a program. Length of course is listed. More research needed.</p>

What are two careers that you would like to compare?

CareerOneStop Occupation Comparison,

<https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx>

FIRST CAREER
Job Title:
Salary:
Required Skills:
Skills Gaps:
Typical Education:
Additional Training:
Notes:

SECOND CAREER

Job Title:

Salary:

Required Skills:

Skills Gaps:

Typical Education:

Additional Training:

Notes:

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> will calculate how much you could earn in today's job market.

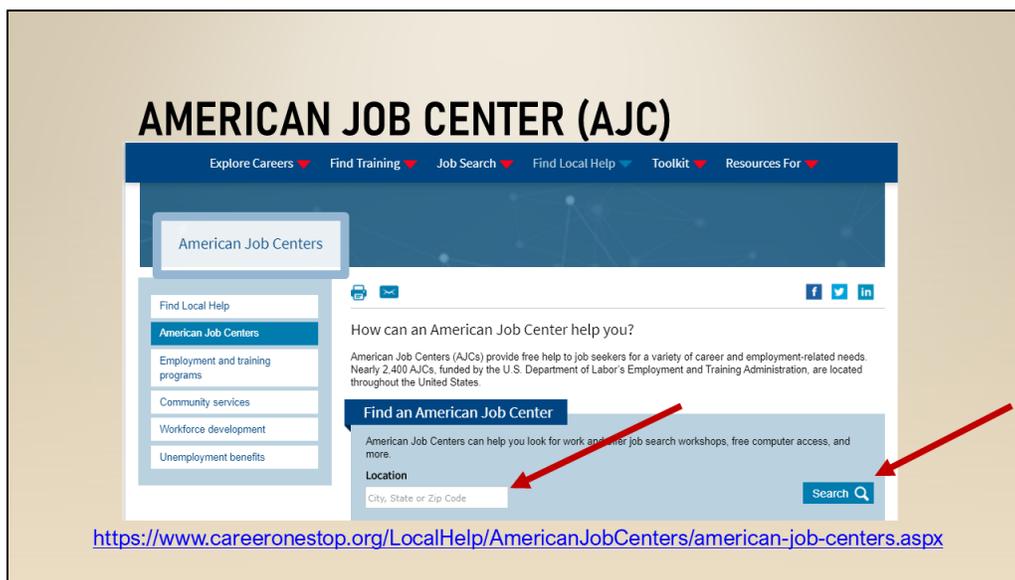
For detailed Salary and Cost of Living information you might want to attend the OBTT Salary & Negotiation workshop.

Another area to explore as you conduct Labor Market Research is the availability of remote jobs. Five job boards for remote jobs include:

- FlexJobs Corporation
- Indeed.com
- ZipRecruiter
- Upwork Inc.
- Jobspresso Inc.

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

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>

Additional Transition Assistance Program Workshops



The Transition Assistance Program (TAP) provides information, tools, and training to ensure service members, veterans, 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 online, access the TAP website at: <https://tapevents.mil>

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.

In Conclusion

Recap and Closing Remarks

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.

*“The most powerful weapon in Chess is to have the next move.”
~ David Bronstein (1924–2006), Soviet and Russian chess player.*

By combining the information gained during this workshop with information acquired in other Transition Assistance Program classes you can decide what your next move is.

Thank you for attending.

Appendix

Career Research Worksheet Section

Worksheets introduced throughout this course are provided below. Use them to transfer information you found or continue career research.

MyNextMove Interest Profiler Scores

Record your Interest Profiler scores from the O*Net Interest Profiler, <https://www.mynextmove.org/explore/ip> in the following table.

CATEGORY	SCORE
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

MyNextMove Interest Profiler Job Details

In the following section, record the O*NET Interest Profiler Job Details information for your first career.

MY NEXT MOVE	CAREER 1 DETAILS
	CAREER TITLE:
	JOB ZONE:
	BEST FIT or GREAT FIT:
	WHAT THEY DO:
	KNOWLEDGE:
	SKILLS:
	ABILITIES:

MY NEXT MOVE	CAREER 1 DETAILS CONTINUED
	PERSONALITY:
	TECHNOLOGY:
	EDUCATION:
	JOB OUTLOOK (includes salary):
	EXPLORE MORE (Related careers and industries):

In the following section, record the O*NET Interest Profiler Job Details information for your second career.

MY NEXT MOVE	CAREER 2 DETAILS
CAREER TITLE:	
JOB ZONE:	
BEST FIT or GREAT FIT:	
WHAT THEY DO:	
KNOWLEDGE:	
SKILLS:	
ABILITIES:	

MY NEXT MOVE

CAREER 2 DETAILS CONTINUED

PERSONALITY:

TECHNOLOGY:

EDUCATION:

JOB OUTLOOK

(includes salary):

**EXPLORE MORE
(Related careers and
industries):**

My Hard Skills and Soft Skills Self-Assessment

MY HARD SKILLS SELF-ASSESSMENT

MY SOFT SKILLS SELF-ASSESSMENT

CareerOneStop Skills Matcher Top Six Skills

CareerOneStop Skills Matcher Skills

CareerOneStop Occupation Comparison

What are two careers that you would like to explore and compare using CareerOneStop, <https://www.careeronestop.org/ExploreCareers/Learn/compare-occupations.aspx?>

Record the information in the following section.

FIRST CAREER
Job Title:
Salary:
Required Skills:
Skills Gaps:
Typical Education:
Additional Training:
Notes:

SECOND CAREER

Job Title:

Salary:

Required Skills:

Skills Gaps:

Typical Education:

Additional Training:

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
Current Job Title:
Dates of employment:
Company name, city, state:
Skill 1:
Skill 2:
Skill3:
Skills Summary:

JOB #2

Previous Job #2 Title

Dates of employment:

Company name, city, state:

Skill 1:

Skill 2:

Skill3:

Skills Summary:

JOB #3

Previous Job #3 Title

Dates of employment:

Company name, city, state:

Skill 1:

Skill 2:

Skill3:

Skills Summary:

OTHER INFORMATION

EDUCATION:

MILITARY TRAINING:

CERTIFICATIONS OR LICENSES:

VOLUNTEER or UNPAID WORK:

**OTHER (Awards and Honors,
Languages, Projects, Publications,
Fraternities, Sororities,
Organizations...)**