



**U.S. DEPARTMENT  
OF LABOR**

# **CAREER EXPLORATION & PLANNING TRACK**

**(Formerly Career Technical  
Training Track)**

## **PARTICIPANT GUIDE**



**JULY 2018  
EDITION**





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# **SECTION**

# 1

## **GETTING STARTED**

### **TOPICS**

- INTRODUCTION
- ACTIVITY—WHERE ARE YOU NOW?

# 1. GETTING STARTED

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## 1.1. INTRODUCTION

Thank you for your service to your country and congratulations on starting the next phase in your career! Whether you plan to continue in your current field after leaving military service or you wish to pursue a new opportunity, you should ask yourself two questions:

- What are my career goals?
- What steps do I need to take to position myself for success?

This course will help you answer those questions by guiding you through a process of self-reflection, assessment, research, and planning. We will introduce you to tools and resources to help you evaluate the career options which may be best for you and how you can gain the necessary training or credentials to pursue them. Using this information, you will create a detailed plan to pursue civilian success after your military service.

### Course Overview

<b>ASSESS YOURSELF</b>	Look inward and conduct assessments of your interests, values, and aptitudes
<b>RESEARCH THE MARKET</b>	Examine external influences and labor market information that may impact your choice of industry and occupation
<b>PREPARE YOURSELF</b>	Consider training opportunities, types of credentials, qualifications needed for your occupations of interest, and funding options
<b>DESIGN THE PATH</b>	Establish clear goals, evaluate training options, and build an action plan

### Course Learning Objectives

1. Complete and analyze self-assessments on skills, knowledge, values, and interests to make informed career decisions.
2. Identify reputable apprenticeship, credentialing, and training programs.
3. Develop a plan of action to accomplish a specific career goal.
4. Identify the relative costs and potential benefits of various apprenticeship, credentialing, or licensing goals.

This manual complements the Transition GPS core curriculum by providing you tools and best practices for transitioning from military service to a civilian career. As you complete this course, be sure to update your Individual Transition Plan (ITP) and think about how you can incorporate information from all of the different modules into a customized, strategic, and actionable plan to achieve your goals.

Let's get started!

## **1.2.     ACTIVITY - WHERE ARE YOU NOW?**

Take a few minutes to complete the following sentences. Be prepared to share your answers with others.

1. My current job in the military is...
  
  
  
  
  
  
  
  
  
  
2. What I find most rewarding about my job is...
  
  
  
  
  
  
  
  
  
  
3. If I could change something about my job, it would be...
  
  
  
  
  
  
  
  
  
  
4. Some of the strengths I've developed are...
  
  
  
  
  
  
  
  
  
  
5. After the military, I want to...
  
  
  
  
  
  
  
  
  
  
6. What I hope to gain from this course is....



# **SECTION**

# 2

## **ASSESS YOURSELF**

### **TOPICS**

- INTRODUCTION
- INTERESTS
- APTITUDES
- VALUES
- FIND THE “SWEET SPOT”

## 2. ASSESS YOURSELF

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### 2.1. INTRODUCTION

- What are your career goals?
- What steps do you need to take to position yourself for success?

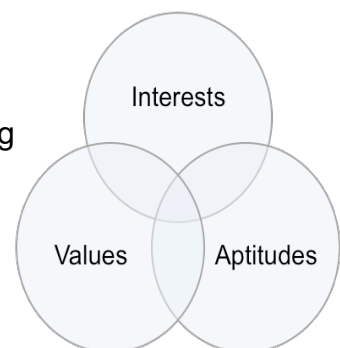
If you are like many of your peers anticipating their transition from military to civilian careers, answering these seemingly simple questions is neither easy nor straightforward. You may be thinking, “I’m not sure yet,” which is why you are taking this course. You may realize that you need or want to make a change, but you don’t know exactly what that change should be. Or, you may have a general goal in mind, but the details remain unclear, making it hard to create a plan.

A good place to start the career planning process is to conduct a thorough review of your strengths and motivators. Before pursuing a job or investing in a training program, you’ll want to be confident that the occupation is really a good fit for you. Taking the time for self-reflection can be the difference between an unsatisfying job of convenience and a rewarding career that gets you excited to go to work every day. Note that you may need to work and pursue education or training while you are preparing for your career goal—so know that a satisfying lifelong career is a process—first job, next job, better job. You can begin the process now to build a career pathway. Your first job out of the service can sometimes be your first stepping stone to your ultimate goal. Or, your goal might change over time, as the world of work is changing rapidly and new jobs may emerge over time.

Information from personal assessments can be invaluable in guiding decisions about your future career. They can help you gain insight into what motivates you in the workplace and help you identify new opportunities that are likely to be both suitable and rewarding for you. 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.

In this section, you will complete several assessments that match occupations to your personal interests, abilities, and work values. These assessment tools are the culmination of decades of research, practice, and career theory development. Each one examines your strengths and attitudes from a different perspective and then recommends suitable occupations based on your unique results.

As you review the career suggestions these tools provide, think about your personal priorities and look for common themes among the assessment results. Think about how the recommendations can help you find a career in the “sweet spot” where your interests, values, and aptitudes intersect.



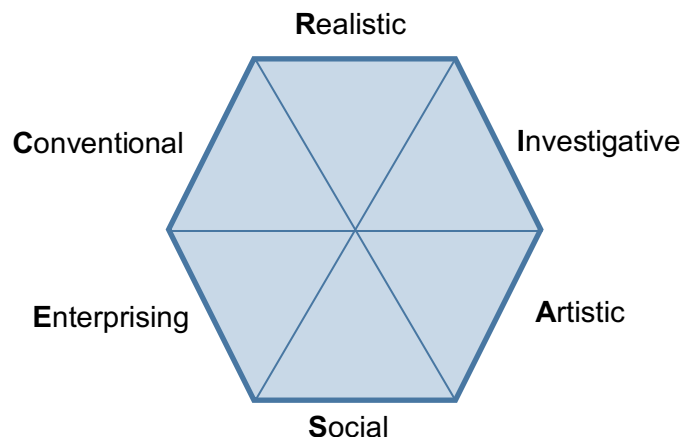
## 2.2. INTERESTS

Most people would agree that when they perform tasks they enjoy, they are more likely to feel satisfied in their jobs. Often, people with similar personalities are drawn to similar career fields that represent their interests. Knowing which jobs tend to attract individual personality types can be helpful in identifying a potentially rewarding career path.

John L. Holland, one of America's most influential vocational psychologists, created the **RIASEC** model as a way of classifying personality types by work activity interests and then matching them to correlated occupations. It is based upon the concept that there are six distinct interest categories represented by the letters R, I, A, S, E, and C:

- [R] Realistic:** People with realistic interests prefer concrete tasks. They like work that includes practical, hands-on problems and answers. Often, they do not like careers that involve paperwork or working closely with others. They are "Doers."
- [I] Investigative:** People with investigative interests like work that has to do with ideas and thinking, rather than physical activity or leading people. They like to use analytical skills to solve problems. They are "Thinkers."
- [A] Artistic:** People with artistic interests like work that doesn't necessarily follow a set of rules. They enjoy dealing with creative expression such as acting, music, art, and design. They are "Creators."
- [S] Social:** People with social interests like being of service to others to help them learn and grow. They tend to like working with people more than working with objects, machines, or information. They are "Helpers."
- [E] Enterprising:** People with enterprising interests lean toward leadership roles and like taking action, rather than thinking about things. They like work that has to do with starting up and carrying out business projects. They are "Persuaders."
- [C] Conventional:** People with conventional interests like work that involves clear rules with set procedures and routines. They prefer working with information and paying attention to details, rather than working with ideas. They are "Organizers."

The **RIASEC** model arranges these six categories on a hexagon, with most similar interests adjacent to each other and least similar interests opposite each other.



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 by three letters, representing the top three interest categories. For example, a person whose three strongest interest areas are conventional, realistic and enterprising would identify as “**CRE**”. Knowing your dominant RIASEC interests can help you identify the type of work that may be most appealing to you.

The O\*NET Interest Profiler is a useful tool that identifies your dominant RIASEC interests and cross references 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.

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 (though some may not).*

Job Zone 5: Extensive preparation

*Occupations require a graduate school education (master's degree, doctorate, law or medical degree, etc.).*

*\*For more detailed descriptions of job zones, please see appendix 6.2.*

## ACTIVITY – O\*NET Interest Profiler

This assessment has four sections: Interests, Results, Job Zones, and Careers

1. To access the O\*NET Interest Profiler, go to <https://www.mynextmove.org/explore/ip>
2. **Interests Section:** You will be asked how you would feel about doing 60 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 own view matters.
3. Once you finish answering all 60 questions and you see the “GREAT JOB” screen, click “NEXT” to proceed to your Interest Profiler results.
4. **Results Section:** Your results will include numerical rankings across six RIASEC interests. You can click on any of the six interest areas to read its description. Notice that your three strongest interests are shown in bold type.
5. Write down your scores below for future reference. Later, if you would like to view your report, you can click the “ENTER SCORES” button on the Interest Profiler home page without having to retake the entire questionnaire.

Category	Score	Category	Score
Realistic		Social	
Investigative		Enterprising	
Artistic		Conventional	

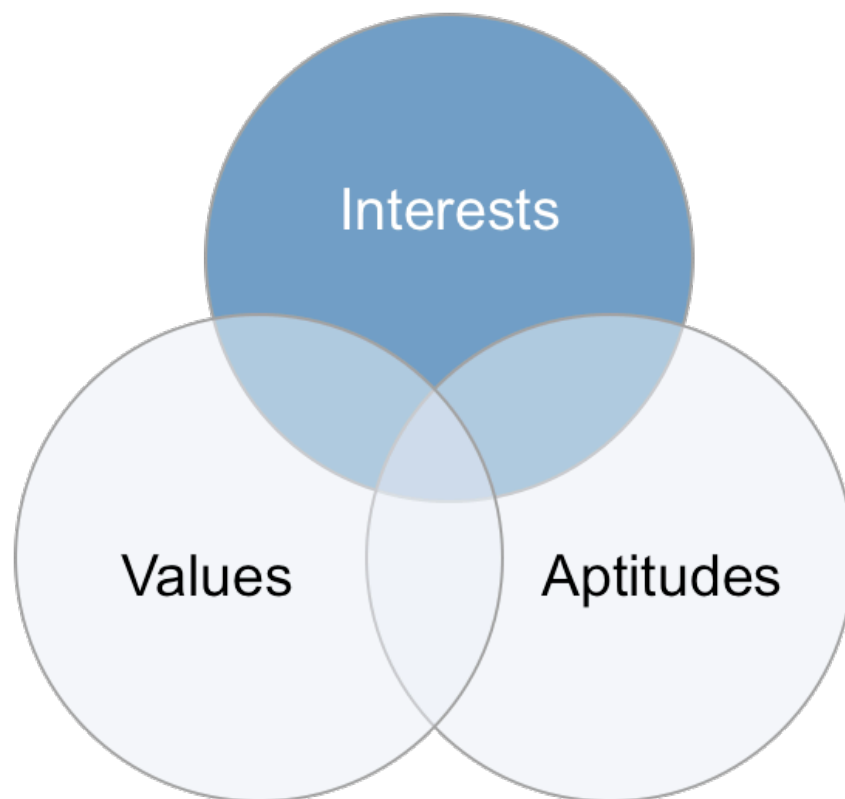
6. **Job Zones Section:** Different careers demand different levels and types of preparation. Read more about the five job preparation zones used to classify careers in this assessment. You may click on any of the five zones to get a more detailed description of the preparation and types of jobs in that zone.
7. Select the job zone that matches your current preparation experience and click to see occupations in that category that match your interests.
8. **Careers Section:** Click on any of the career titles for more detailed information. To see options in another job zone, click on the appropriate number in the oval at the top center of the page.
9. Select several potential occupations in your current job zone and in a future job zone that you would like to investigate further.



**Current Job Zone (#\_\_\_\_) Occupations**

**Future Job Zone (#\_\_\_\_) Occupations**

You have now identified potential careers that match—based solely on your work personality type (interests). You are now one-third of the way toward finding your career “sweet spot.”



## **2.3. APTITUDES**

When you joined the military, you may recall taking an aptitude test such as the Armed Services Vocational Aptitude Battery (ASVAB), the Aviation Selection Test Battery (ASTB), or the Air Force Officer Qualification Test (AFOQT). This timed test assessed your natural abilities in different areas and was designed specifically to determine your suitability for various military occupations. Now that you are completing your military service, your occupation is no longer determined by the needs of your service branch, so it is worth using a different aptitude assessment to take a fresh look at how your strengths may align with a broader array of civilian careers.

CareerScope® is a career planning tool created by the Vocational Research Institute. It measures both interest and aptitude, through valid and reliable assessment tasks, using a 12-scale interest inventory and a seven-part aptitude battery.

Your profile results are compared with nearly 1000 job classifications in the O\*NET taxonomy, the New Guide for Occupational Exploration (GOE), and the older Dictionary of Occupational Titles (DOT) in order to generate career recommendations that focus on both your interests and abilities.

The CareerScope® Assessment Profile report provides easy-to-understand score displays, graphs, explanations, and career options.

### **CareerScope® Work Interest Areas:**

The following chart shows the twelve different interest areas measured by CareerScope® and includes examples of related occupations that match each area. You will notice that this assessment considers quite a broad array of occupations, both blue-collar and white-collar, technical and non-technical, highly skilled and more general in nature.

Based on your responses to questions about how you would feel about performing different work activities, CareerScope® will sort through these broad options and help you to focus in on the ones that most closely involve the types of tasks that you indicate you would enjoy the most.

The 12 interest areas are described in the table below:

<b>Interest Area</b>	<b>Definition</b>	<b>Occupational Examples</b>
01 Artistic	An interest in creative expression of feeling or ideas through literary arts, visual arts, performing arts, or crafts.	Writer, Painter, Actor, Editor, Dancer, Singer, Graphic Designer, Set Designer
02 Scientific	An interest in discovering, collecting, and analyzing information about the natural world and applying scientific research findings to problems in medicine, the life sciences, and the natural sciences.	Physician, Audiologist, Veterinarian, Biologist, Chemist, Speech Pathologist, Laboratory Technician
03 Plants/Animals	An interest in activities involving plants and animals, usually in an outdoor setting.	Gardener, Animal Groomer, Landscaper, Forester, Animal Caretaker
04 Protective	An interest in using authority to protect people and property.	Police Officer, Private Investigator, Security Guard, Bodyguard, Park Ranger, Correctional Officer
05 Mechanical	An interest in applying mechanical principles to practical situations using machines, hand tools, or techniques to produce, build, or repair things.	Electrical Engineer, Architect, Carpenter, Chef, Mechanic, Ambulance Driver, Project Engineer, Computer Equipment Repairer
06 Industrial	An interest in repetitive, concrete, organized activities in a factory setting.	Machinist, Dry Cleaner, Baker, Welder, Laborer, Lathe Operator, Hand Packager
07 Business Detail	An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.	Bill Collector, Secretary, Receptionist, Customer Service Representative, Health Information Technician
08 Selling	An interest in bringing others to a point of view by personal persuasion, using sales and promotional techniques.	Sales Representative, Stadium Vendor, Clothing Salesperson, Telephone Solicitor, Financial Planner, Travel Agent
09 Accommodating	An interest in catering to the wishes and needs of others, usually on a one-to-one basis, through hospitality and service work.	Manicurist, Restaurant Host, Waiter, Waitress, Personal Shopper, Flight Attendant
10 Humanitarian	An interest in helping individuals with their mental, social, spiritual, physical, and vocational concerns through medical or social services, therapy, or nursing.	Home Care Aide, Physical Therapist, Nurse, Medical Assistant, Child Care Worker, Dental Hygienist, Counselor, Probation Officer
11 Leading/ Influencing	An interest in leading and influencing others by using high-level verbal or numerical abilities in business, education, research, or management positions.	Database Administrator, Paralegal, Teacher, Computer Engineer, Lawyer, Stockbroker, Computer Programmer
12 Physical Performing	An interest in physical activities performed before an audience, such as sports or daring physical feats.	Athlete, Coach, Movie Stunt Performer, Juggler, Sports Instructor



## CareerScope® Aptitude Areas:

To help tailor career recommendations even further, the CareerScope® assessment aligns seven major aptitude areas with specific job tasks required in different occupations. When making recommendations, CareerScope® matches your relative strengths with the combination of aptitude areas required for each occupation.

The seven aptitudes measured by CareerScope® are in the table below:

Aptitude	Definition	Specific Job Tasks	CareerScope®
General Learning G	The ability to “catch on” or understand instructions and underlying principles; ability to reason and make judgments. Closely related to doing well in school. Examples: Use logic or scientific facts to define problems and draw conclusions; make decisions and judgments; plan and supervise the work of others.	Diagnose and treat illnesses or injuries; use facts to solve a crime; plan the layout of a computer network; inspect and test engine parts.	Pattern Visualization, Numerical Reasoning, Word Meanings
Verbal Aptitude V	The ability to understand the meaning of words and to use them effectively; ability to comprehend language, to understand relationships between words, and to understand the meanings of whole sentences and paragraphs. Examples: Understand oral or written instructions or guidelines; understand and use training materials; use work-related reference materials.	Write a novel; interview guests on a radio talk show; edit newspaper articles for publication; write captions for magazine photos; take notes during class.	Word Meanings
Numerical Aptitude N	The ability to perform arithmetic operations quickly and accurately. Examples: Make accurate numeric measurements; make change from currency; lay out geometric patterns.	Analyze statistical data; develop budgets for an organization; measure wall openings to fit and install windows; add lists of numbers.	Computation, Numerical Reasoning
Spatial Aptitude S	The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects; ability to recognize the relationships resulting from the movement of objects in space. Examples: Lay out or position objects; observe and comprehend the movements of objects; understand the effects of physical stresses on objects.	Design layouts for new highway systems; create diagrams of wiring systems in buildings; use patterns to make clothing; operate a forklift; use a floor plan to find an office.	Object Identification, Abstract Shape Matching

Form Perception P	The ability to perceive detail in objects or in pictorial or graphic material; ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. <u>Examples:</u> Inspect objects for flaws or scratches; determine whether patterns are the same; observe color, texture, and size of objects.	Examine and compare cells under a microscope; check temperature gauges on machinery; inspect parts on an assembly line; sort merchandise by size.	Object Identification, Abstract Shape Matching
Clerical Perception Q	The ability to perceive pertinent detail in verbal or tabular material; ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. <u>Examples:</u> Check work orders and specifications for errors.	Proofread manuscripts for typographical errors; keep inventory records; sort mail per ZIP code; operate a cash register.	Clerical Matching
Manual Dexterity M	The ability to move the hands easily and skillfully; ability to work with the hands in placing and turning motions. <u>Examples:</u> Move, stack, turn, or place objects; make coordinated movements of the arms and hands.	Stack bricks to construct a wall; pack oranges into crates; position dolls in a toy store window display.	CareerScope® does not directly measure this. However, based upon your use of the computer mouse, it is assumed that your scores are at least average.

## ACTIVITY – CareerScope® Assessment

CareerScope® includes questions about your work preferences as well as a series of timed assessment tasks. Plan to complete it in one sitting with no interruptions. The entire assessment should take approximately one hour.

1. Go to <https://dol-vets.careerscope.net/assessment> to access CareerScope®.
2. Click on the box labeled “Click Here to Enter Assessment Portal.” If you are a new user, click on the “New Evaluatees Register Here” link to create a user ID and password. If you already have a user ID and password, you can simply sign in using that information. Write down your user ID and password for future reference.
3. You will complete a series of timed tasks. Try to work both accurately and quickly through each task. Do not be concerned if you are not able to answer all questions in all sections in the time allowed. After time expires for each task, you will be given the option of immediately moving to the next assessment or resting for 90 seconds. At the end of 90 seconds, the program will automatically launch the next task.
4. When you are finished, click on the “Preview Results” button.
5. Save your results as a PDF document for easy future access.

## **Review Your CareerScope® Results**

Your results consist of a CareerScope® Assessment Profile followed by a short CareerScope® Summary Report.

It is important to note that your results are highly personalized and are not “better” or “worse” than anyone else’s.

### **CareerScope® Assessment Profile**

#### **SECTION 1: INTEREST INVENTORY**

The first section (pages 1-2) of your CareerScope® Assessment Profile shows your interest results in two different formats.

Part I Interest Area Scores: Here you see raw scores from your responses to interest questions. You also see percentile scores, which compare your interest results to other adults 18 years or older. Your most significant interest areas have the highest percentile scores and are shown and ranked in the column headed “IPA” on the far right side of the table.

Part II Individual Profile Analysis (IPA): This page shows your interests in the twelve areas relative to each other. The vertical black line shows your average percentage of “Like” responses across all areas. You can quickly see which interest areas stand out as strongest for you, by looking at the bars that extend farthest to the right of the line.

#### **SECTION 2: APTITUDE ASSESSMENT**

The second section (page 3) of your CareerScope® Assessment Profile shows your aptitude results in two different formats.

Part I Performance on Tasks: This shows your raw scores in each of the seven aptitude assessment tasks. You can see which tasks were easier for you and which were more challenging.

Part II Aptitude Profile: Your performance on tasks is compared to other adults, ages 18 and over. The space between the two vertical black lines represents “average range” performance for adults. Bars that extend farthest to the right reflect your strongest abilities.

*Note: By default, manual dexterity tasks are all shown as 50th percentile, due to the limitations of measuring this aptitude in an online environment.*

### **SECTION 3: RECOMMENDATIONS**

The third section (begins on page 4) of your CareerScope® Assessment Profile gives two sets of occupation recommendations based on your interests and aptitudes. Your scores are referenced against The Guide to Occupational Exploration (GOE), the Dictionary of Occupational Titles (DOT), and the O\*NET database of nearly 1000 occupations, including their associated work activities, vocational preparation, and skill requirements.

GOE/DOT Recommendations (found on page 4) focus on careers that intersect with your high-interest areas and high-aptitude areas. You will see that your strongest interest areas are subdivided into Work Groups requiring similar aptitudes that align with your own.

Each has its own DOT# for reference and is followed by information relating to the General Education Development (GED) and Specific Vocational Preparation (SVP) required for the occupation. This provides you an understanding of the level of education or training typically associated with these occupations. GED and SVP are explained in more detail on the final page of the “Recommendations” section.

O\*NET Recommendations are listed after the GOE/DOT pages. The O\*NET recommendation report includes detailed O\*NET occupations that are related to your interest and aptitude profile (drawn from the O\*NET 15.0 database). O\*NET Occupation Titles are listed along with O\*NET Occupation Codes. An occupation is a cluster of related positions/jobs that share similar tasks and work activities.

### **SECTION 4: SUMMARY REPORT**

Your CareerScope® Summary Report is included in the final three pages of your document.

The top of page 1 of this section shows your Interest and Aptitude Results.

The bottom of page 1 shows RECOMMENDATIONS summarized in chart form. Interest Areas and their associated Work Groups are listed in order. Numbers in the “I” column appear next to Work Groups based on precedence of interest (your IPA). Symbols appearing in the “A” column appear where your aptitude scores qualify you for that Work Group. Solid dots indicate strong confidence in the recommendation, where hollow dots represent less confidence in the recommendation, based upon your aptitude scores.

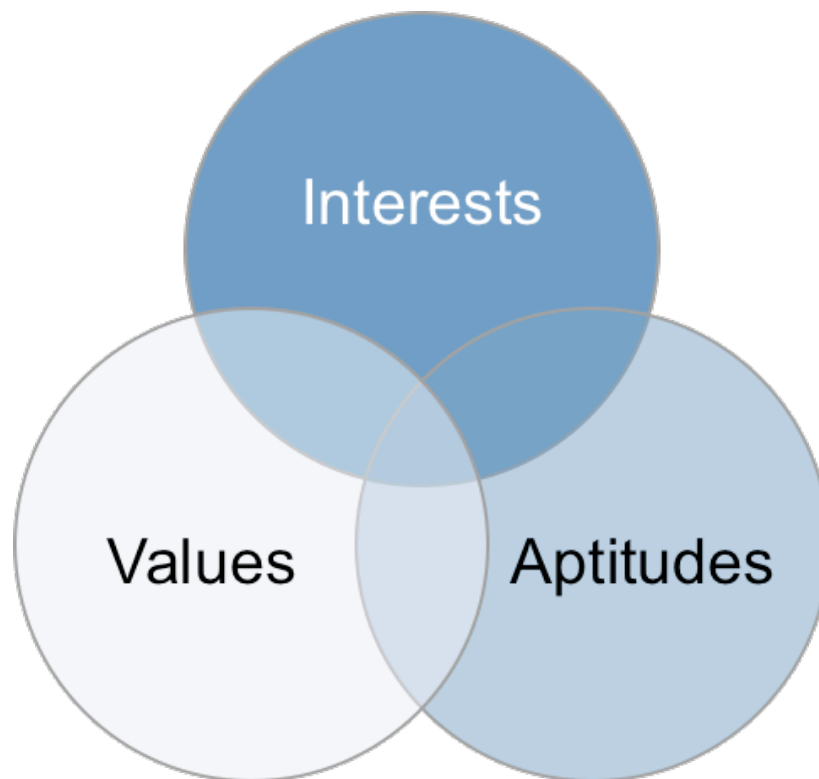
Any Work Group that has both a number (high interest) and a dot (high aptitude) is a good place to start your career exploration. If no Work Groups have both, you may decide to look further into those careers that have either a number or a dot. Keep in mind that you can have high aptitude, but if you have little interest, you will likely be in a job that you may not enjoy. Conversely, if you have high interest but very low or no aptitude, it may be a significant struggle to perform the work. Be aware though, that almost every job has some aspects or tasks that you may not enjoy—the key is

to find jobs where you enjoy most of the work activities to balance out some of the less desirable aspects.

Look through your recommendations and write down a few of the career options that interest you here:

*Note: If your report does not include any recommendations, it could be that there is no overlap between your high interest and high aptitude areas. If this happens, please speak to your facilitator during a break about your options. Also, use the recommendations from the other two assessments in this section.*

You have now identified potential careers based on your interests and aptitudes. You are now two-thirds of the way toward finding your career “sweet spot.”



## **2.4. VALUES**

Work values (such as achievement, autonomy, and conditions of work) are important considerations in career exploration. While your aptitudes and interests may determine if a job is suitable for you, how the job aligns with your work values determines your level of satisfaction in that job.

The O\*NET Work Importance Locator (WIL) is a self-assessment career exploration tool that allows you to pinpoint what is most important to you in a job: Achievement, Independence, Recognition, Relationships, Support, and Working Conditions. How you rank each value, relative to the others, can help form a list of careers that match your values and are likely to be satisfying.

Though many people leaving military service choose their first civilian job based primarily on their immediate needs, there is tremendous value in understanding what work situations will best support your long-term needs. Think about opportunities not only from a practical standpoint, but also from a strategic one.

## **ACTIVITY – O\*NET Work Importance Locator-Assessment**

### **Step 1: Review the Work Value Cards**

This is a paper and pencil exercise where you will rank statements about different aspects of work in order of importance to you in your ideal job. There are no right or wrong answers, so take your time to carefully consider what you imagine your optimal work environment would be.

- Find the 20 Work Value Card statements in your manual. Notice that each statement card has a letter on it for easy reference.
- Read all 20 statements before you move on.
- Think about how important it would be for you to have a job like the one described on each card.

### **Step 2. Sort the Cards**

- Find the Work Value Card Sorting Sheet in your manual and use it to sort the cards in order of importance.
- Notice the five columns printed under the importance scale at the top of the sheet. Each column has a number from 1 (least important) to 5 (most important).
- Put each card into the column that best matches how important it is for you to have a job like the one described in the card.
- Put exactly 4 cards in each column.

When you are finished, the four most important statements should be in column 5, the four next more important statements should be in column 4, and so on. The four least important statements should be in column 1. You may have to move the cards around until you have exactly 4 cards in each column.

If individual cards are not available, you may simply record the letter associated with each statement in the appropriate space on the sorting sheet.

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## Work Value Cards

<p><b>A</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I make use of my abilities.</p>	<p><b>I</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could try out my own ideas.</p>	<p><b>B</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I would be treated fairly by the company.</p>	<p><b>N</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...the job would provide for steady employment.</p>
<p><b>F</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...the work could give me a feeling of accomplishment.</p>	<p><b>J</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could work alone.</p>	<p><b>G</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...my pay would compare well with that of other workers.</p>	<p><b>O</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could do things for other people.</p>
<p><b>C</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could be busy all the time.</p>	<p><b>K</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I would never be pressured to do things that go against my sense of right and wrong.</p>	<p><b>H</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...my co-workers would be easy to get along with.</p>	<p><b>P</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I have supervisors who would back up their workers with management.</p>
<p><b>D</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...the job would provide an opportunity for advancement.</p>	<p><b>L</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could receive recognition for the work I do.</p>	<p><b>Q</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I have supervisors who train their workers well.</p>	<p><b>S</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...the job would have good working conditions.</p>
<p><b>E</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could give directions and instructions to others.</p>	<p><b>M</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could make decisions on my own.</p>	<p><b>R</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could do something different every day.</p>	<p><b>T</b></p> <p><i>On my ideal job it is important that...</i></p> <p>...I could plan my work with little supervision.</p>



## Work Value Card Sorting Sheet

Less Important



More Important



COLUMN <b>1</b>	COLUMN <b>2</b>	COLUMN <b>3</b>	COLUMN <b>4</b>	COLUMN <b>5</b>

### **Step 3: Calculate your Scores**

Use the worksheet on the next page to calculate your six work value scores. Look at your Card Sorting Sheet. Your score for each card is the number of the column you put it in. The cards in Column 5 each get a score of 5, the cards in Column 4 each get a score of 4, and so on.

In the Achievement box on the Work Value Worksheet, note that Card A is listed first. On your Card Sorting Sheet, find the column where you put Card A. Write the number of that column in the scoring space beside Card A in the Achievement box. Do the same thing for all the other cards.

For each box on your Work Value Worksheet, add up the numbers in the Score Column and write the TOTAL in the space provided.

Multiply each TOTAL score by the number shown below that box, and write your score next to the “=” sign in the box provided.

## Work Value Worksheet

ACHIEVEMENT	
CARD	SCORE Column number
<b>A</b>	
<b>F</b>	
Add scores for Total	+
Multiply Total by 3                      x3	
Achievement Score	=

INDEPENDENCE	
CARD	SCORE Column number
<b>I</b>	
<b>M</b>	
<b>T</b>	
Add scores for Total	+
Multiply Total by 2                      x2	
Independence Score	=

RECOGNITION	
CARD	SCORE Column number
<b>D</b>	
<b>E</b>	
<b>L</b>	
Add scores for Total	+
Multiply Total by 2                      x2	
Recognition Score	=

RELATIONSHIPS	
CARD	SCORE Column number
<b>H</b>	
<b>K</b>	
<b>O</b>	
Add scores for Total	+
Multiply Total by 2                      x2	
Relationships Score	=

SUPPORT	
CARD	SCORE Column number
<b>B</b>	
<b>P</b>	
<b>Q</b>	
Add scores for Total	+
Multiply Total by 2                      x2	
Support Score	=

WORKING CONDITIONS	
CARD	SCORE Column number
<b>C</b>	
<b>G</b>	
<b>J</b>	
<b>N</b>	
<b>R</b>	
<b>S</b>	
Add scores for Total	
*Working Conditions Score	=

\*Notice: The score for the value Working Conditions does not need to be multiplied

## What Your Work Values Mean

You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of the six values listed below.

### Achievement

If **Achievement** is your highest work value, look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.

### Independence

If **Independence** is your highest work value, look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.

### Recognition

If **Recognition** is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.

### Relationships

If **Relationships** is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.

### Support

If **Support** is your highest work value, look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work with a reputation for competent, considerate, and fair management.

### Working Conditions

If **Working Conditions** is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.

#### Step 4: Use Your Scores to Identify Occupations

Now that you know your important work values and have read their descriptions, you are ready to find the occupations that are linked with your work values.

To help you identify occupations that you will likely find satisfying, O\*NET Work Importance Locator tool provides six occupational lists, one for each of the six work values areas. (Refer to appendix 6.1.) Each list shows the occupations that link best with that work value.

You will notice that each of the lists of occupations is divided into five job zones. If you recall from our earlier assessments, each job zone contains occupations that require about the same amount of education, training, and/or experience. (See appendix 6.2 for detailed descriptions of each job zone.)

Copy your two highest work values from this activity here:

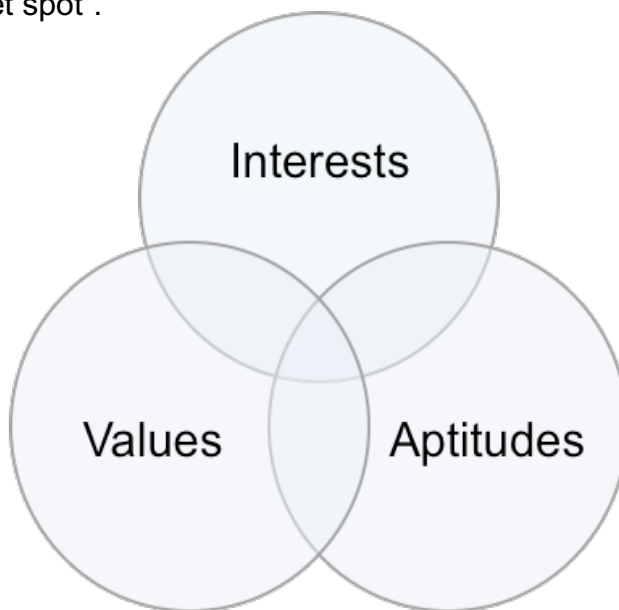
**Highest Work Value:** \_\_\_\_\_

**Next Highest Work Value:** \_\_\_\_\_

To look at occupations linked with your highest work value, locate the section for your highest work value in appendix 6.1.

List some career options from these results that you might like to explore further.

You have now identified potential careers based on all three areas under consideration: interests, aptitudes, and values. It's time to tie all this together and use this information to find your career "sweet spot".



## **2.5. FIND THE “SWEET SPOT”**

As you review your results from all three assessments, look for common themes. Are there certain careers that appear on all three assessment recommendations? Do you find yourself gravitating to careers in one particular job zone more than the others? Revisit what you wrote in the “Where are you now?” activity at the start of the course. Knowing what you know now, would you answer any of the questions differently?

You may find that your assessment results are consistent with what you know about yourself and validate the plans that you already had coming into this course. If that is the case, you should feel confident that you are on the right track.

You may, on the other hand, be surprised by your assessment results. The recommendations may have opened your eyes to occupations you had not previously considered. If so, now is a great time to explore something new and decide if you want to make a change. Previous work experiences or organizational demands do not have to define your future.

It is important to recognize that once you complete your military contract, there are no rules that dictate what path you must pursue. You are not bound by your enlisted or officer status, your current level of education, or your role in the field or at a desk.

An Aviation Electronics Technician may choose a skilled trade or a career in social services. A Base Commander may decide to continue in a management role or step away from management and go to work building houses for a non-profit organization. A Yeoman could pursue administrative work or shift from human resources and enter an apprenticeship to become a chef. A Pilot may want to fly for a commercial airline or become a park ranger with a wide-open work space, and a Combat Engineer could pursue law enforcement or become a novelist.

Whatever path you choose, seek the opportunities that pique your interest, leverage your aptitudes, and align with your values. That is the “sweet spot.”

# NOTES

# **SECTION**

# 3

## **RESEARCH THE MARKET**

### **TOPICS**

- INTRODUCTION
- LABOR MARKET RESEARCH
- CONSIDER YOUR OPTIONS
- UNDERSTANDING OCCUPATION PROFILES
- FIND LOCAL OPPORTUNITIES
- MAKE SENSE OF THE RESEARCH



## 3. RESEARCH THE MARKET

---

### 3.1. INTRODUCTION

- What are your career goals?
- What steps do you need to take to position yourself for success in the future?

You may not have answers to these questions yet. Until now, the focus of this course has been inward, discovering how your personal strengths and attitudes align with various jobs. You have viewed your assessment results and identified several potential career options. The purpose of Section 2 was to see how various jobs or occupations might be a good fit for you.

In today's world, where there are continual technological advancements, shifting demographics, and periods of economic growth and decline, the need for skilled workers and professionals is constantly evolving. In the case of manufacturing, with the shift from the manual assembly line to more sophisticated computerized and automated systems, the number of people required to accomplish manufacturing tasks is expected to decrease. Many of the traditional, lower-paying manufacturing jobs requiring little or no specialized skills are being replaced by a smaller number of high-skill, high-paying technical jobs requiring more education and training. In contrast, jobs in healthcare and social services are expected to increase rapidly, in part due to our aging population. By 2024, service-providing sectors are projected to account for 81% of the nation's total economy.

Instead of simply finding a job that can earn you a paycheck today, it is important to consider how you can position yourself for career growth within or across industries as the labor market changes. In other words, start to think about creating a strategic career development plan for the long term.

Now it is time to focus outward, to consider external factors that may influence your career decisions now and in the years ahead. External factors include location, industry trends, skills required for entry or progression in the career field, salary, and growth potential. In this section, you will research the labor market to see if pursuing the occupations you identified in Section 2 will support your long-term goals.

### 3.2. LABOR MARKET RESEARCH

This section is organized by industry research, career exploration, and local labor market research. It will guide you through an understanding of leading trends by industry, the growing careers within these industries, and the relationship between industries/careers and specific locations. Before diving into your research, take a moment to review some key terms.



**Labor Supply:** Availability of suitable employees willing to perform work at a given wage rate.

**Labor Demand:** The need for employees to perform hours of work in a particular market at a prevailing wage.

**Labor Market:** The supply and demand for labor, in which employees provide the supply and employers the demand. Labor markets may be local, national, or international in their scope, and are made up of smaller, interacting labor markets for different qualifications, skills, and geographical locations. They depend on exchange of information between employers and job seekers about wage rates, conditions of employment, level of competition, and job location.

**Labor Market Information (LMI):** Information encompassing the overall structure and condition of the labor market, including data related to industry trends, employment projections, skill requirements, wages and benefits, and unemployment rates.

From a purely practical standpoint, LMI indicates which opportunities may be available for you. When you make career decisions, you should account for external factors, not just your internal interests or natural abilities.

Before moving on, it is important to understand the relationship between a few more terms you will encounter in your labor market research.

The words *occupation*, *job*, and *career* are often used interchangeably, but there are some important distinctions between them.

**Occupation:** Type of work, including the associated tasks, education, and training.

**Job:** A specific position with an employer to perform work.

**Career:** Full history of jobs (paid or volunteer), related education, training & professional memberships; spans your lifetime and includes progression and contributions to a field.

For example, you may choose to get trained for the **occupation** “registered nurse”. Then you apply for a **job** as an emergency room nurse at your local hospital. After several years, your **career** might include that experience in the ER as well as jobs in pediatrics, patient education, and nurse management.

The final term to add to your labor market vocabulary:

**Industry:** Collection of companies and organizations connected with producing a particular product or service. Examples include retail, transportation, energy, and education.

To put it simply, your **occupation** is what you do. Your **industry** is where you do it. For example, receptionist is an occupation that can be found in most industries, such as healthcare, manufacturing, or financial services. An industry like healthcare doesn't just employ receptionists. It also employs people in other occupations like medical coding, software development, network administration, food service, social work, and logistics.

### **3.3. CONSIDER YOUR OPTIONS**

At this point in your transition, start to evaluate not only which occupations you can do well but also which industries are growing and likely to offer you the most opportunities moving forward. Finding an industry that supports your long-term career goals is just as important as finding an occupation that matches your interests. In addition, if you have an occupation that is found in multiple industries, it may be possible to increase your wages and build a career path by moving into a similar job but in a higher paying industry.

As you think about your goals for the future and start to formulate your career strategy moving forward, consider these four options:

**1. Pursue a Different Occupation in the Same Industry**

If you enjoy working in your current industry (military, transportation, etc.) but don't feel satisfied in your current job, consider alternative occupations from your assessment results that you can do as a civilian in the same industry.

**2. Pursue the Same Occupation in a Different Industry**

If you like what you do now, but are simply looking for a new environment in which to do it, look for jobs similar to your military title in non-military industries that can use your skills and experience. (See appendix 6.2 for Military Crosswalk resources.)

**3. Pursue a Different Occupation in a Different Industry**

If you're interested in a whole new career and a whole new industry, explore your assessment results to find occupations that can meet your long-term goals and explore which industries are likely to provide the most opportunities for growth.

**4. Pursue the Same Occupation in the Same Industry**

If you like what you do now, and you'd like to stay in the same industry, conducting research can confirm if opportunities exist outside of active-duty military service.

Concentrating on one of these options can help you focus on a specific path to move forward rather than getting lost in too many choices. Ask yourself, what change are you seeking in your occupation and why? Select the option(s) that most closely reflect your preference about your work, then focus on those during your career research. Regardless of the path you choose, data should help drive your decisions.

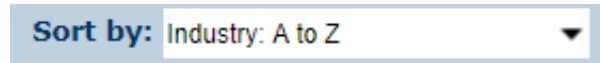
## **ACTIVITY – Industry Research**

Industry research will help you understand the current landscape, including its challenges and opportunities. Do you already have an industry in mind? Are you open to moving into a completely new industry? Whatever your specific situation, understanding the industry data—which fields are growing and declining, which industries are paying handsomely and which are not—can empower you to make informed career decisions.

CareerOneStop is an excellent resource for career exploration, training, and jobs. You can use it to discover information about industry trends, including salary and growth rate. Visit the site below to learn more.

**[www.careeronestop.org/explorecareers/learn/research-industries.aspx](http://www.careeronestop.org/explorecareers/learn/research-industries.aspx)**

*Note: By default, these links list industries in rank order. If you are curious about finding the ranking of a particular industry, you may use the “Sort By” box in the upper right of the table to change the listing order to alphabetical for easier searchability.*



Navigate through CareerOneStop and use the space below to record relevant information for your industry exploration. Pay particular attention to the industries that intersect best with your assessment results.

- 1. What are the industries you are interested in that are growing most rapidly?**
  
  
  
  
  
  
  
  
  
  
- 2. Which of those industries, if any, have the largest employment?**
  
  
  
  
  
  
  
  
  
  
- 3. Are any of those industries projected to decline significantly?**
  
  
  
  
  
  
  
  
  
  
- 4. Which of your industries offer the highest pay?**

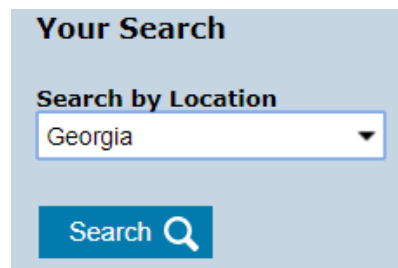
## ACTIVITY – Career Research

Now that you have looked at overall industry trends, you can explore some related career or occupation trends. CareerOneStop also allows you to view occupation/career trends at both the national and state levels.

Visit <https://www.careeronestop.org/ExploreCareers/Learn/whats-hot.aspx>

You will notice, this page looks very similar to the previous webpage you visited on CareerOneStop. However, rather than focusing on industries, this one shows data on specific occupations/careers.

1. The career report option links show different occupational trends for the United States.
2. Use the “search by location” option to view trends within a particular state.



**Your Search**

Search by Location

Georgia

Search

3. Filter by “typical education” to find trends most relevant to your current or future training goals.

### Filter By

#### Typical Education

- [High school diploma or equivalent \(195\)](#)
- [Bachelor's degree \(149\)](#)
- [Master's degree or higher \(96\)](#)
- [Some high school \(75\)](#)
- [Some college \(41\)](#)
- [Associate's degree \(33\)](#)

As you explore, answer the following questions:

1. Are any of the occupations suggested on your assessment results on the list of trending careers?
2. Are there any careers listed that are of interest to you?
3. Are the state/national trends favorable to your careers of interest?
4. What is the range of wages offered for the careers?
5. What is the typical education requirement for careers of interest to you?

### 3.4. UNDERSTAND OCCUPATION PROFILES

Now that you have some ideas about industries and careers in the broadest sense, it is time to focus in on the details and understand what it may take to pursue those careers.

At this point, you will concentrate on 2-3 occupations that you feel might be a good fit for you based on your assessment recommendations and your labor market research.

You will be directed to resources that can provide you more detailed information about knowledge, skills, abilities, job outlook, compensation, certification, education, and so on, as they relate to your selected occupations. This will give you a clearer picture of the nature of the work, how it aligns with your goals, and what kind of training you may need to pursue as you transition from the military.

#### ACTIVITY – Occupation Research

CareerOneStop pulls information from multiple databases to provide consolidated, easy-to-understand occupation profiles for over 900 occupations. Occupation profiles include work activity descriptions, typical education requirements, wages and compensation, growth rates, and more, all on one page. This level of detail can help you narrow down the occupations you have already identified.

Visit <https://www.careeronestop.org/ExploreCareers/Learn/career-profiles.aspx>

1. Click on the “occupation profile” link and enter a keyword and location that you would like to research. Follow the prompt to select from a list of occupations generated for your keyword.
2. Review the occupation description, and if it interests you, record the relevant information you find, using the chart on the following page as a guide.
3. Record information for 2-3 occupations.

*\*Note: To see which **interests** correspond to each occupation, click the “Show More” tab on the left side of the Occupation Profile and select “interest”. The Occupation Profile will now include the RIASEC types commonly associated with people who work in this occupation.*



## Sample Occupation Profile

<b>Occupation: Crane and Tower Operator</b>	
<b>Projected Employment</b>	<b>Typical Wages</b>
% Change:            42% in CO    8% in US  Annual openings: 40 in CO       1,920 in US	Range:    \$31,000-\$78,000  Median:    \$46,000
<b>Education and Experience</b>	<b>Activities</b>
To get started: <ul style="list-style-type: none"> <li>• High school diploma</li> <li>• &lt;5 years work experience</li> <li>• 1-12 months OJT</li> </ul> Typical level for this career: <ul style="list-style-type: none"> <li>• 54% high school diploma</li> <li>• 21% some college</li> </ul>	What you might do in a day: <ul style="list-style-type: none"> <li>• Weigh materials to ensure compliance</li> <li>• Verify information or space</li> <li>• Operate cranes, hoists, etc.</li> <li>• Maintain equipment in good order</li> <li>• Inspect equipment for defects</li> </ul>
<b>Interests</b>	<b>Notes</b>
<b>C</b> onventional <b>I</b> nvestigative <b>R</b> ealistic	KSA's are similar to what I use in my current job  Looks promising

<b>Occupation 1:</b>	
<b>Projected Employment</b>	<b>Typical Wages</b>
% Change:  Annual openings:	Range:  Median:
<b>Education and Experience</b>	<b>Activities</b>
To get started:      Typical level for this career:	What you might do in a day:
<b>Interests</b>	<b>Notes</b>

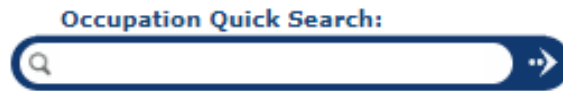
<b>Occupation 2:</b>	
<b>Projected Employment</b>	<b>Typical Wages</b>
% Change:  Annual openings:	Range:  Median:
<b>Education and Experience</b>	<b>Activities</b>
To get started:       Typical level for this career:	What you might do in a day:
<b>Interests</b>	<b>Notes</b>

<b>Occupation 3:</b>	
<b>Projected Employment</b>	<b>Typical Wages</b>
% Change:  Annual openings:	Range:  Median:
<b>Education and Experience</b>	<b>Activities</b>
To get started:       Typical level for this career:	What you might do in a day:
<b>Interests</b>	<b>Notes</b>

## ACTIVITY – Hot Technologies

In today's advanced society, technology plays an important role in nearly every occupation you can imagine. If you know which technologies are commonly used, you can improve your relevant skills and qualifications for your desired occupation. A free class at your local library, an online tutorial, or even use in a volunteer situation may provide you the experience you need to become proficient in a sought-after skill in a relatively short amount of time.

1. Visit <https://www.onetonline.org/>
2. Enter your desired occupation in the occupation quick search feature in the upper corner of the home page.



3. Select from the list of suggested occupations and view the occupation profile, paying specific attention to the profile section labeled "Technology Skills".
4. Note which technologies have the flames symbol next to them, indicating that employers frequently want employees to have some level of proficiency with them.

List some of the "hot" technologies you found for your desired occupations, and add these to the notes section in the charts you just completed or in the space below.

### **3.5. FIND LOCAL OPPORTUNITIES**

You have identified three occupations that sound interesting to you, and now it is time to research your local labor market. What is the labor demand in the area where you plan to live? Are there jobs that meet your financial needs? Will you be ready to apply upon separation from the military, or will you need more experience or training before you can apply?

For the final activity in Section 3, you will use online job search engines to look for detailed information about qualifications and requirements for current local job vacancies.

#### **ACTIVITY – JOB SEARCH**

Select the occupation that seems most promising. Explore job openings for that occupation to find out which qualifications are in demand.

1. Use an online job search engine to enter a job title or keyword and a location to generate a list of open positions in your area.
2. Click on a position to see the job description, qualifications—both required and preferred—application procedures, and options for saving or sharing the opportunity.
3. As you explore, ask yourself two questions:
  - Am I ready to apply for the job?
  - Do I still require training or experience before applying for the job?

Here are some resources to get you started:

- <https://usnlx.com> (The National Labor Exchange (NLx) can help you find legitimate job openings in your area in vetted public, private, and nonprofit sector organizations.)
- <https://www.careeronestop.org/JobSearch/job-search.aspx> (CareerOneStop, which we have been utilizing throughout this course, has a job search feature.)
- <http://veterans.gov/> (U.S. Department of Labor Veteran's portal; click link to find jobs.)
- <https://www.usajobs.gov/> (USAJOBS is the main site where you will find most federal job vacancy announcements.)

## **Help at the Local Level**

In this section, you have done extensive labor market and industry research. 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. You can find individuals to help you with this at your local American Job Center (AJC). AJCs can help workers become qualified to meet the skill demands of local-area employers.

There are more than 2,400 AJCs nationwide. You should connect with the AJC in the local area in which you plan to live. The AJC has direct access to local employers and local labor market information, as well as access to local, state, and federal programs which may help you. The AJC may also help you find access to free courses to boost your technology skills.

**<http://www.veterans.gov/>** (U.S. Department of Labor's online portal for Veterans; find links to local, state, and national resources, and find contact information for your local American Job Center by clicking "Find a Job", then click on "Find One on One Assistance," and enter your location in the "American Job Center Finder" box on the lower right side of the page)

### **3.6. MAKE SENSE OF THE RESEARCH**

In Section 2, you conducted an internal review, assessed your interests and aptitudes, and learned what motivates you. In Section 3, you conducted an external review, to see how the labor market and availability of jobs may influence your career decisions. With all of that knowledge in hand, you'll move on to Section 4, where you will identify any training or skill gaps and prepare yourself to meet the demands of the labor market.

# NOTES



# **SECTION**

# 4

## **PREPARE YOURSELF**

### **TOPICS**

- INTRODUCTION
- WHY ARE CREDENTIALS IMPORTANT?
- COMMON TYPES OF CREDENTIALS
- ACTIVITY – IDENTIFY CREDENTIALS
- WAYS TO GAIN CREDENTIALS
- FUND YOUR TRAINING AND EDUCATION
- DO YOUR RESEARCH

## **4. PREPARE YOURSELF**

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### **4.1. INTRODUCTION**

- What are your career goals?
- How can you position yourself for success in the future?

Perhaps you are starting to formulate some answers, but there are still many missing pieces. Now that you have identified some specific job opportunities, you may realize that you need additional experience, training, or credentials to qualify for the positions that you want. Some positions require specific degrees or certifications that may not have been required of you in the military, even if you were doing a similar type of work.

In Section 4, you will learn about different types of civilian credentials and opportunities to improve your skills, prepare you for civilian jobs, and enhance your career outlook. You will consider these options with regard to learning environment, length of program, and costs. Finally, you will learn about programs available to help you achieve your credentialing goals, so that you can evaluate which opportunities may be best for you and your individual situation.

### **4.2. WHY ARE CREDENTIALS IMPORTANT?**

The value of credentials to employers, workers, and society at large cannot be overstated. For employers, credentials demonstrate and document skills, increasing their ability to fill skilled positions, build talent pipelines, and compete. For workers and job seekers, credentials improve their labor market experience through higher earnings, greater mobility, and enhanced job security.

In most career fields, there are private or government organizations that set professional standards and issue credentials to individuals who demonstrate that they meet or exceed those standards. These credentials provide a common basis for employers, employees—and even customers or clients—to understand professional competencies and expectations.

Other reasons why credentials are important:

- They may be required by law or by an employer for entry into employment.
- They demonstrate to civilian employers that training and skills achieved in the military are on par with those gained through traditional civilian pathways.
- They ensure that credentialed employees share a common understanding of the best practices for their industry.
- They can lead to higher pay or promotion.

### **4.3. COMMON TYPES OF CREDENTIALS?**

The term “credential” refers to verification of an individual’s qualifications or competence by a recognized third-party authority. There are many different types of credentials offered or awarded by various types of organizations (such as an industry-recognized association or accredited educational institution).

Some examples of common credentials are:

- Occupational Licenses
- Professional Certifications
- Educational Degrees
- Certificates

#### **Occupational License**

An occupational license is mandatory for many professions. It is typically granted by a Federal, state, or local government agency, and is intended to set professional standards and ensure safety and quality of work. It is often required in addition to other credentials. Examples of occupations that require licenses are: electricians, plumbers, real estate brokers, massage therapists, nurses, and lawyers.

Licensing agencies verify a minimum level of education and a passing score on a competency exam before granting a license, which is typically valid for three years, and must be renewed on an ongoing basis. Renewal often requires additional experience, ongoing professional development, examination, or fees.

If an occupation is licensed, you must have the license in order to attain employment. It is important to note that some states recognize licenses from other states, but some do not. If you are pursuing an occupation requiring a license, think about where you plan to work and research licensing requirements on a state-by-state basis.

#### **Professional Certification**

A professional certification is a voluntary credential issued by a certifying body, such as an association (for example, the National Commission for Certification of Crane Operators) or a private sector company. It validates that an individual has passed an examination process, demonstrating that he or she has the designated knowledge, skills, and abilities to perform a specific job. The examination can be written, oral, or performance-based.

Like [licensure](#), certification is a time-limited credential that may be renewed through a recertification process, which may require additional professional development courses, experience, exams, or fees.

Some state licensure boards and some employers may require one or more certifications for a particular career field. Earning additional certifications, even if not mandatory, may make you more competitive and may even increase your salary.

## **Educational Degree**

The terms most commonly used for educational credentials are diploma or degree. Academic credit hours are the building block components of these educational credentials. These degrees, granted by institutions of higher learning, include associate degree (2-year) or bachelor's degree (4-year) as well as other graduate and professional degrees requiring education beyond the undergraduate level.

## **Certificate**

Do not confuse certificates with certification. When you receive a certificate, it is for course completion and not necessarily for demonstrating knowledge or competence. Many certificates require less than a year to complete, and some can be completed in a matter of days or weeks. For instance, you could receive a Traffic Flagger certificate for a one-day class or a Computer Aided Drafting and Design certificate for a program consisting of seven courses, over a nine-month period.

You can receive a skill or educational certificate after attending a training, but you are not *certified* in the subject unless you go through a process of testing and applying for the certification.

Certificates can, however, document that you have taken steps to stay current in your field of work and make you more marketable. In addition, certificates can help you in the license or certification renewal process by documenting continuing education units, hours, or points. The length of time to obtain the certificate and what organization is awarding it can have an impact on how valuable it is in the labor market.

## 4.4. ACTIVITY – IDENTIFY CREDENTIALS

Identify credentials required for your career of choice, and training you will need to develop new skills or hone existing skills. Choose one of the occupations you researched in Section 3.

1. Go to <https://www.careeronestop.org/>
2. Click on the “Find Training” drop down menu. At this point, you may use the “Find Local Training” option to enter your desired occupation and zip code to find training programs in your area or you can use the more specific links under the “Types of Training” heading to explore specific types of relevant credentials.

### Find Local Training


Find training programs, colleges, and universities in your local area.

Occupation, school, or program

Keyword

Location

City, State, or ZIP code

Search 

### Find Training at a Glance

#### Types of training

- High school equivalency
- Adult Basic Education
- Short-term training
- College
- Certifications
- Apprenticeships
- Internships
- Professional development
- Do you need a license?

#### Pay for training

- How much will it cost?
- Find money for training
- Financial aid
- Scholarships
- Make a budget

#### Find your path

- What's right for me?
- What's in demand?
- Make a training plan
- My skills are out of date
- College for adults
- Is education worth it?

Questions:

1. What credentials are required/available for your career of choice?

<b>Certification(s):</b>	
<b>License(s):</b>	
<b>Degree(s):</b>	
<b>Certificate(s):</b>	

2. What education, training, apprenticeship, or experience will you need to obtain these credentials? What is the time investment needed?

<b>Education/Training/Apprenticeship/Experience</b>	<b>Time Required</b>

#### **4.5. WAYS TO GAIN CREDENTIALS**

There are numerous ways to earn credentials. It is important to find training that fits with your lifestyle, learning preferences, and goals.

Some people prefer an **earn and learn** environment, where their training is incorporated into their normal work activities. Options include:

- Registered Apprenticeships
  - Offer paid salary, practical training, and national industry certification
  - Typically 1-6 years (average length, 4 years)
- On-the-Job-Training
  - Offer paid salary and skill-building directly relevant to a job
  - Vary widely in length, structure, and quality

Others prefer to **study and learn** at a higher education institution. Options include:

- Two-year community and technical colleges
  - Offer associate degrees and formal certificate programs
- Career, technical, vocational, or trade schools
  - Offer specific career training and certificates
  - Typically no more than two years
- Four-year colleges and universities
  - Offer many certificate and degree programs
  - Vary widely in length and complexity

## **Earn and Learn Options**

### **Registered Apprenticeship Program**

The Registered Apprenticeship program is an earn-and-learn training model that provides a unique, flexible combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. It is an immediate job; apprentices earn a paycheck from day one.

The Registered Apprenticeship system provides the opportunity for workers seeking high-skilled jobs that pay well and for employers seeking to build a qualified workforce. In this way, apprenticeships effectively meet the needs of both employers and workers. Registered Apprenticeship is a leader in preparing American workers to compete in a global 21st century economy because the system keeps pace with advancing technologies and innovations in training and human resource development.

The Registered Apprenticeship is highly active in traditional industries such as construction and manufacturing, but it is also instrumental in the training and development of emerging industries such as healthcare, energy, information technology, advanced manufacturing, and homeland security. Programs are available in over 1000 occupations, including able seaman, construction craft trades, elevator installer, dental assistant, law enforcement agent, and more.

A Registered Apprenticeship program is sponsored by an individual business or an employer association and may be partnered with a labor organization through a collective bargaining agreement. Upon finishing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, an industry issued, nationally recognized credential that validates proficiency in an apprenticeable occupation.

Apprenticeship factors to consider:

- It is an immediate job. Apprentices start working from day one, and there are incremental wage increases as skill levels improve.

- Apprenticeships range from one to six years, but the majority are four years in length.
- Upon completion of a Registered Apprenticeship program, participants receive an industry recognized, nationally issued (from the U.S. Department of Labor) credential that certifies occupational proficiency and is portable.
- The average salary for those with successfully completed apprenticeships is \$65,000 per year.
- Training is occupation-focused, hands-on, and immediately applicable.
- Agreements between certain apprenticeship training programs and 2- and 4-year colleges create opportunities for college credit and future degrees.

### **On-the-Job Training**

On-the-job training (OJT) focuses on gaining skills within the work environment, generally under normal working conditions. Through OJT, workers acquire both general skills that they can transfer from one job to another and specific skills unique to a particular job. OJT typically includes oral and written instruction, demonstration and observation, and hands-on practice and imitation.

In these programs, employers often provide structured hands-on experience and peer or supervisor mentoring and training before the trainee assumes the responsibilities of the job. OJT programs may take as little as a day of informal training or include several weeks or months of formal training and employer-mandated testing for program completion.

OJT is ideal if you want to get right to work and prefer personalized peer or supervisor mentoring to learn an employer's specific needs before you assume full responsibilities of a job.

Factors to consider:

- You have a paying job while you learn your position and the employer's expectations from an experienced employee.
- Common OJT programs include a mix of hands-on practical training and formal training.
- OJT is performed at the work area, so training focuses on real job tasks that you can use immediately in your position.
- Quality of OJT is dependent on how developed the training materials are and how skilled the mentor is at communication.
- OJT is often the most practical training method to train one or a very small number of employees, so it may allow more opportunities for individual questions and needs to be addressed.



## Internships

An internship is a temporary position that emphasizes on-the-job training, rather than merely employment. Internships can be paid or unpaid and frequently lead to offers of full-time or permanent employment. Many public agencies and private companies offer internships, and an online search can yield a variety of opportunities. Your local transition office may be able to connect you with opportunities designed specifically for Veterans. Two places to search based upon your interest and location include:

- [www.usajobs.gov/StudentsAndGrads](http://www.usajobs.gov/StudentsAndGrads) or [www.usajobs.gov/Search?Internship=Yes](http://www.usajobs.gov/Search?Internship=Yes) (USAJOBS Pathways for federal government internships)
- [www.uschamber.com/about-us/careers/internship-opportunities](http://www.uschamber.com/about-us/careers/internship-opportunities) (U.S. Chamber of Commerce internship opportunities)

## Volunteerism

Another important area to consider is volunteering. Job seekers often overlook or underestimate the value of volunteer work. The exposure to varied skill sets that volunteering provides can make you a more versatile, marketable, and competitive employee. There are many volunteer opportunities available—locally, regionally, nationally or even internationally.

Just like the many internship and apprenticeship opportunities available, you can search for a volunteer opportunity that matches your interests. Be sure to check with your local military installation, non-profit organizations, Veterans' groups, schools and civic organizations to ask about volunteering.

- <http://www.usa.gov/> (Type “volunteering” in the search box to see many opportunities available across the country)
- <http://www.volunteer.gov/> (America's Natural and Cultural Resources Volunteer Panel has many ways to search for volunteer positions)

## Study and Learn Options

Before considering study and learn options, you should know that some of your military training and experience may transfer as credits to colleges or universities, saving you time and money in completing an educational program. The Joint Services Transcript (JST) is an academically accepted document approved by the American Council on Education (ACE) to validate your military occupational experience and training along with the corresponding ACE college credit recommendations. Educational institutions can use information from your JST to determine if you are eligible for transfer credits in your program of study. Please consult with individual institutions for information about their transfer credit policies.

[jst.doded.mil/smart/signIn.do](http://jst.doded.mil/smart/signIn.do) (access your JST military transcript)

## Community and Technical Colleges

Community colleges—also known as technical colleges in some states—are publicly-funded institutions focused on the local community and committed to responding to its changing workforce needs. Today’s comprehensive community college is both a principal provider of academic instruction and a major provider career and technical training programs.

Community colleges have long granted associate degrees that typically take 2 years of full-time study to complete. These programs offer students the traditional college-level courses that lead to an associate degree and prepare students for further study toward a bachelor’s degree. They also offer technical or vocationally-oriented associate degrees that directly prepare students for careers.

Increasingly, however, community colleges provide another option: short-term career training through vocationally-oriented courses that leads to a certificate in less than 2 years. This expanded service has increased the importance of community colleges in serving the needs of local businesses, workers, and communities. Students of any age can participate in these relatively inexpensive, convenient, and flexible workforce training courses to advance their careers. Community colleges partner with local businesses and workforce development agencies to ensure programs meet local labor market needs.

Factors to consider:

- Generally, all students are accepted, regardless of past academic performance.
- Tuition is often lower at publicly funded community colleges than career schools or other private educational institutions, although it does not include books and other required supplies.
- Community colleges typically operate on traditional semester or quarter schedules.
- Class schedules are often flexible to fit the lifestyles of working students and students with families.
- Courses may be lecture, hands-on, online, or a hybrid of these formats.
- There are many programs to choose from that can either lead you directly into a career or transfer to a higher-level college or university program.
- Individual institutions can accept transfer credit at their discretion. A Joint Services Transcript will be required.

Resources about colleges can be found here:

- <https://www.careeronestop.org/FindTraining/Types/college.aspx> (CareerOneStop guide to college degrees. From here, you can use links to find local college programs, how to prepare for college, and school affordability and value using the College Scorecard.)
- <https://nces.ed.gov/collegenavigator/> (College Navigator tool from the National Center for Educational Statistics allows you to search and get

- detailed information about more than 7000 post-secondary institutions.)
- [https://www.benefits.va.gov/gibill/docs/factsheets/Choosing\\_a\\_School.pdf](https://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf) (U.S. Department of Veterans Affairs guide to choosing a school)

## **Career Technical Schools**

Career technical schools offer focused education and specialized preparation for employment—courses and programs that teach specific knowledge and skills leading to particular jobs. The first technical colleges offered degrees and certificates in subjects such as computer hardware maintenance and electronics, construction trades, nursing, and criminal justice. Now they include a wider array of fields including culinary arts, bartending, travel, real estate, healthcare, and graphic design.

Program time frames vary from a few months to two years, depending on the program type and course load. Learning is hands-on; students immediately use what they learn. Students receive a certificate upon completion of the required coursework and training.

Attending a career school can be an option if you have already identified your ideal career and want to get started quickly.

Factors to consider:

- Most technical school programs are flexible, offer classes year-round, and start frequently to allow rapid entry into the workforce.
- The specialized programs prepare students for certifications in a specific trade or industry.
- Tuition may be more expensive than other options but may include everything a student will need throughout the length of the program—books, miscellaneous fees, laboratory tools, and other necessary supplies.
- Most instructors have personal experience and are highly skilled in what they teach.
- Learning is hands-on and often includes job shadowing, externships, and other real-world experiences.
- Credits are typically not transferable to other technical, community, or four-year colleges.

Resources about career technical schools can be found at the following sites:

2. [www.consumer.ftc.gov/articles/0241-choosing-vocational-school](http://www.consumer.ftc.gov/articles/0241-choosing-vocational-school) (Federal Trade Commission advice on choosing a vocational school)
3. [www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp) (Department of Veterans Affairs WEAMS Institution Search. Find VA-approved non-degree schools or certificate programs)

## Four-Year Colleges and Universities

Institutions of higher learning (degree-granting colleges and universities) may offer longer, more in-depth programs of study lasting 4 years or more. Programs vary from undergraduate to graduate level study and may be classroom-based, on-line, or a hybrid of the two. Because these programs are longer, there is often time for exploration and general liberal arts foundational learning before students focus on a particular area of study. In some cases, independent research, a capstone project, or thesis is required for graduation.

A four-year university is one avenue that may be required depending on your aspirations. This can be a great option for those who know they want or need to pursue a degree to achieve their career goals.

Factors to consider:

- Admission requirements may be rigorous and include components such as transcripts, minimum test scores, writing samples and personal references.
- Tuition may be more expensive than community colleges and will likely not include books and supplies. Publicly funded colleges and universities (or state schools) often have lower tuition than private institutions.
- Classes may be lecture, hands-on, online, or a hybrid format. Studio time, research, or internships may be offered or required as part of different degree programs.
- Schedules and courses vary widely depending on the program and degree requirements; degrees may or may not lead directly to a job or a career. (Example: graduating with a degree in English does not automatically qualify you to work as an English teacher.)
- Individual institutions accept transfer credits at their own discretion. The Joint Services Transcript will be required to determine if any of your previous education or military training will be accepted for credit.
- Higher education involves a significant investment of time and money but can lead to higher paying jobs. Consider return on your investment, based on the major and the typical wages for related careers.

For more guidance on exploring this option and choosing a program that is right for you, contact your military installation's Transition Assistance Program team to find out how to enroll in the Transition GPS **Accessing Higher Education Track**.

- <http://www.dol.gov/vets/programs/tap.htm> (Department of Defense Transition GPS virtual curriculum)

## **Gain More Skills Before Transition**

There are a number of other ways to gain experience that may help you develop your skills and either qualify you for a job or help you to earn a credential. You may also be able to leverage your experiences in active-duty military service to achieve these goals.

### **United Services Military Apprenticeship Program (USMAP)**

Did you participate in USMAP while on active-duty? United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active-duty Coast Guard, Marine Corps, Navy, and Army Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while on active-duty. The U.S. Department of Labor (DOL) provides the nationally recognized "Certificate of Completion" upon program completion.

This certificate is a definite advantage in getting better civilian jobs, since employers know the value of apprenticeships.

If you haven't enrolled in USMAP, you may be missing out on recognition and certification of hours trained and worked. By completing an apprenticeship program through USMAP, you can save time and money.

If you have not participated in USMAP and want to, you can select an apprenticeship through USMAP according to your rating or military occupational specialty and current assignment. Based on the apprenticeship selected, you must complete a defined number of work-hours in the subcategories specific to that apprenticeship.

- **There are 119 occupations.**
- **These apprenticeships do not require any extra time besides documenting the hours you have already worked.**

Information about USMAP can be found here:

- **<https://usmap.netc.navy.mil/>** (USMAP provides information on identifying and applying for apprenticeships related to military experience.)

### **DoD SkillBridge Training for Transitioning Service Members**

The U.S. Department of Defense SkillBridge offers Service members with certain qualifications the opportunity to participate in civilian job and employment training that offers a high probability of employment, including apprenticeships and internships. Training for these positions can take place starting up to six months prior to a Service member's separation. Industry training providers offer training at little or no cost to eligible Service members on or near the installations where they are stationed for the closing months of their military careers.

- **[www.dodskillbridge.com](http://www.dodskillbridge.com)** (Provides an overview of program requirements and eligibility. For details about specific programs/positions available at your installation, contact your local Transition Services office.)

## **Credentialing Opportunities On-Line (COOL)**

COOL (Credentialing Opportunities On-Line) helps Army, Navy, Marine Corps, and Air Force Service members find information on certifications and licenses related to their jobs. COOL can provide background information on civilian credentials related to a military occupational specialty. It can also help to identify any potential gaps between military experience and the training/experience required to earn a civilian credential. COOL can also identify potential resources to help Service members fill that gap.

Spend a little time getting acquainted with COOL and credentialing using the main navigation links at the top of the page, and then dive into your occupation-specific information using the "Find & Select Related Credentials" information accessible from the tab in the left margin of every page.

- <https://www.cool.army.mil> (U.S. Army credentialing opportunities online website)
- <https://www.cool.navy.mil/usn/> (Department of the Navy credentialing opportunities online website)
- <https://www.cool.navy.mil/usmc/> (U.S. Marine Corps credentialing opportunities online website)
- <https://afvec.langley.af.mil/afvec/Public/COOL/> (U.S. Air Force credentialing opportunities online website)

## **4.6. FUND YOUR TRAINING AND EDUCATION**

Now that you understand some of the different training options available to you, you should think about how these options will impact your budget and lifestyle once you leave military service. Whether you choose an “earn and learn” option that pays you a wage from day one, a “study and learn” path, where you may or may not be employed while attending school, or a short-term certification or testing process, you should understand how the many funding options available to you. The U.S. Department of Education provides one comprehensive resource.

- <https://studentaid.ed.gov/sa/prepare-for-college/choosing-schools> (U.S. Department of Education information on funding your education.)

Since many of you have earned GI Bill® benefits through your service, you should also understand how the GI Bill® can help you pursue your credentialing, apprenticeship, or training goals. The GI Bill® is not just for traditional college degrees. For more information on GI Bill specifics, please visit [www.benefits.va.gov](http://www.benefits.va.gov).

- [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp) (U.S. Department of Veterans Affairs summary of GI Bill programs. Click on any of the “types of training” from the list to see details on benefits, eligibility, and links to payment rates.)

## **GI Bill® Overview**

The GI Bill® programs can be used for many types of training, including:

- Apprenticeships
- Vocational/technical training (non-college degree programs)
- Institutions of higher learning (undergraduate and graduate degrees)
- Licensing and certification reimbursement
- National testing reimbursement
- On-the-job training
- Independent and distance learning
- Entrepreneurship training

### **Institutions of Higher Learning and Vocational/Technical Training**

In some instances, such as degree-granting colleges and universities and educational certificate or college degree programs, benefits may cover all or a portion of your program expenses and include a monthly housing allowance (MHA) and funds to defray the cost of books and supplies.

In other cases, such as licensing or certification testing, you may receive a check to reimburse you for some or all of your testing costs, but benefits may not include additional money for living expenses.

- [https://www.benefits.va.gov/gibill/higher\\_learning.asp](https://www.benefits.va.gov/gibill/higher_learning.asp) (U.S. Department of Veterans Affairs GI Bill information for degree-granting institutions)
- [https://www.benefits.va.gov/gibill/non\\_college\\_degree.asp](https://www.benefits.va.gov/gibill/non_college_degree.asp) (U.S. Department of Veterans Affairs GI Bill information for vocational/technical training)

### **Apprenticeship and OJT**

Those pursuing on-the-job training or apprenticeships may be eligible for additional GI Bill® benefits, including monthly housing allowance (on top of your hourly wages from your employer) and a books and supplies stipend. The housing allowance is paid at a rate which decreases over time, in conjunction with your hourly apprenticeship wages increasing.

- [www.benefits.va.gov/gibill/onthejob\\_apprenticeship.asp](https://www.benefits.va.gov/gibill/onthejob_apprenticeship.asp) (U.S. Department of Veterans Affairs GI Bill benefits for apprenticeships or OJT)

### **Licensing and Certification**

For those pursuing a professional license or certification required for your career field, the VA may reimburse you for up to \$2000 of the cost of the exam.

- [https://www.benefits.va.gov/gibill/licensing\\_certification.asp](https://www.benefits.va.gov/gibill/licensing_certification.asp) (U.S. Department of Veterans Affairs GI Bill benefits for licensing and certification)

## **Vocational Rehabilitation and Employment**

For some Service members, another path to training may be utilizing Vocational Rehabilitation and Employment (VR&E). VR&E, provides no-cost assistance to eligible Service members and Veterans with service-connected disabilities to enable them to prepare for, obtain, and maintain suitable employment or achieve independence in daily living. VR&E may include many resources, such as education, retraining, tools, and career counseling.

Veterans must have at least a 10 percent service-connected disability and must have received an other than dishonorable discharge. If you have questions about VR&E, please consult with your VA Benefits Advisor.

- <https://www.benefits.va.gov/vocrehab/index.asp> (U.S. Department of Veterans Affairs information about VR&E)

## **VA Work Study Program**

If you're a full-time or 3/4-time student in a college degree, vocational, or professional program, you can “earn while you learn” with a VA work study allowance. For student Veterans looking for part-time employment while collecting VA benefits, this program offers an opportunity to work at a college’s Veterans office, a VA medical facility, a VA regional office, or at an approved state employment office. Active-duty military are not eligible for this program.

- [www.benefits.va.gov/gibill/workstudy.asp](http://www.benefits.va.gov/gibill/workstudy.asp) (U.S. Department of Veterans Affairs explanation of work-study program)

## **Yellow Ribbon Program**

Some students may be interested in attending private colleges or universities that have tuition and fees exceeding the maximum amount of the Post-9/11 GI Bill benefit. These institutions may participate in the Yellow Ribbon Program, which could significantly offset any or all out-of-pocket expenses for you to earn your degree. To find out more about the Yellow Ribbon Program and to see if your school takes part, please visit the VA website.

- [www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp) (Department of Veterans Affairs information about the Yellow Ribbon program, including links to see which schools participate and current payment rates)

## **Explore Funding with the GI Bill® Comparison Tool**

The GI Bill® Comparison Tool is a useful resource to learn about education programs and compare benefits by school. You can use it to learn more about programs and see how various factors may impact or even eliminate your out-of-pocket expenses as you pursue training or education.



Before you commit to any educational program, you should become familiar with this tool.

1. Visit <https://www.vets.gov/gi-bill-comparison-tool>
2. Explore the features of the GI Bill® Comparison Tool to find information about estimated benefits, programs for Veterans, student outcomes, and cautionary information.

#### **4.7. DO YOUR RESEARCH: AVOID PREDATORY PRACTICES AND SCAMS**

Due diligence is the process of evaluating a prospective financial decision by getting as much information about it as possible. The process involves careful examination, such as reading the fine print and interviewing customers, management, and leaders. The goal is to make sure that there are no hidden drawbacks or traps associated with the business action under consideration.

Selecting the right school and program also requires Service members to exercise due diligence before sharing too much information or making any financial commitments. There are predatory institutions and commercial sites that will attempt to recruit you rather than provide impartial information. Sometimes their goal is to gain personal information so they can continue to pursue you or collect your GI Bill benefits without providing a legitimate service.

Do not share your Social Security number, date of birth, or information about your spouse/partner or parents. Do not provide your phone number or address until you know the credentials of the school or program.

##### **Accreditation**

An important way to evaluate institutions or programs is to look for accreditation. Accrediting agencies are independent private educational or professional associations of regional or national scope. They develop standardized evaluation criteria and conduct peer evaluations to assess whether or not those criteria are met. Accreditation validates that the training or education offered by an institution meets acceptable levels of quality.

- [www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation) (U.S. Department of Education information about university and higher education accreditation)

If you do not do your due diligence in a financial situation, you may end up buying something you didn't bargain for—or you may end up in a contractual relationship that will cause you trouble. The same is true when it comes to transactions with a school or training program.

In terms of a program of study, ask the following questions:

- What do you need the program and/or institution to deliver?
- What information/data do you need to know to verify this?

Here are questions to consider as you perform due diligence:

1. Is the school or program accredited? If so, by what organization?
2. Does the school readily share job placement rates for the program you are considering? Are graduates finding jobs in their field of study?
3. Are admission requirements clear or unclear? Are they missing or lax?
4. Is there a specific point of contact that you can reach by phone and email to answer any program questions you have?

Resources concerning due diligence can be found at the following sites:

- **[www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html](http://www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html)** (U.S. Department of Education information about diploma mills)
- **[www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)** (Department of Veterans Affairs WEAMS Institution Search. Check to see if the school is approved to accept VA benefits.)

# NOTES

# **SECTION**

# 5

## **DESIGN THE PATH**

### **TOPICS**

- INTRODUCTION
- ESTABLISH GOALS
- COMPARE PROGRAMS
- ADDITIONAL RESOURCES
- MAKE A PLAN FOR SUCCESS
- SUMMING IT UP

## 5. DESIGN THE PATH

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### 5.1. INTRODUCTION

What are your career goals?

What steps do you need to take to position yourself for success in the future?

The pieces may be starting to fall into place. All the preparation you have done to this point—and the work you still need to do—will be more valuable to you if you organize information into a formal plan with concrete goals. Whether your career of choice entails several weeks or several years of education, training, or apprenticeship, planning can make a huge difference in moving you forward in a productive direction.

This section will help you put your thoughts and goals into a formal written plan. You will research and compare several options to enhance your skills, and determine which best serves your short-term needs and long-term career goals. This section will also present information on additional organizations, resources, and Veterans' support services, which you may want to incorporate into your plan.

### 5.2. ESTABLISH GOALS

Why set goals?

A common trait among top athletes, successful business leaders, entrepreneurs, and high-achievers in all fields is that they regularly set goals and challenge themselves to push their boundaries. These concrete goals provide focus, increase confidence, and improve performance. If you haven't already, you can adopt the same goal-setting mindset. The act of writing a goal can provide clarity and trigger action what you do today can help you realize your vision for tomorrow.

You can think about your goals in terms of

1. **Short range** (6 months to 1 year)
2. **Medium range** (1 year to 5 years)
3. **Long range** (5 years to 10 years)

It is important to set professional goals for each time range, even if in the short range, you are still completing military service, or in the long range, you are fully retired and relaxing. You should focus on the actions that are within your control, rather than relying on the actions of others.

Compare the following goal statements:

**“I will have a job offer by my military separation date.”**

This statement depends on others to consider your application, decide that you are the best candidate for the job, and offer it to you. This assumes everyone else involved is as invested in your career goal as you are.

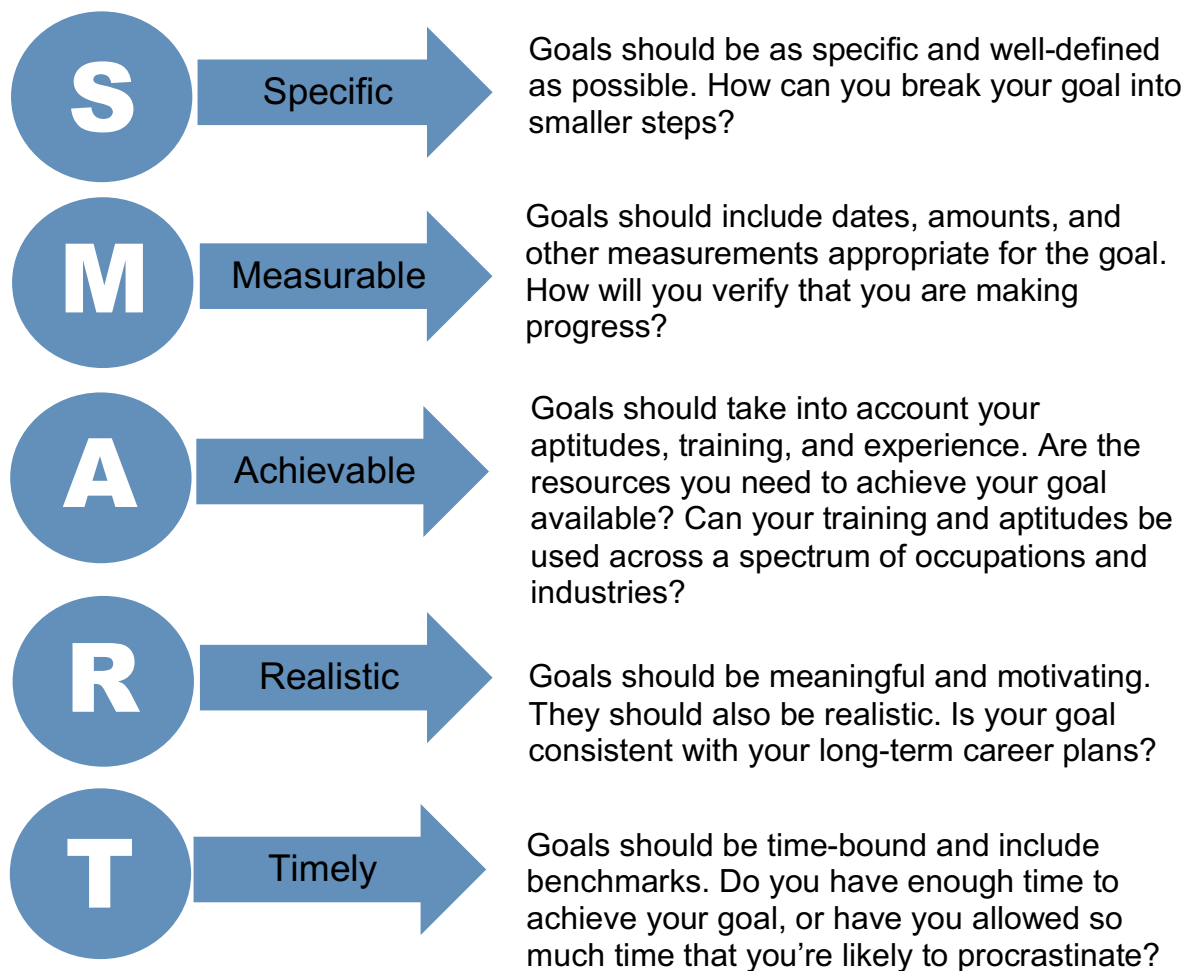
**“I will complete my certification requirements by the time I separate from the military so that I will be qualified to compete for network administration jobs.”**

This focuses on your own actions and what you can control, rather than relying on others. Taking an active, rather than a passive role, will keep your goals on track.

## Get SMART

SMART is a handy acronym for the five characteristics of well-designed goals and is a popular technique for validating your goals. It helps you save time and energy by making goal-setting more efficient and productive.

SMART stands for Specific, Measurable, Achievable, Realistic, and Timely.



## NOTES



### 5.3. COMPARE PROGRAMS

You have already identified a desirable occupation and researched the credentials needed to qualify for a specific position. Now it is time to identify which training programs can help you achieve those credentials.

As you weigh different program options, think about your personal priorities, constraints, and budgetary needs. Tie together the considerations discussed in sections 3 and 4 to decide which program is most relevant and achievable for you.

#### Activity – Compare Programs

1. Identify three programs or schools that support your training goals.
2. Complete the Program Comparison Chart on the following pages to conduct a side-by-side analysis. A sample chart has been provided as a guide.
3. Add any notes relevant to your specific situation.

Use the resources below to conduct your research. Be sure to follow links to the individual program websites for specific details.

- <https://www.careeronestop.org/FindTraining/find-training.aspx> (CareerOneStop allows you to click on the type of training you are looking for from the list; enter key word and zip code to find learning opportunities; follow any links to individual program sites.)
- <https://nces.ed.gov/collegenavigator/> (College Navigator tool from the National Center for Educational Statistics allows you to search and get detailed information about over 7000 post-secondary institutions; enter search criteria to find program details, then follow links to school websites for more information.)
- [www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp) (Department of Veterans Affairs WEAMS Institution Search. See if your school or program is VA-approved.)
- <https://www.dol.gov/apprenticeship/> (Department of Labor Employment and Training Administration provides general information about apprenticeships, including a complete listing of careers that offer apprenticeships. From this site, you can also access contact information for regional and local state apprenticeship agencies.)
- <https://www.dol.gov/featured/apprenticeship/find-opportunities> (Department of Labor Employment and Training Administration provides ways to find and apply to apprenticeships.)



- <https://www.vets.gov/gi-bill-comparison-tool> (U.S. Department of Veteran Affairs portal to find amount of GI Bill funding for approved schools, accreditation and completion rates, etc.)
- [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp) (U.S. Department of Veterans Affairs information on GI Bill programs. To see details on benefits, eligibility, and links to payment rates, click on any of the “types of training”.)

## Sample Program Comparison Chart

	Program 1	Program 2	Program 3
School/Program Name	North County Community College	Medical Training Institute	Lennard Tech, Paramus NJ campus
Desired Credential	Medical billing certificate or medical coding certificate	Medical Administration and Billing/Coding certificate	Medical coding and billing certificate
Program format	mostly online, meet once/week in person	in person, onsite	day or evening, blended delivery
Length of Program	15 weeks	37 weeks (AM classes) 62 weeks (PM classes) *flexible AM/PM	900 hours (39 weeks daytime or 54 weeks evening)
VA approved	yes	yes	yes
Accreditation	yes-regional	yes-ACCSC	yes
Transfer credit policy, if applicable	May have scholarships for students transferring to 4-year college; send JST	No credit for prior coursework	N/A
Estimated cost of program	\$4,560 tuition +housing and books	\$13,745 tuition +housing and books	\$14,970 tuition +housing and books

	Program 1	Program 2	Program 3
Estimated GI Bill funds Tuition MHA Books Other	\$4,560 tuition \$2,282/mo. MHA Up to \$1,000 books	\$13,745 tuition \$2,753/mo. MHA Up to \$1,000 books	\$14,970 tuition \$2,972/mo. MHA Up to \$1000 books
Estimated out of pocket expenses Tuition MHA Books Other	\$0 tuition Rent No car (walking distance)	\$0 tuition Live rent-free with dad Car needed	\$0 for tuition Rent and car
Application requirements or prerequisites	Fill out online form to request admissions assistance	Online app, appt with representative, HS diploma, placement testing	Need to fill out form to request information
Application deadline	???	???	???
Anticipated Program start date and end date	6 SEP 20XX-19 DEC 20XX	???	???
Contact information (POC, phone, email, website)	Admissions: Devon Williams 222-333-4450 Veteran Rep: Jay Watts j.watts@email.edu	MTladmissions@email.edu	Admissions: Jane Smith 844-277-2770
Notes:	On campus Veteran support group	Extremely flexible course schedule. 97% placement rate	Caution on GI Bill Comparison Tool. Need to learn more about why.

	Program 1	Program 2	Program 3
School/Program Name			
Desired Credential			
Length of Program			
VA approved			
Accreditation			
Program format			
Transfer credit policy, if applicable			
Estimated cost of program			
Estimated GI Bill funds Tuition MHA Books Other			
Estimated out of pocket expenses Tuition MHA Books Other			
Application requirements or prerequisites			

	Program 1	Program 2	Program 3
Application deadline			
Anticipated Program start date and end date			
Contact information (POC, phone, email, website)			
Notes:			

## 5.4. ADDITIONAL RESOURCES

It is important to know that, most likely, you will continue to refine your career plan throughout the transition process and even well into your future. In this section, you will find additional resources that may prove to be helpful in pursuing your career goal. If you think they would be useful for you, think about how you can incorporate them into your plan.

### Free or Low-Cost Learning Opportunities

In recent years, many public agencies, private sector businesses, and nonprofit organizations have made significant investments and public commitments to support our nation's Veterans in their transition from military service to civilian careers. These organizations understand that Veterans bring unique value to the workplace but face challenges competing for civilian positions without civilian-recognized credentials or experience. To alleviate this disconnect, many partner organizations offer free, low-cost, or accelerated learning opportunities for Veterans.

The wide range of offerings may include accelerated wind turbine technician programs, expedited routes to a commercial driver's license, project management certification courses, entrepreneurship training and support, free online cybersecurity classes at beginner and advanced levels, business internships, and partnership with a local mentor in your desired industry or occupation.

Program availability and scope are determined by local, regional, or national partners and vary widely by geographic location and local labor market conditions. Please contact the transition services office at your local military installation to find out about partners and opportunities currently available in your area. You may also gain access to local training, partners and grant programs by contacting the American Job Center in your area.

- <https://www.careeronestop.org/LocalHelp/local-help.aspx>  
(CareerOneStop link for finding your local American Job Center)

## **Defense Activity for Non-Traditional Education Support (DANTES)**

DANTES is a DoD organization created to help active-duty Service members pursue their educational goals and earn a degree or certification while continuing to serve their country. Through the programs that DANTES supports, your local education services office or Navy college office has the tools and resources to help you attain your educational goals.

[www.dantes.doded.mil](http://www.dantes.doded.mil) (information about college entrance or placement testing, application procedures, tuition and financial aid, Troops to Teachers, and counselors who can help you with other education-related planning)

## **Joint Services Transcript (JST)**

The Joint Services Transcript is an academically accepted document approved by the American Council on Education (ACE) to validate a Service member's military occupational experience and training along with the corresponding ACE college credit recommendations.

JST provides a description of military schooling and work history in civilian language. It serves as a tool for academic and career counselors advising Service members and Veterans, and it could save you time and money if your desired program accepts transfer credits. Consult individual institutions for transfer credit policies.

- [jst.doded.mil/smart/signIn.do](http://jst.doded.mil/smart/signIn.do) (access your military transcript)

## **Transition GPS Track – Accessing Higher Education**

The Accessing Higher Education track is for those pursuing higher education. It assists Service members in identifying the education requirements that support their personal goals. This track focuses on topics such as how to achieve academic success, how to research and compare institutions, and how to finance higher education. After completing the Accessing Higher Education Track, Service members will be prepared to complete an application to an accredited institution, schedule a session with a counselor

from an academic institution, or meet individually with education counselors, as needed. You can attend this course as a workshop or use the Transition GPS virtual curriculum.

- [https://www.dodtap.mil/transition\\_gps.html](https://www.dodtap.mil/transition_gps.html) (Department of Defense Transition GPS virtual curriculum.)

## **Transition GPS Track – SBA Boots to Business**

The Small Business Administration (SBA) offers the Boots to Business program which includes a two-day “Introduction to Entrepreneurship” workshop. Service members pursuing self-employment will receive information related to the benefits and challenges of entrepreneurship and the steps required for business ownership. Once Service members have completed the Entrepreneurship Track, they will have developed the initial components of a business feasibility plan. Additionally, they will be given the opportunity to enroll in follow-on entrepreneurship development courses, which helps them conduct market research, complete a business plan, and connects them with a successful business mentor to assist with the business start-up process.

- [www.SBA.gov/bootstobusiness](http://www.SBA.gov/bootstobusiness) (Small Business Administration website has resources for Veterans who want to start their own businesses)

## **On-Campus Veterans’ Support**

Many campuses have Veterans’ services offices or Veteran centers that can help connect student Veterans with the resources they need to successfully transition from combat to classroom to career. This includes help navigating the admissions process, applying for financial aid, using VA education benefits, getting academic assistance, and ultimately preparing to enter (or re-enter) the workforce.

The Veterans’ service office should:

- Give you referrals to relevant campus or community resources
- Provide information on VA benefits
- Help you to navigate the campus and its administrative policies
- Invite you to workshops and social events throughout the year
- Connect you with other student Veterans on campus

## **VA Certifying Official**

The VA certifying official is the representative at a training institution who serves as a liaison between that school and the VA. This individual validates your program enrollment status, which is necessary for the VA to process education benefit payments. Check with each individual school about how to reach the VA certifying official.

**Note:** *The VA certifying official is not a VA employee. In all VA matters, any final decision should come from VA, not the school representative.*

## 5.5. MAKE A PLAN FOR SUCCESS

Everything you've done so far—and still need to do—requires you to begin creating a formal plan. Some people may struggle to meet their goals because they neglect to put their ideas in writing. Remember, writing SMART goals helps to keep you motivated, focused, and accountable for your own success.

### Activity – Create an Action Plan

Review your notes and research. Consolidate this information on a single page and formalize your plan.

A sample plan is provided as a guide.

CAREER OF CHOICE: ELECTRICIAN	
Long-Range Goal (>5 years)	Own and operate an independent electrical contracting business.
Mid-Range Goal (1-5 years)	Complete a 4-year electrician apprenticeship and obtain journeyman license.
Short-Range Goal (<1 year)	Register for VA education benefits and complete application for apprenticeship by March 30.
Labor Market Information	
Job Outlook	% Change: ↑ 13%
Salary Expectations <input type="checkbox"/> US <input checked="" type="checkbox"/> State (AL)	Range: \$30K - \$64K Median: \$44K
Skills and Credentials	
Current	H.S. Diploma, some relevant military training may transfer (see JST)
Desired/Required	Electrician apprenticeship certificate and Electrical Contractor, Electrical Journeyman or Line Electrician license

<b>Training Program</b>	
Training Program (length/dates)	North Alabama Craft Training Foundation Apprenticeship (4 years starting in September)
<b>Costs and Funding</b>	
Estimated Program Costs	\$3000/year (cost covered by program) plus \$500 books/year (not covered by program)
Potential Funding	GI Bill MHA (tapering down over time) Potential GI Bill offset for books Trainee wages (starting \$11.50/hr. ending \$25.55/hr.) Program provides interest-free loans for books *top trainee gets book fees waived
Other notes	Confirm with VA benefits entitlement and amounts Confirm with program health insurance benefits/costs



<b>CAREER OF CHOICE:</b>	
Long-Range Goal (>5 years)	
Mid-Range Goal (1-5 years)	
Short-Range Goal (<1 year)	
<b>Labor Market Information</b>	
Job Outlook	
Salary Expectations <input type="checkbox"/> US <input type="checkbox"/> State (    )	
<b>Skills and Credentials</b>	
Current	
Desired/Required	
<b>Training Program</b>	
Training Program (length/dates)	
<b>Costs and Funding</b>	
Estimated Program Costs	
Potential Funding	
Other notes	

## Activity – Initiate the Plan

A plan is only a dream unless you take action to make it a reality. Before you complete your military service, you need to take concrete steps to put your plan in motion.

Transfer relevant notes, concerns, questions, and required actions onto this page. If there is something that doesn't fit neatly into one of these categories, write it down. Just place it in the "other" category.

**For each item listed, add a date/timeframe to make it timely.**

1. Whom do I need to call, write, or visit?
2. What do I need more information about? What am I unclear about?
3. What are some specific questions I need to ask to get clarification?
4. What things must I do?
5. Other

## **5.6. SUMMING IT UP**

Congratulations! You have taken significant steps to set yourself up for success. The next time someone asks you what you plan to do after military service, you can answer with clarity and confidence.

- You have used your results from important self-assessments to validate your career choices or point you toward new occupations.
- You have conducted labor market research to examine how external factors can influence your career now and in the future.
- You have prepared yourself by deciding which learning opportunities are best suited to help you achieve your long-term career goals.
- You have written a plan of action.
- You have a list of accessible resources to help guide you if you need to adapt your plan.

You are informed, organized, and well on your way to a successful transition into a new and rewarding career. Use the information you have gained in this course and incorporate further information that you learned in the other Transition GPS core classes to proceed with your plan, step-by-step, and achieve your goals.

Enjoy this next stage and proceed with confidence!

# NOTES

# **SECTION**

# 6

## **APPENDIX**

### **TOPICS**

- O\*NET OCCUPATIONAL LISTS BY WORK VALUE
- JOB ZONE DEFINITIONS
- INDEX OF ONLINE RESOURCES

## 6. APPENDIX

### 6.1. O\*NET OCCUPATIONAL LISTS BY WORK VALUE

#### ACHIEVEMENT

##### ACHIEVEMENT-JOB ZONE 1 *(Little or No Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-3011.00	Ambulance Drivers and Attendants, Except Emergency Medical Technicians***	51-9123.00	Painting, Coating, and Decorating Workers**
51-9194.05	Etchers, Hand**	51-5023.09	Printing Press Machine Operators and Tenders**
45-2093.00	Farmworkers, Farm and Ranch Animals***	51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers***
45-4011.00	Forest and Conservation Workers	51-9141.00	Semiconductor Processors***
45-2092.02	General Farmworkers***	53-3033.00	Truck Drivers, Light or Delivery Services***
31-1011.00	Home Health Aides***		
41-9012.00	Models***		

##### ACHIEVEMENT-JOB ZONE 2 *(Some Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
45-2091.00	Agricultural Equipment Operators	33-2011.01	Municipal Fire Fighters
49-3023.02	Automotive Specialty Technicians	33-9021.00	Private Detectives and Investigators
47-2031.03	Carpenter Assemblers and Repairers	27-3011.00	Radio and Television Announcers
49-9092.00	Commercial Divers	41-4011.01	Sales Representatives, Agricultural
29-2041.00	Emergency Medical Technicians And Paramedics	41-4011.03	Sales Representatives, Electrical/Electronic
51-6092.00	Fabric and Apparel Patternmakers	41-4011.04	Sales Representatives, Mechanical Equipment And Supplies
33-2021.01	Fire Inspectors	41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
27-1023.00	Floral Designers		
33-2011.02	Forest Fire Fighters	33-3051.03	Sheriffs and Deputy Sheriffs
33-2022.00	Forest Fire Inspectors and Prevention Specialists	51-6041.00	Shoe and Leather Workers and Repairers
51-9071.06	Gem and Diamond Workers	27-2042.01	Singers
39-5091.00	Makeup Artists, Theatrical and Performance	47-2044.00	Tile and Marble Setters
29-2012.00	Medical and Clinical Laboratory Technicians	51-2093.00	Timing Device Assemblers, Adjusters and Calibrators
51-9082.00	Medical Appliance Technicians		
49-3052.00	Motorcycle Mechanics	33-3052.00	Transit and Railroad Police

\*\* Indicates that the occupation was assigned to the group based on its second highest work value.

\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.

### ACHIEVEMENT-JOB ZONE 3 *(Medium Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
27-2011.00	Actors	51-9194.02	Engravers/Carvers
41-3011.00	Advertising Sales Agents	13-1041.01	Environmental Compliance Inspectors
49-3011.03	Aircraft Body and Bonded Structure Repairers	49-3041.00	Farm Equipment Mechanics
27-2021.00	Athletes and Sports Competitors	27-1022.00	Fashion Designers
49-3021.00	Automotive Body and Related Repairers	39-1021.00	First-Line Supervisors/Managers of Personal Service Workers
49-3023.01	Automotive Master Mechanics	33-3051.02	Highway Patrol Pilots
47-2021.00	Brickmasons and Blockmasons	17-3026.00	Industrial Engineering Technicians
49-3031.00	Bus and Truck Mechanics and Diesel Engine Specialists	13-1031.02	Insurance Adjusters, Examiners, and Investigators
51-7011.00	Cabinetmakers and Bench Carpenters	41-3021.00	Insurance Sales Agents
27-3043.03	Caption Writers	27-3091.00	Interpreters and Translators
19-4031.00	Chemical Technicians	17-3031.02	Mapping Technicians
17-3011.02	Civil Drafters	27-1026.00	Merchandise Displayers and Window Trimmers
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	49-3051.00	Motorboat Mechanics
49-2094.00	Electrical and Electronics Repairers, Commercial and Industrial Equipment	25-4013.00	Museum Technicians and Conservators
47-2111.00	Electricians	29-2091.00	Orthotists and Prosthetists
17-3012.01	Electronic Drafters	49-3053.00	Outdoor Power Equipment and Other Small Engine Mechanics
27-4021.02	Photographers, Scientific	47-2031.02	Rough Carpenters
51-9131.01	Photographic Retouchers and Restorers	41-4011.02	Sales Representatives, Chemical and Pharmaceutical
33-3051.01	Police Patrol Officers	51-9071.02	Silversmiths
51-9194.01	Precision Etchers and Engravers, Hand or Machine	27-1013.02	Sketch Artists
27-4021.01	Professional Photographers	27-4014.00	Sound Engineering Technicians
27-3012.00	Public Address System and Other Announcers	51-9195.03	Stone Cutters and Carvers
27-4013.00	Radio Operators	49-9063.02	Stringed Instrument Repairers and Tuners
49-3043.00	Rail Car Repairers	27-2023.00	Umpires, Referees, and Other Sports Officials

**\*\*** Indicates that the occupation was assigned to the group based on its second highest work value.

**\*\*\*** Indicates that the occupation was assigned to the group based on its third highest work value.

## ACHIEVEMENT-JOB ZONE 4 *(Considerable Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
25-3011.00	Adult Literacy, Remedial Education and GED Teachers and Instructors	11-9031.00	Education Administrators, Preschool and Child Care Center/Program
11-2011.00	Advertising and Promotions Managers	19-3031.01	Educational Psychologists
17-3021.00	Aerospace Engineering and Operations Technicians	21-1012.00	Educational, Vocational, and School Counselors
53-2021.00	Air Traffic Controllers	17-3012.02	Electrical Drafters
49-3011.02	Aircraft Engine Specialists	17-3023.03	Electrical Engineering Technicians
49-3011.01	Airframe-and-Power-Plant Mechanics	17-3023.01	Electronics Engineering Technicians
53-2011.00	Airline Pilots, Copilots, and Flight Engineers	25-2021.00	Elementary School Teachers, Except Special Education
17-1011.00	Architects, Except Landscape and Naval	19-1041.00	Epidemiologists
17-3011.01	Architectural Drafters	27-1027.02	Exhibit Designers
27-1011.00	Art Directors	25-9021.00	Farm and Home Management Advisors
19-2021.00	Atmospheric and Space Scientists	11-3031.02	Financial Managers, Branch or Department
29-1121.00	Audiologists	33-2021.02	Fire Investigators
47-2031.05	Boat Builders and Shipwrights	33-1012.00	First-Line Supervisors/Managers of Police and Detectives
27-3021.00	Broadcast News Analysts	19-4092.00	Forensic Science Technicians
27-4012.00	Broadcast Technicians	51-9195.04	Glass Blowers, Molders, Benders, and Finishers
27-4031.00	Camera Operators, Television, Video, and Motion Picture	11-1011.01	Government Service Executives
17-1021.00	Cartographers and Photogrammetrists	27-1024.00	Graphic Designers
27-1013.03	Cartoonists	11-3040.00	Human Resources Managers
19-2031.00	Chemists	27-1025.00	Interior Designers
33-3021.04	Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators	51-9071.01	Jewelers
21-1021.00	Child, Family, and School Social Workers	13-1111.00	Management Analysts
17-3022.00	Civil Engineering Technicians	19-3021.00	Market Research Analysts
17-2051.00	Civil Engineers	11-2021.00	Marketing Managers
27-1021.00	Commercial and Industrial Designers	15-3011.00	Mathematical Technicians
53-2012.00	Commercial Pilots	17-3013.00	Mechanical Drafters
11-3041.00	Compensation and Benefits Managers	17-3027.00	Mechanical Engineering Technicians
17-2061.00	Computer Hardware Engineers	29-2011.00	Medical and Clinical Laboratory Technologists
15-1021.00	Computer Programmers	21-1022.00	Medical and Public Health Social Workers
15-1031.00	Computer Software Engineers, Applications	19-1042.00	Medical Scientists, Except Epidemiologists
15-1032.00	Computer Software Engineers, Systems Software	21-1023.00	Mental Health and Substance Abuse Social Workers
15-1041.00	Computer Support Specialists	21-1014.00	Mental Health Counselors
47-2031.01	Construction Carpenters	25-2022.00	Middle School Teachers, Except Special and Vocational Education
27-3043.02	Creative Writers	49-3042.00	Mobile Heavy Equipment Mechanics, Except Engines
33-3021.03	Criminal Investigators and Special Agents	51-4061.00	Model Makers, Metal and Plastic
27-2031.00	Dancers	51-7031.00	Model Makers, Wood
29-1031.00	Dietitians and Nutritionists		
27-3041.00	Editors		
11-9032.00	Education Administrators, Elementary and		

**\*\* Indicates that the occupation was assigned to the group based on its second highest work value.**

**\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.**



## ACHIEVEMENT-JOB ZONE 4 (CONTINUED)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
33-1021.01	Municipal Fire Fighting and Prevention Supervisors	27-3022.00	Reporters and Correspondents
27-2041.02	Music Arrangers and Orchestrators	25-2031.00	Secondary School Teachers, Except Special and Vocational Education
15-1081.00	Network Systems and Data Communications Analysts	25-3021.00	Self-Enrichment Education Teachers
29-2033.00	Nuclear Medicine Technologists	11-9151.00	Social and Community Service Managers
29-1122.00	Occupational Therapists	25-2042.00	Special Education Teachers, Middle School
29-2081.00	Opticians, Dispensing	25-2041.00	Special Education Teachers, Preschool, Kindergarten, and Elementary School
29-1041.00	Optometrists	25-2043.00	Special Education Teachers, Secondary School
27-1013.01	Painters and Illustrators	29-1127.00	Speech-Language Pathologists
51-7032.00	Patternmakers, Wood	15-2041.00	Statisticians
51-9071.05	Pewter Casters and Finishers	47-2022.00	Stonemasons
29-1051.00	Pharmacists	21-1011.00	Substance Abuse and Behavioral Disorder Counselors
51-5022.03	Photoengravers	17-1022.00	Surveyors
29-1123.00	Physical Therapists	11-3042.00	Training and Development Managers
29-1071.00	Physician Assistants	19-3051.00	Urban and Regional Planners
47-2152.01	Pipe Fitters	25-1194.00	Vocational Education Teachers, Postsecondary
29-1081.00	Podiatrists	25-2023.00	Vocational Education Teachers, Middle School
27-3043.01	Poets and Lyricists	25-2032.00	Vocational Education Teachers, Secondary School
33-3021.01	Police Detectives		
27-3031.00	Public Relations Specialists		
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products		
29-2034.01	Radiologic Technologists		
29-1111.00	Registered Nurses		

*\*\* Indicates that the occupation was assigned to the group based on its second highest work value.*

*\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.*

## ACHIEVEMENT-JOB ZONE 5 *(Extensive Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
17-2011.00	Aerospace Engineers	25-1071.00	Health Specialties Teachers, Postsecondary
25-1041.00	Agricultural Sciences Teachers, Postsecondary	25-1125.00	History Teachers, Postsecondary
29-1061.00	Anesthesiologists	29-1063.00	Internists, General
25-1061.00	Anthropology and Archeology Teachers, Postsecondary	17-1012.00	Landscape Architects
25-4011.00	Archivists	23-1011.00	Lawyers
25-1062.00	Area, Ethnic, and Cultural Studies Teachers, Postsecondary	17-2121.02	Marine Architects
25-1121.00	Art, Drama, and Music Teachers, Postsecondary	17-2121.01	Marine Engineers
29-9091.00	Athletic Trainers	25-1022.00	Mathematical Science Teachers, Postsecondary
25-1042.00	Biological Science Teachers, Postsecondary	15-2021.00	Mathematicians
19-1020.01	Biologists	27-2041.01	Music Directors
17-2041.00	Chemical Engineers	27-2042.02	Musicians, Instrumental
25-1052.00	Chemistry Teachers, Postsecondary	17-2161.00	Nuclear Engineers
29-1011.00	Chiropractors	25-1072.00	Nursing Instructors and Teachers, Postsecondary
21-2011.00	Clergy	29-1064.00	Obstetricians and Gynecologists
25-1021.00	Computer Science Teachers, Postsecondary	29-1022.00	Oral and Maxillofacial Surgeons
19-3031.03	Counseling Psychologists	29-1023.00	Orthodontists
29-1021.00	Dentists, General	29-1065.00	Pediatricians, General
21-2021.00	Directors, Religious Activities and Education	17-2171.00	Petroleum Engineers
25-1063.00	Economics Teachers, Postsecondary	19-2012.00	Physicists
19-3011.00	Economists	25-1054.00	Physics Teachers, Postsecondary
11-9033.00	Education Administrators, Postsecondary	25-1065.00	Political Science Teachers, Postsecondary
25-1032.00	Engineering Teachers, Postsecondary	17-2111.03	Product Safety Engineers
25-1123.00	English Language and Literature Teachers, Postsecondary	29-1024.00	Prosthodontists
19-2041.00	Environmental Scientists and Specialists, Including Health	29-1066.00	Psychiatrists
29-1062.00	Family and General Practitioners	25-1066.00	Psychology Teachers, Postsecondary
25-1124.00	Foreign Language and Literature Teachers, Postsecondary	41-9031.00	Sales Engineers
25-1043.00	Forestry and Conservation Science Teachers, Postsecondary	27-1013.04	Sculptors
19-2042.01	Geologists	27-1027.01	Set Designers
21-1091.00	Health Educators	53-5031.00	Ship Engineers
		25-1067.00	Sociology Teachers, Postsecondary
		29-1067.00	Surgeons
		27-3042.00	Technical Writers
		11-3031.01	Treasurers, Controllers, and Chief Financial Officers
		29-1131.00	Veterinarians
		19-1023.00	Zoologists and Wildlife Biologists

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## INDEPENDENCE

### INDEPENDENCE-JOB ZONE 1 *(Little or No Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
39-9011.00	Child Care Workers***	39-5092.00	Manicurists and Pedicurists**
41-9091.00	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers***	41-9041.00	Telemarketers***
45-3011.00	Fishers and Related Fishing Workers**	53-3032.01	Truck Drivers, Heavy***

### INDEPENDENCE-JOB ZONE 2 *(Some Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
45-2091.00	Agricultural Equipment Operators**	41-9022.00	Real Estate Sales Agents
49-3091.00	Bicycle Repairers**	41-4011.01	Sales Representatives, Agricultural**
27-1023.00	Floral Designers**	41-4011.03	Sales Representatives, Electrical/Electronic**
33-2022.00	Forest Fire Inspectors and Prevention Specialists**	41-4011.04	Sales Representatives, Mechanical Equipment and Supplies**
51-7021.00	Furniture Finishers**	41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
45-3021.00	Hunters and Trappers		
39-5091.00	Makeup Artists, Theatrical and Performance***	27-2042.01	Singers**
53-5022.00	Motorboat Operators	33-3052.00	Transit and Railroad Police**
33-9021.00	Private Detectives and Investigators**	41-3041.00	Travel Agents**
27-3011.00	Radio and Television Announcers**	39-6022.00	Travel Guides**
53-6051.04	Railroad Inspectors***		

### INDEPENDENCE-JOB ZONE 3 *(Medium Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
13-1011.00	Agents and Business Managers of Artists, Performers, and Athletes	43-1011.01	First-Line Supervisors, Customer Service
45-2021.00	Animal Breeders	35-1012.00	First-Line Supervisors/Managers of Food Preparation and Serving Workers
39-2011.00	Animal Trainers	53-1021.00	First-Line Supervisors/Managers of Helpers Laborers, and Material Movers, Hand
15-1051.00	Computer Systems Analysts	41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers
47-4011.00	Construction and Building Inspectors	39-1021.00	First-Line Supervisors/Managers of Personal Service Workers
51-9194.03	Etchers	51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers
11-9012.00	Farmers and Ranchers	41-1011.00	First-Line Supervisors/Managers of Retail Transportation and Material-Moving Machine and Vehicle Operators
45-1011.01	First-Line Supervisors and Manager/Supervisors - Agricultural Crop Workers		
45-1011.03	First-Line Supervisors and Manager/Supervisors - Animal Care Workers, Except Livestock		

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### INDEPENDENCE-JOB ZONE 3 (CONTINUED)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
45-1011.02	First-Line Supervisors and Manager/Supervisors - Animal Husbandry Workers	39-9031.00	Fitness Trainers and Aerobics Instructors
47-1011.02	First-Line Supervisors and Manager/Supervisors- Extractive Workers	11-9071.00	Gaming Managers
45-1011.06	First-Line Supervisors and Manager/Supervisors - Fishery Workers	39-1011.00	Gaming Supervisors
45-1011.04	First-Line Supervisors and Manager/Supervisors - Horticultural Workers	37-1011.02	Janitorial Supervisors
37-1012.02	First-Line Supervisors and Manager/Supervisors - Landscaping Workers	11-9081.00	Lodging Managers
43-1011.02	First-Line Supervisors, Administrative Support	51-5022.07	Platemakers
33-3031.00	Fish and Game Wardens	41-3031.02	Sales Agents, Financial Services
		41-4011.06	Sales Representatives, Instruments
		41-4011.05	Sales Representatives, Medical
		51-9071.02	Silversmiths
		19-3041.00	Sociologists
		27-2012.04	Talent Directors
		51-6093.00	Upholsterers
		13-1022.00	Wholesale and Retail Buyers, Except Farm Products

### INDEPENDENCE-JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
11-3011.00	Administrative Services Managers	11-9011.03	Fish Hatchery Managers
11-9011.02	Agricultural Crop Farm Managers	19-1012.00	Food Scientists and Technologists
19-3091.01	Anthropologists	11-9051.00	Food Service Managers
13-2021.02	Appraisers, Real Estate	19-1032.00	Foresters
19-3091.02	Archeologists	11-9061.00	Funeral Directors
51-5022.04	Camera Operators	19-3092.00	Geographers
35-1011.00	Chefs and Head Cooks	11-1011.01	Government Service Executives
19-3031.02	Clinical Psychologists	19-3093.00	Historians
15-1071.01	Computer Security Specialists	17-2112.00	Industrial Engineers
11-9021.00	Construction Managers	11-3051.00	Industrial Production Managers
27-3043.04	Copy Writers	17-2111.01	Industrial Safety and Health Engineers
13-1041.06	Coroners	25-2012.00	Kindergarten Teachers, Except Special Education
39-3092.00	Costume Attendants	37-1012.01	Lawn Service Managers
25-4012.00	Curators	19-2032.00	Materials Scientists
51-6052.02	Custom Tailors	17-2141.00	Mechanical Engineers
15-1061.00	Database Administrators	11-9111.00	Medical and Health Services Managers
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio	13-1121.00	Meeting and Convention Planners Mining And Geological Engineers, Including Mining Safety Engineers
27-4032.00	Film and Video Editors	11-9011.01	Nursery and Greenhouse Managers
17-2111.02	Fire-Prevention and Protection Engineers	15-2031.00	Operations Research Analysts
45-1011.05	First-Line Supervisors and Manager/Supervisors - Logging Workers		

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## INDEPENDENCE-JOB ZONE 4 (CONTINUED)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
47-1011.01	First-Line Supervisors and Manager/Supervisors- Construction Trades Workers	19-1031.03	Park Naturalist
49-1011.00	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	51-9195.05	Potters
11-9141.00	Property, Real Estate, and Community Association Managers	25-2011.00	Preschool Teachers, Except Special Education Producers
13-1021.00	Purchasing Agents and Buyers, Farm Products Sales	19-1031.01	Soil Conservationists
41-3031.01	Agents, Securities and Commodities	11-3071.02	Storage and Distribution Managers
11-2022.00	Sales Manager	51-5022.06	Strippers
53-5021.01	Ship and Boat Captains	27-2012.05	Technical Directors/Managers
		13-1073.00	Training and Development Specialist
		11-3071.01	Transportation Managers

## INDEPENDENCE-JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
23-1021.00	Administrative Law Judges, Adjudicators, and Hearing Officers	33-1021.02	Forest Fire Fighting and Prevention Supervisors
17-2021.00	Agricultural Engineers	19-2043.00	Hydrologists
19-1011.00	Animal Scientists	19-3032.00	Industrial-Organizational Psychologists
23-1022.00	Arbitrators, Mediators, and Conciliators	25-9031.00	Instructional Coordinators
19-2011.00	Astronomers	23-1023.00	Judges, Magistrate Judges, and Magistrates
19-1021.01	Biochemists	17-2131.00	Materials Engineers
19-1021.02	Biophysicists	19-1022.00	Microbiologists
27-2032.00	Choreographers	11-9121.00	Natural Sciences Managers
27-2022.00	Coaches and Scouts	29-9011.00	Occupational Health and Safety Specialists
27-2041.03	Composers	53-5021.03	Pilots, Ship
11-3021.00	Computer and Information Systems Managers	19-1013.01	Plant Scientists
17-2071.00	Electrical Engineers	19-3094.00	Political Scientists
17-2072.00	Electronics Engineers, Except Computer	11-1011.02	Private Sector Executives
11-9041.00	Engineering Managers	27-2012.03	Program Directors
13-2051.00	Financial Analysts	19-1031.02	Range Managers
		19-1013.02	Soil Scientists

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## RECOGNITION

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### RECOGNITION-JOB ZONE 1 *(Little or No Preparation Needed)*

O\*NET-SOC# O\*NET-SOC Title

41-9012.00 Models\*\*

### RECOGNITION-JOB ZONE 2 *(Some Preparation Needed)*

O\*NET-SOC# O\*NET-SOC Title

53-5011.01 Able Seamen\*\*\*

43-5031.00 Police, Fire, and Ambulance Dispatchers\*\*\*

O\*NET-SOC# O\*NET-SOC Title

41-9022.00 Real Estate Sales Agents\*\*\*

### RECOGNITION-JOB ZONE 3 *(Medium Preparation Needed)*

O\*NET-SOC# O\*NET-SOC Title

27-2021.00 Athletes and Sports Competitors\*\*\*

17-3012.01 Electronic Drafters\*\*\*

45-1011.01 First-Line Supervisors and  
Manager/Supervisors - Agricultural Crop  
Crop Workers\*\*\*

45-1011.02 First-Line Supervisors and  
Manager/Supervisors - Animal Husbandry  
Workers\*\*\*

47-1011.02 First-Line Supervisors and  
Manager/Supervisors- Extractive Workers\*\*\*

45-1011.06 First-Line Supervisors and  
Manager/Supervisors - Fishery Workers\*\*\*

45-1011.04 First-Line Supervisors and  
Manager/Supervisors -Horticultural  
Workers\*\*\*

37-1012.02 First-Line Supervisors and  
Manager/Supervisors - Landscaping  
Workers\*\*\*

43-1011.02 First-Line Supervisors, Administrative  
Support\*\*\*

43-1011.01 First-Line Supervisors, Customer Service\*\*\*

O\*NET-SOC# O\*NET-SOC Title

53-1021.00 First-Line Supervisors/Managers of  
Helpers, Laborers, and Material Movers,  
Hand\*\*

41-1012.00 First-Line Supervisors/Managers of Non-  
Retail  
Sales Workers\*\*

51-1011.00 First-Line Supervisors/Managers of  
Production and Operating Workers\*\*\*  
and Operating Workers\*\*\*

41-1011.00 First-Line Supervisors/Managers of Retail  
Sales Workers\*\*

53-1031.00 First-Line Supervisors/Managers of  
Transportation and Material-Moving Machine  
and Vehicle Operators\*\*\*

33-3031.00 Fish and Game Wardens\*\*\*

19-4041.02 Geological Sample Test Technicians\*\*\*

53-5021.02 Mates- Ship, Boat, and Barge

27-2012.04 Talent Directors\*\*\*

27-2023.00 Umpires, Referees, and Other Sports  
Officials\*\*\*

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## RECOGNITION-JOB ZONE 4 *(Considerable Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
11-3011.00	Administrative Services Managers**	47-1011.01	First-Line Supervisors and Manager/Supervisors-Construction Trades Workers**
53-2011.00	Airline Pilots, Copilots, and Flight Engineers**	49-1011.00	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers**
53-2021.00	Air Traffic Controllers***	33-1012.00	First-Line Supervisors/Managers of Police and Detectives***
27-1011.00	Art Directors***	17-2112.00	Industrial Engineers***
17-2051.00	Civil Engineers***	17-2151.00	Mining and Geological Engineers, Including Mining Safety Engineers***
53-2012.00	Commercial Pilots**	27-2012.01	Producers***
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio***	41-3031.01	Sales Agents, Securities and Commodities***
11-9032.00	Education Administrators, Elementary and Secondary School**	11-2022.00	Sales Managers**
11-9031.00	Education Administrators, Preschool and Child Care Center/Program**	53-5021.01	Ship and Boat Captains***
13-2061.00	Financial Examiners**	27-2012.05	Technical Directors/Managers***
11-3031.02	Financial Managers, Branch or Department**		

## RECOGNITION-JOB ZONE 5 *(Extensive Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
17-2011.00	Aerospace Engineers***	27-2041.01	Music Directors***
17-2041.00	Chemical Engineers***	17-2171.00	Petroleum Engineers***
27-2032.00	Choreographers***	53-5021.03	Pilots, Ship***
21-2011.00	Clergy***	27-2012.03	Program Directors***
27-2022.00	Coaches and Scouts***	27-1027.01	Set Designers***
11-9033.00	Education Administrators, Postsecondary**	53-5031.00	Ship Engineers***
33-1021.02	Forest Fire Fighting and Prevention Supervisors***	29-1067.00	Surgeons***
25-9031.00	Instructional Coordinators***	11-3031.01	Treasurers, Controllers, and Chief Financial Officers***
17-2121.01	Marine Engineers***		

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## RELATIONSHIPS

### RELATIONSHIPS-JOB ZONE 1 *(Little or No Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-3011.00	Ambulance Drivers and Attendants, Except Emergency Medical Technicians	49-9098.00	Helpers-Installation, Maintenance, and Repair Workers
39-3091.00	Amusement and Recreation Attendants	47-3014.00	Helpers-Painters, Paperhangers, Plasterers, and Stucco Masons
39-6011.00	Baggage Porters and Bellhops	31-1011.00	Home Health Aides
35-3011.00	Bartenders	37-2011.00	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
39-9011.00	Child Care Workers	37-3011.00	Landscaping and Groundskeeping Workers
53-7061.00	Cleaners of Vehicles and Equipment		Locker
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	39-3093.00	Room, Coatroom, and Dressing Room Attendants
35-2015.00	Cooks, Short Order	37-2012.00	Maids and Housekeeping Cleaners
41-2021.00	Counter and Rental Clerks	39-5092.00	Manicurists and Pedicurists
35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	43-9061.00	Office Clerks, General
43-5021.00	Couriers and Messengers	53-6021.00	Parking Lot Attendants
33-9091.00	Crossing Guards	51-6021.03	Pressers, Hand
41-9011.00	Demonstrators and Product Promoters	51-9198.01	Production Laborers
35-9011.00	Dining Room and Cafeteria Attendants and Bartender Helpers	53-6031.00	Service Station Attendants
35-9021.00	Dishwashers	51-6051.00	Sewers, Hand
45-2093.00	Farmworkers, Farm and Ranch Animals	51-6011.01	Spotters, Dry Cleaning
45-3011.00	Fishers and Related Fishing Workers	53-3041.00	Taxi Drivers and Chauffeurs
35-2021.00	Food Preparation Workers	49-3093.00	Tire Repairers and Changers
35-3041.00	Food Servers, Nonrestaurant	39-6021.00	Tour Guides and Escorts
39-4021.00	Funeral Attendants	39-6032.00	Transportation Attendants, Except Flight Attendants and Baggage Porters
45-2092.02	General Farmworkers	39-3031.00	Ushers, Lobby Attendants, and Ticket Takers
47-3011.00	Helpers-Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters	35-3031.00	Waiters and Waitresses
47-3012.00	Helpers-Carpenters		

### RELATIONSHIPS-JOB ZONE 2 *(Some Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
49-3091.00	Bicycle Repairers	33-9092.00	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
35-2011.00	Cooks, Fast Food	39-5091.00	Makeup Artists, Theatrical and Performance
35-2012.00	Cooks, Institution and Cafeteria	31-1012.00	Nursing Aides, Orderlies, and Attendants
47-4031.00	Fence Erectors	31-2012.00	Occupational Therapist Aides
39-6031.00	Flight Attendants	31-2011.00	Occupational Therapist Assistants
47-2043.00	Floor Sanders and Finishers	47-2142.00	Paperhangers
47-3015.00	Helpers-Pipelayers, Plumbers, Pipefitters, and Steamfitters	39-9021.00	Personal and Home Care Aides
43-4081.00	Hotel, Motel, and Resort Desk Clerks	37-3012.00	Pesticide Handlers, Sprayers, and Applicators, Vegetation
25-4031.00	Library Technicians		

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## RELATIONSHIPS-JOB ZONE 2 (CONTINUED)

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
29-2052.00	Pharmacy Technicians	47-5051.00	Rock Splitters, Quarry
31-2022.00	Physical Therapist Aides	43-3071.00	Tellers
31-2021.00	Physical Therapist Assistants	41-3041.00	Travel Agents
47-2072.00	Pile-Driver Operators	43-4181.01	Travel Clerks
47-2152.03	Pipelaying Fitters	39-6022.00	Travel Guides
51-6021.01	Pressers, Delicate Fabrics	37-3013.00	Tree Trimmers and Pruners
31-1013.00	Psychiatric Aides	43-4061.02	Welfare Eligibility Workers and Interviewers

## RELATIONSHIPS-JOB ZONE 3 (Medium Preparation Needed)

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
51-3011.01	Bakers, Bread and Pastry	29-2061.00	Licensed Practical and Licensed Vocational Nurses
39-5011.00	Barbers	31-9092.00	Medical Assistants
51-3021.00	Butchers and Meat Cutters	29-2071.00	Medical Records and Health Information Technicians
29-2031.00	Cardiovascular Technologists and Technicians Cement	13-2052.00	Personal Financial Advisors
47-2051.00	Masons and Concrete Finishers	47-2152.02	Plumbers
35-2014.00	Cooks, Restaurant	29-2053.00	Psychiatric Technicians
31-9091.00	Dental Assistants	39-9032.00	Recreation Workers
29-2021.00	Dental Hygienists	39-9041.00	Residential Advisors
13-1071.01	Employment Interviewers, Private or Public Employment Service	29-1126.00	Respiratory Therapists
47-2042.00	Floor Layers, Except Carpet, Wood, and Hard Tiles	47-2181.00	Roofers
47-2121.00	Glaziers	29-2055.00	Surgical Technologists
39-5012.00	Hairdressers, Hairstylists, and Cosmetologists	25-9041.00	Teacher Assistants
49-9031.01	Home Appliance Installers	47-2053.00	Terrazzo Workers and Finishers
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	31-9096.00	Veterinary Assistants and Laboratory Animal Caretakers

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## RELATIONSHIPS-JOB ZONE 4 *(Considerable Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
27-4011.00	Audio and Video Equipment Technicians	47-2141.00	Painters, Construction and Maintenance
29-1121.00	Audiologists**	29-1123.00	Physical Therapists**
25-9011.00	Audio-Visual Collections Specialists	29-1071.00	Physician Assistants**
47-2041.00	Carpet Installers	47-2161.00	Plasterers and Stucco Masons
29-2051.00	Dietetic Technicians	29-1124.00	Radiation Therapists
29-1031.00	Dietitians and Nutritionists**	29-2034.02	Radiologic Technicians
39-4011.00	Embalmers	29-1125.00	Recreational Therapists
37-1011.01	Housekeeping Supervisors	29-1111.00	Registered Nurses**
25-4021.00	Librarians	29-1127.00	Speech-Language Pathologists**
29-1122.00	Occupational Therapists**		
29-2081.00	Opticians, Dispensing**		

## RELATIONSHIPS-JOB ZONE 5 *(Extensive Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
25-1041.00	Agricultural Sciences Teachers, Postsecondary***	25-1043.00	Forestry and Conservation Science Teachers, Postsecondary***
29-1061.00	Anesthesiologists**	25-1191.00	Graduate Teaching Assistants
25-1061.00	Anthropology and Archeology Teachers, Postsecondary***	21-1091.00	Health Educators**
25-1062.00	Area, Ethnic, and Cultural Studies Teachers, Postsecondary***	25-1071.00	Health Specialties Teachers, Postsecondary***
25-1121.00	Art, Drama, and Music Teachers, Postsecondary***	25-1125.00	History Teachers, Postsecondary***
29-9091.00	Athletic Trainers	29-1063.00	Internists, General***
25-1042.00	Biological Science Teachers, Postsecondary***	25-1072.00	Nursing Instructors and Teachers, Postsecondary***
25-1052.00	Chemistry Teachers, Postsecondary***	29-1064.00	Obstetricians and Gynecologists***
29-1021.00	Dentists, General***	29-1022.00	Oral and Maxillofacial Surgeons***
25-1063.00	Economics Teachers, Postsecondary***	29-1023.00	Orthodontists***
25-1123.00	English Language and Literature Teachers, Postsecondary***	29-1065.00	Pediatricians, General***
29-1062.00	Family and General Practitioners***	25-1054.00	Physics Teachers, Postsecondary***
25-1124.00	Foreign Language and Literature Teachers, Postsecondary***	25-1065.00	Political Science Teachers, Postsecondary***
		25-1066.00	Psychology Teachers, Postsecondary***
		25-1067.00	Sociology Teachers, Postsecondary***

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## SUPPORT

### SUPPORT-JOB ZONE 1 *(Little or No Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
33-3011.00	Bailiffs	45-2041.00	Graders and Sorters, Agricultural Products
43-3021.03	Billing, Posting, and Calculating Machine Operators	51-9022.00	Grinding and Polishing Workers, Hand
51-5011.02	Bindery Machine Operators and Tenders	47-5081.00	Helpers-Extraction Workers
53-3021.00	Bus Drivers, Transit and Intercity	49-9098.00	Helpers-Installation, Maintenance, and Repair Workers
41-2011.00	Cashiers	47-4051.00	Highway Maintenance Workers
51-9191.00	Cementing and Gluing Machine Operators and Tenders	53-7041.00	Hoist and Winch Operators
43-2021.02	Central Office Operators	53-7051.00	Industrial Truck and Tractor Operators
51-9192.00	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders	43-4111.00	Interviewers, Except Eligibility and Loan
51-9121.02	Coating, Painting, and Spraying Machine Operators and Tenders	51-6011.03	Laundry and Drycleaning Machine Operators and Tenders, Except Pressing
53-7011.00	Conveyor Operators and Tenders	43-4121.00	Library Assistants, Clerical
51-9193.00	Cooling and Freezing Equipment Operators and Tenders	53-7063.00	Machine Feeders and Offbearers
43-4041.01	Credit Authorizers	43-9051.02	Mail Clerks, Except Mail Machine Operators and Postal Service
43-4041.02	Credit Checkers	43-9051.01	Mail Machine Operators, Preparation and Handling
51-9021.00	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	49-9043.00	Maintenance Workers, Machinery
51-9031.00	Cutters and Trimmers, Hand	51-5023.05	Marking and Identification Printing Machine Setters and Set-Up Operators
51-9032.04	Cutting and Slicing Machine Operators and Tenders	43-5081.02	Marking Clerks
43-2021.01	Directory Assistance Operators	51-3022.00	Meat, Poultry, and Fish Cutters and Trimmers
53-3031.00	Driver/Sales Workers	51-4072.04	Metal Molding, Coremaking, and Casting Machine Operators and Tenders
43-9071.01	Duplicating Machine Operators	43-5041.00	Meter Readers, Utilities
51-9194.05	Etchers, Hand	51-9023.00	Mixing and Blending Machine Setters, Operators, and Tenders
51-6091.01	Extruding and Forming Machine Operators and Tenders, Synthetic or Glass Fibers	51-4193.04	Nonelectrolytic Plating and Coating Machine Operators and Tenders, Metal and Plastic
51-9041.02	Extruding, Forming, Pressing, and Compacting Machine Operators and Tenders	39-2021.00	Nonfarm Animal Caretakers
49-9093.00	Fabric Menders, Except Garment	45-2092.01	Nursery Workers
45-4021.00	Fallers	43-9061.00	Office Clerks, General
43-4071.00	File Clerks	51-9111.00	Packaging and Filling Machine Operators and Tenders
51-3091.00	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	53-7064.00	Packers and Packagers, Hand
51-3093.00	Food Cooking Machine Operators and Tenders	51-9123.00	Painting, Coating, and Decorating Workers
53-7062.03	Freight, Stock, and Material Movers, Hand	51-9194.04	Pantograph Engravers
51-9051.00	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	33-3041.00	Parking Enforcement Workers
51-9032.03	Glass Cutting Machine Setters and Set-Up Operators	51-4072.02	Plastic Molding and Casting Machine Operators and Tenders
		43-5052.00	Postal Service Mail Carriers
		51-4052.00	Pourers and Casters, Metal

## SUPPORT-JOB ZONE 1 (CONTINUED)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-6021.02	Pressing Machine Operators and Tenders- Textile, Garment, and Related Materials	51-6031.01	Sewing Machine Operators, Garment
51-5023.09	Printing Press Machine Operators and Tenders	51-6031.02	Sewing Machine Operators, Non-Garment
43-3061.00	Procurement Clerks	43-5071.00	Shipping, Receiving, and Traffic Clerks
51-9198.02	Production Helpers	51-6042.00	Shoe Machine Operators and Tenders
51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers	51-4121.04	Solderers
53-4021.02	Railroad Yard Workers	51-4122.04	Soldering and Brazing Machine Operators and Tenders
47-4061.00	Rail-Track Laying and Maintenance Equipment Operators	53-7062.01	Stevedores, Except Equipment Operators
43-4171.00	Receptionists and Information Clerks	43-5081.01	Stock Clerks, Sales Floor
49-9045.00	Refractory Materials Repairers, Except Brickmasons	43-2011.00	Switchboard Operators, Including Answering Service
53-7081.00	Refuse and Recyclable Material Collectors	51-6061.00	Textile Bleaching and Dyeing Machine Operators and Tenders
33-9032.00	Security Guards	51-9197.00	Tire Builders
51-9141.00	Semiconductor Processors	53-3033.00	Truck Drivers, Light or Delivery Services
51-9012.00	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
		51-4121.01	Welders, Production
		51-7042.02	Woodworking Machine Operators and Tenders, Except Sawing

## SUPPORT-JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-5011.01	Able Seamen	51-9121.01	Coating, Painting, and Spraying Machine Setters and Set-Up Operators
43-4051.01	Adjustment Clerks	51-2021.00	Coil Winders, Tapers, and Finishers
19-4011.01	Agricultural Technicians	51-4081.02	Combination Machine Tool Operators and Tenders, Metal and Plastic
33-9011.00	Animal Control Workers	47-5021.01	Construction Drillers
49-3022.00	Automotive Glass Installers and Repairers	47-2061.00	Construction Laborers
51-8013.02	Auxiliary Equipment Operators, Power	33-3012.00	Correctional Officers and Jailers
49-2092.03	Battery Repairers	43-4021.00	Correspondence Clerks
43-3011.00	Bill and Account Collectors	53-7021.00	Crane and Tower Operators
51-5011.01	Bindery Machine Setters and Set-Up Operators	43-4051.02	Customer Service Representatives, Utilities
19-4021.00	Biological Technicians	43-9021.00	Data Entry Keyers
51-4121.05	Brazers	47-5011.00	Derrick Operators, Oil and Gas
53-6011.00	Bridge and Lock Tenders	43-5032.00	Dispatchers, Except Police, Fire, and Ambulance
51-4033.02	Buffing and Polishing Set-Up Operators	53-7032.02	Dragline Operators
53-3022.00	Bus Drivers, School	53-7031.00	Dredge Operators
43-5011.00	Cargo and Freight Agents	51-4032.00	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-9011.01	Chemical Equipment Controllers and Operators	47-2081.02	Drywall Installers
51-9011.01	Chemical Equipment Tenders		
51-8091.00	Chemical Plant and System Operators		

## SUPPORT-JOB ZONE 2 (CONTINUED)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-8091.00	Chemical Plant and System Operators	47-2081.02	Drywall Installers
43-4061.01	Claims Takers, Unemployment Benefits	49-2092.05	Electrical Parts Reconditioners
51-4193.02	Electrolytic Plating and Coating Machine Operators and Tenders, Metal and Plastic	49-9095.00	Manufactured Building and Mobile Home Installers
53-7032.01	Excavating and Loading Machine Operators	31-9093.00	Medical Equipment Preparers
47-5031.00	Explosives Workers, Ordnance Handling Experts, and Blasters	51-4072.03	Metal Molding, Coremaking, and Casting Machine Setters, and Set-Up Operators
51-4021.00	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	51-4051.00	Metal-Refining Furnace Operators and Tenders
51-9041.01	Extruding, Forming, Pressing, and Compacting Machine Setters and Set-Up Operators	49-9012.03	Meter Mechanics
51-9032.01	Fiber Product Cutting Machine Setters and Set-Up Operators	47-5042.00	Mine Cutting and Channeling Machine Operators
51-4022.00	Forging Machine Setters, Operators, and Tenders, Metal and Plastic	51-9195.06	Mold Makers, Hand
51-4071.00	Foundry Mold and Coremakers	51-9195.07	Molding and Casting Workers
49-2022.02	Frame Wires, Central Office	39-3021.00	Motion Picture Projectionist
53-6051.06	Freight Inspectors	53-6051.05	Motor Vehicle Inspectors
39-3012.00	Gaming and Sports Book Writers and Runners	43-4031.02	Municipal Clerks
39-3011.00	Gaming Dealers	43-4141.00	New Accounts Clerks
51-8092.01	Gas Processing Plant Operators	51-4011.01	Numerical Control Machine Tool Operators and Tenders, Metal and Plastic
53-7071.01	Gas Pumping Station Operators	43-4151.00	Order Clerks
47-2073.01	Grader, Bulldozer, and Scraper Operators	43-5081.04	Order Fillers, Wholesale and Retail Sales
53-7062.02	Grips and Set-Up Workers, Motion Picture Sets, Studios and Stages	53-5011.02	Ordinary Seamen and Marine Oilers
51-4191.02	Heat Treating, Annealing, and Tempering Machine Operators and Tenders, Metal and Plastic	51-9122.00	Painters, Transportation Equipment
51-4191.03	Heaters, Metal and Plastic	51-9196.00	Paper Goods Machine Setters, Operators, and Tenders
47-3013.00	Helpers – Electricians	41-2022.00	Parts Salespersons
43-4081.00	Hotel, Motel, and Resort Desk Clerks	47-2071.00	Paving, Surfacing, and Tamping Equipment Operators
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	43-3051.00	Payroll and Timekeeping Clerks
43-9041.01	Insurance Claims Clerks	37-2021.00	Pest Control Workers
43-9041.02	Insurance Policy Processing Clerks	51-5022.13	Photoengraving and Lithographing Machine Operators and Tenders
47-4041.03	License Clerks	51-9132.00	Photographic Processing Machine Operators
		47-2151.00	Pipelayers
		51-4072.01	Plastic Molding and Casting Machine Setters and Set-Up Operators



## SUPPORT-JOB ZONE 2 (CONTINUED)

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
53-7033.00	Loading Machine Operators, Underground Mining	43-5031.00	Police, Fire, and Ambulance Dispatchers
43-4131.00	Loan Interviewers and Clerks	43-5051.00	Postal Service Clerks
45-4023.00	Log Graders and Scalers	51-5023.01	Precision Printing Workers
45-4022.01	Logging Tractor Operators	51-4031.03	Press and Press Brake Machine Setters and Set-Up Operators, Metal and Plastic
43-5061.00	Production, Planning, and Expediting Clerks	53-7111.00	Shuttle Car Operators
43-9081.00	Proofreaders and Copy Markers	51-3023.00	Slaughterers and Meat Packers
53-7072.00	Pump Operators, Except Wellhead Pumpers	21-1093.00	Social and Human Service Assistants
51-4031.02	Punching Machine Setters and Set-Up Operators, Metal and Plastic	51-4122.03	Soldering and Brazing Machine Setters and Set-Up Operators
53-4013.00	Rail Yard Engineers, Dinkey Operators, and Hostlers	43-3021.01	Statement Clerks
53-6051.04	Railroad Inspectors	43-5081.03	Stock Clerks – Stockroom, Warehouse, or Storage Yard
49-3092.00	Recreational Vehicle Service Technicians	51-9032.02	Stone Sawyers
43-4181.02	Reservation and Transportation Ticket Agents	53-4041.00	Subway and Streetcar Operators
41-2031.00	Retail Salespersons	47-2082.00	Tapers
51-4023.00	Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	13-2082.00	Tax Preparers
47-5061.00	Roof Bolters, Mining	23-2093.01	Title Searchers
47-5071.00	Roustabouts, Oil and Gas	53-3032.02	Tractor-Trailer Truck Drivers
51-7041.02	Sawing Machine Operators and Tenders	53-4021.01	Train Crew Members
51-7041.01	Sawing Machine Setters and Set-Up Operators	43-4181.01	Travel Clerks
51-4031.01	Sawing Machine Tool Setters and Set-Up Operators, Metal and Plastic	51-5022.12	Typesetting and Composing Machine Operators and Tenders
43-6014.00	Secretaries, Except Legal, Medical, and Executive	51-8031.00	Water and Liquid Waste Treatment Plant and System Operators
47-4071.00	Septic Tank Services and Sewer Pipe Cleaners	51-4121.02	Welders and Cutters
51-4031.04	Shear and Slitter Machine Setters and Set-Up Operators, Metal and Plastic	51-4122.02	Welding Machine Operators and Tenders
		51-7042.01	Woodworking Machine Setters and Set-Up Operators, Except Sawing
		43-9022.00	Word Processors and Typists

## SUPPORT-JOB ZONE 3 (Medium Preparation Needed)

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
51-2011.03	Aircraft Rigging Assemblers	47-2131.00	Insulation Workers, Floor, Ceiling, and Wall
51-2011.01	Aircraft Structure Assemblers, Precision	47-2132.00	Insulation Workers, Mechanical
51-2011.02	Aircraft Systems Assemblers, Precision	51-4034.00	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
49-2011.01	Automatic Teller Machine Servicers	51-4192.00	Lay-Out Workers, Metal and Plastic
51-3011.01	Bakers, Bread and Pastry	43-6012.00	Legal Secretaries
51-3011.02	Bakers, Manufacturing	51-5023.03	Letterpress Setters and Set-Up Operators
51-4072.05	Casting Machine Set-Up Operators	13-1041.02	Licensing Examiners and Inspectors
19-4061.01	City Planning Aides	53-4012.00	Locomotive Firers
51-4081.01	Combination Machine Tool Setters and Set-Up Operators, Metal and Plastic	49-9042.00	Maintenance and Repair Workers, General
49-2022.03	Communication Equipment Mechanics,	51-9061.01	Materials Inspectors

### SUPPORT-JOB ZONE 3 (CONTINUED)

	Installers, and Repairers	53-5021.02	Mates- Ship, Boat, and Barge
43-9011.00	Computer Operators	49-9011.00	Mechanical Door Repairers
43-4031.01	Court Clerks	43-6013.00	Medical Secretaries
51-5023.04	Design Printing Machine Setters and Set-Up Operators	51-4035.00	Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic
49-9012.01	Electric Meter Installers and Repairers	51-4193.03	Nonelectrolytic Plating and Coating Machine Setters and Set-Up Operators, Metal and Plastic
51-2022.00	Electrical and Electronic Equipment Assemblers		
51-9061.04	Electrical and Electronic Inspectors and Testers	19-4051.01	Nuclear Equipment Operation Technicians
49-2093.00	Electrical and Electronics Installers and Repairers, Transportation Equipment	19-4051.02	Nuclear Monitoring Technicians
51-4193.01	Electrolytic Plating and Coating Machine Setters and Set-Up Operators, Metal and Plastic	49-2011.03	Office Machine and Cash Register Servicers
		47-2073.02	Operating Engineers
51-2023.00	Electromechanical Equipment Assemblers	13-1071.02	Personnel Recruiters
49-2096.00	Electronic Equipment Installers and Repairers, Motor Vehicles	51-8093.01	Petroleum Pump System Operators
51-5023.07	Embossing Machine Set-Up Operators	33-3021.02	Police Identification and Records Officers
51-2031.00	Engine and Other Machine Assemblers	51-9061.03	Precision Devices Inspectors and Testers
51-9194.06	Engravers, Hand	51-6011.02	Precision Dyers
51-3092.00	Food Batchmakers	51-9195.01	Precision Mold and Pattern Casters, except Nonferrous Metals
51-8092.02	Gas Distribution Plant Operators		
51-8093.03	Gaugers	21-1092.00	Probation Officers and Correctional Treatment Specialists
19-4041.01	Geological Data Technicians	47-2171.00	Reinforcing Iron and Rebar Workers
19-4041.02	Geological Sample Test Technicians	49-9096.00	Riggers
13-1041.04	Government Property Inspectors and Investigators	47-5012.00	Rotary Drill Operators, Oil and Gas
		51-5023.06	Screen Printing Machine Setters and Set-Up Operators
51-4033.01	Grinding, Honing, Lapping, and Deburring Machine Set-Up Operators	47-2211.00	Sheet Metal Workers
51-4191.01	Heating Equipment Setters and Set-Up Operators, Metal and Plastic	51-8021.02	Stationary Engineers
33-3021.05	Immigration and Customs Inspectors	47-2221.00	Structural Iron and Steel Workers
51-6062.00	Textile Cutting Machine Setters, Operators, and Tenders	53-7121.00	Tank Car, Truck, and Ship Loaders
51-6063.00	Textile Knitting and Weaving Machine Setters, Operators, and Tenders	49-2022.04	Telecommunications Facility Examiners
51-6064.00	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders	49-9052.00	Telecommunications Line Installers and Repairers
		23-2093.02	Title Examiners and Abstractors
		51-4194.00	Tool Grinders, Filers, and Sharpeners
		49-9012.02	Valve and Regulator Repairers
		51-4122.01	Welding Machine Setters and Set-Up Operators
		47-5021.02	Well and Core Drill Operators

## SUPPORT-JOB ZONE 4 *(Considerable Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
53-6051.01	Aviation Inspectors	51-4041.00	Machinists
49-2091.00	Avionics Technicians	51-9061.02	Mechanical Inspectors
47-2011.00	Boilermakers	51-2041.01	Metal Fabricators, Structural Metal Products
51-5012.00	Bookbinders	49-9044.00	Millwrights
17-3023.02	Calibration and Instrumentation Technicians	51-8011.00	Nuclear Power Reactor Operators
47-2081.01	Ceiling Tile Installers	51-9083.02	Optical Instrument Assemblers
49-2022.01	Central Office and PBX Installers and Repairers	51-4062.00	Patternmakers, Metal and Plastic
13-1031.01	Claims Examiners, Property and Casualty Insurance	51-8093.02	Petroleum Refinery and Control Panel Operators
13-2041.00	Credit Analysts	51-8012.00	Power Distributors and Dispatchers
49-9051.00	Electrical Power-Line Installers and Repairers	51-8013.01	Power Generating Plant Operators, Except Auxiliary Equipment Operators
17-3024.00	Electro-Mechanical Technicians	51-9195.02	Precision Pattern and Die Casters, Nonferrous Metals
47-4021.00	Elevator Installers and Repairers	13-1041.05	Pressure Vessel Inspectors
51-5023.08	Engraver Set-Up Operators	53-6051.02	Public Transportation Inspectors
13-1041.03	Equal Opportunity Representatives and Officers	53-4031.00	Railroad Conductors and Yardmasters
43-6011.00	Executive Secretaries and Administrative Assistants	49-9021.02	Refrigeration Mechanics
51-2041.02	Fitters, Structural Metal- Precision	47-5013.00	Service Unit Operators, Oil, Gas, and Mining
49-9031.02	Gas Appliance Repairers	49-9097.00	Signal and Track Switch Repairers
53-7071.02	Gas Compressor Operators	49-2022.05	Station Installers and Repairers, Telephone
51-5022.01	Hand Compositors and Typesetters	17-3031.01	Surveying Technicians
13-1032.00	Insurance Appraisers, Auto Damage	13-2081.00	Tax Examiners, Collectors, and Revenue Agents
13-2053.00	Insurance Underwriters	51-4111.00	Tool and Die Makers
13-2071.00	Loan Counselors	53-6041.00	Traffic Technicians
13-2072.00	Loan Officers	49-2092.04	Transformer Repairers
53-4011.00	Locomotive Engineers	51-4121.03	Welder-Fitters
		53-7073.00	Wellhead Pumps



## SUPPORT-JOB ZONE 5 *(Extensive Preparation Needed)*

<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>	<i>O*NET-SOC#</i>	<i>O*NET-SOC Title</i>
51-5022.08	Dot Etchers***	51-5021.00	Job Printers**
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	53-6051.03	Marine Cargo Inspectors
51-5022.10	Electrotypers and Stereotypers	51-5023.02	Offset Lithographic Press Setters and Set- Up Operators
25-1191.00	Graduate Teaching Assistants***	51-5022.11	Plate Finishers

*\*\* Indicates that the occupation was assigned to the group based on its second highest work value.*

*\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.*

## WORKING CONDITIONS

### WORKING CONDITIONS-JOB ZONE 1 *(Little or No Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
43-3021.03	Billing, Posting, and Calculating Machine Operators**	51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers**
51-5011.02	Bindery Machine Operators and Tenders**	49-9045.00	Refractory Materials Repairers, Except
53-3021.00	Bus Drivers, Transit and Intercity**		Brickmasons**
39-9011.00	Child Care Workers**	51-9141.00	Semiconductor Processors**
43-4041.01	Credit Authorizers**	51-6031.01	Sewing Machine Operators, Garment**
43-4041.02	Credit Checkers**	51-6031.02	Sewing Machine Operators, Non-Garment**
41-9091.00	Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	43-2011.00	Switchboard Operators, Including Answering Service**
43-9051.02	Mail Clerks, Except Mail Machine Operators and Postal Service**	41-9041.00	Telemarketers
49-9043.00	Maintenance Workers, Machinery**	53-3032.01	Truck Drivers, Heavy
41-9012.00	Models	53-3033.00	Truck Drivers, Light or Delivery Services**
43-5052.00	Postal Service Mail Carriers**		
43-3061.00	Procurement Clerks**		

### WORKING CONDITIONS-JOB ZONE 2 *(Some Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
43-3021.02	Billing, Cost, and Rate Clerks	51-9082.00	Medical Appliance Technicians**
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	43-4031.02	Municipal Clerks**
43-4011.00	Brokerage Clerks	43-3051.00	Payroll and Timekeeping Clerks**
51-8091.00	Chemical Plant and System Operators**	29-2052.00	Pharmacy Technicians**
49-9091.00	Coin, Vending, and Amusement Machine Servicers and Repairers	51-9131.03	Photographic Hand Developers
19-4011.02	Food Science Technicians	51-5023.01	Precision Printing Workers**
51-7021.00	Furniture Finishers	43-9081.00	Proofreaders and Copy Markers**
51-9071.06	Gem and Diamond Workers**	41-4011.03	Sales Representatives, Electrical/Electronic**
49-2092.06	Hand and Portable Power Tool Repairers	43-6014.00	Secretaries, Except Legal, Medical, and Executive**
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping**	43-9111.00	Statistical Assistants
		23-2093.01	Title Searchers**

\*\* Indicates that the occupation was assigned to the group based on its second highest work value.

\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.

### WORKING CONDITIONS-JOB ZONE 3 *(Medium Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-9071.04	Bench Workers, Jewelry	29-2071.00	Medical Records and Health Information Technicians
51-9081.00	Dental Laboratory Technicians	51-9071.03	Model and Mold Makers, Jewelry
49-2092.01	Electric Home Appliance and Power Tool Repairers	51-4012.00	Numerical Tool and Process Control Programmers
49-2092.02	Electric Motor and Switch Assemblers and Repairers	49-9063.04	Percussion Instrument Repairers and Tuners
49-2097.00	Electronic Home Entertainment Equipment Installers and Repairers	51-9131.02	Photographic Reproduction Technicians
19-4091.00	Environmental Science and Protection Technicians, Including Health	51-9083.01	Precision Lens Grinders and Polishers
49-9041.00	Industrial Machinery Mechanics	49-2021.00	Radio Mechanics
49-9063.01	Keyboard Instrument Repairers and Tuners	47-2031.04	Ship Carpenters and Joiners
43-6012.00	Legal Secretaries	51-6052.01	Shop and Alteration Tailors
49-9094.00	Locksmiths and Safe Repairers	49-9063.02	Stringed Instrument Repairers and Tuners
49-9062.00	Medical Equipment Repairers	49-9064.00	Watch Repairers

### WORKING CONDITIONS-JOB ZONE 4 *(Considerable Preparation Needed)*

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
13-2011.01	Accountants	51-9131.04	Film Laboratory Technicians
45-2011.00	Agricultural Inspectors	13-2061.00	Financial Examiners
13-2021.01	Assessors	49-9021.01	Heating and Air Conditioning Mechanics
13-2011.02	Auditors	23-2092.00	Law Clerks
13-2031.00	Budget Analysts	23-2011.00	Paralegals and Legal Assistants
49-9061.00	Camera and Photographic Equipment Repairers	51-5022.02	Paste-Up Workers
13-1051.00	Cost Estimators	11-9131.00	Postmasters and Mail Superintendents
49-2011.02	Data Processing Equipment Repairers	11-3061.00	Purchasing Managers
43-9031.00	Desktop Publishers	49-9063.03	Reed or Wind Instrument Repairers and Tuners
51-5022.09	Electronic Masking System Operators	51-5022.05	Scanner Operators

**\*\*** Indicates that the occupation was assigned to the group based on its second highest work value.

**\*\*\*** Indicates that the occupation was assigned to the group based on its third highest work value.

## WORKING CONDITIONS-JOB ZONE 5 *(Extensive Preparation Needed)*

### O\*NET-SOC# O\*NET-SOC Title

15-2011.00	Actuaries
23-1021.00	Administrative Law Judges, Adjudicators, and Hearing Officers**
23-1022.00	Arbitrators, Mediators, and Conciliators**
19-1021.01	Biochemists***
19-1021.02	Biophysicists***
29-1011.00	Chiropractors***
19-3031.03	Counseling Psychologists***
51-5022.08	Dot Etchers
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay**
51-5022.10	Electrotypers and Stereotypers**
51-5021.00	Job Printers

### O\*NET-SOC# O\*NET-SOC Title

23-1023.00	Judges, Magistrate Judges, and Magistrates***
53-6051.03	Marine Cargo Inspectors**
51-5023.02	Offset Lithographic Press Setters and Set-Up Operators**
19-2012.00	Physicists***
51-5022.11	Plate Finishers**
11-1011.02	Private Sector Executives***
29-1066.00	Psychiatrists***
11-3031.01	Treasurers, Controllers, and Chief Financial Officers**
29-1131.00	Veterinarians***

*\*\* Indicates that the occupation was assigned to the group based on its second highest work value.*

*\*\*\* Indicates that the occupation was assigned to the group based on its third highest work value.*

## 6.2. JOB ZONE DEFINITIONS

To get a better idea of what they mean, read the following Job Zone definitions:

### **Job Zone 1: Little or No Preparation Needed**

- **Overall Experience** — No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a general office clerk even if he/she has never worked in an office before.
- **Education** — These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.
- **Job Training** — Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.
- **Examples** — These occupations involve following instructions and helping others. Examples include bus drivers, forest and conservation workers, general office clerks, home health aides, and waiters/waitresses.

### **Job Zone 2: Some Preparation Needed**

- **Overall Experience** — Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a drywall installer might benefit from experience installing drywall, but an inexperienced person could still learn to be an installer with little difficulty.
- **Education** — These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.
- **Job Training** — Employees in these occupations need anywhere from a few months to one year of working with experienced employees.
- **Examples** — These occupations often involve using your knowledge and skills to help others. Examples include drywall installers, fire inspectors, flight attendants, pharmacy technicians, retail salespersons, and tellers.

### **Job Zone 3: Medium Preparation Needed**

- **Overall Experience** — Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often have passed a licensing exam, in order to perform the job.
- **Education** — Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
- **Job Training** — Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

- **Examples** — These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include dental assistants, electricians, fish and game wardens, legal secretaries, personnel recruiters, and recreation workers.

#### **Job Zone 4: Considerable Preparation Needed**

- **Overall Experience** — A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
- **Education** — Most of these occupations require a four-year bachelor's degree, but some do not.
- **Job Training** — Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.
- **Examples** — Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, and police detectives.

#### **Job Zone 5: Extensive Preparation Needed**

- **Overall Experience** — Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.
- **Education** — A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).
- **Job Training** — Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.
- **Examples** — These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include lawyers, instrumental musicians, physicists, counseling psychologists, and surgeons.

## **6.3. INDEX OF ONLINE RESOURCES**

### **ACCREDITATION**

U.S. Department of Education information about university and higher education accreditation: [www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation)

### **ACTIVE-DUTY RESOURCES AND OPPORTUNITIES**

Community College of the Air Force:  
<http://www.airuniversity.af.mil/Barnes/CCAF/>

Credentialing Opportunities On-Line for active-duty Service members (by branch of service):

<https://www.cool.army.mil/>  
<https://www.cool.navy.mil/>  
<https://www.cool.navy.mil/usmc/>  
<https://afvec.langley.af.mil/afvec/Public/COOL/>

Defense Activity for Non-Traditional Education Support (DANTES) information about college entrance or placement testing, application procedures, tuition and financial aid, Troops to Teachers, and counselors who can help you with other education-related planning: [www.dantes.doded.mil](http://www.dantes.doded.mil)

DoD SkillBridge overview of program requirements and eligibility:  
[www.dodskillbridge.com](http://www.dodskillbridge.com)

United States Military Apprenticeship Program (USMAP) information and instructions for enrolling: <https://usmap.netc.navy.mil/usmapss/static/index.htm>

### **AMERICAN JOB CENTER**

U.S. Department of Labor online portal for Veterans; Click “Find a Job” and enter your location in the “American Job Center Finder”: <http://www.veterans.gov/>

### **APPRENTICESHIP**

Apprenticeship USA Toolkit answers to FAQ’s about apprenticeships:  
<https://www.dol.gov/apprenticeship/toolkit/toolkitfaq.htm>

CareerOneStop apprenticeship finder:  
<https://www.careeronestop.org/Toolkit/Training/find-apprenticeships.asp>

Department of Labor Employment and Training Administration general information about apprenticeships and access to contact information for regional and local state apprenticeship agencies: <https://doleta.gov/oa/apprentices.cfm>

Department of Labor Employment and Training Administration four ways to find and apply to apprenticeships: [https://www.doleta.gov/OA/usmap find apply.cfm](https://www.doleta.gov/OA/usmap_find_apply.cfm)

## ASSESSMENT

CareerScope®: <https://dol-vets.careerscope.net/assessment>

O\*NET Interest Profiler: <https://www.mynextmove.org/explore/ip>

## CAREER COUNSELING

VA Chapter 36 Educational and Career Counseling benefits:  
<https://www.vets.gov/education/tools-programs/education-career-counseling/>

## CAREER EXPLORATION (SEE ALSO LABOR MARKET INFORMATION)

Bureau of Labor Statistics Occupational Outlook Handbook provides occupation descriptions: <https://www.bls.gov/ooh/>

The Good Jobs Project report on good jobs that pay without a BA:  
<https://goodjobsdata.org/>

O\*NET military-to-civilian occupation translator:  
<https://www.onetonline.org/crosswalk/MOC/>

My Next Move for Veterans search by keyword, industry, MOS:  
<https://www.mynextmove.org/vets/>

Reverse civilian to military skill translator (for business seeking to recruit Veterans):  
<https://www.careeronestop.org/BusinessCenter/Toolkit/civilian-to-military-translator.aspx>

## CAREER TECHNICAL SCHOOL

Federal Trade Commission advice on choosing a vocational school:  
[www.consumer.ftc.gov/articles/0241-choosing-vocational-school](http://www.consumer.ftc.gov/articles/0241-choosing-vocational-school)



VA-approved non-degree schools or certificate program finder:  
**[www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)**

## CERTIFICATION

The CareerOneStop Certification Finder tool can identify available certifications by keyword or by occupation. It provides icons indicating which certifications are accredited, endorsed by industry, or mentioned frequently in online job postings, and provides links to the certifying organizations and information on obtaining certification:  
**<https://www.careeronestop.org/Toolkit/Training/find-certifications.aspx>**

## COLLEGE

CareerOneStop guide to colleges:  
**<https://www.careeronestop.org/FindTraining/Types/college.aspx>**

College Navigator school search tool with detailed school data:  
**<https://nces.ed.gov/collegenavigator/>**

College Scorecard school locator/funding assistance:  
**<https://collegescorecard.ed.gov/>**

Information on SOC schools:  
**<http://www.dantes.doded.mil/service-members/choose-a-school/choose-a-soc-dns-school.html#sthash.1qS0chn2.BbxVenrF.dpbs>**

U.S. Department of Education guide to choosing a school:  
**<https://studentaid.ed.gov/sa/prepare-for-college/choosing-schools>**

U.S. Department of Veterans Affairs guide to choosing a school:  
**[https://www.benefits.va.gov/gibill/docs/factsheets/Choosing a School.pdf](https://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf)**

CREDENTIALING (SEE ALSO specific types of credentials)

CareerOneStop education and training finder for Veterans:  
**<https://www.careeronestop.org/Veterans/BackToSchool/back-to-school.aspx>**

CareerOneStop training finder:  
**<https://www.careeronestop.org/FindTraining/find-training.aspx>**

Credentialing Opportunities On-Line for active-duty Service members (by branch of service):  
**<http://www.airuniversity.af.mil/Barnes/CCAF/>**  
**<https://www.cool.army.mil/>**  
**<https://www.cool.navy.mil/>**  
**<https://www.cool.navy.mil/usmc/>**

## DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Information about college entrance or placement testing, application procedures, tuition and financial aid, Troops to Teachers, and counselors who can help you with other education-related planning: [www.dantes.doded.mil](http://www.dantes.doded.mil)

## DOD SKILLBRIDGE

DoD SkillBridge overview of program requirements and eligibility:  
[www.dodskillbridge.com](http://www.dodskillbridge.com)

## DUE DILIGENCE (SEE ALSO ACCREDITATION)

U.S. Department of Education information about diploma mills:  
[www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html](http://www2.ed.gov/students/prep/college/diplomamills/diploma-mills.html)

U.S. Department of Veterans Affairs WEAMS Institution Search. Check to see if the school is approved to accept VA benefits:  
[www.benefits.va.gov/qibill/school\\_locator.asp](http://www.benefits.va.gov/qibill/school_locator.asp)

## FUNDING (SEE ALSO VA BENEFITS AND PROGRAMS)

U.S. Department of Education information on funding your education  
<https://studentaid.ed.gov/>

## INTERNSHIPS

AmeriCorps program descriptions and application for national community service opportunities: <https://www.nationalservice.gov/programs/americorps>

USAJOBS Pathways for federal government internships:  
[www.usajobs.gov/StudentsAndGrads](http://www.usajobs.gov/StudentsAndGrads)

U.S. Chamber of Commerce internship opportunities:  
[www.uschamber.com/about-us/careers/internship-opportunities](http://www.uschamber.com/about-us/careers/internship-opportunities)

## JOINT SERVICE TRANSCRIPT (JST)

Joint Service Transcript access information and access:  
<https://jst.doded.mil/smart/signIn.do>

## LABOR MARKET INFORMATION

Bureau of Labor Statistics site for comprehensive and up-to-date LMI; provides deep dive into current economic situation in the United States: [\*\*https://www.bls.gov/\*\*](https://www.bls.gov/)

Bureau of Labor Statistics resources for jobseekers:  
[\*\*https://www.bls.gov/audience/jobseekers.htm\*\*](https://www.bls.gov/audience/jobseekers.htm)

CareerOneStop links to up-to-date industry trends, career trends, occupation profiles, business finder and job finder tools: [\*\*https://www.careeronestop.org/\*\*](https://www.careeronestop.org/)

O\*NET data on emerging careers; including descriptions, outlook, wages and relevant in-demand technologies: [\*\*https://www.onetonline.org/\*\*](https://www.onetonline.org/)

## LICENSING

The CareerOneStop License Finder tool can help you determine if an occupation is licensed in a particular state and provide links to the state agency website for information on requirements and how to apply:  
[\*\*https://www.careeronestop.org/Toolkit/Training/find-licenses.aspx\*\*](https://www.careeronestop.org/Toolkit/Training/find-licenses.aspx)

## MILITARY CROSSWALK (SEE CAREER EXPLORATION)

## TECHNOLOGY

CareerOneStop alphabetical list of “hot” technologies:  
[\*\*https://www.onetonline.org/search/hot\\_tech/\*\*](https://www.onetonline.org/search/hot_tech/)

## TRANSITION GPS

Transition GPS Virtual Curriculum: [\*\*http://www.dol.gov/vets/programs/tap.htm\*\*](http://www.dol.gov/vets/programs/tap.htm)

## USMAP

United States Military Apprenticeship Program (USMAP) information and instructions for enrolling: [\*\*https://usmap.netc.navy.mil/usmapss/static/index.htm\*\*](https://usmap.netc.navy.mil/usmapss/static/index.htm)

U.S. Department of Labor Employment and Training Administration link for USMAP:  
[\*\*https://doleta.gov/OA/usmap.cfm\*\*](https://doleta.gov/OA/usmap.cfm)

## VA BENEFITS AND PROGRAMS

U.S. Department of Veterans Affairs comparison tool for finding estimated benefits by school or program: [\*\*https://www.vets.gov/gi-bill-comparison-tool\*\*](https://www.vets.gov/gi-bill-comparison-tool)

U.S. Department of Veterans Affairs summary of GI Bill programs. Click on any of the “types of training” from the list to see details on benefits, eligibility, and links to payment rates: [\*\*https://www.benefits.va.gov/gibill/post911\\_gibill.asp\*\*](https://www.benefits.va.gov/gibill/post911_gibill.asp)

U.S. Department of Veterans Affairs explanation of work-study program:  
[\*\*www.benefits.va.gov/gibill/workstudy.asp\*\*](http://www.benefits.va.gov/gibill/workstudy.asp)

U.S. Department of Veterans Affairs GI Bill benefits for licensing and certification:  
[\*\*https://www.benefits.va.gov/gibill/licensing\\_certification.asp\*\*](https://www.benefits.va.gov/gibill/licensing_certification.asp)

U.S. Department of Veterans Affairs information about the Yellow Ribbon program, including links to see which schools participate and current payment rates:  
[\*\*www.benefits.va.gov/gibill/yellow\\_ribbon.asp\*\*](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)

U.S. Department of Veterans Affairs GI Bill benefits for apprenticeships or OJT:  
[\*\*www.benefits.va.gov/gibill/onthethejob\\_apprenticeship.asp\*\*](http://www.benefits.va.gov/gibill/onthethejob_apprenticeship.asp)

U.S. Department of Veterans Affairs GI Bill information for degree-granting institutions:  
[\*\*https://www.benefits.va.gov/gibill/higher\\_learning.asp\*\*](https://www.benefits.va.gov/gibill/higher_learning.asp)

U.S. Department of Veterans Affairs GI Bill information for vocational/technical training:  
[\*\*https://www.benefits.va.gov/gibill/non\\_college\\_degree.asp\*\*](https://www.benefits.va.gov/gibill/non_college_degree.asp)

Veterans Benefits Administration information about Veterans’ benefits, including education and training: [\*\*https://benefits.va.gov/benefits/\*\*](https://benefits.va.gov/benefits/)

Vocational Rehabilitation and Employment (VR&E):  
[\*\*https://www.benefits.va.gov/vocrehab/index.asp\*\*](https://www.benefits.va.gov/vocrehab/index.asp)

VETERANS’ RESOURCES (SEE ALSO VA BENEFITS AND PROGRAMS)

Small Business Administration has resources for Veterans who want to start their own businesses: [\*\*http://www.SBA.gov/bootstobusiness\*\*](http://www.SBA.gov/bootstobusiness)

U.S. Department of Labor’s online portal for Veterans; find links to local, state, and national resources, and find contact information for your local American Job Center:  
[\*\*http://www.veterans.gov/\*\*](http://www.veterans.gov/)

YELLOW RIBBON (SEE VA BENEFITS AND PROGRAMS)