

A COMMON SENSE APPROACH TO A SELF DIRECTED JOB SEARCH

Ever been asked:

- What kind of work can you do?
- What type of job are you looking for?
- Do you have any transferable skills?
- What occupation would you like to be trained for?

If you've been in the same occupation, performing the same repetitive job functions, using the same set of job skills for five or more years then the answers to these questions may be challenging.

Your One Stop Customer Service Representative can provide a variety of information on various workshops, website and tools that can help you answer these questions.

The First read and follow all of the steps outlined in this packet:

- A) Questions About Your Re-Employment Plan
- B) Tips For A Successful Job Search - A Sensible Systematic Approach

You'll see that this method has a building block approach meaning everything is interlinked and provides support for the next step toward the success of your re-employment.

Remember:

Preparation + Commitment = Achievement

QUESTIONS ABOUT YOUR RE-EMPLOYMENT PLAN

The information contained in the packet you were given is designed to assist in your expeditious return to employment by providing an overview of the various steps involved in becoming job ready and then - securing employment.

If you cannot answer "YES" to all of the following questions, you are not ready to start your job search.

- 1) Do you have a goal and did you develop a SMART plan to reach your goal?
- 2) Have you identified all the barriers to employment you may have?
- 3) Do you know what occupation or career path you are seeking?
- 4) Do you possess the skills, ability and experience for that position?
- 5) Have you researched the position?
 - a) What is the projected number of positions needed in the areas you are willing to work?
 - b) Will the pay range for the position in those areas meet your financial needs?
 - c) Is the position in a declining market, which means you'll be unemployed in the future?
- 6) Which companies in the areas you've chosen to search for work use that position?
 - a) Do these companies have websites?
 - b) Have you checked city, county, state and federal websites for employment?
- 7) Do you have all your records i.e.: diplomas, citations, social security card, etc.?
- 8) Does your resume reflect only your skills and ability for the position you're seeking?
- 9) Have you attended workshops on the following?
 - a) Discover Your New Job
 - b) Resume format and content.
 - c) Developing interviewing skills.
 - d) How to properly fill out a job application.
 - e) Labor Market Information
- 10) Do you know if you're eligible for training? Do you need more marketable job skills?

The One Stop in your area has the resources to assist you in finding the answers to these questions and any others you may have.

Creating S.M.A.R.T. Goals

Specific
Measurable
Attainable
Realistic
Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

T can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

TIPS FOR A SUCCESSFUL JOB SEARCH

A SENSIBLE SYSTEMATIC APPROACH

Looking for a job has changed greatly in the last 10 yrs.

We've gone from just looking in the newspaper and knocking on employer doors to using a computer to access thousands of various job related websites.

Don't worry if your computer skills are rusty or non-existent the Employment Source can help with the fundamental skills that are needed for today's Job Search.

Check The Employment Source Weekly Workshop Schedule, look for "**Internet 101: The Road to Work**". Schedules are also located in the resource room.

So where do you start????

EMPLOYABILITY DEVELOPMENT PLANNING

There's an old saying "You can't reach your **Goal** if you don't have a **Plan** and you can't make a **Plan** if you don't have a **Goal**".

These are words to live by if you want to return to work in the shortest amount of time but there is far more thought and research involved if you want the **Right Job**.

Remember your Plan needs to have SMART criteria. It must be **Specific, Measurable, Attainable, Relevant, and Time-bound.**

Discover Your New Job will provide the tools you'll need to identify your goals and develop a plan to reach those goals. It's free just contact The Employment Source to register phone (330) 433-9675.

Here's another quote "**Plan your work and Work your plan**" for this illustration we are talking about **developing a daily 8 AM – 5 PM Monday thru Friday schedule** that will allow you to accomplish all the task you will identify in your Plan if you want to reach your Goal.

FOLLOW THESE STEPS FOR RE-EMPLOYMENT

- 1) READ AND ANSWER ALL THE QUESTIONS ON THE HAND OUT "QUESTIONS ABOUT YOUR RE-EMPLOYMENT PLAN".

- 2) YOU'VE COMPLETED STEP # 1:
 - A) YOU KNOW WHAT YOUR GOAL IS AND HAVE DEVELOPED A PLAN.
USE Discover Your New Job WORK SHOP AT THE ONE STOP.

 - B) YOU HAVE IDENTIFIED ALL CURRENT BARRIERS TO EMPLOYMENT.
 - C) USE ONE STOP RESOURCES TO REMOVE THOSE BARRIERS.

 - D) YOU HAVE ESTABLISHED A RECORD MANAGEMENT SYSTEM.
THIS IS VERY IMPORTANT.
THE AVERAGE LENGTH OF TIME FROM SENDING A RESUME TO THE EMPLOYER AND YOUR BEING CONTACTED COULD BE UP TO ONE MONTH.
INCLUDE A COPY OF THE RESUME YOU SENT AND ANY INFORMATION ABOUT THE EMPLOYER YOU CAN LOCATE.
HOW TO LOCATE EMPLOYER INFORMATION IS DISCUSSED LATER.

 - E) YOU HAVE ALL YOUR DOCUMENTATION ;
 - 1) DIPLOMAS
 - 2) CITATIONS
 - 3) SOCIAL SECURITY CARD
 - 4) BIRTH CERTIFICATE
 - 5) LETTERS OF REFERENCE
 - 6) CERTIFICATIONS
 - 7) DRIVERS LICENSE AND/OR PICTURE ID
 - 8) DD 214 - MILITARY DISCHARGE
 - 9) MASTER APPLICATION FOR EMPLOYMENT FILLED OUT AND CHECKED FOR ERRORS
 - 10) RESUMES COMPLETED FOR THE POSITIONS YOU SEEK ETC.

- 3) THREE THINGS MUST BE IDENTIFIED AT THE BEGINNING OF A JOB SEARCH.

FIRST: ESTABLISH WHAT YOUR JOB CRITERIA IS.

SIMPLY STATED WHAT YOU WANT FROM YOUR NEXT JOB THAT WILL GIVE YOU THE LEVEL OF SATISFACTION YOU ARE SEEKING.

EXAMPLES: WHAT SIZE COMPANY DO YOU WANT TO WORK FOR? WHAT TYPE OF BENEFIT PACKAGE DO YOU REQUIRE? WHAT TYPE OF WORK ENVIRONMENT ARE YOU SEEKING ETC.?

SECOND: CAN YOU **RELOCATE** FOR THE JOB YOU WANT?

USE <http://www.dol.gov/> FOR NATIONAL LABOR MARKET INFORMATION.

IF NOT, HOW FAR WILL YOU TRAVEL FROM YOUR HOME FOR EMPLOYMENT?

REMEMBER, IF YOU CAN NOT RELOCATE

IT WILL NOT MATTER WHAT TYPE OF POSITION YOU ARE SEEKING.

IT WILL NOT MATTER HOW MUCH MONEY YOU SAY YOU NEED ___ BECAUSE

YOU CAN ONLY SELECT FROM THE POSITIONS AVAILABLE WITH IN THE JOB SEARCH AREA YOU HAVE IDENTIFIED (THE DISTANCE YOU WILL TRAVEL FROM YOUR HOME) AND THE PAY RANGE FOR THESE POSITIONS MAY BE DIFFERENT FROM ONE COUNTY TO ANOTHER.

THIRD: USE <http://lmi.state.oh.us/> FOR STATE AND LOCAL LABOR MARKET INFORMATION (LMI).

THIS WEBSITE WILL GIVE THE PROJECTED NUMBER OF JOB OPENINGS THERE WILL BE FOR ANY OCCUPATION THROUGH THE YEAR 2014. YOUR JOB SEARCH IS NOW BASED ON AVAILABILITY OF THE POSITION YOU SEEK.

THE WEBSITE ALSO GIVES THE WAGE RANGE FOR AN OCCUPATION IN THE VARIOUS LABOR MARKET AREAS THROUGH OUT THE STATE.

YOUR JOB SEARCH NOW INCLUDES LOOKING FOR OCCUPATIONS THAT WILL MEET YOUR FINANCIAL NEED IN THE AREA OF YOUR JOB SEARCH.

YOU'VE SELECTED AN OCCUPATION, NOW YOU MUST KNOW WHAT SKILL SETS ARE NEED TO PERFORM IN THAT OCCUPATION AND DO YOU HAVE THEM.

THE LMI WEBSITE HAS LINKS TO SEVERAL WEBSITES THAT WILL SUPPLY THIS INFORMATION. USE <http://online.onetcenter.org/> and <http://www.mynextmove.org/> AS WELL.

YOU NOW HAVE AN OCCUPATION WITH PROJECTED OPENINGS IN YOUR WORK SEARCH AREA THAT MEETS YOUR FINANCIAL NEEDS AND YOU HAVE THE SKILLS SETS TO PERFORM THE TASK.

NOW IS THE TIME TO LOCATE EMPLOYERS IN YOUR WORK SEARCH AREA THAT USE THE OCCUPATION YOU ARE SEEKING.

USE THE EMPLOYER LOCATER ON <http://lmi.state.oh.us/> , <http://www.acinet.org> and <http://www.acinet.org/acinet/employerlocator/employerlocator.asp> .

IF A COMPANY WEBSITE IS NOT GIVEN YOU CAN OBTAIN INFORMATION BY PUTTING THE COMPANY NAME IN THE SEARCH FIELD OF ANY INTERNET SERVER (YAHOO, AOL, AND ROADRUNNER ECT.) TO CHECK FOR A WEBSITE.

MANY COMPANY WEBSITES CONTAIN A CAREER OR EMPLOYMENT SECTION WHERE THEIR JOB OPENINGS ARE POSTED AND YOU CAN APPLY DIRECT TO THE COMPANY.

LOCATE AS MANY AS YOU CAN.

INFORMATION OBTAINED CAN ALLOW YOU TO FINE TUNE YOUR RESUME FOR THAT COMPANY.

BOOKMARK THE COMPANY WEBSITES ON YOUR COMPUTER AND CHECK THEM WEEKLY.

REMEMBER A COMPANY WILL POST JOB OPENINGS TO THEIR OWN WEBSITE FIRST.

THIS MEANS IT'S NOT IN THE NEWSPAPER OR AT A TEMPORARY SERVICE OR ANY OF THE HUNDRED DIFFERENT JOB SEARCH WEBSITES.

THIS ALLOWS YOU TO APPLY FIRST, TAKE ADVANTAGE OF THIS GREAT OPPORTUNITY.

FINALLY TREAT YOUR JOB SEARCH AS A JOB.

DEVELOP AN 8 AM TO 5 PM, MONDAY – FRIDAY WEEKLY WORK SCHEDULE.

AT YOUR LAST JOB YOU DIDN'T RECEIVE 8 HRS OF PAY FOR PERFORMING 2 HRS OF WORK.

WHY WOULD YOU THINK THAT DESIGNATING 2 HRS A DAY OR 8 HRS A WEEK TO SECURING YOUR NEXT JOB WOULD BE SUCCESSFUL.

YOU'RE WORTH THE TIME AND THE EFFORT IT TAKES TO GET THE JOB YOU WANT, SO INVEST IN YOURSELF.

PLAN YOUR WORK AND WORK YOUR PLAN!!!!

Created by:

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The Employment Source "Weekly Workshop Schedule" was used for the purpose of illustration. Your local One Stop workshops and services they provide will vary.

OhioLMI.com

Ohio Labor Market Information

Welcome to Ohio Labor Market Information

Your source for reports and data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources and careers.

What jobs are in demand? How much do they pay? How many workers are unemployed? If you have questions like these, we have the answers. If you have any problems finding the Labor Market Information (LMI) you need, please [contact us](#). We are happy to assist you.

Quick Links

[Job Search Information](#)

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[Explore Careers](#)

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[Links for Business](#)

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[Links for Researchers](#)

Ohio Means Jobs

Are you looking for work?

Visit

OhioMeansJobs.com

Fast Facts

Unemployment Rates

Area	Dec'10	Nov'10	Dec'09
Ohio	9.6%	9.8%	10.8%
Ohio not seasonally adjusted	9.3%	9.3%	10.7%
U.S.	9.4%	9.8%	9.9%
U.S. not seasonally adjusted	9.1%	9.3%	9.7%

■ View the [Unemployment Rate Press Release](#).

■ View more [Local Area Unemployment Statistics](#).

** Note: Statewide unemployment rates and nonagricultural wage & salary data are released on Fridays. County unemployment rates are posted the following week. See [Press Release Dates](#) for details.

What's New

[2018 Ohio Job Outlook](#) provides industry and occupational employment projections for the State of Ohio.



The [Driving Change](#) Research Consortium is examining changes in the auto industry and resulting workforce needs. Mark your calendar for the [May 3-4, 2011 Conference](#).

[What's in a Word: Maybe Your Next Job!](#) is a job search manual with information on selecting keywords for resumes and tips for resumes, job search & interviews.

OhioLMI.com

Ohio Labor Market Information

Job Information

Also visit [Careers](#)
and [Education and Training](#).

Search for Jobs

- [Ohio Means Jobs: Are you looking for Work? Visit OhioMeansJobs.com](#)
- [State of Ohio Job Opportunities \]](#)
- [Educator Jobs in Ohio \]](#)
- Do you need assistance? [Ohio's One-Stops](#) offer a variety of helpful services. Find the One-Stop nearest you!

TOOL ■ [Search for Jobs by Occupation](#) using the Career Exploration Tool. Includes job postings, training options, average wages, projected openings and summary information,.

Resumes and Job Search Tips

- [What's in a Word? Maybe Your Next Job!](#) is a job search manual in pdf with information on selecting keywords for resumes and tips for successful resumes, job search & interviews.
- [The Riley Guide](#) provides links to a variety of resources on resumes, job search, interviewing and more.
- [Make Your Resume Make a Difference](#), in pdf, summarizes a four key elements of a resume and provides additional resume tips and information.
- [Finding & Applying for Jobs and Evaluating Offers](#). Finding a job you want can be a challenging process, but knowing more about job search methods and application techniques can increase your chances of success. Knowing how to judge the job offers you receive makes it more likely that you will end up with the best possible job.

Additional Resources

- [Employer Locator](#). Search for employers by Industry, occupation, location or keyword.
- [Explore Careers](#) provides career & occupational information. Find information on apprenticeship and the military, learn what occupations have favorable job prospects and view on-line career videos.
- [Education & Training](#) provides links to colleges, career centers and apprenticeship information.

[[Back to Top](#)]



O*NET OnLine

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

[What is O*NET?](#)

Keyword or O*NET-SOC Code:



Find Occupations

Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.



Advanced Search

Focus on occupations that use a specific tool or software. Explore occupations that need your skills.



Crosswalks

Connect to a wealth of O*N data. Enter a code or title for another classification to find the related O*NET-SOC occupation.

[Bright Outlook](#)

[Browse by O*NET Data:](#)

[Apprenticeship](#)



O*NET OnLine is created for the U.S. Department of Labor,
Employment & Training Administration,
by the National Center for O*NET Development.



[Home](#) > [Career InfoNet](#)
America's Career InfoNet

Use the Employer Locator to find contact information about a specific employer or list of employers. It will be necessary to contact each employer to see if they have job openings available. **Start your search by selecting a tab option below.** Follow the instructions on each page to get your results. If you need help select Employer Locator Help below.

Select an Industry Sector (Choose One):

Accommodation and Food Services	▲
Administrative and Support and Waste Management and Remediation Services	
Agriculture, Forestry, Fishing and Hunting	
Arts, Entertainment, and Recreation	
Construction	
Education Services	
Finance and Insurance	▼



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RESUME OUTLINE

NAME
ADDRESS
HOME PHONE
CELL PHONE
EMAIL ADDRESS

OBJECTIVE:

Be concise: Seeking a position as "What".

Employers receive hundreds of resumes and may not have time to read your entire resume to determine what position in their company you may be qualified for.

SUMMARY OF QUALIFICATIONS:

List the most important qualifications you possess to do the job you are applying for.

An employer should be able to fold your resume in half and by reading the top portion know you've applied for a position that is utilized in the company and that you have the qualifications to perform the job duties.

EXPERIENCE:

List the amount of experience you have for the position you are applying for.
(Remember if you are fifty + years of age and/or have over twenty years of experience you may not want that reflected on your resume. You can say "over 10 years experience in something" now the employer won't gage your age from the years of experience you've listed).

List the various job duties you performed in this occupation, using one line bullet points.

WORK HISTORY:

List one or two employers, dates of employment should not be used if it reflects over twenty years of experience.

The majority of employers don't require more than ten years of experience in any entry level positions.

Remember a resume doesn't take the place of an application and an application has a detailed work history.

A resume should "show case" your skills and ability to perform the functions of the position you are applying for and if prepared properly will advance you to the application/interview stage.

Sample Template for Target Resume

Larry Cremeens

1234 Veterans Road

Canton, Ohio 44709

Home: 330-555-5555

Cell: 330-555-5556

Email: Larry.Cremeens@jfs.ohio.gov

Objective

Seeking an AutoCAD Drafter position with a company offering professional growth and future career advancement opportunities.

Qualifications Summary

- Proficient in MS Tools, Excel, PowerPoint, Word, Money (2006), and Outlook Express 6.
- Extremely skilled at identifying new and innovative approaches to enhance business development through the implementation of machine programming.
- Completed 1,080 hours of drafting on paper, plus drafted on CAD series 13.
- Able to work with mathematical and structural concepts and to solve practical problems and interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Strong organizational skills and attention to detail, and very meticulous and patient.
- Ability to create aesthetically pleasing and usable drawings.
- Excellent communication and interpersonal skills.

Work Experience

Over ten years experience as an AutoCAD Drafter.

Job Duties

- Take hand drawn plans and use AutoCAD to create presentable and accurate landscape plans for clients.
- Produce accurate and timely reproductions.
- Use drafting markers to color full copy landscape plans.
- Revise plans as requested by Design Drafting Manager.
- Implement standards set for all drawings in the Design Drafting Department.
- Study proper calculations needed to produce effective legends.
- Under the general supervision of the Vice President, utilized AutoCAD to produce various types of land agreement plans.
- Reviewed digital survey information, field notes and sketches to determine what the information indicated and what approach needed to be taken to create a comprehensive plan.
- Researched and located existing map data (maps and other published information) to support the creation of new plans.
- Reviewed plans to determine what information must be incorporated into the new plan to tie the information into currently published information.

Work History

AutoCAD Drafter: The Creative Group, Cleveland, OH

Education

University of Cleveland, Cleveland, OH

Bachelor of Art in Construction Engineering (July 2001)

*References are available upon request.

ADULT LITERACY	
Ohio Department of Education-Adult Education - GED	www.ode.state.oh.us
APPRENTICESHIPS	
Ohio Apprenticeships	http://jfs.ohio.gov/apprenticeship
USDOL Bureau of Apprenticeships and Training	www.doleta.gov/oa/national.cfm
GENERAL INTERNSHIP	
Career Builder	www.careerbuilder.com
Career Plan IT Internships	www.jobweb.com
Intern Jobs	www.internjobs.com
Intern Web	www.internweb.com
Internship Programs	www.internshipprograms.com
Internships	www.internships.com
US Department of Agriculture	www.usda.gov/da/employ/intern.html
Virtual Intern	www.virtualintern.com
Architecture	www.sara-national.org
Engineering Internships	www.tech-interns.com
Federal Government	www.house.gov
International Internship Links	www.cie.uci.edu/iop/internsh.html
TV Internships	www.tvjobs.com
Volunteering	www.volunteermatch.org
The Washington Center	www.twc.edu
RESUMES/COVER LETTERS	
1-2-3 Resumes	www.1-2-3-resumes.com
Career Magazine	www.careermag.com/jobhunt
Career Perfect	www.careerperfect.com
Write Great Resumes	www.eresumewriting.com
Proven Resumes	www.provenresumes.com
Resume Writing	www.accent-resume-writing.com
Resume Writing Service	www.resumeedge.com
How to Write a Masterpiece of a resume	www.rockportinstitute.com/resumes.html
The Resume Place	www.resume-place.com
FINANCIAL AID/TRAINING	
Connect to College Success	www.collegeboard.com
Fellowship & Post Doctorates	www.nationalacademeies.org/grantprogram.html
Scholarship & Fellowships	http://scholarships.fatomei.com
Financial Aid	www.fafsa.ed.gov
Web Scholarship Search	www.fastweb.monster.com
Graduate Schools	www.gradschools.com
Study Abroad	www.studyabroad.com
US Department of Education	www.sturentaid.ed.gov
Veterans Benefits – GI Bills	www.gibil.vva.gov
White House Fellowship	www.whitehouse.gov/fellows/

EX-OFFENDER RE-ENTRY	
Family Justice Incorporated	www.familyjusticeinc.org
Ex-Offender Job Linkage	www.drc.state.oh.us/web/joboffen.html
PROBES Brochure	www.ohioworkforce.org/docs/PROBESBrochure.pdf
Ex- Offender Re-Entry	www.exoffenderreentry.com
MILITARY & VETERAN SERVICE	
Hire Vets First	www.hirevetsfirst.gov
Lucas Group Military	www.lucasgroup.com/military/
Military Family Network	www.emilitary.org
Military Spouse	www.milspouse.org
Military Spouse Job Search	www.militaryspousejobsearch.org
Military Hire (Veteran Only)	www.militaryhire.com
Veterans Services	www.jfs.ohio.gov
Seamless Transition	www.seamlesstransition.va.gov
Legal Advice for Reservists	www.abanet.org/legalservices/helpreservist/home.html
Compensation & Benefits	www.vbs.va.gov/bln/21/
Veterans Benefits Administration	www.vba.va.gov
MILITARY CAREERS	
ARMY	www.army.com
Navy	www.navy.com
Air Force	www.airforce.com
MARINES	www.marines.com
Coast Guard	www.gocoastguard.com
DISABLED SERVICES	
One Stop Tool Kit	www.onestoptoolkit.org
JOB SEARCH SITES	
Ohio Means Jobs	www.ohiomeansjobs.com
About my Job	www.aboutmyjob.com
America's Career Info Net	www.acinet.org/acinet/default.asp
America's Job Bank	www.jobbankinfo.org
Best Jobs USA	www.bestjobusa.com
Blue Steps	www.bluesteps.com
Brass Ring	www.brassring.com
Career Builder	www.careerbuilder.com
Career Buzz	www.careerbuz.com
True Careers	www.truecareers.com
Career File	www.careerfile.com
Career genie	www.careergenie.com
Career Journal	www.careerjournal.com
Career Know How	www.careerknowhow.com
Careers for Latinos	www.careersforlatinos.com
Career Magazine	www.careermag.com

JOB SEARCH SITES

Career Shop	www.careershop.com
Career Site	www.careersite.com
Careers/Wall Street Journal	www.careers.wsj.com
Classifieds That Work	www.classifiedsthatwork.com
College Grad Job Hunter	www.collegegrad.com
Columbus Careers	www.columbuscareers.com
Columbus Career Board	www.columbus.careerboard.com
Columbus Jobs	www.columbusjobs.com
Computer Job Store	www.computerjobs.com
Direct Employers	www.directemployers.com
Employment Guide	www.employmentguide.com
Employment 911	www.employment911.com
EPA Environmental Protection Agency	www.epa.gov/ezhire
Experience Network	www.experiencenetwork.com
Federal Aviation Administration	http://jobs.faa.gov/allfaajobs.html
FBI	www.fbijobs.com
Flipdog	www.flipdog.com
Great Insurance Jobs	www.greatinsurancejobs.com
Guru	www.guru.com
Health and Human Services	www.hhs.gov/careers
Health Career Web	www.Healthcareerweb.com
Hot Jobs	www.hotjobs.com
Internet Career Connection	www.iccweb.com
Indeed	www.indeed.com
Job Bank USA	www.jobbankusa.com
Job Link for Journalists	http://newslink.com
Job Prospector	www.jobprospector.com
Job Search Secrets	www.jobsearchsecrets.com
Job Web	www.jobweb.com
Jobs & Moms Resource Center	www.jobsandmoms.com
(zip code first) Jobs.com	www.jobs.com (www.44709.jobs.com)
Join our sales team	www.joinoursalesteam.com
Monster	www.monster.com
NASA	www.nasajobs.nasa.gov
National Institute of Health	www.jobs.nih.gov
Nation Job	www.nationaljob.com
Net Temps	www.net-temps.com
Ohio Civil Service	http://das.ohio.gov/resident2.htm#jobs
ODJFS	www.ifs.ohio.gov
Ohio Department of Transportation	www.dot.state.oh.us/jobs/
Overseas Jobs	www.overseasjobs.com
Resort Jobs	www.resortjobs.com

JOB SEARCH SITES	
Snag A Job	www.snagajob.com
State of Ohio Job Openings	www.ohio.gov
Summer Jobs	www.summerjobs.com
TSA	www.tsa.gov/public
UpLadder	www.upladder.com
USA Jobs	www.usajobs.opm.gov
US Census Bureau	www.census.gov/hrd/www/index.html
US Department of Agriculture	www.usda.gov/da/employ.html
US Department of Energy	http://humancapital.doe.gov
US Federal Government Jobs	www.usajobs.opm.gov
US Newspaper Links	www.usnpl.com
US Postal Service	www.usps.com/employment/welcome.html
Vault	www.vault.com
Wet Feet	www.wetfeet.com
Work and Mom	www.workingwoman.com
Working Mom's Refuge	www.momsrefuge.com
Working Woman	www.workingwoman.com
Wright Paterson Air Force Base	https://wrightpattjobs.wpafb.af.mil/
4 Jobs	www.4jobs.com
CAREER RESOURCE AND LMI	
Affordable Housing	www.knowledgeplex.org/dataplace
Dictionary	www.dictionary.com
Reference	www.reference.com
Federal Department of Labor	www.dol.gov
Mapping Your Future	www.mapping-your-future.org
Occupational Outlook Handbook	www.bls.gov/oco
O*NET	http://online.onecenter.org
Ohio Labor market Information	www.lmi.state.oh.us
Ohio Workforce Informer	http://ohioworkforceinformer.org
Ohio Public Library	www.oplin.lib.oh.us
Salary Calculator	www.homefair.com
Working Careers	www.workingcareers.com
Workplace Moxie	www.workplacemoxie.com
Work Strategies	http://workstrategies.com

Disclaimer: Links to these websites are for informational purposes only. The information on these websites is believed accurate but not guaranteed. ODJFS disclaims liability for any errors or omissions. Acknowledgement of these website does not constitute endorsement by ODJFS.

ELECTRONIC TOOLS GUIDE FACT SHEET

The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for:

Unemployed Workers	Career Counselors	Economic Developers
Educators	Job Seekers	Parents
Students	Workforce Professionals	Businesses

Descriptions:

CareerOneStop (www.CareerOneStop.org) is the pathway to career success and includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, and prepare for a job interview. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web sites that contain local information resources and tools.

mySkills, myFuture (www.myskillsmyfuture.org) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to enhance their career mobility and economic prospects. *mySkills, myFuture* is designed for use as either a self-help tool or with the assistance of expert advisers.

CareerOneStop's Worker ReEmployment portal

<http://www.careeronestop.org/ReEmployment/> is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition.

CareerOneStop's Auto Worker ReEmployment

(www.careeronestop.org/ReEmployment/Auto) provides quick access to vital resources for laid-off auto workers. Workers in Michigan, Ohio, Illinois, Indiana and other states will find quick links to their state's resources for unemployment benefits, healthcare options, financial assistance, job search assistance, and more.

America's Service Locator (www.servicelocator.org) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest One Stop Career Center, and unemployment insurance filing assistance. America's Service Locator has information on more than 20,000 local resources and offices.

Toll-Free Help Line (1-877-US2-JOBS, TTY: 1-877-889-5627) provides a full range of basic information about workforce program services for both workers and employers, as well as locations to One Stop Career Centers and other offices, including unemployment insurance assistance. Information is available in over 160 languages.

O*NET OnLine (www.onetcenter.org) enhances businesses' hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

Workforce3One (www.workforce3one.org) is an online library of resources to help workforce leaders and frontline staff meet the employment and training needs of their communities. Users can share best practices; access virtual training, tools and resources; and join online communities to connect to experts and peers.

**WEBSITES/PHONE NUMBERS
OF
AREA TRAINING INSTITUTIONS**

SCHOOL NAME	WEBSITE	PHONE
Akron CNC Training Center	www.akroncnc.com	330-475-7672
Akron School of Practical Nursing	www.akronschools.com	330-761-3255
Akron Testing Laboratory and Welding School, Ltd.	www.akronweldingschool.com	330-753-2268
Alliance Career Center (The)	www.accrtw.org	330-821-2102
Aultman Hospital School of Nursing	www.aultmancollege.edu	330-438-6347
Aultman School of Radiologic Technology	www.aultman.org (Education)	330-363-5075
Aultman School of Surgical Assisting	www.aultman.org (Education)	330-363-2038 or 363-4155
Belmont Technical College	www.btc.edu	1-800-423-1188 or 740-695-9500
Buckeye Career Center	www.buckeyecareercenter.org	800-227-1665 or 330-308-5720
Canton City Schools Adult Community Ed	www.ccsdistrict.org/adult	330-438-2556
Canton City Schools Practical Nurse Program	www.ccsdistrict.org	330-453-3271
Coshocton County JVS	coshocton-jvs.k12.oh.us	740-622-0211
Cuyahoga Community College	www.tri-c.edu/	216-987-4000
Hannah E. Mullins School of Practical Nursing	www.salem.k12.oh.us	330-332-8940
Kent State University	www.kent.edu	330-672-2121
Kent State-East Liverpool	www.kenteliv.kent.edu	330-385-3805
Kent State-Salem	www.salem.kent.edu	330-332-0361
Kent State-Stark	www.stark.kent.edu	330-499-9600
Kent State-Tuscarawas	www.tusc.kent.edu	330-339-3391/Cont. Ed 330-308-7434
Lorain Community College	www.lorainccc.edu	440-365-5222 or 1-800-995-5222
Mahoning County Career and Technical Center	www.mahoningctc.com	330-729-4100
Mercy Med Ctr Sch of Diagnostic Med Sonography	www.cantonmercy.com	330-489-1000 ext. 6609
Mercy Med Ctr Radiology School	www.cantonmercy.com	330-489-1273
OSU-Agricultural Technical Institute	www.ati.osu.edu	330-264-3911
Portage Lakes Career Center	www.plcc.edu	330-896-8200
Robert T. White School of Practical Nursing	see Alliance Career Centre	330-821-2102
Stark State College of Technology	www.starkstate.edu	330-494-6170/Cont Ed 330-966-5455
TDDS Technical Institute	www.tdds.com	800-475-TDDS or 330-538-2216
Tech Skills	www.techskills.com	216-446-1010
The University of Akron	www.uakron.edu	330-972-7100
The University of Akron, Wayne College	www.wayne.uakron.edu	800-221-8308 or 330-684-8942
Wayne Adult School of Practical Nursing	www.wayne-jvs.k12.oh.us	330-669-9611
Wayne County Schools Career Center	www.wayne-jvs.k12.oh.us	330-669-9611

