

South Dakota Workforce Information Grant Progress Report

Program Year 2006



Labor Market Information Center

State of South Dakota
Workforce Information Grant Progress Report
July 1, 2006 through June 30, 2007

A. CORE PRODUCTS AND SERVICES

1. Continue to populate the Workforce Information Database with state data.

Version 2.3 of the Workforce Information Database is currently installed; the database will be updated as soon as the new version becomes available. The core tables of the Workforce Information Database have been populated with national, statewide and sub-state data, including the South Dakota sub-state 2004-2014 projections and short-term 2006-2008 projections.

Staff collected 2007 licensing information from the state's licensing and certification boards. The licensing data was provided to the National Crosswalk Service Center site and populated in the Workforce Information Database. The licensing information is also a component of the career information available in the Career InSite application.

During this program year, the Labor Market Information Center (LMIC) loaded the 2007 2nd edition of the Employer Database; the 2008 1st edition will be installed as soon as it becomes available. LMIC customers, South Dakota Career Center (SDCC) staff and other South Dakota Department of Labor (SDDOL) staff are provided access to the Employer Database through three different levels of access. The general public is provided access through the Employer Locator on the Career InfoNet website.

Access to the Employer Database for internal customers and SDCC staff is available through a state government Intranet site. This application provides information about selected employers but has limited file download capability. However, the Employer Database is available on the computer hard drive of one LMIC staff computer, which allows LMIC to download larger files and do more intensive searches for LMIC customers. A link is also available on the LMIC website to provide direct access to the Career InfoNet website. The Employer Database is also populated in the Workforce Information Database.

Total expenditures related to the Workforce Information Database totaled \$20,184.

2. Produce and disseminate industry and occupational employment projections.

South Dakota used the methodology, software tools and guidelines developed by the Projections Workgroup and the Projections Managing Partnership to produce the projections deliverables. The 2004-2014 sub state long-term industry and occupational projections were produced for the Sioux Falls Metropolitan Statistical Area (MSA), Rapid City MSA, East Area, Central Area and the West Area.

Statewide short-term industry and occupational forecasts were produced for the third quarter 2006 to the third quarter of 2008 time period. These forecasts were produced at the three-digit North American Industry Classification System (NAICS) level. South Dakota followed the procedures established by the Projects Workgroup and the Projections Managing Partnership for public dissemination of the projections deliverables. Total expenditures related to the production of industry and occupation projections totaled \$46,520.

3. Publish an annual economic analysis report for the Governor and the SWIB.

The annual economic analysis report is currently a work in progress, with the project approximately 75 percent complete. South Dakota received an extension on this project, with a deliverable due date of October 15, 2007.

The LMIC surveyed South Dakota Workforce Development Council members in March 2007 to gather input regarding the Economic Analysis Report for South Dakota. The completed report will include information from internal and external sources of workforce, labor market and economic information. Once complete, this report will be distributed to workforce development policy partners, including the Governor and South Dakota Workforce Development Council members, as well as being posted on the LMIC website. Expenditures related to this deliverable have thus far been incurred during PY 2007; therefore, there are no expenses to report for PY 2006.

4. Post products, information, and reports on the Internet.

Grant-produced products, including workforce publications, surveys and delivery systems are all published on the LMIC website. In addition, many of these products are also disseminated electronically or in hard copy format.

Occupational Analysis Products

High growth and high wage occupations distinguished by educational level were published in the *South Dakota Hot Careers* brochure and on the website (please refer to the appendix for a brief description of each career publication). The high growth and high demand information is also used to answer many requests for occupational and career information.

From July 1, 2006, through June 30, 2007, a total of 89,011 career publications were distributed to our users. The following publications were distributed using Workforce Information Grant funds to LMIC customers, including students, teachers, counselors, businesses and workforce development professionals:

Publication	Number Distributed
Hot Careers	16,901
Careerwise	5,233
Bookmarks	17,345
Pocket Resume	6,990
Total	46,469

The *Bookmarks* and *Pocket Resumes* are widely used and distributed by SDCCs for workforce development activities. These products are utilized by SDCC staff when they visit local schools and employers, and are made available in their Resource Centers. The other principal users of these products are school counselors, teachers and school administrators.

In addition, several copies of the following supplemental career publications were distributed to students, teachers, counselors, businesses and workforce development professionals:

Career Publication	Number Distributed
Careerways	19,621
Career Wonders	12,394
Career Aware	6,582
Career Peeks	215
Parent Brochure	3,730
Total	42,542

By carefully budgeting and using remaining carryover funds provided through the America's Career Resource Network (ACRN) program, the LMIC was able to publish in the fall of 2006, one last edition of the *South Dakota Careerways* magazine for the 2006-2007 school year. *Careerways* was designed for high school students and others making career decisions, with an emphasis on planning for postsecondary education. The 2006-2007 edition of *Careerways* walked readers through the four basic steps of the career exploration and decision-making process, with activities and articles relevant to each step. Roughly half of the publication was devoted to providing South Dakota-specific labor market information, including the projected employment trend, overall job outlook and wage data for hundreds of occupations, those making up the bulk of employment in South Dakota.

LMIC staff also produced some ad-hoc publications which provided further opportunities to promote LMIC resources. One was a flyer which promoted career awareness and included fun career related games and tidbits which was distributed along with treats at a state government-hosted Halloween event for youth. The flyer had a candy corn design and featured career-related activities and fun labor market statistics related to the season. For example, the flyer provided ideas for career-based Halloween costumes, a word scramble puzzle using occupational titles that, when solved, gave a Halloween message, and statistics like the number of potential trick-or-treaters (youth age 5-13) in the state and nation. The flyer referred readers to the Career InSite and LMIC website for more related information.

Another promotional product was the Career Destinations flyers developed and customized for the Watertown and Mitchell Career Expos co-hosted by the respective local SDCCs. The Career Destinations featured the basic steps in the career decision-making process with related, suggested activities for students to do during the Career Expo. The flyers were given to students prior to the Expo to encourage them to make the best use of their time at the Expo. For example, one section gave students suggested questions to ask the career professionals, as presenters at the Expo, about their occupations. Again, the flyer referred students to the Career InSite for more in-depth career planning and decision-making information.

The majority of users' needs for South Dakota occupational and career information are met with the various career publications, the LMIC website and South Dakota Career InSite. LMIC staff also provided responses to approximately 55 more in-depth requests for occupational and career information from all types of users. Over 20 such requests were handled from SDCC, SDDOL or partner agency staff.

Occupational wage data is also tabulated and published by LMIC staff. The occupational wage data is published on the LMIC Internet site and updated quarterly. The *2007 South Dakota Occupational Wage* publication was published and distributed in June 2007. The publication includes wage data for statewide South Dakota, two Metropolitan Statistical Areas (MSAs) and three balance of state wage areas. The cost for this hard copy publication is \$15 (to help pay paper and printing costs). During the two months of PY06, this publication was distributed. Almost 1,000 copies were sent to customers, with the majority of these customers being employers who furnished wage data through the BLS OES program. These employers received the hard copy publication free of charge in appreciation for their survey participation. Due to decreased funding, notices were sent to these employers, letting them know the 2007 publication was the last hard copy publication; occupational wage information will only be published online in the future.

For the past several years, LMIC has encouraged customers to utilize the website application to access wage data. One way in which this is accomplished is by sending e-mail notices to customers alerting them when more current wage data is available on the LMIC website. The "What's New" page of the LMIC website (available from a prominent button on the homepage) also announces each new release of updated occupational wage data. Statistics available on website usage indicate that users visited the LMIC website about 2,800 times to access occupational wage information during the program year.

Affirmative Action

Affirmative Action data is available on the LMIC website. The Affirmative Action information is provided to assist employers in the completion of their Affirmative Action Plan (AAP). Specifically, information is provided that will allow employers to compare the percentage women and minorities comprised of all employment in their establishment to the percentage of women and minorities with requisite skills in the recruitment area. Information is also provided regarding the percentage of women and minorities in the population and in the labor force. Because the Affirmative Action tables contain a great deal of labor force data by gender and race, employers use it for other needs (in addition to Affirmative Action purposes). Statistics available on website usage show that Affirmative Action data was accessed over 600 times.

Some of the Affirmative Action information items are available on the website include:

- 2000 Census EEO Data Tool (*Employment by gender, race and occupational group*)
- 2000 Census Population and Civilian Labor Force by Gender and Race
- Affirmative Action information for surrounding States
- Contact information regarding the Census 2000 EEO Tabulations
- Information on filing EEO-1 reports, including instructions and contact information

Employee Benefits

The South Dakota Employee Benefits brochure, *How Do Your Employee Benefits Measure Up?* was published in April 2006. Although published last program year, LMIC staff distributed 635 copies of the brochure during the 2006 program year. The brochure offers readers a quick, easy-to-read synopsis of some highlights of the benefits data collected, with referrals to the LMIC website (www.sdjobs.org/lmic/menuemployeebenefits.htm) for full survey results.

During the 2006 program year, website usage statistics show the benefits data was accessed online more than 1,000 times. The detailed results published on the website included data on the percent of employers offering benefits and the percent of employees offered benefits, by industry group and employer size class.

South Dakota Labor Bulletin

LMIC staff produced 12 monthly issues of the *South Dakota e-Labor Bulletin* and distributed it to all types of users. The *e-Labor Bulletin* is available from a button labeled "e-Labor Bulletin" on the homepage of the LMIC at www.sdjobs.org/lmic. When a new issue is published at the end of each month (depending on U.S. Bureau of Labor Statistics release dates of state data, but normally the fourth Friday of the month), subscribers receive an e-mail notice that a new issue is available, along with a link to the website. The tables of data included in the *e-Labor Bulletin* are automatically updated through an application that imports the data from existing databases used for the various historical data applications on the LMIC website. This helps ensure data quality and consistency and allows for great efficiency in publishing the data monthly as well. The tables present data in the format familiar to users from the printed *Labor Bulletin*. In most cases, current data is displayed along with month-ago and year-ago data for comparison purposes; percentage changes are also displayed. As part of the electronic release, a link to a printer-friendly copy (.PDF format) of the entire *e-Labor Bulletin* is included.

The subscriber list for the *e-Labor Bulletin* increased during PY 2006, now averaging about 960 each month. Recipients include employers, educators, economic development groups, Chambers of Commerce, as well as staff of the SDCCs, other divisions of the SDDOL and partner agency staff. Website usage statistics show that usage of the *e-Labor Bulletin* ranges from about 790 to 1,290 users each month, with hits ranging from about 11,350 to over 14,000 per month.

The increased recipient list is due in part to various promotional efforts made in PY 2006 to increase awareness about the *e-Labor Bulletin*. A promotional postcard, which users can return to subscribe, was created and is being distributed at various events. These events include Small Business Workshops conducted jointly by the SDDOL and the South Dakota Department of Revenue, the Small Business Development Center and the Small Business Administration; and presentations made by SDDOL staff to many county and city commissions across the state. SDCC staff are also providing the postcards to employers and other potential subscribers within their offices and when making employer visits. Another promotional effort entailed an e-mail promotion being sent to those businesses and individuals who had requested labor market information from the LMIC within the past 12 months but were not already *e-Labor Bulletin* subscribers. This was quite successful; more than 35 additional parties subscribed.

Great care is taken to make sure that the *e-Labor Bulletin* is published on a regular schedule and so releases of data for South Dakota coincide as closely as possible with U.S. Bureau of Labor Statistics releases. LMIC staff wrote the following timely articles published in the *e-Labor Bulletin*:

South Dakota e-Labor Bulletin Articles Published in Program Year 2006

<u>Topic</u>	<u>Published</u>
Maturing Workers	July 2006
Analysis of Aging Occupations	August 2006
South Dakota's Hot Jobs	September 2006
South Dakota Industry Trends to 2014	October 2006
Skill Levels of the Labor Force: An Analysis of the US & SD	November 2006
Economic Indicators: What are they and why should I care?	December 2006
Occupational Profile: Pharmacists	January 2007
South Dakota Nonfarm Worker Levels continue with Growth Trend	February 2007
Industry Profile: Food Services and Drinking Places	March 2007
Summer Youth Employment Outlook 2007	April 2007
Mass Layoff ... What?	May 2007
Is there a shortage of dentists in South Dakota?	June 2007
Merging Hobbies with Jobs	July 2007

In several cases, the LMIC has published “side bar” articles coordinated to the main cover article. For example, a main article on the summer job outlook for youth in the April edition included shorter, related articles on the advantages to youth of having summer employment and an update on youth employment laws. Additionally, through even greater cooperation with the public information officer for the SDDOL, the LMIC has used the *e-Labor Bulletin* as a medium for publishing other important, timely information from the SDDOL, such as notices about the new federal minimum wage and encouraging employers to use the Department’s online system for filing unemployment insurance tax reports.

The LMIC also conducted an *e-Labor Bulletin* customer satisfaction survey during PY 2006. The survey was sent out electronically to all subscribers in April; a second e-mailing was sent out a few weeks later. Although the response rate was rather low, the information gained through the survey provided LMIC staff with valuable input as to which portions of the *e-Labor Bulletin* are most widely used and feedback on the user-friendliness of the format. The results were very positive.

Workforce Delivery Systems

LMIC Website (www.sdjobs.org/lmic/)

The LMIC website serves as the platform to showcase all of the publications, historical datasets and workforce delivery systems available to our users.

Career InSite (<http://www.sdjobs.org/careerinsite/>)

Career InSite was designed to provide career information for job seekers and career decision-makers who visit SDCCs, as well as for those who do not take advantage of SDCC services. This application was developed to provide a career exploration program to all users free of charge, especially targeting the career decision-makers who do not have access to career development information elsewhere.

Career InSite is one of the most comprehensive sites for current South Dakota career information in which a user can take a career interest assessment and access the wages, training requirements, workplace examples, working conditions, licensing requirements, skills and interest areas for an occupation. It also includes information on worker trends and job outlook.

The Career InSite website is highly utilized by SDCC staff, their customers and other career decision-makers to easily access free, quality career development information. Statistics available on website usage show that as of the end of the program year, Career InSite had nearly 5,778 unique visitors who experienced over 100,000 sessions, hitting on the system almost 265,000 times.

Training Provider and Program Planning (<http://www.state.sd.us/dol/lmic/menutrainingproviders.htm>)

The South Dakota Training Provider and Program Planning website application is a comprehensive site from which one can obtain information on both public and private educational and training programs. Training providers use this application to request WIA certification. Program outcomes data from the South Dakota Follow-Up Project and other sources are used to populate the program planning modules. Potential students can compare outcomes from various providers and programs and make decisions about the education or training that meets their needs. LMIC staff continue to encourage training providers to make annual updates to their programs.

Community Labor Profiles (<http://www.state.sd.us/dol/lmic/menuCLPs.htm>)

Community Labor Profiles (CLP) are available online for SDCC staff, businesses and economic development groups. The SDCC staff use the CLPs for meetings with businesses and economic development groups. A CLP is available either by using the LMIC interactive website application or by requesting a CLP from LMIC staff. The interactive website application was a cost-saving move that enhanced the quality and availability of labor supply information. The website application allows the user to use a default area configuration based on commuting patterns or the ability to create an area and produce a customized CLP. This option allows for development of regional economic reports, which assists local workforce development efforts in South Dakota.

LMIC staff completed 16 CLPs for customers during PY2006; most LMIC customers used the website application to create approximately 1,100 CLPs on their own. The profiles provide a wide range of labor market information about the area, including:

- Labor Supply
- Population
- Education Levels
- Commuting Times of Workers
- Nonfarm Wage and Salaried Workers by Industry
- Labor Cost by Industry
- Labor Cost by Occupation
- Resident Labor Force
- Job Applicants

Total expenditures related to the posting of products, information and reports on the Internet, as well as other means of distribution, totaled \$150,614.

5. Partner and consult on a continuing basis with workforce investment boards.

LMIC staff attended the quarterly Workforce Development Council (WDC) meetings during PY06 and plan to attend all future meetings as well. Interaction with the WDC included:

- The distribution of South Dakota Program Year 2006 Progress Report for the Workforce Information Grant to the WDC in October 2006, along with a narrative summary of report. The LMIC Administrator presented the narrative and was available to answer questions as well.
- The distribution of survey forms in March 2007 to gather input regarding the Economic Analysis Report that will be produced by LMIC.
- A presentation was given in July 2007 regarding the Local Employment Dynamics (LED) program. South Dakota is in the process of becoming a partner state and in anticipation of that event, provided an overview of what the LED program can provide.

LMIC staff will be available at future meetings to provide updates of LMIC activities and to be available as a personal resource as needed. Total expenditures related to partnering and consulting with the WDC totaled \$8,298.

6. Conduct special studies and economic analysis.

LMIC provided 55 special studies to our users during PY 2006. The majority of the economic analysis reports involved the use of IMPLAN software. LMIC has provided over 30 studies that estimate the economic impact of a new or expanding business. Most of these studies were conducted at the request of the Governor's Office of Economic Development.

LMIC also provided analysis of economic impact using the Regional Input-Output Model (RIMMS II) multipliers, which are produced by the Bureau of Economic Analysis, U.S. Department of Commerce.

Other special studies conducted by LMIC include:

The South Dakota Investment Council for the South Dakota Retirement System (SDRS) requested an in-depth analysis of state and local government industries. The analysis included industry projections, employment and wage data (including breakouts for tribal and non-tribal workers) and historical and projected population data. The information was used by the Council to help define certain demographic assumptions in a quadrennial review of SDRS liabilities.

LMIC provided in-depth supply and demand information on occupations in the power industry to assist employers in brainstorming ideas for encouraging interest in working for their industry.

LMIC provided the Sioux Falls SDCC with information and analysis on the inflation-adjusted value of the minimum wage currently and historically. The information was used for a presentation to an employer group, which also provided the opportunity for promotion of the LMIC website.

Staff developed a Workforce Availability Analysis for the Brookings SDCC about the availability of workers for a proposed expansion of a manufacturing company in the city of Brookings. The report addressed available labor, wage rates, commuting patterns and seeker information.

Staff also provided labor force data for Indian reservations located in South Dakota to the S.D. Department of Corrections to use as a factor for contact with the Juvenile Justice System. This report also included analysis on the different methodologies used to by the U.S. Department of Labor and the U.S. Bureau of Indian Affairs to calculate unemployment rates.

LMIC completed a South Dakota economic and labor market analysis including data on gross domestic product, employment by worker class and industry, occupations in demand, projections by talent demand and population trends to Black Hills Special Services for a strategic plan to guide a Freedom to Work project.

LMIC provided a study that included projections data, occupational outlook, wage and SDCC data to the S.D. Department of Health. One staff person also served, upon request, on the Healthcare Workforce Action Team, a joint project of the SDDOL, the S.D. Department of Education and the S.D. Department of Health.

LMIC staff conducted a survey of private post-secondary institutions which collected 2006 graduate data by educational program. Data from this survey were used to help determine supply for those occupations that require at least some post-secondary education.

LMIC also completed an analysis on tourism's impact on the South Dakota economy for the SDDOL.

Total expenditures related to conducting special studies and economic analysis totaled \$52,640.

B. CUSTOMER SATISFACTION

South Dakota continues to strive to provide excellent customer service and takes pride in all grant services and products produced. However, feedback from our customers is vital in identifying what LMIC does well and how LMIC can improve our products and delivery systems.

Quite often, LMIC will receive feedback after providing information via email. The feedback is most often very positive regarding the products and services we provide. Sometime the user will provide constructive feedback that helps us improve what we provide. For example, a convenient link to a definition of a percentile wage was added to the online wage application based on customer feedback.

The LMIC also conducted an e-Labor Bulletin customer satisfaction survey during PY 2006. The survey was sent out electronically to all subscribers in April; a second e-mailing was sent out a few weeks later. Although the response rate was rather low, the information gained through the survey provided LMIC staff with valuable input as to which portions of the e-Labor Bulletin are most widely used and feedback on the user-friendliness of the format. The results were very positive and provided a good indication of our readers' satisfaction level:

- A combined 86 percent of the survey respondents found the overall content of the e-Labor Bulletin helpful or very helpful.
- Over 45 percent of survey respondents find the e-Labor Bulletin very easy to use; with over 44 percent finding it generally easy to use.
- Over 54 percent find the cover article helpful.
- A combined 87 percent find the monthly overview helpful or very helpful.
- The fairly new "snapshot" of the economy also seems to be going over well, with 47 percent of respondents rating it very helpful and an additional 36 percent finding it helpful.
- The vast majority of the data tables published in the e-Labor Bulletin were rated as very helpful or helpful by the bulk of respondents.
- When asked to categorize the way they use the information in the e-Labor Bulletin, the largest portion of survey respondents (27 percent) indicated they use the information for education and training; the next largest portion (21 percent) use it for career counseling and job placement. About 14 percent use it for forecasting and planning, and 11 percent indicate they use it for general information.
- A surprising 43 percent indicated they normally use the option to print the Labor Bulletin (in .PDF format)
- Topics suggested for future articles included follow up on college graduates; veteran statistics and unemployment rates, especially for Native American veterans and recently separated veterans; and the impact of tight labor markets on small business

Written comments were encouraged on the survey form and several were received. Most of the comments were very positive, along with feedback to make the information provided in the e-Labor Bulletin more relevant for our users:

- "Labor Bulletin holds a wealth of information but presented clearly and cleanly. Keep up the GOOD JOB!"
- "My use is to find out how Watertown/NE South Dakota is doing in relation to prior year and in relation to other major cities in the state. Unemployment rates and employed rates are the metrics I'm looking for."
- "I'm sure all of the information you include is helpful to someone, but I sometimes find myself asking, 'Why would I need to know this?' Maybe you could occasionally include a sidebar saying something like "This information will be useful for someone (doing whatever). Knowing what little I do, I may have an 'ah-ha' moment and see that the other info could be helpful to me also."
- "Thanks for the opportunity. Keep up the good work."
- "Great that you let the reader click to other sources like 'Federal Reserve Bank' and to the historical data series. Cover articles are always educational and interesting."

In order to quantify what LMIC provides and identify who we provide it to, all information requests received are tracked by a subject code and user code. This is accomplished via an Access database, which includes the ability to run queries and produce reports on the types of information requested and type of requestor. For example, data can be tabulated just for business requests or for SDCCs and other professional workforce development agencies.

Collectively, LMIC provides a large amount of information to many users of all types. Of the 15,976 requests for information requests handled personally by LMIC staff during PY 2006, over 40 percent (6,475) were from businesses and economic development groups. Private business establishments comprised the largest single requester group.

LMIC staff handled over 500 requests from economic development agencies, with over 100 specifically for staff from the Governor's Office of Economic Development (GOED). LMIC has maintained a close partnership with GOED for the past several years, providing labor market information as needed to assist in workforce development. A vast array of information has been provided to this agency, including occupational wage information, covered worker data, IMPLAN analyses, and Gross State Product data.

LMIC also provides frequent assistance to local economic development groups, responding to over 400 requests for labor market information. The local SDCCs are also frequent users, with over 3,300 requests for information. The LMIC website also had over 12,000 visitors during PY 2006, which included over 25,000 page views.

A new LMIC budget application was created this year using Access in order for management to have the ability to more easily and accurately track budget expenses and forecast expenses. This allows for more control over the grant monies received and in decision making regarding available grant dollars. Total expenditures related to customer satisfaction totaled \$23,208.

C. RECOMMENDATION FOR IMPROVEMENTS OR CHANGES TO THE SUITE OF CORE PRODUCTS.

South Dakota has no recommended changes to the core products required as deliverables. Flexibility is inherent in most of the products, which allows states to tailor the deliverables to the needs of the state and regional economies.

Internal observations as to products specific to South Dakota include:

- Based on a customer satisfaction survey comment, include a sidebar comment in each issue of the e-Labor Bulletin, showing how each table or piece of data published within the e-Labor Bulletin can be used.
- Reformat the bookmarks of Internet addresses to include brief explanation of how the sites listed can be used.
- Use the "Hot Careers" brochure to point people to the LMIC website and Career InSite for more information.
- Incorporate more LMI in the CareerWise publication
- Produce industry profiles similar to the Industry Compensation publications produced by North Dakota. These profiles would include historical QCEW data, plus projections, benefits, staffing patterns and wages.
- South Dakota also needs to evaluate new ways to reach users, researching popular sources of communication, including My Space and other websites, and other popular venues.

Appendix 1

Descriptions of career products

Career products developed and distributed using WIG funds

The *South Dakota Hot Careers* brochure shows the projected high demand occupations for the state. Occupations are grouped by the level of education/training/work experience preferred by employers. The brochure also shows the highest paying occupations within those same categories.

The *South Dakota CareerWise* magazine contains 40 pages of job market information, including articles on how and where to begin looking for a new job, completing a job application, developing a resume that will get noticed (including completing an electronic resume), how to ask people to be a reference, interviewing techniques, when and how to accept a job, and how to keep a job.

Bookmarks (updated August 2006) list Internet addresses for helpful, reputable career and labor market information for the United States and South Dakota.

The *Pocket Resume* is a small tri-fold pamphlet that provides space for all the personal and career-related information a person needs when completing a job application or going on a job interview. A completed Pocket Resume will contain essentially all of the information in a good resume—only in miniature form that can be easily folded and carried in a pocket for handy reference at a job site. It also gives brief tips on preparing for and doing a job interview. The pocket resume can be downloaded at: www.sdjobs.org/lmic/pocketresume.htm.

Supplemental career products developed using America's Career Resource Network funds and distributed to WIG customers*

The *South Dakota Careerways* magazine 2006-2007 walked readers through the four basic steps of the career exploration and decision-making process with activities and articles relevant to each step. The focus of this publication is on making career decisions and planning accordingly for post-secondary education. Roughly half of the publication was devoted to South Dakota-specific wages, worker trends and job outlook for hundreds of career options.

The *South Dakota Career Wonders* magazine 2005-2007 featured articles and career information for the young career explorer. The magazine was designed for those in grades five through eight. It included a career interest survey and other features to help young career planners begin determining what careers might interest them. It also contained a monthly budget activity as well as articles on topics ranging from planning for high school to preparing for the world of work.

The *South Dakota Career Aware* booklet (2004 edition) was designed to make students in grades three through four aware of career areas and clusters. With the help of a cute cartoon character named Caleb the Career Bug, *Career Aware* encourages young students to develop their own “career antennae” to discover the endless career possibilities in the world. *Career*

Aware introduces students to the concept of exploring careers grouped in clusters. For each of the 36 new careers featured in this latest edition, the booklet includes fun activities for kids to complete, ranging from word finds to creating and giving a mock newscast. The booklet also includes activities that help students make the connection between values that are important both as a student and as a worker. An answer guide is available online at: www.sdjobs.org/lmic/CareerAwareanswerkey.

The *South Dakota Career Peeks* contains classroom activities for career awareness at the kindergarten through second grade level. For each career featured, there is a simple one-paragraph description of what workers do on the job and an activity that integrates basic academics. For example, while learning about cashiers, students will do an activity counting change. While learning about drafters, they will look for basic shapes like triangles and squares in pictures. *Career Peeks* is available in loose-leaf form for easy duplication and online as .PDF files for future downloading at: www.sdjobs.org/lmic/careerpeeks.htm.

The *Helping Your Child Win at the Game of Life. A Parent's Guide to Career Planning* was a small booklet that explained to parents the career development process their child needs to go through, with information and ideas for helping their child each step of the way. It gives examples of career resources and also lists useful sources of additional career information.

**After depletion of ARCN funds, LMIC continued to disseminate, upon user request, the remaining stock of these publications using WIG funds.*