

# CAREER PLANNING PROCESS

## CAREER MANAGEMENT

- Professional Associations
- Keeping Current with your Profession
- Ongoing Skill Development & Enhancement
- Lifelong Learning
- Work-Life Balance & Sense of Purpose
- Ongoing Evaluation

## JOB SEARCH SKILLS & PROCESS

- Targeted Search (Occupation, Industry & Company)
- Interviewing
- Targeted Resumes, Cover Letters, Applications & References
- Targeted Networking
- Seeking & Following Up on Job Leads
- Salary Negotiation

## GAIN EXPERIENCE & CREDENTIALS

- Short-Term Training
- Education (Classroom and e-Learning)
- Internships
- Volunteer Work
- Interim Employment

## OCCUPATIONAL RESEARCH & DECISION-MAKING

- Occupational Research
- Informational Interviews
- Educational Research
- Industry Research
- Professional & Trade Associations

## SELF-ASSESSMENT

- Personal Assessment (Skills, Values, Interests, Needs, Aptitudes & Personality)
- Self-Care: Work-Life Balance
- Geography
- Finances

## CareerOneStop and Partner Resources

U.S. Department of Labor Resource	Self-Assessment	Occupational Research & Decision-Making	Gain Experience & Credentials	Job Search Skills & Process	Career Management
<b>CareerOneStop Portal</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.CareerOneStop.org">www.CareerOneStop.org</a></li> <li>▪ <a href="http://www.CareerOneStopcoach.org">www.CareerOneStopcoach.org</a></li> <li>▪ <a href="http://www.careeronestop.org/usersupport/onlinecoach.asp">http://www.careeronestop.org/usersupport/onlinecoach.asp</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Testing &amp; Assessment Center</li> <li>▪ Skills Center</li> <li>▪ COS Coach</li> <li>▪ Career Resource Library</li> </ul>	<ul style="list-style-type: none"> <li>▪ Labor Market Information Center</li> <li>▪ COS Coach</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students &amp; Learners Audience Tab</li> <li>▪ Training &amp; Education Center</li> <li>▪ Financial Aid Center</li> <li>▪ COS Coach</li> </ul>	<ul style="list-style-type: none"> <li>▪ Job Seekers &amp; Workers Audience Tab</li> <li>▪ Employment Center</li> <li>▪ Relocation Center</li> <li>▪ BRAC Coach</li> <li>▪ Worker Transition Coach</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workforce Professional Audience Tab</li> <li>▪ Outreach &amp; Teaching Center</li> <li>▪ Staff Coach</li> <li>▪ Credentials Center</li> </ul>
<b>America's Career InfoNet</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.CareerInfoNet.org">www.CareerInfoNet.org</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Skills Profiler</li> <li>▪ Employability Checkup</li> <li>▪ Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Occupational Information</li> <li>▪ Industry Information</li> <li>▪ State Information</li> <li>▪ Videos</li> <li>▪ Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Aid Advisor</li> <li>▪ Scholarship Search</li> <li>▪ Licensed Occupations</li> <li>▪ Certification Finder</li> <li>▪ Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employer Locator</li> <li>▪ Resume Tutorial</li> <li>▪ Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Career Resource Library</li> <li>▪ Career Exploration</li> <li>▪ Employability Check Up</li> </ul>
<b>Job Bank Links</b> <a href="http://www.jobbankinfo.org/">http://www.jobbankinfo.org/</a>		<ul style="list-style-type: none"> <li>▪ Careers search tool</li> </ul>	<ul style="list-style-type: none"> <li>▪ Occupation requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post a resume.</li> <li>▪ Search for jobs.</li> <li>▪ Create cover letters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post a resume.</li> <li>▪ Search for jobs.</li> <li>▪ Create cover letters.</li> </ul>
<b>America's Service Locator</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.ServiceLocator.org">www.ServiceLocator.org</a></li> </ul>		<ul style="list-style-type: none"> <li>▪ Locate State Phone Directory</li> <li>▪ Locate State Web Directory</li> <li>▪ National Locators</li> </ul>	<ul style="list-style-type: none"> <li>▪ Locate Community Colleges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Locate a One-Stop Career Center</li> <li>▪ Find Worker Services</li> <li>▪ Find Youth Services</li> <li>▪ Office Search</li> </ul>	<ul style="list-style-type: none"> <li>▪ Locate a One-Stop Career Center</li> <li>▪ Find Worker Services</li> <li>▪ Find Youth Services</li> <li>▪ Find Business Services</li> <li>▪ Office Search</li> </ul>
<b>O*NET</b> <ul style="list-style-type: none"> <li>▪ <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Skills Search</li> <li>▪ Work Importance Locator</li> <li>▪ Ability Profiler</li> <li>▪ Interest Profiler</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tools and Technology</li> <li>▪ Find Occupations</li> <li>▪ In Demand Occupations</li> <li>▪ KSA's</li> </ul>	<ul style="list-style-type: none"> <li>▪ O*NET Academy</li> <li>▪ Education Finder</li> </ul>	<ul style="list-style-type: none"> <li>▪ Find Occupations</li> <li>▪ Job Accommodations Search</li> </ul>	
<b>Occupational Outlook Handbook 2006/7</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></li> </ul>		<ul style="list-style-type: none"> <li>▪ Daily activities on job</li> <li>▪ Working conditions of job</li> <li>▪ Interpret Occupational handbook</li> <li>▪ Expected job prospects</li> <li>▪ Potential earnings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training and educational requirements</li> <li>▪ Professional associations</li> </ul>	<ul style="list-style-type: none"> <li>▪ State job market</li> <li>▪ Fastest growing occupation/industries</li> <li>▪ Industry/occupation with most job growth</li> <li>▪ Job search tips</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluating a job offer</li> <li>▪ Career articles</li> <li>▪ Career guide to industries</li> <li>▪ Tomorrow's jobs</li> <li>▪ Employment projection</li> </ul>
<b>Career Voyages</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.CareerVoyages.gov">www.CareerVoyages.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Career Compass</li> <li>▪ Career Links</li> </ul>	<ul style="list-style-type: none"> <li>▪ High growth and high demand jobs</li> <li>▪ Emerging Industry Profiles</li> <li>▪ Hot Careers</li> <li>▪ Career Videos</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apprenticeship Programs</li> <li>▪ Skills to Build Initiative</li> <li>▪ Locate Community Colleges</li> <li>▪ Career Links</li> </ul>	<ul style="list-style-type: none"> <li>▪ Career Links</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research &amp; Information</li> <li>▪ Multimedia Information</li> <li>▪ Career Advisor</li> </ul>
<b>Workforce<sup>3</sup> One</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.Workforce3One.org">www.Workforce3One.org</a></li> </ul>		<ul style="list-style-type: none"> <li>▪ E3 Webinars</li> <li>▪ Case Studies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self-paced Learning</li> <li>▪ Presentation Templates</li> <li>▪ Collaborative Communities</li> </ul>	<ul style="list-style-type: none"> <li>▪ My Region Locator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research &amp; Information</li> <li>▪ Multimedia Information</li> <li>▪ Innovations in Action</li> <li>▪ Solutions-Based Tools</li> <li>▪ Hot Links</li> </ul>