

Sources of Career Information

This section identifies some major sources of information on careers. These sources are meant to be used in addition to those listed at the end of each *Handbook* statement, and may provide additional information.

Career information

Like any major decision, selecting a career involves a lot of fact finding. Fortunately, some of the best informational resources are easily accessible. You should assess career guidance materials carefully. Information that seems out of date or glamorizes an occupation—overstates its earnings or exaggerates the demand for workers, for example—should be evaluated with skepticism. Gathering as much information as possible will help you make a more informed decision.

People you know. One of the best resources can be those you know, such as friends and family. They may answer some questions about a particular occupation or put you in touch with someone who has some experience in the field. This personal networking can be invaluable in evaluating an occupation or an employer. These people will be able to tell you about their specific duties and training, as well as what they did or did not like about a job. People who have worked in an occupation locally also may be able to recommend and get you in touch with specific employers.

Local libraries. Libraries can be an invaluable source of information. Since most areas have libraries, they can be a convenient place to look for information. Also, for those who do not otherwise have access to the Internet or e-mail, many libraries provide this access.

Libraries may have information on job openings, locally and nationally; potential contacts within occupations or industries; colleges and financial aid; vocational training; individual businesses or careers; and writing résumés. Libraries frequently have subscriptions to various trade magazines that can provide information on occupations and industries. These sources often have references to organizations which can provide additional information about training and employment opportunities. Your local library also may have video materials.

If you need help getting started or finding a resource, ask your librarian for assistance.

Professional societies, trade groups, and labor unions. These groups have information on an occupation or various related occupations with which they are associated or which they actively represent. This information may cover training requirements, earnings, and listings of local employers. These groups may train members or potential members themselves, or may be able to put you in contact with organizations or individuals who perform such training.

Each occupational statement in the *Handbook* concludes with a section on sources of additional information, which lists organizations that may be contacted for more information. Another valuable source for finding organizations associated with occupations is *The Encyclopedia of Associations*, an annual publication that lists trade associations, professional societies, labor unions, and fraternal and patriotic organizations.

Employers. This is the primary source of information on specific jobs. Employers may post lists of job openings and application requirements, including the exact training and experience required, starting wages and benefits, and advancement opportunities and career paths.

Postsecondary institutions. Colleges, universities, and other postsecondary institutions may put a lot of effort into helping place their graduates in good jobs, because the success of their graduates may indicate the quality of their institution and affect their ability to attract new students. Postsecondary institutions frequently have career centers with libraries of information on different careers, listings of related jobs, and alumni contacts in various professions. Career centers frequently employ career counselors who generally provide their services only to their students and alumni. Career centers can help you build your résumé, find internships and co-ops which can lead to full-time positions, and tailor your course selection or program to make you a more attractive job applicant.

Guidance and career counselors. Counselors can help you make choices about which careers might suit you best. Counselors can help you determine what occupations suit your skills by testing your aptitude for various types of work, and determining your strengths and interests. Counselors can help you evaluate your options and search for a job in your field or help you select a new field altogether. They can also help you determine which educational or training institutions best fit your goals, and find ways to finance them. Some counselors offer other services such as interview coaching, résumé building, and help in filling out various forms. Counselors in secondary schools and postsecondary institutions may arrange guest speakers, field trips, or job fairs.

Common places where guidance and career counselors are employed include:

- High school guidance offices
- College career planning and placement offices
- Placement offices in private vocational or technical schools and institutions
- Vocational rehabilitation agencies
- Counseling services offered by community organizations
- Private counseling agencies and private practices
- State employment service offices

When using a private counselor, check to see if the counselor is experienced. One way to do so is to ask people who have used their services in the past. The National Board of Certified Counselors and Affiliates is an institution which accredits career counselors. To verify the credentials of a career counselor and to find a career counselor in your area, contact:

- National Board for Certified Counselor and Affiliates, 3 Terrace Way, Suite D, Greensboro, NC 27403-3660. Internet: <http://www.nbcc.org/cfind>

Internet resources. With the growing popularity of the Internet, a wide variety of career information has become easily accessible. Many online resources include job listings, résumé posting services, and information on job fairs, training, and local

wages. Many of the resources listed elsewhere in this section have Internet sites that include valuable information on potential careers. Since no single source contains all information on an occupation, field, or employer, you will likely need to use a variety of sources.

When using Internet resources, be sure that the organization is a credible, established source of information on the particular occupation. Individual companies may include job listings on their Web sites, and may include information about required credentials, wages and benefits, and the job's location. Contact information, such as whom to call or where to send a résumé, is typically included.

Some sources exist primarily as a Web service. These services often have information on specific jobs, and can greatly aid in the job hunting process. Some commercial sites offer these services, as do Federal, State, and some local governments. *Career OneStop*, a joint program by the Department of Labor and the States as well as local agencies, provides these services free of charge.

Online Sources from the Department of Labor. A major portion of the U.S. Department of Labor's Labor Market Information System is the Career OneStop site. This site includes:

- *America's Job Bank* allows you to search over a million job openings listed with State employment agencies.
- *America's Career InfoNet* provides data on employment growth and wages by occupation; the knowledge, skills, and abilities required by an occupation; and links to employers.
- *America's Service Locator* is a comprehensive database of career centers and information on unemployment benefits, job training, youth programs, seminars, educational opportunities, and disabled or older worker programs.

Career OneStop, along with the National Tollfree Helpline (877-USA-JOBS) and the local One-Stop Career Centers in each State, combine to provide a wide range of workforce assistance and resources:

- Career OneStop. Internet: <http://www.careeronestop.org>

Use the O*NET numbers at the start of each *Handbook* statement to find more information on specific occupations:

- O*NET Online. Internet: <http://www.onetcenter.org>

Provided in collaboration with the U.S. Department of Education, *Career Voyages* has information on certain high-demand occupations:

- Career Voyages. Internet: <http://www.careervoyages.org>

The Department of Labor's Bureau of Labor Statistics publishes a wide range of labor market information, from regional wages for specific occupations to statistics on National, State, and area employment.

- Bureau of Labor Statistics. Internet: <http://www.bls.gov>

While the *Handbook* discusses careers from an occupational perspective, a companion publication—*Career Guide to Industries*—discusses careers from an industry perspective. The *Career Guide* is also available at your local career center and library:

- *Career Guide to Industries*. Internet: <http://www.bls.gov/oco/cg/home.htm>

For information on occupational wages:

- Wage Data. Internet: <http://www.bls.gov/bls/blswage.htm>

For information on training, workers' rights, and job listings:

- Education and Training Administration. Internet: <http://www.doleta.gov/jobseekers>

Organizations for specific groups. Some organizations provide information designed to help specific groups of people. Consult directories in your library's reference center or a career guidance office for information on additional organizations associated with specific groups.

Disabled workers:

State counseling, training, and placement services for those with disabilities are available from:

- State Vocational Rehabilitation Agency. Internet: <http://www.ed.gov/Programs/EROD>

Information on employment opportunities, transportation, and other considerations for people with all types of disabilities is available from:

- National Organization on Disability, 910 Sixteenth St. NW., Suite 600, Washington, DC 20006. Telephone: (202) 293-5960. TTY: (202) 293-5968. Internet: <http://www.nod.org/economic>

For information on making accommodations in the work place for people with disabilities:

- Job Accommodation Network (JAN), P.O. Box 6080, Morgantown, WV 26506. Internet: <http://www.jan.wvu.edu>

A comprehensive Federal Web site of disability-related resources is accessible at: <http://www.disabilityinfo.gov>

Blind workers:

Information on the free national reference and referral service for the blind can be obtained by contacting:

- National Federation of the Blind, Job Opportunities for the Blind (JOB), 1800 Johnson St., Baltimore, MD 21230. Telephone: (410) 659-9314. Internet: <http://www.nfb.org>

Older workers:

- National Council on the Aging, 300 D St. SW., Suite 801, Washington, DC 20024. Telephone: (202) 479-1200. Internet: <http://www.ncoa.org>
- National Caucus and Center on Black Aged, Inc., Senior Employment Programs, 1220 L St. NW., Suite 800, Washington, DC 20005. Telephone: (202) 637-8400. Fax: (202) 347-0895. Internet: <http://www.ncba-aged.org>

Veterans:

Contact the nearest regional office of the U.S. Department of Labor's Veterans Employment and Training Service or:

- Credentialing Opportunities Online (COOL), which explains how Army soldiers can meet civilian certification and license requirements related to their Military Occupational Specialty (MOS). Internet: <http://www.cool.army.mil/index.htm>

Women:

- Department of Labor, Women's Bureau, 200 Constitution Ave. NW., Washington, DC 20210. Telephone: (800) 827-5335. Internet: <http://www.dol.gov/wb>

Federal laws, executive orders, and selected Federal grant programs bar discrimination in employment based on race, color, religion, sex, national origin, age, and handicap. Information on how to file a charge of discrimination is available from U.S. Equal Employment Opportunity Commission offices around the country. Their addresses and telephone numbers are listed in telephone directories under:

- ▶ U.S. Government, EEOC. Telephone: (800) 669-4000. TTY: (800) 669-6820. Internet: <http://www.eeoc.gov>

Office of Personnel Management. Information on obtaining civilian positions within the Federal Government is available from the U.S. Office of Personnel Management through USA Jobs, the Federal Government's official employment information system. This resource for locating and applying for job opportunities can be accessed through the Internet or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. These numbers are not tollfree, and charges may result.

- ▶ USA Jobs: <http://www.usajobs.opm.gov>

Military. The military employs and has information on hundreds of occupations. Information is available on the Montgomery G.I. Bill, which provides money for school and educational debt repayments. Information on military service can be provided by your local recruiting office. Also see the *Handbook* statement on Job Opportunities in the Armed Forces. For more information on careers in the military:

- ▶ Today's Military. Internet: <http://www.todaysmilitary.com>

State Sources. Most States have career information delivery systems (CIDS), which may be found in secondary and post-secondary institutions, as well as libraries, job training sites, vocational-technical schools, and employment offices. A wide range of information is provided, from employment opportunities to unemployment insurance claims.

Whereas the *Handbook* provides information for occupations on a national level, each State has detailed information on occupations and labor markets within their respective jurisdictions. State occupational projections are available at: <http://www.projectionscentral.com>

Alabama

Director, Labor Market Information Division, Alabama Department of Industrial Relations, 649 Monroe St., Room 422, Montgomery, AL 36131. Telephone: (334) 242-8859. Internet: <http://dir.alabama.gov>

Alaska

Chief, Research and Analysis Section, Department of Labor and Workforce Development, P.O. Box 25501, Juneau, AK 99802-5501. Telephone: (907) 465-4518. Internet: <http://almis.labor.state.ak.us>

Arizona

Research Administrator, Arizona Department of Economic Security, P.O. Box 6123 SC 733A, Phoenix, AZ 85005-6123. Telephone: (602) 542-5984. Internet: <http://www.workforce.az.gov>

Arkansas

Division Chief, Labor Market Information, Department of Workforce Services, P.O. Box 2981, Little Rock, AR 72203-2981. Telephone: (501) 682-3198. Internet: <http://www.arkansas.gov/esd>

California

Chief, State of California Employment Development Department, Labor Market Information Division, P.O. Box 826880, Sacramento, CA 94280-0001. Telephone: (916) 262-2160. Internet: <http://www.calmis.cahwnet.gov>

Colorado

Director, Labor Market Information, Colorado Department of Labor and Employment, 633 17th St., Suite 600, Denver, CO 80202-3660. Telephone: (303) 318-8850. Internet: <http://www.coworkforce.com/lmi>

Connecticut

Director, Office of Research, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114. Telephone: (860) 263-6275. Internet: <http://www.ctdol.state.ct.us/lmi>

Delaware

Chief, Office of Occupational and Labor Market Information, Department of Labor, 4425 N. Market St.-Fox Valley Annex, Wilmington, DE 19809-1307. Telephone: (302) 761-8069. Internet: <http://www.delawareworks.com/oolmi/welcome.shtml>

District of Columbia

Chief, Office of Labor Market Research and Information, 64 New York Ave. NE., Suite 3035, Washington, D.C. 20002. Telephone: (202) 671-1633. Internet: <http://www.does.dc.gov/does>

Florida

Director, Labor Market Statistics, Agency for Workforce Innovation, MSC G-020, 107 E. Madison St., Tallahassee, FL 32399-4111. Telephone: (850) 245-7205. Internet: <http://www.labormarketinfo.com>

Georgia

Director, Workforce Information and Analysis, Room 300, Department of Labor, 223 Courtland St., CWC Building, Atlanta, GA 30303. Telephone: (404) 232-3875. Internet: http://www.dol.state.ga.us/em/get_labor_market_information.htm

Guam

Chief Economist, Guam Department of Labor, P.O. Box 9970, Tamuning, Guam 96931. Telephone: (671) 475-7062.

Hawaii

Chief, Research and Statistics Office, Department of Labor and Industrial Relations, 830 Punchbowl St., Room 304, Honolulu, HI 96813. Telephone: (808) 586-8999. Internet: <http://www.hiwi.org>

Idaho

Chief, Research and Analysis Bureau, Department of Commerce and Labor, 317 West Main St., Boise, ID 83735-0670. Telephone: (208) 332-3570. Internet: <http://lmi.idaho.gov>

Illinois

Deputy Director of Workforce and Career Information, Illinois Department of Employment Security, Economic Information and Analysis Division, 33 S. State St., 9th Floor, Chicago, IL 60603. Telephone: (312) 793-2316. Internet: <http://lmi.ides.state.il.us>

Indiana

Director, Research and Analysis—Indiana Workforce Development, SE 211, 10 North Senate Ave., Indianapolis, IN 46204-2277. Telephone: (317) 232-7460. Internet: <http://www.in.gov/dwd>

Iowa

Policy and Information Division, Iowa Workforce Development, 1000 East Grand Ave., Des Moines, IA 50319-0209. Telephone: (515) 281-6642. Internet: <http://www.iowaworkforce.org/lmi>

Kansas

Director, Kansas Department of Labor, Labor Market Information Services, 401 SW Topeka Blvd., Topeka, KS 66603-3182. Telephone: (785) 296-5058. Internet: <http://laborstats.dol.ks.gov>

Kentucky

Research and Statistics Branch, Office of Employment and Training, 275 East Main St.—Mail Stop 2-WG, Frankfort, KY 40621. Telephone: (502) 564-7976. Internet: <http://www.workforcekentucky.ky.gov>

Louisiana

Director, Research and Statistics Division, Department of Labor, 1001 North 23rd St., Baton Rouge, LA 70804-9094. Telephone: (225) 342-3141. Internet: <http://www.laworks.net>

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Maine

Director, Labor Market Information Services Division, Maine Department of Labor, 19 Union St., Augusta, ME 04332. Telephone: (207) 287-2271. Internet: <http://www.state.me.us/labor/lmis/index.html>

Maryland

Maryland Department of Labor Licensing and Regulation, Office of Labor Market Analysis and Information, Room 316, 1100 N. Eutaw, Baltimore, MD 21201. Telephone: (410) 767-2250. Internet: <http://www.dlrr.state.md.us/lmi/index.htm>

Massachusetts

Assistant Director of Economic Research, Massachusetts Division of Unemployment Assistance, 19 Staniford St., Boston, MA 02421. Telephone: (617) 626-6556. Internet: <http://www.detma.org/LMIdataprogram.htm>

Michigan

Director, Bureau of Labor Market Information and Strategic Initiatives, Department of Labor and Economic Growth, 3032 West Grand Blvd., Suite 9-100, Detroit, MI 48202. Telephone: (313) 456-3100. Internet: <http://www.michlmi.org>

Minnesota

Research Director, Department of Employment and Economic Development, Labor Market Information Office, 1st National Bank Building, 332 Minnesota St., Suite E200, St. Paul, MN 55101-1351. Telephone: (651) 296-6545. Internet: <http://www.deed.state.mn.us/lmi>

Mississippi

Chief, Labor Market Information Division, Mississippi Department of Employment Security, 1235 Echelon Pkwy., Jackson, MS 39213. Telephone: (601) 321-6262. Internet: <http://mdes.ms.gov>

Missouri

LMI Research Manager, Missouri Economic Research and Information Center, P.O. Box 3150, Jefferson City, MO 65101-3150. Telephone: (573) 751-3637. Internet: <http://www.missourieconomy.org>

Montana

Research and Analysis Bureau, P.O. Box 1728, Helena, MT 59624. Telephone: (406) 444-2430. Internet: <http://www.ourfactsyourfuture.org>

Nebraska

Administrator, Nebraska Workforce Development—Labor Market Information, Nebraska Department of Labor, P.O. Box 4600, Lincoln, NE 68509-4600. Telephone: (402) 471-2600. Internet: <http://www.dol.state.ne.us/nelmi.htm>

Nevada

Chief, Research and Analysis, Department of Employment Training and Rehabilitation, 500 East Third St., Carson City, NV 89713-0020. Telephone: (775) 684-0387. Internet: <http://www.detr.state.nv.us/lmi/index.htm>

New Hampshire

Director, Economic and Labor Market Information Bureau, New Hampshire Employment Security, 32 South Main St., Concord, NH 03301-4857. Telephone: (603) 228-4123. Internet: <http://www.nhes.state.nh.us/elmi>

New Jersey

Director, Division of Labor Market and Demographic Research, Department of Labor and Workforce Development, P.O. Box 388, Trenton, NJ 08625-0388. Telephone: (609) 984-2593. Internet: <http://www.state.nj.us/labor/lra>

New Mexico

Research Chief, New Mexico Department of Labor, Economic Research and Analysis, 501 Mountain Road NE., Albuquerque, NM 87102. Telephone: (505) 222-4684. Internet: http://www.dol.state.nm.us/dol_lmif.html

New York

Director, Research and Statistics, New York State Department of Labor, State Office Campus, Room 400, Albany, NY 12240. Telephone: (518) 457-3805. Internet: <http://www.labor.state.ny.us/workforceindustrydata/index.asp>

North Carolina

Director, Labor Market Information Division, Employment Security Commission, 700 Wade Ave., Raleigh, NC 27605. Telephone: (919) 733-2936. Internet: <http://www.ncesc.com>

North Dakota

Labor Market Information Manager, Job Service North Dakota, P.O. Box 5507, Bismarck, ND 58506-5507. Telephone: (701) 328-3136. Internet: <http://www.jobsnd.com/data/index.html>

Ohio

Director, Bureau of Labor Market Information, Office of Workforce Development, Ohio Department of Job and Family Services, 4300 Kimberly Pkwy., Columbus, OH 43232. Telephone: (614) 752-9494. Internet: <http://www.ohioworkforceinformer.org>

Oklahoma

Labor Market Information, Oklahoma Employment Security Commission, P.O. Box 52003, Oklahoma City, OK 73152. Telephone: (405) 557-7221. Internet: <http://www.oesc.state.ok.us/lmi/default.htm>

Oregon

Oregon Employment Department, Attention: Research Division, Room 207, 875 Union St. NE., Salem, OR 97311. Telephone: (503) 947-1200. Internet: <http://www.qualityinfo.org/olmisj/OlmisZine>

Pennsylvania

Director, Center for Workforce Information & Analysis, Pennsylvania Department of Labor and Industry, 220 Labor and Industry Building, Seventh and Forster Sts., Harrisburg, PA 17121. Telephone: (877) 493-3282. Internet: <http://www.paworkstats.state.pa.us>

Puerto Rico

Economist, Labor Market Information Office, P.O. Box 195540, San Juan, Puerto Rico 00919-5540. Telephone: (787) 754-5347. Internet: <http://www.net-empleopr.org/alimis23/index.jsp>

Rhode Island

Assistant Director, Labor Market Information, Rhode Island Department of Labor and Training, 1511 Pontiac Ave., Cranston, RI 02920. Telephone: (401) 462-8767. Internet: <http://www.dlt.ri.gov/lmi>

South Carolina

Director, Labor Market Information Department, South Carolina Employment Security Commission, 631 Hampton St., Columbia, SC 29202. Telephone: (803) 737-2660. Internet: <http://www.sces.org/lmi/index.asp>

South Dakota

Director, Labor Market Information Center, Department of Labor, 420 S. Roosevelt St., Aberdeen, SD 57402-4730. Telephone: (605) 626-2314. Internet: <http://www.state.sd.us/dol/lmic/index.htm>

Tennessee

Director, Research and Statistics Division, Department of Labor and Workforce Development, 500 James Robertson Pkwy., 11th Floor, Nashville, TN 37245-1000. Telephone: (615) 741-2284. Internet: <http://www.state.tn.us/labor-wfd/lmi.htm>

Texas

Labor Market Information, Texas Workforce Commission, 9001 North IH-35, Suite 103A, Austin, TX 75753. Telephone: (512) 491-4800. Internet: <http://www.tracer2.com>

Utah

Director of Workforce Information, Utah Department of Workforce Services, 140 East 300 South, Salt Lake City, UT 84111. Telephone: (801) 526-9401. Internet: <http://jobs.utah.gov/opencms/wi>

Vermont

Chief, Research and Analysis, Vermont Department of Labor, P.O. Box 488, Montpelier, VT 05601-0488. Telephone: (802) 828-4202. Internet: <http://www.labor.vermont.gov>

Virgin Islands

Chief, Bureau of Labor Statistics, Department of Labor, P.O. Box 303359, St Thomas, VI 00803-3359. Telephone: (340) 776-3700. Internet: <http://www.vidol.gov>

Virginia

Director, Economic Information Services, Virginia Employment Commission, 703 East Main St., Room 327, Richmond, VA 23218. Telephone: (804) 786-5496. Internet: <http://velma.virtuallmi.com>

Washington

Director, Labor Market and Economic Analysis, Washington Employment Security Department, P.O. Box 9046, Olympia, WA 98507-9046. Telephone: (360) 438-4804. Internet: <http://www.workforceexplorer.com>

West Virginia

WORKFORCE West Virginia, Research, Information and Analysis Division, 112 California Ave., Charleston, WV 25303-0112. Telephone: (304) 558-2660. Internet: <http://www.wvbep.org/bep/lmi>

Wisconsin

Director, Bureau of Workforce Information, Department of Workforce Development, 201 E. Washington Ave., Madison, WI 53702. Telephone: (608) 266-8212. Internet: <http://worknet.wisconsin.gov/worknet>

Wyoming

Manager, Research and Planning, Wyoming Department of Employment, P.O. Box 2760, Casper, WY 82602-2760. Telephone: (307) 473-3807. Internet: <http://doe.state.wy.us/lmi>