

# Tools for Career Exploration

2011 Revision

A Quick Resource Guide Connecting  
You to the World of Work



# Tools For Career Explor

WHAT DO YOU WANT TO KNOW?  
FOLLOW THE DOT...●

	Apprenticeship Program Information Search	California Career Resource Network (CalCRN)	California Career Planning Guide	Career Guide to Industries	CallJOBS™	Career Guide to Industries
<b>Interests</b> <i>Would I like this type of work enough to make it a career?</i>		●	●	●		
<b>Values</b> <i>Is this work compatible with my values? Will this kind of work help me reach my long-range goals?</i>		●	●	●		
<b>Specific Work Performed</b> <i>What tasks are performed in the job? Would I be primarily working with people, information, or things? Is that what I want to do? Are these the kind of people I like to help or serve?</i>			●	●	●	
<b>Skills, Knowledge, and Abilities</b> <i>Do I possess the skills and abilities needed to enter the occupation? Do I have the potential to develop them? Do I enjoy using these skills? Am I physically able to do this work?</i>		●	●	●	●	
<b>Related Occupations</b> <i>What other occupations use these skills?</i>		●	●	●		
<b>Work Setting</b> <i>Where would I work? Is this a setting I would like? What are the conditions?</i>		●	●	●		
<b>Employment Opportunity</b> <i>What are my chances for finding work in this field? Are there job openings now? In the future? Where are they? Will I be competitive?</i>			●	●	●	
<b>Wages</b> <i>What salary could I expect at the entry level? What do experienced workers earn? Are there overtime or bonuses?</i>			●	●		
<b>Preparation (education and training)</b> <i>Am I willing to get the training required? Do I have the time and money needed for training? Are there different ways to enter the occupation?</i>	●	●	●	●		
<b>Licenses and Certificates</b> <i>Are certificates or licenses required? Can I qualify for them?</i>			●	●		
<b>Opportunity for Advancement</b> <i>What is the typical way to advance? Am I willing and able to do what it takes?</i>			●	●		
<b>Industry View</b> <i>Which industries employ this occupation?</i>				●		
<b>Job Banks</b> <i>Jobs open right now.</i>						●
<b>Job Search Tips</b> <i>What can I do to find a job?</i>		●	●	●		
<b>KEY</b> CA=California data L=Local data N=National data A/V = Audio-visual Sp = Available in Spanish * Health Care Careers	CA L	CA	CA	CA L A/V	CA L Sp	

Two ways to view online resources:

1. Link to resources from [www.calmis.ca.gov/tools](http://www.calmis.ca.gov/tools).
2. Enter Web site addresses listed on back page.

	Find Training Providers	Industry Reports	Job Central	Job Search Tips	Licensed Occupations	Military Occupations	mySkills myFuture	Occupational Outlook Handbook	Occupational Outlook Quarterly	O*NET Code Connector	O*NET OnLine	Reality Check	Staffing Patterns by Industry and Occupation	Wages for Occupations	WorkSmart				
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Find a One Stop Career Center near you - [www.servicelocator.org](http://www.servicelocator.org)

For Labor Market Information go to: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

## Resource Descriptions

**Apprenticeship Program Information Search** A searchable database of formal apprenticeship programs in California.

Information available by county and occupation.

[www.dir.ca.gov/databases/das/aigstart.asp](http://www.dir.ca.gov/databases/das/aigstart.asp)

**California Career Planning Guide** Introduces career planning steps of self-assessment, research the world of work, identify education and training needs, and create a Career Action Plan.

[www.californiacareers.info/ccpg.html](http://www.californiacareers.info/ccpg.html)

**California Career Resource Network (CalCRN)** Develops and distributes career information resources: Real Game, School Guides, California Career Zone, The Reality Check, and Who Do U Want 2B?

[www.californiacareers.info](http://www.californiacareers.info)

**California Occupational Guides** Provide both summary and detailed descriptions of over 300 occupations or groups of related occupations with local and statewide wage and trend information.

[www.labormarketinfo.edd.ca.gov/ocguides](http://www.labormarketinfo.edd.ca.gov/ocguides)

**CalJOBS<sup>SM</sup>** Lists California job openings. Job seekers may create and post resumes. Employers may list jobs.

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

**Career Guide to Industries** Profiles industry, occupations in the industry, training, and advancement, working conditions, earnings, and employment outlook.

[www.bls.gov/oco/cg](http://www.bls.gov/oco/cg)

**CareerOneStop** Tools include Job Banks for every state; resume writing, interviewing, and military transition.

[www.careeronestop.org](http://www.careeronestop.org)

**Certification Finder** Search for occupational certifications by name or by the name of the organization that issues the certification.

[www.acinet.org/acinet/certifications\\_new/default.aspx](http://www.acinet.org/acinet/certifications_new/default.aspx)

**Find Training Providers** Search by field of study or training provider name.

[www.labormarketinfo.edd.ca.gov/?PAGEID=1013](http://www.labormarketinfo.edd.ca.gov/?PAGEID=1013)

**Industry Reports** Describes occupations in specific California industries: Biotechnology Careers, Construction Careers, Health Care Careers and Posters, Logistics Careers, Manufacturing Careers, and Understanding the Green Economy.

[www.labormarketinfo.edd.ca.gov/?pageid=183](http://www.labormarketinfo.edd.ca.gov/?pageid=183)

**Job Central** Chosen by The National Association of State Workforce Agencies to replace America's Job Bank.

[www.jobcentral.com](http://www.jobcentral.com)

**Job Search Tips** Expanded list of job banks.

[www.labormarketinfo.edd.ca.gov/ocguides/JobSearchTips.pdf](http://www.labormarketinfo.edd.ca.gov/ocguides/JobSearchTips.pdf)

**Licensed Occupations** Search for occupational licensing requirements by state, occupation, or agency.

[www.acinet.org/acinet/licensedoccupations/lois\\_keyword.asp?nodeid=16&by=keyword](http://www.acinet.org/acinet/licensedoccupations/lois_keyword.asp?nodeid=16&by=keyword)

**Military Transition** Links to key services for veterans and transitioning military.

[www.careeronestop.org/militarytransition](http://www.careeronestop.org/militarytransition)

**mySkills myFuture** National and California wage information, training and education needed, job listings, related occupations, and knowledge, skills, and abilities. Developed by the U.S.

Department of Labor. [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)

**Occupational Outlook Handbook** National trend and wage information, training and education needed, expected job prospects, what workers do on the job, and working conditions.

[www.bls.gov/oco](http://www.bls.gov/oco)

**Occupational Outlook Quarterly** Practical information on a wide variety of career-related topics, such as emerging occupations, training opportunities, salary trends, and new study results from the Bureau of Labor Statistics.

[www.bls.gov/opub/ooq/ooqhome.htm](http://www.bls.gov/opub/ooq/ooqhome.htm)

**Occupation Profile** Data includes wages, outlook, job openings by ZIP Code, 15 top industries, skills, tasks, training sources, and comparison with another occupation.

[www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?menuChoice=occExplorer](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?menuChoice=occExplorer)

**O\*NET Code Connector** Link the varied job titles used in the world of work to the official classifications used by the Bureau of Labor Statistics in data collection for wages and outlook.

[www.onetcodeconnector.org](http://www.onetcodeconnector.org)

**O\*NET OnLine** Describes knowledge, skills, abilities, tasks, and work activities necessary for each occupation. Also includes values, work styles, and interests for each occupation.

[www.onetonline.org](http://www.onetonline.org)

**Projections of Employment by Occupation** Future outlook of employment for jobs.

[www.labormarketinfo.edd.ca.gov/?pageid=1011](http://www.labormarketinfo.edd.ca.gov/?pageid=1011)

**Reality Check** Use this tool to explore how much money you will need to earn to support your preferred lifestyle and discover which occupations pay that salary.

[www.californiarealitycheck.com/start.htm](http://www.californiarealitycheck.com/start.htm)

**Staffing Patterns by Industry and Occupation** Explore what industries employ an occupation or the staffing pattern for an industry.

[www.labormarketinfo.edd.ca.gov/?pageid=1012](http://www.labormarketinfo.edd.ca.gov/?pageid=1012)

**Wages for Occupations** Current state and regional wages for 700 occupations, organized by geographical area.

[www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/AreaSelection.asp?tableName=Oeswage](http://www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/AreaSelection.asp?tableName=Oeswage)

**WorkSmart** Guide to resume writing, interviewing, job seeking skills, and job retention skills as well as basic information about 50 entry-level occupations. Delivered in an easy-to-understand, multimedia style.

[www.worksmart.ca.gov](http://www.worksmart.ca.gov)