

CareerOneStop Paths – User Guides

Path 1: Find short term, immediate employment

Goal

Find short term, immediate employment. Included are steps and tools to focus your job search, refresh your resume, and look for job postings and ideas on which kinds of organizations or jobs may be open to you during the COVID-19 pandemic.

Objectives

- Learn about industries in your local area that are hiring.
- Identify 2-3 job titles to focus your search on.
- Refresh your resume or get tools to write one that targets your job search goal.
- Use online job search resources to find at least 3 viable job postings.
- Use Business Finder to identify 3 local businesses that hire workers in your field.
- Make a networking plan to reach out to at least 3 contacts about job openings in your identified fields.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. Assignments use CareerOneStop’s Employment Recovery website:

<https://www.careeronestop.org/EmploymentRecovery/default.aspx>

1. Learn about industries in your local area that are hiring.

Who’s hiring?

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/whos-hiring.aspx>

Read about the industries and types of employers that are hiring nationally. In your local news, you may hear or read about additional kinds of employers that are hiring in your local area.

To do: Which industry or industries that look strong in your area interests you?

2. Identify 2-3 job titles to focus your search on.

Occupation Profile

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

Select the titles of careers that interest you to read details such as typical tasks, pay, education needed, and demand. You might read about your most recent job, and others related to it, or about something new that you’d like to explore from the industries you noted in Step 1.

To do: Think about the hiring industries and what you learn from the profiles. Write down 2 or 3 job titles to focus your job search on.

3. Refresh your resume or get tools to write one that targets your job search goal.

Update your resume

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/update-your-resume.aspx>

Read the sections of the Resume Guide to either write your resume, or focus on areas to strengthen an existing resume. Include your most recent job/s, with accomplishments and important tasks. To apply for jobs in a new field, be sure to highlight the skills, responsibilities, and knowledge from all your work and education experience that best relate to the new field. You can use a “Highlights of Qualifications” section at the beginning of your resume with keywords related to your target job.

Keywords: On a resume, keywords describe skills, knowledge, experience, and personal qualities that an employer is looking for in job candidates.

To do: Draft your resume. Ask at least two people to review it for clarity and to catch any typos before you finalize it.

4. Use online job search resources to find at least 3 viable job postings.

Find a Remote Job

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/remote-jobs.aspx>

Enter your targeted job title/s and ZIP code in the Find a Remote Job tool to see jobs that employers have posted as offering “work at home” for some or all work hours.

Job Finder

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/find-a-job-now.aspx>

Enter your targeted job title/s and ZIP code in the Job Finder to see openings in your area that employers have listed as “immediate hiring” openings.

To do: Identify at least 3 job postings that are a good match for you. Follow the posting instructions to apply.

5. Use Business Finder to identify 3 local businesses that hire workers in your field.

Business Finder

<https://www.careeronestop.org/EmploymentRecovery/Toolkit/find-businesses.aspx>

To find local organizations that employ people in your field, enter the industry or job title you prefer, your location, and preferred radius or distance from your location. You can narrow your results by number of employees, description, industry, or location. Select an employer name to see a brief profile with street address, contact information, map, and links to their website, where available.

Explore their websites to learn about the organization, and check for current job openings – usually listed under links named “Employment”, “Careers”, or “Job openings”. Identify 3 employers that hire workers in your field, whether they have current openings or not.

To do: Write down the contact information and location of each business in case you check them out in person. Write a letter to introduce yourself, highlights of your qualifications, and to ask about job prospects to each business.

6. Make a networking plan to reach out to at least 3 contacts about job openings in your identified fields.

Networking now

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/networking-now.aspx>

Use the ideas from this networking page to create or improve your social media profiles. Based on the types of jobs you want to look for, focus on 3 to 5 of your contacts to reach out to for leads on companies or individuals who have a relationship to your target jobs. Be prepared to share your job goals, your top skills and experience, and what kind of help you'd like to ask for, such as "Do you have suggestions for organizations I could apply to for work in this field?" or "Would you recommend I speak to anyone in your contact base about possible openings in their organization?"

To do: Make a note of the 3 to 5 contacts you plan to follow up with and write a brief introduction that covers your job goal, top skills and experience related to your job goal, and the requests you'd like to make of your contacts.

Path 2: Apply for unemployment and other benefits

Goal

Find and apply for unemployment benefits and other assistance to meet your essential needs during the COVID-19 pandemic.

Objectives

- Identify your specific areas of need for financial assistance.
- Learn about the key resources for unemployment insurance, housing, mental health, food assistance, and more, in your state or locality.
- Learn how the local American Job Center can support your job search and local resource connections now, and in the future.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use CareerOneStop’s Employment Recovery website:

<https://www.careeronestop.org/EmploymentRecovery/default.aspx>

1. Identify your specific areas of need for financial assistance.

Unemployment and other benefits section

<https://www.careeronestop.org/EmploymentRecovery/UnemploymentandOtherBenefits/unemployment-and-other-benefits.aspx>

Review the list of categories on this page.

FAQs about unemployment

<https://www.careeronestop.org/EmploymentRecovery/UnemploymentandOtherBenefits/FAQs-about-unemployment.aspx>

If you have specific questions about unemployment insurance, review the FAQs to find answers.

To do: Write down the categories of services or resources you need assistance with.

2. Learn about the key resources for unemployment insurance, housing, mental health, food assistance, and more, in your state or locality.

State Resource Finder

<https://www.careeronestop.org/EmploymentRecovery/Toolkit/find-state-resources.aspx>

Find your state’s key resources related to COVID-19 help, housing, health care, job search, and other issues - by selecting your state from the menu in the State Resource Finder tool. Select and read through each category that’s relevant to current or anticipated needs for yourself or your family members. Click through to resources that appear useful to you.

To do: Write down the contact information for resources you plan to follow up with, and link out to websites to explore any online resources. Make a note of next steps to obtain services.

3. Learn how the local American Job Center can support your job search and local resource connections now, and in the future.

American Job Center Finder

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/find-local-help.aspx>

Enter your location to find your nearest American Job Center/s for job search help. Many centers offer a variety of online and phone-based employment services at this time.

Select your preferred AJC location from your results list, and review the detailed lists of services available there. Although some of the services may be temporarily unavailable due to physical location closures, many services will be available.

To do: Make a note of the phone number for your nearest AJC/s, and bookmark the website to follow up for services.

Path 3: Job search for new college graduates

Goal

If you are a recent college graduate or anticipate graduating soon, learn how to conduct a job search. Learn methods for self-assessment, career exploration, and resume writing to support your job search process and success.

Objectives

- Take an interest assessment.
- Research occupations from your assessment results and select 3-4 to focus on in your job search.
- Create or improve your resume and LinkedIn profile.
- Search job banks for jobs in your targeted fields.
- Identify 2 professional associations to research.
- Identify 3 networking connections related to your field.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use the CareerOneStop website pages noted.

1. Take an interest assessment.

Interest Assessment

<https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx>

To do: When you take the interest assessment, think about whether you like that kind of work or imagine you would, if you’ve never tried it.

2. Research occupations from your assessment results and select a few to focus on in your job search.

Occupation Profile

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

The occupation titles on your assessment results link out to Occupation Profiles for those fields. You can also browse the Occupation Profiles on their own using the link above.

To do: After exploring the profiles of careers that interest you, write down up to 3 that you appear to be qualified for, and want to try working in.

3. Create or improve your resume.

Resume Guide

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

Use the Resume Guide to walk through the steps to write your first resume, or to edit an existing resume. If you plan to apply for work in more than one field, target a different version of your resume to each field.

To do: Complete a draft of your resume and ask at least two people to proofread it for spelling or formatting errors, and make needed corrections.

4. Search job banks for jobs in your targeted fields.

Job Finder

<https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx>

Enter a keyword or job title and a City and State or ZIP code to search for jobs in your local area. Check out the filters in the left column that you can use to narrow your results.

To do: Search for your preferred job titles and identify 3-5 job postings to apply for. Follow the instructions of each job posting to apply. Keep a regular schedule of checking the Job Finder for job listings and applying to the best openings you find.

5. Identify 2 professional associations to research.

Professional Association Finder

<https://www.careeronestop.org/Toolkit/Training/find-professional-associations.aspx>

Professional associations are a source of current knowledge about an industry, such as Healthcare, or an occupation, such as Writer. They often hold meetings, trainings, and conferences for members, and may publish new related research or information. Many offer job listings for members, and provide a discounted rate for students.

Search the Professional Association Finder for at least two that you want to explore. Bookmark their websites, or make note of their names to look up later.

To do: Reach out to your selected professional associations to ask for information about joining and how you could explore any job openings available.

6. Develop or sharpen your social media profiles, and identify 3 networking connections related to your field.

Take your network online

<https://www.careeronestop.org/JobSearch/Network/online-network.aspx>

Using the social media platform of your choice, create or edit your profile to be job search-ready. Remove any content that employers might find objectionable, and use privacy settings to manage what they can see.

To do: Search your network to find contacts who work in a field related to your target career/s, and reach out with a concise, professional message about what you are looking for, ask for their help, and express your thanks for their time and feedback.

Path 4: Make longer-term career plans

Goal

Take time to make longer-term career plans and update your resume. Take career assessments, research occupations that interest you, and target your resume to the field you select.

Objectives

- Take interest and skills assessments and identify 3-4 prospective careers from your results to research.
- Use Occupation Profile to learn details about tasks, work settings, required education and training, projected employment demand and wages for your 3-4 prospective career options.
- Select 1-2 occupations to focus your efforts on.
- Create or update your resume and online profile to reflect your targeted occupations.
- Develop a simple networking plan for your targeted occupation, including relevant contacts, local employers, and professional associations.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use the CareerOneStop website pages noted.

1. **Take interest and skills assessments and identify 3-4 prospective careers from your results to research.**

Interest Assessment

<https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx>

Skills Assessment

<https://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx>

mySkills myFuture

<https://www.myskillsmyfuture.org/>

To do: Take any or all of the assessments and review your results for the most interesting looking occupations. Make note of the titles of the 3 or 4 that seem like they have the strongest potential for you.

2. **Use Occupation Profile to learn details about tasks, work settings, required education and training, projected employment demand and wages for your 3-4 prospective career options.**

Occupation Profile

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

To do: Explore all the important details about each of your top occupations to narrow down your focus. Watch the videos to get a better sense of the tasks and work settings you might be

involved with. Pay attention to the projected demand, as this relates to the likelihood of future job openings.

3. Select 1-2 occupations to focus your efforts on.

To do: Make a list of positives and negatives about each field to help narrow your results.

4. Create or update your resume and online profile to reflect your targeted occupations.

Resume Guide

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

Take your network online

<https://www.careeronestop.org/JobSearch/Network/online-network.aspx>

Use the Resume Guide to walk through the steps to edit your existing resume, or create a new resume to target your new field. Be sure to ask at least 2 people to review a draft of your resume to catch any spelling or formatting errors, and make needed corrections. If you plan to apply for work in more than one field, target a different version of your resume to each field.

For an online profile, using the social media platform of your choice, create or edit your profile to be job search-ready. Remove any content that employers might find objectionable, and use privacy settings to manage what they can see. Search your network to find contacts who work in a field related to your target career/s, and reach out with a concise, professional message about what you are looking for, ask for their help, and express your thanks for their time and feedback.

To do: Create or update your resume to target your new field, and develop your social media profiles to emphasize your skills and experience related to your new field.

5. Develop a simple networking plan for your targeted occupation, including relevant contacts, local employers, and professional associations.

Networking is your most important strategy

<https://www.careeronestop.org/JobSearch/Network/form-a-network.aspx>

Prepare a networking plan that includes your key network contacts, both through social media and personal connections; professional associations in your targeted field to reach out to for contacts and job listings; businesses in your local area that hire people in the occupations - or who use the skills - you are targeting.

To do: Create a networking plan and use it to reach out to contacts targeting your new field.

Path 5: Develop new skills and knowledge

Goal

Make a plan to develop new skills and knowledge, to better position yourself to find a career job. Find out about free online education resources, information about in-demand credentials with short-term preparation requirements, and apprenticeship opportunities.

Objectives

- Learn about a variety of free and low-cost online training and education websites and opportunities.
- Research training options in your local area for 1-2 occupation areas. Identify key information including school name and location, program name and contact information, prerequisites, program length, approximate cost, and options for online study/current delivery methods.
- If apprenticeship interests you, identify 1-3 apprenticeship sponsors in the local area to contact regarding potential current and near future opportunities.

Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use the CareerOneStop website pages noted.

1. **Learn about a variety of free and low-cost online training and education websites and opportunities.**

Content on free and low-cost training

<https://www.careeronestop.org/EmploymentRecovery/ExploreANewCareer/training-options.aspx>

To do: Identify any free or low-cost, short-term training resources that will support your goals. Make a note of registration process and start dates in your training plan.

2. **Research training options in your local area for 1-2 occupation areas.**

Local Training Finder

<https://www.careeronestop.org/Toolkit/Training/find-local-training.aspx>

Certification Finder

<https://www.careeronestop.org/Toolkit/Training/find-certifications.aspx>

Review training options available in your local area, or certifications that offer online preparation. Identify key information including school name and location, program name and contact information, prerequisites, program length, approximate cost, and options for online study/current delivery methods.

To do: Identify local training or certifications that would support your career goals, and make a note of costs, registration process, start dates and other criteria to determine your plan.

- 3. If apprenticeship interests you, identify 1-3 apprenticeship opportunities in your local area to contact regarding potential current and near future opportunities.**

Apprenticeship information

<https://www.apprenticeship.gov/>

Use the Career Seekers tab to learn about what apprenticeship involves, how to find one in your field and location, and, specific resources if you are a current service member or veteran.

To do: Identify 1-3 apprenticeship openings in your field to apply to.