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
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<td><strong>CareerOneStop Portal</strong>&lt;br&gt; <a href="http://www.CareerOneStop.org">www.CareerOneStop.org</a>&lt;br&gt; <a href="http://www.CareerOneStopcoach.org">www.CareerOneStopcoach.org</a>&lt;br&gt; <a href="http://www.careeronestop.org/">http://www.careeronestop.org/</a> usersupport/onlinecoach.asp</td>
<td>▪ Testing &amp; Assessment Center&lt;br&gt; ▪ Skills Center&lt;br&gt; ▪ COS Coach&lt;br&gt; ▪ Career Resource Library</td>
<td>▪ Labor Market Information Center&lt;br&gt; ▪ COS Coach</td>
<td>▪ Students &amp; Learners Audience Center&lt;br&gt; ▪ Training &amp; Education Center&lt;br&gt; ▪ Financial Aid Center&lt;br&gt; ▪ COS Coach</td>
<td>▪ Job Seekers &amp; Workers Audience Tab&lt;br&gt; ▪ Employment Center&lt;br&gt; ▪ Relocation Center&lt;br&gt; ▪ BRAC Coach&lt;br&gt; ▪ Worker Transition Coach</td>
<td>▪ Workforce Professional Audience Tab&lt;br&gt; ▪ Outreach &amp; Teaching Center&lt;br&gt; ▪ Staff Coach&lt;br&gt; ▪ Credentials Center</td>
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<td><strong>America's Career InfoNet</strong>&lt;br&gt; <a href="http://www.CareerInfoNet.org">www.CareerInfoNet.org</a></td>
<td>▪ Skills Profiler&lt;br&gt; ▪ Employability Checkup&lt;br&gt; ▪ Career Exploration</td>
<td>▪ Occupational Information&lt;br&gt; ▪ Industry Information&lt;br&gt; ▪ State Information&lt;br&gt; ▪ Videos&lt;br&gt; ▪ Career Exploration</td>
<td>▪ Financial Aid Advisor&lt;br&gt; ▪ Scholarship Search&lt;br&gt; ▪ Licensed Occupations&lt;br&gt; ▪ Certification Finder&lt;br&gt; ▪ Career Exploration</td>
<td>▪ Employer Locator&lt;br&gt; ▪ Resume Tutorial&lt;br&gt; ▪ Career Exploration</td>
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<td><strong>Job Bank Links</strong>&lt;br&gt; <a href="http://www.jobbankinfo.org/">http://www.jobbankinfo.org/</a></td>
<td>▪ Careers search tool</td>
<td>▪ Occupation requirements</td>
<td>▪ Post a resume.&lt;br&gt; ▪ Search for jobs.&lt;br&gt; ▪ Create cover letters.</td>
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<td><strong>America's Service Locator</strong>&lt;br&gt; <a href="http://www.ServiceLocator.org">www.ServiceLocator.org</a></td>
<td>▪ Locate State Phone Directory&lt;br&gt; ▪ Locate State Web Directory&lt;br&gt; ▪ National Locators</td>
<td>▪ Locate Community Colleges</td>
<td>▪ Locate a One-Stop Career Center&lt;br&gt; ▪ Find Worker Services&lt;br&gt; ▪ Find Youth Services&lt;br&gt; ▪ Office Search</td>
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<td><strong>O*NET</strong>&lt;br&gt; <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></td>
<td>▪ Skills Search&lt;br&gt; ▪ Work Importance Locator&lt;br&gt; ▪ Ability Profiler&lt;br&gt; ▪ Interest Profiler</td>
<td>▪ Tools and Technology&lt;br&gt; ▪ Find Occupations&lt;br&gt; ▪ In Demand Occupations&lt;br&gt; ▪ KSA's</td>
<td>▪ O*NET Academy&lt;br&gt; ▪ Education Finder</td>
<td>▪ Find Occupations&lt;br&gt; ▪ Job Accommodations Search</td>
<td>▪ Evaluating a job offer&lt;br&gt; ▪ Career articles&lt;br&gt; ▪ Career guide to industries&lt;br&gt; ▪ Tomorrow's jobs&lt;br&gt; ▪ Employment projection</td>
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<td><strong>Occupational Outlook Handbook 2006/7</strong>&lt;br&gt; <a href="http://www.bls.gov/oco">www.bls.gov/oco</a></td>
<td>▪ Daily activities on job&lt;br&gt; ▪ Working conditions of job&lt;br&gt; ▪ Interpret Occupational handbook&lt;br&gt; ▪ Expected job prospects&lt;br&gt; ▪ Potential earnings</td>
<td>▪ Training and educational requirements&lt;br&gt; ▪ Professional associations</td>
<td>▪ State job market&lt;br&gt; ▪ Fastest growing occupation/industries&lt;br&gt; ▪ Industry/occupation with most job growth&lt;br&gt; ▪ Job search tips</td>
<td>▪ Research &amp; Information&lt;br&gt; ▪ Multimedia Information&lt;br&gt; ▪ Career Advisor</td>
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<td><strong>Career Voyages</strong>&lt;br&gt; <a href="http://www.CareerVoyages.gov">www.CareerVoyages.gov</a></td>
<td>▪ Career Compass&lt;br&gt; ▪ Career Links</td>
<td>▪ Apprenticeship Programs&lt;br&gt; ▪ Skills to Build Initiative&lt;br&gt; ▪ Locate Community Colleges&lt;br&gt; ▪ Career Links</td>
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<td><strong>Workforce³ One</strong>&lt;br&gt; <a href="http://www.Workforce3One.org">www.Workforce3One.org</a></td>
<td>▪ E3 Webinars&lt;br&gt; ▪ Case Studies</td>
<td>▪ Self-paced Learning&lt;br&gt; ▪ Presentation Templates&lt;br&gt; ▪ Collaborative Communities</td>
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