

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office 5690
Montgomery, Alabama 36103-5690**

April 8, 2015

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2014-11

SUBJECT: Training and Employment Notice (TEN) – CareerOneStop Updates

1. Purpose. This transmits the following TEN:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
25-14	3/09/15	CareerOneStop Updates

2. Discussion. The purpose of TEN No. 25-14 is to announce the release of updates made to the Employment and Training Administration's (ETA) suite of online career tools for jobseekers, students, workforce professionals, and businesses, including a redesigned CareerOneStop website, a new 'Credentials Center' (Center), and CareerOneStop's mobile apps and tools.

The CareerOneStop website (www.CareerOneStop.org) is a single point of entry for resources in ETA's suite of electronic tools. The site includes tools and resources for career exploration, training and education options, and job search. CareerOneStop has been redesigned to enhance the site's usability while streamlining access to key resources and tools. The redesigned site features six main sections:

- **Explore Careers** includes quick access to occupation details as well as information on self assessments, career planning, and more.
- **Find Training** features quick access to find local training programs as well as information on training options, certifications, licenses, financial aid, and more.
- **Job Search** includes CareerOneStop's newly enhanced Job Search, featuring daily updated job listings from US.jobs, America's Job Exchange, CareerBuilder, and indeed, along with tips on networking, resumes', interviews, and more.
- **Local Help** features the American Job Center Finder and nearly a dozen additional tools to easily locate and find contact information for local workforce services across the United States
- **The Toolkit** lists all of CareerOneStop's online tools – more than three dozen in all.
- **Resources...** provides direct access to CareerOneStop's targeted resources for veterans, businesses, people with criminal records, laid-off workers, career professionals, workers with disabilities, and others.

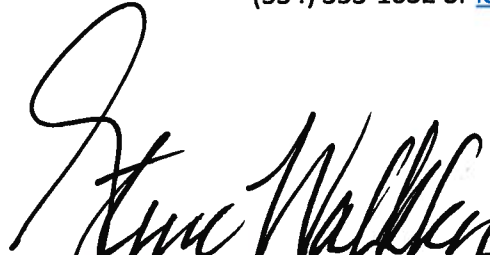
The redesigned CareerOneStop also features an enhanced video section, additional tutorials, revised help pages, and a fully responsive, mobile-ready design. Additionally, a new Credentials-focused Center has been launched highlighting resources, tools, and information to help individuals plan, locate, pay for, and complete education, training, and other credentials to help them start or advance their career. The site is useful for individuals seeking to begin, advance, or change careers.

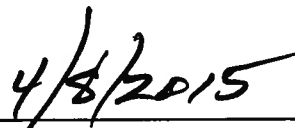
3. Action.

This Directive should be distributed accordingly to local areas, workforce development partners, and especially career center staff. The directive should also be provided to Rapid Response staff. Career Center, Rapid Response and other staff should share these tools directly with job seekers, businesses, and others seeking information on employment, defining and filling skill needs, and credentials. We suggest staff use the Electronic Tools Guide included in the TEN to distribute information about CareerOneStop and other resources. Other suggestions to share these resources are to provide information about them in presentations, interviews, and counseling sessions as well as provide a shortcut to the CareerOneStop site on public computers located in the Career Centers.

4. Contact.

Any questions regarding this Directive should be referred to Lorilei Sanders, State Programs and Divisional Budget Management Section at (334) 353-1632 or lorilei.sanders@adeca.alabama.gov.


Steve Walkley, Division Chief
ADECA, Workforce Development Division


Date

TRAINING AND EMPLOYMENT NOTICE	NO. 25-14
	DATE March 9, 2015

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE LABOR COMMISSIONERS
AMERICAN JOB CENTERS

FROM: PORTIA WU 
Assistant Secretary

SUBJECT: CareerOneStop Updates

1. **Purpose.** To announce the release of updates made to the Employment and Training Administration's (ETA) suite of online career tools for jobseekers, students, workforce professionals, and businesses, including a redesigned CareerOneStop website, a new 'Credentials Center' (Center), and CareerOneStop's mobile apps and tools.
2. **Background.** The CareerOneStop website (www.CareerOneStop.org) is a single point of entry for resources in ETA's suite of electronic tools. The site includes tools and resources for career exploration, training and education options, and job search. The CareerOneStop suite of products also includes several specialized websites:
 - **America's Service Locator** (www.serviceLocator.org) a gateway to access state and local resources including locations of American Job Centers.
 - **mySkills myFuture** (www.mySkillsmyFuture.org), which helps users match their current or past career to ones that use similar skills and experience.
 - **Worker ReEmployment** (www.CareerOneStop.org/ReEmployment), a one-stop site for employment, training and financial help for workers after a layoff.
 - **Veterans ReEmployment** (www.CareerOneStop.org/vets), a one-stop site for employment, training, and financial help after military service.
 - **Business Center** (www.CareerOneStop.org/Business) helps businesses and employers with hiring, training, and retaining a strong workforce.
 - **Job Search Help for Ex-Offenders** (www.CareerOneStop.org/ExOffender) a website to help people with criminal records explore careers, get training, and find a job.
 - **Competency Model Clearinghouse** (www.CareerOneStop.org/CompetencyModel) a website to help sector strategy partners to define and make use of information about the competencies needed by the workforce within specific industry sectors.

3. **CareerOneStop Redesign.** CareerOneStop's new design enhances the site's usability while streamlining access to key resources and tools. The redesigned site features six main sections:

- **Explore Careers** includes quick access to occupation details as well as information on self assessments, career planning, and more.
- **Find Training** features quick access to find local training programs as well as information on training options, certifications, licenses, financial aid, and more.
- **Job Search** includes CareerOneStop's newly enhanced Job Search, featuring daily updated job listings from US.jobs, America's Job Exchange, CareerBuilder, and indeed, along with tips on networking , resumes, interviews, and more.
- **Local Help** features the American Job Center Finder and nearly a dozen additional tools to easily locate and find contact information for local workforce services across the United States.
- **The Toolkit** lists all of CareerOneStop's online tools—more than three dozen in all.
- **Resources for. . .** provides direct access to CareerOneStop's targeted resources for veterans, businesses, people with criminal records, laid-off workers, career professionals, workers with disabilities, and others.

The redesigned CareerOneStop also features an enhanced video section, additional tutorials, revised help pages, and a fully responsive, mobile-ready design.

4. **Credentials-focused Center.** This newly launched Center highlights resources, tools, and information to help individuals plan, locate, pay for, and complete education, training, and other credentials to help them start or advance their career. The site is useful for individuals seeking to begin, advance, or change careers. It provides resources that span the range of credentialing options from GED and remedial education to technical certificate programs and college and graduate degrees.

The Center features several integrated tools, allowing users to explore credentialing options as well as understand the alignment between workforce need and their own skills in terms of labor-market and career information. The integrated tools include:

- Local Training Finder
- Certification Finder
- Apprenticeship Finder
- License Finder
- Tools and Technology
- Career Outlook
- Job Search

In addition, the Center includes content to help users plan for and understand various credentialing options as well as learn how to pay for education and training. It includes user-friendly checklists and video to help guide users, as well as help pages and contact information for accessing help via phone or at an American Job Center.

Mobile apps and tools.

The CareerOneStop website is fully mobile-responsive and six individual mobile web tools are available. Find the following by opening these sites using the browser on any mobile device:

- **Find an American Job Center**
(<http://m.careeronestop.org/JobCenterSearch>)
- **Find a Job** (<http://m.careeronestop.org/JobSearch>)
- **Veterans Job Search** (<http://m.careeronestop.org/VeteransJobSearch>)
- **Salary Finder** (<http://m.careeronestop.org/SalaryFinder>)
- **Training Finder** (<http://m.careeronestop.org/TrainingFinder>)
- **Unemployment Insurance Finder**
(<http://m.careeronestop.org/unemploymentinsurance/Default.aspx>)

5. **Action Requested.** ETA encourages state administrators and American Job Center managers to provide the above information to appropriate staff within the workforce investment system, including Rapid Response contacts and others who assisting unemployed workers, youth, and other jobseekers. ETA also encourages workforce system professionals to share these tools directly with job seekers, businesses, and others seeking information on employment, defining and filling skill needs, and credentials.
6. **Inquiries.** Please direct any questions to the appropriate regional office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 a.m. - 4:30 p.m. (Central Time) Monday - Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to info@careeronestop.org.
7. **Attachment.** DOL ETA Electronic Tools Guide handout

ELECTRONIC TOOLS GUIDE

The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for unemployed workers, career counselors, economic developers, educators, parents, students, businesses, workforce professionals, and job seekers.

America's Service Locator (www.servicelocator.org) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest American Job Center, and unemployment insurance filing assistance. America's Service Locator has information on more than 20,000 local resources and offices.

CareerOneStop (www.CareerOneStop.org) includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, prepare for a job interview, and search for jobs. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web sites that contain local information resources and tools.

CareerOneStop's Credentials Center (www.CareerOneStop.org/Credentials) helps individuals plan, locate, and pay for education, training, and other credentials to help them start, change, or advance their career. The site features several integrated tools allowing users to explore credentialing options, related labor market information, and job postings.

Healthcare Virtual Career Network (www.vcn.org) provides career exploration and training tools to help job seekers prepare for careers in healthcare. Job seekers can explore healthcare careers, identify education and training programs, access online courses, get credit for prior learning, and search for local healthcare jobs. View a demonstration at <https://www.workforce3one.org/view/VcNDEmo>.

My Next Move (www.MyNextMove.org) gives individuals three main ways to explore careers, including an online O*NET interest assessment, and then provides an easy-to-read, one-page profile of each occupation highlighting important knowledge, skills, abilities, technologies used, simplified salary and outlook information, and links to find specific training and employment opportunities. View a demonstration at <https://www.workforce3one.org/view/MyNextMoveDemo>.

My Next Move for Veterans (www.MyNextMove.org/VETS) is designed for U.S. veterans making the transition to civilian careers and provides tasks, skills, salary information, job listings, and more for over 900 different careers. Veterans can find careers through keyword search; by browsing industries that employ different types of workers; or by entering their military occupation code or title. View a demonstration at <https://www.workforce3one.org/view/MNM4VetsDemo>.

mySkills myFuture (www.mySkillsmyFuture.org) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to facilitate career mobility and economic prospects. For any occupation, users can get a list of job listings in their city, state, or ZIP code and click directly through to the hiring company's website. mySkills myFuture can be used by individuals or with the assistance of expert advisers.

O*NET Online (www.onetonline.org) enhances businesses' hiring and retention efforts and supports workers and students to identify and develop workplace skills and enhance career planning with key data on occupational characteristics.

Veterans Reemployment Portal on CareerOneStop (www.CareerOneStop.org/Vets) is designed to assist veterans with employment, training, career planning, financial and emotional help after military service. The site links veterans to local resources as well as provides a military-to-civilian job search based on military job title or military occupation code.

Worker Reemployment Portal on CareerOneStop (www.CareerOneStop.org/Reemployment) is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition. The site also now includes a job search by location feature.



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Mi Proximo Paso (Spanish version of My Next Move) (www.miproximopaso.org) gives individuals three main ways to explore careers, including an online O*NET interest assessment, and then provides an easy-to-read, one-page profile of each occupation highlighting important knowledge, skills, abilities, technologies used, simplified salary and outlook information, and links to find specific training and employment opportunities.

What's My Next Move Guide (<http://www.careeronestop.org/whats-my-next-move.aspx/>). This printable guide includes seven easy steps to help students plan a career path after graduation. It was developed as a resource to connect young people to online career exploration resources available from the Department of Labor. The guide encourages students to think about and make decisions about their future and to engage with career counselors, workforce professionals, teachers, and parents/guardians.

Business Center on CareerOneStop (www.careeronestop.org/BusinessCenter) Some of the key features include information on recruiting and hiring a skilled workforce, links to local training and educational institutions, a civilian to military crosswalk to assist in recruiting Veterans, information about workforce certifications, and a job description writer.

Job Search Help for Ex-Offenders (www.careeronestop.org/ExOffender) helps individuals move past their criminal records by providing tools, tips, and resources to help them search for, apply for, and begin a new job.

Mobile Versions of E-Tools: Six of the most popular E-Tools are now available for customers to access using any brand of smart phone or tablet. These include:

- **Find an American Job Center** (<http://m.careeronestop.org/JobCenterSearch>) allows users to quickly locate and contact their closest American Job Centers.
- **Find a Job** (<http://m.careeronestop.org/JobSearch>) lets users search job listings in any local U.S. area. Job listings are updated daily and can be searched by job type or keyword and city, state or ZIP code.
- **Veterans Job Search** (<http://m.careeronestop.org/VeteransJobSearch>) matches military job experience to civilian careers, and then displays local job listings for those careers. Users search by their military job title or their MOC/MOS code and can view job listings by city, state or ZIP code.
- **Salary Finder** (<http://m.careeronestop.org/SalaryFinder>) provides average hourly wages or annual salaries by occupation and location. The data come from the Bureau of Labor Statistics' Occupational Employment Statistics program.
- **Training Finder** (<http://m.careeronestop.org/TrainingFinder>) allows users to locate education and training programs in their local area. Users search by occupation, program, or school, and find contact information for programs.
- **Unemployment Insurance Information Finder** (<http://m.careeronestop.org/unemploymentinsurance>) allows users to locate Unemployment Insurance information for their local area.

Automatic Spanish Language Translations: In response to customer feedback, several E-Tool websites now have an automatic translation feature that allows users to quickly translate the pages into Spanish:

CareerOneStop (www.careeronestop.org), a one-stop online site for job search, career and training tools and resources.

Worker ReEmployment (www.careeronestop.org/ReEmployment), providing employment, training, and financial assistance for laid-off workers.

Veterans ReEmployment (www.careeronestop.org/ReEmployment/veterans), providing employment, training, and financial help after military service.

mySkills myFuture (www.myskillsmyfuture.org), helping laid-off workers and other career changers find new occupations to explore.



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