

HILL AFB

SPOUSE EMPLOYMENT GUIDE

FEATURING

- **Resumes**
- Applying for Jobs
- Cover Letters
- References
- **Searching for Jobs**
- Economic Data
- **Interviewing**
- Dress for Success
- **Education**
- Financial Aid
- **Military Spouse Licensing**

AIRMAN & FAMILY READINESS CENTER
WWW.75**FSS**.COM

HILL AFB AIRMAN
& FAMILY
READINESS
CENTER

UTAH
DEPARTMENT OF
WORKFORCE
SERVICES

CAREER
ADVANCEMENT
ACCOUNT

MILITARY
SPOUSE
EMPLOYMENT
PARTNERSHIP

Website Resources

National Military Family Association

www.militaryfamily.org

Military Spouse Licensure

When you relocate every few years, it can be challenging to keep up with licensure requirements. Now getting a license in your new state is becoming easier for military spouses. State governments have started to change their laws to expedite licensing for many occupations.

<https://www.veterans.gov/milspouses/>

<https://dopl.utah.gov/military.html>

Military Spouse Corporate Career Network

<http://msccn.org/>

My Next Move

Interactive tool for job seekers to learn more about career options. Users can find careers through keyword search, industries, or through the O*NET Interest Profiler.

www.mynextmove.org

Child Care for Volunteers

Spouses of active duty Air Force members are eligible to utilize this program to pay for child care expenses in a licensed Family Child Care home on base while engaged in supporting base programs as a volunteer.

Contact the Airman & Family Readiness Center at 801-777-4681 for further details on this program and available volunteer opportunities.

Military One Source

Military One Source Spouse Career Center

Offers military spouses education and career opportunities to support their pursuit of careers. Consultants provide: career counseling, education counseling, license/credential information, coaching & advice, job application assistance, resume assistance, interview preparation, child care referrals & transportation options.

www.militaryonesource.mil

Military Spouse Employment Partnership

MSEP partners with local, national and international businesses to support the workforce needs of both the military spouses and the companies with which it partners.

<https://myseco.militaryonesource.mil/portal/>

Entrepreneurship

Small Business Administration

Learn how to get started with your own business, find local mentors, create a business plan and much more.

www.sba.gov

Boots to Business

Boots to Business is an entrepreneurial education and training program offered by the Small Business Administration; contains business concepts and foundational knowledge to develop a business plan.

2 day course offered quarterly.

Call A&FRC to register @ 801-777-4681



EMPLOYMENT

Hill Air Force Base Airman & Family Readiness Center

5837 D Ave, Building 150

801-777-4681

www.75fss.com

Hours of Operation:

7:30 a.m.– 4:30 p.m. (M-F)

7:30 a.m.–1:30 p.m. (W)

Contact us for your employment needs!

Resume Reviews

Individual Appointments

Discovery Center (computers & printers)

Local & long distance job searches

Skills and interest identification

Labor market information

State of Utah
Department of Workforce
Services JOBS.UTAH.GOV

- View thousands of current job listings
- Get employer contact information
- Explore career options
- Get economic information/current wages
- Access job seeker guides and resources
- Find information on training services
- Applications for food, financial, medical and child care benefits
- Claim filing and reporting for unemployment insurance
- New Jobs Daily—No Fee!
- Convenient access available 24/7

Veteran Employment Representatives at
Department of Workforce Services

Clearfield	Ogden
Amado Gonzales	480 27th St
1290 E 1450 S	
801-776-7862	801-626-0338

Accelerated Credentialing to Employment (ACE)

ACE can assist in:

- Job searching techniques, resume writing classes, work readiness and interviewing skills
- Funding of short-term training that leads to a certificate or license

Jerry Culwell
480 27th Street, Ogden
801-452-5306

Military Spouse Unemployment
Compensation

Laws for eligibility for unemployment compensation (due to PCS-Related Job Loss) varies state by state. For state-by-state guide to the laws as they affect military spouses check out the:

Your State Employment Website

www.careeronestop.org

or

<https://jobs.utah.gov/>

Military Spouse Scholarships/Grants

Spouse Education & Career Opportunities (SECO)

SECO Scholarship Finder

<https://myseco.militaryonesource.mil/Portal/SpouseProfile/SpouseFundingSources/Search>.

Browse the database of 90 scholarships and financial resources offered specifically to military spouses and family members

Career Advancement Account

The MyCAA Scholarship provides up to \$4,000 of tuition assistance to eligible military spouses to pursue licenses, certificates, certifications or associate degrees.

Eligibility

Spouses of Active Duty, Spouses of activated Guard & Reserve in pay grades E1-E5, W1-W2 and O1-O2

<https://mycaa.militaryonesource.mil/mycaa>

For information contact a Military OneSource Career Coach at 1-800-342-9647

Air Force Association

Scholarships open to minor dependents and military spouses

Application open Jan-Apr annually

For eligibility and application visit:

<https://afas.org/how-we-help/education-support/>

Working On-Base

<https://jobs.utah.gov/hillaafb/index.html>

www.usajobs.gov

www.afsciviliancareers.com

www.aafes.com

Contractors on Hill AFB:

<https://www.hill.af.mil/Home/Small-Business-Office/>

Military Spouse Preference
Program

As the spouse of an active duty service member you may be eligible for federal employment with the Department of Defense under a unique hiring opportunity, [DoD Military Spouse Preference Program](#).

To be eligible:

- You must reside within the commuting area of your sponsor's permanent duty station (PDS);
- You must provide proof of marriage to the active duty sponsor, proof of military member's active duty status; and
- You must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service.

When applying for DoD positions, you must create a USAJOBS profile and complete the Military Spouse PPP Self-Certification Checklist.

Military Spouse Preference Program POC:

Cody Duran

Cody.Duran@us.af.mil

Non-Appropriated Funds POC

NAF Human Resources, 801-777-1080
5837 D Avenue, Bldg 150

An average resumé tells the employer **WHAT** a candidate did on the job;
a great resumé tells the employer **HOW WELL** a candidate did on the job.



Build Your Resumé

A resumé is a marketing tool that lists and markets your best qualifications for a specific job. It is a memorable presentation of experience, skills, qualifications, knowledge and expertise and a demonstration of your ability to produce results. Your resumé should show an employer what you have to offer and answer the question “What can you do for the company?”

The purpose of a resumé is to get an interview. Your resumé can then structure the interview, creating a point-by-point resumé review or resumé-based questions that ask you to “prove it.” Your resumé will also remind the employer of your strong and weak points during the selection process.

Consider the type of position you are applying for. Employers spend an average of 10–30 seconds screening each resumé they receive. A resumé that is organized and focused will keep the employer’s interest.

SECTIONS OF A RESUMÉ

Contact Information

Separate your contact information from the rest of the resumé. You can do this with a line across the page. Include the following:

- Name (bold, 14–16 pt. font)
- Street address (city, state, zip)
- PO Box (city, state, zip)
- Home phone number (with area code)
- Cell phone number (with area code)
- Job-searching email address
- Webpage or LinkedIn account

Summary Statement

A summary statement is a clear, concise statement of your experience, tailored to the job you are seeking.

Emphasize what you will bring the employer rather than what you want. Include the following:

- Job title
- Important skills
- Industry
- Years of experience
- Degrees, certificates or licenses
- Language skills
- Management style
- Accomplishments

A summary statement is also called career summary, profile, career profile, career highlights, professional profile, professional summary or summary of qualifications.

Example:

Highly-motivated salesperson with more than eight years of experience initiating and closing transactions while providing exceptional customer service before, during and after the sale. Keen interest in fashion, retail sales, buying and management.

Skills

A skills list should not be a laundry list of all the skills you possess. Rather, you should carefully craft a list of skills that are important to the job. Do your research to find out what the job requirements are, and match keywords found in the job description.

Make sure this section is easy to read and include 9–15 relevant, targeted skills. List the most important skills first.

Lucy Hemingway

(801)468-0000 ▪ linkedin.com/in/lucyhemingway ▪ lucyhemingway@email.com

Career Summary

Certified Nursing and Medical Assistant with more than 6 years' experience in providing extraordinary care to patients and support personnel. Proficient in a variety of medical specialties including family practice, obstetrics, otolaryngology, and internal medicine.

Skills

CPR Certification	Medication Administration	Charting
General Office Management	Mini CT Operations	Patient Education
Injections	Patient Vitals	Billing and Coding
Sterile Office Procedures	Patient Hygiene	Instrument Care

Related Experience

Medical Assistant/CAT Scan Assistant, Canyon Rim Hospital, Salt Lake City, Utah, 2008–present

- Performed basic clinical tasks including patient vitals, charting, and injections.
- Assisted physicians with office procedures and surgeries as needed.
- Conducted basic education sessions and care for up to 15 patients simultaneously.
- Provided administrative support including inventory management, ordering office supplies and medications, calling in or e-prescribe medications, insurance verification, pre-surgical deposit acquisition, coding and billing.

Nurse Midwife/Medical Assistant, Rachel Lake, Fruit Heights, Utah, 2003–2005

- Assisted Midwife in labor and delivery and monitored customers hourly.
- Collected Group B Strep cultures.
- Provided supplementary instruction on breast feeding and other health issues to new mothers.
- Completed patient information packets and updated information electronically.

Surgical Technical, Intermountain Valley View Medical Center, Salt Lake City, Utah, 2002–2003

- Created and maintained sterile surgical field and cleaning suite after surgery
- Conducted instrument, sponge and sharps counts.

Additional Experience

Home Caregiver, Salt Lake City, Utah, 2005-2008
Retail Sales, REI, Salt Lake City, Utah, 2001-2002

Education

Certified Nurse's Assistant, Orchard CNA, Salt Lake Community College, 2003
Technical Diploma, Surgical Technology, Salt Lake Community College, 2002

Resumé Content Guidelines

Your resumé should:

- Use “action” verbs
- Quantify your results: use #s, %s, \$ amounts, state positive results and show money saved, time spent or projects completed
- Not contain personal pronouns (you, I, my, we, they, etc.)
- Use accepted terminology and avoid jargon and abbreviations
- Include job titles, company names, cities, states and dates of employment
- Not include supervisor's name, company mailing address, salary or references
- Omit “References Available Upon Request”
- Be tailored to meet the employer's expectations: generic resúmes are not effective

Danielle Parkinson

3325 South Imperial Road, Apt. B
Salt Lake City, Utah 84105
801-342-1987
dparkinson@yahoo.com

SUMMARY OF QUALIFICATIONS

Three years successful cashiering and customer service experience in the grocery industry; promoted from cashier to team lead in 14 months. Recognized by management for accuracy, efficiency and commitment to customer service. Received Employee of the Month award after three months of employment.

SKILLS

Cashiering
Credit & Debit Transactions
Balancing Cash & Receipts
Communication

Processing Returns & Credits
Complaint Resolution
Ordering & Inventory Control
Basic Computer Applications

Customer Service & Assistance
Merchandise & Display
Add-On Selling at Checkout
Team Coordination

WORK EXPERIENCE

Team Lead/Cashier, SAVECO Warehouse, Salt Lake City, Utah, 2008–2011

- Operated cash register to itemize and total customers' purchases; balanced cash and checks in register with receipts; consistently achieved 98% accuracy.
- Received cash, checks and credit card transactions from customers; handled between \$2,500 and \$7,000 per shift; served approximately 10 customers per hour with \$175 average checkout.
- Stocked shelves and marked prices on over 4,500 items; maintained merchandise displays.
- Resolved customers' complaints and addressed questions in a timely manner; provided information about products and store layout; coordinated with supervisors and management.
- Completed weekly shift schedule for 15+ employees.
- Monitored 8 checkout stations to reduce customer delays; directed checkout line traffic during peak periods; called additional workers to stations to reduce wait time and bottlenecks.

Cashier, Sandy Food & Drug, Sandy, Utah, 2007

EDUCATION & TRAINING

Marketing Management, Salt Lake Community College, Salt Lake City, Utah (degree expected 2013)
Customers First Training, SAVECO Warehouse, Salt Lake City, Utah, 2009

VALUE TO AN ORGANIZATION

"Danielle is an excellent employee. She knows how to build positive relationships with customers, management and co-workers. She is a team player and goes out of her way to assist whenever and wherever she is needed. While employed at SAVECO, she exhibited a great work ethic and was always on time and ready to start contributing. I highly recommend her to you."

Shawn Lee, Manager, SAVECO Warehouse, Salt Lake City, Utah

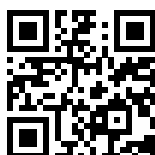
Resumé Formatting Guidelines

Your resumé should:

- Be one or two full pages in length (not one and a half)
- Be easy to read
- Use phrases instead of sentences
- Use lists instead of paragraphs
- Prioritize the most important information first
- Make good use of white space by having three-quarters-of-an-inch to one-inch margins
- Use size 11–12 point font
- Be written in Arial or Times New Roman
- Use bullets, underline, bold and italics conservatively
- Contain no errors in grammar, spelling and punctuation
- Maximize visual impact to reflect your professionalism
- Be printed on high-quality bond paper that is white, off-white or gray

Create a resumé and cover letter at utahfutures.org — create an account and get started.

UtahFutures



Experience and Employment History

In this section, make sure to include experience that is relevant. Don't just tell the employer what you did, but tell how well you did it.

- Include your employment history, your accomplishments and descriptions of how you used your skills.
- List your history in reverse chronological order, going back as far as the last 10 years.
- Include full-time work, part-time work, volunteer work, internships and temporary positions.

Examples:

- *Supervised a staff of 15–20 full- and part-time employees in the 6-week absence of the store manager.*
- *Achieved an average score of 93% on two federal safety inspections and 96% on five company operational audits.*

Education and Training

In this section, include all types of education and training, listed in reverse chronological order. If you took courses relevant to the position you may include them. Do not list high school information unless you have not participated in any post-secondary education. List dates of attendance (if it was within the last 10 years), degrees, certificates or licenses, your major and your grade point average (if it was 3.5 or above). If you have not yet finished a program, include a projected graduation date. Place education after your work history unless you've graduated in the past few years. Ask yourself, "Which is stronger, my work history or educational background?" Include the following:

- Formal education
- Military training
- Specialized training
- Certifications
- On-the-job training
- Licenses
- In-service classes
- Workshops

Other Sections

All sections of your resumé should contain information that is pertinent to the specific job you are applying for and show you in the best possible light. You may also include a section for any of the following:

- Licenses and certifications
- Affiliations
- Volunteer experience and community involvement
- Honors, awards and recognition
- Professional development
- Personal endorsements



Resumé Action Verbs

To avoid some common resumé mistakes, make sure that your resumé is not:

- **Too long:** The preferred length of a resumé is one page to two full pages.
- **Disorganized:** Information should not be scattered around the page or hard to follow.
- **Poorly typed and printed:** Content should not be hard to read or look unprofessional.
- **Too sparse:** A resumé should give more than bare essentials like dates and job titles.
- **Overwritten:** A resumé should not contain long paragraphs and full sentences.
- **Unfocused:** A resumé needs to show what the candidate accomplished on the job.
- **Irrelevant:** Height, weight, sex, health and marital status are not necessary.
- **Full of errors:** Resumés should be carefully proofread before they are printed and mailed.
- **Trying too hard:** Fancy typesetting, photographs and exotic paper distract from the clarity of the presentation.
- **Misdirected:** Too many resumés arrive on employers' desks unrequested. Include a cover letter.

Management Skills	mediated	specified
administered	moderated	systemized
analyzed	motivated	tabulated
assigned	negotiated	validated
chaired	persuaded	Research Skills
contracted	publicized	clarified
consolidated	reconciled	collected
coordinated	recruited	critiqued
delegated	spoke	diagnosed
developed	translated	evaluated
directed	wrote	examined
evaluated	Clerical or Detailed Skills	extracted
executed	approved	identified
increased	arranged	inspected
organized	catalogued	
oversaw	classified	
planned	collected	
prioritized	compiled	
produced	dispatched	
recommended	executed	
reviewed	generated	
scheduled	implemented	
strengthened	inspected	
supervised	monitored	
Communication Skills	operated	
addressed	organized	
arbitrated	prepared	
arranged	processed	
authored	purchased	
corresponded	recorded	
developed	retrieved	
directed	screened	
drafted		
edited		
enlisted		
formulated		
influenced		
interpreted		



For a complete list of resumé action verbs, go to jobs.utah.gov/jobseeker/oltools/resumeactionverbs.pdf

Solutions for Potential Obstacles on Your Resumé (continued)

GAPS IN WORK HISTORY:

You can show the gap in your resumé, just be prepared to address it in an interview. Or you can de-emphasize dates by listing them from year-to-year or by stating the actual amount of time worked (one year or 18 months).

Experience

Cashier

Smiths, Ogden, Utah 2009–2010

- Operate cash register to itemize and total customers' purchases.
- Balance cash and checks in register with receipts. Consistently achieved 98% accuracy.

UNRELATED EXPERIENCE:

- Start with professional experience and education that relates to the job you are applying for.
- Put unrelated work history in a separate section called "Additional Experience" or "Prior Experience" toward the end of your resumé.

Additional Experience

Fast Food Worker

McDonald's, Vernal, Utah 2005–2006

RELIGIOUS OR POLITICAL EXPERIENCE:

- Put relevant experience in "Complimentary Experience" or "Community Involvement."
- Avoid naming specific institutions, religions or political parties.

Community Involvement

Volunteer Sunday School Teacher 2009–Present

- Studied lesson material to learn curriculum and prepare lesson plan for 8 children ages 7–9. Worked with children's parents to assist in teaching appropriate behavior.

TOO MANY JOBS IN A SHORT TIME:

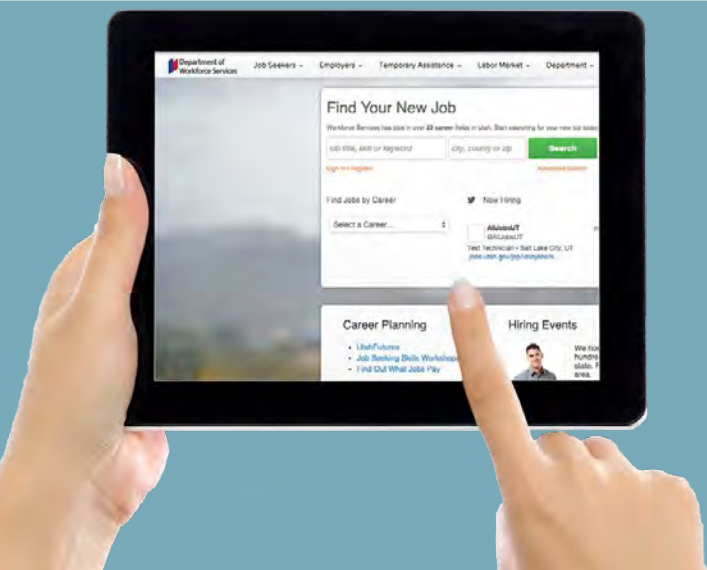
- Only include relevant jobs and list from year-to-year.
- Consolidate two or three related jobs and accomplishments under one title.
- Be prepared to discuss employment in the interview.

Experience

Counter Attendant/Clerk Two Years

Blimpie/Subway/McDonald's

- Took accurate customer orders, trained new employees, handled cash, placed orders and stocked supplies.



Searching for Jobs

Use the Internet to search for jobs and market yourself.

Search for Jobs Online

Most employers post their job openings on multiple websites, so make sure you are looking in several places. Job announcements on the web move quickly, so search daily and start early.

Here are some recommended job search sites:

- jobs.utah.gov
- indeed.com
- simplyhired.com
- snagajob.com
- careerbuilder.com
- monster.com
- usajobs.gov

In addition to these online job banks, you should visit employer websites to look for current job openings and application information. Don't be afraid to apply for older listings. A position listed a couple of months ago may still be available, and fewer people are likely to be applying. Keep in mind that just because a posting is dated doesn't mean that the company is not desirable to work for; they just might not have found the right candidate.

Develop a system to organize your efforts and keep track of jobs, usernames and passwords. Keep them in a safe, orderly place.

Register at jobs.utah.gov

As a registered job seeker with the Department of Workforce Services, you will have access to one of

the most powerful job boards in Utah: jobs.utah.gov. Thousands of employers use jobs.utah.gov every year to post jobs and search for qualified applicants. It is convenient, fast and available 24 hours a day. There is no cost to access jobs.utah.gov, and there are plenty of new job listings every day. You can also post your resumé and access helpful links such as:

- America's Job Bank: A search engine for job openings nationwide.
- Utah's Job Bank: A list of current job openings in our database as well as any listings employers have placed themselves.
- FirmFind: A program that allows you to search for companies that typically employ people in your field.

Our computerized system matches your skills, abilities and work experience to employers' job requirements. There is a wide range of jobs available in many types of industries and occupations. Both private and government employers list job opportunities. Jobs range from unskilled to highly technical and can be permanent, part-time or temporary.

When you register, make sure you include a current phone number, address and professional email address. Ensure skills and availability are accurate.

Allow employers to view any or all of your employment history entries. Make sure the job description is complete and use correct grammar and punctuation. Employers could contact you for a job even before you have a chance to apply.

To-Do List:



- Register at jobs.utah.gov
- Keep a job search log
- Do your research to find out about companies, about jobs in demand and what they pay
- Maintain a professional online image on all social media sites
- Make sure your voicemail message is appropriate
- Use the worksheets at the end of the section

Search for Jobs at jobs.utah.gov

To begin, create an account to apply for thousands of jobs. If you find something you like, follow the instructions on the announcement to apply. Make sure you are completely registered so that you can see the application instructions.

Check your status and update your accounts frequently on both jobs.utah.gov and other job boards and websites.

What you may not realize is that while you're on the site looking for jobs, employers are on the site looking for you.

Ask yourself two very important questions:

1. When you register for work at jobs.utah.gov, a profile is created. You then have the option of making your profile visible to employers.
2. Before making your profile available to employers, make sure it's complete. Carefully review each part of your work registration to make sure it includes everything you would want an employer to see. Make sure spelling, grammar and punctuation are correct and that you include skills, experience and specifics that highlight your qualifications.

Do Your Research

Doing your research can give you a big advantage over other applicants. Employers value job seekers who know key information about their company because it demonstrates interest and enthusiasm. Doing your research will also help you decide if the company will be a good fit for you.

The following are some valuable websites for employer information:

- Company websites
- Utah Economic Data Viewer
- FirmFind
- Professional association websites
- Search engines

When researching a company, consider the following questions:

- What products/services does the company provide?
- What is their mission statement?
- Who is the head of the company? What do you know about him or her?
- Where is the company's headquarters? How many locations does the company have?
- What is the corporate culture?
- What is the reputation? What awards or recognitions have they received?
- What are their plans for the future?
- What are their strengths, weaknesses and challenges?
- What divisions of the company interest you and why?



Have a Professional Voicemail Message

As you apply for jobs, you want to make sure that employers will not get the wrong impression when they call you for an interview. Make sure you have a voicemail message that is clear and professional. Remove ringback tones and check your messages and return calls daily.

- Smile while you record your message
- Use your first and last name
- Speak clearly and slowly
- Eliminate distracting background noise while recording

Example:

“Hello, you have reached _____. Please leave your name, number and a message after the tone and I will return your call as soon as possible. Thank you, and have a nice day.”

“You have reached Joe Anderson. Please leave your name and number and I will return your call as soon as possible. Thank you, and have a great day.”



Protect Your Information

It is important that you remember to protect your personal information. While most online job listings are reliable and trustworthy, some are designed to steal, sell or distribute your personal information.

Remember, a legitimate and trustworthy employer will never do the following:

- Offer you a job on the spot without getting to know you first
- Require you to pay them money before you apply or start work
- Ask for personal information such as your social security number, credit or debit card numbers, bank account information or tax ID information

If you have concerns about whether an employer is legitimate, you should check the following places:

- Company website or physical location
- The Department of Commerce to verify the business license
- The Better Business Bureau to identify complaints

Remember that your impressions of a company can help you. If you feel that a company is asking you for too much information or requiring you to do things before employment with which you are not comfortable, you should think twice about pursuing that job.

If you are concerned that you have given too much information to an employer or online, here are some resources that can help:

- Visit idtheft.utah.gov
- Place fraud alert on credit reports at
 - Trans Union: 1-800-680-7289; transunion.com
 - Equifax: 1-800-525-6285; equifax.com
 - Experian: 1-888-397-3742; experian.com
- Close accounts that have been tampered with or fraudulently opened
- File a complaint with the Federal Trade Commission

Maintain a Professional Online Image

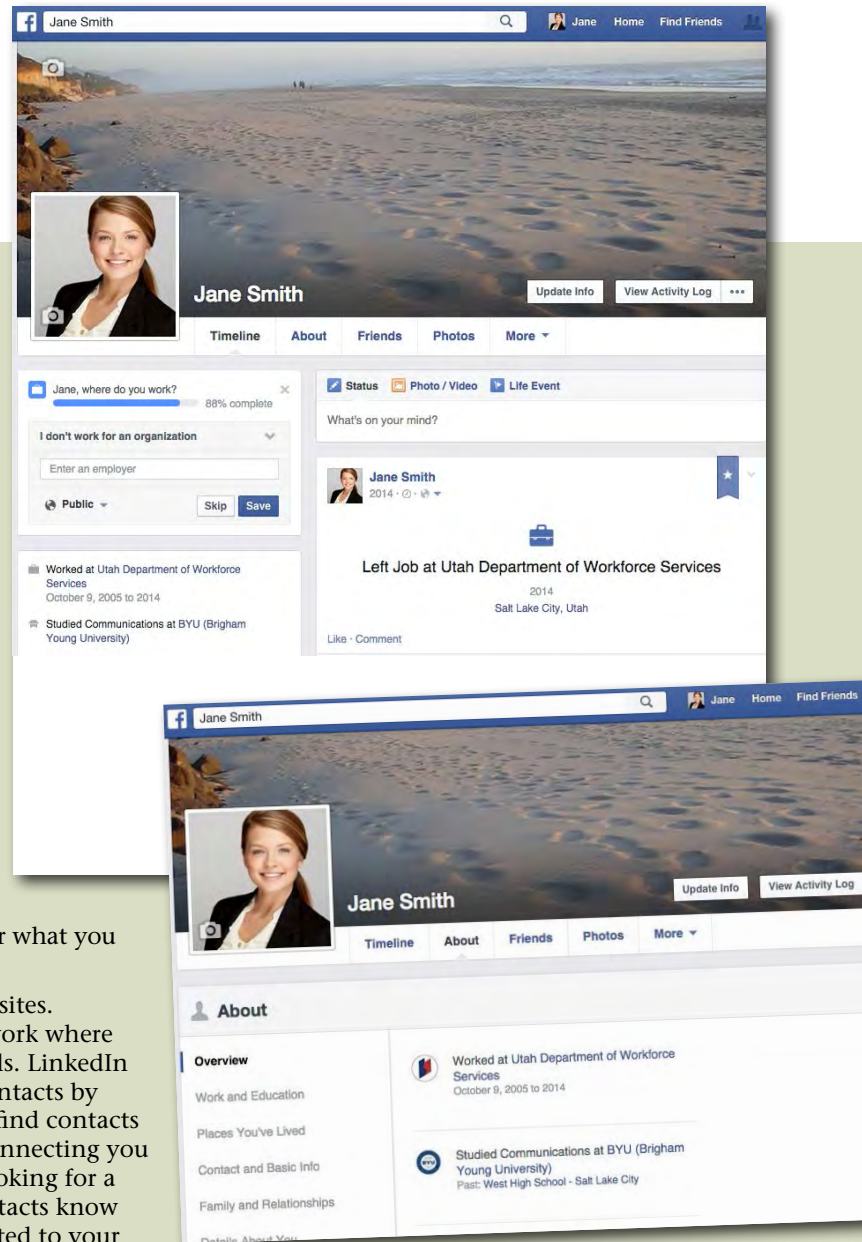
- Remove questionable photos and videos, highly personal information or controversial content on all social media sites and blogs or anything a Google search with your name would pull up.
- Use Facebook to post your marketing message.
- Create a career profile on professional networking sites like LinkedIn.
- Make sure profiles on networking sites like YouTube and MySpace are appropriate.

Employers use the Internet to research and connect with potential employees. Put your name in a search engine such as **Google** to see what employers might find, and remove questionable material. Make sure you present a professional online image. Be positive and consider what you would want a potential employer to see.

Create career profiles on professional networking sites. **LinkedIn** is the world's largest professional network where you can post your resumé and showcase your skills. LinkedIn helps job seekers network with and create new contacts by searching your profile and email address book to find contacts that have existing LinkedIn accounts and then connecting you to people you already know. If you are actively looking for a job, you can create an online profile, let your contacts know you are looking for employment, join groups related to your line of work, apply for jobs and research companies that you are interested in. Remember to keep your account current.

Facebook is another effective site for expanding your network. Use Facebook to post your marketing message, update your job status and let your friends know that you are looking for work. Update your friends and contacts on your progress and they will likely alert you to job opportunities that arise.

Email: You can easily manage and track your online job search if you use a separate email account just for job searching. Make sure that your email address is professional, not offensive, not revealing and simple. For example, do not use addresses such as grandmaof4@hotmail.com or goodkisser@gmail.com, but instead use something like joesmith@hotmail.com.





Utah Economic Data

At jobs.utah.gov/jsp/utalmis/#/ you can find a helpful tool called the Utah Economic Data Viewer. Here you can search for economic and demographic information that may be useful in helping you make decisions. For instance, you can find out what jobs are in demand, how much they pay, what education or training is required and what jobs are projected to be in demand in the future. This is very helpful when you are making long-term career decisions. Following is a list of the tools you will find.

Occupational Explorer — Find estimates for the number of Utah job openings, wages, skill requirements, related occupations, what the employment outlook is, training and education information, and current openings listed with the Department of Workforce Services.

County and Statewide Information — Find economic and demographic profiles and publications for Utah counties, including employment information, population, sales tax and construction information.

Wages and Occupational Openings Data (WOOD) — Find jobs that are in demand and what they pay, locate the job outlook through star ratings, and search for current job openings.

Utah Labor Force Data Viewer — Find Utah employment and unemployment data by county and statewide since 1990.

Local Employment Dynamics — Find employment, job creation, turnover and earnings by industry, age, sex and race or ethnicity; find dynamic information that reflects the rapidly changing economy. Information is available for a specific county, groups of counties or the entire state.

FirmFind — This useful tool will help you in your job search as you research employers. Here you can look at the database of employers and businesses in Utah to find the following:

- An online directory of more than 80,000 companies or businesses in Utah
- Business name, address, phone number, industry group and employment size
- Company information by county, state or zip code
- Search options by industry group, by occupation, by name and by size (number of employees)
- Downloadable search results or entire directory

FirmFind provides names, addresses, phone numbers, industry and employment size of virtually all firms in Utah. Information is available for a specific county, groups of counties or the entire state.

Industry Employment and Wages — Industry employment and wage data is collected through the Quarterly Census of Employment and Wages (QCEW) program. The primary source for QCEW data are the reports submitted by employers to the Utah Unemployment Insurance program.

Population Data Viewer — The official state and county population estimates for the State of Utah.



Interviewing and Following Up



An employment interview is simply a meeting between you and a potential employer to discuss your qualifications and see if there is a fit.

Sell Your Qualifications

An interview is an opportunity for an employer to see if you are a good fit with the position, department and company; it is also your opportunity to see if the employer is a good fit for you. The employer wants to verify what they know about you and to talk about your qualifications. When you have been called for an interview, be confident that the employer already knows that you are qualified for the position. Your goal in the interview is to show that you can fill the employer's need and be of value to their bottom line.

Most employers form their first impression within the first seven seconds of the interview. Interviews can be stressful, and the key to feeling confident is to be prepared. Preparation will help win the interview and improve interview success. Generally, interviews last 30–60 minutes. Find out as much as possible about the interviewing process of a particular company before you go.

Do Your Research

The more you know about the job, the employer and the industry, the better prepared you will be to target your qualifications. You may want to ask a question or two at the interview to show the employer that you know about their business. There are many sources of information: ask the employer's human resources department for a more detailed position description; research employer profiles on company websites, at any Chamber of Commerce or at a local library; and network with anyone you know who works for the company or for a related company.

To Do List:



- Research the companies you are applying for
- Develop skill statements to show employers you meet their qualifications
- Construct an interview commercial
- Prepare examples to answer common interview questions
- Participate in a mock interview
- Thank the employer for the interview, and always send a formal thank you note
- Use the worksheets included at the end of the section



Develop Skill Statements

Once you have identified your transferable skills, you can develop them into skill statements that you can use in an interview to show employers that you meet the qualifications of the job.

Construct Your Own Interview Commercial

Interviewers will likely ask you to “tell me about yourself.” An interview commercial is a brief professional summary of your experience, skills and strengths that explains why you are a good fit. Do not give personal information, such as number of children, marital status and political or religious affiliation.

Step 1: Briefly describe any experience that is related to the position you are interviewing for.

Step 2: Identify the skills, qualities and accomplishments you have to offer the employer.

Step 3: Close with the greatest strength you bring to the employer and why you are a good fit for the company.

Write a paragraph using the information from Steps 1, 2 and 3. Read through each sentence and add relevant detail. Edit your 30–60 second commercial and say it out loud until it sounds conversational and natural. You want to appear confident, enthusiastic and professional.

An interview commercial is a professional summary of your experience and skills.

Example of an Interview Commercial:

“I have over three years of experience as a customer service and sales representative at Atlas Communications. My goal was to provide outstanding service by greeting each customer with a big smile, to listen with my full attention and to thank each customer by name. I was proud to receive ‘Employee of the Quarter’ five times for providing excellent customer service and exceeding sales goals. I will bring my passion for excellent customer service and my ability to exceed sales benchmarks to this position.”



Download the Interview Commercial template at jobs.utah.gov/jobseeker/oltools/60second.pdf

Professional Appearance

The way you present yourself, including dress, grooming and behavior, are important to employers whether you are an applicant or an employee. As an employee, you would represent the company. Your appearance reflects your attitude toward your job and affects your ability to grow within the company. As part of your preparation for the interview, find out the company dress code and meet that standard. Try your outfit on the day before wearing it. Pay attention to your personal hygiene.

- Make sure clothing is clean and ironed
- Limit jewelry
- Maintain a neat and professional hairstyle
- Be aware of strong smells, such as cigarette smoke, food and perfume
- Make sure nails are clean and manicured
- Brush and floss your teeth
- Cover tattoos
- Use makeup sparingly
- Make sure facial hair is well groomed

- Dress shirt or polo
- Slacks or dress pants
- Blazer or business jacket
 - Shirt and tie
- All clothing clean, pressed and in good repair

It is better to over dress than to under dress. Smile, and make a good impression.

- Knee length skirt or dress
- Dress or business shoes



Be Prepared to Answer Common Interview Questions

The interview is like a sales meeting where you are both the salesperson and the product. The fundamental question in every interview, whether spoken or not, is “Why should I hire you?”

Generally, basic interview questions will ask for your qualifications, experience, skills and motivation. Be prepared for situational or behavioral-based questions that require specific examples. You might be asked open-ended questions, such as “Tell me about yourself?” “Tell me what you know about our company?” or “What are your strengths and weaknesses?”

These are broad, general questions that allow you freedom to answer in great detail. Sell yourself to the employer using your 30–60 second commercial.

Common Questions Asked in an Interview:

1. What is your greatest strength?

Discuss attributes that qualify you for the job. Share a SAR (Situation–Action–Result) example.

“When I commit to a deadline, I do whatever it takes to deliver. For example, I was having difficulty getting data I needed for a report, but through persistence, excellent communications skills and time management I was able to get the data and complete the report on time.”

2. What is your greatest weakness?

Avoid repeating the word “weakness.” Describe a weakness that you have professionally, not personally, and focus on what you are doing to improve.

“I found recently that there were aspects of Excel that I didn’t feel comfortable using. I have been working on that by taking an advanced course in Excel and by taking on projects where I can use my newly gained knowledge.”

3. What did you like least about your last employer or supervisor?

Stay positive and don’t bash your previous employer.

“My last supervisor and I had different ideas about who to include on projects. However, when I focused on the expertise she brought to other aspects of project management, I began to appreciate her much more. It made it easier for me to work with her on projects.”

4. Why did you leave your last job?

This is not an opportunity to badmouth your former boss or company. Be upfront but positive.

“I would like to be upfront. I found myself looking for more challenges. I am a dedicated employee and didn’t want my lack of satisfaction to impact my work for the employer.”

5. Explain the gaps in your work history.

Be honest and prepared with an answer about what you have been doing. Let the interviewer know that you have been actively engaged in something, whether community service or obtaining more education.

“I have been volunteering for a literacy program at an elementary school where I have learned skills in training, preparation and mentoring.”

Learn to create your SAR with the template at jobs.utah.gov/jobseeker/oltools/writingsar.pdf



6. Where do you see yourself in five years?

Connect your answer to the job you're applying for.

"My long-term goals involve growing with a company where I can learn and produce quality home products for its customers."

7. What do you know about this company?

Use your research to answer this question.

8. Why do you want this job?

This is another opportunity to talk about what you can do for the company.

"Your company is one of the top in its field. You have several new products that you are ready to market and release soon, and I want to be a part of helping your company be successful."

9. What do you think is reasonable pay for this position?

This is another place to show you have done your homework.

"Based on my research, people in this position with my level of expertise earn between \$_____ and \$_____. I would be willing to negotiate in that range."

Questions to Ask in an Interview

An interview is a two-way street. Usually the employer will ask you if you have any questions for them at the end of the interview. Be ready with questions that demonstrate your knowledge of the company. For example, "I read on the company website that employees have recently done presentations at XX conference. Is that a typical opportunity for the job for which I am interviewing?" *Remember: Don't ask about pay, benefits or retirement.* Sample questions might include:

- Why was this position created?
- What are the primary duties during the first six months?
- What is the most urgent or challenging part of the job?
- What are the expectations of the supervisor?
- What is your company's management style?
- Can you tell me about your performance appraisal system?
- When will you be making your decision?
- How would you describe the culture of this company?

Protect Yourself Against Discrimination

The law does not limit the employer's right to seek full information about your work experience or other qualifications. There may be some unusual questions on the application form or in a job interview. Some employers may ask questions such as "What are your child care arrangements?" or "Do you own a car?" In most cases the employer just wants to make sure that you will be able to work. In responding to these questions, it may be best to simply say, "arrangements have been made."

However, the law does restrict employers from asking questions about race, religion, disabilities or other subjects that could lead to discrimination. The following are examples of appropriate and inappropriate pre-employment inquiries.

Age

Appropriate: "Are you over 18 years of age?" "If hired, can you submit a work permit if under 18?" "If hired, can you provide proof that your age meets legal requirements?"

Inappropriate: Questions that tend to identify applicants as 40–64 years old.

Birthplace

Appropriate: "After employment, can you submit a birth certificate or other proof of U.S. citizenship or age?"

Inappropriate: Questions about an applicant's birthplace or the birthplace of the applicant's spouse or relatives or a requirement that the applicant submit a birth certificate.

Character

Appropriate: "Have you ever been convicted of a crime?"

Inappropriate: "Have you ever been arrested?"

Citizenship

Appropriate: "If you are not a U.S. citizen, do you have the legal right to remain permanently in the U.S.?" or a statement that if hired, the applicant may be required to submit proof of citizenship.

Inappropriate: Questions about whether an applicant, spouse or parents are naturalized or native-born U.S. citizens or date when applicant or spouse or parents acquired U.S. citizenship.

Education

Appropriate: Applicant's academic, vocational or professional education and schools attended.

Inappropriate: Date last attended high school.

National Origin or Ancestry

Inappropriate: Applicant's nationality or ancestry, length of residency in the U.S., nationality of applicant's parents or spouse, or "What is your native language?"

Photograph

Appropriate: Statement that photograph may be required after employment.

Inappropriate: Requirement or request for any photograph before employment.

Physical Conditions

Appropriate: "Do you have any physical limitations that may limit your ability to perform this job?" or a statement that the job offer may be made contingent on passing a physical exam.

Inappropriate: "Do you have any physical disabilities?" or questions about general medical conditions or receipt of Worker's Compensation.

Race or Color

Inappropriate: Any questions regarding complexion or skin color.

Relatives

Appropriate: Names of relatives already employed by the company or names and addresses of parent or guardian if applicant is a minor.

Inappropriate: Marital status or number of dependents, names and addresses of relatives of adult applicant, or "With whom do you reside?"

Religion

Inappropriate: Questions about applicant's religious affiliation or religious holidays observed or "Do you attend religious services?"





Sample Thank You Letter

Date:

Dear Ms. Stanford:

It was very enjoyable to speak with you about the assistant account executive position with Valley Programming. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. Also, my research background will help me to work with researchers on staff.

I neglected to mention that I worked for two summers as a temporary office worker. This experience helped me to develop strong skills in programs such as Word, PowerPoint and Excel.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Joan Anderson

Write a Strong Thank You Letter

After the interview, follow up with the employer. Write a thank you note or letter to each person who participated. Thank the interviewers for their time, restate your interest and qualifications and remind them of your intent to follow up. Let them know you are looking forward to hearing from them in the near future. Hand-deliver your follow-up letter. If you send one in the mail, it may arrive after the employer has decided whom to hire. Email is appropriate if the time frame is limited.

Download a thank you letter template at jobs.utah.gov/jobseeker/oltools/thankyou_wre.pdf

Getting an Education

Consider working a temporary or part-time job while you attend classes. Educational attainment gives you security against unemployment.



Learn How Education Pays

When it comes to employment, most people want to be employed and earn good wages. One of the best ways to accomplish this goal is to finish high school and pursue post-secondary education. Post-secondary education includes any education received after high school, such as associate degrees, technical training and bachelors' degrees.

The more education a person has, the more likely it is that he or she will have job stability and higher earnings. The Bureau of Labor Statistics has published data for years that shows how getting a high school diploma and going on to college contributes to success in the workforce as measured by earnings

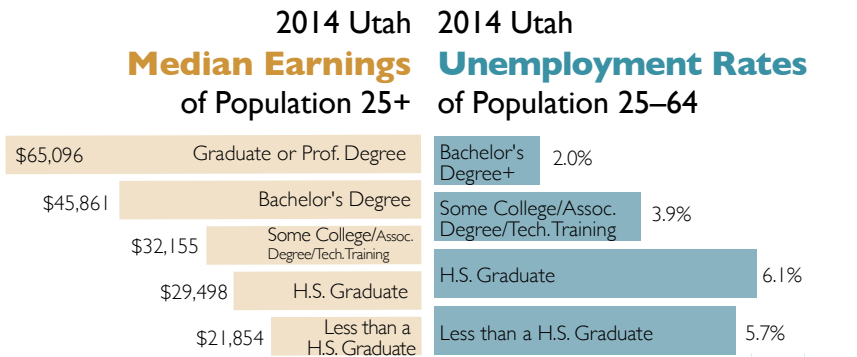
and employment (shown in the graph below).

Utahns who earn less than a high school diploma earn about \$10.70 per hour, while those who graduate from high school earn about \$13.40 per hour. The median hourly earnings for those who went on to get some college, an associate degree or technical training in 2013 was \$15.30 per hour, which jumped to \$21.50 for those who attained a bachelor's degree. Utahns with graduate and professional degrees earned a median of almost \$29.70 per hour.

The data shows that those with postsecondary education are more likely to be employed. For

example, those with a bachelor's degree or higher had a 2.6 percent unemployment rate while 6.4 percent of those in the group with less than a high school diploma were looking for work. As the graph shows, the unemployment rate steadily decreases as the level of education increases.

If you want job security and high pay, plan your education and career carefully. If you are currently working, it is likely there are opportunities for you to move up your career ladder by gaining additional training or education. Explore your options to keep your career on track.



Source: U.S. Census Bureau; American Community Survey

- To find training and education information, check out DWS' training information at jobs.utah.gov/jobseeker/training.html
- Find information about schools in Utah and other states at utahfutures.org



Find Utah Public Colleges and Universities

Universities offer a wide variety of coursework and degree programs, including some at a graduate level. Academic facilities such as libraries, laboratories and computer labs are numerous and well-equipped. Visit the websites to learn what programs and degrees each institution offers.

- University of Utah — utah.edu
- Utah State University — usu.edu
- Utah State University–Eastern — eastern.usu.edu
- Weber State University — weber.edu
- Southern Utah University — suu.edu
- Snow College — snow.edu
- Dixie State College — dixie.edu
- Utah Valley University — uvu.edu
- Salt Lake Community College — slcc.edu
- Utah College of Applied Technology — ucat.edu

Learn About Financial Aid

According to the old adage, there are two ways to get ahead in life: working hard and working smart. This applies to searching for financial aid. Financial aid is money you receive from a variety of sources to help cover the cost of education. Applying early and often for scholarship and financial aid opportunities is key, but being strategic about your time and resources is just as important. Studies have shown that over 90 percent of financial aid is made available through the institution students attend, so talk to the college financial aid office.

Some of the basic types of financial aid resources include the following:

Grants are need-based aid that do not have to be repaid. Utah also has grant programs that may be available to those who complete their financial aid file by a school's priority funding schedule.

Scholarships, like grants, do not have to be repaid. Generally scholarships are reserved for students with special qualifications. Institutional scholarships can be based on financial need, academic ability or

outstanding talent. Many scholarships are offered through public and private colleges, and thousands of private scholarships are available from other sources, such as utahfutures.org. Visit higheredutah.org/regents scholarship for more information.

Loans must be repaid with interest and include student loans, parent loans and private loans. Federal loans include Federal Perkins Loans, Federal Stafford (Subsidized and Unsubsidized) Loans and Federal Parent Loans for Undergraduate Students (PLUS). The Terrel H. Bell Teaching Incentive Loan Program (TIL) has a non-repayment feature for recipients who teach in Utah K–12 schools.

Work-study provides students with employment opportunities on and off campus, normally based on a student's financial need. Generally, there are two forms of work-study programs at the federal and state level. Federal work-study allows students to work on or off campus and is based on financial need.

Benefits for special groups include financial assistance programs for a person's ability, disability or community or military service. College counselors are aware of most of these programs and can help you find information.

Tuition reimbursement is provided by some employers to employees who want to pursue more education and training. You'll likely have to make sure your degree or field of study relates to your current job or other jobs in the company. Contact your human resources department to find out if your company offers this type of program.

Applying for financial aid starts with creating a budget, preparing copies of your income taxes, filling out and submitting the Free Application for Federal Student Aid (FAFSA) and getting an electronic PIN number from the Federal Department of Education.



Federal Aid Student Eligibility

Eligibility for most federal student aid is based on several factors, including financial need.

To meet the most basic eligibility requirements to receive federal student aid, you must:

- Be a U.S. citizen or an eligible noncitizen
- Have a valid social security number
- Register with the Selective Service if you're a male between the ages of 18 and 25
- Maintain satisfactory academic progress
- Have a high school diploma or General Educational Development (GED) certificate
- Pass an approved ability-to-benefit test (if you don't have a diploma or GED certificate, a school can administer a test to determine whether you can benefit from the education offered at that school)
- Complete six credit hours or equivalent course work toward a degree or certificate
- Meet other federally approved standards
- Complete a high school education in a home-school setting approved under state law

Gain Marketable Skills That Lead to Better Employment

We may be able to help you obtain employment by completing the education or training you need. The Workforce Information Act can assist eligible individuals age 14 and up who are seeking their high school diploma, GED, ESL certificates or certificate and degrees with a specific career in mind.

Find more information at jobs.utah.gov/jobseeker/training.html

Web resources:

- studentaid.ed.gov
- utahfutures.org
- blog.uheaa.org
- fb.com/uheaa
- twitter.com/uheaa
- uheaa.org
- fafsa.ed.gov
- finaid.org
- uasfaa.org



Resources for Veterans

At the Department of Workforce Services, it is our first priority to connect service men and women to Utah jobs including active members of the National Guard and Reserve and their eligible spouses.

We can help you by providing:

- Information on transferring military skills to civilian education and licensing credits
- Utah's largest online employment system for finding a job
- Referrals to employment workshops and temporary assistance programs
- Networking opportunities
- Work readiness activities

Put Your Military Experience and Training to Work

The Accelerated Credentialing to Employment (ACE) program assists service men and women by crosswalking military training and work experience to comparable civilian employment:

- Coordinate military educational credits, licensing, and certifications with Utah's post-secondary educational institutions and licensing/certification agencies
- Identify skills and training obtained through military service
- Learn job search techniques, resumé writing and interviewing skills, and more

For more ACE Program information visit jobs.utah.gov/jobseeker/veterans/07_72.pdf



Ten Reasons Employers Want to Hire Veterans

1. Strong work ethic
2. Teamwork
3. Initiative
4. Work under pressure and meet deadlines
5. Flexibility and adaptability
6. Self-directed
7. Commitment to excellence
8. Client and service oriented
9. Planning and organizational skills
10. Give and follow directions



Enter your military occupational classification and match it to standard job titles and descriptions at www.onetonline.org/crosswalk.



Attend a DWS employment workshop on resumé writing techniques, interviewing skills, and more. For dates, times and locations, go to jobs.utah.gov/jobseeker/workshops.



Find careers like your military job, search for jobs by key words or browse careers by industry at mynextmove.org/vets.



Get helpful information on our veterans employment page, such as how to obtain your military records and how to verify your military experience and training at jobs.utah.gov/jobseeker/veteran.html.



Get help as you transition from military to civilian life at careeronestop.org/ReEmployment/Veterans.



Talk to an employment counselor in any Department of Workforce Services office at jobs.utah.gov/Regions/ec.html.





my Career
Advancement
Account

Apply. Advance. Achieve.



Fact Sheet

My Career Advancement Account Scholarship — Helping Spouses Reach Career Goals

The My Career Advancement Account Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their My Career Advancement Account Scholarship funds at any academic institution approved for participation in the scholarship.

Fast facts

The My Career Advancement Account Scholarship provides a maximum tuition benefit of \$4,000 with

an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

Who is eligible for the My Career Advancement Account Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are *not eligible* include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard

What will the My Career Advancement Account Scholarship pay for?

The My Career Advancement Account Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

The My Career Advancement Account Scholarship will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's Education and Training Plan and courses already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment
- Prepayment or deposits for future courses, unless costs are part of a block of study
- School or college level entrance examinations, comprehensive exams and related preparatory courses
- Courses, tests or fees normally paid by an employer as part of a job training program
- Fees of any kind, including but not limited to registration fees, technology fees, parking fees, etc.
- Nonacademic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship or clinical supervision; also, nonacademic credit or ungraded orientation programs
- Courses taken more than one time, unless the My Career Advancement Account Scholarship has received a full refund from the school
- Academic credit by examination tests
- General studies, liberal arts and interdisciplinary associate degrees that do not have a concentration
- Personal enrichment courses (excluding academic credit or graded electives in an approved My Career Advancement Account Scholarship Spouse Education and Training Plan)
- Transportation, lodging, child care and medical services
- Course extensions (except for approved hardship waivers)
- Study-abroad programs (excluding programs of study offered by participating My Career Advancement Account Scholarship schools on overseas military installations)
- Private licenses (For example, a private pilot's license would not be covered because it is for recreational use, but a commercial pilot's license would be covered because it would be used for an occupation.)
- High school completion programs, including online high school completion programs
- Continuing education credits to maintain a standing in a professional organization

How to establish an account with My Career Advancement Account Scholarship

Spouses can visit the My Career Advancement Account Scholarship Spouse Portal online at <https://mycaa.militaryonesource.mil/> and provide the required Spouse Profile information. All scholarship participants are required to use DS Logon to access their accounts. Military spouses enrolled in the Defense Enrollment Eligibility Reporting System, or DEERS, are eligible for a DS Logon account. For information about creating a DS Logon premium account, access the [How do I use DS Logon to create and access a My Career Advancement Account?](#)

Where to get additional information or assistance



Call a career coach at
800-342-9647

Spouses with an established account with My Career Advancement Account Scholarship may use the Message Box feature to receive information and assistance quickly.



Coaches are available

Monday through Friday
7 a.m. to 10 p.m. Eastern time
Saturday
10 a.m. to 5 p.m. Eastern time

What about schools and organizations?

Schools interested in participating in the My Career Advancement Account Scholarship can call 334-517-6160 for assistance or visit the [For Institutions](#) resource page on the My Career Advancement Account Scholarship Spouse Portal for program eligibility and participation information.



September 2018

The My Career Advancement Account Scholarship is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive coaching, information, tools and resources to support military spouse career exploration, education, training and licensing, employment readiness and career connections.



Military Resources

Members of the armed forces and their families are often more affected than other groups by licensing restrictions because of frequent relocations to fulfill orders. To ease this burden, the Utah Legislature has authorized certain fee waivers and license exemptions for qualifying military personnel and military spouses.

Initial License

DOPL requires a processing fee for initial license applications. This fee varies by profession. The Utah Legislature has authorized initial license fee waivers for qualifying military service members. Full-time active duty service members should submit the fee waiver request form with their initial license application.

Inactive License

Qualifying licensees, who wish to maintain their license but who are not currently practicing in the profession, can apply for inactive status. In some cases, changing a license to inactive status will remove certain CE requirements. The Utah Legislature has authorized fee waivers for qualifying military service members who change their license to inactive status or who renew an inactive license. Please note that not all professions have inactive status as an option. To check if your profession has inactive license status, refer to [Utah Administrative Rule R156-1-305](#).

Licensing for Military Spouses

Spouses of military service members stationed in Utah are permitted to work in licensed professions without obtaining a Utah license as long as they possess an active license from another state or territory of the United States. Since this benefit for military spouses is relatively new, you may need to explain to employers or the public who ask that your out-of-state license is valid because you are a spouse of an active duty service member. To help you, the Division has created a verification letter which you can show your employer or the public that explains this exemption (See next enclosure for example).

For additional information and resources visit <http://dopl.utah.gov/military.html>



GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

State of Utah Department of Commerce

Division of Occupational and Professional Licensing

FRANCINE A. GIANI
Executive Director

MARK B. STEINAGEL
Division Director

MEMORANDUM

DATE: June 28, 2018

RE: Military Exemptions

FROM: Mark B. Steinagel, Director of the Division of Occupational and Professional Licensing

This letter is to verify that the Utah Legislature has authorized military personnel and their spouses to practice their profession in Utah with a valid license from any state or territory of the United States, under the circumstances described in statute.

The following is an excerpt from the applicable statute:

58-1-307. Exemptions from licensure.

- (1) Except as otherwise provided by statute or rule, the following individuals may engage in the practice of their occupation or profession, subject to the stated circumstances and limitations, without being licensed under this title:
 - (a) an individual serving in the armed forces of the United States, the United States Public Health Service, the United States Department of Veterans Affairs, or other federal agencies while engaged in activities regulated under this chapter as a part of employment with that federal agency if the individual holds a valid license to practice a regulated occupation or profession issued by any other state or jurisdiction recognized by the division;
 - (j) the spouse of an individual serving in the armed forces of the United States while the individual is stationed within this state, provided:
 - (i) the spouse holds a valid license to practice a regulated occupation or profession issued by any other state or jurisdiction recognized by the division; and
 - (ii) the license is current and the spouse is in good standing in the state of licensure.
- (2)
 - (a) A practitioner temporarily in this state who is exempted from licensure under Subsection (1) shall comply with each requirement of the licensing jurisdiction from which the practitioner derives authority to practice.
 - (b) Violation of a limitation imposed by this section constitutes grounds for removal of exempt status, denial of license, or other disciplinary proceedings.

It is the responsibility of the employer and practitioner to determine if the practitioner meets the military exemption. The Division recommends that practitioners be able to demonstrate marital status, active license in good standing, and current military station in Utah prior to practicing. Individuals who practice without qualifying for the exemption may be subject to civil and or criminal action(s).

MARK B. STEINAGEL

Director, Division of Occupational and Professional Licensing

A graphic for the Air Force Spouse Relicensure Reimbursement Program. On the left, a woman is shown in profile, looking thoughtful. The Air Force logo is in the top left corner. The text 'AIR FORCE SPOUSE RELICENSURE REIMBURSEMENT PROGRAM' is written in white on a dark blue background. On the right, the text 'Providing financial relief up to \$1000 to Airmen whose spouses must transfer state occupational licenses or certifications' is displayed. Below this, it says 'Effective for fees incurred during PCS/PCAs authenticated on or after December 12, 2017'. At the bottom, a URL is provided: 'www.afpc.af.mil/Benefits-and-Entitlements/Employment-Resources/'.

**AIR FORCE
SPOUSE
RELICENSURE
REIMBURSEMENT
PROGRAM**

Providing financial relief
up to \$1000
to Airmen whose spouses
must transfer state
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or certifications

Effective for fees incurred during
PCS/PCAs authenticated on or
after December 12, 2017

www.afpc.af.mil/Benefits-and-Entitlements/Employment-Resources/

Reimbursement for Re-licensure/Recertification:

Multiple PCSes throughout Airmen's careers can make it difficult for their spouses to establish and maintain employment and careers. While some states authorize reciprocity for certain types of occupational licenses, not all states do; this requires the spouse to update a license or certification according to the new **state's requirements**.

When an Airman moves from a duty station in one state to **another state, if his/her spouse's qualifying occupational state** license has to be updated, the Air Force will reimburse the cost of relicensing fees up to **\$1000**.

For more information, contact the Hill AFB A&FRC at 801-777-4681.

LICENSE RECOGNITION FOR MILITARY SPOUSES

A RESOURCE GUIDE



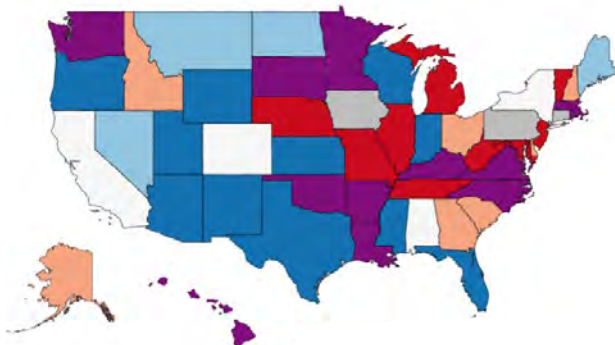
As a professional, you know how challenging it can be to have an occupational license recognized in another state.

But did you know that states and licensing bodies have been working to make the process easier for military spouses? Many states have recognized that the highly-mobile military lifestyle can create barriers to consistent and meaningful employment; many states now have laws in place that require or encourage licensing boards to grant military spouses expedited applications, temporary licenses, or license recognition. Here are some steps you can take to take advantage of these efforts.

1 LEARN ABOUT MILITARY SPOUSE INTERSTATE LICENSE RECOGNITION OPTIONS.

Visit

<http://www.veterans.gov/milspouses> to learn about specific laws and resources your new state offers to military spouses who work in licensed occupations.



2 EXPLORE OCCUPATION-SPECIFIC GUIDANCE.

Many states have joined interstate licensing agreements for certain occupations. These agreements establish common standards for competency and allow licensees to practice in other states more easily.

Visit

MilitaryOneSource offers occupation-specific information for a wide range of occupations here: <https://www.militaryonesource.mil/family-relationships/spouse/spouse-education-and-employment/transferring-your-professional-license-what-s-involved>

3 FIND YOUR LICENSING BOARD.

The CareerOneStop License Finder provides state-specific information about occupational licenses required, such as license names, descriptions of occupations, and issuing agency contact information.

Visit

CareerOneStop License Finder:
<https://www.careeronestop.org/Toolkit/Training/find-licenses.aspx>



4 CONTACT YOUR LICENSING BOARD.

Start by following any specific instructions for military spouses that may be posted on the licensing board's website. If the board does not offer clear information, you can use the tips below when contacting the board.

TELL THEM YOU ARE A MILITARY SPOUSE

01

Identifying as a military spouse will allow the licensing board representative to direct you to any accommodations that may be available.

SHARE WHAT YOU KNOW ABOUT THE STATE LAW

02

If the licensing board representative is not familiar with the provisions of the state legislation, they may be able to refer you to someone else who can assist. Use the summary from the U.S. Department of Labor Military Spouse Interstate License Recognition map as a guide: <http://veterans.gov/milspouses>.

ASK WHAT ACCOMMODATIONS THE SPECIFIC BOARD OFFERS

03

You might ask, "What support do you offer military spouses who want to practice their profession in your state?" These may include issuing a temporary license, recognition of your license from another state, an expedited application review process, and/or fee waivers. When you apply for licensure in your new state, be sure to request all options that might apply to you.

DISCOVER ADDITIONAL RESOURCES



Speak with a Career Coach

Spouse Education and Career Opportunities career coaches are available at 1-800-342-9647 and can help guide you through career transitions.

<https://www.militaryonesource.mil/education-employment/for-spouses/career-coaching>

Visit your Local American Job Center

American Job Centers can help you look for work and offer job search workshops, free computer access, and more. Find the Center closest to you at the link below.

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx>

Attend a Professional Development Event

U.S. Chamber of Commerce Foundation's Hiring Our Heroes (HOH) Events Schedule

<https://events.hiringourheroes.org/c/calendar/5e2d95e1-3ee7-499e-9f97-a718b8e15543>

Military Officers Association of America Keeping a Career on the Move® Spouse Symposium

<http://www.moaa.org/spousesymposium/>

Spouse Education and Career Opportunities (SECO) Events Schedule

<https://myseco.militaryonesource.mil/portal/home/eventdetails>

USO Military Spouse Networking Events

<https://www.uso.org/programs/military-spouse-programs>

Connect with Other Spouses and Spouse-Supporting Organizations

SECO Spouse Ambassador Network

<https://myseco.militaryonesource.mil/portal/content/view/1494>

U.S. Chamber of Commerce Foundation's Hiring Our Heroes (HOH) Military Spouse Professional Networks

<https://www.hiringourheroes.org/military-spouse-professional-network/military-spouse-professional-network-locations/>

Blue Star Network Career-Specific Groups

<https://bluestarfam.org/for-mil-families/careers/blue-star-networks/>

<https://spouseforce.bluestarfam.org/auth/signup#>

What is Spouse Education and Career Opportunities?



Career Exploration

Identify career interests and aptitudes and find information about today's job market and work opportunities, including portable skills and careers, entrepreneurship and top federal employment options.

Free comprehensive career counseling services are available to all eligible military spouses through the Military OneSource Spouse Career Center. Staffed by **certified Career Counselors**, the career center can help military spouses with creating an action plan targeting **education programs, financial aid options, training program resources and credential or licensing information.**

Call **800-342-9647** or visit <http://militaryonesource.mil/seco> for more information.

Education, Training and Licensing

Identify education, training and licensure or certification opportunities, as well as financial aid resources and scholarships.

The My Career Advancement Account Scholarship offers up to a maximum of \$4,000 **for tuition with an annual fiscal year cap of \$2,000** to eligible military spouses who are **pursuing a license or certification, certificate or associate degree in a portable career field and occupation.** Spouses of active-duty service members in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 on Title 10 military orders are eligible for the scholarship.

Call **800-342-9647** or visit <https://aiportal.acc.af.mil/mycaa/default.aspx> for more information.

Career Connections

Connect with corporations, government organizations and nonprofits to gain meaningful, long-term, portable employment.

The Military Spouse Employment Partnership connects military spouses to more than 270 partner employers who have committed to recruit, hire, promote and retain military spouses in portable careers. To help with their introduction, spouses are encouraged to self-identify when contacting or applying with these employment partners.

Visit <https://msepjobs.militaryonesource.mil> for more information.

Employment Readiness

Receive face-to-face support at the installation level and online support from the Military OneSource Spouse Career Center **certified Career Counselors.** Get assistance with career assessments, resume writing, interviewing skills, federal employment, job search strategies, dressing for success, job fairs and more.

Visit <http://militaryinstallations.dod.mil> and search by program (Spouse Education, Training and Careers) and **installation or postal code to find the closest office.**

Call **800-342-9647** to speak with a certified Career Counselor or visit <https://myseco.militaryonesource.mil> for information and resources available 24/7.

The Department of Defense Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, call **800-342-9647** or log on to <https://myseco.militaryonesource.mil>.





SPOUSE EDUCATION &
CAREER OPPORTUNITIES

LinkedIn PREMIUM

Military Spouses: Access LinkedIn Premium at No Cost



Military spouses moving due to a permanent change of station or transitioning from the military now have access to a powerful tool that makes jobhunting easier. The Spouse Education and Career Opportunities program and LinkedIn's Military and Veterans Program joined forces to give military spouses moving due to a PCS and those within six months of separating from the military access to a one-year upgrade to LinkedIn Premium at no cost.



With LinkedIn Premium, you can:

- Start your job hunt and build networks as soon as you receive orders
- See how your education, experience and skills compare with other job candidates
- Access more than 12,000 online LinkedIn Learning courses to develop new skills, refresh old ones and become a more competitive candidate
- Message professionals you're not connected with to build a network that supports your career goals
- Get tips for finding and landing remote, flexible and freelance opportunities that align with the military life



MILITARY
ONE
SOURCE

Get LinkedIn Premium for free in three easy steps:

1

Verify your eligibility.

Use a short online form to verify your transition information and LinkedIn Profile URL. To find the form, log in to your MySECO account and visit the [MyTransition](#) section. Don't have a MySECO account? [Create one here](#).

2

Attend a LinkedIn Premium training session.

Attend an online webinar or schedule a one-on-one appointment with a career coach.

3

Complete your registration.

Confirm you have completed the training session and click to submit your registration.

Explore all this and more with LinkedIn Premium.

The screenshot displays the LinkedIn Premium interface. On the left, a section titled 'Learn something new today' features four course cards: 'Time Management: Working from Home' (6,076 viewers), 'Database Clinic: MS Excel' (10,125 viewers), 'Learning Excel Online' (11,216 viewers), and 'The Crux of the Course: Key...' (1,088 viewers). Below this is 'Your personalized insights' with three LinkedIn Learning course recommendations: 'Learning to Be Approachable' (9,124 Viewers), 'Advanced Google AdWords 2017' (16,627 Viewers), and 'AdWords and Analytics: Remarketing' (5,808 Viewers). On the right, the 'PREMIUM' section shows 'Competitive intelligence about other job applicants', including a bar chart for 'You're in the top 25% of 127 applicants' and 'Job match based on your: Current Role', 'Past Experience', and 'Skills'. It also lists 'Top skills' such as Marketing, Strategy, Analysis, User experience, Social Media, SEO, Email, SEM, SQL, and Excel. At the bottom right, an 'Explore Premium' section offers three options: 'Find people and get found', 'Get the inside scoop', and 'Learn something new'.

Once you have LinkedIn Premium, use other SECO resources to support your job search.

- Call a [career coach](#) for personalized one on one assistance at 800-342-9647 or use the Live Chat feature on MySECO.
- View the MySECO [event calendar](#) for upcoming events designed to help you meet your goals.
- Search the [Scholarship Finder](#) for educational assistance offered specifically to military spouses and families.
- Use the [Resume Builder](#) for a simpler, faster method of developing your resume.
- Visit the [MSEP Job Search](#) to find open positions with employers committed to recruiting, hiring, promoting and retaining military spouses.
- Visit [MySECO](#) to access additional resources and articles that can help guide you through every step of your career.

The SECO program offers comprehensive resources and tools for every stage of your career. Contact us any time to talk about your goals and connect to resources that will help you achieve them.

Call 800-342-9647 | Live Chat myseco.militaryonesource.mil

Scholarships + Professional Funds



NATIONAL
MILITARY FAMILY
ASSOCIATION

Do you need money
for your education or
career advancement?
NMFA can help!

Application periods: Oct 1–January 15 | May 1–June 30

Award amounts typically range from \$500 to \$1,000

(Any spouse with a valid military ID is eligible)

Education Funding

- High School Equivalency
- English Language Classes
- Credits by Examination
- Certification Programs
- Certificates
- Trade School
- Degrees (All levels)

Professional Funding

- Continuing Education Credits
- Training Programs
- Certification Programs
- Certificates
- Licensure
- Professional Exams and Fees
- Clinical Supervision (Mental health licenses)

In addition to its own spouse scholarships and career advancement funding, NMFA partners with other organizations and schools to provide exclusive scholarships, education discounts and other opportunities throughout the year.

Learn more at www.MilitaryFamily.org/spouses-scholarships



MILITARY SPOUSE PROFESSIONAL NETWORK HILL AFB



ABOUT OUR NETWORK

The Hiring Our Heroes **Military Spouse Professional Network** is a community for career-minded military spouses with 40+ locations worldwide and more than 9,000 members. Our locations connect military spouses with established networks, giving them access to local business leaders, peers, mentors, and support in their career development.

Network Lead(s): Danielle Lankford & Heather Roberge

Email Address: hillafb@ingearcareer.org

Facebook Group: fb.com/groups/MSPNHill

AMPLIFY CAREER INTENSIVE

This exclusive two-day event leads a cadre of 45 military spouses through intensive career preparation for professionals and entrepreneurs.

Attendees are afforded the opportunity to work with a mastermind in their industry and participate in interactive sessions on resumes, LinkedIn profiles, salary negotiation, networking skills.

Learn More: HiringOurHeroes.org/AMPLIFY



Employment Outlook at a Glance

Most Annual Openings



jobs.utah.gov/wi/data/library/occupation/index.html
Find information about a specific occupation, including wages, training, job opportunities and licensing, and compare information on different occupations.

utahfutures.org
College and career planning information and activities.

jobs.utah.gov
Register with the Department of Workforce Services and apply for jobs.

For more information, contact Gail Tilson at gtilson@utah.gov or 801-526-9785.

Equal Opportunity Employer/Program • 07-03-1018

UTAH JOB OUTLOOK

JOBS

with the best career options
2016-2026

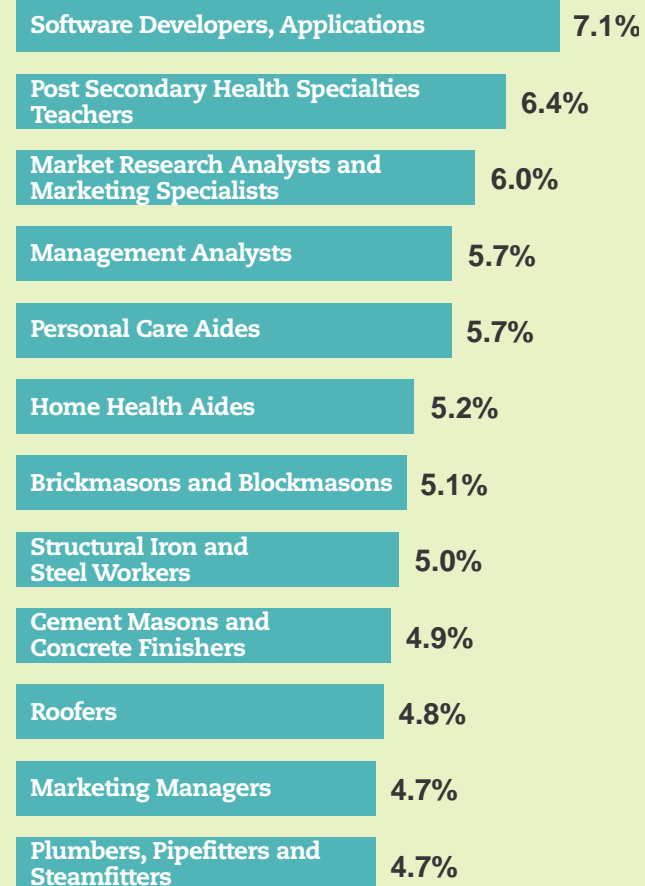


Make informed decisions

for your
life **job**
career

Fastest Growing Occupations

with 200+ annual openings
2016-2026





Skills Employers Want

- Problem-solving
- Ability to work in a team
- Written communications
- Leadership
- Strong work ethic
- Analytical/quantitative
- Verbal communications
- Initiative
- Detail-oriented
- Flexibility/adaptability
- Technical
- Interpersonal

Source: National Association of Colleges and Employers, November 2017

Education Pays

2017 Utah **Median earnings** of Population 25+

Graduate or Prof. Degree	\$70,200
Bachelor's Degree	\$47,100
Some College/ Associate Degree	\$34,500
H.S. Graduate	\$31,300
Less than a H.S. Graduate	\$27,100

2017 Utah **Unemployment rates** Population 25-64

Bachelor's Degree+	2.0%
Some College/ Associate Degree	2.4%
H.S. Graduate	3.4%
Less than a H.S. Graduate	5.2%

Source: U.S. Census Bureau; American Community Survey

Best jobs by training level ★★★★★ a five star occupation has high-demand and high-wages*

occupation	Stars	Median Hourly Wage
bachelor's degree or higher		
Chief Executives	5	\$71.20
Civil Engineers	5	\$36.80
Computer and Information Systems Managers	5	\$55.40
Computer Programmers	5	\$37.30
Computer Systems Analysts	5	\$36.40
Construction Managers	5	\$36.20
Financial Managers	5	\$48.40
General and Operations Managers	5	\$33.20
Postsecondary Health Specialties Teachers	5	NA
Lawyers	5	\$45.70
Management Analysts	5	\$34.80
Medical and Health Services Managers	5	\$45.40
Network and Computer Systems Administrators	5	\$37.30
Sales Managers	5	\$48.40
Sales Representatives, Technical and Scientific Products	5	\$37.90
Securities, Commodities and Financial Services Sales Agents	5	\$26.40
Software Developers, Applications	5	\$45.40
Software Developers, Systems Software	5	\$48.60

* Star ratings provide general guidance based on demand and wages.

For more information visit:

jobs.utah.gov/wi/data/library/occupation/index.html

Wage data published June 2018.



occupation	Stars	Median Hourly Wage
associate degree or higher		
Architectural and Civil Drafters	5	\$24.50
Computer Network Support Specialists	5	\$26.70
Dental Hygienists	5	\$34.50
Electrical and Electronics Engineering Technicians	5	\$29.50
Radiologic Technologists	5	\$26.70
Respiratory Therapists	5	\$28.50
Web Developers	5	\$29.90
Diagnostic Medical Sonographers	4	\$36.60
Environmental Science and Protection Technicians	4	\$27.70
Industrial Engineering Technicians	4	\$28.70
Mechanical Drafters	4	\$25.20
Mechanical Engineering Technicians	4	\$25.70

occupation	Stars	Median Hourly Wage
postsecondary non-degree award		
Aircraft Mechanics and Service Technicians	5	\$27.80
Telecommunications Equipment Installers and Repairers	5	\$26.80
Audio and Video Equipment Technicians	4	\$16.40
Automotive Service Technicians and Mechanics	4	\$18.30
Electrical and Electronics Repairers	4	\$27.80
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	4	\$23.50
Heavy and Tractor-Trailer Truck Drivers	4	\$21.40
Licensed Practical and Licensed Vocational Nurses	4	\$21.60
Medical Records and Health Information Technicians	4	\$18.20
Surgical Technologists	4	\$19.10
Computer Numerically Controlled Machine Tool Programmers	3	\$18.40
First-Line Supervisors of Fire Fighting and Prevention Workers	3	\$34.70

occupation	Stars	Median Hourly Wage
high school/GED		
Transportation, Storage and Distribution Managers	5	\$35.30
Sales Representatives, Wholesale and Manufacturing	5	\$26.00
Real Estate Sales Agents	5	\$22.90
Police and Sheriff's Patrol Officers	5	\$24.60
Insurance Sales Agents	5	\$18.20
Industrial Machinery Mechanics	5	\$26.90
Supervisors of Transportation and Vehicle Operators	5	NA
Supervisors of Production and Operating Workers	5	\$27.00
Supervisors of Office and Administrative Support Workers	5	\$23.70
Supervisors of Non-Retail Sales Workers	5	\$29.70
Supervisors of Mechanics, Installers and Repairers	5	\$30.10
Supervisors of Construction Trades and Extraction Workers	5	\$27.80
Electricians	5	\$26.10
Construction and Building Inspectors	5	\$26.40
Claims Adjusters, Examiners and Investigators	5	\$27.30
Advertising Sales Agents	5	\$21.60

occupation	Stars	Median Hourly Wage
less than high school		
Continuous Mining Machine Operators	4	NA
Roustabouts, Oil and Gas	4	\$19.20
Service Unit Operators, Oil, Gas and Mining	4	\$25.40
Tile and Marble Setters	4	\$20.70
Conveyor Operators and Tenders	3	\$22.10
Derrick Operators, Oil and Gas	3	\$22.80
Rotary Drill Operators, Oil and Gas	3	\$25.60