

# *Tools for Career Exploration*

A Quick Resource Guide Connecting  
You to the World of Work



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## Interests

*Would I like this type of work enough to make it a career?*

**California Occupational Guides** Provide both summary and detailed descriptions of over 300 occupations or groups of related occupations with local and Statewide wage and trend information. [www.labormarketinfo.edd.ca.gov/occguides](http://www.labormarketinfo.edd.ca.gov/occguides)

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**CareerOneStop** Tools include Job Banks for every State, resume writing, interviewing, and military transition. [www.careeronestop.org](http://www.careeronestop.org)

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**Occupation Profile** Data includes wages, outlook, job openings by ZIP code, 15 top industries, skills, tasks, training sources, and comparison with another occupation. <http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerOSSelection.asp?menuChoice=occExplorer>

**O\*NET OnLine** Describes knowledge, skills, abilities, tasks, and work activities necessary for each occupation. Also includes values, work styles, and interests for each occupation. <http://online.onetcenter.org>

## Values

*Is this work compatible with my values? Will this kind of work help me reach my long-range goals?*

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## Specific Work Performed

*What tasks are performed in the job? Would I be primarily working with people, information, or things? Is that what I want to do? Are these the kind of people I like to help or serve?*

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## Skills, Knowledge, and Abilities

*Do I possess the skills, knowledge, and abilities needed to enter the occupation?*

*Do I have the potential to develop them? Do I enjoy using these skills? Am I physically able to do this work?*

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# Related Occupations

## *What other occupations use these skills?*

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*Where would I work? Is this a setting I would like? What are the conditions?*

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## Employment Opportunity

*What are my chances for finding work in this field? Are there job openings now? In the future? Where are they? Will I be competitive?*

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**Projections of Employment by Occupation** Future outlook of employment for jobs. [www.labormarketinfo.edd.ca.gov/?pageid=1011](http://www.labormarketinfo.edd.ca.gov/?pageid=1011)

**Staffing Patterns by Industry and Occupation** Explore what industries employ an occupation or the staffing pattern for an industry. [www.labormarketinfo.edd.ca.gov/?pageid=1012](http://www.labormarketinfo.edd.ca.gov/?pageid=1012)

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## Wages

*What salary could I expect at the entry-level? What do experienced workers earn? Are there opportunities for overtime, bonuses, or commissions?*

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**Wages for Occupations** Current State and regional wages for 700 occupations, organized by geographical area. [www.labormarketinfo.edd.ca.gov/?pageid=1009](http://www.labormarketinfo.edd.ca.gov/?pageid=1009)

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## Preparation (education and training)

*Am I willing to get the training required? Do I have the time and money needed for training? Are there different ways to enter the occupation?*

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**Find Apprenticeship Programs** A searchable database of formal apprenticeship programs in California. Information available by county and occupation. [www.dir.ca.gov/databases/das/aigstart.asp](http://www.dir.ca.gov/databases/das/aigstart.asp)

**Find Training Providers** Search by field of study or training provider name.  
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# Licenses and Certification

*Are certificates or licenses required? Can I qualify for them?*

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**Certification Finder** Search for occupational certifications by name or by the name of the organization that issues the certification. [www.acinet.org/acinet/certifications\\_new/default.aspx](http://www.acinet.org/acinet/certifications_new/default.aspx)

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**Licensed Occupations** Search for occupational licensing requirements by State, occupation, or agency. [www.acinet.org/acinet/licensedoccupations/lois\\_keyword.asp?nodeid=16&by=keyword](http://www.acinet.org/acinet/licensedoccupations/lois_keyword.asp?nodeid=16&by=keyword)

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# Opportunity for Advancement

*What is the typical way to advance? Am I willing and able to do what it takes?*

**California Occupational Guides** Provide both summary and detailed descriptions of over 300 occupations or groups of related occupations with local and Statewide wage and trend information. [www.labormarketinfo.edd.ca.gov/occguides](http://www.labormarketinfo.edd.ca.gov/occguides)

**California Career Resource Network (CalCRN)** Develops and distributes career information resources: Real Game, School Guides, California Career Zone, The Reality Check, and Who Do U Want 2B? [www.californiacareers.info](http://www.californiacareers.info)

**Career Guide to Industries** Profile industry, occupations in the industry, training and advancement, working conditions, earnings, and employment outlook. [www.bls.gov/oco/cg](http://www.bls.gov/oco/cg)

**Career Voyages** In-demand occupations in growth industries displayed in sortable tables showing projections, growth, hourly wages, and typical education. Links to education and training providers by occupation. [www.careervoyages.gov/index.cfm](http://www.careervoyages.gov/index.cfm)

**Industry Reports** Describe occupations in specific California industries: Biotechnology Careers, Construction Careers, Health Care Careers and Posters, Logistics Careers, Manufacturing Careers, and Understanding the Green Economy. [www.labormarketinfo.edd.ca.gov/?pageid=183](http://www.labormarketinfo.edd.ca.gov/?pageid=183)

**Occupational Outlook Handbook** National trend and wage information, training and education needed, expected job prospects, what workers do on the job, and working conditions. [www.bls.gov/oco](http://www.bls.gov/oco)

**Occupational Outlook Quarterly** Practical information on a wide variety of career-related topics, such as emerging occupations, training opportunities, salary trends, and new study results from the Bureau of Labor Statistics. [www.bls.gov/pub/ooq/ooqhome.htm](http://www.bls.gov/pub/ooq/ooqhome.htm)

**WorkSmart** Guide to resume writing, interviewing, job seeking and retention skills as well as basic information about 50 entry-level occupations. Delivered in an easy-to-understand, multimedia style. [www.worksmart.ca.gov](http://www.worksmart.ca.gov)

## Industry View

*Which industries employ this occupation?*

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**CareerOneStop** Tools include Job Banks for every State, resume writing, interviewing, and military transition. [www.careeronestop.org](http://www.careeronestop.org)

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**Job Central** Chosen by The National Association of State Workforce Agencies to replace America's Job Bank. [www.jobcentral.com](http://www.jobcentral.com)

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

<http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerOSSelection.asp?menuChoice=occExplorer>

**Staffing Patterns by Industry and Occupation** Explore what industries employ an occupation or the staffing pattern for an industry. [www.labormarketinfo.edd.ca.gov/?pageid=1012](http://www.labormarketinfo.edd.ca.gov/?pageid=1012)

## Job Banks

*Jobs open right now.*

**CalJOBS<sup>SM</sup>** Lists California job openings. Job seekers may create and post resumes. Employers may list jobs. [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

**CareerOneStop** Tools include Job Banks for every State, resume writing, interviewing, and military transition. [www.careeronestop.org](http://www.careeronestop.org)

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## Job Search Tips

*What can I do to find a job?*

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

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

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

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**CareerOneStop** Tools include Job Banks for every State, resume writing, interviewing, and military transition. [www.careeronestop.org](http://www.careeronestop.org)

**Job Search Tips** Expanded list of Job Banks.

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

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

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

**Occupational Outlook Quarterly** Practical information on a wide variety of career-related topics, such as emerging occupations, training opportunities, salary trends, and new study results from the Bureau of Labor Statistics. [www.bls.gov/opub/ooq/ooqhome.htm](http://www.bls.gov/opub/ooq/ooqhome.htm)

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