



Career Connect Jobseeker Self Assessments Instructions

Overview

Career connect offers Self-Assessments that can help jobseekers reach their employment goals and explore careers, that are aligned with their individual values, and interests. All jobseekers are required to have, at least one self-assessment. The assessments can verify suitability for a particular career, employment opportunity or a vocational training in a specific industry. These assessments are based on the jobseeker's interest, and it is important to note that all jobseekers may not need to do all the assessments. Taking these assessments will support the jobseeker by demonstrating the knowledge required for certain occupational interests, required training, pay scales and industry growth.

Update!

For Adult and Dislocated Workers **Service 224 Career Exploration has been removed and replaced with service 208 Career Information Services**. This service, **208 Career Information Services**, must be provided *before* the Development of an IEP can occur. Participants should research careers and labor market information regarding their career of choice. There are many Career Exploration assessments that are available. It is not required that Career Connect be used but *it is preferred*. Please see the Additional Career Exploration Tools section (pg. 30) of this document for other available options. For Youth customers **Service 431 Vocational Exploration** needs to be completed *after* the 3 Non-Enrolling Youth Activities (468, 469 & 470). One of the Objectives of the Individual Service Strategy (ISS) must be Research LMI & Occupations. Once the ISS has been developed and you have discussed the Vocational Exploration with your customer, then the service and case note can be entered. Please refer to the IEP/ISS Procedure for further guidance. (<https://workforceboard.zendesk.com/hc/en-us/articles/360046803691->).

Please Note: If one of the scenarios listed below apply to the participant, the Career Exploration step can be waived. However, the reason for this step being waived must be clearly documented in the case notes.

- ✓ Anyone seeking funding for their last semester of training
- ✓ OJT
- ✓ Reverse referrals (for employment only)
- ✓ Special projects (must get approval from Regional Manager)

New! Service Codes

- **NEW! Adult/Dislocated Service Code 208:** Career Information Services (staff assisted) Same Day Service:
Provision of career and training information in a one-on-one setting with significant staff involvement designed to help participants find the right career path. This includes the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Examples of Career Information include providing labor market information (LMI) and demand occupations, wages, job openings, etc.

Note: this basic career service differs from the Individualized Career Service "Career Planning" because it only provides information (requiring staff assistance), whereas the latter involves the day-to-day career counseling of a participant.

This service replaces 224 Career Exploration

➤ **NEW! Youth Service Code 431: Vocational Exploration (Same Day Service):**

Vocational Exploration is the process of learning about yourself and the world of work, identifying and exploring potentially satisfying occupations and developing an effective strategy to realize goals. This would include in-depth career awareness, career counseling, and career exploration services which consist of:

- a) Career awareness begins the process of developing knowledge of the variety of careers and occupations available, their skills requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors.*
- b) Career counseling or guidance provides advice and support in making decisions about what career paths to take. Services may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility).*
- c) Career exploration can be described as the process in which you choose an educational path and training or a job that fits their interests, skills and abilities.*

Included under this element is Job Readiness/Workforce Preparation which provides for fundamental skills for finding a job and meeting general job requirements that are not specific to a career or industry. It may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services such as teamwork, collaboration, and customer service to prepare individuals for unsubsidized employment or training. WIOA Youth Program Element #13.

NOTE: This service cannot be entered until the 3 Non-Enrolling Youth Activities have been provided.

Navigating Your Self-Assessment

After the jobseeker has completed their individual client profile, the jobseeker can begin their assessments by clicking at the top of the menu on **Services for Individuals**. Every assessment taken in Career Connect will save automatically under the Self-Assessment Profile found under My Individual Profile.



On the next screen click on **Career Services**. The career services link will begin the self-assessment process. The Career Explorer has 6 links that a jobseeker can access. Each assessment provides results based on the jobseeker responses.

[Career Services](#)

Research specific occupations, choose a new career, or analyze your skills to find an occupation that best suits you.

[Job Seeker Services](#)

Find assistance in looking for or getting placed in a new job and learn how to develop effective Résumés and cover letters.

[Education Services](#)

Find a suitable training or educational program, as well as information on training providers and schools.

[Labor Market Services](#)

Access information about labor market trends, statistics, and economic and demographic data.

[Community Services and Benefits](#)

Find community services for which you are eligible, such as health, welfare, nutrition and financial assistance programs.

[Financial Services](#)

Prepare a basic budget analysis, create financial plans, and locate financial aid to help make your training and education goals a reality.

[Employer Services](#)

View information and trends on local employers, including the jobs they currently have available.

[Unemployment Services](#)

Information about how to file for benefits, which benefits you are entitled to, and determining your eligibility.

[Veteran Services](#)

Find out what health, pension, education and vocational rehabilitation benefits are available for veterans and their dependents.

[Youth Services](#)

Find information about finding a job, exploring different careers, and alternative post-high school paths for youth.

[Senior Services](#)

Learn about topics of interest to seniors, including health care, employment, and federal benefit programs.

[Disability Services](#)

Find information about services in your area that benefit people with disabilities, including employment, health, and financial resources.

[Workplace Training](#)

Find information about Workplace Training.

[Pre-Application](#)

Fill out a pre-application to determine potential eligibility for common programs such as WIOA, Wagner-Peyser and others.

5:52 PM

Begin by clicking on Career Explorer

Step 1 - Self-Assessment

Identifying your professional strengths and talents...

If you think that you have a good understanding of your skills and abilities and are interested in a specific occupation or career, it's time to visit [Job Seeker Services](#). In Job Seeker Services you can find information about employers, guidance on writing résumés and cover letters, and access to a powerful job search engine with listings for jobs available in your area.

If, on the other hand, you are unsure about what kinds of jobs you might find interesting and enjoyable, or you're currently employed but looking for a change of career...*this is the place for you!*

We recommend that you get started by using the [Career Explorer](#) to help identify what is important to you in the world of work, what types of jobs you can do well, and what job-related activities you like to do. You can use the information in this section to find occupations that are compatible with your strengths and suitable to your needs, which will help you to focus your career search on occupations where you will be successful and happy.

There are several different self-assessment tools to choose from in Career Explorer:

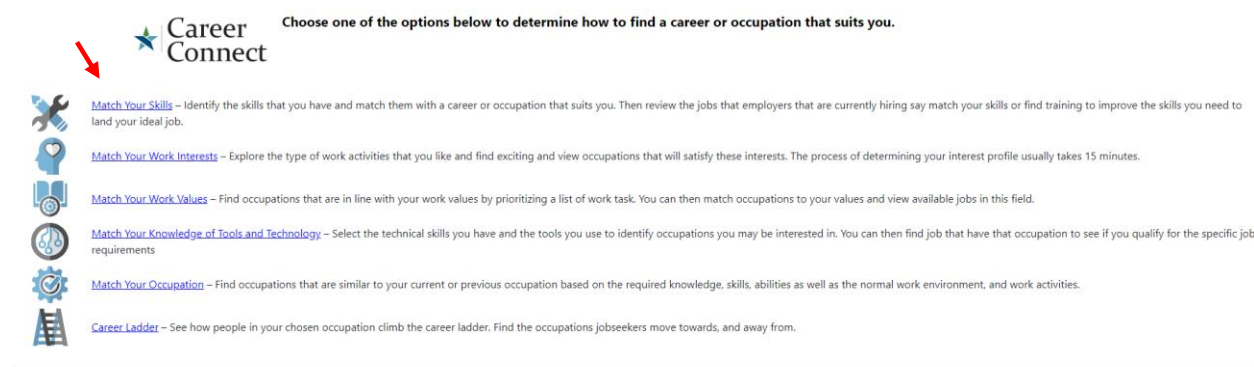
- [Match Your Skills](#) – Use this tool to learn about what job and personal skills you have, and how they relate to specific occupations or careers.
- [Match Your Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- [Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- [Match Your Knowledge of Tools and Technology](#) – This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.
- [Match Your Occupation](#) – This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.

Career Explorer offers 6 tools. Click on the item to go directly to the instructions for each.

1. [Match Your Skills](#): Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.
2. [Match Your Work Interests](#): Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests.
3. [Match Your Work Values](#): Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
4. [Match Your Knowledge of Tools and Technology](#): Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements
5. [Match Your Occupation](#): Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.
6. [Career Ladder](#): See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Match Your Skills

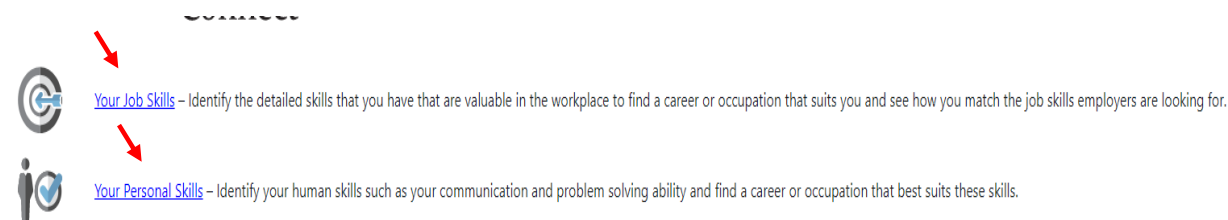
This assessment will help the jobseeker learn what job and personal skills they have and how they relate to a specific occupation or career.



Career Connect Choose one of the options below to determine how to find a career or occupation that suits you.

- [Match Your Skills](#) – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.
- [Match Your Work Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- [Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- [Match Your Knowledge of Tools and Technology](#) – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements
- [Match Your Occupation](#) – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.
- [Career Ladder](#) – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Match Your Skills will take you to 2 links: **Your Job Skills** and **Your Personal Skills**. A description for both links is provided. **Your Job Skills**- Identifies the detailed skills that you have that are valuable in the workplace to find a career or occupation that suits you and see how you match the job skills employers are looking for. Click on **Your Job Skills**.

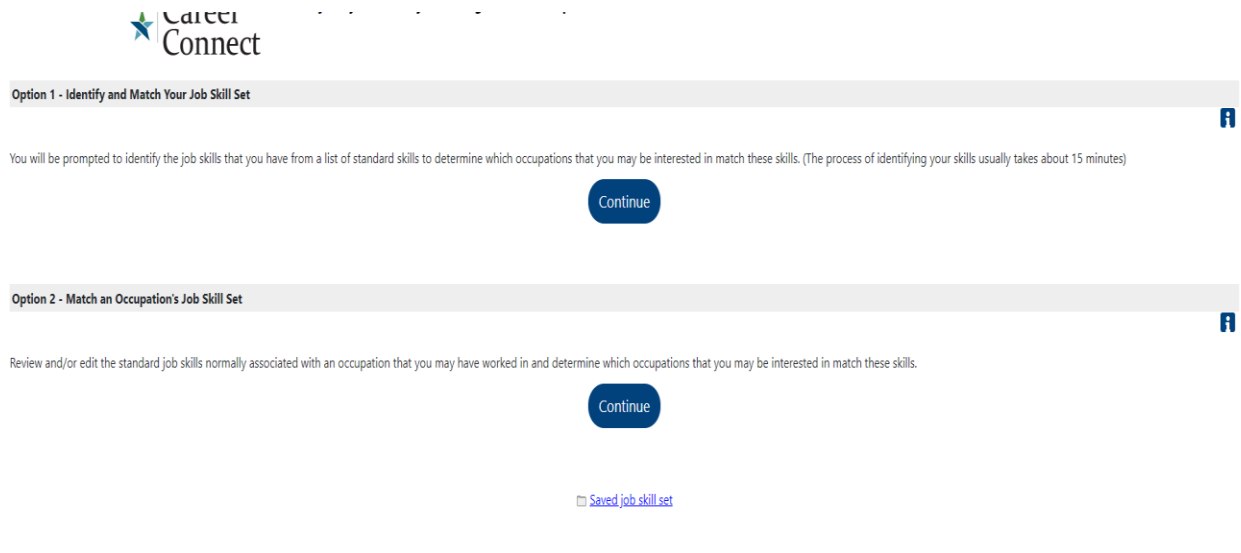


Match Your Skills

- [Your Job Skills](#) – Identify the detailed skills that you have that are valuable in the workplace to find a career or occupation that suits you and see how you match the job skills employers are looking for.
- [Your Personal Skills](#) – Identify your human skills such as your communication and problem solving ability and find a career or occupation that best suits these skills.

Your [Job Skills](#) link will open into the screen below. You have two options to select.

[Option 1- Identify and Match Your Job Skills Set](#) will prompt you to identify the job skills that you may have from a list of standard skills to determine which occupations that you may be interested in match these skills. **This option is best suited for someone who is unsure of a desired occupation.**



Career Connect

Option 1 - Identify and Match Your Job Skill Set

You will be prompted to identify the job skills that you have from a list of standard skills to determine which occupations that you may be interested in match these skills. (The process of identifying your skills usually takes about 15 minutes)

[Continue](#)

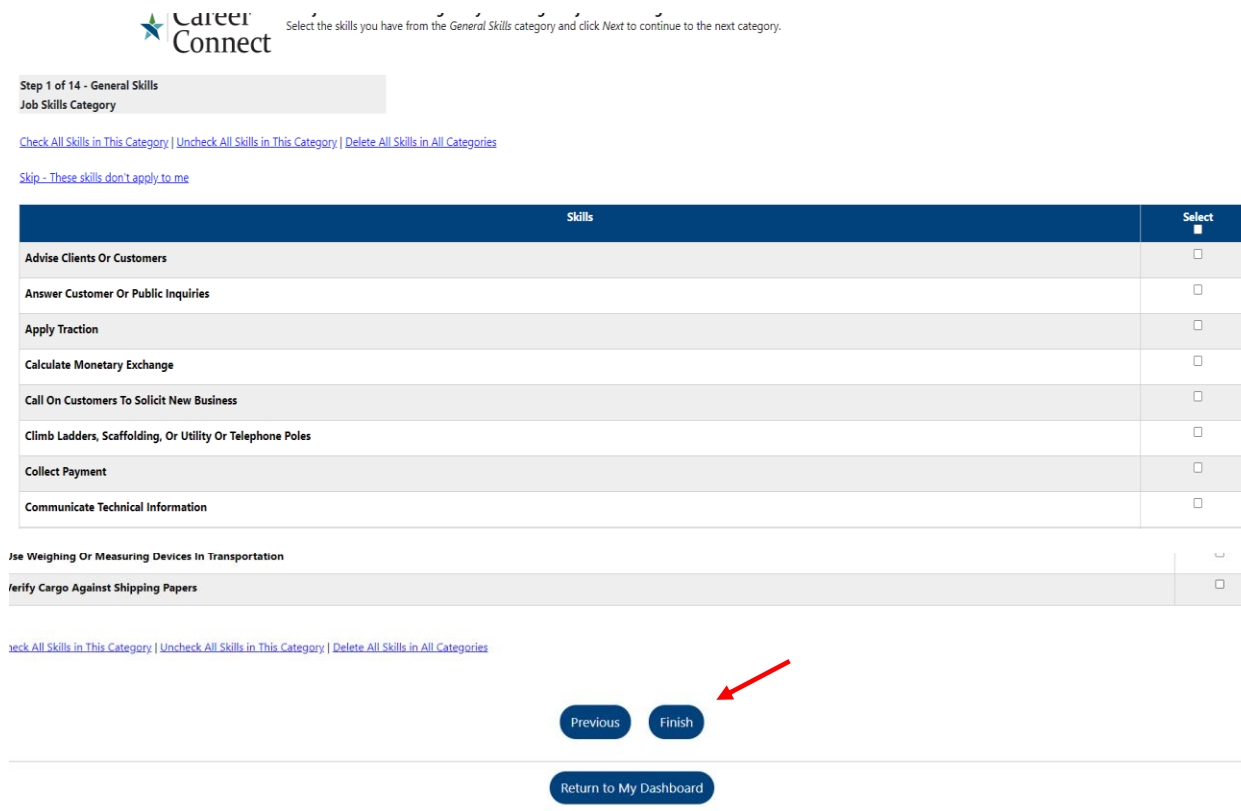
Option 2 - Match an Occupation's Job Skill Set

Review and/or edit the standard job skills normally associated with an occupation that you may have worked in and determine which occupations that you may be interested in match these skills.

[Continue](#)

[Saved job skill set](#)

Below is an example of the general skills in the job skill category. It is important to note that the jobseeker should check all that apply to them. There are 14 steps in this category. When you complete the 14th step click finish to get your results.



Career Connect Select the skills you have from the General Skills category and click Next to continue to the next category.

Step 1 of 14 - General Skills
Job Skills Category

[Check All Skills in This Category](#) | [Uncheck All Skills in This Category](#) | [Delete All Skills in All Categories](#)

[Skip - These skills don't apply to me](#)

Skills	Select
Advise Clients Or Customers	<input type="checkbox"/>
Answer Customer Or Public Inquiries	<input type="checkbox"/>
Apply Traction	<input type="checkbox"/>
Calculate Monetary Exchange	<input type="checkbox"/>
Call On Customers To Solicit New Business	<input type="checkbox"/>
Climb Ladders, Scaffolding, Or Utility Or Telephone Poles	<input type="checkbox"/>
Collect Payment	<input type="checkbox"/>
Communicate Technical Information	<input type="checkbox"/>
Use Weighing Or Measuring Devices In Transportation	<input type="checkbox"/>
Verify Cargo Against Shipping Papers	<input type="checkbox"/>

[Check All Skills in This Category](#) | [Uncheck All Skills in This Category](#) | [Delete All Skills in All Categories](#)

[Previous](#) [Finish](#)

[Return to My Dashboard](#)

To see your occupation match, click on finish which will take you to the next screen. The next screen will match your job skills. You have the option to choose your matches by closely, moderately, loosely or show all occupations. Click on the **Continue** button, the next screen will display the occupation match to the job skills you selected.



Please select the desired occupation match level for your selected assessments.

- ☐ Closely match your Job Skills
- ☒ Moderately match your Job Skills
- ☐ Loosely match your Job Skills
- ☐ Show all occupations

Continue

Select another Career Service

The example below shows the occupations with the highest matching level at top. You can view any of the occupations by clicking on any of the links.

Area (click to change): [COOK COUNTY, IL](#)

[Show Filter Criteria](#) (Showing all records)

Data to Display : Job Skills

Click a column title to sort.


BRIGHT OUTLOOK NATIONALLY | BRIGHT OUTLOOK STATEWIDE | GREEN OCCUPATIONS


Occupation Title	Total Skills	Skills You Match	Skills You Lack	Match Level (%)	Job Openings (Oct 28, 2020)
Gaming Change Persons and Booth Cashiers	4	4	0	100.0%	1
Hotel, Motel, and Resort Desk Clerks	16	11	5	68.8%	54
Athletes and Sports Competitors	6	4	2	66.7%	1
Couriers and Messengers	11	7	4	63.6%	13
Interpreters and Translators ♦	8	5	3	62.5%	30
Bill and Account Collectors ♦	13	8	5	61.5%	123

Click on the **blue occupation title** link to get the profile for that job. You will get a description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits required. See the example below.

[Pin to Dashboard](#)

[View Full Report](#)

 For help click the information icon next to each section.

Hotel, Motel, and Resort Desk Clerks  [Video](#) - Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' units, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



id icons indicate results of an expanded geographic area. Hover cursor over icons for details.

Candidates Available

0

potential candidates in the workforce system on October 28, 2020

Source: Individuals with active resumes in the workforce system.

Typical Wages

\$23,106

Median Annual Wage

Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program

Potential Candidates in Illinois by County/Parish




Skills

Interacting With Others

- Greet customers, patrons, or visitors
- Report maintenance or equipment problems to appropriate personnel
- Distribute materials to employees or customers
- Make travel, accommodations, or entertainment arrangements for others
- Discuss account status or activity with customers or patrons
- Refer customers to appropriate personnel
- Collect deposits, payments or fees
- Execute sales or other financial transactions

Option 2- Match an Occupation's Job Skill Set review and/or edit the standard job skills normally associated with an occupation that you may have worked in and determine which occupations that you may be interested in to match these skills.

Below is an example of the option 2. This option is specific to an occupation, this option is for someone who already has experience in a certain field/industry. You can search occupations by using the keyword search option and clicking on search. This option also will provide you with the desired occupation you entered in your client profile.

 For help click the information icon

Here are your most recently selected and/or desired occupations: [Computer User Support Specialists](#)

Occupations by Keyword | [Occupations by Group](#) | [Occupation Listing](#) | [Occupations by Education Program](#) | [Occupations by Military Specialty](#) | [Occupations by Occupation Code](#) | [Occupations by License](#)

☐ Display only Occupations with a Bright Outlook ☐ Display Green Occupations only

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

☐ Click [Occupations by Military Specialty](#) to enter a military occupational classification

[Select another Career Service](#)

Once either option is completed, this assessment will automatically save under the jobseeker's assessment profile.

Match Your Skills has 2 links, we just covered the Your Job Skills portion. The next link is Your Personal Skills assessment.




[Your Job Skills](#) - Identify the detailed skills that you have that are valuable in the workplace to find a career or occupation that suits you and see how you match the job skills employers are looking for.



[Your Personal Skills](#) - Identify your human skills such as your communication and problem solving ability and find a career or occupation that best suits these skills.

Your Personal Skills are questions that you believe apply to you. The questions are grouped in 6 sections, *basic skills*, *social skills*, *complex problem-solving skills*, *technical skills*, *systems skills*, and *resource management skills*. Select all the skills that apply to you and click **Save and Find Matching Occupation**.

 Once you have selected all of the skills that apply to you, click the Save and Find Matching Occupations button.

[Basic Skills](#) | [Social Skills](#) | [Complex Problem Solving Skills](#) | [Technical Skills](#)
[Systems Skills](#) | [Resource Management Skills](#)

Basic Skills


Developed capacities that facilitate learning or the more rapid acquisition of knowledge

<input checked="" type="checkbox"/> Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
<input type="checkbox"/> Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<input type="checkbox"/> Writing	Communicating effectively in writing as appropriate for the needs of the audience.
<input type="checkbox"/> Speaking	Talking to others to convey information effectively.
<input type="checkbox"/> Mathematics	Using mathematics to solve problems.
<input checked="" type="checkbox"/> Science	Using scientific rules and methods to solve problems.
<input type="checkbox"/> Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<input type="checkbox"/> Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
<input type="checkbox"/> Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<input type="checkbox"/> Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Resource Management Skills

Developed capacities used to allocate resources efficiently


<input checked="" type="checkbox"/> Time Management	Managing one's own time and the time of others.
<input type="checkbox"/> Management of Financial Resources	Determining how money will be spent to get the work done, and accounting for these expenditures.
<input type="checkbox"/> Management of Material Resources	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
<input type="checkbox"/> Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.

Save and Find Matching Occupations 


[Saved personal skill set](#)

Select another Career Service

The next screen will appear, then you can choose your matches by closely, moderately, loosely or show all occupations and click on **Continue** to see your results.

 **Please select the desired occupation match level for your selected assessments.**

☐ Closely match your Job Skills
☒ Moderately match your Job Skills
☐ Loosely match your Job Skills
☐ Show all occupations




Continue 

Select another Career Service

The example below shows the occupations with the highest matching level at top. Click on the blue occupation title link to get the profile for that job. You will get a description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits required.

Click a column title to sort.

BRIGHT OUTLOOK NATIONALLY | BRIGHT OUTLOOK STATEWIDE

Occupation Title	Total Skills	Skills You Match	Skills You Lack	Job Openings (Oct 27, 2020)
Library Technicians	8	4	4	2
Butchers and Meat Cutters	8	4	4	15
Cooks, Short Order	7	4	3	15
Couriers and Messengers	7	4	3	13
Driver/Sales Workers 	8	4	4	407
Meter Readers, Utilities	6	4	2	0
Postal Service Clerks	8	4	4	0
Jewelers	6	3	3	3
Interviewers, Except Eligibility and Loan	6	3	3	5
Mail Clerks and Mail Machine Operators, Except Postal Service	5	3	2	5
Shipping, Receiving, and Traffic Clerks 	6	3	3	63
Statement Clerks 	5	3	2	0



[Shipping, Receiving, and Traffic Clerks](#)

[Compare](#)


[Cook County, IL](#)


[Compare](#)

[Summary](#) | [Description](#) | [Candidates](#) | [Supply and Demand](#) | [Education and Work Experience](#) | [Employment and Wages](#) | [Nature of the Work](#) | [Skills](#) | [Job Requirements](#) | [Other](#)

[Pin to Dashboard](#)

[View Full Report](#)

 For help click the information icon next to each section.

Shipping, Receiving, and Traffic Clerks  [Video](#) - Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

Candidates Available

0

potential candidates in the workforce system on October 27, 2020

Source: Individuals with active résumés in the workforce system.

Typical Wages

\$31,488

Median Annual Wage

Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program

Potential Candidates in Illinois by County/Parish



Candidates

Source: Individuals with active résumés in the workforce system.

Skills

Information Input

- Inspect shipments to ensure correct order fulfillment

Work Output

- Prepare documentation for contracts, transactions, or regulatory compliance
- Store items
- Package objects for shipping
- Record shipping information
- Deliver items

Knowledge Required

Interacting With Others

- Order materials, supplies, or equipment
- Respond to customer problems or complaints
- Coordinate shipping activities with external parties

Mental Processes

- Analyze shipping information to make routing decisions
- Calculate shipping costs

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Abilities Required

Visual Abilities

- Near Vision
- Far Vision

Idea Generation and Reasoning Abilities

- Information Ordering
- Problem Sensitivity
- Category Flexibility
- Deductive Reasoning
- Inductive Reasoning

Verbal Abilities

- Oral Comprehension

Knowledge Required

Business and Management

- Clerical
- Administration and Management
- Customer and Personal Service
- Economics and Accounting
- Personnel and Human Resources
- Sales and Marketing

Engineering and Technology

- Computers and Electronics
- Mechanical
- Engineering and Technology

- **Qualitative Reasoning**
- Inductive Reasoning

Verbal Abilities

- Oral Expression
- Oral Comprehension
- Written Comprehension
- Written Expression

Fine Manipulative Abilities

- Arm-Hand Steadiness
- Manual Dexterity
- Finger Dexterity

Perceptual Abilities

- Perceptual Speed

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Projected Annual Openings

*Illinois (no data available for Cook County, IL)

685

3% of the 22,932 total estimated annual openings in Office and Administrative Support occupations.

Source: Labor Market Statistics, Occupational Employment Projections Unit

Work Interests

Conventional

- Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic

- Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Enterprising

- Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Personality

Attention to Detail

- Job requires being careful about detail and thorough in completing work tasks.

Dependability

- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Cooperation

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Typical Technology

Access software

- Citrix

Accounting software

- Sage 50 Accounting

Compliance software

- Kewill Compliance Partner

Job Zone

Education	Experience	Training
These occupations usually require a high school diploma.	Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Contact Individuals ▾

Previously viewed Occupations

Select another Career Service

To move on to the next assessment click on **Select Another Career Service.**

Please note the navigation will take you back to the beginning. Click on Career Explorer to move to the next assessment link.



[Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.



[Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.



[Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.



[Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.



[Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

Match Your Work Interests

Explore the type of work activities that you like and view occupations that will satisfy these interests. **This option is great for those who have no work or limited work history.**




- [Match Your Skills](#) – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.
- [Match Your Work Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- [Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- [Match Your Knowledge of Tools and Technology](#) – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements
- [Match Your Occupation](#) – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.
- [Career Ladder](#) – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Select another Career Service

Under the Match Your Interest you will start the Work Interest Analyzer. The Work Interest Analyzer helps you decide what kinds of careers you might want to explore. You have two options:

The Short Form contains 60 questions and is a web-based vocational interest assessment instrument. The Mini Form contains 30 questions, each describing a work activity.

Welcome to the Work Interest Analyzer! This assessment can help you find out what your interests are and how they related to the world of work.
Please review the options below.

 For help click the information icon.

Start the Work Interest Analyzer

This assessment helps you decide what kinds of careers you might want to explore. It has questions about activities that some people do on their jobs. Read each question carefully and decide how you would feel about doing each type of work.

Strongly Dislike Dislike Unsure Like Strongly Like

Try NOT to think about the following:

- If you have enough *education or training* to do the work
- How much *money* you would make doing the work

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. There is no need to rush. You are learning about your interests so that you can explore work you might like and find rewarding.

The Short Form contains 60 questions and is a web-based vocational interest assessment instrument. The Mini Form contains 30 questions, each describing a work activity. This format is offered to users on a mobile device or within other time-constrained settings. The Short Form (60 questions) is recommended when possible.



Short Form
60 Questions
(10 minutes)

Mini Form
30 Questions
(5 minutes)



Taken the Work Interest Analyzer Before?

If you have previously taken this assessment, you can enter your interest scores below. You will be able to view your score report, choose a Job Zone and view careers matching your profile.

Realistic:
Investigative:
Artistic:

Social:
Enterprising:
Conventional:

View Score Report

Return to Previous Page

Below is an example of the Short Form. Each question should be reviewed and answered by clicking on one's preference. (Strongly Dislike, Dislike, Unsure, Like, Strongly Like) Start at the top of the page and answer in order. There are three pages, each completed page can be reviewed by click on the back button.

The Mini Form is in the same format with less questions.



Start at the top of the page and answer the following questions in order.

When you have completed all of the questions click the *Next* button. To review a page you have already completed click the *Back* button. There are a total of 3 pages.

Please review each question before selecting a response. Answering LIKE to all questions will create an inaccurate profile and could produce a negative match to occupations and jobs.

Interest Analyzer

#	Preference	Interest
1.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Build kitchen cabinets
2.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Lay brick or tile
3.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Develop a new medicine
4.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Study ways to reduce water pollution
5.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Write books or plays
6.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Play a musical instrument
7.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Teach an individual an exercise routine
8.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Help people with personal or emotional problems
9.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Buy and sell stocks and bonds
10.	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Manage a retail store
	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Write songs for musical or television artists
	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Teach a high-school class
	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Sell merchandise at a department store
	<input type="button" value="Strongly Dislike"/> <input type="button" value="Dislike"/> <input type="button" value="Unsure"/> <input type="button" value="Like"/> <input type="button" value="Strongly Like"/>	Stamp, sort, and distribute mail for an organization

This site incorporates information from [O*NET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

Page 2 of 2

Click **View Score** when you have completed to see results. Your interests can help you find occupations you might like to explore. The more an occupation meets your interests, the more likely it will be satisfying and rewarding. Click on the **Next button** to see a sample of occupations that match your work interest.

Work Interest Scores

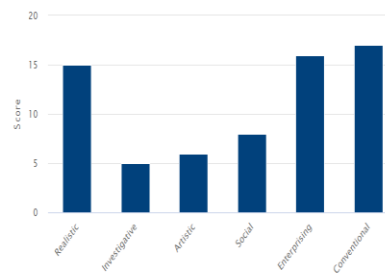
Here are your Work Interest Analyzer results.

Your interests can help you find occupations you might like to explore. The more a occupation meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest to learn more. When you're ready, click [Next](#) to continue.

Interest Area	Score
Realistic	15
Investigative	5
Artistic	6
Social	8
Enterprising	16
Conventional	17

This site incorporates information from [O*NET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).



[<< Back](#)

[Next >>](#)

Select another Career Service

We value your input, did you find what you were looking for?

Below is a sample of occupations that meet your interest. Click on the blue [occupation title link](#) to get the profile for that job. You will get a description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits required.

Area (click to change): [Cook County, IL](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort.

[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK STATEWIDE](#) | [GREEN OCCUPATIONS](#)

Data to Display : [Work Interests](#)

Fit	Occupation Title	Artistic	Conventional	Enterprising	Investigative	Realistic	Social	Correlation	Job Openings (Oct 27, 2020)
	Air Traffic Controllers	0.0	25.0	26.7	6.7	13.4	6.7	Strong	0
	Aircraft Cargo Handling Supervisors	1.7	13.4	30.0	8.4	23.4	5.0	Strong	1
	Airfield Operations Specialists	0.0	20.0	20.0	13.4	13.4	6.7	Strong	40
	Amusement and Recreation Attendants	1.7	21.7	25.0	0.0	16.7	11.7	Strong	31
	Appraisers, Real Estate	0.0	23.4	25.0	5.0	13.4	6.7	Strong	3
	Aquacultural Managers	3.4	18.4	30.0	13.4	25.0	3.4	Strong	0
	Baggage Porters and Bellhops	0.0	16.7	10.0	0.0	30.0	11.7	Strong	88
	Bailiffs	0.0	18.4	18.4	3.4	26.7	8.4	Strong	4
	Barbers	6.7	16.7	16.7	3.4	25.0	11.7	Strong	6
	Baristas	11.7	18.4	18.4	0.0	18.4	13.4	Strong	498
	Bartenders	5.0	23.4	23.4	1.7	16.7	13.4	Strong	385

Pin to Dashboard

View Full Report

For help click the information icon next to each section.

Computer Operators - Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



Candidates Available

0

potential candidates in the workforce system on October 27, 2020

Source: Individuals with active resumes in the workforce system.

Typical Wages

\$49,179

Median Annual Wage

Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program

Potential Candidates in Illinois by County/Parish



Skills

Work Output

- Operate computers or computerized equipment
- Maintain office equipment in proper operating condition
- Maintain operational records
- Format digital documents, data, or images
- Load materials or equipment

Mental Processes

- Schedule operational activities
- Compile data or documentation
- Develop computer or online applications

Personality

Integrity

- Job requires being honest and ethical.

Cooperation

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Attention to Detail

- Job requires being careful about detail and thorough in completing work tasks.

Dependability

- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Analytical Thinking

- Job requires analyzing information and using logic to address work-related issues and problems.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Technology

Access software

- Citrix

Application server software

- Microsoft Windows Server

Backup or archival software

- Data3 ENGWARD
- EMC NetWorker
- Veritas NetBackup

Configuration management software

- VMWare

Data base management system software

- Oracle DBMS

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Job Zone

Education

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Experience

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Training

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Contact Individuals

Print

Previously viewed Occupations

Select another Career Service



We value your input: did you find what you were looking for?

To explore another assessment, click on **Select Another Career Service**.



Please select from the Career Services options listed below.



[Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.



[Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.



[Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.



[Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.



[Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

Match Your Work Values

Find occupations that are in line with your work values by prioritizing a list of work tasks. You can then match occupations to your values.

Step 1 - Self-Assessment

Identifying your professional strengths and talents...

If you think that you have a good understanding of your skills and abilities and are interested in a specific occupation or career, it's time to visit [Job Seeker Services](#). In Job Seeker Services you can find information about employers, guidance on writing résumés and cover letters, and access to a powerful job search engine with listings for jobs available in your area.

If, on the other hand, you are unsure about what kinds of jobs you might find interesting and enjoyable, or you're currently employed but looking for a change of career...this is the place for you!

We recommend that you get started by using the [Career Explorer](#) to help identify what is important to you in the world of work, what types of jobs you can do well, and what job-related activities you like to do. You can use the information in this section to find occupations that are compatible with your strengths and suitable to your needs, which will help you to focus your career search on occupations where you will be successful and happy.

There are several different self-assessment tools to choose from in Career Explorer:

- [Match Your Skills](#) - Use this tool to learn about what job and personal skills you have, and how they relate to specific occupations or careers.
- [Match Your Interests](#) - Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- [Match Your Work Values](#) - Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- [Match Your Knowledge of Tools and Technology](#) - This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.
- [Match Your Occupation](#) - This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.

[Top](#)

Start the work value analyzer by reading each card before you proceed. There are 20 cards in total. Click on the arrow box to move to the next question until you get to the 20th card. Click on the **Begin the Values Analyzer**.

Step 1: Start the Work Values Analyzer

The Work Values Analyzer can help you learn more about your work values and help you decide what is important to you in a job. It does this by asking you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

When you complete the Analyzer, you will get scores for six work values. These scores indicate how important each of the work values is to you. In addition to your scores, you will receive a list of occupations that are linked with your work values. This list can help you explore career options. The more a job agrees with your work values, the more likely you are to be satisfied in that job.

The Work Values Analyzer is different from other surveys you may have taken in the past. Instead of questions, the Work Values Analyzer uses cards with statements about the different aspects of work. You are to sort the cards into groups based on how important the statement on each card is to you on your ideal job -- the kind of job you would most like to have. There are no right or wrong answers to the Analyzer. Different people may feel differently about the statements. You are being asked how you feel. Please answer honestly and carefully.

This is not a test and you may take your time. Review all the cards first. When you are ready to start, click the *Begin the Values Analyzer* button below. **When you have reviewed the 20th card, the *Begin the Values Analyzer* button will display.**

Read each card before you proceed.

Card 1

I make use of my abilities

< >

Begin the Values Analyzer

Begin the Value Analyzer- sort the cards by dragging and placing each card under the category of importance to you. There are 5 categories and there is no right or wrong answer. This exercise will help identify the work values you value most. You can reset the cards or once completed click **Next**.

Step 2: Sort the Cards

Click the appropriate button next to the card or use your mouse to drag each card to the column that best matches how important it is for you to have a job like the one described on the card. You must click and hold to drag the card. Where you place the cards within each column does not matter. Please place the top left corner of the card within the desired square.

On My Ideal Job it is Important That ...

Card 1
I make use of my abilities

< >

5 Most Important 4 Very Important 3 Moderate Important 2 Important 1 Least Important

<< Back

Most Important

Very Important

Moderate Important

Important

Least Important

5

Place card here

5

Place card here

4

Place card here

4

Place card here

3

Place card here

3

Place card here

2

Place card here

2

Place card here

1

Place card here

1

Place card here

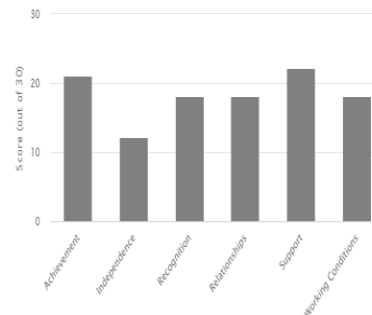
Below is an example of a completed Work Value Analyzer. You can click on any work value to learn more. When you are ready, click the **next** button to explore careers and jobs that match these interests.

Work Values Analyzer Scores

Here are the Work Interest Scores of your Work Values Analyzer. Work values are the aspects of work that are important to you. You can click on any work value to learn more. When you're ready, click the Next button to explore careers and jobs that match these interests.

Work Values	Score (out of 30)
Achievement	21
Independence	12
Recognition	18
Relationships	18
Support	22
Working Conditions	18

This site incorporates information from [OniNET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).



<< Back Retake Work Values Analyzer Next >>

The screen is the match level to your responses. Click on **next**, set your option to choose your matches by closely, moderately, loosely or show all occupations and click on **continue** to see your results.

Please select the desired occupation match level for your selected assessments.

- ☐ Closely match your Work Importance
☒ Moderately match your Work Importance
☐ Loosely match your Work Importance
☐ Show all occupations

Continue

Select another Career Service

We value your input, did you find what you were looking for?

The following occupations match your work values. There are several categories, the correlation category will show the strongest occupations first based on your answers followed by the Moderate occupation matches.



The following occupations matched your work values.
Click on the occupation title to view more detailed information about the occupation.

• indicates required fields.

For help click the information icon.

Area (click to change): [Cook County, IL](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort.

[BRIGHT OUTLOOK NATIONALLY](#) |
 [BRIGHT OUTLOOK STATEWIDE](#) |
 [GREEN OCCUPATIONS](#)

Data to Display: [Work Importance](#)

Occupation Title	Achievement	Independent	Recognition	Relationship	Support	Working Conditions	Correlation	Job Openings (Oct 27, 2020)
Electronic Drafters	15.0	6.7	10.0	10.0	15.0	14.2	Strong	1
Phlebotomists	15.0	8.4	10.0	15.0	18.4	12.5	Strong	242
Judicial Law Clerks	20.0	10.0	13.4	13.4	16.7	16.7	Strong	1
Food Scientists and Technologists	20.0	16.7	18.4	16.7	20.0	17.5	Strong	6
Tax Examiners and Collectors and Revenue Agents	16.7	13.4	13.4	15.0	16.7	14.2	Strong	61
Wind Turbine Service Technicians	15.0	10.0	10.0	13.4	16.7	14.2	Strong	1
Database Administrators	18.4	11.7	16.7	13.4	20.0	20.0	Strong	59
Magnetic Resonance Imaging Technologists	18.4	10.0	11.7	13.4	16.7	17.5	Strong	2
Document Management Specialists	18.4	11.7	11.7	13.4	16.7	15.9	Strong	0
Environmental Science and Protection Technicians, Including Health	18.4	13.4	15.0	16.7	18.4	12.5	Strong	1

Page 1 of 17 Rows 10

Click on the [blue occupation title link](#) to get the profile for that job. You will get a description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits.

[Summary](#) | [Description](#) | [Candidates](#) | [Supply and Demand](#) | [Education and Work Experience](#) | [Employment and Wages](#) | [Nature of the Work](#) | [Skills](#) | [Job Requirements](#) | [Other](#)

[Pin to Dashboard](#)

[View Full Report](#)

[f](#) For help click the information icon next to each section.

Phlebotomists [Video](#) - Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

Candidates Available

0

potential candidates in the workforce system on October 27, 2020

Source: Individuals with active résumés in the workforce system.

Potential Candidates in Illinois by County/Parish



Typical Wages

\$34,872

Median Annual Wage

Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program

Skills

Work Output

- Dispose of biomedical waste in accordance with standards
- Clean medical equipment
- Prepare medical instruments or equipment for use
- Collect biological specimens from patients
- Maintain medical records
- Transport biological or other medical materials
- Maintain medical equipment or instruments

Interacting With Others

- Give medications or immunizations
- Explain technical medical information to patients

Abilities Required

Visual Abilities

- Near Vision

Fine Manipulative Abilities

- Arm-Hand Steadiness
- Finger Dexterity
- Manual Dexterity

Idea Generation and Reasoning Abilities

- Problem Sensitivity
- Deductive Reasoning
- Information Ordering
- Category Flexibility
- Inductive Reasoning

Verbal Abilities

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Written Expression

Auditory and Speech Abilities

- Speech Clarity
- Speech Recognition

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Knowledge Required

Business and Management

- Customer and Personal Service
- Clerical
- Administration and Management
- Personnel and Human Resources
- Economics and Accounting

Arts and Humanities

- English Language
- Foreign Language

Mathematics and Science

- Psychology
- Biology
- Chemistry
- Sociology and Anthropology
- Mathematics

Engineering and Technology

- Computers and Electronics
- Mechanical

Health Services

- Medicine and Dentistry

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Projected Annual Openings

*Illinois (no data available for Cook County, IL)

184

3% of the 6,210 total estimated annual openings in Healthcare Support occupations.

Source: Labor Market Statistics, Occupational Employment Projections Unit

Work Interests

Conventional

- Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic

- Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Investigative

- Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Social

- Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Personality

Attention to Detail

- Job requires being careful about detail and thorough in completing work tasks.

Concern for Others

- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Dependability

- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Integrity

- Job requires being honest and ethical.

Stress Tolerance

- Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Technology

Calendar and scheduling software

- Scheduling software

Electronic mail software

- Microsoft Outlook

Medical software

- Donor Management System software
- Electronic medical record EMR software
- Iatric Systems Mobilab
- Laboratory information system LIS
- Medical procedure coding software
- MEDITECH Blood Bank
- MEDITECH Laboratory and Microbiology
- MEDITECH software

Office suite software

- Microsoft Office

Spreadsheet software

- Microsoft Excel

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Job Zone

Education	Experience	Training
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Contact Individuals ▼

☐ Previously viewed Occupations

Print

Select another Career Service

Click **select another career service** for another assessment. Click on **Career Explorer**.



Please select from the Career Services options listed below.



[Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.



[Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.



[Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.



[Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.









[Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

Match Your Knowledge of Tools and Technology

Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can match your knowledge to an occupation to see if you qualify for the specific job requirements.



Choose one of the options below to determine how to find a career or occupation that suits you.

-  [Match Your Skills](#) – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.
-  [Match Your Work Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
-  [Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
-  [Match Your Knowledge of Tools and Technology](#) – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements
-  [Match Your Occupation](#) – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.
-  [Career Ladder](#) – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Select another Career Service

The Tools and Technology screen will have no data, click on [Edit Tools and Technology](#) to begin.

113 SUBCATEGORIES
113 Communications Profile

Job Skills	Personal Skills	Work Interests	Work Values	Tools and Technology	Multiple

For help click the information icon.

Tools and Technology

Tools and Technology Category	Tools and Technology you have Selected
	No data available

[\[Edit Tools and Technology \]](#)

Find Matching Occupations and Jobs

Return to Directory of Services

Add your tools by clicking on the appropriate link for either [Current Technology](#) or [Current Tools with key words](#).



Use this page to view, edit or add Tools and Technology.

For help click the information

Current Technology

You do not have any saved technology

Current Tools

You do not have any saved tools

[\[Add tools and technology by keyword \]](#)
[\[Add tools and technology by occupation \]](#)

Save Cancel

Below is an example, search skills by entering a key word ie. Construction on the Add tools and technology by occupation link. Click the [search](#) button to see results.

Search Skills By Keyword

Keyword Search Options

Search

Return to Previous Page

We value your input, did you find what you were looking for?

Submit

Select the skill you would like to add to your assessment profile and click on **add these tools and technology**.

Arc welding equipment	<input type="checkbox"/>
Adjustable widemouth pliers	<input type="checkbox"/>
Wire brushes	<input checked="" type="checkbox"/>
Welding torch tips	<input type="checkbox"/>
Welding tip dressers	<input type="checkbox"/>
Welding tip cleaning files	<input type="checkbox"/>
Welding robots	<input type="checkbox"/>
Welding helmets	<input type="checkbox"/>
Welding electrodes	<input type="checkbox"/>
Walk-behind lift trucks	<input type="checkbox"/>
Vise grip pliers	<input type="checkbox"/>
Vernier micrometers	<input type="checkbox"/>
Undercut gauges	<input type="checkbox"/>

Add these tools and technology

The next screen will display your selections under **Current Technology and Current tools**. Click on **save**.

Current Technology

Technology	Select
Construction Master Pro	<input checked="" type="checkbox"/>
Microsoft Outlook	<input checked="" type="checkbox"/>

Current Tools

You do not have any saved tools

[Add tools and technology by keyword]

[Add tools and technology by occupation]

Save

Cancel

Click on **Find Matching Occupations and Jobs**

Tools and Technology

Tools and Technology Category	Tools and Technology you have Selected
Technology	Construction Master Pro, Microsoft Outlook
Tools	Wire brushes

[Edit Tools and Technology]

Find Matching Occupations and Jobs

Return to Directory of Services

We value your input, did you find what you were looking for?

The next screen will appear and ask you to continue to see your match level. Click **continue to view occupations**.



Please select the desired occupation match level for your selected assessments.

- ☐ Closely match your
- ☐ Moderately match your
- ☐ Loosely match your
- ☒ Show all occupations

Continue

Select another Career Service

Below are the results based on the match level. Click on the **blue occupation title link** to get the profile for that job. You will get a description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits.

Area (click to change): [Cook County, IL](#)

Data to Display : [Tools and Technology](#)

[Show Filter Criteria](#) (Showing all records)

Click a column title to sort:

[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK STATEWIDE](#) | [GREEN OCCUPATIONS](#)

Occupation Title	Total Tech Skills	Tech Skills You Match	Tech Skills You Lack	Tech Skills Match Level (%)	Total Tools	Tools You Match	Tools You Lack	Tools Match Level (%)	Job Openings (Oct 28, 2020)
Cutters and Trimmers, Hand	3	1	2	33.3%	33	0	33	0.0%	0
Potters, Manufacturing	3	1	2	33.3%	52	0	52	0.0%	0
Derrick Operators, Oil and Gas	4	1	3	25.0%	68	0	68	0.0%	0
Riggers	4	1	3	25.0%	39	0	39	0.0%	0
Cutting and Slicing Machine Setters, Operators, and Tenders	4	1	3	25.0%	39	0	39	0.0%	19
Glass Blowers, Molders, Benders, and Finishers	4	1	3	25.0%	36	0	36	0.0%	0
Marking Clerks	4	1	3	25.0%	19	0	19	0.0%	0
Fabric Menders, Except Garment	4	1	3	25.0%	25	0	25	0.0%	0
Tree Trimmers and Pruners	4	1	3	25.0%	56	0	56	0.0%	1
Pourers and Casters, Metal	5	1	4	20.0%	37	1	36	2.7%	0



[Cutting and Slicing Machine Setters...](#)

[Compare](#)

[Cook County, IL](#)

[Compare](#)

[Summary](#) | [Description](#) | [Candidates](#) | [Supply and Demand](#) | [Education and Work Experience](#) | [Employment and Wages](#) | [Nature of the Work](#) | [Skills](#) | [Job Requirements](#) | [Other](#)

[Pin to Dashboard](#)

[View Full Report](#)

[f](#) For help click the information icon next to each section.

Cutting and Slicing Machine Setters, Operators, and Tenders [Video](#) - Set up, operate, or tend machines that cut or slice materials, such as glass, stone, cork, rubber, tobacco, food, paper, or insulating material.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

Candidates Available

0

potential candidates in the workforce system on October 28, 2020

Source: Individuals with active resumes in the workforce system.

Typical Wages

\$31,384

Median Annual Wage

Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program

Potential Candidates in Illinois by County/Parish



Skills

Work Output

- Operate cutting equipment
- Feed materials or products into or through equipment
- Operate cranes, hoists, or other moving or lifting equipment
- Draw guide lines or markings on materials or workpieces using patterns or other references
- Stack finished items for further processing or shipment
- Remove products or workpieces from production equipment
- Record operational or production data
- Set equipment controls to meet cutting specifications

Personality

Dependability

- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Attention to Detail

- Job requires being careful about detail and thorough in completing work tasks.

Self Control

- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Adaptability/Flexibility

- Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Cooperation

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Technology

Data base user interface and query software

- Data entry software

Electronic mail software

- Microsoft Outlook

Spreadsheet software

- Microsoft Excel

Word processing software

- Microsoft Word

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Job Zone

Education	Experience	Training
These occupations usually require a high school diploma.	Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Contact Individuals

Print

Previously viewed Occupations

Select another Career Service

Click on **select another career service**. Click on **Career Explorer** to begin the next assessment.



[Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.



[Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.



[Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.



[Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.



[Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

Match Your Occupation

Find occupations that are like your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities. This assessment is good for those who have solid work history and know what type of job they desire.



Choose one of the options below to determine how to find a career or occupation that suits you.



[Match Your Skills](#) - Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.



[Match Your Work Interests](#) - Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.



[Match Your Work Values](#) - Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.



[Match Your Knowledge of Tools and Technology](#) - Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements




[Match Your Occupation](#) - Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.




[Career Ladder](#) - See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Select another Career Service

Search for an occupation by using **keyword(s)** enter desired job title then click **search**.



Currently Managing TREATS, DOGGIE
Please choose a specific occupation by selecting one of the options below.

 For help click the informa

Here are your most recently selected and/or desired occupations: [Accountants](#) [Computer Network Support Specialists](#) [Computer User Support Specialists](#)

Occupations by Keyword

Occupations by Group

Occupation Listing

Occupations by Education Program

Occupations by Military Specialty

Occupations by Occupation Code

Occupations by License

Area (click to change): [Cook County, IL](#)

☐ Display only Occupations with a Bright Outlook ☐ Display Green Occupations only

Search for an occupation by keyword(s)


Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Accountants

Search

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

 Click [Occupations by Military Specialty](#) to enter a military occupational classification

Select another Career Service

You will be directed to the **Related Occupations** based on your search. Click an **occupation title blue link** in the table below to see more information about that occupation.

Related Occupations

 For help click the information icon.

Related Occupations	Duties	Related By
Accountants and Auditors ♦	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.	SOC4
Actuaries ♦	Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits.	O*NET
Appraisers, Real Estate ♦	Appraise real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.	SOC4
Assessors ♦	Appraise real and personal property to determine its fair value. May assess taxes in accordance with prescribed schedules.	SOC4
Auditors ♦	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.	O*NET, SOC4
Bookkeeping, Accounting, and Auditing Clerks ♦ ♦	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.	O*NET
Budget Analysts	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.	O*NET, SOC4
Claims Examiners, Property and Casualty Insurance	Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.	O*NET
Compensation and Benefits	Plan, direct, or coordinate compensation and benefits activities of an organization.	O*NET

You will get an occupation description that includes education and work experience, employment wages, nature of work, skills, job requirements and other traits.

View Full Report

For help click the information icon next to each section.

Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded... [More](#)

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.



*Rated stars indicate results of an expanded geographic area. Hover cursor over stars for details.

Candidates Available

0
potential candidates in the workforce system on December 7, 2020
Source: Individuals with active records in the workforce system.

Potential Candidates in Illinois by County/Parish



Typical Wages

\$40,234
Median Annual Wage
Source: Labor Market Statistics, Occupational Employment Statistics & Wage Program.

Skills

- Work Output**
 - Maintain financial or account records
 - Operate computers or computerized equipment
 - Operate office equipment
 - Code data or other information
- Interacting With Others**
 - Execute sales or other financial transactions
 - Collect deposits, payments or fees
 - Answer telephones to direct calls or provide information
 - File documents or records
- Mental Processes**
 - Verify accuracy of financial or transactional data
 - Compile data or documentation
 - Prepare cash for deposit or disbursement
 - Reconcile records of sales or other financial transactions
- Information Input**
 - Calculate financial data
 - Monitor financial information

Abilities Required

- Verbal Abilities**
 - Oral Comprehension
 - Written Comprehension
 - Written Expression
 - Oral Expression
- Quantitative Abilities**
 - Mathematical Reasoning
 - Number Facility
- Visual Abilities**
 - Near Vision
 - Far Vision
- Idea Generation and Reasoning Abilities**
 - Problem Sensitivity
 - Category Flexibility
 - Inductive Reasoning
 - Information Ordering
 - Deductive Reasoning
- Auditory and Speech Abilities**
 - Speech Recognition
 - Speech Clarity

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Knowledge Required

- Business and Management**
 - Customer and Personal Service
 - Clerical
 - Economics and Accounting
 - Administration and Management
 - Personnel and Human Resources
 - Sales and Marketing
- Mathematics and Science**
 - Mathematics
 - Psychology
- Arts and Humanities**
 - English Language
- Engineering and Technology**
 - Computers and Electronics
- Law and Public Safety**
 - Law and Government

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Projected Annual Openings

602
3% of the 22,932 total estimated annual openings in Office and Administrative Support occupations.
Source: Labor Market Statistics, Occupational Employment Statistics & Wage Program.

Work Interests

- Conventional**
 - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
- Enterprising**
 - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Personality

- Dependability**
 - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail**
 - Job requires being careful about detail and thorough in completing work tasks.
- Integrity**
 - Job requires being honest and ethical.
- Cooperation**
 - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Initiative**
 - Job requires a willingness to take on responsibilities and challenges.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Technology

- Accounting software**
 - Accounts payable software
 - Accounts receivable software
 - Accurate NRG
 - ACS Technologies ACS Financial Suite
 - Activant Solutions Activant Prophet 21
 - Adaptasoft CyberPay
 - American HealthTech Financial
 - Asset management software
 - ATX Total Accounting Office
 - ATX Total Engagement Office
 - Automation Counselors municoRAL
 - Best MIP Fund Accounting
 - BillingTracker
 - Blackbaud The Financial Edge
 - BLIS Software Invoice

Job Zone

Education	Experience	Training
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Print

Previously viewed Occupations

Select another Labor Market Service

We value your input, did you find what you were looking for?

Submit

About

- Sign Out
- Home
- Site Map
- Site Search

Settings

- Accessibility Statement
- Preferred Settings
- Page Preferences

Services

- For Individuals
- For Employers
- Labor Market

Legal

- Privacy Statement
- Terms of Use
- Disclaimer
- EEO

Resources

- Protect Yourself
- Feedback
- Assistance

Career Connect

- Contact Us
- 7222 W Cermak Rd
- North Riverside, IL 60546

Track Page

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.

Virtual One Stop - Sapphire

Click on **For Individuals under Services**. Click on **Career Services** to go back to career explorer assessments.

[Career Services](#)

Research specific occupations, choose a new career, or analyze your skills to find an occupation that best suits you.

[Job Seeker Services](#)

Find assistance in looking for or getting placed in a new job and learn how to develop effective Résumés and cover letters.

[Education Services](#)

Find a suitable training or educational program, as well as information on training providers and schools.

[Labor Market Services](#)

Access information about labor market trends, statistics, and economic and demographic data.

[Community Services and Benefits](#)

Find community services for which you are eligible, such as health, welfare, nutrition and financial assistance programs.

[Financial Services](#)

Prepare a basic budget analysis, create financial plans, and locate financial aid to help make your training and education goals a reality.

[Employer Services](#)

Manage services for an assisted employer, and add new services to associate with the employer.

[Unemployment Services](#)

Information about how to file for benefits, which benefits you are entitled to, and determining your eligibility.

[Veteran Services](#)

Find out what health, pension, education and vocational rehabilitation benefits are available for veterans and their dependents.

[Youth Services](#)

Find information about finding a job, exploring different careers, and alternative post-high school paths for youth.

[Senior Services](#)

Learn about topics of interest to seniors, including health care, employment, and federal benefit programs.

[Disability Services](#)

Find information about services in your area that benefit people with disabilities, including employment, health, and financial resources.

[Workplace Training](#)

Find information about Workplace Training.

[Pre-Application](#)

Fill out a pre-application to determine potential eligibility for common programs such as WIOA, Wagner-Peyser and others.

Click on **Career Explorer**



[Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.



[Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.



[Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.



[Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.



[Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

[Return to Directory of Services](#)

Career Ladder

See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards and away from. This assessment is beneficial to those who are currently working and want to see how to use their skills to climb the ladder. To begin click on **Career Ladder**.



Match Your Skills – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.



Match Your Work Interests – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.



Match Your Work Values – Find occupations that are in line with your work values by prioritizing a list of work tasks. You can then match occupations to your values and view available jobs in this field.



Match Your Knowledge of Tools and Technology – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements



Match Your Occupation – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.



Career Ladder – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Select another Career Service

Type a job title or occupation by using keywords in the box and click the search button. In this example I will use a Teacher as my desired occupation.

Here are your most recently selected and/or desired occupations: [Accountants](#), [Computer Network Support Specialists](#), [Computer User Support Specialists](#)

Occupations by Keyword	Occupations by Group	Occupation Listing	Occupations by Education Program	Occupations by Military Specialty	Occupations by Occupation Code	Occupations by License
------------------------	----------------------	--------------------	----------------------------------	-----------------------------------	--------------------------------	------------------------

☐ Display only Occupations with a Bright Outlook ☐ Display Green Occupations only

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Search

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

Click [Occupations by Military Specialty](#) to enter a military occupational classification

Select another Career Service

Below is a list of occupations that matched your keyword search. Occupations are ranked based on how well they match the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation. Select an occupation by clicking on the blue link to see a description.

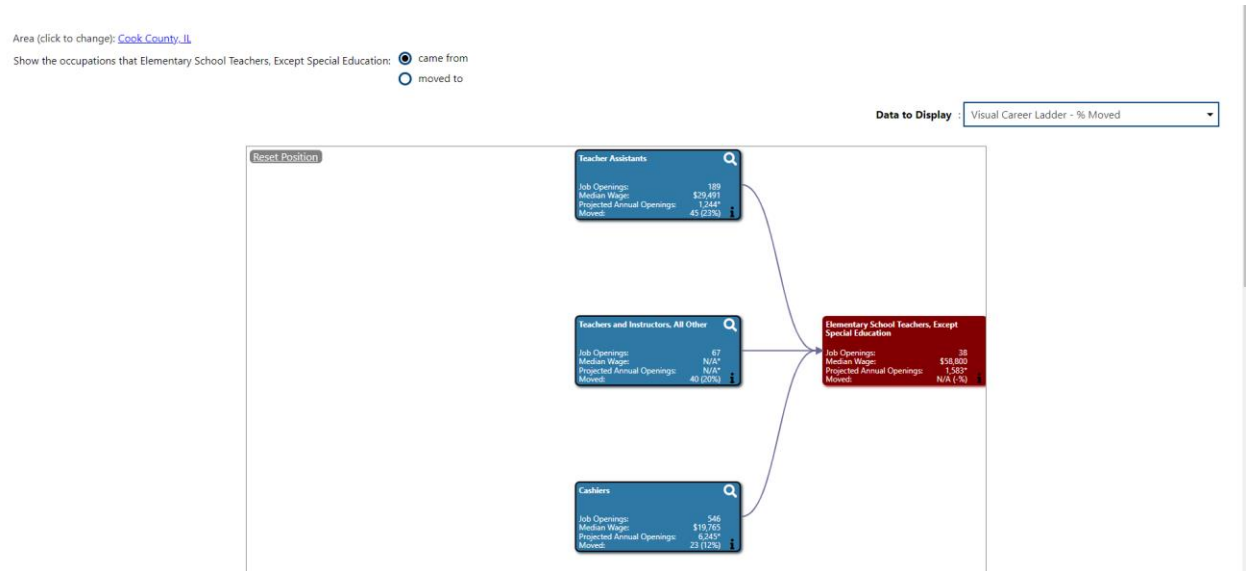
Search for an occupation by keyword(s)

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

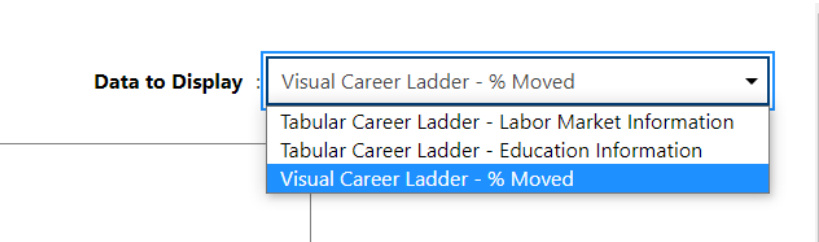
You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	Secondary School Teachers, Except Special and Career/Technical Education	✓	✓	
87%	Health Specialties Teachers, Postsecondary	✓	✓	
79%	Vocational Education Teachers, Postsecondary	✓	✓	✓
71%	Middle School Teachers, Except Special and Career/Technical Education	✓	✓	
68%	Career/Technical Education Teachers, Secondary School	✓	✓	
68%	Special Education Teachers, Middle School	✓	✓	✓
63%	Special Education Teachers, Secondary School	✓	✓	✓
61%	Self-Enrichment Education Teachers	✓	✓	
59%	Elementary School Teachers, Except Special Education	✓	✓	
59%	Special Education Teachers, Preschool	✓	✓	✓
54%	Career/Technical Education Teachers, Middle School	✓	✓	
40%	Engineering Teachers, Postsecondary	✓	✓	✓
40%	Special Education Teachers, Kindergarten and Elementary School	✓	✓	✓
38%	Biological Science Teachers, Postsecondary	✓	✓	✓
33%	Preschool Teachers, Except Special Education	✓	✓	
31%	Teacher Assistants	✓	✓	✓

The illustration below shows how the occupations in the blue boxes can move towards the red box, becoming an Elementary School Teacher, Except Special Education.



There is also a drop-down box for Data to Display. The example above shows the **Visual Career Ladder**. You can set the display to **Tabular Career Ladder – Labor Market Information** and **Tabular Career Ladder -Education Information**



The table below shows the occupations that most elementary school teachers, except special education came from. The data display is set to tabular career ladder -education information. There are 9 categories that offer information that **may be helpful to an**

individual who wants to move up from their current career. This table also has the option to click on the occupation profile by clicking on the blue link.

Data to Display : Tabular Career Ladder - Education Information

Show Filter Criteria (Showing all records)

BRIGHT OUTLOOK NATIONALLY | GREEN OCCUPATIONS

Occupation Title	Number of Individuals that Moved*	Percentage of Individuals that Moved*	Recommended Education Level	Recommended Experience Level	Recommended Training Level	Preparation Needed	2015 Median Wage	Job Openings (Dec. 7, 2020)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	252	6.28%	High school diploma or equivalent	None	Short-term on-the-job training	Some	\$35,831	17
Teachers and Instructors, All Other	850	21.18%	Not applicable	Information N/A	Not Available		Confidential	67
Teacher Assistants	775	19.31%	High school diploma or equivalent	None	Short-term on-the-job training	Medium	\$29,491	189
Preschool Teachers, Except Special Education	346	8.62%	Associate's degree	None	None	Medium	\$29,577	47
Customer Service Representatives	406	10.11%	High school diploma or equivalent	None	Short-term on-the-job training	Some	\$34,531	1,489
Education Teachers, Postsecondary	240	5.98%	Not applicable	Information N/A	Not Available	Extensive	\$59,552	3
Middle School Teachers, Except Special and Career/Technical Education	201	5.01%	Bachelor's degree	None	Internship/residency	Considerable	\$73,291	33
Retail Salespersons	306	7.62%	Less than high school	None	Short-term on-the-job training	Some	\$22,407	1,586
Cashiers	369	9.19%	Less than high school	None	Short-term on-the-job training	Some	\$19,765	546
Childcare Workers	269	6.7%	High school diploma or equivalent	None	Short-term on-the-job training	Some	\$23,048	24
Secondary School Teachers, Except Special and Career/Technical Education	0	0%	Bachelor's degree	None	Internship/residency	Considerable	\$73,704	57

The table below shows the occupations that most elementary school teachers, except special education came from. The data display is set to tabular career ladder -Labor Market Information. There are 8 categories that offer information that may be helpful to an individual who wants to move up from their current career. This table also has the option to click on the occupation profile by clicking on the blue link.

Area (click to change): [Cook County, IL](#)

Show the occupations that Elementary School Teachers, Except Special Education ☒ came from ☐ moved to

Data to Display : Tabular Career Ladder - Labor Market Information

Show Filter Criteria (Showing all records)

BRIGHT OUTLOOK NATIONALLY | GREEN OCCUPATIONS

Occupation Title	Number of Individuals that Moved*	Percentage of Individuals that Moved*	2014 Estimated Employment	2024 Projected Employment	Total Annual Percent Change	Total Annual Avg Opening	2015 Median W.	Job Openings (Dec. 7, 2020)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	252	6.28%	85,041	86,187	0.13%	1,011	\$35,831	17
Teachers and Instructors, All Other	850	21.18%	Confidential	Confidential	Confidential	Confidential	Confidential	67
Teacher Assistants	775	19.31%	46,789	48,010	0.26%	1,244	\$29,491	189
Preschool Teachers, Except Special Education	346	8.62%	18,566	21,159	1.32%	802	\$29,577	47
Customer Service Representatives	406	10.11%	119,063	129,992	0.88%	4,025	\$34,531	1,489
Education Teachers, Postsecondary	240	5.98%	5,311	5,511	0.37%	114	\$59,552	3
Middle School Teachers, Except Special and Career/Technical Education	201	5.01%	26,828	26,474	-0.13%	593	\$73,291	33
Retail Salespersons	306	7.62%	192,937	205,254	0.62%	7,919	\$22,407	1,586
Cashiers	369	9.19%	138,591	142,071	0.25%	6,245	\$19,765	546
Childcare Workers	269	6.7%	36,869	38,916	0.54%	1,293	\$23,048	24

Additional Career Exploration Tools

Career InfoNet Skills Profiler	<p>Website: https://www.careerinfo.net.org/careertools_intro.asp</p> <p>Description: An interactive tool that creates a list of your skills and matches them to job types that use those skills. When your skills profile is complete, you can print it or save it as a PDF file.</p> <p>Use: Good tool for identifying transferrable skills and guiding job seekers in identifying a new career path that can leverage their previous skill set.</p>
O*Net Interest Profiler	<p>Website: https://www.onetcenter.org/</p> <p>Description: A vocational self-assessment career exploration tool that helps people discover the type of work activities and occupations that they would like and find exciting.</p> <p>Use: Provides self-knowledge about vocational interests, fosters career awareness and provides a window into the more than 800 occupations listed in O*Net Online.</p> <p>Note: You must download software from O*Netcenter.org to run this program</p>
O*Net Work Importance Profiler	<p>Website: https://www.onetcenter.org/</p> <p>Description: A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job. It helps people identify occupations that they may find satisfying, based on the similarity between their work values (such as achievement, autonomy, and conditions of work) and the characteristics of the occupations.</p> <p>Use: Helps identify careers that match the values of an individual to increase the likelihood that they will find a particular job enjoying and fulfilling.</p> <p>Note: You must download software from O*Netcenter.org to run this program</p>
mySkills myFuture	<p>Website: https://www.myskillsmyfuture.org/</p> <p>Description: myskills.org helps laid-off workers and other career changers explore new occupations.</p> <p>Use: Users can identify occupations that require skills and knowledge similar to their current or previous job, learn more about these suggested matches, locate local training programs, and/or apply for jobs</p>
My Next Move	<p>Website: https://www.mynextmove.org/</p> <p>Description: My Next Move is specifically designed to help you determine the right career for you and to help you find a job that you will enjoy.</p> <p>Use: Explore careers by keywords, industry sectors, or by matching them to your interests and abilities.</p>
Career InfoNet Military Transition	<p>Website: https://www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx</p> <p>Description: Keys to Career Success in the Career OneStop website is a resource guide that explains the tools and resources available to transitioning veterans and provides a tool to match military experience to civilian occupations.</p> <p>Use: Veterans can match their military skills to civilian occupations, learn about credentials, certifications, and licenses for those careers, get guidance writing a resume, search for jobs, and locate other state and local resources</p>
Other Useful Sites	<p>http://www.careeronestop.org/CompetencyModel/CareerPathway/CPWOverview.aspx</p>

Staff Reminders:

- All the Career Connect assessments can be printed out and will save automatically under the Individual Profile/ Self Assessments Profile.
- The career exploration can be done before WIOA enrollment.
 - ✓ If completed **before enrollment**, no service is necessary
 - ✓ If completed **after enrollment** a service must be entered
- All assessments after enrollment must have a service opened. Below are the service definitions for Adult/Dislocated and Youth

- **NEW! Adult/Dislocated Service Code 208: Career Information Services (staff assisted) Same Day Service:**
Provision of career and training information in a one-on-one setting with significant staff involvement designed to help participants find the right career path. This includes the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Examples of Career Information include providing labor market information (LMI) and demand occupations, wages, job openings, etc.

Note: this basic career service differs from the Individualized Career Service "Career Planning" because it only provides information (requiring staff assistance), whereas the latter involves the day-to-day career counseling of a participant.

This service replaces 224 Career Exploration

- **NEW! Youth Service Code 431: Vocational Exploration (Same Day Service):**
Vocational Exploration is the process of learning about yourself and the world of work, identifying and exploring potentially satisfying occupations and developing an effective strategy to realize goals. This would include in-depth career awareness, career counseling, and career exploration services which consist of:
- a) Career awareness begins the process of developing knowledge of the variety of careers and occupations available, their skills requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors.*
 - b) Career counseling or guidance provides advice and support in making decisions about what career paths to take. Services may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility).*
 - c) Career exploration can be described as the process in which you choose an educational path and training or a job that fits their interests, skills and abilities.*

Included under this element is Job Readiness/Workforce Preparation which provides for fundamental skills for finding a job and meeting general job requirements that are not specific to a career or industry. It may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services such as teamwork, collaboration, and customer service to prepare individuals for unsubsidized employment or training. WIOA Youth Program Element #13.

NOTE: This service cannot be entered until the 3 Non-Enrolling Youth Activities have been provided.