

TRAINING AND EMPLOYMENT NOTICE	<b>NO.</b> 29-12
	<b>DATE</b> April 3, 2013

**TO:** STATE WORKFORCE AGENCIES  
 STATE WORKFORCE LIAISONS  
 COMPREHENSIVE ONE-STOP MANAGERS  
 AFFILIATE ONE-STOP MANAGERS  
 WORKFORCE INVESTMENT BOARD – STATE CHAIRS  
 WORKFORCE INVESTMENT BOARD – LOCAL CHAIRS  
 WORKFORCE INVESTMENT BOARD – STATE EXECUTIVE DIRECTORS  
 WORKFORCE INVESTMENT BOARD – LOCAL EXECUTIVE DIRECTORS  
 SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES  
 INDIAN AND NATIVE AMERICAN PROGRAM GRANTEES  
 NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

**FROM:** JANE OATES /s/  
 Assistant Secretary

**SUBJECT:** New E-Tool Features and Enhancements

1. **Purpose.** This Training and Employment Notice (TEN) announces the release and availability of new features and enhancement to the Employment and Training Administration’s online electronic tools.

2. **Background.** Over the last several weeks, the Employment and Training Administration (ETA) has released new features and enhancements to its range of online electronic tools (E-tools) to assist individuals in exploring careers and preparing for and finding employment.

ETA’s E-tools help individuals explore career opportunities and link to job postings, either on their own or at local American Job Centers, to make informed employment and education choices. These tools are available through the CareerOneStop ([www.careeronestop.org](http://www.careeronestop.org)), O\*NET ([www.onetonline.org](http://www.onetonline.org)) and My Next Move ([www.MyNextMove.org](http://www.MyNextMove.org)) Web sites.

3. **Description.** The following new features and enhancements have been added to the sites mentioned above:

**Business Center:** This new easy to use portal for a business audience brings together a variety of resources from the CareerOneStop web site, the Bureau of Labor Statistics and the Census Bureau — from tools for writing job descriptions, to locating American Job Centers, to information about where and how to recruit qualified candidates. The Business Center

content and tools were designed to address business needs for a skilled workforce, and was refined with feedback from employers. Some of the key features of the Business Center include:

- A civilian to military crosswalk to assist in recruiting veterans
- An ‘Available Workforce’ Tool which includes easy-to-download reports about employment projections and geographic concentrations of types of workers, wages, and unemployment rates for specific areas
- Links to local training and educational institutions
- Listings of top industries by employment, broken out by state, metro area and county
- Related personnel or workforce certifications for a particular position
- Job description writing assistance

The Business Center portal can be accessed at <http://www.careeronestop.org/businesscenter>

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

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

**Automatic Spanish Language Translations:** In response to customer feedback, several E-tool Web sites now have an automatic translation feature that allows users to quickly translate the pages into Spanish. The translation feature appears in the upper right corner of the following websites:

- **CareerOneStop** ([www.careeronestop.org](http://www.careeronestop.org)), a one-stop online site for job search, career and training tools and resources.
- **Worker ReEmployment** ([www.careeronestop.org/ReEmployment](http://www.careeronestop.org/ReEmployment)), providing employment, training, and financial assistance for laid-off workers
- **Veterans ReEmployment** ([www.careeronestop.org/ReEmployment/veterans](http://www.careeronestop.org/ReEmployment/veterans)), providing employment, training, and financial help after military service.
- **mySkills myFuture** ([www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)), helping laid-off workers and other career changers find new occupations to explore.

Additionally, the My Next Move Web site now has an equivalent Spanish language version, [Mi Próximo Paso](http://www.onetcenter.org/miproximopaso.html) (<http://www.onetcenter.org/miproximopaso.html>), which enables Spanish-speaking career explorers and job seekers to search over 900 different careers and see important information including skills, tasks, technologies, salaries, and employment outlook. Users can find careers through a Spanish-language keyword search; by browsing industries; or through the web-based O\*NET Interest Profiler Short Form, a tool that offers career suggestions based on a person's interests and level of work experience. Mi Próximo Paso also allows users to take advantage of other available Spanish content through seamless links to related certifications, training programs, apprenticeship opportunities, and current job openings.

**Certification Finder:** Recent updates have been made to enhance the Certification Finder tool in CareerOneStop. This certification information is also integrated into the Find Training feature of mySkills myFuture, My Next Move, My Next Move for Veterans, and Mi Próximo Paso. The certifications database underlying these tools has recently been enhanced to facilitate the search — by improving coding to occupations, and identifying certifications specifically as being Core, Advanced, Specialty, or Product/Service credentials. Most importantly, ETA has begun to add icons to certifications to identify their quality and value, including those which are:

- accredited by the American National Standards Institute (ANSI)
- accredited by the National Commission on Certifying Agencies (NCCA)
- endorsed or recognized by a third-party industry association
- related to military training
- related to a Job Corps training program, or
- related to a career and technical education career pathway program of study.

Work is ongoing to identify additional indicators and data that can support the addition of icons to indicate quality or labor market value of specific credentials.

4. **Other E-Tools.** ETA published comprehensive information about its suite of E-tools in Training and Employment Notice No. 05-12. Attached to this notice is a summary of all ETA E-tools.
5. **Requested Actions.** Recipients are encouraged to share this information with staff and partners of the workforce investment system.
6. **Inquiries.** For additional information about this memo and ETA's online career tools, please contact the appropriate Regional Office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 am – 4:30 pm (Central Time) Monday-Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to [info@careeronestop.org](mailto:info@careeronestop.org).
7. **Attachment.** List of electronic tools.

# ELECTRONIC TOOLS GUIDE

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

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

**CareerOneStop** ([www.CareerOneStop.org](http://www.CareerOneStop.org)) includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, prepare for a job interview, and search for jobs. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web sites that contain local information resources and tools. View a demonstration at <https://www.workforce3one.org/view/CareerOneStopDemo>.

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

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

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

**mySkills myFuture** ([www.mySkillsmyFuture.org](http://www.mySkillsmyFuture.org)) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to facilitate their career mobility and economic prospects. For any occupation, users can get a list of job listings in their local area (i.e. state or zip code) and click directly through to the hiring company's website. mySkills myFuture is designed for use as either a self-help tool or with the assistance of expert advisers. View a demonstration at <https://www.workforce3one.org/view/mSmFDemo>.

**O\*NET Online** ([www.onetonline.org](http://www.onetonline.org)) enhances businesses' hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

**Veterans Reemployment Portal on CareerOneStop** ([www.CareerOneStop.org/Vets](http://www.CareerOneStop.org/Vets)) is designed to assist veterans with employment, training, career planning, financial and emotional help after military service. The site links veterans to local resources as well as provides a military-to-civilian job search based on military job title or military occupation code. View a demonstration at <https://www.workforce3one.org/view/VetsReemploymentDemo>.

**Worker Reemployment Portal on CareerOneStop** ([www.CareerOneStop.org/Reemployment](http://www.CareerOneStop.org/Reemployment)) is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition. The site also now includes a job search by location feature. View a demonstration at <https://www.workforce3one.org/view/ReemploymentDemo>.





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

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

**Mobile Versions of E-Tools:** Five of the most popular E-Tools are now available for customers to access using any brand of smart phone or tablet. The five mobile web applications and their mobile web addresses launched on Jan. 11, 2013. These include:

**Find an American Job Center** (<http://m.careeronestop.org/JobCenterSearch>) allows users to quickly locate and contact their closest American Job Centers.

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