

Mass Workforce Issuance

Workforce Issuance No. 10-75

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: August 31, 2010

Subject: **New Electronic Skill Matching Tool for Job Seekers: “mySkills, myFuture”**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of a new tool to enable job seekers to match their occupational skills and experience with skills needed for other occupations.

Background: On August 30, 2010, the U.S. Department of Labor Employment and Training Administration (ETA) issued Training and Employment Notice (TEN) No. 9-10, [Announcement of a New Electronic Tool: mySkills, myFuture](#). A free, public sector tool, *mySkills, myFuture* leverages O*NET information with other employment, education, training and apprentice databases to create an online skills transferability tool. It will officially launch on September 6, 2010 and is intended to assist job seekers, workforce investment system professionals, career counselors and the general public to match workers’ skills with existing job openings. It can be accessed at: www.myskillsmyfuture.org.

This new tool is a component of the CareerOneStop (COS) Website suite. The COS suite, part of ETA’s “E” tool network also includes America’s Service Locator and America’s Career InfoNet. Features of this new tool include:

- links to job banks and job openings;
- links to education and training courses, apprenticeships, and any certifications needed to qualify for the occupations the tool identifies;
- highlighted high-growth and green occupations;
- access to other COS tools; and
- a user feedback button, “Rate this Page”.

To assist users, *mySkills*, *myFuture* also features:

- a step-by-step guide;
- examples of how the tool can be used; and
- an online instructional video.

To view the full text of TEN No. 9-10 please click on the following link:

[*mySkills, myFuture*](#)