

Mass Workforce Issuance

Workforce Issuance No. 11-26

☐ 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: George Moriarty, Director
Department of Career Services

Date: April 8, 2011

Subject: **Availability of Newly Announced E-Tools for Job Seekers**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of newly announced E-Tools, now available through the CareerOneStop Website, www.careeronestop.org.

Background: The U.S. Department of Labor Employment and Training Administration (ETA) recently published two Training and Employment Notices (TENs) announcing the availability of user friendly, easy to navigate E-Tools to assist job seekers.

TEN No. 29-10, published on 3/24/2011, announced two new features for CareerOneStop's "*mySkills myFuture*" portal, a business locator and a work preference feature. The business locator allows "*mySkills myFuture*" users to select a career and identify local businesses likely to employ workers in the selected occupation. Business name, address, industry and contact information is provided and covers for-profit and non-profit organizations and government agencies.

The *Work Preference* feature offers users the ability to filter occupational results based on the individual's work preferences and abilities. Results can be limited to show careers that do not typically require irregular work schedules, public speaking, working outdoors, standing, climbing or walking, sitting, physical strength, good vision, or good hearing. "*mySkills myFuture*" and these new

features can be accessed through the following link:

<http://www.myskillsmyfuture.org/>

TEN No. 29-10 also included notice of an upgrade to CareerOneStop's "Worker Reemployment Portal". The "Worker Reemployment Portal" offers information and assistance beyond career and job searches, focusing on guidance related to Federal resources such as Food Stamps, Low Income Home Energy Assistance program, continuation of health insurance coverage under COBRA, TANF, and information about credit counseling, foreclosure avoidance, and pursuing education and training. The "Worker Reemployment Portal" can be accessed through the following link:

<http://www.careeronestop.org/reemployment/>

The full text of TEN No. 29-10 can be accessed through the following link:

<http://wdr.doleta.gov/directives/attach/TEN/ten2010/TEN29-10acc.pdf>

TEN No. 30-10, published on 3/29/2011, announced the release of a new E-Tool, "My Next Move", an easy to use Web-based resource offering comprehensive career information and links to job resources across the country. "My Next Move" incorporates a 60-question on-line interest assessment as one of three primary navigation strategies. This validated interest assessment is a streamlined version of the O*NET Interest Profiler (180 questions) previously available as a paper-and-pencil or downloadable version.

Free to all users, the new "My Next Move" provides users with an easy to read, one page profile of each occupation, including essential knowledge, skills, abilities, and technologies; salary and employment outlook, as well as links to specific training and employment opportunities. "My Next Move" is designed especially for students, young people, and others new to the workforce.

Among the specific features are:

- Alternative occupation/job titles;
- Job descriptions;
- List of occupational tasks;
- The important knowledge elements, skills and abilities;
- Key personality attributes;
- Sample technologies used in the occupation;
- Needed education level;
- Simplified job outlook;
- Average national pay level; and
- Direct link to job openings in the occupation.

“My Next Move” can be searched three ways:

1. by key word;
2. browse career options by industry; or
3. by identifying careers through a brief assessment that matches the individual’s interests.

“My Next Move” can be accessed through the following link:

<http://www.mynextmove.org/>

The full text of TEN No. 30-10 can be accessed through the following link:

<http://wdr.doleta.gov/directives/attach/TEN/ten2010/TEN30-10acc.pdf>

Action: Please assure that information regarding these useful E-Tools is made available to career center customers.

Inquiries: Inquiries regarding both TEN No. 29-10 and No. 30-10 should be directed to ETA’s Office of Workforce Investment, Division of Workforce System Support at 202-693-3045.