

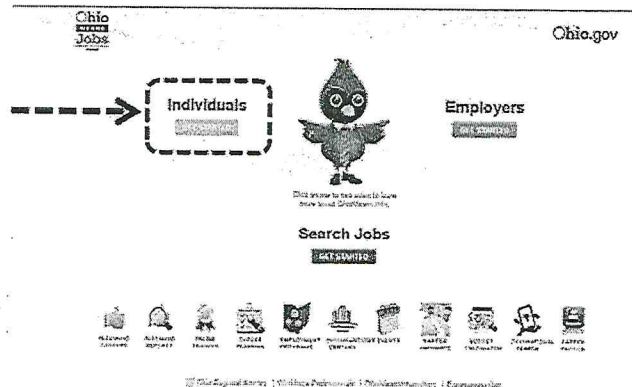
## OhioMeansJobs K-12

### What is OhioMeansJobs K-12?

An expansion of the OhioMeansJobs resume and job bank site in Ohio, OhioMeansJobs K-12 is a no-cost, online career planning tool that helps students:

- Discover career interests
- Explore future job options
- Build a future budget
- Create a resume
- And More!

The site is open and available to all schools to be used with students to explore careers and begin thinking about their futures.



In addition to providing assistance to students, OhioMeansJobs K-12 will benefit the following users in multiple ways:

- **Educators:** Tools and lesson plans to help educators engage students in career exploration and meet state requirements for career-related curricula.
- **Parents:** Designed to guide parents' children in the career exploration and planning process, highlighting in-demand occupations that can help plan parents' own career goals and search for ideal jobs
- **Businesses:** Not only will the site better prepare the future workforce and guide students towards in-demand occupations, but businesses can also benefit *by advertising jobs, internships and co-ops* at no cost as well as *searching millions of résumés* through OhioMeansJobs to find the best qualified job candidates.
- **Workforce and Human Service Professionals:** A tool to help engage disadvantaged youth in career exploration and planning to help ensure that they become productive, self-sufficient adults

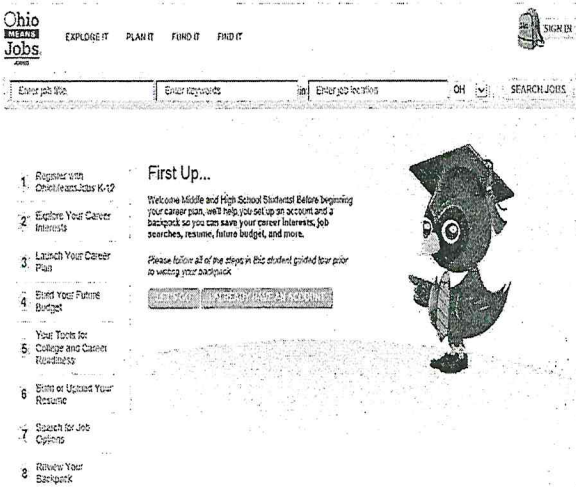
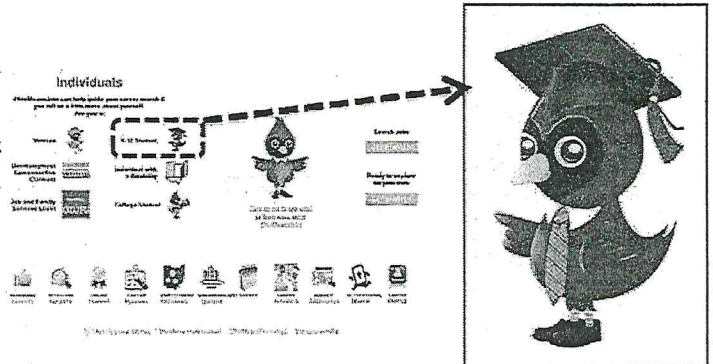
OhioMeansJobs K-12 also has a self-directed area available where students and teachers can:

- Explore careers, occupations, regional information (articles, job fairs, workshops, etc.),
- Look for funding opportunities like scholarships, financial aid and state and federal workforce programs
- Research education and training programs for careers
- Use the online training center to prepare for careers and/or college with study guides and practice tests
- Create a resume
- Search for internship and job opportunities
- Estimate future expense to come up with a target salary to cover the cost of living expenses.
- Develop a career plan with goals and target dates for completing tasks.

# How to use OhioMeansJobs K-12 to your advantage

OMJ is a hub for all members of the community – adult job seekers, veterans, employers, K-12 students and a new portal for higher education students (in development).

Users can access the K-12 portal click **"Individuals"** and the K-12 icon ("OWEN")



The online guide, **"First Up"** will guide students step by step through the registration, career exploration and planning process as well as help keep track of their progress.

## STEP 1: REGISTRATION

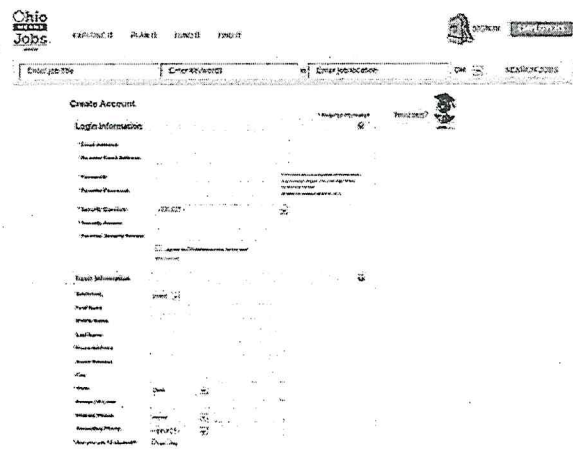
Registration has been customized to meet the needs of students, teachers and parents.

This feature allows students to begin with the resources that meet their immediate needs. If a student would rather just to #4 and begin a budget, they don't have to go through #1-3 prior to doing so.

All accounts are synchronized among the OhioMeansJobs database and the Monster database which will allow users to move seamlessly through the many tools available – it will also prevent multiple accounts from being created for one user email account.

## STEP 2: EXPLORE INTERESTS

After registration, the second step is exploring career interests which will prompt students to complete a brief interest survey to identify which industries line up most closely with their interests.





# EXPLORE INDUSTRY INFORMATION

From there, students can explore which occupations are part of those industries. There will also be information available on which occupations are in-demand for each industry.

Career Cluster Inventory - Result

How It Works Question 1-20 21-40 41-60 61-80 Result

### Congratulations!

We've got your Career Cluster Inventory scores.

The chart below shows the results of your answers and how they match with 16 different career clusters. You can use this chart as a starting point to explore occupations that may be of most interest to you.

#### CAREER CLUSTER INVENTORY - SCORES

Click here to see a complete list of the 16 career clusters and their descriptions

Career Cluster	Score
Arts and Communication	10
Business and Administrative Services	10
Engineering and Science Technologies	10
Education and Training	9
Transportation Systems	5
Construction Technologies	5
Government and Public Administration	5

Remember this is not a test. There are no wrong answers!

Ohio **MEMBER** Jobs

EXPLORE IT PLAN IT FUND IT FIND IT VETERANS' RESOURCES Carolyn George

Enter job title Enter keywords Enter job location ON SEARCH JOBS

### Career Profile

Budget Calculator  
Target Salary (NET)  
**\$36,418**  
Based on your budget.  
Edit budget

Know what you're looking for?  
Search thousands of occupations by industry or keyword.

#### Career Profile Scores

Conventional	23
Realistic	21
Enterprising	17
Investigative	11
Social	11
Artistic	3

GO

Budget Calculator  
Target Salary (NET)  
**\$44,740**  
Based on your budget.  
Edit budget

In-demand occupations are selected by meeting a minimum requirement for annual growth rate, number of open positions and salary/wages.

Ohio **MEMBER** Jobs

EXPLORE IT PLAN IT FUND IT FIND IT ALAN

Enter job title Enter keywords Enter job location ON SEARCH JOBS

Conventional Search - Available Occupations - Dental Hygienists

### Dental Hygienists

Center for Disease Control and Prevention  
Dental Hygienist

Related: [Dental Hygienist](#) [Dental Hygienist](#) [Dental Hygienist](#)

Keywords: [Dental Hygienist](#) [Dental Hygienist](#)

Skills:

- Basic Skills
- Social

Abilities:

- Verbal
- Hand and Finger Use
- Attention
- Ideas and Logic

Knowledge:

- Health

#### Education and Training Opportunities | OhioMeansJobs

The following are training programs associated with this occupation. Information on a training program is subject to your location. For information, please contact your local community college.

Working for an alternative training program? Check out the [CareerCast and SkillsMatch Programs](#)

Columbus State Community College  
200 E SPRING ST, COLUMBUS, OH 43210

School Type: Public, 2-year  
School Size: 25,000 and above  
Other Degree Offered: Undergraduate degree or certificate offering  
Website: [www.csc.edu](#)

Program Name: Dental Hygienist  
Length: 2 years  
Award Level: Associate degree

Training: Education and Training Opportunities

Need help on how to research education and training programs? Check out the [OhioMeansJobs Career and Training Programs' Educational Site Guide for Higher Education \(IPEDS\)](#)

Budget Calculator  
Adjust a few questions to determine your target salary. Use this target salary to help choose the right occupation for you.

OMJ K-12 will offer seamless access to national and state labor market information – including career profiles, wages and trend data and education and training opportunities.

Each occupation offers an embedded link for immediately viewing what programs and schools provide pathways that support getting a job in this field.

### STEP 3: BUDGETING FOR THE FUTURE

The third step is finding a target salary by using the budget calculator tool.

This tool will prompt students to estimate living expenses and enter the information to identify the minimum salary required to cover their projected expenses. This information will also be helpful in deciding which occupation(s) students want to pursue as a career.

The process of determining a target salary will also be helpful for students to give them an increased understanding of what types of expenses they can anticipate when they eventually live on their own.

**Typical Ohio Costs\***

Below is what the average Ohio household spends on monthly expenses. Use it as a guide, but adjust as necessary to fit your specific lifestyle (e.g., if you are a student, if you live alone, etc.).

Housing	Lookup
Utilities	\$311
Food	\$538
Transportation	Lookup
Clothes	\$145
Health Care	\$270
Entertainment	\$214
Personal Care	\$53
Miscellaneous	\$65

\* Housing and rental costs come from Zillow and the U.S. Department of Housing and Urban Development, respectively. All other costs come from the Bureau of Labor Statistic's Consumer Expenditure Survey.

**Your Target Salary:**

Gross Annual Target Salary	\$21,887
Net Annual Target Salary	\$19,032
Target Hourly Rate	\$9

### STEP 4: LAUNCHING THE CAREER PLAN

Using the *planning tool*, the user will next launch their career plan.

This tool will prompt students with recommended activities to develop their career plan like researching what type of training/education will be needed to qualify for the different occupations. The tool will also recommend looking into different education/training programs and schools as well as possible scholarships, programs and financial aid for which students may be eligible to fund their training/education expenses.

**Recommended Activities**

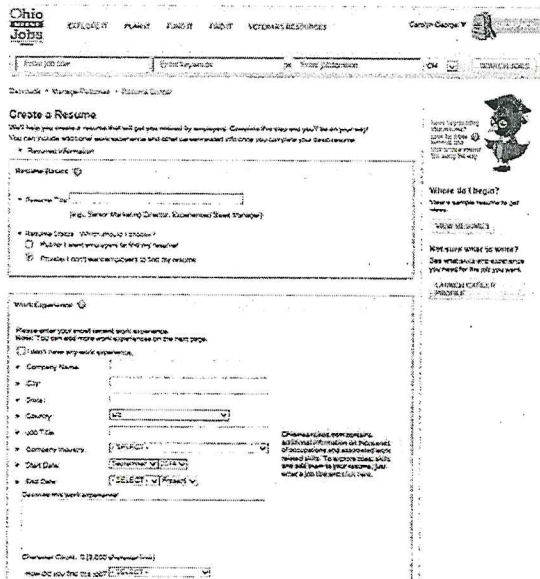
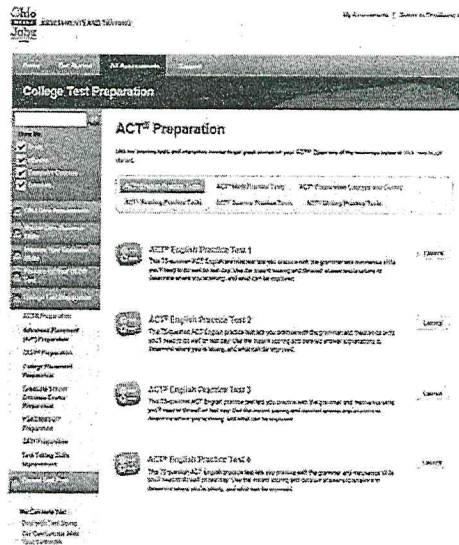
- Take the Career Cluster Inventory. See how your interests match up to different careers by answering some questions about yourself.
- Research Occupations. Narrow your search options before you choose a career and learn about job responsibilities, education needed, a salary, and more by doing an occupation search.
- Complete the Career Profile. Get a more detailed look at your career interests by answering questions to the Career Profile.
- Attend a college or career fair near you. Check with your school counselor about events going on in your area.

The calendar feature allows students to save tasks with deadlines and track their progress carrying out their career plans.

### STEP 5: TOOLS FOR COLLEGE & CAREER READINESS

The online training center offers study guides and practice tests for college and career readiness. Students can prepare for college entrance exams like the ACT, PSAT and SAT or prepare for many career-based tests for their Commercial Driver's License, Emergency Medical Technician certification or Real Estate License, etc.

The online training center offers a number of practice tests and tips for college entrance testing like the ACT and other tests as you'll see on this sample page.



### STEP 6: BUILDING A RESUME

Using the custom resume building tool, students will be prompted to either upload an already created resume or enter information like extracurricular activities, volunteer experience, work experience and Grade Point Average (GPA) to create a resume. The resume rater also provides specific and practical tips on how each resume can be improved.

There will also be a feature available to upload other important documents like transcripts, writing samples, references, etc.

There will also be a tool to have the students resumes rated to learn how their resumes would likely compete with other job seekers.



## STEP 7: JOB SEARCH

The job search tool will prompt students to enter key word or job titles and a job location to learn more about what types of job opportunities may be available in each occupation.

Students can also perform searches to learn more about internships and co-ops available or even look for a seasonal or part-time position to apply for now.

This tool can also help students identify which companies hire employees in the occupations they are considering, the number of openings available as well as the salary ranges for those positions.

**Ohio MEANS JOBS** EXPLORE IT PLAN IT FUND IT FIND IT

**Search Jobs**

Job Title (job title)

Keywords (keywords and/or job number)

Location (City/Town or Zip) State Radius: OH 20 miles

SEARCH

Salary Calculator

Cost of Living Calculator | Salary Calculator

Insights

Current filters

State: OH

Clear all and start new search

Refine

Other Opportunities

Location

Job Type

Salary

Occupation

Career/Education Level

Results: 124234 jobs 99 of 11502016

Sort by: Relevance | Date

Jobs 1 To 25 of 125320 Page 1 of 5013

Job Summary	Date	Company	Location
<b>FT Tenure Track Faculty View</b> Basic Function Kent State University at Stark invites applications for a full-time, non-tenure, tenure-track position as Assistant Professor of Music, beginning Fall semester, 2014. The successful candidates will direct the University Chorus, etc. Add to Your Backpack   See all jobs from this company See who you know on LinkedIn From Kent State University	2014-01-10	Kent State University View company profile	North Canton, OH View Map
<b>Patient Access Rep</b> Description: part time, 20 hours per pay 11pm-7am Initiates patient visits and electronic accounts billing information. Completes paperwork of discharged ED patients. Obtains insurance demographic information and verifies eligibility. Complete. Add to Your Backpack   See all jobs from this company See who you know on LinkedIn From Kent State University	2014-01-09	Farms Community General Hospital View company profile	Cleveland, OH View Map

Welcome, Carolyn George

Edit your account

CREATE A BACKPACK

## THE BACKPACK

Students will create a Backpack to save their information.

This feature also allows students to create a career plan, build a résumé and access a host of assessment prep tools such as ACT, SAT, ASVAB, COMPASS, ACCUPLACER, and much more.

**Career Cluster Inventory**

TOP 5 RANKED CAREER CLUSTERS

Finance	10
Information Technology	10
Construction Technologies	9
Government and Public Administration	8
Hospitality and Tourism	8

VIEW RESULTS

**Career Plans**

2 OF 5 CAREER PLANS

Dental Hygiene Updated 7/24/2014	33% complete	x
Food Scientists and Technologists Updated 7/24/2014	0% complete	x

CREATE A NEW CAREER PLAN

**Assessments and Training**

COMPLETED ASSESSMENTS	SCORE	COMPLETION DATE
ACT® English Practice Test 1	1/20	7/15/2014

VIEW TESTS

**Calendar**

UPCOMING EVENTS

- Submit online application 2/14
- Visit a workplace 3/3
- Submit Transcript 4/10

VIEW CALENDAR

**Careers I'm Interested In**

2 OF A MAXIMUM 10 OCCUPATIONS

- Dental Assistants x
- Dental Hygienists x

COMPARE Select 2

**Resumes**

PUBLIC RESUME RATING

0 in the last 30 days

MANAGE RESUMES

**For your Job Search**

SAVED SEARCHES

1 of possible 10 searches