Explore Career Options and Plan Your Job Search

From the Georgia Dept of Labor

Choosing the right career and conducting an effective job search requires organization and a calculated effort. Whether just starting out or deciding on a new career, learn how to be successful. Gather and organize this information into a personal Job Search Plan. Access the latest and most effective job search techniques.

The following resources are listed in the order they might logically occur. They are not meant to stand alone. Start with the ones that best meet your needs and revisit them periodically.

Resources For Coping With Change Resources for Exploring Career Options and Planning Your Job Search Resources for Getting Started Resources for Organizing Your Skills Resources for Knowing the Job Market Resources for Education and Training Resources for Developing a Marketing Package Resources for Tapping Into the Hidden Job Market Resources for Talk the Talk: The Interview Resources for Keeping Your Job

Other Links

Career Tools & Services Dislocated Workers: Rapid Response Information for Dislocated Workers One-Stop Career Centers Short-term Health Insurance State Dislocated Worker Coordinators State Unemployment Benefits Offices Trade Act Programs: Reemployment Resources Trade Act Programs: Workers

Government Resources

Toll-Free Help Line Call 1.877.US2.JOBS (1.877.872.5627 or TTY: 1.877.889.5627) for information about career services for workers and employers, laid-off worker assistance, and the location of One-Stop Career Centers.

Unemployment Benefit Estimation Tool
GovBenefits
Service Locator
CareerOneStop
Career Voyages
O*NET OnLine
Employment & Training Admin (ETA) - US Dept of Labor
Workforce3.org
Federal Housing Finance Agency
Federal Deposit Insurance Corporation
US Dept of Housing & Urban Development
US Dept of Veterans Affairs
Fannie Mae
Freddie Mac
The White House

CareerOneStop Resources

CareerOneStop's new website helps laid-off workers and other career changers find new occupations to explore, based on transferable skills they've gained in past jobs.

<u>CareerOneStop</u> helps individuals explore career opportunities to make informed employment and education choices. The website features user-friendly occupation and industry information, salary data, career videos, education resources, career exploration assistance, and other resources. CareerOneStop is sponsored by the U.S. Department of Labor, Employment and Training Administration.

<u>Worker ReEmployment</u> provides employment, training, and financial assistance for laid-off workers. Includes resources for getting immediate help with unemployment insurance, healthcare, and other financial needs; job searching and resume tips; changing careers and understanding transferable skills; and upgrading skills through education and training.

<u>America's Service Locator</u> connects individuals to employment and training opportunities available at local One- Stop Career Centers. The website provides contact information for a range of local work-related services, including unemployment benefits, career development, educational opportunities, and libraries.

<u>Green Careers</u> includes occupation details about green jobs, skills, and training. Users can find the answers to questions such as "Where are training programs in my local area that can help me land a green job?" and "Which green careers are expected to grow the fastest — how much do they pay?"

<u>Education + Training</u> offers resources on the many varieties of workforce credentials, including certificate programs, certifications, occupational licenses, academic degrees, and apprenticeships. Several easy-to-use locator tools allow users to find programs in their local area. Try the Short-Term Training Finder, the Education and Training Finder, the Certification Finder, and other tools at www.CareerOneStop.org/EducationTraining.

Job Training Assistance

The Department of Labor's telephone assistance and electronic tools can assist you with your various employment- and training-related needs.

Toll-Free Help Line. The Department maintains a toll-free help line (1-877-US2-JOBS) that provides a full range of basic information about workforce program services for both workers and employers, as well as locations of over 3,000 One Stop Career Centers across the country.

When you call 1-877-US2-JOBS you will be able to talk to a customer service representative (CSR) in the language of your choice. The CSR will ask you your zip code and will be able to direct you to job search services, unemployment insurance information, send you to your nearest One Stop Career Center, and provide you basic information about all the programs operated by the Employment and Training Administration. The hearing impaired can receive the same service by calling 1-877-889-5627.

<u>Electronic Tools Guide</u>. This is a handy two-page digest of all the Department's electronic tools for easy reference and research purposes. It offers a synopsis of how the individual tools can effectively be used.

<u>America's Service Locator</u>. This Internet site connects people to local offices providing employment and training services. It provides maps and driving instructions to the most convenient One Stop Career Center. The Locator has information on more than 20,000 local resources and offices across the United States.

<u>CareerOneStop ReEmployment Portal</u>. This portal provides menu access to valuable information for individuals who have experienced, or may experience, job loss.

» Find a Job

» <u>Get Immediate Help</u>
Unemployment Benefits ...Healthcare Coverage ... Dealing with Job Loss
» <u>Change Careers</u>
What are Your Skills? ... Switching Occupation or Industry ... Make
Yourself Marketable

Job Hunting after Job Loss ... Networking during a Recession ... How to Use Job Banks

» Upgrade Your Skills

Take a Class ... Short-Term Training ... Begin or Finish a Degree ... Pay for School

For those Individuals with specific job and career research destinations in mind, these offerings are also directly available on the Department's websites:

- » Career Exploration
- » Career Resource Library
- » Certification Finder
- » Education & Training Finder
- » Employability Checkup
- » Employer Locator
- » Financial Aid Advisor
- » Licensed Occupations
- » Resume Tutorial
- » Salary Info
- » Scholarship Search
- » Skills Profiler