

# 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.

**CareerOneStop's Credentials Center** ([www.CareerOneStop.org/Credentials](http://www.CareerOneStop.org/Credentials)) helps individuals plan, locate, and pay for education, training, and other credentials to help them start, change, or advance their career. The site features several integrated tools allowing users to explore credentialing options, related labor market information, and job postings.

**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 career mobility and economic prospects. For any occupation, users can get a list of job listings in their city, state, or ZIP code and click directly through to the hiring company's website. mySkills myFuture can be used by individuals or with the assistance of expert advisers.

**O\*NET Online** ([www.onetonline.org](http://www.onetonline.org)) enhances businesses' hiring and retention efforts and supports workers and students to identify and develop workplace skills and enhance career planning with key data on occupational characteristics.

**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.

**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.





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**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.

**What's My Next Move Guide** (<http://www.careeronestop.org/whats-my-next-move.aspx/>). This printable guide includes seven easy steps to help students plan a career path after graduation. It was developed as a resource to connect young people to online career exploration resources available from the Department of Labor. The guide encourages students to think about and make decisions about their future and to engage with career counselors, workforce professionals, teachers, and parents/guardians.

**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.

**Job Search Help for Ex-Offenders** ([www.careeronestop.org/ExOffender](http://www.careeronestop.org/ExOffender)) helps individuals move past their criminal records by providing tools, tips, and resources to help them search for, apply for, and begin a new job.

**Mobile Versions of E-Tools:** Six 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.
- **Unemployment Insurance Information Finder** (<http://m.careeronestop.org/unemploymentinsurance>) allows users to locate Unemployment Insurance information for their local area.

**Automatic Spanish Language Translations:** In response to customer feedback, several E-Tool websites now have an automatic translation feature that allows users to quickly translate the pages into Spanish:

**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.

