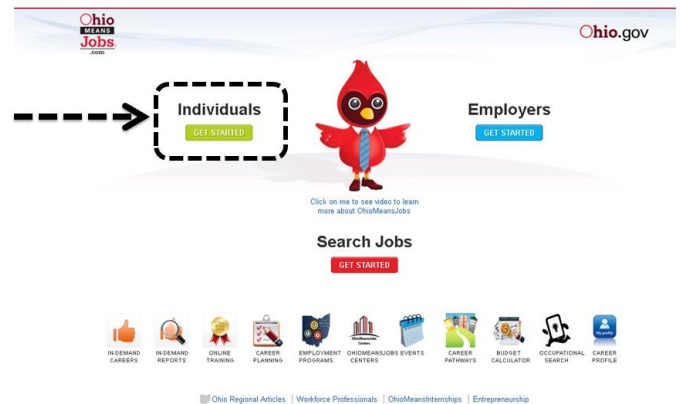# OHIOMEANSJOBS K-12

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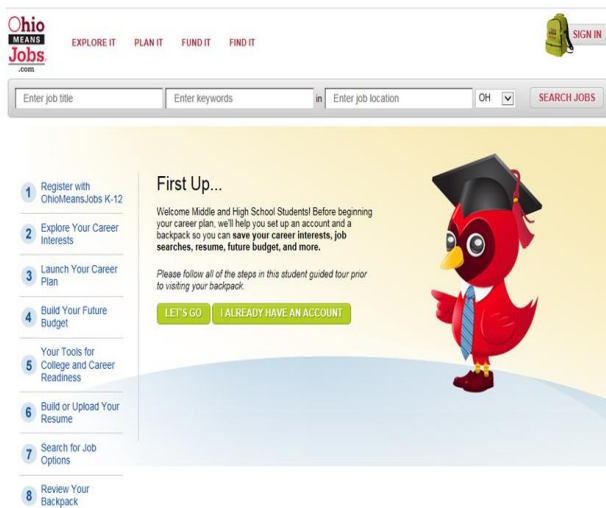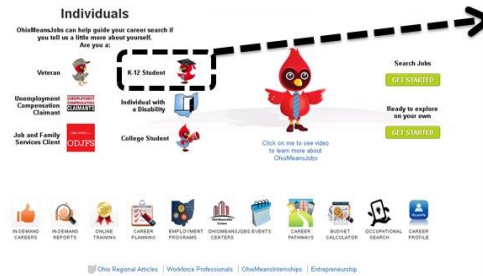
The online guide, "**First Up**" will guide students step by step through the registration, career exploration and planning process as well as help keep track of their progress.

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.

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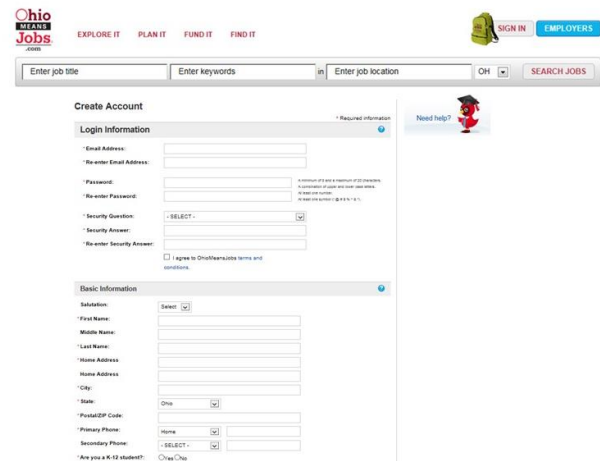
EXPLORE INDUSTRY INFORMATION

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.

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

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.

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.

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.
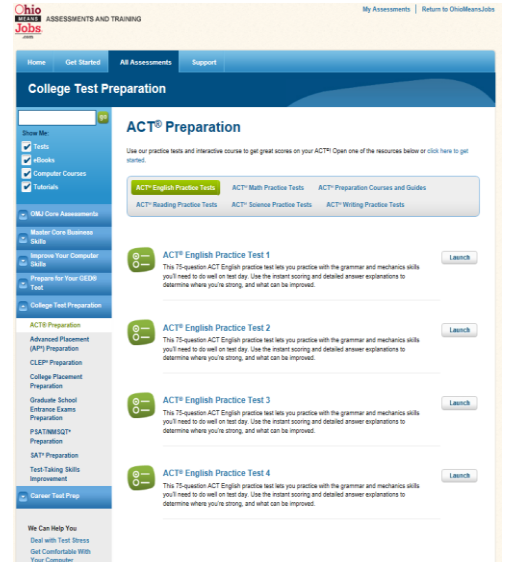

STEP 6: BUILDING A RESUME

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.

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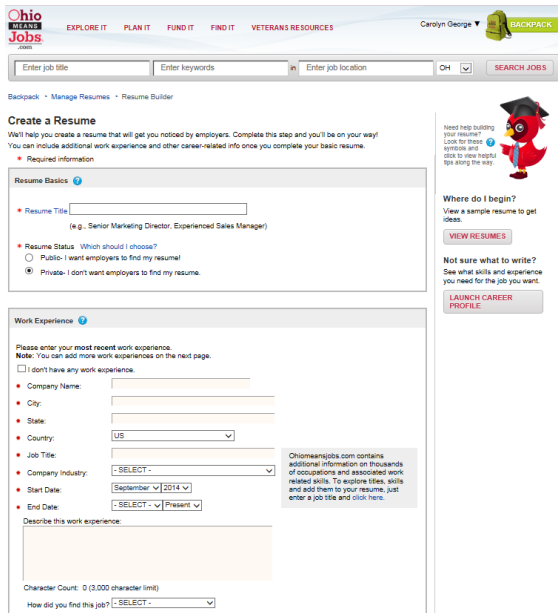
STEP 7: JOB SEARCH

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.

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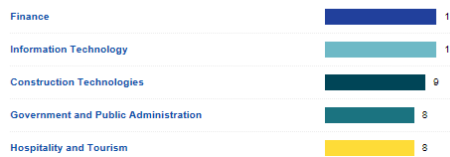, ASVAB, COMPASS, ACCUPLACER, and much more.