



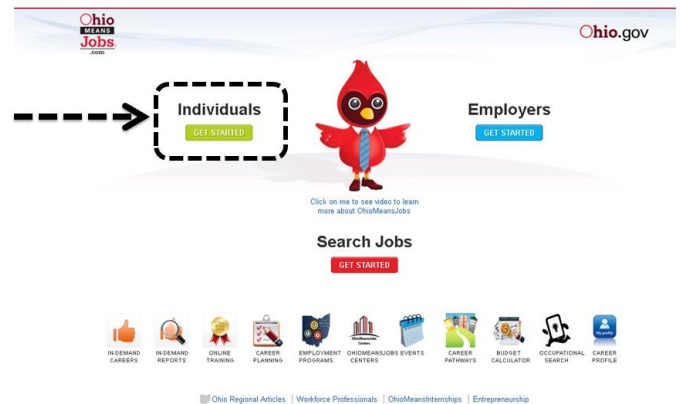
OHIOMEANSJOBS K-12

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

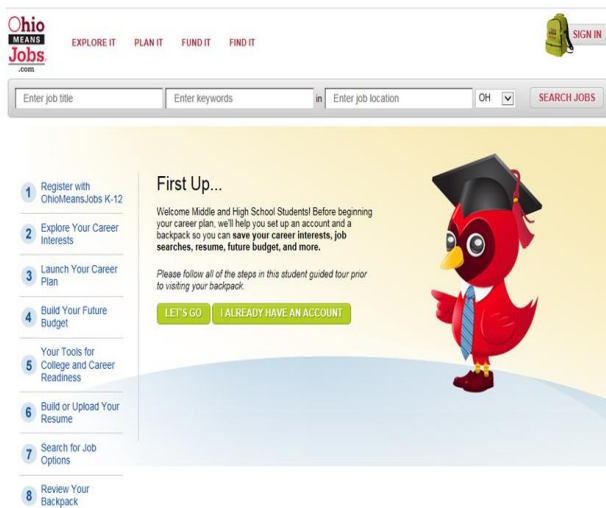
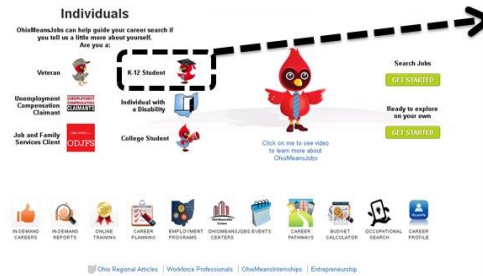
OhioMeansJobs K-12 also has a self-directed area available where students and teachers can:

- 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

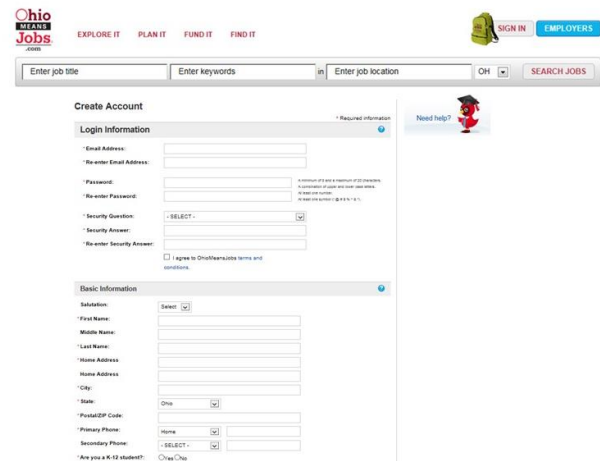
Registration has been customized to meet the needs of students, teachers and parents.

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	9
Construction Technologies	8
Government and Public Administration	8

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

Budget Calculator
Target Salary (NET)
\$36,418

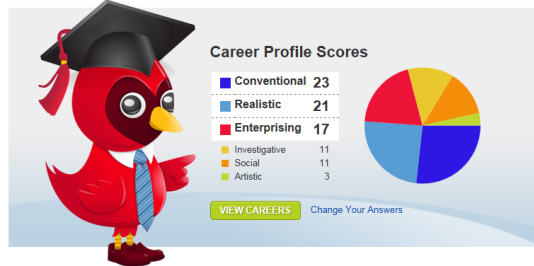
Based on your budget.
[Edit budget](#)



Ohio MEANS Jobs .com EXPLORE IT PLAN IT FUND IT FIND IT VETERANS RESOURCES Carolyn George BACKPACK

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Career Profile



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

Industry Search

- Select Industry -

GO

Keyword Search
(e.g. doctor, build houses)

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.

OhioMeansJobs EXPLORE IT PLAN IT FUND IT FIND IT SIGN IN

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Occupation Search > Matched Occupations > Dental Hygienists

Dental Hygienists

Clean teeth and examine oral areas; develop x rays, or apply fluoride on related.

Related: Audio-Visual & Multimedia, Audio, Radiation Therapy
Industries: Health & Counseling

Skills

Basic Skills: Social

Abilities: Verbal, Hand and Finger Use, Attention, Ideas and Logic

Knowledge: Health

Training: None

Education and Training Opportunities | OhioMeansJobs

The following are training programs applicable to this occupation. Interested in a school? Save a school to your Backpack for reference. You can save up to ten schools. To learn more, please contact each school individually.

Looking for alternative Training programs? Check out the [CareerTech](#) and [Apprenticeship](#) Programs.

Columbus State Community College
550 E SPRING ST, COLUMBUS, OH 43215

School Type: Public, 2-year Admissions: Financial Aid 614-267-5553

School Size: 20,000 and above

Other Degrees Offered: Undergraduate degree or certificate offering No graduate offering

Website: www.cscoc.edu

Program Name: Dental Hygiene/Hygienist
Length: 2 years
Award Level: Associate's degree

Need help on researching occupations and careers? Download the [Guide to Researching Occupations \(PDF\)](#).

Need help on how to research education and training programs? Download the [Guide to Higher Education \(PDF\)](#).

Budget Calculator
Answer a few questions to determine your target salary. Use this target salary to help choose the right occupation for you.
[START](#)

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.

The screenshot shows the 'OhioMeansJobs' Budget Calculator interface. It includes input fields for monthly expenses in categories like Housing, Utilities, Food, and Transportation. A 'GO TO BUDGETING' button is visible. The results section displays three target salary figures: Gross Annual Target Salary of \$21,887, Net Annual Target Salary of \$19,032, and Target Hourly Rate of \$9. A 'GO TO BACKPACK' button is also present.

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	\$276
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.

Career Profile

Enterprising	24
Realistic	22
Social	20
Artistic	19
Conventional	18
Investigative	17

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 screenshot shows the 'OhioMeansJobs' Backpack interface for a 'Dental Hygiene' career plan. The plan is 33% complete. A list of activities is shown, with 'Determine your skill levels' marked as 'Not Complete'. A modal window titled 'Add Recommended Activities | OhioMeansJobs' is open, displaying a list of recommended activities:

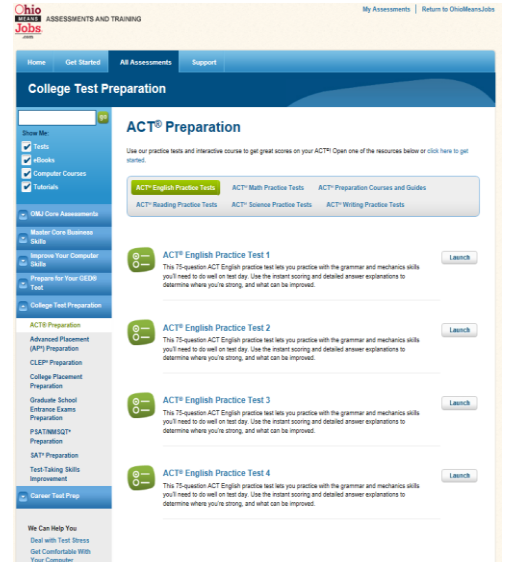
- Take the Career Cluster Inventory
- Research Occupations
- Complete the Career Profile
- Attend a college or career fair near you

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.

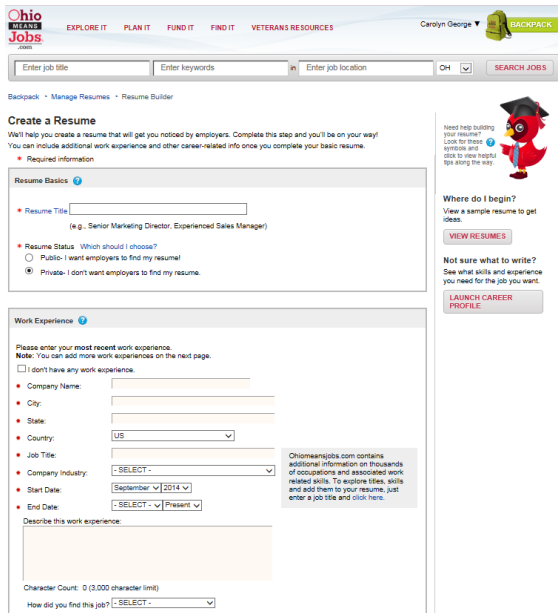


STEP 6: BUILDING A RESUME

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.

The screenshot shows the OhioMeansJobs search page. It includes a search bar with fields for Job Title, Keywords, Location (City/Town or Zip), State (OH), and Radius (20 miles). There is a 'SEARCH' button and a 'Salary Calculator' section. Below the search bar, there are 'Results' for 124234 jobs as of 1/5/2014. The results are displayed in a table with columns for Job Summary, Date, Company, and Location. Two job listings are visible: 'F/T Tenure Track Faculty View' at Kent State University and 'Patient Access Rep' at Parma Community General Hospital. There are also 'Current filters' and 'Refine' options on the right side.

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.



Welcome,
Carolyn George

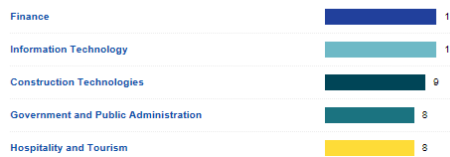
[Edit your account](#)

[PRINT](#)

[TAKE THE GUIDED TOUR](#)

Career Cluster Inventory

TOP 5 RANKED CAREER CLUSTERS



[VIEW RESULTS](#)

Career Plans

2 OF 5 CAREER PLANS

Career Plan	Completion Status
Dental Hygiene Updated 7/24/2014	33% complete
Food Scientists and Technologists Updated 7/24/2014	0% complete

[CREATE A NEW CAREER PLAN](#)

Assessments and Training

Completed Assessments	Score	Completion Date
ACT® English Practice Test 1	1/36	7/15/2014

[VIEW TESTS](#)

Calendar

UPCOMING EVENTS

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

Visit the Events page or schedule deadlines for career activities in your own custom Career Plan.

[VIEW CALENDAR](#)

Careers I'm Interested In

2 OF A MAXIMUM 10 OCCUPATIONS

- Dental Assistants
- Dental Hygienists

[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