

The 6 Steps to Your Ideal Career or Business!



Other Career Options:

- Be Your Own Boss: Turning Experience into Free-Lance or Contracted Opportunities
- Education & Training for a New Career

Step 3:

***What's Hot?
The Latest Research on
National, State, and Local
Employment Trends***

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What's Hot? The Latest Research on National,
State, and Local Employment Trends**

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Questions to Consider When Researching National, State, and Local Employment Trends

Questions	Yes	No
<p>1. Are you aware of the short and long-term trends for employment opportunities in:</p> <ul style="list-style-type: none"> a. The industries in which you have been employed in the past? b. The occupations in which you have been employed in the past? c. The geographical area in which you live now? d. Other geographical areas of the state? e. Other geographical areas of the country? 		
<p>2. Are you aware of the occupations that are the highest paid in the:</p> <ul style="list-style-type: none"> a. Region? b. State? c. Nation? 		
<p>3. Do you know which occupations and industries are considered high demand or emerging occupations or industries?</p>		
<p>4. Are you aware of the skills, education, and training required for various high demand or emerging occupations?</p>		
<p>5. Are you aware of the average salaries being paid for jobs in high demand or emerging occupations?</p>		
<p>6. Are you planning to limit your job search to the same occupation and industry in which you have been employed in the past?</p>		

Use Self-Assessments to Identify Interesting Careers

Personal Career Profile (i.e., "Ideal Preferences", continued)

Directions: In reviewing your responses from the previous pages, summarize the most important components from each section below.

Ideal Work Environment:

Enjoyable Aspects of Your Work History (page 17):

Personal Career Profile & Career Transition Plan (Step 2, pages 20, 21, & 27)

Personal Career Profile (i.e., Ideal Preferences Summary)

Directions: In reviewing your responses, from the previous page, summarize the most important components from each section below.

The Big Picture of What You Might Enjoy in Your Life:

Things Still to Accomplish from your Bucket List (page 10):

Career Transition Plan: Example (Experienced Professional Transitioning from Manufacturing to Healthcare)

Based upon your evaluation of your ideal preferences and your assessment of your current situation, indicate which of the following options you will research and consider pursuing in the short term (now to 2 years) and the long-term (2 to 5 years). Provide a brief description of the options you plan to pursue.

Options	Previous Job: Purchasing/Manufacturing	Short-term	Long-term
Employment Options:			
• Full-time Employment in Similar Job/Same Industry:			
• Full-time Employment in Different Job/Same Industry: <i>Sales/Manufacturing</i>			
• Full-time Employment in Similar Job/Different Industry: <i>Purchasing/Healthcare</i>			
• Full-time Employment in Different Job/Different Industry: <i>Sales/Healthcare</i>			

Key Elements:

• Full-time Employment in Similar Job/Same Industry:

• Full-time Employment in Different Job/Same Industry:
Sales/Manufacturing

• Full-time Employment in Similar Job/Different Industry:
Purchasing/Healthcare

• Full-time Employment in Different Job/Different Industry:
Sales/Healthcare

Strengths:

Cash Flow Options:

• Part-time Employment:

• Free-lance or Contracted Employment:

• Self-employment:

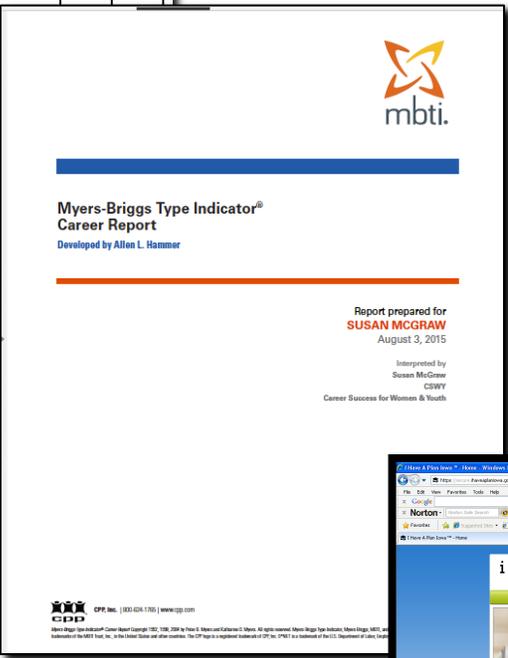
- Home-based business:
 - 1) Mary Kay Cosmetics; 2) Jewelry Design &*
- Professional services business:
- Product manufacturing or distribution business:
- Product-oriented retail business (with storefront):
- Product-oriented mail-order business:
- Internet web-based product/service business:

Enhancing Skills:

- Volunteer Opportunities: *Volunteer at Hospital Store*
- Workshops/Seminars: *Sales Techniques (Community*
- Vocational or Certificate Training Program(s) for a New Job/Career: *Health Care Administration Certificate?*
- College/University Degree for a New Job/Career:

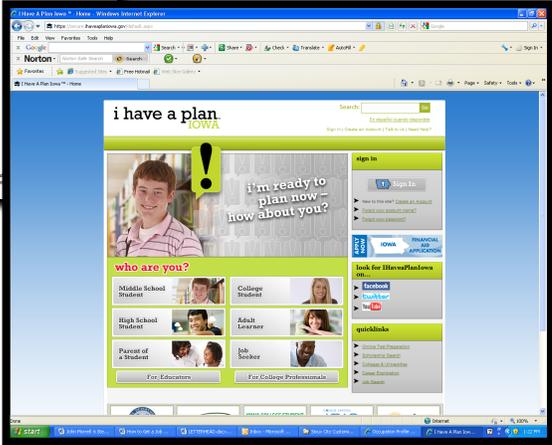
Building Relationships:

- Coaches or mentors: *Career Coach; friend who is a Hospital Administrator; friend who is a Pharmaceutical Sales Representative*
- Organizations/groups to expand your network: *Linked In Healthcare Discussion Group*

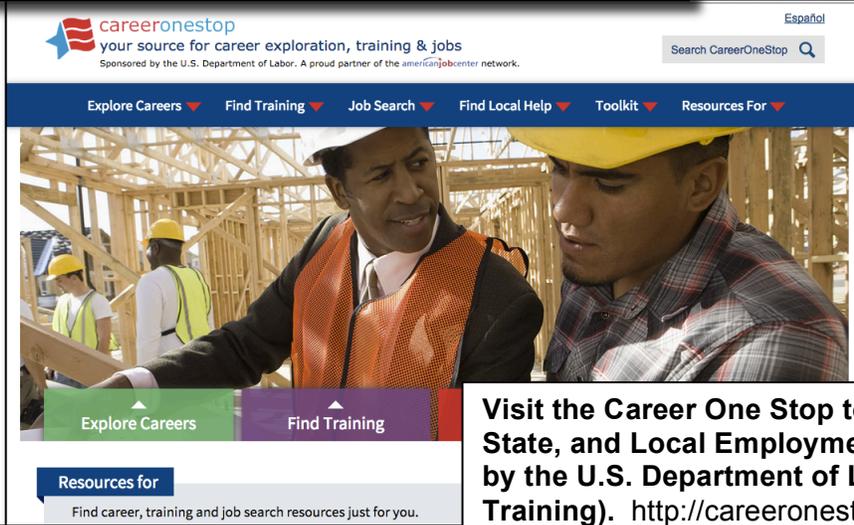


Myers-Briggs Type Indicator
<http://online.cpp.com>

I Have a Plan Iowa
<http://ihaveaplaniowa.gov>



Research National, State, & Local Occupation and Industry Trends



Visit the Career One Stop to Research National, State, and Local Employment Trends (maintained by the U.S. Department of Labor, Employment, and Training). <http://careeronestop.org>

- Select **Explore Careers** from main menu bar.
- Select **Learn About Careers**; Select **Career Profiles**; Select **Occupation Profile**.
- On left hand menu, **Occupation Information**:
 - If you are a veteran, select **Military to Civilian Occupation Translator**.
 - Select **MOC Code, Keyword, or Menu** to conduct a search.
 - Select **Fastest Growing Occupations**.
 - Select **Education Level: Overall** and **Continue**. View top 50 occupations in the country.
 - Select the **State** and **Continue** to view top 50 occupations in a specific state.
 - Select an Occupation.
 - At the bottom of the Occupation Profile, you will see a box labeled **Modify Occupation Profile**, **Select All**, and **Update** to see the complete profile for this occupation.
- Scroll to the top of the Occupation Profile page to return to the Occupation Information Menu at the top left:
 - Select **Most Openings or Highest Paying Occupations**:
 - Select **Education Level: Overall** and **Continue**. View top 50 occupations in the country.
 - Select the **State** and **Continue** to view top 50 occupations in a specific state.
 - Select an Occupation.
- Scroll to the top of the Occupation Profile page to return to the Occupation Information Menu at the top left:
 - Select **Occupation Profile** from the menu.
 - Use either the Keyword Search or Menu Search to find an occupation of interest to you.
 - If you use the Keyword Search, the site will return the occupational titles that most closely match the keywords you used. Select the **Occupational Title** you want and **Continue**.
 - Select the **State** and **Continue**.
 - From the Occupation Profile for the occupation that you are interested in, under **State and National Wages**, select:
 - **Median Wage by Occupation Across States**
 - **Compare Wages by Occupation and Local Area**
 - **Compare Wages by Metropolitan Areas**
 - From the Occupation Profile for the occupation that you are interested in, under **State and National Trends**, select:
 - **Employment Trends by Occupation Across States**
 - **Compare Employment Trends by Occupation**
- Scroll to the top of the Occupation Profile page to return to the Column Menu at the top left:
 - Select **Career Tools** from the menu:
 - Select **Business Finder**. Search employers by Industry, Occupation, Location (the easiest to use), or Keyword to find companies that you may want to research to identify whether they could have an opportunity that would fit with your Career Plan.

Research Education & Training Programs

The screenshot shows the CareerOneStop website interface. At the top left is the logo for CareerOneStop, with the tagline "your source for career exploration, training & jobs" and a note that it is sponsored by the U.S. Department of Labor. A search bar is located at the top right. Below the header is a navigation menu with options: Explore Careers, Find Training, Job Search, Find Local Help, Toolkit, and Resources For. The main content area features a large banner image of people working at computers. Below the banner, there is a "Find Training" section with a sub-menu including "Types of training", "Pay for training", and "Find your path". To the right is the "Find Local Training" section, which includes a search box for "Occupation, school, or program" (with a "Keyword" input field) and a "Location" search box (with a "City, State, or ZIP code" input field). Social media icons for Facebook, Twitter, LinkedIn, and Google+ are also visible.

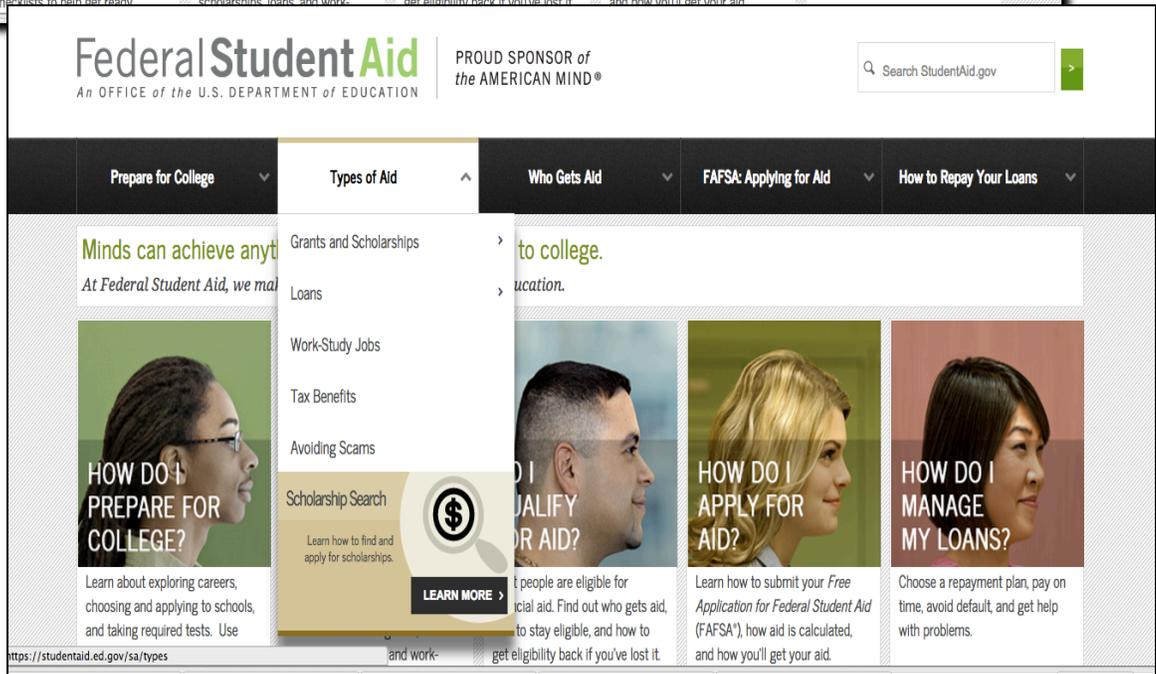
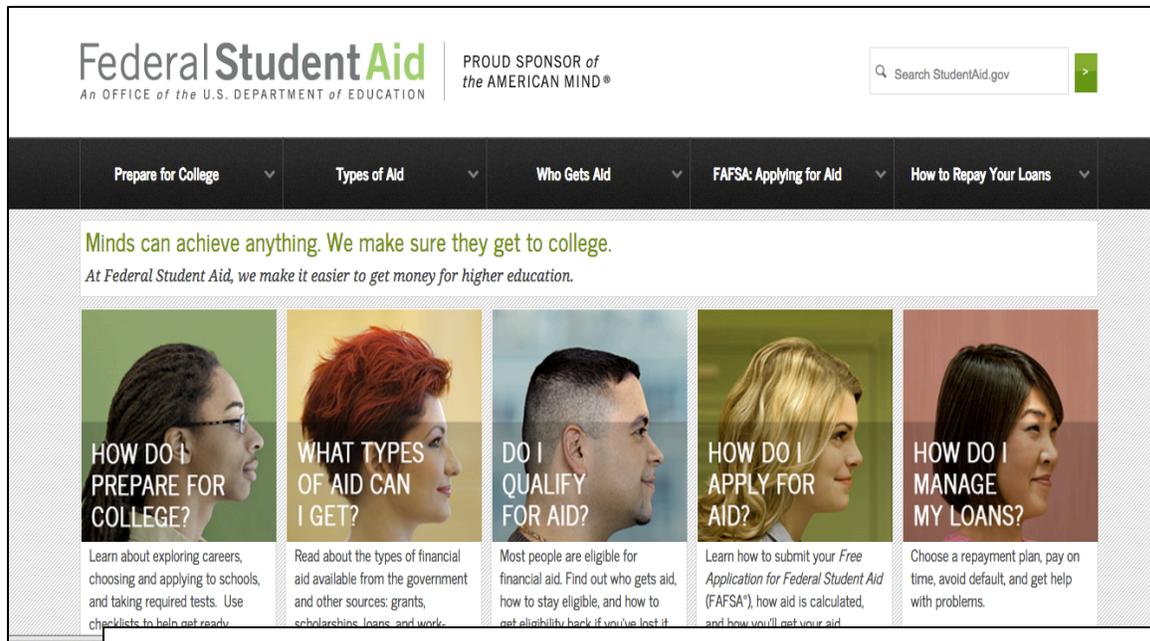
Use the Career One Stop to Research Education & Training Programs in the Local Area and Around the Country
<http://www.careerinfonet.org/edutaining>

At the **Career One Stop**, you can research education and training providers offering programs in your local area and throughout the United States. You can search by occupation, institution name, instructional program, keyword, and geographical area.

1. On the main menu, select **Find Training**.
2. In the search box, **Find Local Training**, enter an occupation, school, or program, along with a city, state, or zip code.
3. To research the cost of training and financial aid options, on the left hand menu, select **Pay for Training**.
4. Select **Net Price Calculator** to use a tool to assess the cost of attendance at a university or college.

Research Federal Student Aid (FSA) Opportunities

Federal Student Aid is the comprehensive source for free information from the U.S. Department of Education for preparing for and funding education beyond high school. This site provides extensive information on a variety of grant, campus-based aid, and loan programs for students pursuing a postsecondary education. Each program has specific eligibility requirements, funding amounts, application requirements, disbursements procedures, and payback requirements (for loans). Federal Student Aid is a valuable, user-friendly site designed to walk you through the process easily!



Prepare for College

Types of Aid

Who Gets Aid

FAFSA: Applying for Aid

How to Repay Your Loans

Minds can achieve anything. We make sure they get to college.

At Federal Student Aid, we make it easier to get money for higher education.



“Free Application for Federal Student Aid” (FAFSA)

FAFSA walks you through the application process step-by-step.

Use the FAFSA Forecaster to Estimate Your Eligibility for Federal Student Aid

Use the FAFSA Forecaster to:

- Calculate your eligibility for federal financial aid, including grants.
- Reduce the time it will take to complete the Free Application for Federal Student Aid (FAFSASM), the qualifying form for all federal student financial aid.

Estimate Your Aid

< Filling Out the FAFSA

< Next Steps

Free Application for Federal Student Aid (FAFSA)

Ready to fill out the FAFSA now? Go to the FAFSA website!

LEARN MORE >

HOW DO I MANAGE MY LOANS?

Choose a repayment plan, pay on time, avoid default, and get help with problems.

Learn how to submit your Free Application for Federal Student Aid (FAFSASM), how aid is calculated, and how you'll get your aid.

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Minds can achieve anything. We make sure they get to college.

At Federal Student Aid, we make it easier to get money for higher education.



HOW DO I PREPARE FOR COLLEGE?

Learn about exploring careers, choosing and applying to schools, and taking required tests. Use



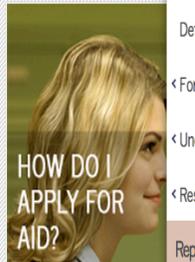
WHAT TYPES OF AID CAN I GET?

Read about the types of financial aid available from the government and other sources: grants,



DO I QUALIFY FOR AID?

Most people are eligible for financial aid. Find out who gets aid, how to stay eligible, and how to get eligibility back if you've lost it.



HOW DO I APPLY FOR AID?

Learn how to submit your Free Application for Federal Student Aid (FAFSASM), how aid is calculated, and how you'll get your aid.

< Understanding Repayment

Loan Consolidation

Deferment and Forbearance

< Forgiveness, Cancellation, and Discharge

< Understanding Default

< Resolving Disputes

Repayment Estimator

Estimate your monthly loan payments and evaluate repayment plan options.

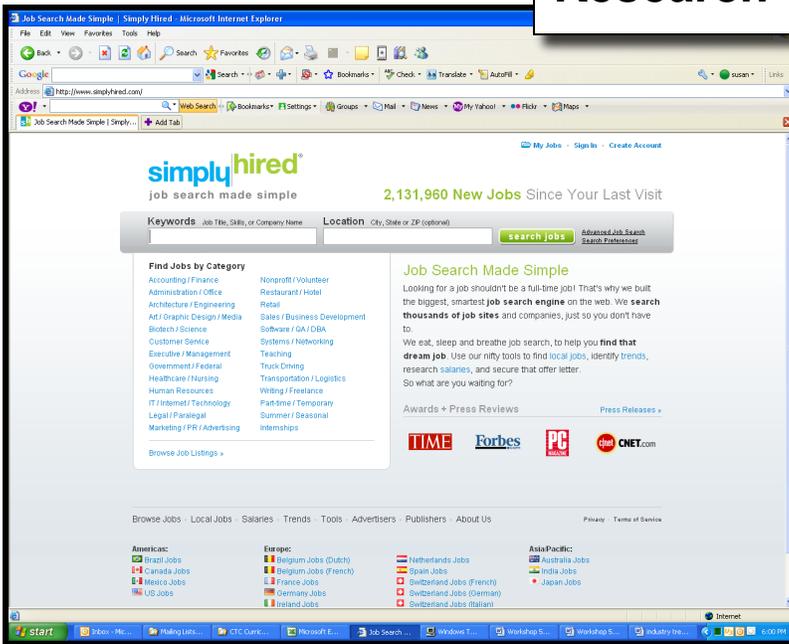


LEARN MORE >

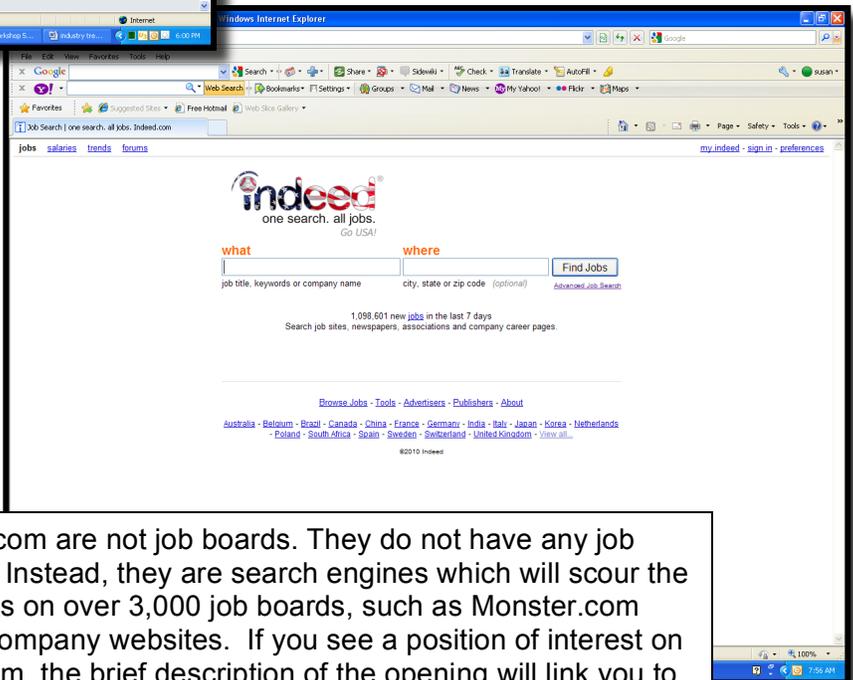
Questions to Consider when Exploring Education & Training Opportunities:

Evaluating Education/ Retraining Opportunities	Option 1:	Option 2:	Option 3:	Option 4:	Option 5:
On a scale of 1 to 5, how well does this option fit with your previous experience and your career goals?					
What are the employment trends for this occupation?					
What are typical salaries for employees in this occupation?					
How long will it take to complete the program?					
How much does the program cost (tuition, books, fees, etc.)?					
What support systems do you need to make this possible (i.e., transportation, childcare, etc.)?					
How will you cover your living expenses while in school?					
What financial aid options are available (if desired)?					
Would you take this program if no financial aid were available?					
Will you get a "return on your investment" (i.e., will you earn a high enough salary after you complete the program to cover the cost of the program)?					
Rank order your program options based upon your evaluation of the above criterion.					

Use Job Boards & Search Engines to Research Trends in Job Opportunities



Omnibus Search Engines to Search Thousands of Job Boards & Company Websites
<http://SimplyHired.com> &
<http://Indeed.com>



SimplyHired.com and Indeed.com are not job boards. They do not have any job openings posted at their sites. Instead, they are search engines which will scour the Internet looking for job postings on over 3,000 job boards, such as Monster.com and CareerBuilder.com, and company websites. If you see a position of interest on SimplyHired.com or Indeed.com, the brief description of the opening will link you to the job board or website where the full job posting is located. In some cases, you may have to register with that job board (providing your email address and a password) in order to see the full job posting.

These sites can be helpful in researching the wording of job titles, the types of open positions available in a certain geographical area, salary ranges being offered, etc. Be sure to utilize the **Advanced Search** features (located to the right of the **“Find/Search All Jobs”** button at the top of the page after the first search results are returned). In addition, the column to the left of the search results provides extremely helpful ways to **Refine Your Search** instantaneously.

NOTES: