what’s new

New scholarships added to CareerOneStop’s Scholarship Search
You can now search more than 6,000 scholarships including awards available for students by gender, race, ethnicity, and religion; veterans or military members; employees of specific companies; members of certain associations, and many more.

Visit www.CareerOneStop.org/ScholarshipSearch to get started.

CareerOneStop’s Financial Aid Advisor updated
This step-by-step guide to funding options for higher education has been updated for the 2013-14 school year. Learn about any eligibility changes that may affect you or your dependent.

Visit www.CareerOneStop.org/FinAidAdvisor.

O*NET occupational data updated
Updates to O*NET’s occupational database include 108 updated occupations in the O*NET-SOC classification system. The database also includes new and updated Work Values data for 83 occupations.


It's all on CareerOneStop.org
connections

spotlight: How to Boost a Job Search

Most job seekers are eager to locate, apply for, and land their dream job. In their haste, they jump straight to surfing online job postings. That may lead to plenty of job leads, but it ignores some of the most critical steps in an effective job search. Visit CareerOneStop’s Job Search section (www.CareerOneStop.org/JobSearch) to find information, resources, and tools to round out any job search.

Plan Your Job Search. Taking the time to plan out a job search can make all the difference. In this section, users will find tools and resources to plan an effective job search, including:

- The Employer Locator to help identify and research potential employers
- The Salary Info tool to help inform salary expectations
- Helpful tips on creating a job search plan, searching online, and more

Form a Network. It’s a fact: more people find jobs through networking than any other method. This section offers practical advice and helpful tips on a range of topics, including:

- Why networking is so critical and how to get started
- How—and why—to prepare and practice an elevator speech
- How to conduct an informational interview and network on social media

Resumes and Applications. Resumes, cover letters, interviews, and portfolios are tools that allow job seekers to highlight their qualifications, skills, and experience to prospective employers. This section provides guides, tips, and advice on how to make the most of these opportunities, including:

- A step-by-step Resume Guide to create a stand-out resume
- Examples and templates for cover letters for a variety of positions
- Descriptions and examples of applications, portfolios, and work samples

Interview and Negotiate. Landing an interview is a job search milestone, but what comes next can make the difference in getting an offer. Find tips and advice on:

- How to prepare for different interview methods and common questions
- How to evaluate an offer and negotiate a salary
- How to make sure your online social media presence doesn’t sink you
solutions

The Competency Model Clearinghouse (CMC)
The CMC (www.CareerOneStop.org/CMC) now boasts 21 industry competency models available for your use.


• The Information Technology Model has been updated to include social media, wireless and mobile communications, and security (www.CareerOneStop.org/competencymodel/pyramid.aspx?IT=Y).

For information on how to use industry models as resources to support your workforce projects visit the User Guides section of the Clearinghouse.

Read how United Blood Services (UBS) used the CMC Tools to develop a Career Ladder Lattice for 200+ employees in its Dakotas Region in the Users Showcase.

other resources

American Job Center website
The new American Job Center website provides Americans with a single access point—open 24/7—to key federal programs and critical local resources to help people find a job. The site features sections for job seekers, business, veterans, and youth.

An official website of the U.S. government, JobCenter.USA.gov is a partnership between the U.S. departments of Labor, Education, and Veterans Affairs; the General Services Administration; the Small Business Administration; and the White House.

Visit jobcenter.usa.gov/ to take a look.

coming soon

Look for updated information about certifications and other credentialing opportunities for job seekers and workers.