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take notice

CareerOneStop now offers a searchable list of nearly 2,500 professional associations across the United States.

Read more on page 3.

E-mail your feedback and comments to info@CareerOneStop.org.

what's new

Locate local job clubs on America's Service Locator

You can now find local job clubs in your city, state, or ZIP code with Job Club Search in America's Service Locator. You'll find contact information including websites and phone numbers when available, as well as maps and driving directions. Job clubs are a great community-based resource that provide support, resources, and information for individuals during any phase of their job search. Visit www.ServiceLocator.org/JobClub to get started.

Find local Employment Network organizations on America's Service Locator

Employment Networks (EN) are organizations that provide services to help people with disabilities enter or re-enter the workforce. More than 1,000 ENs across the United States provide job training and other employment services under the Ticket to Work program for adults receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). Find an EN by city, state, or ZIP code at www.ServiceLocator.org/EmploymentNetworks.

O*NET tools and technology data updated

O*NET’s occupational database now includes information on the machines, equipment, tools, and software used in 670 occupations. View the complete list of occupations with this data at www.onetonline.org/help/t2.

spotlight

Introducing CareerOneStop’s Business Center

Know a business looking for help with hiring, training, or retaining a strong workforce? CareerOneStop’s Business Center provides easy access to information and resources.

Visit www.CareerOneStop.org/Business to learn about:

• Finding qualified candidates, tax credits for hiring, and sound hiring practices
• Exploring local training options and connecting to funding to pay for training
• A toolkit of easy to use interactive tools to find customized solutions
Recruiting and hiring the right employees is essential to every organization’s success. The Business Center’s Recruit & Hire section offers tools and best practices information to help businesses find and hire the right workers. Visit www.CareerOneStop.org/BusinessCenter to:

- Identify hiring needs and learn about skills, salaries, job descriptions, and more.
- Find the right candidates with resources for recruiting qualified workers at no cost.
- Interview and hire with information on pre-screening, assessments, and more.
- Hire a diverse workforce including veterans, workers with disabilities, and ex-offenders.

Targeted training can improve productivity and retention. Visit Train & Retain to find resources:

- Assess employee skill needs and learn about effective assessment, job skill analysis, certifications, and training resources to meet your business goals.
- Locate local training programs and explore options such as customized training, community colleges, certifications, professional associations, and more.
- Fund employee training by learning about national and local resources as well as low-cost options for training employees using your internal resources.
- Manage and retain employees and learn about healthcare, retention, and more.

The Business Center also offers a Toolkit with nine easy-to-use customizable tools:

- American Job Center Finder. Locate an American Job Center near you for help with recruiting, training, and retaining employees.
- Available Workforce. Build a profile of the workforce in your local, state, or national area with data on employment, wages, unemployment rates, education and training programs, and demographics.
- Civilian-to-Military Occupation Translator. Find military occupations with experience and skills that match your civilian positions.
- Compare Occupations. Inform hiring and training decisions by comparing skills, salaries, and training for any two occupations.
- Find Certifications. Identify current industry- or occupation-specific certifications for employee development, defining position requirements, and identifying potential candidates.
- Find Local Training Programs. Locate local training programs and institutions to recruit qualified candidates or train current employees.
- Find Professional Associations. Locate industry and professional associations to help you recruit candidates, provide professional development opportunities for your employees, and stay current with industry developments.
- Find State Resources for Businesses. Connect to state resources on tax incentives, business development, training sources, employment laws, policies, recruiting, and more.
- Job Description Writer. Create job descriptions for hiring or conducting reviews of existing positions, staff, and organizational structure.
The Competency Model Clearinghouse’s User Showcase

The CMC Users Showcase (www.CareerOneStop.org/CMC/Users) provides real life accounts of educational institutions using competency models to support their workforce development efforts, including two recent examples:

- Missouri University and its partner community colleges used ETA’s industry-informed Energy/Generation, Transmission and Distribution Model to conduct a gap analysis of all sustainable energy and energy efficiency curricula.
- Los Angeles Trade-Technical College reached out to business and college personnel to gather input and support for program development in the renewable energy and utility industry sectors.

The return on investment for both institutions: graduates with the competencies that employers require and that lead to careers that pay good wages and provide opportunities for advancement.

Search national professional associations on CareerOneStop

Visit the new Find Professional Associations at www.CareerOneStop.org/ProfessionalAssociations to search more than 2,500 national professional and industry associations by occupation or industry.

Job seekers can contact associations in the field or a field of interest to explore careers, network, find professional development opportunities, or search for open jobs.

Business will find associations useful to keep current on trends in their industry, recruit candidates, and find training for their employees.

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