

## Best Practices from Minnesota WorkForce Center Staff

**Webinar:** Using ISEEK to Complete Individual Service Strategy Plans, May 14, 2010

**Presenters:** Denise Felder, *MnCareers*; Shelia McComb, Training Resource Center

An ISEEK/Training Resource Center Alert

**ISEEK offered a series of three webinars for Minnesota WorkForce Center and other staff. Below are resources and best practices that the webinar participants shared.**

### Topics and best practices discussed during "Using ISEEK to Complete Individual Service Strategy Plans" webinar:

1. Assessment Tools and Resources
2. Career and Industry Resources
3. Training Resources
4. Job Search Resources
5. Questions/Answers and Other Resources

#### Notes:

- Inclusion on this list does not equal endorsement. Some resources may require fees, licenses, or subscriptions.
- ISEEK and partner content and tools include resources produced by the Minnesota Department of Employment and Economic Development (DEED), Minnesota State Colleges and Universities (MnSCU), Minnesota Department of Education (MDE), CareerOneStop, and the U.S. Department of Labor.

#### 1. What assessment tools and resources do you use with customers?

Name of Resource & Counselor Comments	Links to Assessment
<b>CAPS</b> Career Ability Placement Survey	<a href="http://www.edits.net/caps.html">www.edits.net/caps.html</a>
<b>Career Assessment Inventory</b>	<a href="http://www.pearsonassessments.com/HAIWEB/Cultures/en-us/Productdetail.htm?Pid=PAg112">www.pearsonassessments.com/HAIWEB/Cultures/en-us/Productdetail.htm?Pid=PAg112</a>
<b>CareerOneStop's Assessments</b> e.g., Skill Profiler, Employability Checkup	<a href="http://www.careeronestop.org/ExploreCareers/SelfAssessments/FindAssessments.aspx">www.careeronestop.org/ExploreCareers/SelfAssessments/FindAssessments.aspx</a>
<b>CASAS</b> Basic reading and math	<a href="http://www.casas.org/home/">www.casas.org/home/</a>
<b>CHOICES</b> Aptitude testing is helpful in recognizing possible barriers.	<a href="http://www.bridges.com/us/prodnserv/educareerplan_cca.html">www.bridges.com/us/prodnserv/educareerplan_cca.html</a>
<b>COPEs</b> Career Orientation Placement and Evaluation Survey – Values Survey	<a href="http://www.edits.net/copess.html">www.edits.net/copess.html</a>
<b>COPS</b> Career Occupational Preference System - Interest Inventory. May use with ISEEK or MCIS to see if careers match.	<a href="http://www.edits.net/cops.html">www.edits.net/cops.html</a>
<b>IDEAS Interest Inventory</b>	<a href="http://oregoncis.uoregon.edu/home/Products/CISforInternet/ExplorationToolsinCIS/IDEASAssessment/tabid/155/Default.aspx">http://oregoncis.uoregon.edu/home/Products/CISforInternet/ExplorationToolsinCIS/IDEASAssessment/tabid/155/Default.aspx</a>

<b>ISEEK's Skills, Interest Inventories</b>	Skills: <a href="http://www.iseek.org/careers/skillsAssessment">www.iseek.org/careers/skillsAssessment</a> Interest: <a href="http://www.iseek.org/careers/interestassessment.html">www.iseek.org/careers/interestassessment.html</a>
<b>JOB STAT</b> Job Skills Transfer Assessment Tool	<a href="http://www.positivelyminnesota.com/apps/lmi/ota/OccupationSelectA.aspx">www.positivelyminnesota.com/apps/lmi/ota/OccupationSelectA.aspx</a>
<b>MCIS</b> Minnesota Career Information System. Use MCIS work values and skills assessments with ISEEK to see if careers match.	<a href="http://mncis.intocareers.org/">http://mncis.intocareers.org/</a>
<b>MnCareers</b> Uses with O*NET.	<a href="http://www.iseek.org/mncareers/index.html">www.iseek.org/mncareers/index.html</a>
<b>O*NET</b> Abilities, interest, work importance assessments. Uses with MnCareers	<a href="http://www.onetcenter.org/tools.html">www.onetcenter.org/tools.html</a>
<b>Reality Check Tool</b> Encourages all Veterans in caseload. Used with ISEEK and MCIS assessments.	<a href="http://www.iseek.org/careers/realitytool.html">www.iseek.org/careers/realitytool.html</a>
<b>WOWI</b> World of Work Inventory	<a href="http://www.wowi.com/">www.wowi.com/</a>

## 2. What career/industry resources do you use?

Name of Resource & Counselor Comments	Links to Career/Industry Information
<b>CareerOneStop</b> Use for national career and industry resources.	Explore Careers: <a href="http://www.careeronestop.org/ExploreCareers/ExploreCareers.aspx">www.careeronestop.org/ExploreCareers/ExploreCareers.aspx</a>
<b>DEED's Business Service Specialists</b> Knowledge of local labor market	<a href="http://www.positivelyminnesota.com/Business/Get_Help_from_Our_Experts/Business_Development_Specialists/index.aspx">www.positivelyminnesota.com/Business/Get_Help_from_Our_Experts/Business_Development_Specialists/index.aspx</a>
<b>DEED's Labor Market Information</b>	<a href="http://www.positivelyminnesota.com/Data_Publications/index.aspx">www.positivelyminnesota.com/Data_Publications/index.aspx</a>
<b>EMSI</b>	<a href="http://www.economicmodeling.com/">www.economicmodeling.com/</a>
<b>ISEEK</b> Using in Creative Job Search Workshops	Research MN Careers and Industries: <a href="http://www.iseek.org/careers/research.html">www.iseek.org/careers/research.html</a> Search Careers Tools: <a href="http://www.iseek.org/careers/clusters.html">www.iseek.org/careers/clusters.html</a>
<b>League of Minnesota Cities</b> Municipal careers	<a href="http://www.lmc.org/page/1/city-jobs.jsp">www.lmc.org/page/1/city-jobs.jsp</a>
<b>Local Technical College</b>	ISEEK's Education Search: Colleges Search <a href="http://www.iseek.org/education/educationSearch">www.iseek.org/education/educationSearch</a>
<b>MCIS</b>	<a href="http://mncis.intocareers.org/">http://mncis.intocareers.org/</a>
<b>O*NET</b> Using in Creative Job Search Workshops	<a href="http://online.onetcenter.org/">http://online.onetcenter.org/</a>
<b>Placement Specialists</b>	<a href="http://www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/index.aspx">www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/index.aspx</a>
<b>U.S. Dept of Labor's Bureau of Labor Statistics</b>	<a href="http://www.bls.gov/">www.bls.gov/</a>

### 3. What other training resources do you use?

Name of Resource & Counselor Comments	Links to Training Information
<b>CareerOneStop</b>	Education and Training: <a href="http://www.careeronestop.org/EducationTraining/EduTraining.aspx">www.careeronestop.org/EducationTraining/EduTraining.aspx</a>
<b>GCFlearnfree.org</b> Goodwill Community Foundation	<a href="http://www.gcflearnfree.org/">www.gcflearnfree.org/</a>
<b>Green Economy workshops</b> No specifics listed by counselors. <ul style="list-style-type: none"> <li>• <i>ISEEK's Energy Careers</i> web site offers various sustainable energy training options.</li> <li>• <i>MN Dept of Energy</i> offers Green Training Schedule.</li> <li>• <i>MN Renewable Energy Marketplace</i> offers some training.</li> </ul>	<ul style="list-style-type: none"> <li>• ISEEK's Energy Careers <a href="http://www.iseek.org/industry/energy/index.html">www.iseek.org/industry/energy/index.html</a></li> <li>• Green Jobs Training Schedule: <a href="http://www.state.mn.us/mn/externalDocs/Commerce/GreenJobsTrainingSchedule_050709121300_GreenJobsTrainingSchedule.pdf">www.state.mn.us/mn/externalDocs/Commerce/GreenJobsTrainingSchedule_050709121300_GreenJobsTrainingSchedule.pdf</a></li> <li>• MN Renewable Energy Marketplace: <a href="http://www.mnrem.org/wiki">www.mnrem.org/wiki</a></li> </ul>
<b>ISEEK</b>	Plan your education: <a href="http://www.iseek.org/education/index.html">www.iseek.org/education/index.html</a> Education Search Tools: <a href="http://www.iseek.org/education/educationSearch">www.iseek.org/education/educationSearch</a>
<b>LearnKey</b> Online subscription for computer skills	<a href="http://www.learnkey.com/">www.learnkey.com/</a>
<b>Local technical college</b> Provides customized training for us	MnSCU's Customized Training Services: <a href="http://www.mnscu.edu/business/trainingsearch/trainingprogramsearch.html">www.mnscu.edu/business/trainingsearch/trainingprogramsearch.html</a>
<b>Open course software:</b> Not for credit options allow people to see if they can be successful with online training. It's also a good resource for people who want to learn for personal enjoyment.	Counselor didn't provide. There are various options including MIT: <a href="http://ocw.mit.edu/index.htm">http://ocw.mit.edu/index.htm</a>
<b>Websites for extensive computer training:</b> Training Resource Center's <i>Free Online Computer Training</i>	<a href="http://www.iseek.org/iseek/static/Free%20Online%20Training.pdf">www.iseek.org/iseek/static/Free%20Online%20Training.pdf</a>
<b>Workforce Center: All</b> Creative Job Search (CJS) and other seminars (e.g., resume)	<a href="http://www.positivelyminnesota.com/JobSeekers/WorkForceCenters/HelpforJobseekers/WorkshopsTraining.aspx">www.positivelyminnesota.com/JobSeekers/WorkForceCenters/HelpforJobseekers/WorkshopsTraining.aspx</a>
<b>Workforce Center: Hennepin South, Bloomington</b> Provides hands-on computer & social media classes.	<a href="http://www.positivelyminnesota.com/JobSeekers/WorkForceCenters/SeeAllWorkForceCenterLocations/WFC-HennepinSouth/index.aspx">www.positivelyminnesota.com/JobSeekers/WorkForceCenters/SeeAllWorkForceCenterLocations/WFC-HennepinSouth/index.aspx</a>
<b>Workforce Center: West St. Paul</b> Free computer classes on Word Excel (both Basic and Intermediate) and Linked-In.	<a href="http://www.positivelyminnesota.com/JobSeekers/WorkForceCenters/SeeAllWorkForceCenterLocations/WFC-DakotaCountyWest/index.aspx">www.positivelyminnesota.com/JobSeekers/WorkForceCenters/SeeAllWorkForceCenterLocations/WFC-DakotaCountyWest/index.aspx</a>

#### 4. What other job search resources do you use?

Name of Resource & Counselor Comments	Links to Job Search Information
<b>America's Job Exchange</b> State Job Banks	<a href="http://www.americasjobexchange.com">www.americasjobexchange.com</a>
<b>CareerOneStop</b>	Job Search: <a href="http://www.careeronestop.org/JobSearch/JobSearch.aspx">www.careeronestop.org/JobSearch/JobSearch.aspx</a> State Job Banks: <a href="http://www.careeronestop.org/JobSearch/COS_jobsites.aspx">www.careeronestop.org/JobSearch/COS_jobsites.aspx</a>
<b>Company-specific web pages</b> Majority of companies have their own webpage that details their culture, the type of successful employees, and job leads.	To find companies' websites: CareerOneStop's Employer Locator: <a href="http://www.careerinfonet.org/employerlocator/employerlocator.asp?nodeid=18">www.careerinfonet.org/employerlocator/employerlocator.asp?nodeid=18</a>
<b>InDEED.com:</b> Job search engine that "spiders" companies, associations, job banks and others. Use with personal network and contacts	<a href="http://www.indeed.com">www.indeed.com</a>
<b>ISEEK</b>	Find a Job: <a href="http://www.iseek.org/jobs/index.html">www.iseek.org/jobs/index.html</a> Job Search Tools: <a href="http://www.iseek.org/jobs/jobSearch">www.iseek.org/jobs/jobSearch</a>
<b>Job Central</b> State job banks in association with National Association of State Workforce Agencies	<a href="http://www.jobcentral.com/">www.jobcentral.com/</a>
<b>Linkup.com</b> Job search engine for jobs from employer websites	<a href="http://www.linkup.com">www.linkup.com</a>
<b>Minnesota Works</b>	<a href="http://www.minnesotaworks.org">www.minnesotaworks.org</a>
<b>Simply Hired.com</b> Job search engine	<a href="http://www.simplyhired">www.simplyhired</a>
<b>Snag a Job.com</b> Job search engine for hourly employment	<a href="http://www.snagajob.com">www.snagajob.com</a>
<b>State of MN Employment Site</b>	<a href="http://www.careers.state.mn.us/">www.careers.state.mn.us/</a>
<b>Tweet My Jobs.com</b> Large Twitter job board	<a href="http://www.tweetmyjobs.com">www.tweetmyjobs.com</a>
<b>Vets Central</b> Part of Job Central	<a href="http://www.jobcentral.com/vetcentral/">www.jobcentral.com/vetcentral/</a>
<b>Yahoo Jobs</b> Job search engine	<a href="http://hotjobs.yahoo.com/">http://hotjobs.yahoo.com/</a>

**5. What resources or information from ISEEK would better help you serve customers?**

Question or Resource	Answers and Links to Resources
<p><b>Soft Skills?</b> Where can I find information about soft skills? For example, keeping a job, what soft skills are, and detailed information about why people lose jobs.</p>	<p>ISEEK’s Succeeding in the Workplace: <a href="http://www.iseek.org/jobs/succeed.html">www.iseek.org/jobs/succeed.html</a> ISEEK’s Soft Skills for Ex-Offenders: <a href="http://www.iseek.org/guide/exoffenders/exoffenderskills.html">www.iseek.org/guide/exoffenders/exoffenderskills.html</a> CareerOneStop’s Career Resource Library (search for “work readiness”) <a href="http://www.careerinfonet.org/crl/library.aspx">www.careerinfonet.org/crl/library.aspx</a></p>
<p><b>ISEEK Updates:</b> How often does ISEEK update courses and programs?</p>	<p>Courses and programs are updated continually. Both MnSCU and the University of MN update regularly. Private schools update at any time. ISEEK relies on the schools to provide updated information about their programs and courses.</p> <p>ISEEK’s Education Search Tool: <a href="http://www.iseek.org/education/educationSearch">www.iseek.org/education/educationSearch</a></p>
<p><b>Online learning:</b> How to know if you can be successful in an online class?</p>	<p>ISEEK’s Quiz: Are online courses for you? <a href="http://www.iseek.org/education/onlinequiz.html">www.iseek.org/education/onlinequiz.html</a> ISEEK’s Online Learning: <a href="http://www.iseek.org/education/onlinelearning.html">www.iseek.org/education/onlinelearning.html</a></p>
<p><b>Social Networking Used by Counselors?</b> Meet Up: A site for networking and numerous other areas of interest</p>	<p><a href="http://www.meetup.com">www.meetup.com</a></p>