

Career Information Resources

Career Information Resources

In Section One of this guide, [Interest & Goal Assessments](#), participants focused on looking at themselves and determining the general kinds of work and activities they might enjoy. Next, career exploration will help participants to get specifics about occupations and begin to narrow down their career goals.

This section of the *Facilitator Guide* focuses on career information resources — providing information for teachers, counselors and career specialists who use *MnCareers*.

The following pages highlight Minnesota and national agencies and programs with tools to help individuals explore and match their traits to careers.





What is iSeek Solutions?

iSeek Solutions is a partnership of education providers and government agencies who work to provide Minnesotans with excellent information about careers, education and jobs.

What does iSeek Solutions do?

The organization undertakes workforce development and education projects throughout the year.

Highlights from this past year include:

- Redesign and expanded content for ISEEK
- Annual *MnCareers* publication
- New skills assessment
- Energy industry channel
- New and redesigned regional career and education Web sites on ISEEK
- *Pathways to Success: Helping your Minnesota Teen with College and Career Success*
- Area Career Exploration event and resource guide (South Central Minnesota)
- Minnesota Parents Know Web site college and career exploration content
- Regional supplements to *MnCareers*
- *Find a Job! A Job Search Guide* distribution

How can iSeek Solutions help me?

iSeek Solutions offers education and career professionals free trainings and workshops to learn how to better use our career tools and present workforce development information to various audiences. Trainings are available at various locations, statewide.

- For information about facilitator training for MCIS, contact: **dorothy.wolf@state.mn.us**
- For information about facilitator training on ISEEK.org, contact: **marcia.bay@iseek.org**
- For information about facilitator training or user presentations for *MnCareers* or CareerOneStop, contact: **denise.felder@iseek.org**

Partnerships

Who is iSeek Solutions?

Executive Board:

- Minnesota Department of Education
- Minnesota Department of Employment and Economic Development
- Minnesota Office of Enterprise Technology
- Minnesota Office of Higher Education
- Minnesota State Colleges and Universities
- University of Minnesota

Can I get involved?

iSeek Solutions is always looking for best practices and partnerships to promote education and workforce development in Minnesota.

If you have ideas for enhancements or partnering opportunities, contact:

Nancy Jacobsen
iSeek Solutions Executive Director

Nancy.Jacobsen@iseek.org

www.iseek.org/info/partners.html

WHY USE LABOR MARKET INFORMATION?

Updated, local labor market information is a critical component for students, job seekers and career changers to make informed career choices.

Labor market information, or LMI, enables individuals to:

- Understand the value of their skills in today's job market.
- Understand changes within the local, state and national economy that might affect where they live or wish to relocate.
- Understand the implications for choosing a particular occupations or training option, including potentially missed opportunities.
- Understand that career planning is a lifelong process.

Job seeker tools on Minnesota's Department of Employment and Economic Development LMI site:

- Minnesota wages and salaries for 800 occupations
- Projected job growth in Minnesota
- Region-specific job vacancy rates
- Current economic data, including unemployment rate

Department of Employment and Economic Development
Minnesota
 9/22/2009
 minnesota.northstar.com

About DEED | Advanced Search | Search Topics | Search the DEED site

Business Development | Community Development | Facts and Figures | Jobseekers | News and Events | Publications

Labor Market Information | **Labor Market Information - Economic Highlights**

September 22, 2009

Unemployment Rates

	Aug 2009	July 2009	Aug 2008
Minnesota			
Seasonally Adjusted	8.0%	8.1%	5.4%
Not Seasonally Adjusted	7.6%	7.8%	5.4%
United States			
Seasonally Adjusted	9.7%	9.4%	6.2%
Not Seasonally Adjusted	9.6%	9.7%	6.1%

Source: Local Area Unemployment Statistics (DEED/BLS)
 More national, state and substate [LAUS](#) data.

[Zoom To Metro](#) | [State Overview](#)

State and National Unemployment Rates

Minnesota's seasonally adjusted unemployment rate fell by one tenth of a percentage point to 8.0 percent in **August**. This decrease was a result of a decline in the labor force as 6,200 individuals dropped out.

The national unemployment rate rose to 9.7 percent in August, up from 9.4 percent in July.

[Calendar](#) of scheduled releases.

County Unemployment Rates

The map displays county and city unemployment rates for **August**. Roll cursor over map to view county or city name and unemployment rate in box below. Click on county or city to view historical data. Click on "Zoom to Metro" link above to view Twin Cities metro area.

County and city unemployment rates are not seasonally adjusted and should be compared to the not seasonally adjusted statewide and national rates, which were at 7.6 and 9.6 percent respectively in August.

[Calendar](#) of scheduled releases.

Unemployment Rate August 2009

By Large City

- 4.2 - 5.0
- 5.1 - 7.3
- 7.4 - 8.5
- 8.7 - 10.9
- 11.0 - 16.1

By County

- 4.4 - 5.6
- 5.7 - 6.9
- 6.9 - 7.9
- 8.0 - 9.4
- 9.5 - 11.2

www.PositivelyMinnesota.com



CareerOneStop is a national Web site with career, education, and business resources for job seekers, students, employers and career professionals. Watch career videos, find training options, learn about financial aid, search for scholarships, and plan effective job searches — all on CareerOneStop.

CareerOneStop's Sections:

- **Explore Careers**
 - **Salary + Benefits**
 - **Education + Training**
 - **Resumes + Interviews**
 - **Job Search**
 - **People + Places (America's Service Locator)**
-
- **Key to Career Success Military Transition**
This site connects veterans and service members with high-quality career planning, training and job-search resources. Links include a tool that helps veterans translate their military experience into a civilian career, as well as resources to transition to civilian life.
www.careeronestop.org/militarytransition
 - **Worker ReEmployment Portal**
This site offers employment, training and financial resources for laid-off workers. There's also a special section for laid-off auto workers to help them identify new careers that require similar skills and experiences as their auto-industry jobs.
www.careeronestop.org/ReEmployment

How CareerOneStop Helps Career Professionals and Educators:

- **CareerOneStop help clients make career decisions**
such as selecting a career, dealing with a layoff, retraining, starting a business, moving to another state, and applying military experience to civilian careers.
- **CareerOneStop provides access to accurate and timely information**
on workforce trends, occupations, and state and metro area wages for planning services and assisting individuals.
- **CareerOneStop makes it easy to find financial aid resources**
using the Financial Aid Advisor and the Scholarship Search tools.
- **CareerOneStop helps locate certified vocational training programs**
for Workforce Investment Act training plans using the nation's most comprehensive Cortication Finder
- **CareerOneStop enables you to refer clients to one Web site**
with helpful tools on career exploration, networking, training, job banks and job search strategies.



www.CareerOneStop.org



ISEEK.org is a nationally recognized Minnesota Web site with cutting-edge, comprehensive career, education and job information.

Explore Careers

Helps students and job seekers find the career that is right for them and to discover what jobs are available. Explore more than 500 career profiles, with complete occupation descriptions, videos, skills requirements and salary information.

Plan Your Education

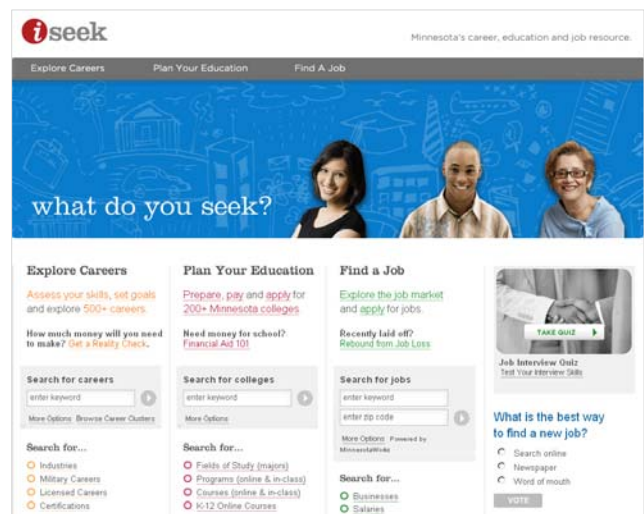
By searching descriptions of Minnesota public and private schools and job training centers, degree and short-term programs, and course that match career goals. See program requirements, tuition information, licensures, certifications, WIA eligibilities and more.

Find a Job

By learning about the current job market on ISEEK.org and apply for in-demand jobs through a quick link to the MinnesotaWorks.net job bank. The latest tools, technology and job search resources are all ready for career changers and unemployed people at various stages in their careers.

What's on ISEEK?

- 7,500 education programs – 570 online programs
- Career videos
- Ex-Offender job search and training info
- More than 500 career profiles
- Financial aid tips
- Green Careers
- Immigrants and refugees career and education info
- iSpeak blog
- K-12 online programs
- Regional career and education info
- Energy Careers
- Resume writing and interview tips
- Salary information
- Access to 66,000 courses – 5,000 online courses
- Skills and interest assessments
- Veterans career and job search info
- Parent Center



www.ISEEK.org



e-Folio Minnesota is a free multimedia electronic portfolio designed to help students and adults create a living showcase of their education, career and personal achievements. All Minnesota residents, including students enrolled in Minnesota schools, educators and others can use eFolio Minnesota to reach their career and education goals.

eFolio allows students, professionals and educators to digitally document and share education, employment history, activities, and goals with chosen recipients. You can upload documents, pictures, computer graphics, audio, and video files into your electronic portfolio to give your audience an actual look at what you can do. It's easy to design portions of your site to meet the specific interests of your target audiences. Access your electronic portfolio at anytime from anywhere to change or add content.

Who uses eFolio?

The online portfolio is free for all Minnesotans.

- **Students** – Current students, K-12 or higher education
Showcase your educational accomplishments, employment, volunteer experience and interests. Students under age 18 will receive a private site requiring a password and username to share with others of your choosing.
- **Educators** – Teachers, instructors and faculty members
Highlight your professional development. You can include publications, presentations, and educational and career development.
- **Careers** – Individuals who are seeking employment or others who are currently working
You can market your career history, skills and other experience to prospective employers by directing them to your electronic portfolio. If you're under age 18, you will receive a private site requiring a password and username to share with others of your choosing.

www.efoliominnesota.com



Minnesota
STATE COLLEGES
& UNIVERSITIES

eFolio Minnesota is provided by the Minnesota State College and University system.

MCIS is an easy-to-use program packed with features to help plan your career.

<http://mncis.intocareers.org>

Updated features include:

- Detailed descriptions of occupations, including skills needed and wages
- List of military careers in all industries
- Minnesota industries, including job titles and employment outlook
- Self-employment opportunities and resources
- Scholarship and financial aid information
- Employment in traditional and nontraditional occupations
- National and Minnesota-specific schools and programs of study
- Resources for veterans and much more

MCIS also includes:

- New interactive Reality Check tool
- Occupational videos
- Tips on ways to prepare for specific occupations
- Real-world interviews
- Numerous interest and skills assessments
- Internet links to resources and schools
- An electronic portfolio to help you develop an overall career plan
- Sorting tools to find the right schools and scholarships
- Resources for parents and staff
- Career development curriculum



*Lighting
Your
Way...*

**Minnesota
Career
Information
System**

Optional Packages to a MCIS subscription:

- Academic Practice Test Package includes: ACT, SAT, PSAT, GED, ASVAB and CLEP
- Academic Practice Test Package II includes: SAT Subject Practice Test Package and Advanced Placement (AP) Practice Test Package
- Civil Service Practice Test Package includes: American Foreign Service Officer, Case Worker, Corrections Officer, Court Officer, Firefighter, Police Officer, Police Promotion, State Trooper, Parole Officer and Real Estate

THE OCCUPATIONAL INFORMATION NETWORK (O*NET)



O*NET is nation's primary source of occupational information. Developed by the U.S. Department of Labor's Education and Training Administration, O*NET's database contains hundreds of standardized and occupation-specific descriptors.

O*NET's interest, skills and work importance assessment tools are used as the standard for many other career exploration tools.

What Does O*NET Offer?

With over 900 occupations described in detail, O*NET is the foundation for most other occupational information systems, including government occupational information. O*NET also provides:

Ability Profiler

Assessment identifies strengths, areas where more training might be needed, and occupations that match strengths. (Download for free or order paper copies.)

Interest Profiler

Self-assessment career exploration tool helps clients discover the type of work activities and occupations that they would like and find exciting. Clients identify and learn about broad interest areas most relevant to them. (Download for free or order paper copies.)

Work Importance Locator and Profiler

Allows customers to focus on what is important to them in a job, identify occupations that they may find satisfying, based on the similarity between their work values (such as achievement, autonomy, and conditions of work) and the characteristics of the occupations. (Download Profiler for free or order paper copies of the Locator.)

Green Jobs

The Greening of the World of Work: Implications for O*NET-SOC and New and Emerging Occupations report shows the impact of green economy activities and technologies on occupational requirements and trends for current and emerging occupations.

Tools and Technology

Find high-demand occupations and learn what technology, equipment and related skills are important to employers and educators.

<http://online.onetcenter.org/>

CENTERS OF EXCELLENCE

- * **HealthForce Minnesota**
- * **Center for Strategic Information Technology and Security**
- * **360° Manufacturing and Applied Engineering Center of Excellence**
- * **Minnesota Center for Engineering and Manufacturing Excellence**



Minnesota
STATE COLLEGES
& UNIVERSITIES

Minnesota State Colleges and Universities established centers of excellence in health care, manufacturing and engineering, and information security at four state universities and 18 community and technical colleges. These centers offer state-of-the-art programs, practical research and connections with K-12 schools and business and industry to help local economies thrive and position Minnesota for a strong future.

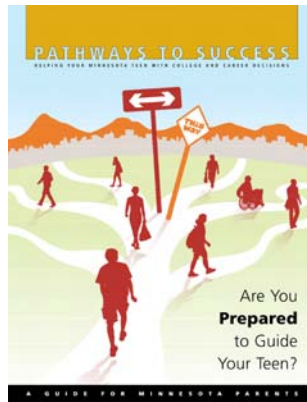
Each center is housed at a state university and has community and technical college partners. The centers are:

- **HealthForce Minnesota** (Winona State University) is a collaborative partnership of education, industry and community that focuses on transforming health care education and delivery across the state of Minnesota.
- **The Center for Strategic Information Technology and Security** (Metropolitan State University) responds to the rapidly evolving capability of information and communication technology that requires an equally rapid evolution of knowledge and skills. The Center collaborates with businesses and other organizations to create and deliver information technology expertise for business success and offers resources for student networking, internships and career enhancement.
- **360° Manufacturing and Applied Engineering Center of Excellence** (Bemidji State University) serves manufacturing and engineering industry needs by cultivating a talented workforce through flexible education and career opportunities. 360° programs primarily deal with applied engineering, engineering technology and precision manufacturing, including automation and robotics, machining and welding.
- **The Center for Engineering and Manufacturing Excellence** (Minnesota State University, Mankato) provides research experts, work force education, student interns, teaching institutes and long-range recruitment strategies for engaging students in science, technology, engineering and math. By providing a competitive edge to Minnesota's workforce, the center helps to ensure the future strength and vitality of Minnesota's economy.

The Minnesota State Colleges and Universities system comprises 32 institutions, including 25 two-year colleges and seven state universities. The Minnesota State Colleges and Universities system is the largest single provider of higher education in the state of Minnesota.

www.mnscu.edu

PATHWAYS TO SUCCESS PARENT GUIDE



Parents have a lot at stake in the career success of their children. School counselors can't do it all because they have many students to help, and they are not experts on each individual teen. Young people can't do it all by themselves, since their experience in the world of work is limited.

The *Pathways to Success* parent guide helps parents, guardians and mentors take an active role in helping teens explore the worlds of education and work, the career development process, and today's labor market.

Contents include:

- What Do Employers Want?
- Is My Teen Ready for the Real World?
- Holland Code Interest Assessment
- Career Ladders
- High-Demand Occupations in Minnesota
- Why Are Career Clusters and
- Minnesota Career Fields, Clusters & Pathways
- Frequently Asked Questions
- Tips for Parents Helping With Career Plans
- Steps to Choosing a Career Path
- College & Career Exploration Resources

Pathways to Success was written and published as part of collaboration with the Minnesota State Colleges and Universities, Minnesota Department of Education, and iSeek Solutions. The 24-page publication is printed and disseminated using federal funds from the Carl. D. Perkins Vocational and Technical Education Act of 2006.

The publication is available in English, Somali, Hmong and Spanish.

To order copies of *Pathways to Success*, contact:

Al Hauge, Career Development Specialist
Minnesota Department of Education

Al.Hauge@state.mn.us

or

Perkins@so.mnscu.edu

PDFs can be downloaded for free on ISEEK:
www.iseek.org/parents/parentsresources.html