
Electronic Tools Guide



The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for:

- Businesses
- Educators
- Workforce Boards
- Career Counselors
- Job Seekers
- Students
- Economic Developers
- Parents
- Workforce Professionals

Descriptions:

mySkills myFuture (www.myskillsmyfuture.org) helps laid-off workers and other career changers plan new career paths based on the skills and experience they've gained in past jobs. Users enter the name of a current or previous job and view a list of careers that require similar skills. Then they can identify new career options, locate local training opportunities, and view and apply for open jobs.

America's Career InfoNet (www.careerinfonet.org) is an electronic storehouse of national, state, and local labor market data, and interactive career tools including a Career Resource Library that helps people make informed career decisions. Career InfoNet also provides a linkage to state workforce and labor market information Web sites that contain local information resources and tools.

America's Service Locator (www.servicelocator.org) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest One-Stop Career Center. ASL has information on more than 20,000 local resources and offices.

Competency Model Clearinghouse (www.careeronestop.org/CompetencyModel) provides access to competency models for careers in high-growth industries, giving educators, the workforce system, and businesses a common industry-driven framework for developing curriculum and increasing awareness of industry skill requirements. The site also houses a database of existing skill certifications and other resources.

O*NET OnLine (www.onetcenter.org/) enhances businesses' hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

Toll-Free Help Line (1-877-US2-JOBS, TTY: 1-877-889-5627) provides a full range of basic information about workforce program services for both workers and employers, as well as locations to One-Stop Career Centers and other offices. Information is available in over 140 languages.

Workforce³ One (www.workforce3one.org) is the place for employers, educators, economic development professionals, workforce investment system leaders, and practitioners to learn, collaborate, and transform to a demand-driven workforce system.

The Occupational Outlook Handbook 2010-11 (www.bls.gov/oco/home.htm) is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.

Department of Labor (www.dol.gov) and the **Employment and Training Administration** (www.doleta.gov) provide comprehensive resources on work-related topics and labor market data to support business, job seekers, and the workforce system.



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Finding the Right Tool – This Chart Identifies which Web sites key user groups find the most helpful:

Group	Activity	CareerOneStop Web sites				O*NET OnLine	Work-Force ³ One	Occupational Outlook Handbook	Toll Free Help Line
		America's Career InfoNet	America's Service Locator	Competency Model Clearinghouse	mySkills myFuture				
Businesses, Workforce Boards, and Economic Developers	Addressing Labor Shortages	■ ■				■ ■	■ ■	■ ■	
	Diversifying Your Workforce	■ ■					■ ■		
	Downsizing & Closing								■ ■
	Federal Programs and Government Incentives	■ ■	■ ■				■ ■		■ ■
	Finding Information for Writing Job Descriptions/Job Aids	■ ■		■ ■		■ ■		■ ■	■ ■
	Hiring Veterans, Military Spouses, Guest Workers	■ ■	■ ■			■ ■			■ ■
	Labor Information, Data and Statistics	■ ■			■ ■			■ ■	
	Laws and Regulations	■ ■							■ ■
	Post a Job								
	Find a One-Stop Career Center	■ ■	■ ■						■ ■
	Best Practices, Program Evaluation, and Professional Development	■ ■					■ ■	■ ■	■ ■
Job Seekers, Students, and Parents	Labor Information, Data and Statistics	■ ■		■ ■	■ ■			■ ■	
	Find a Job, Job Search Aids	■ ■	■ ■		■ ■				■ ■
	Find a Local One-Stop Career Center	■ ■	■ ■						■ ■
	Find Educational Opportunities	■ ■	■ ■		■ ■			■ ■	■ ■
	Military Career Information	■ ■	■ ■			■ ■			■ ■
Career Counselors, Educators, and Workforce Professionals	Federal Programs and Government Incentives	■ ■	■ ■				■ ■		■ ■
	Industry and Occupational Information	■ ■		■ ■	■ ■	■ ■	■ ■	■ ■	
	Assessment Tools and Resources (e.g., Skills)	■ ■		■ ■	■ ■	■ ■			■ ■
	Work-Related and Training Resources	■ ■	■ ■	■ ■	■ ■		■ ■	■ ■	■ ■
	Find a Local One-Stop Career Center	■ ■	■ ■						■ ■

