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WHAT'S NEW

CareerOneStop and partner Web sites continue to integrate new technology, resources, and tools into our core products. Find details here about recent updates that can help you more effectively use and connect others to career information.

America's Service Locator Updates (www.ServiceLocator.org)

- Locate Social Security offices nationwide (in addition to older worker programs, literacy programs, Job Corps Centers, and other relevant offices) by zip code or city using **Office Search** (www.ServiceLocator.org/office-search.asp)
- Find state and local **Workforce Investment Board** contacts (www.ServiceLocator.org/wibcontacts)

America's Career InfoNet Updates (www.CareerInfoNet.org)

Skills Profiler: This streamlined tool is useful for **job seekers, students, workers, and workforce professionals**, allowing users to:

- Compile a report of skills and work activities, which can be used on a resume or for interview practice
- View occupations related to a set of skills or work activities
- Analyze how current skills compare to a desired occupation
- Link to more information about identified occupations, including training requirements, wages, and employment outlook data

Job Description Writer: An enhanced version of this tool walks users through a step-by-step process of writing a job description. **Employers and human resource specialists** can use this tool to:

- Develop job descriptions for both new and existing positions
- Review skills, knowledge, tasks, and activities related to occupations prior to recruiting or interviewing job candidates
- Compare existing positions and staff with general occupation requirements

Career-related Videos: Several new videos have been added to the collection of over 450 career videos, including:


- Computer Systems Analysts
- Home Appliance Repairers
- Pediatricians
- Traffic Technicians

PTA Resources Update
CareerOneStop has created a Web page of resources for parents, students, and counselors in conjunction with the PTA Goes to Work initiative. Read more on [page 3](#).

SPOTLIGHT

We all recognize the importance that tools and technology play on the job. But do you know what types of tools and technology are typically used for occupations? How does your workplace or skill set compare? New [tools and technology](#) data on America's Career InfoNet (www.CareerInfoNet.org) can help. Read more on [page 2](#).

Tools and Technology



The tools and technology report provides a list of cutting-edge machines, equipment, tools, and software that workers may use in specific occupations. Tools and technology is a new occupational data feature developed by **O*NET**. Currently, reports are available for more than 150 high-growth, in-demand occupations. Search for these occupations below.

Begin by selecting a job family.

Select a Job Family

- Architecture and Engineering
- Business and Financial Operations
- Community and Social Services
- Computer and Mathematical
- Construction and Extraction
- Food Preparation and Serving Related

[Next](#) ▶

SPOTLIGHT

What are Tools and Technology data?

Tools and Technology data were developed by the U.S. Department of Labor's Occupational Information Network (O*NET). Over 14,000 descriptors are used to illustrate the common machines, equipment, tools, and software needed for more than 150 in-demand occupations. These descriptors are categorized as tools or technology.

Why would I use Tools and Technology data?

Job seekers:

Identify new technical skills, competencies, and cutting-edge technologies used in today's economy. Learn about the tools and technologies actually used on the job.

Employers:

Enhance training resources with occupation-specific requirements. Create more accurate and detailed occupation descriptions. Identify what tools and technologies are in use to increase productivity.

Educational Institutions:

Identify transferable skills to aid in the development of education and training curriculum and certifications.

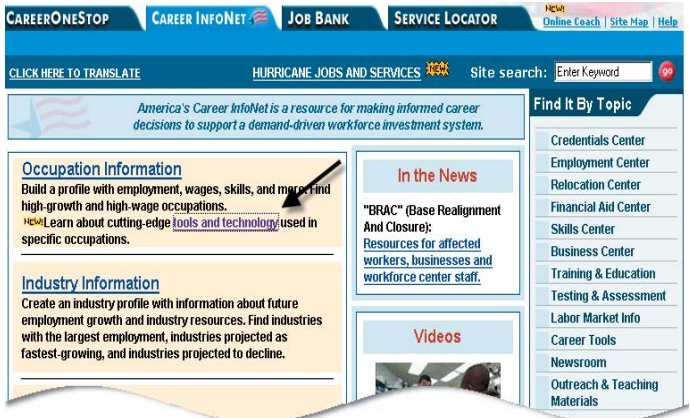
Where can I find it?

Tools and Technology data can be accessed from O*NET (<http://online.onetcenter.org>), the developers of the data.

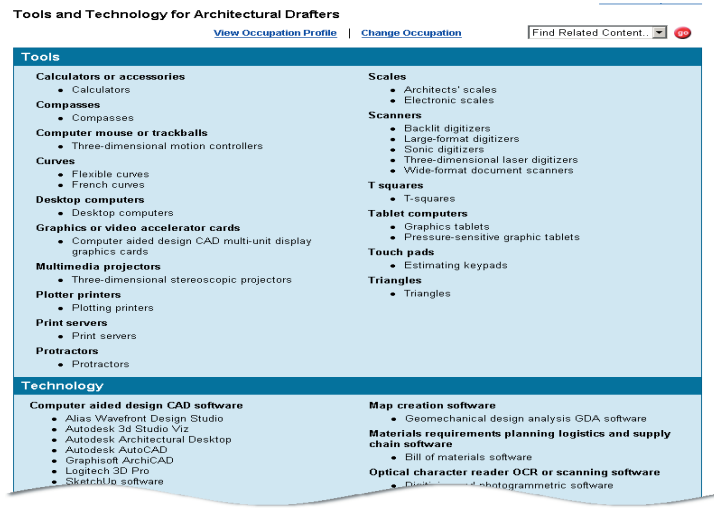
On America's Career InfoNet (www.CareerInfoNet.org), the data are available through two main locations:

From the homepage, link directly to the tools and technology report under Occupation Information:

View tools and technology data within the Occupation Profile by selecting it under profile options:



What kind of information will I receive?



The tools and technology report follows the same basic format used by O*NET. For instance, in the example shown to the left, "Calculators or accessories" and "Compasses" are categories of tools used by architectural drafters. "Computer aided design CAD software" and "Map creation software" are categories of technology. "Autodesk 3d Studio Viz" and "Logitech 3D Pro" are specific examples of "Computer aided design CAD software."

Not all of the tools and technologies used on the job are included in these reports. Emphasis is placed on those that are cutting edge and are based on emerging workplace practices.

SOLUTIONS

Aiding Dislocated Workers

Recently announced lay-offs at auto assembly plants across the United States highlight the need for workers to be able to re-engineer their career paths on short notice, as well as for workforce professionals to have easy access to tools to work with these dislocated workers.

On **America's Career InfoNet** (www.CareerInfoNet.org), dislocated workers and the professionals assisting them can use the revised [Skills Profiler](#) to explore new career options. Workers can compare the skills and activities they have used in past occupations to those necessary for

other occupations. They can identify occupations that require similar skills and experience, or they can assess skill gaps between former occupations and one of interest.

How do I do it? Begin the [Skills Profiler](#) by selecting the occupation from which you have been dislocated. Your final profile (step 5) provides occupations matched by your transferable skills and work activities. Use the "Compare to Another Occupation" link at the bottom of your profile to compare your skills and work activities with those for another occupation of interest.

OTHER RESOURCES

PTA Goes to Work

The national PTA with the help of a grant from the U.S. Department of Labor Employment and Training Administration has launched a new initiative, **PTA Goes To Work** (www.pta.org). The initiative is intended to help prepare students for careers of the 21st century by making online tools available for parents to assist their children with career planning and job training.

Find specific resources geared to PTA parents, students, and counselors at **Career Voyages** (www.careervoyages.gov) and **CareerOneStop** (www.CareerOneStop.org/pta).

EVENTS

CareerOneStop will be presenting and exhibiting at upcoming national conferences.

[American Association of Community Colleges \(AACC\)](#)
April 22-25, 2006
Long Beach, CA

[National Rapid Response Summit](#)
May 23-25, 2006
St. Louis, MO

[American School Counselors Association \(ASCA\)](#)
June 24-26, 2006
Chicago, IL

[American Library Association \(ALA\)](#)
June 24-27, 2006
New Orleans, LA

[National Career Development Association \(NCDA\)](#)
July 6-7, 2006
Chicago, IL

[Workforce Innovations 06](#)
July 11-13, 2006
Anaheim, CA

COMING SOON

- On **America's Career InfoNet** (www.CareerInfoNet.org):
- Enhanced State Profiles
 - Career Resource Library revisions
 - Industry information for states and metropolitan areas

On **CareerOneStop** (www.CareerOneStop.org):
A new Competency Model Clearinghouse to facilitate the identification of emerging industry skill needs. The new Web site will feature tools for developing customized competency models as well as a database of existing competency models, skill standards, technical curriculum certifications, and related resources.

CONTACT US

Please share your feedback with us or ask to be removed from the email list by contacting:

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