



# Train-the-Trainer Resource Guide

## OhioMeansJobs K-12 Sample Training Agenda

Below is a sample agenda for a 90-minute training session. Feel free to adjust according to your time and training needs.

10 minutes	Introduction, background and navigation
10 minutes	Registration and account settings
25 minutes	Career Cluster Inventory, Career Profile, Occupation Search, Education and Training
25 minutes	Career Plan, Scholarship Search, Resume Builder, Job Search
10 minutes	Budget Calculator
10 minutes	Assessment and Training Center

**Background:** OhioMeansJobs is the result of a multi-state agency partnership. All Ohioans have access to this high-quality career planning and employment hub at no cost. *Employers* can post jobs and search talent, *job seekers and adults* can post their resume and search for careers and opportunities for growth, and *students* can explore their interests, skills and potential careers while developing a career plan for their future.

**Vendor Information:** OhioMeansJobs.com vendor is Monster.com, so occasional references to Monster will be made on pages throughout the system. While Monster is the vendor, OhioMeansJobs.com usage is limited to Ohio businesses and residents. Monster does not have permission to use OhioMeansJobs.com data for solicitation or marketing. No information entered in OhioMeansJobs.com will be sold or shared (students must be at least 13 years old to use the site and have adult supervision if they are less than 18 years old – in compliance with the Children's Online Privacy Protection Act [COPPA]). For terms and conditions, [click here](#).

**Navigation:** There's one single web address – [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com), with a bank of icons displayed on the page. First, select “Individuals: GET STARTED” on the left side of the screen, and then click on the cardinal wearing a graduation cap (titled K-12 Student)—this icon's name is OWEN. The direct link to this page is: <https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>. This page can be bookmarked to have direct access to the K-12 landing page (rather than going to OhioMeansJobs.com and clicking on OWEN). There are several ways to navigate within OhioMeansJobs K-12:

- **Guided Tour:** Go through a list of recommended activities,
- **Self-directed:** Use the top menu or side menu to jump directly to a tool or resource, or
- **Backpack:** Browse your Backpack to complete activities or begin new assessments. Students will access saved information from the backpack dashboard. They can also access any of the tools within the system from this page, including the guided tour.

**Registration:** Registering allows students to create career plans, resumes, and save items to the backpack (user portfolio/dashboard). To keep OhioMeansJobs K-12 as flexible as possible, registration is not required,

but is encouraged for schools to integrate into what they are doing locally. As such, OhioMeansJobs K-12 can be the dedicated system a school uses for career exploration and planning or a supplement to other resources. Registration fields include:



- **Email:** Required for all users and serves as the username for the account.
  - o **Note** – There is not a validation process to confirm the email address. Worst-case scenario a user can make up a fake email address as long as it follows this format “yourname@fakemail.com”. The advantage to a valid email is that the system interacts with users according to the activities completed and deadlines set – the email address will serve as a means of communication with users when they are not logged in.
- **Password:** Passwords must be 8-20 characters, contain a mix of upper and lower case letters, one numeral, and one of these special characters !@#\$%^&\*
  - o **Password Reset** – Click “Forgot my password”, enter your email/username and answer the security question OR enter your email and ask for a reset link to be sent by email.
- **School Fields:** One streamlined registration captures all users for OhioMeansJobs K-12. Users identify among student, teacher, administrator, counselor, workforce professional or parent. School fields will appear and be required depending on this self-identified role:
  - o **Student** – graduation year and school (district and county auto-fill based on school selected)
  - o **Teacher** – school (district and county auto-fill based on school selected)
  - o **Administrator** – district and county
  - o **Counselor** – district and county
  - o **Workforce Professional** – county
  - o **Parent or Guardian** – district and county
- **Additional Registration Information:** The *Career Information* and *Career Plans* registration pages are optional. Clicking “No thanks, continue to my account” will allow users to skip ahead without answering these additional questions. However, they may be helpful for upper-level high school students who are considering their plans following graduation.

**Edit Account:** A link below the user name is available for users to update or change contact information at any time. This includes school, graduation year, address and email, password and security question and answer.

#### **Registration Tips for Teachers:**

- Keep a class list of email addresses used for registration by having students write emails down before the end of class
- Provide students a predetermined email and password at the start of class to have a record and reduce the time needed to register
- Provide recommendations for security question answers
- Print the registration page and have students fill it in with pencil and turn it in before the end of class to have a record of their information for next time (or print registration page from the website)
- If parents choose for their child not to participate, most activities can be printed from the site to complete.

**Career Interest and Exploration Tools:** Career interest assessments or surveys are meant to guide exploration of career information based upon interests, and are not intended to dictate career options for a student.

- **Career Cluster Inventory:** A career interest survey targeted towards students beginning in the middle grades. Written at a 6<sup>th</sup> grade reading level with 80 items that reflect hobbies, academic

interests and experiences most closely associated with young people (versus work-based tasks). Plan for one class period or about 35 minutes to provide students sufficient time to complete the survey and review their results.



- **Educator's Guide** – <https://materials.intocareers.org/CISManuals/CCI%20Guide.pdf>
- **Results** – Reported in the 16 National Career Clusters with printable PDF cluster information. This tool is purchased from the University of Oregon/intoCareers, who administers the Ohio Career Information System (OCIS). As such, the descriptions reference the OCIS and respective tiles found in the system.
- **Note** – Currently, navigation from the results to career information will use the *Occupation Search* link at the bottom of the page. Students will choose an industry that closely relates to the clusters for which they scored the highest.
- **Career Profile:** A career interest survey appropriate for students beginning in middle grades through adults. Written at a 6-8<sup>th</sup> grade reading level (select vocabulary impacts readability), it contains 60 items that reflect tasks and activities found through various jobs. These work-based activities may be difficult for some students to relate to depending on their experiences and work or volunteer history. Plan for one class period or about 35 minutes to provide students sufficient time to complete the survey and review their results.
  - **Educator's Guide** – <http://www.onetcenter.org/IP.html?p=3>
  - **Results** – Reported in the Holland Code (RIASEC) with brief descriptions provided in the results page.
- **Budget Calculator:** A simulation activity where students learn about the expenses and costs of living on their own.
  - **Guide** – The *Guide to Budgeting* provides the opportunity for this activity to begin as a classroom discussion or student research.
  - **Results** – Students enter the costs for each category into the *Budget Calculator* to calculate an annual salary – gross, net and hourly wages.

**Assessment and Training Center:** A resource leveraged from the public library network, Learning Express Library is a collection of online practice tests and skill improvement resources for students from grade four through adult and job seekers. A variety of practice tests are included, such as ACT, AP, GED, WorkKeys, ASVAB, and career tests including Nursing, Plumbing, EMT and Electrical, along with modules to help improve computer, writing and math skills. OhioMeansJobs K-12 log in is not required, but encouraged since many tests can take more than an hour.

- **Test Mode:** There are options within each exam that allow a user to practice with explanations, simulate the real test or learn by reviewing the answers as they go along. Once they complete practice tests a record will be stored in their backpack.
- **Partial Tests:** To access tests started but not completed, click on “My Assessments” once you’ve entered the Training Center. It will display a list of items saved or started from this account.
- **Completed Tests:** Test title, date, and score will appear in the Backpack under *Assessments and Training* once a test is scored and saved.

**Occupation Search and Career Information:** A resource for researching occupations using labor market information from both the U.S. Bureau of Labor Statistics and the Ohio Bureau of Labor Market Information. Updated on a two-year cycle, these data provide students with real information about what skills, knowledge and tools are necessary for various work, the range of earnings, future outlook and annual

openings. Search for occupations by industry or keyword. The list of occupation search results includes:

- **Salary:** Occupations with the average yearly salary listed as low and high average (not median).
- **Compare:** A “Compare” button is provided to view two occupations side-by-side.
- **Sort:** A sort option to view the results by in-demand occupations or salary (low or high).
- **In-Demand Occupations:** In-demand occupations are indicated with an orange thumbs-up icon. There are 196 occupations that meet the in-demand criteria established by the Governor’s Office of Workforce Transformation which includes:

- o **Annual Earnings** – greater than or equal to \$12.54 per hour,
- o **Job Growth Count** – greater than or equal to 104 jobs (average for Ohio)
- o **Total Annual Openings** – greater than or equal to 264 jobs (average for Ohio)

**OR**

- o **Urgent Need** – occupations that have been reported as an urgent need now by employers outside the above criteria. For example, the oil and gas industry indicates a need for immediate workforce.
- **Occupation File:** Information can be viewed in a summary or detail screen. Related occupations and other industries (if applicable) appear at the top and link to other pages in the system.
  - o **Guides** – The guides available in the right side-bar of occupation file pages include organizers and information to assist students with researching occupations, exploring education and training options and understanding general higher education terms and processes.
  - o **Education and Training** – Opens a new window with a list of all Ohio education and training programs. Program criteria and links to institution websites are included. Links to Apprenticeship and Career Tech information are available at the top of this window.
  - o **College Navigator** – National resource for searching education/training opportunities, available in the *Quick Links* section at the bottom of the page.
  - o **Other features** – Video, Find Jobs, Create a Career Plan and Education and Training. Save to backpack is only when a user is logged in.

**Career Plan:** This dynamic tool provides recommended activities to students for guiding their exploration and planning. The recommended activities range from what a student might do in middle grades through high school and beyond. Students can also add their own custom activities depending on their goals or aspirations (i.e.: “Take the ASVAB” would be specific to a pathway or goal).

- **Manage Career Plan:** Students self-monitor their plans and update them as they make progress. A user can add notes within an activity by selecting the “Edit” icon. Completed activities can be viewed by selecting “Show completed” next to the Status column.
- **Print or Email:** Career plans can be printed or emailed from the links at the top right of the Manage Career Plans screen.

**Resume Builder:** Users can create a resume on the system or upload an existing document. There are additional fields in the K-12 resume that capture experiences that can demonstrate students’ skills, leadership and character outside of traditional work experience (i.e., volunteering and community service, academic clubs and sports).

- **Resume Status:** The default setting for resumes in OhioMeansJobs K-12 is private. Resume status options include:



- **Private Resume** – Choosing private ('non-searchable'), indicates you want to hide your resume from employers performing resume searches. This is recommended until you turn 18 years old or obtain a valid work permit.
- **Public Resume** – Choosing public ('searchable') indicates that you are at least 18 years old or have a valid work permit and want employers to be able to find your resume during resume searches. Because employers may search for resumes before they publically post a job, choosing the public option will give you the best access to possible opportunities. Public resumes are viewable by employers, not other users.
- **Target Job Information:** When building or uploading a resume, a student must indicate their preference for job type, status, target job title, industry, occupation, and location.



**Job Search:** This can be used whether a student is looking for work or just curious to see what employers are looking for. Job search features include:

- **Filters:** Job searches can be filtered by location, job type (including internships and co-ops), salary, occupation title, and career/education level.
- **Save Search:** Users can save a job search with filters set so they are able to run the same search again. When saving a search, students can also choose to have search results emailed daily, weekly, bi-weekly, or monthly.
- **Save Job:** Students can save a job to their backpack by selecting “Add to your Backpack” below a job description. When saving a job, students can choose to change the status to saved, applied, interviewed, hired, or not hired. Saved jobs will be sorted by status within the backpack.

**Other Resources:**

- **Upload Documents:** Users can upload a total of 15 documents (under 500 kb each) to store within their backpack. This could be used to store cover letters, work documents, and writing samples. Cover letter and follow-up letter samples are provided on the Upload Document screen.
- **Scholarship Search:** The scholarship search is provided by FastWeb and is filtered by a student’s intended major, state, and the year they intend to receive the scholarship. Results appear in a list that link students to the scholarship details and application.
- **K-12 Resources:** Additional resources are provided for teachers to enrich career connections within classrooms and schools, available in *Quick Links* section.

For more information, contact:

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