

# OhioMeansJobs K-12



## Guided Tour

Want to get started, but not sure where to begin? The OhioMeansJobs K-12 Guided Tour will walk you through key tools and resources while letting you explore on your own. Start planning your career today!

- 1) **Register with OhioMeansJobs K-12** When you register with OhioMeansJobs K-12 you create your own unique Profile account. Whether you are a student, parent, or teacher the registration process is an easy way to customize your OhioMeansJobs K-12 experience.
- 2) **Explore Your Career Interests** The *Career Cluster Inventory* is an interest survey that helps you identify industries that match your personal interests. You can use your results to learn about different careers, including in-demand jobs in Ohio. The *Career Profile* is another survey available in OhioMeansJobs K-12 to help you identify careers that may be of interest to you.
- 3) **Launch Your Career Plan** Available in your Profile, the *Career Plan* helps you organize activities in these four sections: Explore It, Plan It, Fund It, and Find It. Once you identify activities for your career plan, you can save tasks, set deadlines, and track your progress using the built-in calendar.
- 4) **Build Your Future Budget** The *Budget Calculator* helps you estimate the cost of living on your own. After you complete the activity by making choices about a variety of expenses, it displays the salary required and options to explore occupations with similar salary ranges.
- 5) **Your Tools for College and Career Readiness** The *Assessment and Training Center* contains options for practice tests, homework help and online learning. Whether you are getting ready for college, preparing for a career exam or ready to learn new computer skills there is a resource to help you prepare for that next step.
- 6) **Build or Upload Your Resume** The *Resume* tool allows you to upload an existing resume or create a new resume by answering questions about your learning and work experiences. You can also upload other important documents like certificates, references, or essays. When you are ready to apply for a job, you can use the online resume rater to get tips for improving your resume.
- 7) **Search for Job Options** The *Job Search* will help you search for internships, co-ops and available job opportunities. Search by key word, title, occupation, salary range, or location. The tool is also helpful for researching companies that hire for jobs you are interested in, showing you current job openings and the actual salary ranges.
- 8) **Review Your Profile** The *Profile* shows everything you have completed and saved in OhioMeansJobs K-12. Your *Profile* reminds you to complete activities with approaching deadlines or due dates. You can update goals, view scores, add items to your calendar, revisit your target salary, access