

Career Planning Resources

Office of Higher Education

www.ctohe.org

How to Find the Right Job for You

Are you seeking a new job, career advancement or an entirely new occupation? Valuable guidance and strategies can be found in these resources compiled by the Office of Higher Education.

Take advantage of two other free resources – your local public library and Connecticut Department of Labor’s American Job Center. Many libraries offer job training resources and are frequent stops for the Department of Labor’s Career Express bus – a mobile center that offers interview, resume assistance and job training. Several libraries also offer free online assistance through JobNow which allows you to submit your resume for review, access interview training, and research companies. For more information, go to www.ctlibrarians.org. To learn about other ways libraries help jobseekers and for more resources, go to Connecticut Job Search Toolkit, <http://ctjobsearchtoolkit.wordpress.com>.

To locate the American Job Center nearest you, go to www.ct.gov/dol, and click on “Local Offices.”

Career Assessment

Interests

The Career Interests Game – <http://career.missouri.edu/index.php/career-interest-game>

Keirsey Temperament Sorter II – www.keirsey.com/sorter/instruments2.aspx?partid=0

The Riley Guide: Self Assessment Resources – www.rileyguide.com/assess.html

Skills

O*NET OnLine Skills Search – www.onetonline.org/skills

Skills Center – www.careeronestop.org/skills/skillcenterhome.asp

Skills Profiler – www.careerinfonet.org/skills

Values

Values Questionnaire – www.morris.umn.edu/services/career/career_planning/valquestion.php

Work Values Inventory – https://careercenter.nd.edu/assets/136637/work_values.pdf

Education and Resources

Adult Education – www.sde.ct.gov (Click on “Adult Education”)

College Degree Accreditation – www.ctohe.org/edinfo/pdfs/CollegeDegreeAccreditation.pdf

College of Technology – www.ct.edu/academics/cot

Office of Higher Education Students & Families – www.ctohe.org/StudentsFamilies

Office of Higher Education Student Financial Aid – www.ctohe.org/SFA

Connecticut Distance Learning Consortium – www.ctdlc.org

Connecticut Talent Assistance Cooperative – www.conntacinc.org

Connecticut Technical High School System – www.cttech.org

Federal Student Aid – www.studentaid.ed.gov

Financial Aid Resources – www.ctohe.org/edinfo/pdfs/FinancialAidResources.pdf

New England Board of Higher Education – www.nebhe.org

Opportunity.gov – <http://federalstudentaid.ed.gov/opportunity/index.html>

Peterson’s Guide to Colleges & Universities – www.petersons.com

Veterans – www.ctohe.org/Vet

Choosing a Major

Major Resource Kits – www.udel.edu/CSC/mrk.html

Match Major to Occupations – <http://www.career.fsu.edu/resources/match-major-sheets>

What Can I Do With a Major In... – www.uncw.edu/career/WhatCanIDoWithaMajorIn.html

Career Descriptions and Requirements

Connecticut Career Paths – www.ctdol.state.ct.us/lmi/crpaths.htm

JobStar Central: Career Guides – www.jobstar.org/tools/career/index.php

Occupational Outlook Handbook – www.bls.gov/oco

Occupational Outlook Quarterly – www.bls.gov/opub/ooq/home.htm

O*NET OnLine – <http://online.onetcenter.org>

Career Exploration

Alternate Route to Teacher Certification – www.ctohe.org/ARC

CONNECTICUT CAREERS in Science Technology, Engineering and Mathematics –

<http://www1.ctdol.state.ct.us/STEMs/>

Connecticut Early Childhood Education Interactive Career Map – <http://ctearlychildhoodcareerdev.info>

Connecticut League for Nursing: A Guide to Nursing Education in Connecticut –

www.ctleaguefornursing.org/nursing-guide

Connecticut State Department of Education: Certification Information – www.sde.ct.gov/sde/cert

H.O.T. Guide: Health Occupations and Technology Careers in Connecticut – www.healthcareersinct.com

Institute of Sustainable Energy: Green Jobs in Connecticut – <http://www1.easternct.edu/sustainenergy>

More Career Information and Advice

Career OneStop – www.careeronestop.org

Provided by the U.S. Department of Labor, a gateway site, linking all of their job and career resources and services.

Connecticut Apprenticeship System – www.ctdol.state.ct.us/progsupt/appren/appren.htm

Connecticut Department of Labor – www.ctdol.state.ct.us

Learn about agency services including job search and unemployment assistance, free workshops offered at Connecticut Works Centers, and the Workforce Investment Act, a federally funded job training program.

DisabilityInfo.gov – www.disability.gov

An interagency website that links people with disabilities to the information and resources needed to achieve personal and professional goals.

Job & Career ConneCTion – www.ctjobandcareer.org

A comprehensive site providing links to self-assessment tools, occupational information, educational resources and job search services.

Job-hunt.org – www.job-hunt.org

A large carefully organized index of best of the web for career planning links and resources.

JobHuntersBible.com – www.jobhuntersbible.com

Through “The Net Guide,” Richard Bolles suggests useful career planning and job search resources.

JobStar Central – www.jobstar.org

Although developed for job search in California, this site provides a wealth of information for all job hunters and career changers. Highlights include links to salary information and career guides. Also included are samples of cover

letters and resumes, a step by step guide to exploring the hidden job market and “Ask Electra” for career counseling questions and advice.

Monster – www.monster.com

Whether you are a recent college graduate or in the process of a mid-career change, discover the information needed to help manage your career. Offers advice on interviewing as well as on how to write resumes and cover letters. Research employers and job search.

The Riley Guide – <https://www.myperfectresume.com/how-to/career-resources/atoz>

Created by Margart F. Dikel, an all-encompassing career planning resource.

U.S. News and World Report: Careers – <http://money.usnews.com/money/careers>

Career management articles and employment news.

The Wall Street Journal: Careers – <http://online.wsj.com/careers>

Career-related articles from The Wall Street Journal.

Occupations in Demand

Bureau of Labor Statistics: Employment Projections – www.bls.gov/emp

Careeronestop – www.careeronestop.org/toolkit/toolkit.aspx (Click on “Occupation Information”)

Connecticut Department of Labor: Labor Market Information – www.ctdol.state.ct.us/lmi/jobseek.htm

Salary Information

Connecticut Department of Labor: Occupational Employment and Wages – www.ctdol.state.ct.us/lmi/internet/oesmain.htm

JobStar Central: Salary Information – <http://jobstar.org/tools/salary/index.php>

U.S. Department of Labor: Minimum Wage Laws in the States – www.dol.gov/whd/minwage/america.htm

Payscale – www.payscale.com

Occupational Licensure

Connecticut Licensing Info Center – <https://www.cerc.com/resources/assistance-and-information/>

Explore Careers – www.careerinfonet.org (Click on “Certification Finder” and “Licensed Occupations”)

Network

JobStar Central: Get Networked! – <http://jobstar.org/hidden/network.php>

The Riley Guide: Networking Advice – www.rileyguide.com/nettips.html

Research Companies

New York Public Library: Searching for Company Information – www.nypl.org/node/5717

The Riley Guide: Research & Target Employers and Location – www.rileyguide.com/research.html

Find out Which Associations are Affiliated with Your Career

Occupational Outlook A-Z Index (Click on desired occupation then Contacts for More Information tab) – www.bls.gov/ooh/a-z-index.htm IPL2

Handling Job Loss

Being Laid Off – www.job-hunt.org/layoffs/layoffs.shtml

American Job Center – www.ctdol.state.ct.us/ContactInfo/Default.html

Coping With Job Loss – www.rileyguide.com/cope.html

Involuntary Job Seeker –

<https://studentaffairs.duke.edu/career/alumni/career-services-alumni/advice-involuntary-job-seeker>

Joblines & Websites – www.ctohe.org/edinfo/pdfs/JobLines.pdf

Job Loss Resource Guide – <http://ctjobsearchtoolkit.wordpress.com/job-loss-resource-guide>

Finding Answers to Tough Questions

Balancing Work and Family – <https://extension.umaine.edu/publications/4186e>

Cancerandcareers.org – www.cancerandcareers.org

Monster: Career Advice – <http://career-advice.monster.com>

Wishcraft Online – www.wishcraft.com

In Need of a Counselor?

National Career Development Association – www.ncda.org

National Board for Certified Counselors – www.nbcc.org