

# Louisville Free Public Library

## Career and Job Searching Workshop

**Presenter:**

**Job Shop Librarian**

[www.lfpl.org](http://www.lfpl.org)

# Career Cycle

## 4 Step Process

- **Self-Assessment** – Am I looking for a job or considering a new career? What are my skills? What can I do? What do I like to do?
- **Job Market** – Survey the job market so you can connect your skills and interests to a job or industry with a promising future.
- **Career & Job Searching** – Learn how to find job openings and how to get your resume to employers.
- **Skill Development** – Develop the skills to reach your career goals.

# Self-Assessment: Job

- If you need a job, your first priority is getting a job. Considering your career path can wait; your bills will not.
  - **What skills do you have, whether acquired through education or previous work experience?**
  - **Are these reflected in your resume?**
  - **What jobs or occupations can you match your skills with?**

# Self-Assessment: Career shift

- **If you are considering a new career path, you should take the time and effort to do it thoroughly:**
  - ❑ **find the occupation or career track that interests you;**
  - ❑ **consider what skills you currently possess and what training and education this occupation requires;**
  - ❑ **research the future prospects of that occupation and industry.**

# Self-Assessment: Career shift

- LFPL offers the 'Career Course: Determining What You Want From Your Career' in the Learning Express Library database
- Kentuckiana Works offers a free aptitude test
- Also check out the free online site: <http://www.rileyguide.com/assess.html>
- Insert selected database

# Understanding the Job Market

- **The average American worker will change jobs at least eleven times, and will switch career fields at least two times, in his/her lifetime.**
- **LFPL provides access to materials that allow you to follow which jobs, occupations and industries are in demand or falling out of demand.**
- **If you are considering a new career, as opposed to looking for a new job, the following materials will prove helpful to you.**

# Understanding the Job Market

- The BLS provides the Career Guide to Industries, which allows you to:
  - ❑ search specific occupations in an industry;
  - ❑ learn what training/education is required for securing and advancing in the job;
  - ❑ estimate earnings;
  - ❑ analyze forecasted growth for the occupation and industry;
  - ❑ examine work conditions.
  - ❑ The CGI also provides periodic updates on the job market conditions in your state.
  - ❑ <http://www.bls.gov/oco/cg/>

# Understanding the Job Market

- When you reach the CGI, look to the list of industry categories in descending order on the left-hand side of the page.
- Find the relevant industry or occupation and follow the link
- You can find information more focused on the specific occupation in the Occupational Outlook Handbook, a companion to the CGI, and which follows the same basic layout:  
<http://www.bls.gov/OCO/>

# Understanding the Job Market

Aerospace Product and Parts Manufacturing - Windows Internet Explorer

http://www.bls.gov/oco/cg/cgs006.htm

UNITED STATES DEPARTMENT OF LABOR  
www.bls.gov

Search: All BLS.gov for: Search

125 YEARS  
BUREAU OF LABOR STATISTICS

Newsroom | Tutorials | Release Calendar

Home | Subject Areas | Databases & Tables | Publications | Economic Releases

A - Z Index | About BLS

OOH | MLR | CWC | OOQ | TED | CGI | ALL

## Career Guide to Industries

INDUSTRIES

- NATURAL RESOURCES, CONSTRUCTION, AND UTILITIES
- MANUFACTURING
- TRADE
- TRANSPORTATION
- INFORMATION
- FINANCIAL ACTIVITIES
- PROFESSIONAL AND BUSINESS SERVICES
- EDUCATION AND HEALTH SERVICES
- LEISURE AND HOSPITALITY
- GOVERNMENT AND ADVOCACY, GRANTMAKING, AND

### Aerospace Product and Parts Manufacturing

- >> [Nature of the Industry](#)
- >> [Working Conditions](#)
- >> [Employment](#)
- >> [Occupations In The Industry](#)
- >> [Training and Advancement](#)
- >> [Outlook](#)
- >> [Earnings](#)
- >> [Sources of Additional Information](#)

### Significant Points

- >> Production and professional jobs account for the largest share of employment.
- >> Earnings are higher, on average, than in most other industries.
- >> Employment is projected to grow more slowly than in other industries.
- >> During slowdowns in aerospace manufacturing, production workers are vulnerable to layoffs, while professional

Done Internet 100%

# Understanding the Job Market

- **Kentuckiana Occupational Outlook provides a service similar to the CGI but the statistics provided cover solely Kentuckiana.**
- **Each occupation entry provides:**
  - recorded and projected job growth/decline;
  - wage, salary and benefits data;
  - educational, certification or skill requirements, and local institutions that provide relevant training or educational programs, etc.
- **[www.kentuckianaworks.org/outlook/](http://www.kentuckianaworks.org/outlook/)**

# Understanding the Job Market

Kentuckiana Occupational Outlook - Windows Internet Explorer

http://www.kentuckianaworks.org/outlook/familysearch.asp

File Edit View Favorites Tools Help

Kentuckiana Occupational Outlook

Sort by: Projected net percentage growth in jobs, 2006 to 2016

Occupations - Sales and Related  
Search Results: 1-22 of 22 [First Page](#)

Occupation	Median Salary	Average Annual Benefits	# of Jobs in 2006	# of Jobs in 2016	Projected net growth in jobs, 2006 to 2016	Projected net percentage growth in jobs, 2006 to 2016	RELATED OCCUPATIONS
1 <a href="#">Advertising Sales Agents</a>	\$47,920	\$12,501	762	973	↑ 211	↑ 27%	<a href="#">RELATED OCCUPATIONS</a>
2 <a href="#">Sales Representatives, Services, All Other</a>	\$47,800	\$12,470	2,429	3,091	↑ 662	↑ 27%	<a href="#">RELATED OCCUPATIONS</a>
3 <a href="#">Counter and Rental Clerks</a>	\$19,260	\$4,680	2,796	3,385	↑ 589	↑ 21%	<a href="#">RELATED OCCUPATIONS</a>
4 <a href="#">Travel Agents</a>	\$28,440	\$7,419	285	338	↑ 53	↑ 18%	<a href="#">RELATED OCCUPATIONS</a>
5 <a href="#">Demonstrators and Product Promoters</a>	\$24,240	\$6,324	425	498	↑ 73	↑ 17%	<a href="#">RELATED OCCUPATIONS</a>
6 <a href="#">Real Estate Brokers</a>	\$80,230	\$22,474	169	192	↑ 23	↑ 13%	<a href="#">RELATED OCCUPATIONS</a>
7 <a href="#">Sales and Related Workers, All Other</a>	\$31,050	\$8,100	737	835	↑ 98	↑ 13%	<a href="#">RELATED OCCUPATIONS</a>
8 <a href="#">Insurance Sales Agents</a>	\$70,180	\$18,308	906	1,017	↑ 111	↑ 12%	<a href="#">RELATED OCCUPATIONS</a>
9 <a href="#">Real Estate Sales Agents</a>	\$32,670	\$9,152	617	695	↑ 78	↑ 12%	<a href="#">RELATED OCCUPATIONS</a>
10 <a href="#">Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</a>	\$78,720	\$20,536	1,916	2,107	↑ 191	↑ 9%	<a href="#">RELATED OCCUPATIONS</a>
11 <a href="#">Detail Salespersons</a>	\$20,340	\$5,340	22,447	23,840	↑ 1,393	↑ 6%	<a href="#">RELATED OCCUPATIONS</a>

Internet 100%

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# What Information Will Benefit Your Career and Job Search?

## ■ Materials Available:

- ❑ **Books**: 331.702
- ❑ **Newspapers**: At the Main branch, check the classified section in over 30 newspapers from around the country.
- ❑ **Internet**: [www.lfpl.org/jobshop](http://www.lfpl.org/jobshop)
- ❑ **Computer Classes**: See LFPL events calendar for schedule and locations.
- ❑ **Resume Writing Workshop**: How to create a solid resume. See LFPL events calendar for schedule and locations.
- ❑ **Test Preparation**: Learning Express Library Database ([www.lfpl.org/ Research Tools/ Test Preparation](http://www.lfpl.org/ResearchTools/TestPreparation)).

# Internet Job Searching

- **According to Katy Piotrowski, author of ‘The Career Coward’s Guide to Job Searching’:**
  - **approximately 80-90% of job seekers use paper or online job ads as their primary source for finding and applying for positions**
  - **approximately 1/3<sup>rd</sup> of jobseekers find jobs through ads**
  - **The other 2/3<sup>rds</sup> find jobs by approaching employers directly or through personal contacts and networking**

# Internet Job Searching

- To do your Internet job search make sure you have:
- working email address;
- resume saved to USB (no disks, floppy or CD);
- time to explore at least two or three job search websites, to plug in all the requisite information, and to continually check your accounts for responses and new postings.

# Internet Job Searching

- On most sites you can search by job title/occupation/industry, location, salary, etc.
- When you find a listing that interests you, typically you can apply through the job search site or connect to the employer's site and apply.

# Internet Job Searching

- **The following are some of the better job searching sites provided on LFPL's Job Shop webpage:**
- [www.monster.com](http://www.monster.com)
- [www.louisvilleworks.com](http://www.louisvilleworks.com)
- <http://courier-journal.gannettonline.com/careerbuilder/index.html>

# Internet Job Searching

- [www.louisvilleworks.com](http://www.louisvilleworks.com)
- Set up an account; you will return to this account to search job postings, fill out electronic applications and check for responses.
- Upload your resume; you should have this saved to a USB, disc, etc.; you will upload it to the site from the drive.
- Complete the required information and confirm with verification email.

# Internet Job Searching

## ■ Caution:

- ❑ If you come across a job ad that offers you an investment opportunity or requires a fee, there is a very good chance that this is a scam. Be wary.
- ❑ Often labor contractors will post positions for their clients on these sites. If you apply, remember that you may be subject to certain requirements set by the labor contractor.

# Internet Job Searching

- Social Networking Sites
  - ❑ LinkedIn, Facebook, VisualCV.
  - ❑ According to experts, social networking sites only factor in to the job search further up the pay scale.
  - ❑ The professional information you attach to your online identity, whether on a professional site or not, should be consistent, like a brand.
  - ❑ Maintain control over your online identity. Regularly check to see where employers might come across your identity and what information is attached.

# Newspapers

- The library subscribes to different metropolitan newspapers that have job postings.
- Check the job classifieds to discover what jobs are available.
- Read about the local job market.
- Most newspapers maintain websites with updated job classified sections.

# Developing Skills

**Develop workforce skills by  
taking computer workshops  
at the Library**

# Computer Workshops

- **Add computer skills to your resume**
- **Show up 15 minutes early**
- **A monthly workshop schedule is posted on the web**  
**[www.lfpl.org](http://www.lfpl.org)**
- **Admission is free**

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# Computer Workshops

## Workshop Titles

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet Searching

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# The Resume Workshop

Let the employers know that you are a  
Accomplished, Trusted and Skilled.

- **Discover how to get noticed**
- **Learn resume structures**
- **Learn the language of the resume**
- **Learn how to display your accomplishments**

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# Test Preparation

**The Louisville Free Public Library offers practice tests to help you become a successful test taker.**

**If you have any questions about test preparation books or computer practice test, know the library has the resources available to help you be a successful test taker.**

# LearningExpressLibrary.Com

**Computer practice tests include but are not limited to the following areas:**

- ❑ **GED**
- ❑ **College Placement**
- ❑ **Military**
- ❑ **Basic Skill Success**
- ❑ **TOEFL**
- ❑ **U.S. Citizenship**

# GED Information

- [www.ged4u.com](http://www.ged4u.com)
- **Jefferson County Public Schools-  
Adult and Continuing Education:  
485-3400**
- **Ged Testing Center: 485-3044**

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**So Remember:** Use the  
Library for all your workforce  
informational needs.

## **Louisville Free Public Library**

**Stop In**

**Call: 574-1611**

**Log on: [www.lfpl.org](http://www.lfpl.org)**