

# **2014 TANF Summer Youth Step By Step Guide to**



## **Requirements**

**How to meet the OhioMeansJobs requirement for TANF Summer Youth Participants by helping youth register for an OhioMeansJobs account.**

A new requirement for youth participating in the 2014 TANF Summer Youth program is to create an account in OhioMeansJobs. This guide has been created to walk users through each step of this process to meet the new requirement. In addition, the guide also includes information about how youth can, at their option go, even further by using OhioMeansJobs tools for career exploration and planning. This information begins page 13.

**Step 1:** First, the youth needs to have an active email address for which they know their password. If they do not have one, they should consider visiting a site like [www.Google.com](http://www.Google.com) or [www.Yahoo.com](http://www.Yahoo.com) to sign up for a free email account. Once they have his or her own email account, move on to Step 2.

**Step 2:** Go to [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) (Note: this address to the left will redirect to the address shown in the box below which is the home page)



**Step 3:** From the home page, select the “Get Started” button as shown below.



**Step 4:** From this page, select the “Guided Tour” button as shown below.

The screenshot shows the OhioMeansJobs homepage. At the top left is the logo "Ohio MEANS Jobs .com". To the right are "SIGN IN" and "EMPLOYERS" buttons. Below the logo is a search bar with fields for "Enter job title", "Enter keywords", "in", "Enter job location", a dropdown for "OH", and a "SEARCH JOBS" button. On the left side, there are four menu items: "Explore It" (Types of jobs, positions, industries), "Plan It" (Education, training, skills), "Fund It" (Budgeting tools, scholarships, info), and "Find It" (Jobs, resumes, applications). Below these is a "Regional Articles" link with an Ohio map icon. The main content area features a red cardinal mascot on the left and a green backpack on the right. The text reads: "We're glad you're here! Before we begin your job search, we'll help you set up an account so you can sign in at any time. You'll also set up your job backpack, which will allow you to save jobs, create a resume, and more." Below this text are two buttons: "GET STARTED" and "GUIDED TOUR". A large red arrow points to the "GUIDED TOUR" button. At the bottom right of the main content area is a "Follow @ohiomeansjobs" button.

**Step 5:** From this page, select the “Let’s Go” button as shown below.

The screenshot shows the "First Up..." registration page on OhioMeansJobs. At the top left is the logo "Ohio MEANS Jobs .com". To the right are "SIGN IN" and "EMPLOYERS" buttons. Below the logo are navigation links: "EXPLORE IT", "PLAN IT", "FUND IT", and "FIND IT". Below these is a search bar with fields for "Enter job title", "Enter keywords", "in", "Enter job location", a dropdown for "OH", and a "SEARCH JOBS" button. On the left side, there is a numbered list of steps: 1. Register with OhioMeansJobs, 2. Create a Career Profile, 3. Save an Occupation, 4. Set up a Career Plan, 5. View OMJ Core Assessment Tests, 6. Find Your Target Salary, and 7. Post Your Resume. The main content area features a red cardinal mascot on the right. The text reads: "First Up... Register an Account with OhioMeansJobs Ready to get started? Sign in by setting you up with your very own account. Just answer a few simple questions about you and your plans." Below this text are two buttons: "LET'S GO" and "ALREADY HAVE AN ACCOUNT". A large red arrow points to the "LET'S GO" button.

**Step 6:** On the Login & Email section of the registration page shown below, enter the email address twice and then the password twice (*type slowly to ensure they both match*). Note: select a password that meets the requirements shown below. Here’s a sample password that meets the requirements: passWord1! Then, click on [terms and conditions](#) to review the agreement. After reviewing the terms and conditions, click the box next to “I agree to OhioMeansJobs [terms and conditions.](#)” Note: All fields with a *red asterisk (\*)* are required to be completed.

**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT SIGN IN EMPLOYERS

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

### Create Account

**Login & Email** \* Required information

To set up your account, we'll need you to enter your login information. You'll use this information each time you want to log in to OhioMeansJobs.

\* Email Address:

\* Reenter Email Address:

\* Password:

\* Re-enter Password:

A Minimum of 8 and Maximum of 20 characters.  
A combination of upper and lower case letters.  
At least one number.  
At least one symbol (! @ # \$ % ^ & \*).

I agree to OhioMeansJobs terms and conditions.

**Step 7:** For the basic Information section of the registration page shown below, enter First Name, Last Name, Home Address (Street number and name), and City/Town. Then, select Ohio for State/Province and enter the Postal/ZIP Code and Primary Phone Number. For U.S. Military Service, most will select “None”.

**Basic Information**

Salutation: Select

\* First Name:

Middle Name:

\* Last Name:

\* Home Address

Home Address

\* City/Town:

\* State/Province: - SELECT -

\* Postal/ZIP Code:

\* Country: US

\* Primary Phone: Home

**Military Service**

\* US Military Service: - SELECT -

**Step 8:** For the employment information section of the registration page shown below, select your Employment Status (most will select “I am not interested in or eligible to receive unemployment benefits” unless they were laid off and are eligible for unemployment or possibly already have another part-time job).

Next, select each of the Computer Skills they have on the list or “None of the above” if they do not have any of the listed skills.

Next, most will select “No” for Do you require special workplace accommodations (unless you have a disability that requires accommodations).

The Gender/Ethnicity section is optional and not required.

The screenshot shows a registration form with two main sections. The first section, titled "Employment Information", contains three groups of questions. The first group, "Employment Status:", has three radio button options: "I am currently employed", "I am unemployed and interested in or already receive unemployment benefits", and "I am not interested in or eligible to receive unemployment benefits". The second group, "Computer Skills (check all that apply):", has five checkbox options: "Access Internet", "Send and receive email", "Write letters and other documents", "Financial record keeping or bookwork", and "None of the above". The third group, "Do you require special workplace accommodations?", has two radio button options: "No" and "Yes, please specify:", followed by a text input field. The second section, titled "Gender / Ethnicity", contains two dropdown menus: "Ethnicity:" and "Gender:", both currently set to "- SELECT -".

**Step 9:** For the Career Info section of the registration page shown below, enter a Target Job Title like “Plumber” or “Nurse” (based on youth’s career goals).

Next, select the Career Level from the list (most will be student, student (high school) or entry level).

Next, select your Years of Relevant Work Experience from the list (most will be Less than 1 year).

Next, select your Degree/Level Attained from the list (most will be Some High School Coursework, High School or Equivalent, but there may be some who have additional training and education).

Next, select your Work Status - US from the list (most will be “I am authorized to work in the country for any employer.”).

Next, select yes or no for “I am willing to relocate”. (If the answer is yes, then select either Statewide if only willing to move within Ohio or nationwide if willing to move outside of Ohio).

Next, “I am willing to travel” is optional and not required.

Next, select the “Maximum miles willing to commute one-way?” (Most, unless you have a reliable car, will select 10 or less).

Next, “Security Clearance” is optional and not required.

Next, select the yes or no for “Do you have Workkeys scores available to enter?” (Most will not have certified Workkeys scores and would select “no”).

Now, select the Create Account Button as shown below.

The screenshot shows a web form titled "Career Info" with a help icon in the top right corner. The form contains several fields and options:

- \*Target Job Title:** A text input field.
- \*Career Level:** A dropdown menu with "- SELECT -" selected.
- \*Years of Relevant Work Experience:** A dropdown menu with "- SELECT -" selected.
- \*Degree/Level Attained:** A dropdown menu with "- SELECT -" selected.
- \*Work Status - US:** Three radio button options:
  - I am authorized to work in this country for any employer.
  - I am authorized to work in this country for my present employer only.
  - I require sponsorship to work in this country.
- \*I am willing to relocate:** Two radio button options: "Yes" (with a dropdown menu showing "--SELECT--") and "No" (selected).
- I am willing to travel:** A dropdown menu with "- SELECT -" selected.
- \*Maximum miles willing to commute one-way? :** A dropdown menu with "--SELECT--" selected.
- Security Clearance:** A dropdown menu with "- SELECT -" selected.
- \*Do you have Workkeys scores available to enter?** Two radio button options: "Yes" and "No" (selected).

At the bottom left of the form is a green button labeled "CREATE ACCOUNT". A large red arrow points from the bottom right towards this button.

**Step 10:** The Career Plans page for registering is shown below. For “What are your future employment plans?” select the one that meet’s your situation and goals.

Next, for “Where do you look to find employment opportunities?” select all that apply.

The screenshot shows the OhioMeansJobs.com website interface. At the top left is the logo "Ohio MEANS Jobs .com". Navigation links include "EXPLORE IT", "PLAN IT", "FUND IT", and "FIND IT". On the top right, there is a "Summer youth" dropdown menu and a green "BACKPACK" button with a backpack icon. Below the navigation is a search bar with fields for "Enter job title", "Enter keywords", "in", "Enter job location", a state dropdown menu set to "OH", and a "SEARCH JOBS" button. The main content area is titled "Career Plans" and contains the following text: "Now that you've created your account, please answer a few questions about your future career plans. This helps us determine the best way to help you achieve them." There are two main sections of questions, each with a list of options and a text input field for "Other". The first section is titled "\*What are your future employment plans?" and lists: "Seek immediate full-time employment in my current field", "Seek immediate full-time employment in a new field", "Seek immediate part-time employment in my current field", "Seek immediate part-time employment in a new field", "Attend school/training", "Obtain additional certification", "I already have a job lined up", "Start my own business", "Retirement/leaving the workforce", "Undecided", and "Other". The second section is titled "\*Where do you look to find employment opportunities? (Choose all that apply)" and lists: "OhioMeansJobs.com", "Newspapers", "Facebook", "Twitter", "LinkedIn", and "Other". On the right side of the page, there is a light blue callout box with a red cardinal mascot icon and the text: "Use this section of your account to review and update information about your future career plans."

**Step 11:** The Career Plans page for registering continues as shown below. For “Would you like assistance with any of the following?” select the all that apply.

Next, for “What training or education would you be interested in?” select all that apply.

Next, for “Ohio offers several helpful employment programs and services to those who are eligible” select all that apply to your situation.

Next, select Save and Continue

**\*Would you like assistance with any of the following? (Choose all that apply)**

- I am not interested in receiving assistance
- Finding out what jobs are available
- Understanding how my skills and experience relate to new jobs
- Deciding what jobs I can do
- Learning how to find a new job
- Developing a resume
- Filling out job applications
- Dealing with my loss of employment
- Paying moving expenses
- Budgeting and paying my bills without a job
- Helping my family through this current situation
- Deciding which school would be best for me
- Tuition and books
- Paying for child care while going to school
- Transportation expenses to and from school
- Other

**\*What training or education would you be interested in?**

- I am not interested in additional training or education
- Reading skills
- Writing skills
- Basic computer skills
- Finishing/Obtaining a Trade/Vocational Certificate or Licensure
- Finishing/Obtaining a GED/High School Equivalency
- Finishing/Obtaining an Associate Degree
- Finishing/Obtaining an Undergraduate Degree
- Finishing/Obtaining a Graduate Degree
- Other

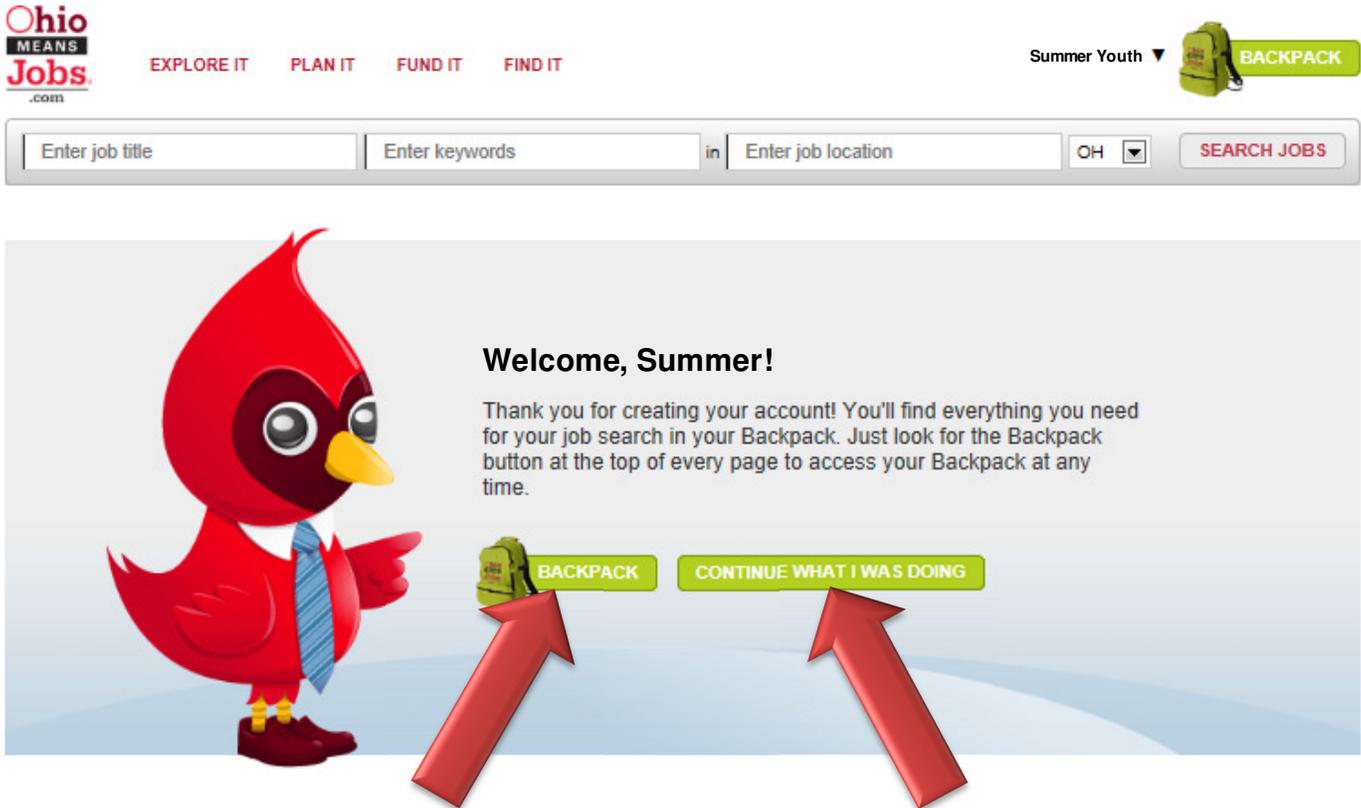
**\*Ohio offers several helpful employment programs and services to those who are eligible. Please select all that apply so we can determine which would be most helpful for you.**

- I am a student
- I am under 21 years of age
- I am over 55 years of age
- I have a disability
- I am or have been incarcerated in a correctional facility.
- None of the above

**SAVE AND CONTINUE** 

**Step 12:** Once you arrive at this Welcome page shown below, you have successfully registered for an account with OhioMeansJobs and completed the requirement successfully. Congratulations!

**Optional:** If there's time, you can explore the site by either clicking on Backpack or Continue What I Was Doing as shown below. There are tools and activities in the Backpack you can use as well to begin exploring and planning career goals. See page 13 for ideas on which tools to use and how to explore the site.



**Step 13:** Now, you must verify that you're registered by forwarding the welcome email you receive to a local contact (designated by the local county Job and Family Services Office) or printing out a copy of your backpack page and delivering it by mail or in person to a local contact (designated by the local county Job and Family Services Office). The local county Job and Family Services Office is responsible for tracking whether the OhioMeansJobs requirement has been completed for their Summer Youth grant.

Example of Welcome Email you will receive from OhioMeansJobs after registering is shown below.



## Welcome to OhioMeansJobs

Hi Youth,

Welcome to OhioMeansJobs.com! We've partnered with Monster.com to help you find the right job and get your career on track. You can log into your account with either your username or your email address.

### The job you want is out there.

Get closer to it with these tips.

#### Post your resume - double your chances of finding a job

Hear about positions directly from employers and double your chances of landing a job.

#### Write a compelling resume headline

When you post your resume, it's important for it to have an attention-grabbing headline. This is what employers will see when your resume appears in their searches. To write a compelling resume headline, include your desired job title and also other keywords that employers may search for.

Click the button below to post your resume, set your career goals and access job search tools to help you find your next job.

**GET STARTED**

### Best of luck in your job search,

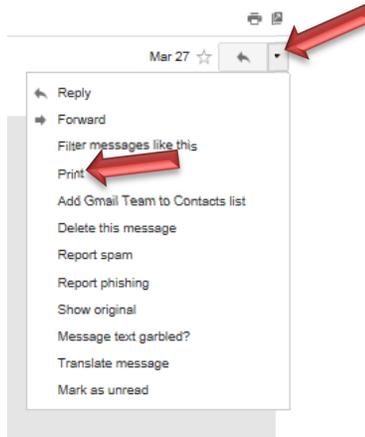
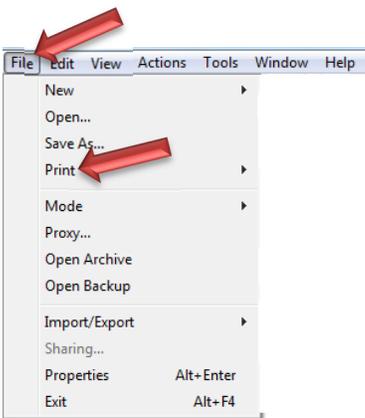
The OhioMeansJobs - Monster Team

Questions? Please do not reply to this email, [contact us here](#).

To read the OhioMeansJobs.com Terms of Use, visit <https://ohiojobsmonster.com/UsageTerms.aspx>  
To read the Monster Privacy Commitment, visit <http://inside.monster.com/privacy/home.aspx>.

If you have any doubt about the authenticity of this email, simply open a new web browser, type in <http://ohiojobsmonster.com/>, log in to your account safely and securely and then perform the requested activity.

To print this email and provide confirmation of the registration from your email program, click on file and then print from the menu bar if it appears as shown on the left below. There's another sample menu bar on the right for a different email program. For the one on the right, click on the downward pointing triangle and then print as shown.



Example of Backpack Page You can print from OhioMeansJobs after registering is shown below.

**Ohio MEANS Jobs** EXPLORE IT PLAN IT FUND IT FIND IT Summer Youth **BACKPACK**

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Welcome, Summer Youth [TAKE THE GUIDED TOUR](#)

**Career Plans**  
0 OF 5 CAREER PLANS  
What do you want to be? First, select a career path. Then we'll help you create a career plan with a series of activities that work towards accomplishing your career goals.  
[CREATE A CAREER PLAN](#)

**Assessments and Training**  
CORE ASSESSMENTS SCORE  
WorkKeys® Applied Mathematics Practice Test 1 Not Completed -  
WorkKeys® Locating Information Practice Test 1 Not Completed -  
WorkKeys® Reading for Information Practice Test 1 Not Completed -  
Computer Basics 2: Personal Computer Fundamentals Not Completed -  
[VIEW TESTS](#)

**Careers I'm Interested In**  
0 OF 10 OCCUPATIONS  
Once you start exploring careers, you'll be able to save occupations that interest you.  
[SEARCH OCCUPATIONS](#)

**Programs I'm Interested In**  
OHIO-BASED EMPLOYMENT PROGRAMS  
There are many employment programs in Ohio that can help you get to where you want to be. Take a look at the programs available to you and save ones you're interested in.  
[SEARCH PROGRAMS](#)

**Schools I'm Interested In**  
0 OF A POSSIBLE 10 SCHOOLS AND PROGRAMS  
If you're looking at schools, you can save up to ten here. Look for a school by clicking the "Education and Training" link on an occupation page.  
[SEARCH OCCUPATIONS](#)

**Calendar**  
UPCOMING EVENTS  
You don't have any events scheduled in your calendar. Visit the [Events](#) page or schedule deadlines for career activities in your own custom [Career Plan](#).  
[VIEW CALENDAR](#)

**Resumes**  
PUBLIC RESUME VIEWS  
Get noticed by employers with a public resume! Upload your resume or create a new one so employers can easily find you.  
[CREATE RESUME](#) [UPLOAD RESUME](#)

**For your Job Search**  
SAVED SEARCHES  
0 of possible 10 searches  
[VIEW SEARCHES](#)

**JOBS I'VE SAVED**  
0 of possible 50 saved jobs  
[VIEW JOBS](#)

**JOBS I'VE APPLIED TO**  
0 in the last 30 days  
[VIEW JOBS](#)

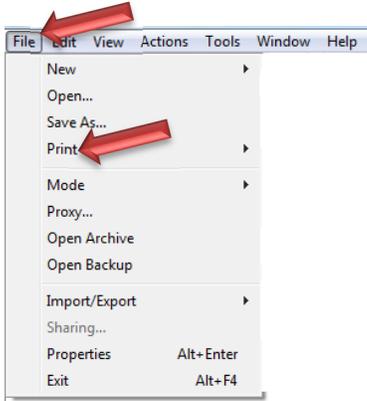
**Documents**  
0 OF MAXIMUM 15 DOCUMENTS  
Store your application documents in one place so you can easily apply for jobs. You can upload things like cover letters, letters of recommendation, awards, and more.  
[UPLOAD A DOCUMENT](#)

**Target Salary**  
Find out how much you need to earn to pay for your current expenses.  
[GET STARTED ON MY OWN](#)

**Career Profile**  
Not sure what career is right for you? New to workforce? Or just looking to branch out? Take the Career Profile personality assessment to see what careers suit you best.  
[GET STARTED ON MY OWN](#)

To print the backpack page shown above and provide confirmation of the registration, see the next page for instructions.

To print the backpack page shown above and provide confirmation of the registration, click on file and then print from the menu bar if it appears as shown on the left below.



After confirmation of the registration is provided to the local contact designated by the county Job and Family Services Office, the OhioMeansJobs requirement for summer youth has been completed.

The following pages (13-28) show optional activities for youth if you would like to do career exploration and planning.

## OPTIONAL CAREER EXPLORATION & PLANNING SECTION

**Exploring OhioMeansJobs for Career Planning and Goal Setting (Optional):** A good place to begin career exploration and planning is from the Guided Tour. Many of the tools listed in the guided tour are also accessible from the Home Page (shown on page 2) or the backpack page (shown on page 11). To get to the guided tour, repeat steps 2 through 4 (shown on pages 2 and 3). The guided tour page is shown below.

The screenshot shows the OhioMeansJobs website interface. At the top left is the logo "Ohio MEANS Jobs .com". To its right are navigation links: "EXPLORE IT", "PLAN IT", "FUND IT", and "FIND IT". Further right is "Summer Youth" with a dropdown arrow, and a green backpack icon labeled "BACKPACK". Below this is a search bar with fields for "Enter job title", "Enter keywords", "in", "Enter job location", a state dropdown menu set to "OH", and a "SEARCH JOBS" button. The main content area features a sidebar with seven numbered steps: 1. Register with OhioMeansJobs, 2. Create a Career Profile, 3. Save an Occupation, 4. Set up a Career Plan, 5. View OMJ Core Assessment Tests, 6. Find Your Target Salary, and 7. Post Your Resume. A large red arrow points from step 2 to the "Up Next..." section. This section is titled "Up Next..." and contains the heading "Create a Career Profile" followed by a paragraph: "The Career Profile interest assessment is a tool all about what you like to do. Answer a series of questions about yourself and we'll give you a breakdown of distinct aspects of your personality that help you understand what kind of work suits you best." Below the text is a green "LET'S GO" button. To the right of the text is a cartoon red cardinal wearing a blue tie and brown shoes.

### GUIDED TOUR STEPS:

1) Register with OhioMeansJobs: Well, you have already accomplished this in Steps 1-13. You'll see that this is crossed out on the list in the left sidebar.

2) Create a Career Profile



The icon on the left is for the Career Profile tool and is accessible from the home page. Select the Let's Go button as shown above to take the Career Profile interest survey. It will ask questions about what you like and don't like and identify occupations that match your interests. Once you've answered all of the questions with the sliding bar and clicked on the Get Scores button. The page below (on page 14) will appear with your results. Now, click on View Occupations as shown below to see which jobs match your interests.

Enter job title    Enter keywords    in    Enter job location    OH    [SEARCH JOBS](#)

Career Profile > Profile Results

Select Interests    Profile Results 

### Congratulations!

We've got your Career Profile scores, as well as an explanation of what they mean.

People with Social interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.

People with Enterprising interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profits.

People with Artistic interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.

People with Investigative interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like searching for facts and figuring out problems.

People with Realistic interests like work that includes practical, hands-on problems and answers. Often people with Realistic interests do not like careers that involve paperwork or working closely with others. They like working with plants and animals; real-world materials like wood, tools, and machinery; and outside work.

People with Conventional interests like work that follows set procedures and routines. They prefer working with information and paying attention to details rather than working with ideas. They like working with clear rules, following a strong leader.

We found career options that match your interests. Click View Occupations now!

[VIEW OCCUPATIONS](#) 



Social	33
Enterprising	31
Artistic	30
Investigative	28
Realistic	24
Conventional	22

Not what you expected? [Edit your answers.](#)



The list shown will be careers that match the interests from the Career Profile. They will be listed in “in-demand” order (meaning the jobs which are most needed and pay well). The thumbs up icon  indicates that the job is in-demand in Ohio. You can change the list to the education level you like by clicking on the drop down menu where the red arrow is and the update button. Click any of the occupations listed in blue to learn more about that occupation like education, skills and training needed as well as schools in Ohio that provide training for that career.



Enter job title | Enter keywords | in | Enter job location | OH | SEARCH JOBS

Career Profile > Matched Occupations

Note: The careers are sorted by how well they match your Career Profile. The careers that might be the best fit for you are listed first. Sometimes we don't have enough information about an occupation to give you an accurate salary range. In these cases, that space is left blank.

COMPARE select 2      Very High      InDemand first      UPDATE

Occupation	Ohio Average Yearly Pay (*US average)
<input type="checkbox"/> Child, Family, & School Social Workers 👍	\$31,350 - \$47,130
<input type="checkbox"/> Public Relations Specialists 👍	\$34,190 - \$60,730
<input type="checkbox"/> Adult Basic & Secondary Education & Literacy Teachers & Instructors	\$35,860 - \$55,330
<input type="checkbox"/> Career/Technical Education Teachers, Secondary School	\$51,950 - \$74,210
<input type="checkbox"/> Health Educators	\$38,050 - \$67,990
<input type="checkbox"/> Kindergarten Teachers	\$41,310 - \$68,470
<input type="checkbox"/> Music Directors	\$32,750 - \$62,730
<input type="checkbox"/> Recreational Therapists	\$36,650 - \$48,920
<input type="checkbox"/> Special Education Teachers, Middle School	\$44,510 - \$69,790
<input type="checkbox"/> Middle School Teachers	\$47,520 - \$71,690
<input type="checkbox"/> Secondary School Teachers	\$46,710 - \$70,820
<input type="checkbox"/> Special Education Teachers, Secondary School	\$46,220 - \$70,090
<input type="checkbox"/> Community Health Workers	\$28,030 - \$45,870
<input type="checkbox"/> Recreation Workers	\$18,120 - \$27,560

Thumbs up! InDemand occupations with a thumbs up icon are hot in Ohio.

Career Profile

- Social 33
- Enterprising 31
- Artistic 30
- Investigative 28
- Realistic 24
- Conventional 22

Edit Answers

Budget Calculator

Answer a few questions to determine your target salary. Use this target salary to help choose the right occupation for you.

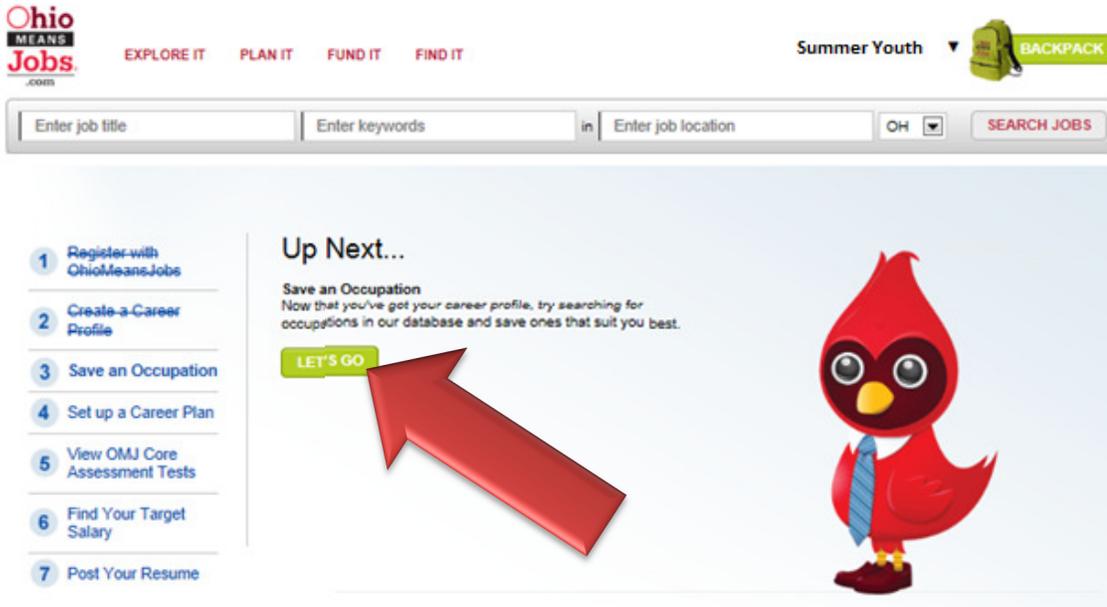
START

Note: Anytime you would like to return to the tour guide, click return to Tour Guide which should be in the top right corner of the page.

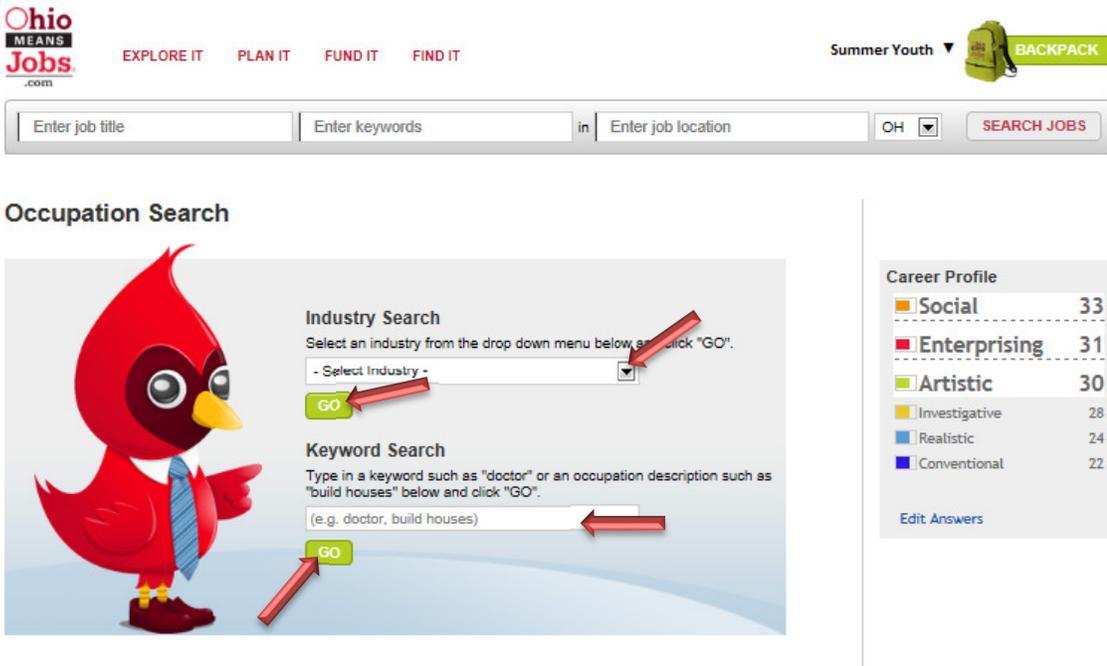


### 3) Save an Occupation

In case you didn't save an occupation after getting your career profile results, click Let's Go as shown below.



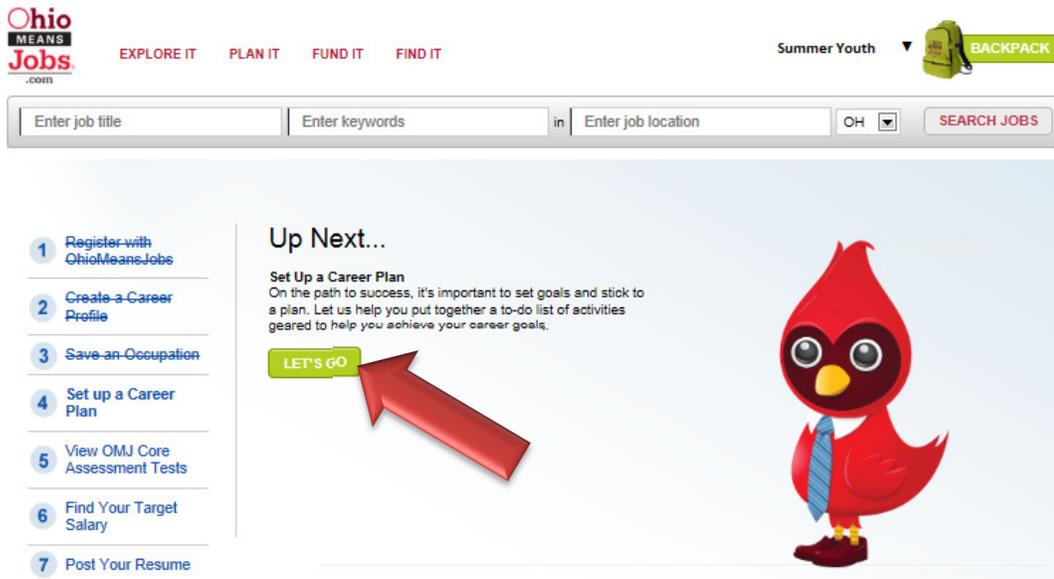
From here you can do an occupation search by selecting an industry with the drop down menu or typing a keyword like plumber in the Keyword Search and click on Go.



To do an occupation search from the home page, look for this icon.



4) Set Up a Career Plan  (icon used from home page). Click the Let's Go button below to begin creating a career plan.



**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT Summer Youth  **BACKPACK**

Enter job title | Enter keywords | in | Enter job location | OH | **SEARCH JOBS**

- 1 Register with OhioMeansJobs
- 2 Create a Career Profile
- 3 Save an Occupation
- 4 **Set up a Career Plan**
- 5 View OMJ Core Assessment Tests
- 6 Find Your Target Salary
- 7 Post Your Resume

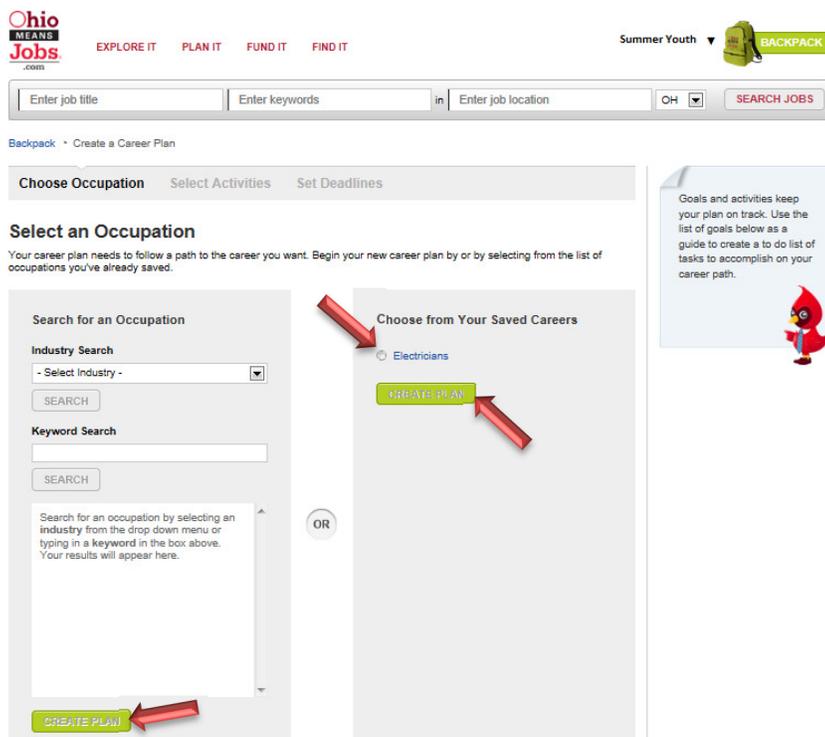
### Up Next...

**Set Up a Career Plan**  
On the path to success, it's important to set goals and stick to a plan. Let us help you put together a to-do list of activities geared to help you achieve your career goals.

**LET'S GO**



Now, select a career that you saved from the box on the right or perform another search with the box on the left. Then, click on the Create Plan button.



**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT Summer Youth  **BACKPACK**

Enter job title | Enter keywords | in | Enter job location | OH | **SEARCH JOBS**

Backpack > Create a Career Plan

Choose Occupation | Select Activities | Set Deadlines

### Select an Occupation

Your career plan needs to follow a path to the career you want. Begin your new career plan by or by selecting from the list of occupations you've already saved.

**Search for an Occupation**

Industry Search  
- Select Industry -  
SEARCH

Keyword Search  
SEARCH

Search for an occupation by selecting an industry from the drop down menu or typing in a keyword in the box above. Your results will appear here.

**Choose from Your Saved Careers**

Electricians  
**CREATE PLAN**

OR

**CREATE PLAN**

Goals and activities keep your plan on track. Use the list of goals below as a guide to create a to do list of tasks to accomplish on your career path.



Now, select the recommended activities to include your career plan by clicking the box to the left of the activity. Then, click save and continue until all chosen activities have been selected.

**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT Summer Youth BACKPACK

Enter job title | Enter keywords | in | Enter job location | OH | SEARCH JOBS

Backpack > Create a Career Plan

**Choose Occupation** | **Select Activities** | Set Deadlines

Explore It | Plan It | Fund It | Find It

### Electricians

Explore This Career  
The first step on your career path is learning about the job itself. Do your research, talk to an expert, and find out what it's like to be in this field. Select an activity from the suggested list below to add it to your plan.

**Recommended Activities**

- Explore OhioMeansJobs.**  
Discover all OhioMeansJobs has to offer! Find out how you can get online training, build a resume, find financial assistance, and get in touch with potential employers. Make sure you [explore additional resources](#) available to you.
- Research this occupation.**  
Know your stuff! Watch an occupational video, learn about typical job responsibilities, education levels, salaries, and more by [performing an occupation search](#).
- Take the Career Profile interest assessment.**  
Align you interests with potential careers by [answering some questions about yourself](#). We'll find you occupations you might want to explore that match your interests.

Great! Looks like you've already finished this activity.  
Add this to your career plan to show what you've done already.

Add this to your career plan to ensure you finish it.

	Social	33
	Enterprising	31
	Artistic	30

[View / Edit Results](#)

- Determine your skill levels.**  
Visit OMJ's Assessment and Training Center to assess your current skills, find your strengths, and see what may skills need improvement.
- Find a professional organization.**  
A professional community can offer networking events, workshops, and can put you in touch with someone who can help you understand this occupation. Find a way to get involved today!
- Find events near you.**  
Find and register for career fairs and networking events in your area by [checking out the Events page](#) and adding them to your Calendar.

**SAVE** | **SAVE AND CONTINUE**

When creating your activities, remember the **SMART principle**. An effective plan uses activities that are:

- S – Specific
- M – Measurable
- A – Attainable
- R – Relevant
- T – Time-Driven

Below is a sample of what the career plan may look like when all of the desired recommended activities have been selected and saved.



[EXPLORE IT](#)
[PLAN IT](#)
[FUND IT](#)
[FIND IT](#)

Summer Youth  **BACKPACK**

in

OH
SEARCH JOBS

Backpack > [Create a Career Plan](#)

Choose Occupation
Select Activities
Set Deadlines

## Electricians

Now that you've selected which activities to add to your to-do list, set a realistic deadline for each one to keep yourself on the right path. Track your progress over time by marking activities you've finished as "Complete". To see a list of activities we recommend, click "Suggest more activities". You can add your own custom activity by clicking "Add my own activity". [Tips for writing activities](#)

Activity	Note	Status <a href="#">Show completed</a>	Edit	Delete
Search for scholarships. Will you need additional training? <a href="#">Scholarships</a> can help you pay for your educational and training needs.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Search for educational opportunities in Ohio Eligible Training Provider (ETP) system. Search for training providers and programs. You can search by provider or program name.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Take educational courses in OMJ's Assessments and Training Center. Explore OMJ's Assessment and Training Center for relevant courses to this occupation.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Calculate your target salary. How much do you need to earn to support yourself and your current lifestyle? Use our <a href="#">Budget Calculator</a> tool to find out.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Apply for federal student financial aid. <a href="#">Get financial assistance</a> for tuition.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Build a resume and set it to public. Upload your resume and set it to public to make your resume visible to potential employers. Don't have a resume? Resume Builder can help you create your first one.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Rate your resume. <a href="#">Get your resume rated</a> using our resume rating tool.		Not Complete No deadline set <a href="#">Mark as complete</a>		
Search for jobs. Are you ready to search for your dream job? <a href="#">Perform a job search</a> , save a search agent, save potential jobs to your Backpack and start applying to jobs with your public resume.		Not Complete No deadline set <a href="#">Mark as complete</a>		

[+ Add my own activity](#)
[+ Suggest more activities](#)

FINISH
FINISH AND SEARCH JOBS

When creating your activities, remember the **SMART principle**. An effective plan uses activities that are:

- S – Specific
- M – Measurable
- A – Attainable
- R – Relevant
- T – Time-Driven





5) View OMJ Core Assessment Tests (icon used from home page). Click the Let's Go button below to visit the online training center and the core assessments.

You can launch these tests by clicking on the Launch button or click the Visit Online Training Center to see if there are other study guides and practices tests that are more appropriate. There are thousands of items to choose from. Use the search feature if you're looking for something specific.

Name	Status	Score	Action
WorkKeys® Applied Mathematics Practice Test 1	Not Completed	-	LAUNCH
WorkKeys® Locating Information Practice Test 1	Not Completed	-	LAUNCH
WorkKeys® Reading for Information Practice Test 1	Not Completed	-	LAUNCH
Computer Basics 2: Personal Computer Fundamentals	Not Completed	-	LAUNCH

## 6) Find Your Target Salary



(icon used from home page). Click the Let's Go button below to begin creating a budget and get information on your target salary.

Reminder: Anytime you would like to return to the tour guide, click return to Tour Guide which should be in the top right corner of the page.

[RETURN TO TOUR GUIDE](#)

After you return to the guided tour, click on Let's Go button or the Find Your Target Salary link on the left sidebar list. This will take you to the budget calculator page you see below. Enter estimated information in the fields and use the lookup on the right side as needed. Then, click finish for your results.

**Your Monthly Expenses**

Enter the amount you spend on each of the following expenses. If you don't know the exact amount, enter your best guess. You will be able to edit your amounts at the end. Note: If you don't spend any money on a particular expense, enter \$0 so your total will add up correctly.

**Housing**  
How much do you spend every month on your rent or mortgage payment? \$0

**Utilities**  
How much do you spend every month on your household utilities? Enter the amount of each monthly utility bill and we'll add up the total. If you don't use a utility service, enter \$0. To add a new utility not listed, click Add Utility and enter the amount.

Electricity	\$0
Heating fuel	\$0
Phone	\$0
Cable	\$0
Internet	\$0
Cell phone	\$0

Utilities Total \$0

**Food**  
How much do you spend every month on groceries and dining out? \$0

**Transportation**  
How much do you spend every month on public transportation and/or car expenses such as gas and tolls? (This does not include car loan payments.) \$0

**Clothes**  
How much do you spend every month on new clothes? Consider clothes that you may need to purchase for work. \$0

**Health Care**  
How much do you spend every month on health care costs? Consider the cost of health insurance or out-of-pocket costs, such as doctor visits and medication. \$0

**Entertainment**  
How much do you spend every month on entertainment/fun? \$0

**Personal Care**  
How much do you spend every month on personal care, hygiene, and grooming? Consider makeup, haircuts, and gym memberships. \$0

**Miscellaneous**  
Some expenses may not fit into the above categories, such as travel, gadgets, gifts, etc. \$0

**Savings**  
How much do you save every month? If you don't currently save, enter the amount you'd like to save every month. \$0

**Training/Bohool Expense**  
How much do you spend every month on tuition, books, and other expenses for training or school? \$0

**Loans**  
How much do you currently spend or expect to spend on loan payments? (student loans, car payments, etc.) To begin, click Add Loan and enter the name and monthly amount of the loan. Each time you add a loan, we'll calculate the total. \$0

[FINISH](#)

**Typical Ohio Costs\***

Below is what the average Ohio household spends on monthly expenses. Use it as a guide, but adjust as necessary to fit your specific lifestyle (e.g., if you are a student, if you live alone, etc.).

Housing	Lookup
Utilities	\$111
Food	\$133
Transportation	Lookup
Clothes	\$145
Health Care	\$276
Entertainment	\$214
Personal Care	\$53
Miscellaneous	\$65

\* Housing and rental costs come from Zillow and the U.S. Department of Housing and Urban Development, respectively. All other costs come from the Bureau of Labor Statistics's Consumer Expenditure Survey.

Below is the page after you click the Finish button. Review the estimates and then click the Get My Estimate button.

**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT SIGN IN EMPLOYERS

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Budget Calculator ► Summary

Welcome Expenses Summary Results PRINT

### Your Monthly Expenses

Below is your monthly expense summary, based on the amounts you entered. Click any of the expenses to edit the amount.

Housing	\$500
Utilities	\$200
Food	\$400
Transportation	\$350
Clothes	\$200
Health Care	\$200
Entertainment	\$100
Personal Care	\$100
Miscellaneous	\$100
Savings	\$50
Training/School Expense	\$50
Loans	\$100
<b>Total Monthly Expenses</b>	<b>\$2,350</b>
<b>Annual Expenses</b>	<b>\$28,200</b>
<b>Taxes (15% of Total A</b>	<b>\$4,230</b>

**GET MY ESTIMATE**

If your expenses change, don't worry! You can edit these amounts later.

Now, you will see the results page below with your target salary (Gross, Net and Hourly). Gross is the salary before taxes. Net is the total estimate after taxes depending on your tax rate and hourly shows the amount you'll need to earn on an hourly basis. Now, you can search occupations that meet this salary requirement based on your results by selecting an industry or entering a keyword and then clicking the View Occupations button.

**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT SIGN IN EMPLOYERS

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Budget Calculator ► Results

Welcome Expenses Summary Results PRINT

### Your Target Salary:

<b>\$32,430</b>	<b>\$28,200</b>	<b>\$16</b>
Gross Annual Target Salary	Net Annual Target Salary	Target Hourly Rate

This is the annual salary you need to earn to maintain your current or expected lifestyle. Not what you expected? [Edit your monthly expenses](#)

Choose an industry or type in a keyword below and click View Occupations to search for potential careers.

#### Industry Search

- Select Industry -

**VIEW OCCUPATIONS**

#### Keyword Search

(e.g. doctor, build houses)

**VIEW OCCUPATIONS**

#### Save Your Results

Log in to save your results to your Backpack. Don't have an account? Register now to save your results and continue your career search.

**SAVE TO BACKPACK**

6) Post Your Resume Click the Let's Go button from the Tour Guide or the Post Your Resume link from the tour guide page from the sidebar on the left to begin creating or uploading a resume.

Reminder: Anytime you would like to return to the tour guide, click return to Tour Guide which should be in the top right corner of the page.

[RETURN TO TOUR GUIDE](#)

From the page below, you can click on the Create Resume button to create one from scratch or the Upload Resume to upload one you already have finished. If you're uploading the resume, you should only include your name and refrain from including any additional contact or personal information. (Using Create Resume may be easier and will be shown in the images below).



[EXPLORE IT](#) [PLAN IT](#) [FUND IT](#) [FIND IT](#)

Summer Youth ▾



[BACKPACK](#)

Enter job title

Enter keywords

in

Enter job location

OH ▾

[SEARCH JOBS](#)

[Backpack](#) • [Manage Resumes](#)

## Resumes

You have no saved resumes.

### Create a resume

It's easy! Just click Create Resume to get started.

[CREATE RESUME](#)

OR

### Upload an existing resume

Already have a resume? Click Upload Resume to save it to your profile.

[UPLOAD RESUME](#)

Keep an up-to-date resume so you'll be ready for the right opportunity. Create and manage your resumes, check resume views, get your resume rated, all on this page.



After clicking Create Resume, the page below will appear.

**Ohio MEANS Jobs .com** EXPLORE IT PLAN IT FUND IT FIND IT Summer Youth **BACKPACK**

Enter job title Enter keywords in Enter job location OH **SEARCH JOBS**

Backpack Manage Resumes Resume Builder

### Create a Resume

We'll help you create a resume that will get you noticed by employers. Complete this step and you'll be on your way! You can include additional work experience and other career-related info once you complete your basic resume.

- Required Information

**Resume Basics**

- Resume Title  (e.g., Senior Marketing Director, Experienced Sales Manager)
- Resume Status  Public- I want employers to find my resume!  
 Private- I don't want employers to find my resume.

**Work Experience**

Please enter your most recent work experience.  
**Note:** You can add more work experiences on the next page.

I don't have any work experience.

Company Name:

City/Town:

State/Province:

Country:

Job Title:

Company Industry:

Start Date:

End Date:

Describe this work experience:

Character Count: 0 (3,000 character limit)

How did you find this job?

Need help building your resume? Look for these symbols and click to view helpful tips along the way.

**Where do I begin?**  
View a sample resume to get ideas.  
**VIEW RESUMES**

**Not sure what to write?**  
See what skills and experience you need for the job you want.  
**LAUNCH CAREER PROFILE**

**Resume Title:** Be sure to give your resume a professional title like your name or the industry you're interested in. When you're ready to search for jobs, employers will be able to see your resume title in a search.

**Resume Status:** Be sure to select Private unless you're 18 and looking for a job or have your parent/guardian's permission.

**Work Experience:** If you don't have work experience, click the "I don't have any work experience" box. If you do have experience, complete the fields for work experience.

Then, complete the next sections shown below, including Education, Target Job (What type of work you'd like to do like full-time, part-time, job title/name, industry, etc.), Industry, and Occupation (enter keyword and click Select button).

**Education**

Please enter your highest educational level. If you are in the process of completing your degree, enter the expected completion date.  
 Note: You can add more education experience on the next page.

- Degree Level:
- School/Program Name:
- City/Town:
- State/Province:
- Country:
- Start Date:
- End Date:

Related information (e.g., minors, GPA, honors)

Character Count: 0 (2,000 character limit)

**Target Job**

Tell us about the type of job you'd like to find.

- Job Type (select all that apply)
  - Employee  Intern
  - Temporary/Contract/Project  Seasonal
- Job Status (select all that apply)
  - Full-Time  Part-Time  Per Diem

Desired Salary/Wage:

(comma, periods allowed - i.e., 60,000.00)

- Target Job Titles (enter up to 2 job titles)
 

Job Title	Years of Relevant Experience
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
- Industry (select up to 10)
 

Select your desired industries. Your selections are listed on the right. To remove an industry from your list, click the "X" next to it.

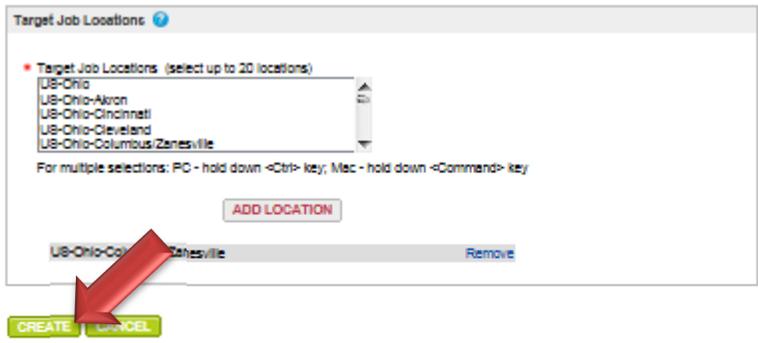
Industries	Remove
<input type="checkbox"/> Accounting and auditing Services	
<input type="checkbox"/> Advertising and PR Services	
<input type="checkbox"/> Aerospace and Defense	
<input type="checkbox"/> Agriculture/Forestry/Fishing	
<input type="checkbox"/> Architectural and Design Services	
<input type="checkbox"/> Automobile and Parts Mfg.	
<input type="checkbox"/> Automobile Sales and Repair Services	
<input type="checkbox"/> Banking	
<input type="checkbox"/> Biotechnology/Pharmaceuticals	
<input type="checkbox"/> Broadcasting, Media, and Film	
- Occupation (select up to 5)
 

Quick Find:

Click the plus sign next to a job category to see its occupations, and select the desired occupations. Your selections are listed on the right. To remove an occupation from your list, click the "X" next to it.

Occupations	Remove
<input type="checkbox"/> Accounting/Finance/Insurance	
<input type="checkbox"/> Administrative/Clerical	
<input type="checkbox"/> Banking/Real Estate/Mortgage Professionals	
<input type="checkbox"/> Biotech/R&D/Science	
<input type="checkbox"/> Building/Construction/General Trades	
<input type="checkbox"/> Business/Strategic Management	
<input type="checkbox"/> Creative/Design	
<input type="checkbox"/> Customer Support/Clerk Care	
<input type="checkbox"/> Editor/Writing	
<input type="checkbox"/> Education/Training	
<input type="checkbox"/> Engineering	
<input type="checkbox"/> Food Services/Longevity	

The last section is shown below and is where you would select the location you think you would like to look for a job eventually. After selecting a location, click on the Create button to create resume.



---

<b>Quick Links</b>	<a href="#">How Do It?</a>	<a href="#">Search by Industry</a>	<a href="#">Job Search Hints</a>	<a href="#">Follow Us</a>    
	<a href="#">Resume &amp; Cover Letters</a>	<a href="#">What's In a Word</a>	<a href="#">Career Assistance</a>	
	<a href="#">Ohio Here to Help</a>	<a href="#">Consumer Alert</a>	<a href="#">Ohio/Veterans Jobs Centers</a>	
	<a href="#">College Navigator</a>	<a href="#">Career Fairs/Workshops</a>	<a href="#">Success Stories</a>	
	<a href="#">Apprenticeship Information</a>	<a href="#">Veterans Information</a>	<a href="#">More...</a>	

---

Next you'll see the page (shown on page 27) that will appear after you create your resume where you can edit and add additional information. Review the sections on this page and edit or add information by clicking on Edit link for that section. Once, you're finished editing, you can save it as a WORD document, Print it or click on Employer View to see how the information would appear.

Now, you can click on the I'm Finished button.

Backpack - Manage Resumes - View Resume

**My Resume**

Take a moment to review all sections of your resume. Complete resumes give employers a more complete overview of your skills, experience and career path. When your resume is complete, click I'm Finished to return to your My OhioMeansJobs home page.

**I'M FINISHED**

Go to these resume sections:

[Work Experience](#) | [Education](#) | [Affiliations](#) | [Skills](#) | [Languages](#) | [References](#) | [Additional info](#) | [Career](#) | [Military Service](#) | [Target Job](#)

[Save As Word Doc](#) [Employer View](#) [Print](#) [Help](#)

**Resume Title** [Edit](#)

Test Resume ID: 319127693

**Resume Status** [Edit](#)

Private - This resume is not searchable by employers.

**Contact Info** [Edit](#)

Summer Youth  
55 Youth Avenue  
Youth City, Ohio 43211  
US

E: Summeryouth@gmail.com  
P: (614) 555-7766

**Objective** [Edit](#)

To find a challenging position that will leverage my management, relationship building and project management skills.

**Work Experience** [Edit](#) [BACK TO TOP](#)

Dates Employed	Job Title	Company
4/2011 - Present	Cashier	Columbus/OH/US

**Education** [Edit](#) [BACK TO TOP](#)

Dates Attended	School	Degree	Location

**Affiliations** [Edit](#) [BACK TO TOP](#)

Dates Affiliated	Organization	Role
		Member

**Skills** [Edit](#) [BACK TO TOP](#)

Skill Name	Skill Level	Last Used/Experience
Microsoft Powerpoint	Intermediate	Currently used / 10 years

**Languages** [Edit](#) [BACK TO TOP](#)

Languages	Proficiency Level
Spanish	Beginner
French	

**References** [Edit](#) [BACK TO TOP](#)

Reference Name: My friend  
Reference Company: Friend's Company  
Reference Title: 555-5555  
Phone: 555-5555  
Email: Personal  
Type: Personal

**Additional info** [Edit](#) [BACK TO TOP](#)

Computer Skills:

- Visio
- Word
- Excel
- Powerpoint
- MAC OS

## Questions?

### Email:

[omj-help-desk@jfs.ohio.gov](mailto:omj-help-desk@jfs.ohio.gov)

### Phone:

1-888-296-7541

Then, press 2 for OhioMeansJobs.

Then, press 1 for English or 2 for Spanish.

Then, press 2 for assistance navigating the individual area on the OhioMeansJobs website.

For questions on this guide or the OhioMeansJobs requirement, you can contact Gerrie Cotter, Office of Workforce Development, [gerrie.cotter@jfs.ohio.gov](mailto:gerrie.cotter@jfs.ohio.gov)