

## Toolbox for Job Seekers

The table below offers tools and resources for California’s job seekers to assist in their job search and career exploration needs.

Toolbox for Job Seekers	
Job Finding Tools	<ul style="list-style-type: none"> <li>❖ <i>California One-Stop Career Centers</i> provide no-cost tools and resources for job seekers. Most Centers offer:               <ul style="list-style-type: none"> <li>• Career specialists to assist job seekers with assessments to identify and match skills to occupations and make career decisions.</li> <li>• No-cost access to phones, fax machines, and the Internet.</li> <li>• Computers for job seekers to browse occupations, explore careers, create and post résumés, and access California’s Internet job listing system, CalJOBS<sup>SM</sup> (<a href="http://www.caljobs.ca.gov">www.caljobs.ca.gov</a>), and the National Labor Exchange, US.jobs (<a href="http://us.jobs">us.jobs</a>), to find current job ads.</li> <li>• Job search and résumé-writing workshops.</li> <li>• Community resources and referrals for training and other services.</li> </ul> <p>To find the nearest <i>One-Stop Career Center</i>, go to <a href="http://www.servicelocator.org">www.servicelocator.org</a>.</p> </li> <li>❖ To search for employers by occupation, go to: <a href="http://www.labormarketinfo.edd.ca.gov/aspdotnet/databrowsing/EmpGeog.aspx?menuChoice=emp&amp;searchType=Occupation">www.labormarketinfo.edd.ca.gov/aspdotnet/databrowsing/EmpGeog.aspx?menuChoice=emp&amp;searchType=Occupation</a>.</li> </ul>
Career Exploration Tools	<ul style="list-style-type: none"> <li>❖ <i>California Occupational Guides</i> are long-recognized resources designed to assist individuals in making career decisions. Each <i>Guide</i> includes local and/or statewide information about training, current wages and job prospects, skills requirements, and day-to-day tasks. Available at <a href="http://www.labormarketinfo.edd.ca.gov/occguides">www.labormarketinfo.edd.ca.gov/occguides</a>.</li> <li>❖ <i>mySkills myFuture</i> helps laid-off workers and other job seekers explore new occupations, identify occupations with skills and knowledge similar to their current or previous jobs, review matches, learn about local training programs, and apply for jobs. Available at <a href="http://www.myskillsmyfuture.org">www.myskillsmyfuture.org</a>.</li> <li>❖ <i>WorkSmart</i> is designed to offer entry-level job seekers and workforce re-entrants "soft" skills and occupational information to assist them in obtaining employment. Available at <a href="http://www.worksmart.ca.gov">www.worksmart.ca.gov</a>.</li> <li>❖ The Military Occupation Code (MOC) to Standard Occupational Classification (SOC) crosswalk helps returning service men and women find civilian occupations that have similar skills requirements. Available at <a href="http://www.onetonline.org/crosswalk/MOC">www.onetonline.org/crosswalk/MOC</a>.</li> <li>❖ <i>My Next Move</i> is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different occupations. Available at <a href="http://www.mynextmove.org">www.mynextmove.org</a>.</li> <li>❖ California Career Resource Network provides resources for individuals interested in developing and exploring career self-management skills necessary in today’s world of work. Available at <a href="http://www.californiacareers.info">www.californiacareers.info</a>.</li> </ul>
Training Tools	<ul style="list-style-type: none"> <li>❖ Training opportunities are available through <i>One-Stop Career Centers</i>. For information on what type of training is needed or where to get training, go to <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> and select the “Jobs &amp; Training” tab.</li> <li>❖ Job seekers may access the California Department of Industrial Relations website to search for apprenticeship programs by individual counties and occupations at <a href="http://www.dir.ca.gov/das">www.dir.ca.gov/das</a>.</li> </ul>