User's Guide

Overview

The Nevada CareerExplorer system is a career exploration website that allows students and job seekers like you to learn more about the world of work and how you can be successful in it. The system is intuitive and easy to use so that you can jump in and explore careers, colleges, degrees and job opportunities right away.

The system combines several publicly available data sources and presents them in a unified manner. Our main data sources include O*NET for occupational info, IPEDS for college information and the US Census Community Survey for localized cost of living data. These data sets are large and informative but can be difficult to navigate. We present you with this information in an easy to digest format. Where appropriate, we also provide links to sites where you can get more information.

Everything in this system ties together seamlessly. If you are looking at an occupation profile, you can find colleges that prepare you for that occupation. Similarly, if you are considering a college major, you can see colleges that offer it and occupations that it might lead to. We know that exploration does not always follow a linear path. We designed this system so that no path leads you to a dead end. Instead, any path you choose leads to new opportunities and allows you to explore the way you want.

Account Overview

Having an account on Nevada CareerExplorer will allow you to personalize your experience and store your career exploration activities.

Why register?

As you use the system, you may come across pages that require you to log in. In this section, we will provide an overview of the pages that require you to be logged in. When you register for an account, you will have access to all the features of this site. Each time you log in, you will be able to pick up where you left off.

How does it work?

To register for an account, select the **Register Now** button on the home page or the **Sign In** link in the top right corner of the page. From there, you will be asked for a few pieces of information that the system will use to identify you. As you enter each piece of information during the registration process, a popup will appear to explain why the information is being collected. You do not need to supply an email address to register for an account, though doing so will be helpful in case you ever forget your username or password. You will not be able to look up your username or reset your password unless you register with an email address.

Account Features

When you register for an account on Nevada CareerExplorer, you will be able to personalize your career exploration and keep track of your activities and research. When you log in again, you will be able to pick up where you left off.

Saving Progress

Many modules in the system will be automatically saved when you are logged in, or will save if you log in while completing them. These include the **Interest Profiler**, **Work Importance Profiler**, **Skills Profiler**, **Budget Your Life**, and the **Resume Builder**. You can access your saved progress when you return to the system by simply revisiting the module while logged in. We will explain how each of these tools work in the sections below.

Flagging and Rating Items

The Nevada CareerExplorer system contains a lot of information. You can flag and rate useful information so that you can easily find it again later. All profile pages contain an action bar with buttons for rating and flagging. Whenever you are logged in, all of your ratings and flags will be saved to your account.

Flagging an item is similar to creating a bookmark on the site. For example, if you were beginning to research colleges, you might flag the pages of institutions you want to learn more about.

The rating feature allows you to record the amount of interest you have in something on a scale of 1 to 5. After taking some college tours, you might decide that three schools you flagged on Nevada CareerExplorer are wonderful while two are poor matches. You could rate your favorite colleges a 4 or 5 and rate the poor matches a 1 or 2.

Flags and ratings follow you through the system. When you see listings of occupations, colleges or instructional programs, you will also see any ratings you have given them. All pages with listings have an extra column that display your ratings. You can review your ratings by visiting the bookmark and ratings page or by returning to the profile page where you rated the item.

Journal

The **Journal** tool allows you to keep track of your career exploration or job searches.

You can create as many journals as you like. You might create a journal to keep track of a job you are applying for and another to record your thoughts on careers you might enjoy. If you are in school you might even want to create a different journal for each class assignment. Each journal contains journal entries, just like in a paper diary. Each journal can contain as many entries as you need. There its no right way to use the journal; you can tailor yours to meet your needs.

You can also add references to your journal entries that allow jump back to an item that interested you. These references can be added to any existing journal and can enhance your note taking ability.

For more detailed usage instructions, view the journal usage guide.

Exploring Occupations

The Nevada CareerExplorer system contains detailed information on over 900 occupations described in the O*NET database, which is organized into easy-to-read occupational profiles. These profiles provide a glimpse into the daily tasks and activities of each of these occupations, and when available are augmented with other relevant data.

Occupation Listings

The occupational listing pages contain a sorted, filtered table of occupations. Every listing page in the system has a similar layout and works the same way.

The top of the page contains a filter that allows you to refine the table by salary, educational requirements and other features.

You can click on the header of most columns to sort the underlying data in the table. Click once to sort in ascending order. Click again to sort in the opposite direction.

Each occupation listing in the table contains information in the form of badges and icons. Badges appear to the right of the occupation and indicate whether am occupation has been flagged, rated or is considered a "STEM" career (Science, Technology, Engineering, Math).

Icons can be found to the right of the badges. They tell you how much education is required for a particular occupation and whether an informational video about the career is available.

Profile Pages

Profile pages are the heart of the Nevada CareerExplorer system. These pages provide an abundance of information on the occupation and give you many options for further exploration. Each profile page contains the information described below.

O*NET Information

The occupational information used throughout the system comes from the O*NET (Occupational Network) database. O*NET was developed by the United States Department of Labor to document and describe the jobs that exist in the American workforce. O*NET is unique in that it relates occupations to each other through a taxonomy of transferable attributes, or as they call them - the content model. Each occupation in the database is ranked over 300 data points on a scale, usually in the range of 0 to 7. This data allows us to compare occupations and provide analysis that was never before possible.

Video

Over one third of the occupations in the system have videos and pictures associated with them. When you view an occupational profile that contains images, you will notice a media box in the top right corner of your screen. You can use the arrows on the left and right of the image to scroll through other images that might be available. To view a video, just click on play button found in the lower left corner of the screen. Once the video starts, you will see a full array of controls on the screen.

Wages and Projections

The occupational profiles within the Nevada CareerExplorer contain the latest wage and employment information available. This information comes from OES (Occupational Employment Statistics), a federal program which collects such information from each state. You can filter OES data in the occupational profiles to help you find relevant information for more easily.

Job Openings

A listing of available jobs is accessible from all occupational profile pages by clicking on the Job Openings button. The listing that users see when they click on this button can be refined by state, zip code and/or when the job was posted. The listing of job openings is provided by Job Central. Clicking on the position title will take you directly to the listing as exists on their site.

Resources

The Resources section contains links that allow you to continue your career exploration beyond this site. Resources include specialty job boards and additional assessment tests.

Assessment Tests

Assessment tests are a great way find out about occupations you may wish to explore. All the assessments in this system function in a similar manner. You will be asked to answer a series of questions about your preferences. The system will then suggest a list of occupations suited to your responses. The occupations that appear in your results are those that you are most likely to enjoy based on your responses. Keep in mind that you may not be qualified for every occupation that appears in your results.

- Interest Profiler

  The **Interest Profiler** is an instrument that consists of a series of 180 statements that describe work activities from many different professions. Read each statement and decide if the given activity would be of interest to you. When you have completed each of the questions, the **Interest Profiler** will present you with a summary of your scores.

  These scores are based on the Holland Occupational Themes (also known as the RIASEC model), which were created by Dr. John Holland of Johns Hopkins University.

- ## Work Importance Profiler

  The **Work Importance Profiler** provides you with a list of occupations that match your work preferences. This tool is particularly useful for people who know what is important to them in a job, but have relatively little work experience. You will be asked to rank a series of preferences against each other to generate your profile.

- ## Skills Profiler

  The **Skills Profiler** allows you to find possible occupations based on the skills you already have. When you take the assessment, you will be presented with descriptions of cross-functional skill sets. The **Skills Profiler** will ask you to rank a series of skills based on your knowledge of and ability to perform them. After completing the assessment, the system will provide you with a listing of occupations that match your skill set.

Job Family

The occupations in the system have been categorized into 23 job families based on the sectors where people are typically employed. Job family categories allow you to quickly identify occupations in interesting fields, such as the medical or legal fields.

Search

The top of every page contains a search box. The search allows you to find most resources in the system, including occupations, colleges, and documentation. If the search is successful, the results of the search will be displayed in a table similar to other listings. If your search contains misspelled words, the system will automatically display results for the recommended alternative, or suggest possible suggest correct spellings with a link to a search for those terms.

By default, the search will show all items that matched your search. You can choose a specific type from the choices listed at the top of the page to restrict your search. From the restricted view, you will be able to filter on attributes specific to that result type - such as wages for occupations and location for educational institutions.

Exploring Colleges

College information is an integral part of the career exploration process. With occupational profiles, the **Cost of College** module and other tools, you are never far from finding more information on how to get the education and training you need to reach your goals.

Choosing a College

Nevada CareerExplorer provides many ways for you to find the right college to meet your needs.

- **By Location** - The **Find a College in Your Area** option allows you to search for colleges by location. When you select a location on a map of the United States, Nevada CareerExplorer will show you a listing of colleges in that area. Like other listings in the system, this list can be filtered by additional criteria.

- **By Major** - You can search for colleges by available major, average wage of graduates and the number of graduates in the major. You can also search for projected job openings based on a given major.

  When you search based on average wage, the system will show you a list of majors based on the average wage of the occupations chosen by students who graduated with that major. When you filter your search by projected job openings, you can see the majors which have the largest number of projected openings.

Finally, when you search by number of graduates, you will see the majors that are most popular in an area. No matter how you filter your search, you will be able to narrow down the resulting list to interesting majors and the colleges that offer them.

- **College Profile** - The college profile provides you with a detailed view of the institution you select. Every profile contains information on location, majors and costs. For some institutions, additional information about sports and financial aid is available.

Cost of College

The **Cost of College** is a unique tool that allows you to consider the cost of college in relation to your projected future earnings. When you begin the **Cost of College** module, the system will ask you about your current occupation or the occupation you anticipate having. The system will provide you with a list of colleges that offer degree programs that can lead to that occupation. Once you select a college and desired occupation, you can explore your financial future. The tool allows you to enter and adjust the amount of money you expect to make, student loans, interest rate, loan terms and more. The **Cost of College** tool will calculate loan repayment costs and project how much money you can expect to have left over.

Finding a Job

As you continue your career exploration, you may want to consider job openings and apply for them. To help with this process, the Nevada CareerExplorer system can help you find job openings in your area. From every occupational profile, you can click the **Find Jobs** button to find openings in your area.

Applying for a Job

The Nevada CareerExplorer helps you find job openings and provides the tools you need to apply for them: the **Resume Builder**, **Cover Letter Builder** and **Reference List Builder**.

Resume Builder

The **Resume Builder** begins by asking questions about your employment and education history. Once you have answered all of the questions, the **Resume Builder** tool will create a resume that can be saved as a PDF for printing or as a Microsoft Word document, which can be further edited outside of the Nevada CareerExplorer system.

For more detailed instructions on using the resume builder, visit the resume creation guide.

Letter Builder

The **Letter Builder** allows you to create several kinds of letters typically used during the job seeking process. By following the step-by-step interview process, you can create the following types of documents:

- **Cover Letter** - Along with the resume, job seekers typically send a **Cover Letter** to apply for a job.

- **Thank You Letter** - The **Thank You Letter** should be sent to a potential employer after an interview.

- **Generic Letter** - This letter type will facilitate other correspondence with a potential employer.

Once you have answered all of the questions in the **Letter Builder** tool, the system will create a letter that can be saved as a PDF for printing or as a Microsoft Word document, which can be further edited outside of the Nevada CareerExplorer system.

Reference List Builder

The reference list builder lets you create lists of references to send to employers upon request. As with the other job tools, you can save a **Reference List** as a PDF for printing or as a Microsoft Word document, which can be further edited further outside of the Nevada CareerExplorer system.

Budgeting

Money isn't everything, but finances do play an important role in job satisfaction. Budgeting helps you determine the kind of lifestyle you will be able to afford with a particular occupation.

Developing a Budget

Nevada CareerExplorer budgeting tools allow you to explore your future finances. You will be asked to select a location and answer questions about your preferred lifestyle. The system will calculate average monthly costs and help you find occupations based on those costs. Logged in users can develop multiple budgets and return to them at any point to see the occupations that would support their choices.

Working Backwards from an Occupation

While exploring Nevada CareerExplorer, you may discover interesting occupations and wonder what kind of lifestyle these jobs support. When you use the **Reverse Budget** option, you can work backwards to figure out what you could afford based on typical salaries for this occupation.

For more information on the budget, you can visit the Developing a Budget Guide.

Additional Resources

In addition to the information that Nevada CareerExplorer provides, we also offer links to external sites and tools that complement the resources we provide.

Created at Nevada CareerExplorer. To find out more, please visit https://nv.headed2.com