

TRAINING AND EMPLOYMENT NOTICE	NO. 25-14
	DATE March 9, 2015

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE ADMINISTRATORS
 STATE WORKFORCE LIAISONS
 STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
 STATE LABOR COMMISSIONERS
 AMERICAN JOB CENTERS

FROM: PORTIA WU /s/
 Assistant Secretary

SUBJECT: CareerOneStop Updates

1. **Purpose.** To announce the release of updates made to the Employment and Training Administration's (ETA) suite of online career tools for jobseekers, students, workforce professionals, and businesses, including a redesigned CareerOneStop website, a new 'Credentials Center' (Center), and CareerOneStop's mobile apps and tools.

2. **Background.** The CareerOneStop website (www.CareerOneStop.org) is a single point of entry for resources in ETA's suite of electronic tools. The site includes tools and resources for career exploration, training and education options, and job search. The CareerOneStop suite of products also includes several specialized websites:
 - **America's Service Locator** (www.serviceLocator.org) a gateway to access state and local resources including locations of American Job Centers.
 - **mySkills myFuture** (www.mySkillsmyFuture.org), which helps users match their current or past career to ones that use similar skills and experience.
 - **Worker ReEmployment** (www.CareerOneStop.org/ReEmployment), a one-stop site for employment, training and financial help for workers after a layoff.
 - **Veterans ReEmployment** (www.CareerOneStop.org/vets), a one-stop site for employment, training, and financial help after military service.
 - **Business Center** (www.CareerOneStop.org/Business) helps businesses and employers with hiring, training, and retaining a strong workforce.
 - **Job Search Help for Ex-Offenders** (www.CareerOneStop.org/ExOffender) a website to help people with criminal records explore careers, get training, and find a job.
 - **Competency Model Clearinghouse** (www.CareerOneStop.org/CompetencyModel) a website to help sector strategy partners to define and make use of information about the competencies needed by the workforce within specific industry sectors.

3. **CareerOneStop Redesign.** CareerOneStop’s new design enhances the site’s usability while streamlining access to key resources and tools. The redesigned site features six main sections:

- **Explore Careers** includes quick access to occupation details as well as information on self assessments, career planning, and more.
- **Find Training** features quick access to find local training programs as well as information on training options, certifications, licenses, financial aid, and more.
- **Job Search** includes CareerOneStop’s newly enhanced Job Search, featuring daily updated job listings from US.jobs, America’s Job Exchange, CareerBuilder, and indeed, along with tips on networking , resumes, interviews, and more.
- **Local Help** features the American Job Center Finder and nearly a dozen additional tools to easily locate and find contact information for local workforce services across the United States.
- **The Toolkit** lists all of CareerOneStop’s online tools—more than three dozen in all.
- **Resources for. . .** provides direct access to CareerOneStop’s targeted resources for veterans, businesses, people with criminal records, laid-off workers, career professionals, workers with disabilities, and others.

The redesigned CareerOneStop also features an enhanced video section, additional tutorials, revised help pages, and a fully responsive, mobile-ready design.

4. **Credentials-focused Center.** This newly launched Center highlights resources, tools, and information to help individuals plan, locate, pay for, and complete education, training, and other credentials to help them start or advance their career. The site is useful for individuals seeking to begin, advance, or change careers. It provides resources that span the range of credentialing options from GED and remedial education to technical certificate programs and college and graduate degrees.

The Center features several integrated tools, allowing users to explore credentialing options as well as understand the alignment between workforce need and their own skills in terms of labor-market and career information. The integrated tools include:

- Local Training Finder
- Certification Finder
- Apprenticeship Finder
- License Finder
- Tools and Technology
- Career Outlook
- Job Search

In addition, the Center includes content to help users plan for and understand various credentialing options as well as learn how to pay for education and training. It includes user-friendly checklists and video to help guide users, as well as help pages and contact information for accessing help via phone or at an American Job Center.

Mobile apps and tools.

The CareerOneStop website is fully mobile-responsive and six individual mobile web tools are available. Find the following by opening these sites using the browser on any mobile device:

- **Find an American Job Center**
(<http://m.careeronestop.org/JobCenterSearch>)
- **Find a Job** (<http://m.careeronestop.org/JobSearch>)
- **Veterans Job Search** (<http://m.careeronestop.org/VeteransJobSearch>)
- **Salary Finder** (<http://m.careeronestop.org/SalaryFinder>)
- **Training Finder** (<http://m.careeronestop.org/TrainingFinder>)
- **Unemployment Insurance Finder**
(<http://m.careeronestop.org/unemploymentinsurance/Default.aspx>)

5. **Action Requested.** ETA encourages state administrators and American Job Center managers to provide the above information to appropriate staff within the workforce investment system, including Rapid Response contacts and others who assisting unemployed workers, youth, and other jobseekers. ETA also encourages workforce system professionals to share these tools directly with job seekers, businesses, and others seeking information on employment, defining and filling skill needs, and credentials.
6. **Inquiries.** Please direct any questions to the appropriate regional office. Customer service inquiries can also be directed to the CareerOneStop Service Center during the hours of 7:00 a.m. - 4:30 p.m. (Central Time) Monday - Friday; Toll-free number: 1-877-348-0502, TTY: 1-877-348-0501; Direct e-mail to info@careeronestop.org.
7. **Attachment.** DOL ETA Electronic Tools Guide handout