



JOBSEEKERS: INFORMATION IS POWER!

Do you have the information you need to find your next job?

<i>What jobs are available?</i>	If you want to see what jobs are open right now, go to https://jobs.scworks.org and start searching. Hot jobs for the future include many in the healthcare field (Registered Nurses, Physical Therapists, and Licensed Practical Nurses (LPNs)), teachers, and supervisors (Construction, Office, Cashiers, and Food Preparation).
<i>What companies are hiring?</i>	You can find out what companies have the most job openings listed by going to www.scWorkforceInfo.com . In the list on the left, select "Area Specific Data," then "Jobs, Employers, and Candidates," and finally "Employer Data." The next step is to pick the location you want. That will give you a list of employers with job openings. Click on the number of jobs next to the company name and the actual job openings will come up.
<i>What is a good wage for what I do?</i>	How much does a job pay? You need to know so you can be sure you are being offered a decent wage. Go to www.scWorkforceInfo.com , and, in the list on the left, select "Employment & Wage Data," then "Occupation Data," and finally "Occupational Wages." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. You can figure out the hourly wage by dividing the annual wage by 2,080.
<i>How do I describe my skills on a resume?</i>	Your resume is like an advertisement for YOU! Make sure you know how to describe the skills you have. Go to www.ONETonline.org and use the "Browse" area to find your occupation. When you get to the "Summary Report," look at the "Knowledge" and "Skills" sections to find words to use on your resume to describe your previous work.
<i>What jobs are similar to my previous job(s)?</i>	Don't be scared if the job you had doesn't have any openings...your skills can still transfer to a similar or related job. To find out what those jobs are, go to www.ONETonline.org and use the "Browse" area to find your previous occupation. When you get to the "Summary Report," look at the "Related Occupations" section to find jobs that are similar and that your skills can be transferred to.
<i>Do I need more training to get a job?</i>	Maybe you need to get more skills to work at a related job or maybe you need new training for a different job. You can find out what education you need by going to www.scWorkforceInfo.com , and select "Occupation Specific Data" (from the list on the left), then "Education, Training & Work Experience," and finally "Education & Training Data." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. It will give you a percentage of the education of people working in that job.
<i>Where can I get training?</i>	Go to www.scWorkforceInfo.com , and, in the list on the left, select "Education & Training Data," then "Training & Education Programs." Select the location and then type in the name of the training you need. You will get a list of training available at many of the schools/colleges in your area, contact information, how long the training lasts, and how much they cost.

Provided by the Business Intelligence Department of the SC Department of Employment & Workforce

www.scWorkforceInfo.com

For an SC Works office near you, go to <http://dew.sc.gov/about-service-locations.asp>.

Feb. 2015