

# What does a \_\_\_\_\_ do?

Want to find out about a different job? Want to know what they do every day and if it's the right job for you?

O\*NET (Occupational Network) will give you all you need to know about what a person does on the job. Here's how to find out:

1. Go to [www.onetonline.org](http://www.onetonline.org).
2. Find the "Search" box and put in the job you are interested in.
3. Look at the sections for "Tasks" and "Work Activities."

Here's an example for a Janitor:

## Tasks

- Monitor building security and safety.
- Service, clean, or supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Use chemical cleaners and power equipment.

## Work Activities

- Inspecting Equipment, Structures, or Material
- Performing General Physical Activities
- Handling and Moving



Need more information?  
Go to [www.scWorkforceInfo.com](http://www.scWorkforceInfo.com).

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# What's a good job for me?

There are 5 steps to figuring out a good job:

1. Find out what you like to do ([www.myskillsmyfuture.org](http://www.myskillsmyfuture.org))
2. Find out what job will let you do that ([www.onetonline.org](http://www.onetonline.org))
3. Find out if that job pays enough  
([www.scWorkforceonline.com](http://www.scWorkforceonline.com), click on "Employment and Wage Data")
4. Make sure you have the training you need  
([www.scworkforceinfo.com](http://www.scworkforceinfo.com), click on "Education and Training Data")
5. Search for that job (<https://jobs.scworks.org>)

Need more help? Go to your closest SC Works Office and ask to speak to an SC Works team member.

To find a SC Works center, go to  
<http://scworks.org/directory.asp>.



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# Skills Employers Want!

## Work Ethic:

*Soft skills such as showing up for work on time, wearing appropriate clothing, having a positive and energetic attitude, and taking initiative.*

## Verbal and Written Communication Skills:

*Speak clearly and listen. Write so others can understand by using complete sentences and the right punctuation.*

## Teamwork:

*Be friendly when working with others. Make sure you pull your own weight when working in a team. Communicate with your teammates and supervisors.*

## Problem Solving:

*Use what you have to figure out and fix obstacles.*



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# Do I need training?

*Do you need training to get the right skills for a good job? Where can you get training? How much does it cost? How long will it take? Here's how to find the answers to these questions:*

1. Go to <https://jobs.scworks.org>
2. Scroll down to the "Special Services" drop down option located halfway down the page.
3. Go down to "Education and Training Data."
4. Click on "Training and Education Programs."
5. Pick the area where you want to get the training (a city, county, workforce area, or SC).
6. Type in a key word about the training you need. (Example: If you want to become a nurse, type in the key word "nursing.")
7. Click on the program name to see more details about the training, including how long it is and the cost. Programs that have "WIOA" can be paid for by the government if you qualify.
8. Need to know more? Ask to talk to an SC Works team member about training.

Go to [www.scWorkforceInfo.com](http://www.scWorkforceInfo.com)  
for more  
labor market information about  
your area.



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# HOW MUCH SHOULD I BE PAID?

*Are you being paid the right amount?*



♦ South Carolina does not have an official minimum wage but the minimum for the US is \$7.25.

♦ The highest average hourly wage is in Charleston; the lowest is in Myrtle Beach

♦ The average annual pay based on how much education you have...

- Less than high school/GED: \$27,014
- HS/GED: \$32,587
- Some college or Associate's Degree: \$38,235
- Bachelor's Degree: \$51,257
- Masters & above: \$63,545

Need more pay information?

Go to [www.scWorkforceInfo.com](http://www.scWorkforceInfo.com)

and click on

“Job Seeker Publications.” and select The More You Learn, The More You Earn



Got a question about getting paid, overtime, work hours, etc.? Contact the SC Department of Labor, Licensing and Regulation, Office of Labor Services at (803) 896-4470 or go to their website at [www.llronline.com](http://www.llronline.com).

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## What occupational certificates do employers want?

1. Driver's License
2. Registered Nurse (RN)
3. First Aid C P R A E D
4. Security Clearance
5. Advanced Cardiac Life Support (ACLS)
6. C D L Class A
7. Licensed Practical Nurse (LPN)
8. American Heart Association
9. Basic Cardiac Life Support
10. Certified Nursing Assistant



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Data from The Conference Board's Help Wanted Online® data series in SC for Jan 2021 to Dec. 2021  
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