

Career Transitions Search Tips

Career Transitions is a self-paced application that walks job-seekers through the entire process from assessing strengths and interests, to exploring new opportunities, to ultimately improving the chances of landing a job. Users can easily discover and target fast-growing careers and industries in their immediate locations -- and locations across the United States. *Career Transitions* also features quick assessments to help people identify new opportunities based on their current skills, occupational knowledge, and interests.



PERSONAL USER ACCOUNT

To access information in *Career Transitions* a personal user account will have to be created. Creating an account will allow you to save work that you're doing--preparing a resume, targeting careers and industries, taking an assessment, searching and applying for jobs—and save that data for you to access the next time you use *Career Transitions*. You will use the same login each time you access Career Transitions—just like logging into your e-mail account. If you have not created a password yet, select the [Create New User Account](#) to set-up an account.

HOME PAGE NAVIGATION

Select an area of interest by using the navigation bar at the top of the home page or by using the navigation tabs on the left. There are five (5) options:

- 1 Discover My Interests
- 2 Explore Careers
- 3 Prepare Resume
- 4 Improve My Chances
- 5 Find Jobs

- Discover My Interests
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- 1. Discover My Interests
- 2. Explore Careers
- 3. Prepare Resume
- 4. Improve My Chances
- 5. Find Jobs

DISCOVER MY INTERESTS

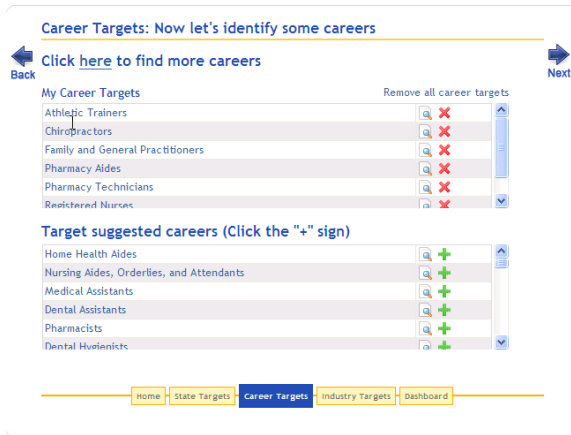
The **Discover My Interests** portal will help explore your occupational interests and match them to career paths you may find fulfilling and productive. This section automatically prompts to take an assessment comprising 180 different work activities. The assessment is a simple point-and-click activity, and will take approximately 20 minutes to complete which can be completed in one sitting, or by saving along the way and continuing at a later date and time.



EXPLORE CAREERS

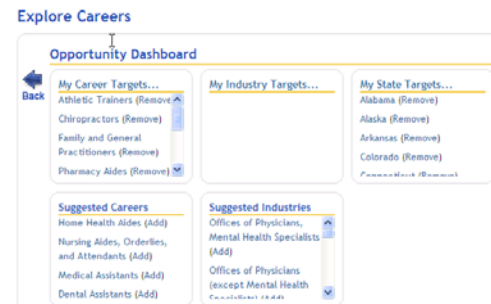
The **Explore Careers** portal identifies and investigates opportunities across three factors--careers, industries and states--and the combination of any or all of those factors. Select state targets by using an interactive map. Career targets are suggested based on the information provided in the Discover My Interest section. However different career targets can

also be searched using the career search box or by browsing the 16 Career Cluster and associated Career Pathways created by the US Department of Education. Industry targets are very similar to the career targets and can be searched or browsed.



Opportunity Dashboard

The Explore Careers Dashboard enables you to see at a glance what states, careers and industries you have explored and targeted, as well as suggested careers and industries to explore based on previous work. This information can be used in a targeted job search in the Find Jobs section.

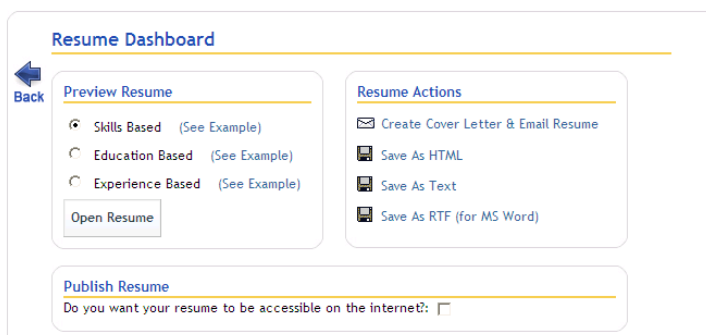


PREPARE RESUME

The **Prepare Resume** portal helps to build and save an effective resume and list of references in six easy steps. There is also an easy-to-use wizard for creating a cover letter and e-mailing your resume to prospective employers. Once

finished entering information, a **Resume Dashboard** offers options to preview the created resume in 3 different formats: 1) Skills Based, 2) Education Based, and 3) Experience Based. Other options include creating a cover letter, saving the created resume in many different formats, and making the published resume accessible on the internet.

Prepare Resume



IMPROVE MY CHANCES

The **Improve My Chances** portal will help improve your hiring chances by providing detailed advice on networking, applying, interviewing and more. You can also browse and register for over 400 quick distance-learning courses and access information intended to help you build your network and make you more knowledgeable about your targeted careers and industries.

Improve My Chances

Click links below for quick advice to improve your job prospects.

- NETWORKING**
 - Developing a List of Contacts
 - Networking
 - Professional Socialization
 - Sources For Industry Research
 - Uncovering The Hidden Job Market
- INTERVIEWING**
 - Frequently Asked Interview Questions
 - Pre-Interview Preparation
 - The Interview
- APPLYING**
 - The Job Application
 - Following Up After Applying
- NEGOTIATING**
 - Do's And Don'ts In Negotiating
 - Purpose Of Negotiation

FIND JOBS

The **Find Jobs** portal of Career Transitions provides you with a comprehensive job search across all the major job boards as well as the hidden job market. This is enabled through Gale's partnership with Indeed, a job search engine that functions like Google for jobs. Job postings are pulled from a variety of major job boards such as Monster, and CareerBuilder, as well as a vast number of company, government and association sites and other "hidden" sources to maximize your job search opportunities. There are two (2) searches that can be performed, a "What, Where" search, that enables you to use any combination of keywords and phrases in combination with any location information, such as zip code, city, and state, and by searching the targets that have already been put in place from the Explore Career portal.

Find Jobs

Search by job type and location

What do you want to do? Where do you want to do it?

What: job title, keywords or company name

Where: city, state or zip code (optional)

UNEMPLOYED? GET HELP NOW...

The **Unemployed? Get Help Now** section will provide state specific contact information. Use the pull-down box to select a state. On the left, you will get contact information for unemployment, including the agency's website, toll-free number, and address. On the right you will get information about social services including a link to the agency's web site, location, phone number and information on Medicaid.

Where do you live? (This is the state where you are eligible for assistance.)

Unemployment Services

Agency for Workforce Innovation
Click here to go to this agency's website.
Address: 107 East Madison St.
Caldwell Building
Tallahassee, FL 32399-4120
Phone: 850-45-7105
Toll-Free: 1-800-204-2418
Fax: 850-921-1223

Allows users to file unemployment compensation claims; file or check on unemployment compensations appeals; download claim forms; download Florida's Unemployment Compensation Claims Services/Claim Book, which describes how to file for benefits by Internet, telephone, or mail; and download a handbook of benefit rights information, which describes a claimant's rights and responsibilities for unemployment compensation benefits. Also links to the Employ Florida Marketplace, which lists labor market information and job postings.

Social Services

Florida Department of Children and Families
Click here to go to this agency's website.
Address: 1317 Winewood Blvd.
Bldg. 1, Rm. 202
Tallahassee, FL 32399
Phone: 850-487-1111
Fax: 850-922-2993
Click here for more information on Medicaid.

Quick links offer users access to information about food stamps, temporary cash assistance, Medicaid, and medical help for pregnant women. Links to the Access Florida online application system for benefits, where users can apply online, learn about eligibility for programs, or print application forms to send by mail.

If you require further assistance with **Career Transitions**, please contact your librarian.