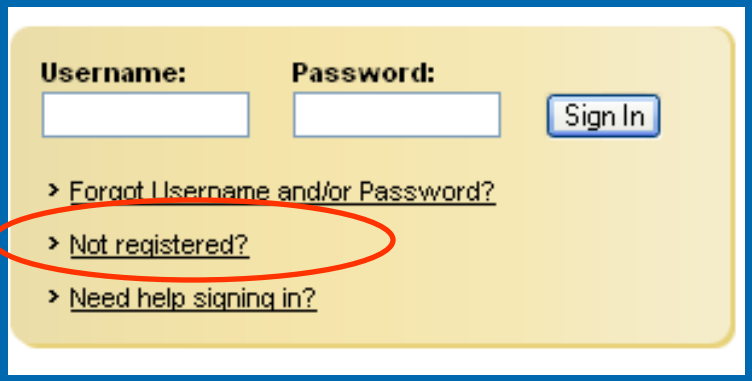
Let's Get Started:

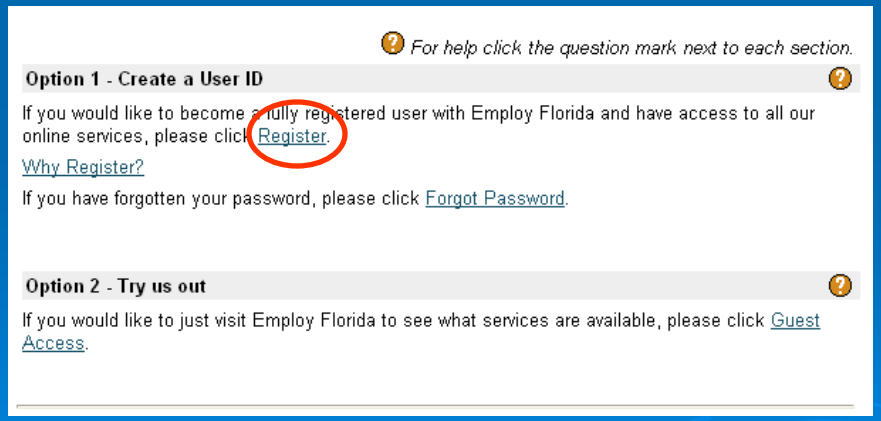
A Step-By-Step Individual Self-Service Guide for Virginia Workforce Connection

In this Presentation...

I Individual Registration
II Resume Builder
III Job Search
IV My Individual Profile: Personal Profile
V My Individual Profile: Employment Plan Profile
VI My Individual Profile: Search History Profile
VII My Individual Profile: Self-Assessments Profile
VIII My Resources
IX Career Services
X Job Seeker Services
XI Education Services
XII Labor Market Services
XIII Message Center
XIV Assistance Center

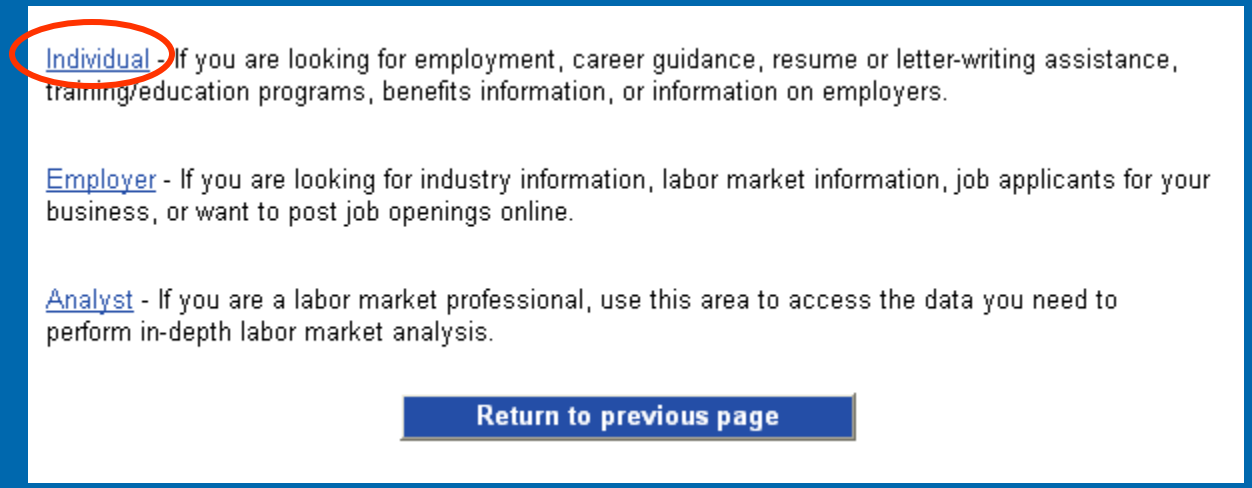
I Individual Registration





- Individuals are first asked to create a username and password. Click the *Not Registered?* link to begin.
- Option 1 –*Register,* allows more benefits, including creating a resume and applying directly for jobs.

I Individual Registration



Select the *Individual* link to register and access a variety of services that are unique to the needs of individuals.

I Individual Registration

(*) indicates required fields. For help click the question mark.

Login Information:

* User Name: GSIJASPER — Unique User Id (3 - 20 Characters, letters or numbers)
* Password: •••••••• — Password (4 - 16 Characters, letters or numbers)
* Confirm Password: ••••••••
* Security Question: What is your pet's name?
* Security Question Response:
* Please enter your residential Zip Code: 23
* Social Security Number:
* Re-enter SSN:
* Are you authorized to work in the United States?

Please do not use any personal ide Security Number or FEIN). You will ne this system. Please write this i

Your Name:

* First Name: Jasper
Middle Initial:
* Last Name: Saunders

Residential Address Information:

* Address Line 1: 414 Monument Street
Address Line 2:
* City: Richmond
* State: Virginia
* Zip Code: 23223
* County/Parish: Richmond city
* Country: United States
State of Residency: Virginia

Contact Information

* Primary Phone Number 843 - 772
Alternate Phone Number -
Fax Phone Number 843 - 667
Email Address: iamjasper@email.

You may be contacted regarding events and job ope
Your email address will not be shared with others.

Mailing Address Information:

Check here if mailing address is same as above: ☑
* Mailing Address Line 1: 414 Monument St
Mailing Address Line 2:
* Mailing Address City: Richmond
* Mailing Address State: Virginia
* Mailing Address Zip Code: 23223
* Country: United States

Miscellaneous Information

* Accessing the Web Site From: Home

Individual Information:

* Date of Birth: 04/15/1975 — Example (MM/DD/YYYY)
Age: 32
* Gender: ◉ Male ○ Female
* Have you registered with the Selective Service? Yes
Click here to register for Selective Service
Do you have a substantial disability? ○ Yes ◉ No ○ Not specified (optional)
* Citizenship: U.S. Citizen / Naturalized
Alien Registration Number:
Alien Registration Expiration Date: Example (MM/DD/YYYY)

Education Information

* Your Highest Education Level Achieved: 1 Year at College or a Technical or Vocational School
* Are You Attending School? No, Not Attending Any School

Employment Information

* Current Employment Status: Not Working
Have you done farmwork or migrant food processing work in the past 12 months? ○ Yes ◉ No
* Have you recently received a notice of termination or military separation? ○ Yes ◉ No
* Type of business worked in: Private Business
* Are you currently looking for work? ◉ Yes ○ No
* Are you receiving Unemployment Insurance? Yes, Claimant, referred by WPRS

Ethnic Origin:

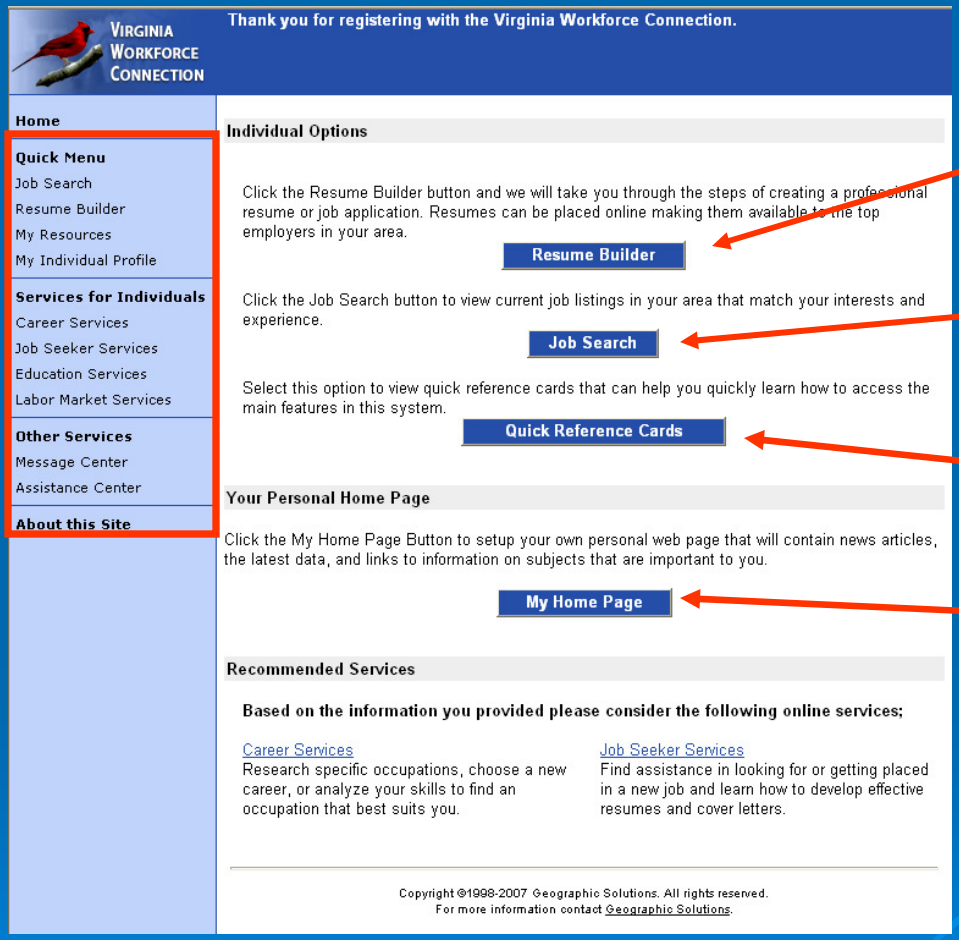
* Are you of Hispanic or Latino heritage? ◉ Yes ○ No ○ The information was not provided
* Race - Please check all that apply
☑ African American / Black
☑ American Indian / Alaskan Native
☑ Asian
☐ Hawaiian / Other Pacific Islander
☐ White

Complete required fields (*) on the registration pages. Follow Username/ Password rules, as well as all blue text guidelines. Registration is quick and painless!

Blue text shows specific formatting requirements. The Help Bubbles next to each section will also help individuals in explaining puzzling questions.

I Individual Registration

Left Navigational Menu Options



Create a Resume

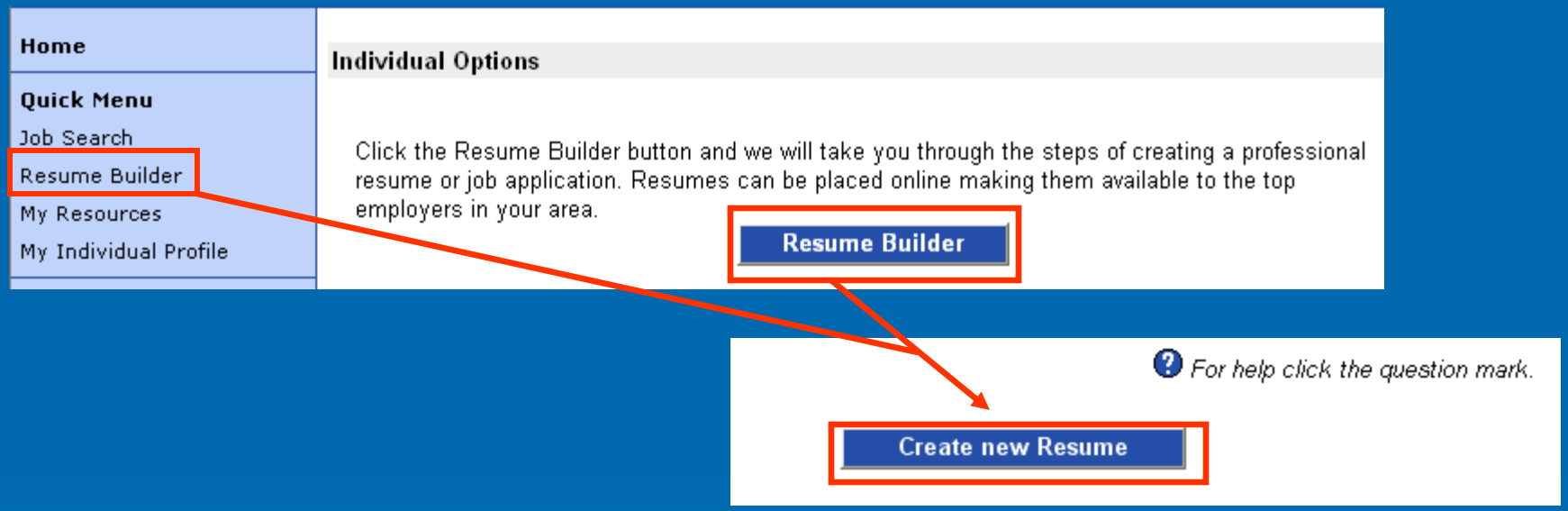
Look for a job

Quick Reference Cards

Create a Home Page

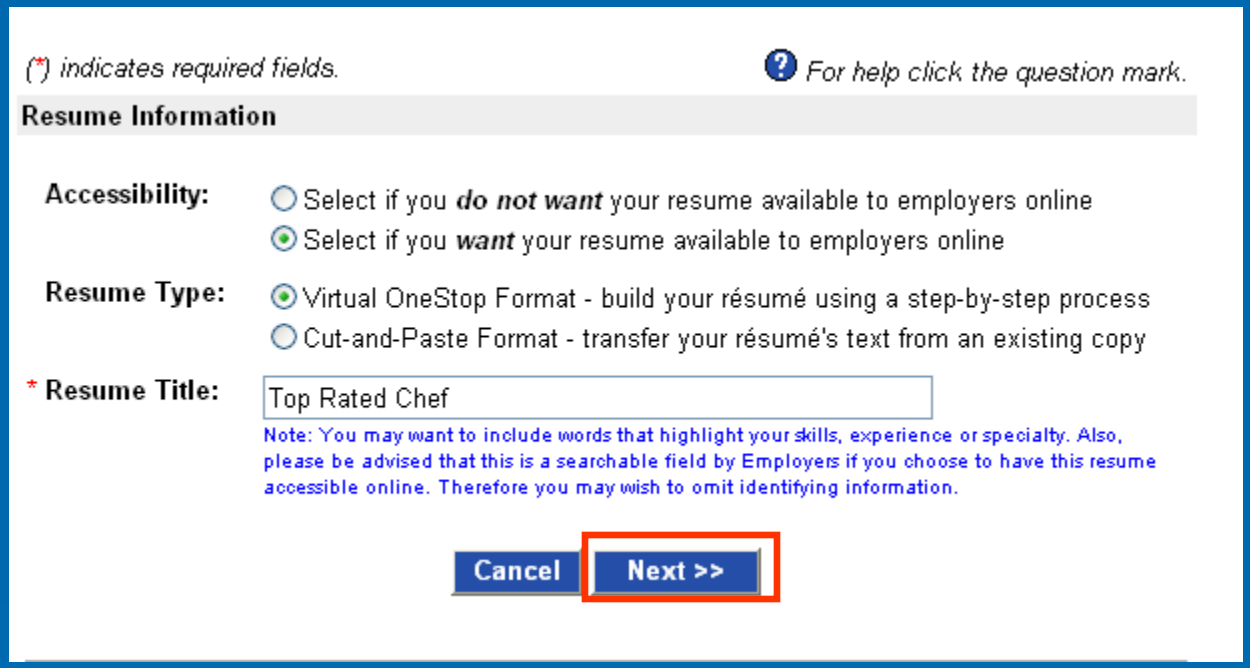
After registration is completed, the Navigational Screen will take the individual in multiple directions.

II Resume Builder



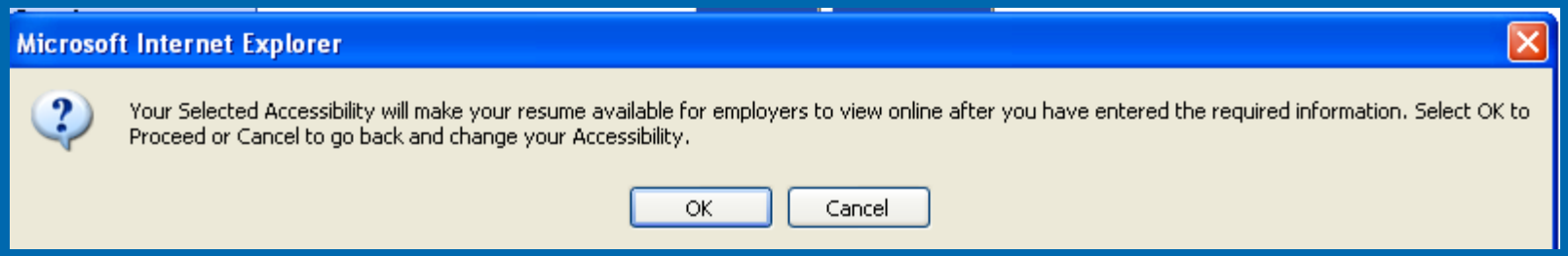
Individuals can click the *Resume Builder* button on the main screen, or the *Resume Builder* link on the left navigational menu, to access this useful feature. When the screen refreshes, click the *Create New Resume* button.

II Resume Builder



Step One of Resume Builder asks if you want your resume available to employers online, and if you want a cut-and-paste resume or a VOS Resume built by an easy step-by-step process. The resume also must be given a title. Click the *Next* button to proceed.

II Resume Builder



A pop-up will warn you one last time that the resume will be viewable and available to employers online. If this is what you want, click the 'OK' button to continue.

II Resume Builder

(*) indicates required fields. For help click the question mark.

Education and Training Qualification(s)

Do not complete if education level is less than High School.

* **Education Level**	High School Diploma
* **Education Program Title:**	General Studies
Educational Category:	[Course of study]
* **Issuing Institution:**	Richmond West High School
* **State (of Institution):**	Virginia
* **Country (of Institution):**	United States
* **Completion Date (mm/yyyy):**	04/1993
* **Currently Attending this School:**	Yes No

Comments (750 characters max.):

Graduated Summa Cum Laude,
Phi Beta Kappa

[SpellCheck | Insert Sample Text | Clear Text]

This step does not apply to me

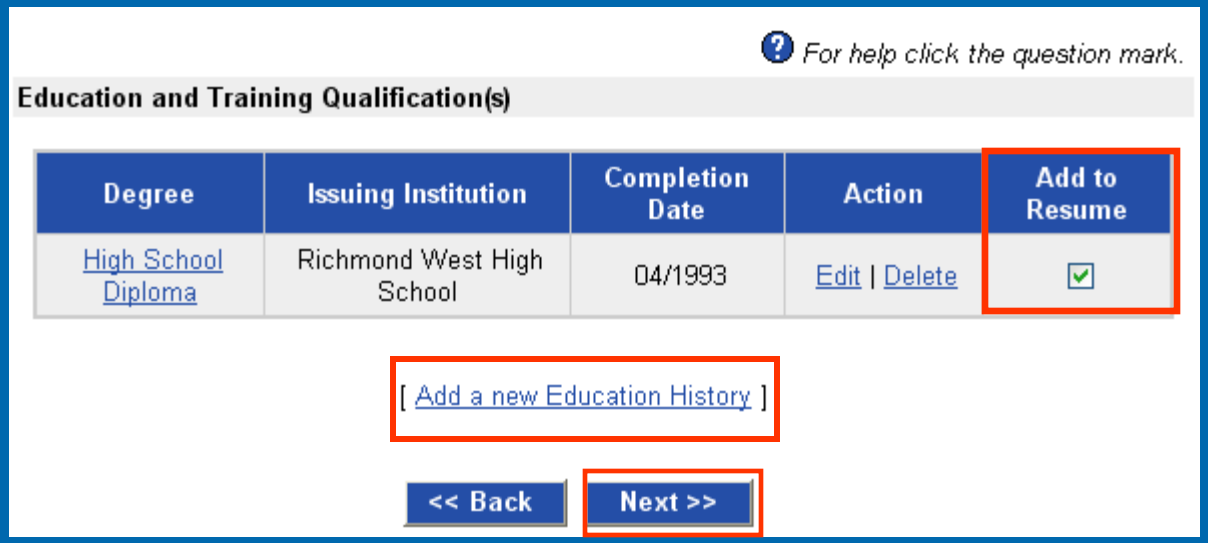
Save Cancel

Step 2 is the Education and Training Qualifications. Answer all required fields. A free-form comments box is there to elaborate. This box includes sample text and a *SpellCheck* feature. Click *Save* to continue.

If any step does not apply, click the *This step does not apply to me* link to continue.

If the educational background is anything but "General," click this link to select the specific course of study that describes the education or training.

II Resume Builder



When the screen refreshes, a table appears with the educational information. Click *Add a new Education History* to build another one. Click the checkbox in the right column to add this information to your resume. Click *Next* to continue.

II Resume Builder

(*) indicates required fields. For help click the question mark.

Occupational License(s) - Certificate(s)

* **Certificate / License:**	Culinary Arts
* **Issuing Organization:**	Virginia Culinary Arts
Certificate Number :	
* **Completion Date (mm/yyyy):**	04/1998
Expiration Date (mm/yyyy):	
* **State:**	Virginia
* **Country:**	United States

This step does not apply to me

Save Cancel

Step 3 is for any Occupational Licenses or Certificates. Add as appropriate, or click *This step does not apply to me*.

II Resume Builder

(*) indicates required fields. For help click the question mark.

Employment History

* Company Name:	Mel's Country Diner
* Job Title:	Head Chef
* Occupation:	35101100 Select Occupation Chefs and Head Cooks
* State:	Virginia
* City:	Richmond
* Country:	United States
* Full or Part time:	Full Time (Over 30 Hours)
* Salary:	$ 14.00
* Salary is based upon:	Hour
* Start Date:	09/12/1995
* End Date:	09/07/2007 Currently Employed
Duration of job in months:	144
* Reason for leaving?	Layoff

* Job Duties (2500 characters max)

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

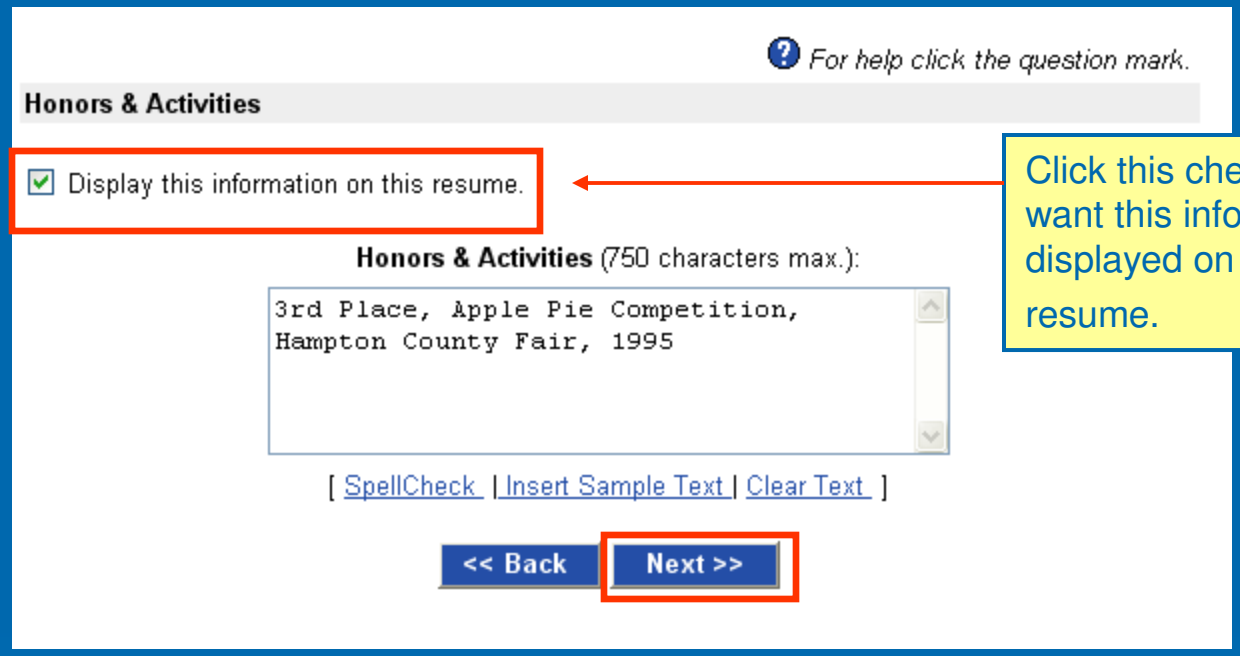
[SpellCheck | Insert occupational description | Clear Text]

This step does not apply to me

Save Cancel

Step 4 is Employment History. Complete all required fields. For Occupation, click the *Select Occupation* link. You will get a search screen where you may type in a keyword describing your occupation, select an occupational group, or search by O*Net Code. If you choose a keyword, your search results will show a variety of choices. Select the one that best fits the job. The Job Duties textbox is also required. You can insert an Occupational Description from O*Net, type it free form, or use a combination of both.

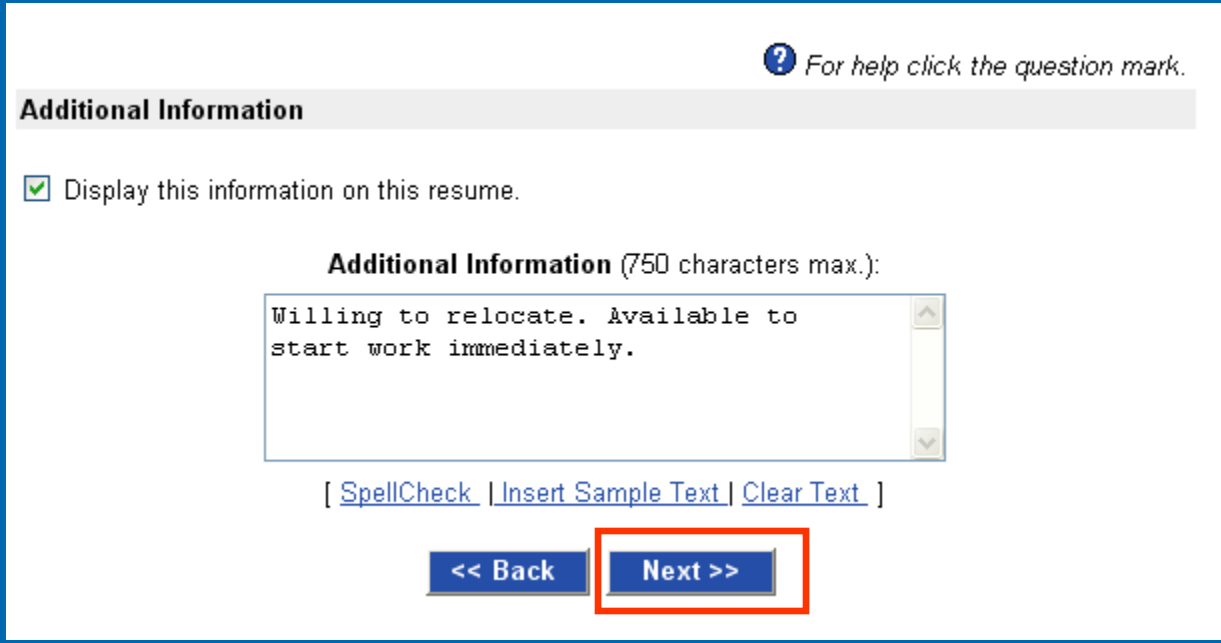
II Resume Builder



Click this check-box if you want this information displayed on the finished resume.

Step 5 is for any Honors & Activities. It is a free form text box. Complete if pertinent and click *Next*.

II Resume Builder



Step 6 is a great spot to add any Additional Information to your resume. Click Next to proceed.

II Resume Builder

For help click the question mark.

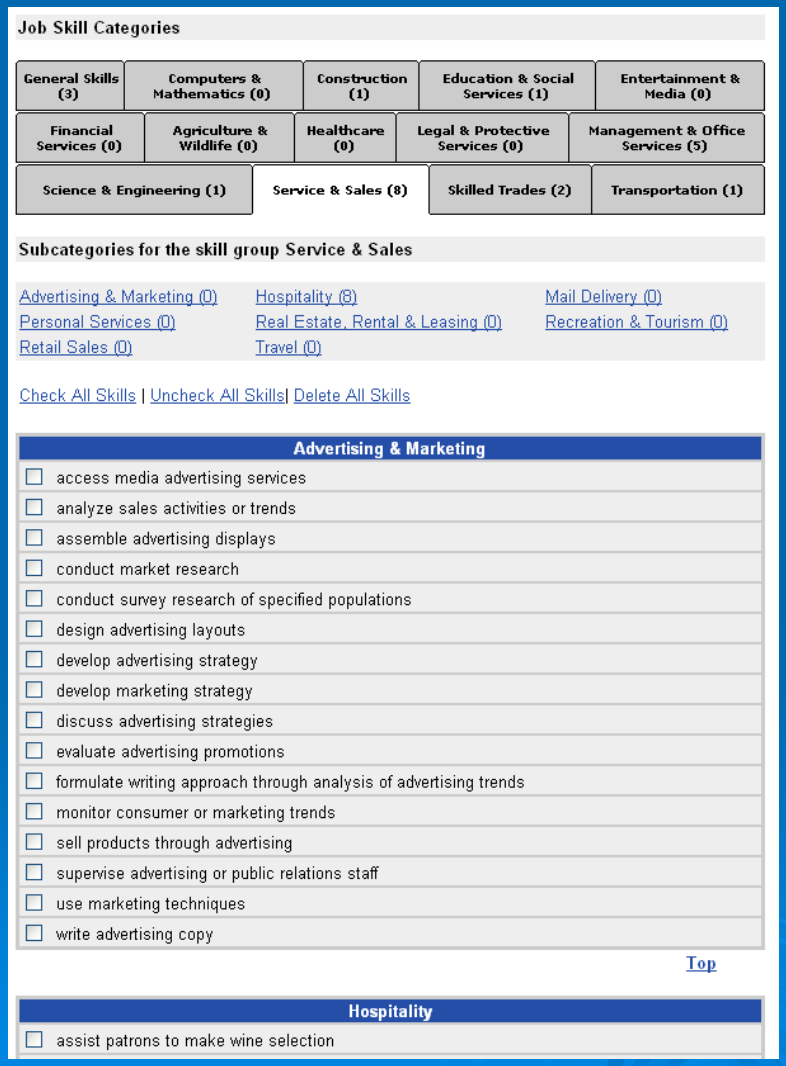
Skills	
1. conduct training for personnel	☑
2. cook in quantity	☑
3. cook meals	☑
4. determine food or beverage costs	☑
5. direct and coordinate activities of workers or staff	☑
6. direct and coordinate food or beverage preparation	☑
7. estimate materials or labor requirements	☑
8. identify cut or grade of meat	☑
9. inspect facilities or equipment for regulatory compliance	☑
10. investigate customer complaints	☑
11. maintain production or work records	☑
12. modify work procedures or processes to meet deadlines	☑
13. monitor worker performance	☑
14. oversee work progress to verify safety or conformance to standards	☑
15. plan menus	☑
16. price items on menu	☑
17. recognize customer intoxication	☑
18. requisition stock, materials, supplies or equipment	☑
19. resolve or assist workers to resolve work problems	☑
20. schedule employee work hours	☑
21. schedule restaurant reservations	☑
22. use oral or written communication techniques	☑

<< Back Next >>

Modify Skills

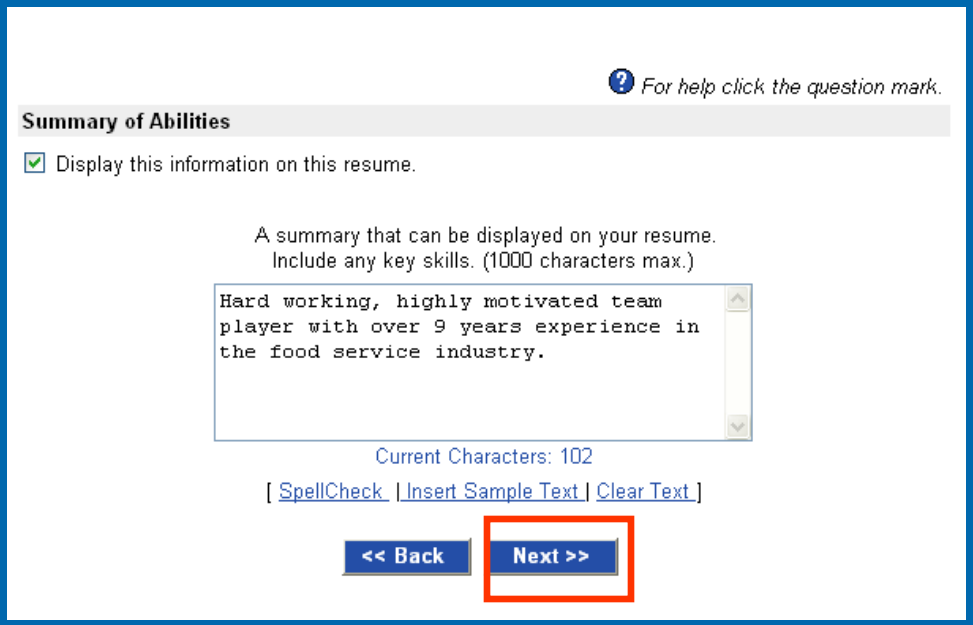
Step 7 is where you get the opportunity to list your skills in a skill set. A default list will appear based on the occupation selected in Step 4. You can keep this list of O*Net skills, or click the *Modify Skills* link to fine-tune the list.

II Resume Builder



If you choose to modify the skill set, you will get a list of 14 categories of skills to review. Check the boxes next to the skills that match your expertise. Uncheck the skills that do not match. Click *Save Skills and Continue* when completed. Your skill set list will refresh and show the ones that you added. Click the Next button to go to Step 8.

II Resume Builder



Step 8 is a free-form textbox where you can describe your abilities. You can choose sample text or create your answer from scratch. Click *Next* to continue.

II Resume Builder

(*) indicates required fields. For help click the question mark.

Drivers License Information

*Do you have a valid Drivers license? Yes No

*State Issued: VA - Virginia

Issued Outside of United States:

Drivers License Type: REG - Regular Drivers License

Drivers License Class:

- Class A - GCWR>26001 & Towing GVWR>10000
- Class B - GCWR>26000 & Towing GVWR<10001
- Class C - Occupants > 15 and Hazardous material
- Private Vehicle class

Drivers license Endorsements:

- Class H - Hazardous Waste
- Class N - Tankers
- Class P - Transport Passengers
- Class S - School Bus
- Class T - Double / Triple Trailers
- No Endorsements

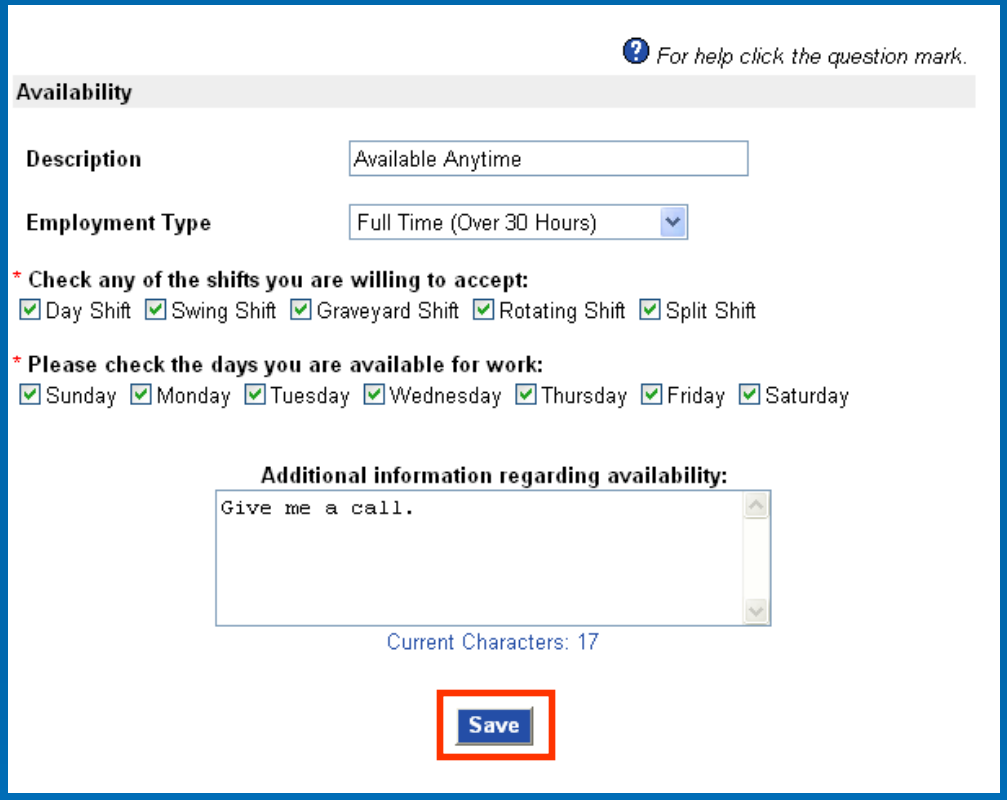
*Do you have access to a motor vehicle? Yes No

*Do you rely on public transportation? Yes No

<< Back Next >>

Step 9 requests Drivers License Information. Complete the required fields and continue by clicking the Next button.

II Resume Builder



Step 10 asks questions regarding your availability to work. Answer all pertinent and required sections and click the *Save* button.

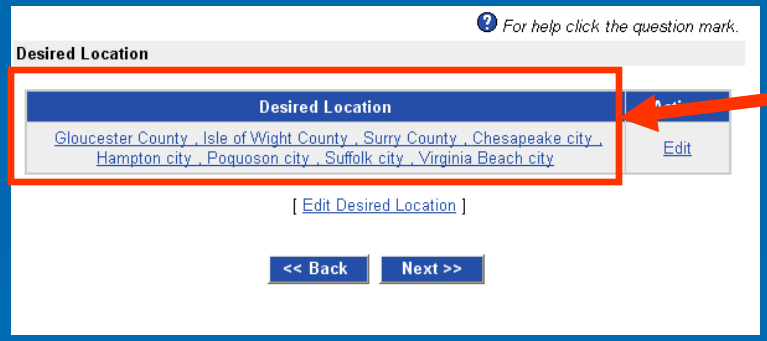
II Resume Builder

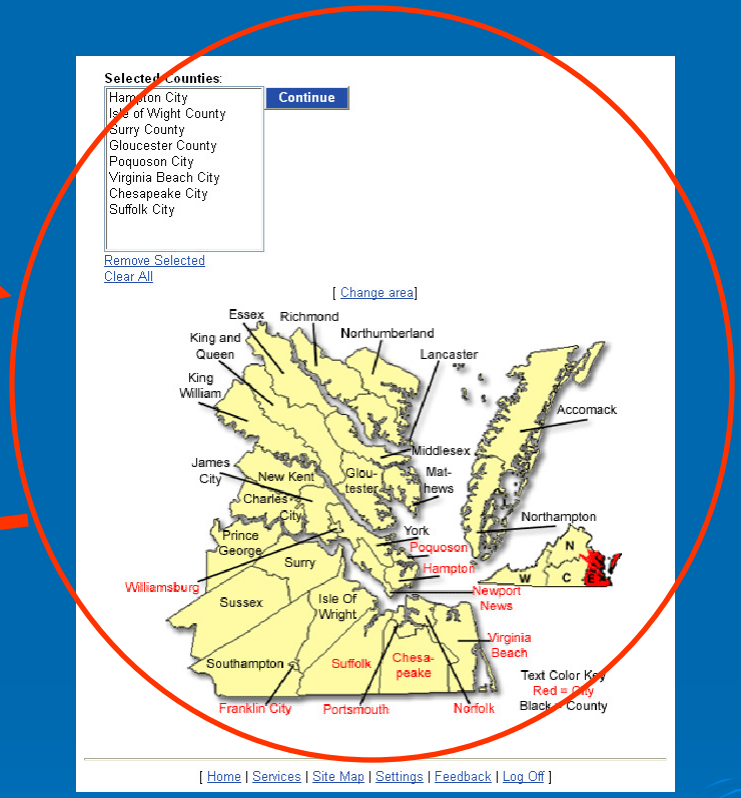
Step 11 is for anyone who wishes to pursue a new career outside of their background. By clicking *Search for an occupation*, you can choose another occupation for the resume to focus besides the one set up with your employment history. Click *Next* to continue.

II Resume Builder

Step 12 is an important one: what is your desired salary? Choose wisely. Click the Next button to proceed.

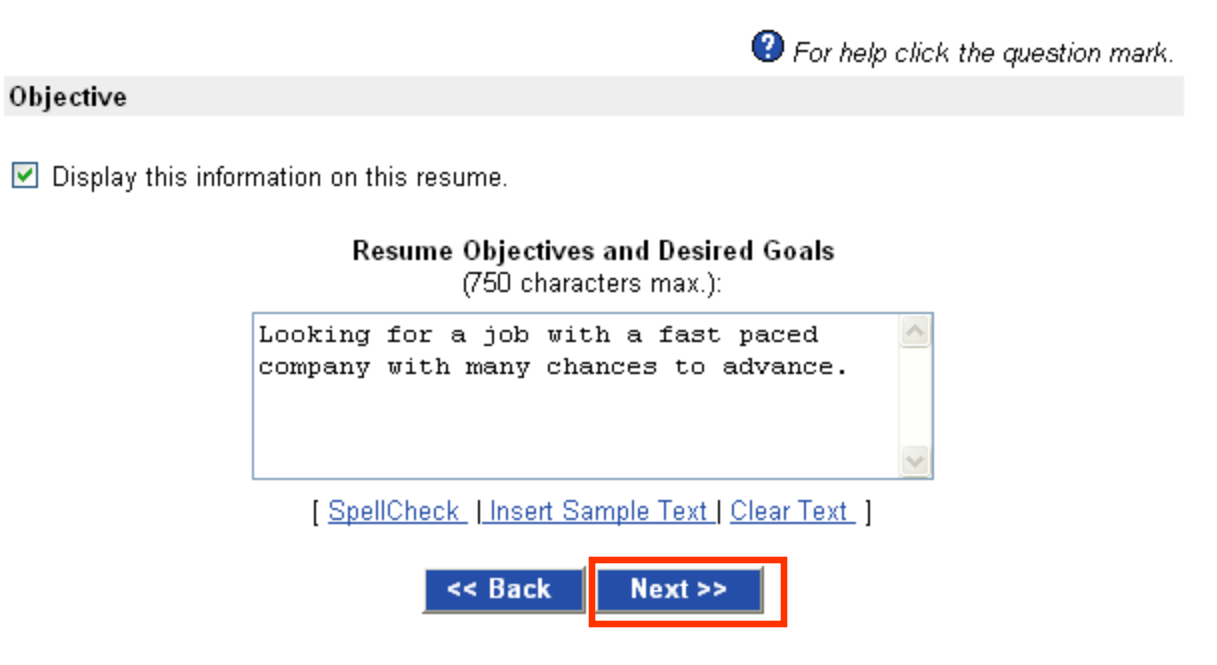
II Resume Builder





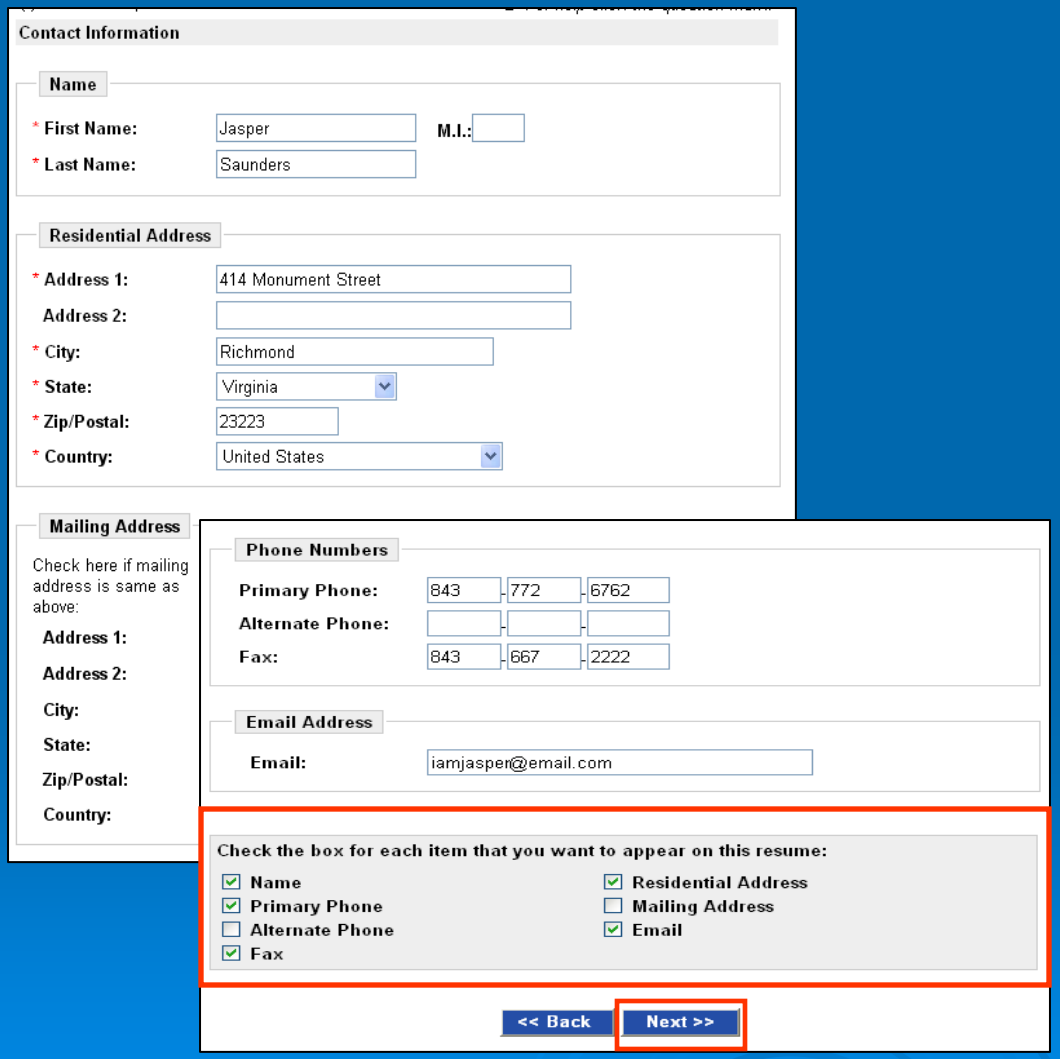
Step 13 asks you where you wish to look for a job. You can indicate anywhere in the state or narrow it down to specific counties and cities. What you indicate here is where you will hunt for jobs unless you change the geographic locations later.

II Resume Builder



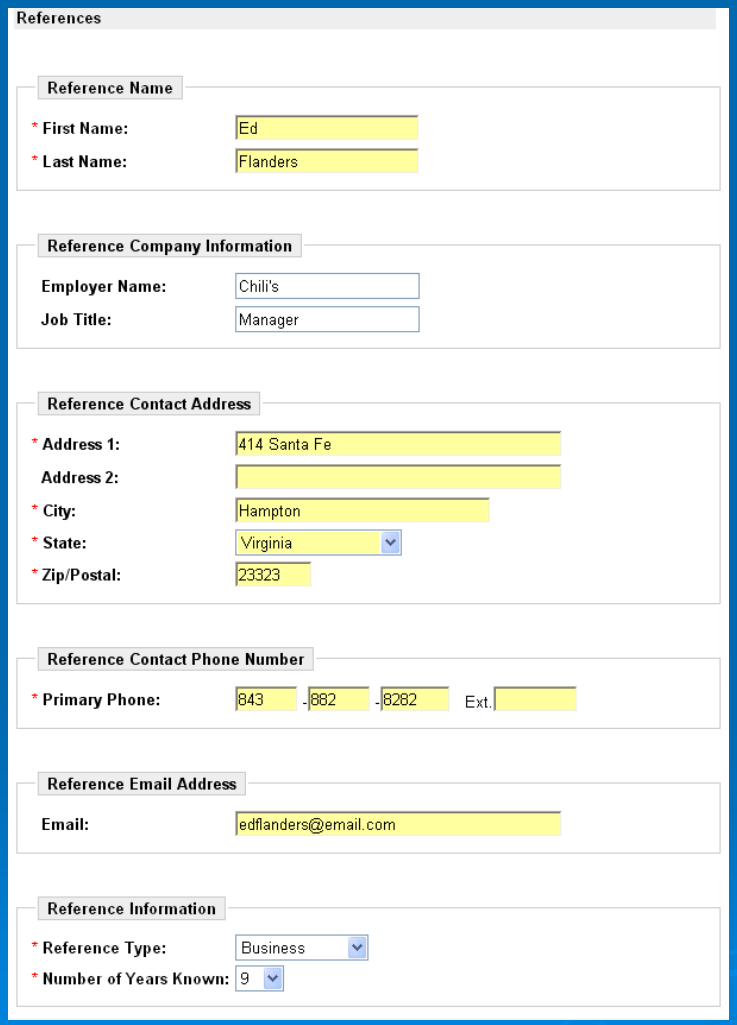
Step 14 is where you can summarize your objectives and goals. It is a free form textbox but it does include some sample text. Create what you want to say, and then click the Next button.

II Resume Builder



Step 15 summarizes your contact information. Edit as needed. The last section outlines what information you wish to make available to potential employers (including your name), and what contact information you don't want to make available. Click the *Next* button to continue.

II Resume Builder



Step 16 of Resume Builder allows you to add references. Here you can list a business or personal reference that can appear on your resume. Click the *Next* button to continue.

II Resume Builder

Resume Id	Resume Title:	Change Layout	Accessibility:	Last Time Modified
411	Top Rated Chef	Modify	Online	9/12/2007 1:24:00 PM

Jasper Saunders

414 Monument Street
Richmond, VA 23223 US
Phone: 843-772-6762
Fax Number: 843-667-2222
iamjasper@email.com

Objective

Looking for a job with a fast paced company with n
advance.

Abilities

Hard working, highly motivated team player with ov
in the food service industry.

Employment History

Head Chef

9/1995 - 9/2007 *Mel's Country Diner*

Direct the preparation, seasoning
salads, soups, fish, meats, vegeta
other foods. May plan and price m
supplies, and keep records and a
participate in cooking.

Education History

Completion Date	*Issuing Institution*	*Degree Received*	*Course of Study*
04/1993	Richmond West High School	High School Diploma	

Graduated Summa Cum Laude, Phi Beta Kappa

Certifications

Certification Title	*Issuing Organization*	*Completion Date*	*Expiration Date*
Culinary Arts	Virginia Culinary Arts	04/1998	

Honors

3rd Place, Apple Pie Competition, Hampton County Fair, 1995

Additional Information

Willing to relocate. Available to start work immediately.

References

Ed Flanders, **Manager**
Chili's, 414 Santa Fe Hampton, VA 23323
843-882-8282, edflanders@email.com
Business reference known for 9 year(s).

Additional Employer Searchable Items

Desired Occupation :	Chefs and Head Cooks
Desired Salary :	$9.50 hourly ($20,000 annually) or more
Desired Job Location :	Gloucester County , Isle of Wight County , Surry County , Chesapeake city , Hampton city , Poquoson city , Suffolk city , Virginia Beach city
Desired Availability :	Days: Sun, Mon, Tue, Wed, Thur, Fri, Sat Shifts: Day, Swing, Graveyard, Rotating, Split

Here is an example of your completed resume. However, there are still more features in VOS to change the way it looks.

II Resume Builder

Resume Id	Resume Title:	Change Layout	Accessibility:	Last Time Modified
411	Top Rated Chef	Modify	Online	9/12/2007 1:24:00 PM

Jasper Saunders
414 Monument Street
Richmond, VA 23223 US
Phone: 843-772-6762
Fax Number: 843-667-2222
iamjasper@email.com

Objective

Looking for a job with a fast paced company with many chances to advance.

Custom Font Styles

Resume Font Style:	Arial

Contact Section

Contact Alignment:	Center
Contact Header Size:	4pt
Contact Address Size:	2pt

Resume Sections

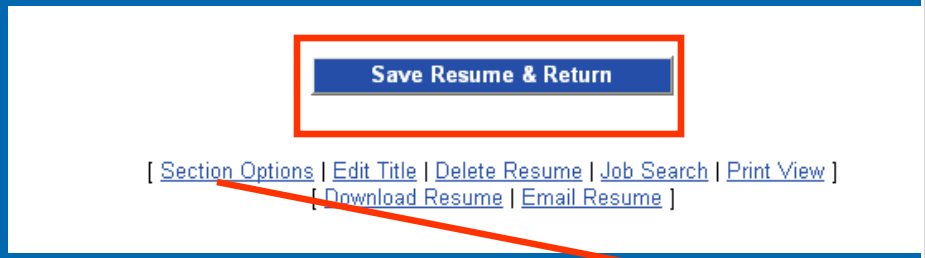
Title Alignment:	Left
Title Size:	3pt
Sub Headers:	Show

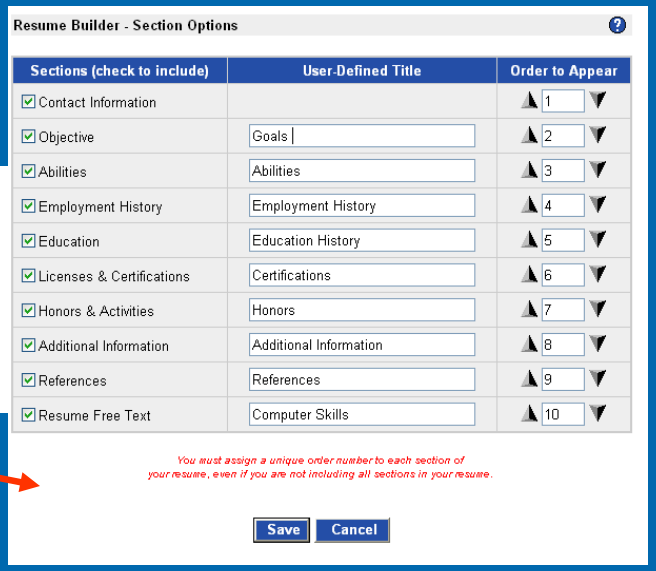
Body

Text Size:	3pt
Employment Dates:	Show MM/YYYY
Employment Occupation(s):	Hidden
Graduation Date:	Yes, Display Graduation Date

- Click the *Resume Title* to change your title.
- Click *Modify* under *Change Layout* to change things such as date appearance, heading alignments, fonts and font sizes, and viewing of sub headers.
- Click *Accessibility* to change whether employers will see your resume, or not.
- Click the sectional links to go back to those sections and add or edit information.

II Resume Builder



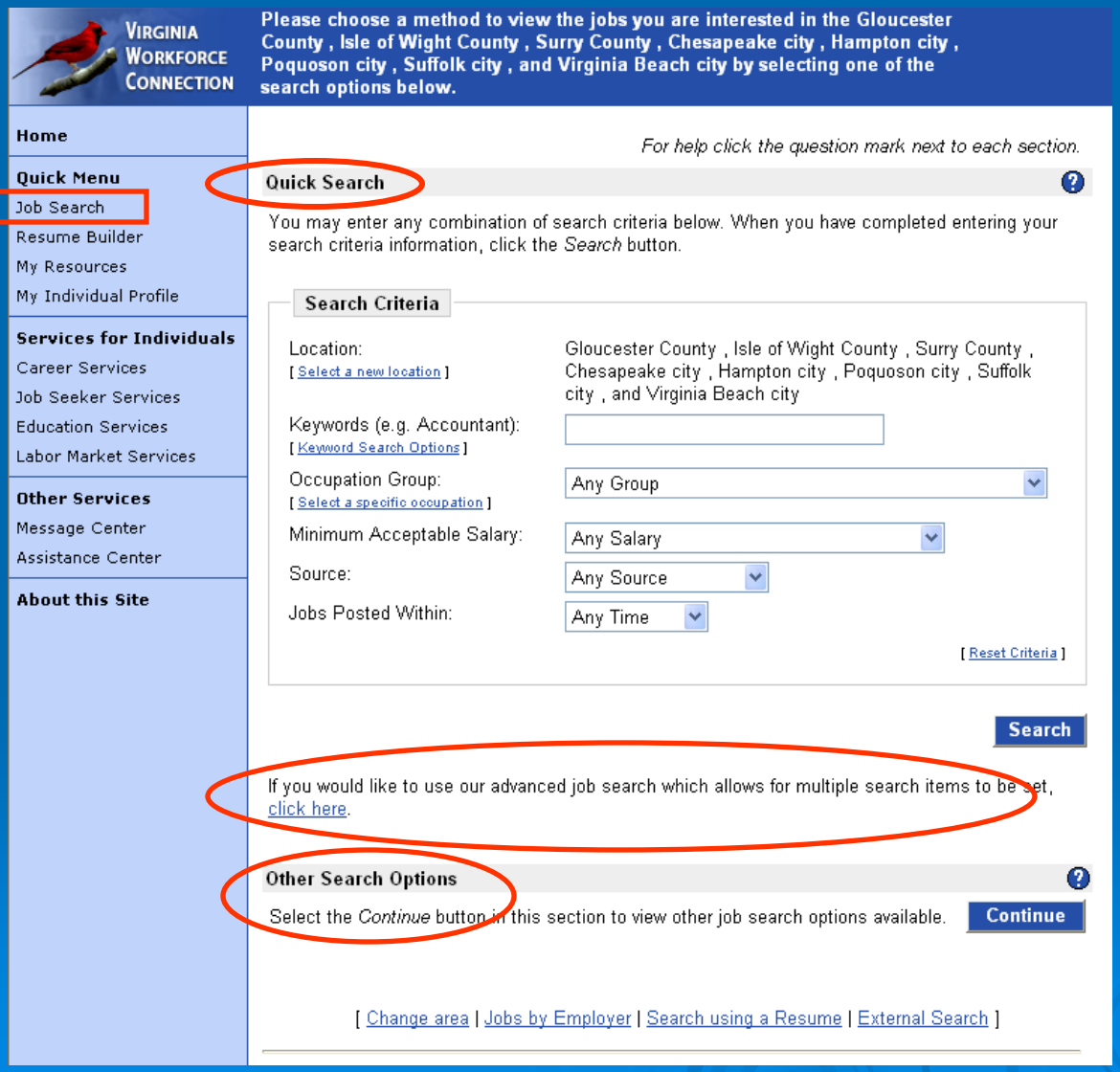


At the bottom of the resume page are several more features:

- *Section Options* allows you to change section titles and re-arrange how they appear. There is also a *Resume Free Text* section that allows you to create a new section of information.
- *Edit Title* allows you to edit the title of the resume.
- *Delete Resume* allows you to delete the finished resume.
- *Job Search* allows you to initiate a job search from this link.
- *Print View* allows you to print a copy of your resume.
- *Download Resume* allows you to download your resume to a folder on your computer, such as My Documents.
- *Email Resume* allows you to email your resume. It will not appear as an attachment but rather as part of the body of your email.

Click *Save Resume and Return* when done.

III Job Search



When you click *Job Search* on the left navigational menu, you have 3 options:

1. Quick Search
2. Advanced Search
3. Other Search Options

III Job Search

Quick Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Location:
[Select a new location]
Gloucester County , Isle of Wight County , Surry County , Chesapeake city , Hampton city , Poquoson city , Suffolk city , and Virginia Beach city

Keywords (e.g. Accountant):
[Keyword Search Options]
chef

Standard Keyword Search

☑ Job Title ☑ Job Description

Advanced Keyword Search

☑ Occupation Title ☑ Occupation Description
☑ Lay Job Title (Common or Alternate Job Titles)

Occupation Group:
[Select a specific occupation]
Any Group

Minimum Acceptable Salary:
$9.50 hourly ($20,000 annually) or more

☑ Include jobs with no salary listed

Source:
Preferred Employer

Jobs Posted Within:
Any Time

[Reset Criteria]

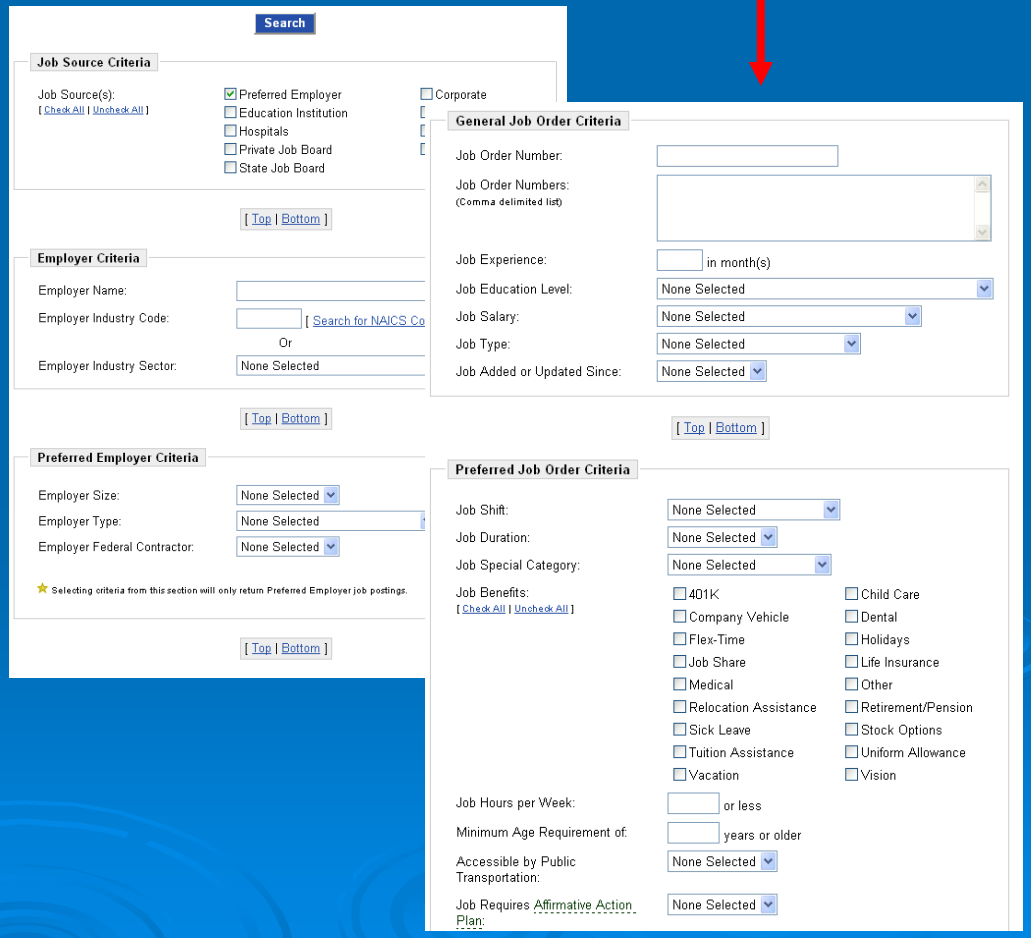
Search

The *Quick Search* allows you to take criteria established in your resume, such as locations, and search for jobs. It is a fast way to find a list of jobs that match your desires.

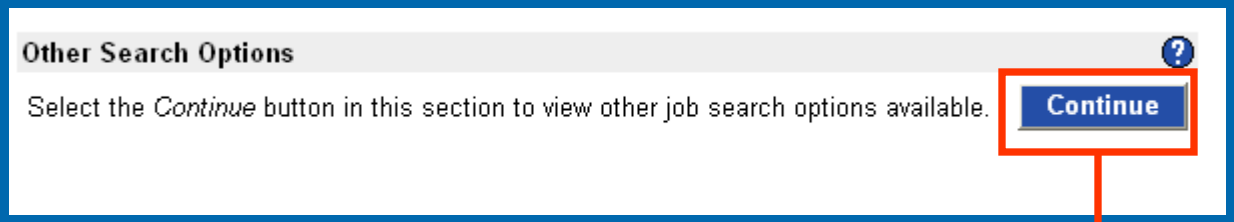
III Job Search

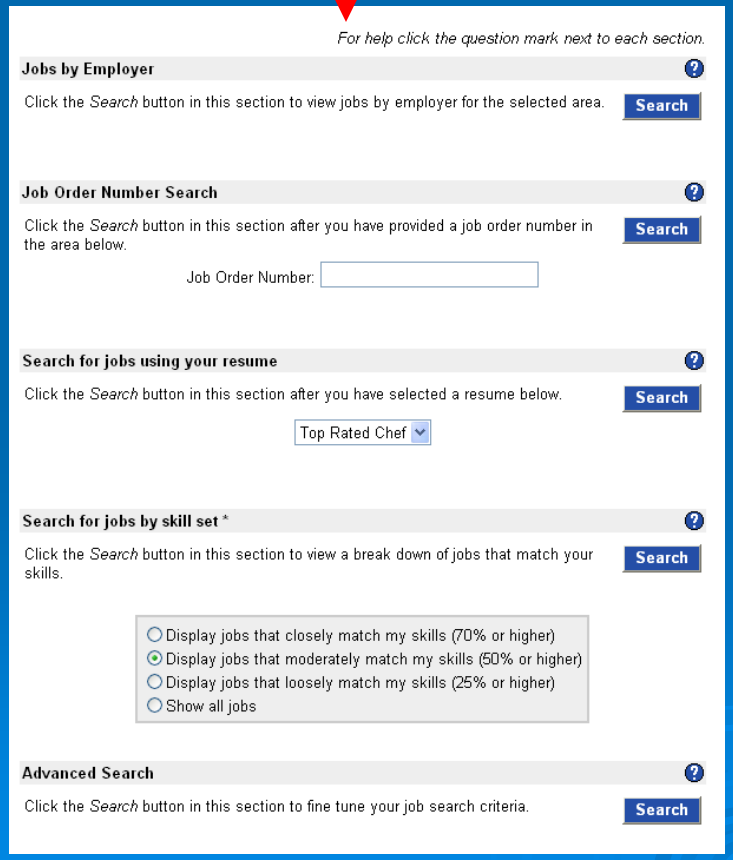
If you would like to use our advanced job search which allows for multiple search items to be set, click here.

Advanced Search allows you to look for jobs in many specific ways. This will help you fine-tune the results to get the best jobs that are most suited for you.



III Job Search





Other Search Options allows you to look for jobs by employer, job order number, using your resume, and job skill set.

III Job Search

Your search found 2 job(s) that matched your search criteria.

For help click the question mark.

To sort on any column, click a column title.

Date	Job Title / Description Snippet	Employer	Location	Salary	Source	Key Match
09/04/2007 2:22:00 PM	***Chef***s and Head Cooks	ABCPEM	Annandale	$12.00 to $22.00 per hour	★	2
Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May pa..						
09/04/2007 2:22:00 PM	***Chef***s and Head Cooks	ABCPEM	Annandale	$12.00 to $22.00 per hour	★	4
Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May pa						

Source: ★[Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], PJB [Private Job Board], RECT [Recruiter], SJB [State Job Board]

Key Match: 1 [Keyword matched both job title and job description], 2 [Keyword matched job title], 3 [Keyword matched job description], 4 [Keyword matched occupation title], 5 [Keyword matched occupation description], 6 [Keyword matched lay job title]

Records per page: 25 Go

Change job search criteria | External search

[Disclaimer]

[Save this Job Search]

A Quick Search was successful in that two jobs were found. The table will look something like this. You can sort your results by clicking on the column headings.

III Job Search

Date	Job Title / Description Snippet	Employer	Location	Salary	Source	Key Match
09/04/2007 2:22:00 PM	*Chefs* and Head Cooks	ABCPEM	Annandale	$12.00 to $22.00 per hour	★	2
Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May pa..						

- **Date** column will always include date and time job order was created.
- **Job Title** will always be a link to view the actual job order.
- **Employer, Location**, and **Salary** are all derived from the job order.
- **Source**. If it is a gold star, it means *Preferred Employer*, or an employer who has registered in the system. Some systems will include external, or spidered job sites. Consult the glossary at the bottom of the jobs table for descriptions of spidered job sites.
- **Key Match** will indicate how the key word of the job was found. Consult the glossary at the bottom for an explanation. This may indicate how close a match this job actually was to what you were looking for.
- Below these descriptions will be an O*Net job description.

III Job Search

Job Title / Description Snippet

Chefs and Head Cooks

Job Information

Job Order Number:	302
Job Order Close Date:	11/03/2007
Employer Name:	ABCPEM
Job Title:	Chefs and Head Cooks
Occupation:	Chefs and Head Cooks
Job Duration:	Over 150 Days
Type of Job:	Full Time (Over 30 Hours)
Special Category:	None Specified
Job Position(s):	1
Type of Employer:	Private Sector

Job Requirements

Minimum Age:	None Specified
Reason for age requirement:	
Test Requirement:	Employer will perform testing
Description of testing performed:	Will prep/serve buffet meal for 750 guests
Hiring Requirements:	Background Checks, Credit Checks, Reference Checks
Education Level:	No High School Diploma or GED
Experience:	12 months
Driver's License Certification Requirement:	Yes, Operator License
Job Skills:	View Employer Skill Requirements

Salary Range:	$12.00 - $22.00 Hour View Labor Market Wage Rates
Pay Comments:	Will discuss with applicant
Hours per Week:	40
Shift:	Not Applicable
Supplemental Compensation:	Not Applicable
Benefits:	Child Care - Company Vehicle - Dental - Holidays - Life Insurance - Medical - Retirement/Pension - Sick Leave - Vacation - Vision - We give out very large bonus gifts in lieu of raises

Work Site Location

City, State, and Country:	Annandale, VA US
Public Transportation Accessible:	No

Job Description

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

Special Skills (degrees, certifications, software, etc.)

None Specified

Additional Information

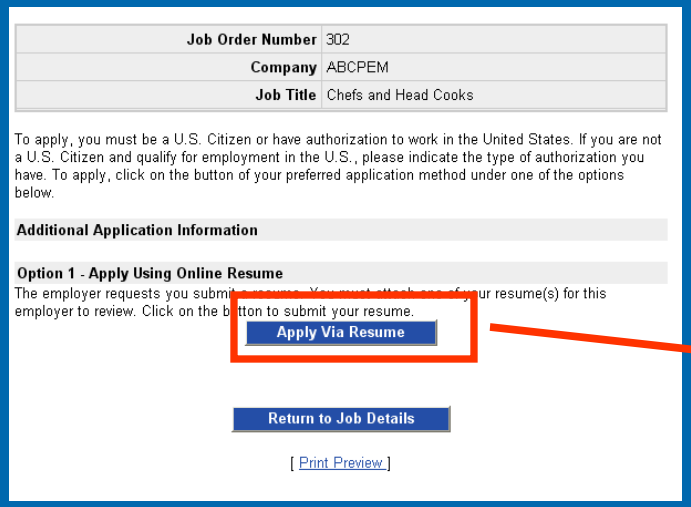
None Specified

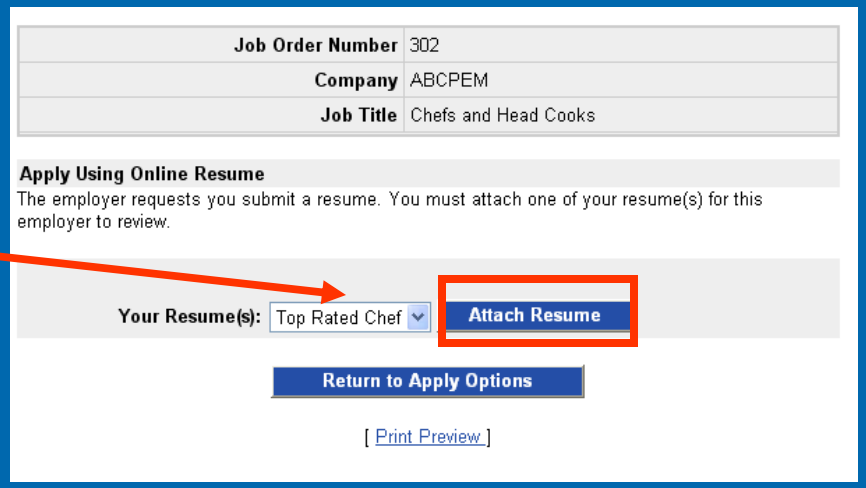
To display more information including how to apply for this job, click the button below.

Display more information on this job

Click on the *Job Title* link, and you can review the actual job order. If you like what you see and you want to look at more information on applying for the job, click *Display more information on this job*.

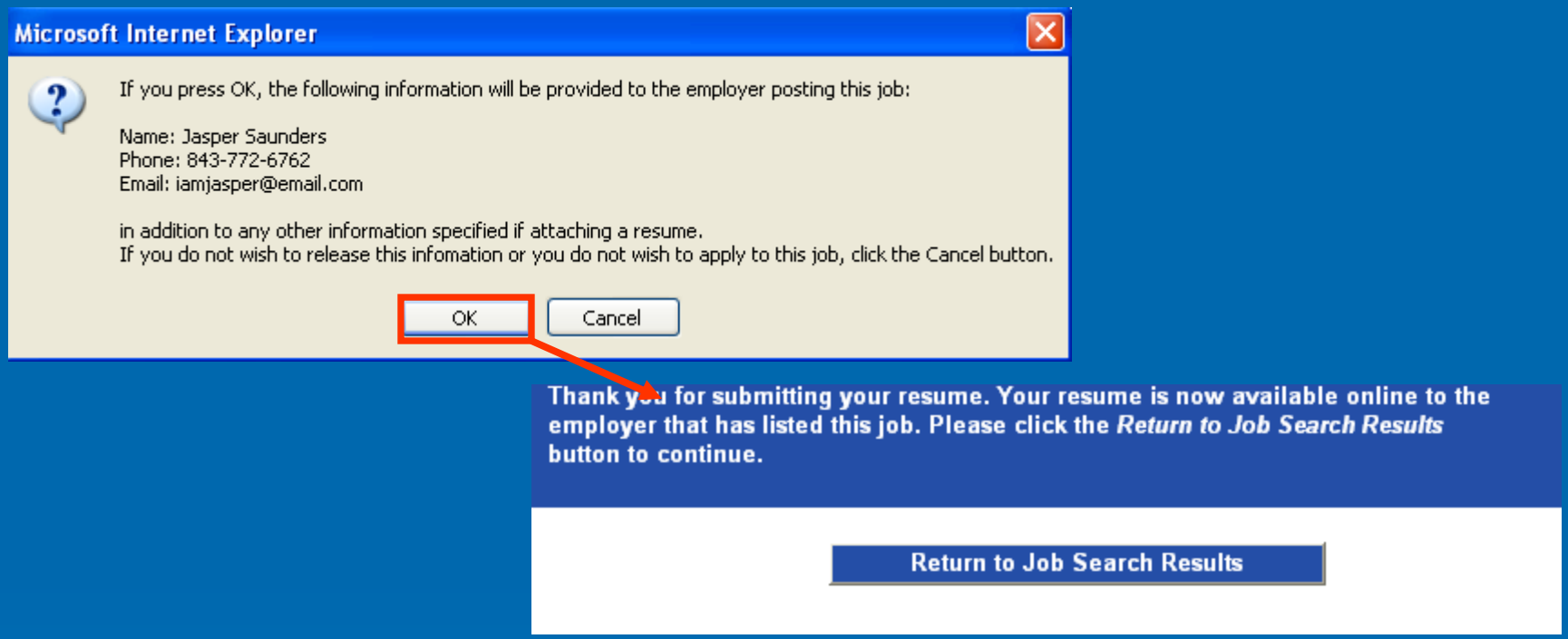
III Job Search





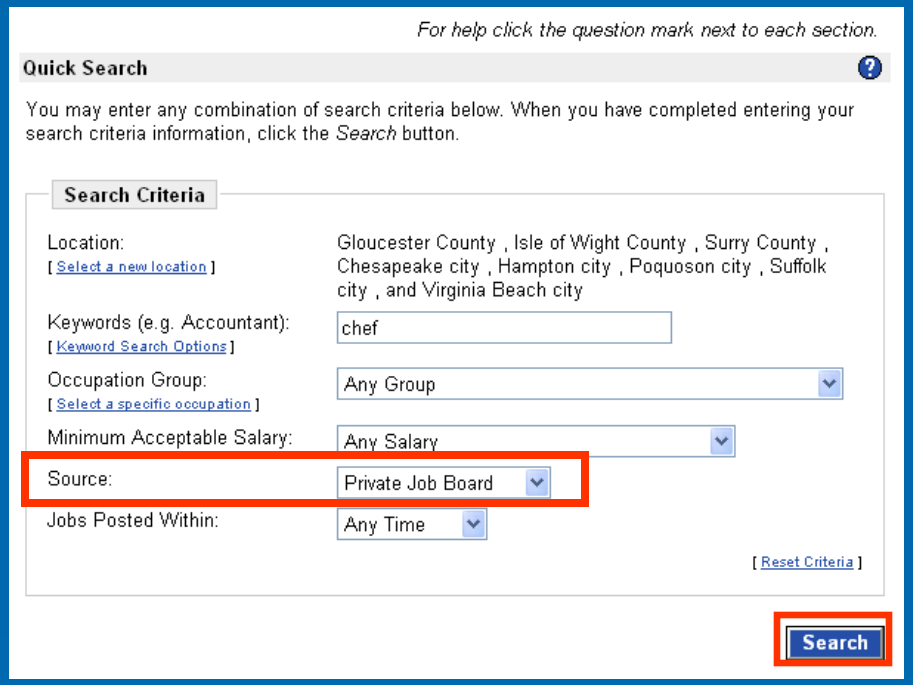
Once you click on that button, the application methods will appear. In this example, applying via resume is the primary way to apply. Choose the resume you wish to send to the employer, and then click the *Attach Resume* button.

III Job Search



A pop-up will appear, informing you that once you click the 'OK' button, your information will be transmitted to the employer. When that button is clicked, the screen refreshes to indicate whether the procedure was done correctly. If so, you have successfully applied for a job!

III Job Search



Virginia's VOS also provides "*spidered*" jobs from several different websites. The procedure to locate one of these jobs is similar. If you conduct a *Quick Search*, select a *Source* other than *Preferred Employer*. If you use the *Advanced Search*, you can select several different spidered sites to search at the same time. Click *Search*.

III Job Search

Date	Job Title	Employer	Location	Salary	Source
09/13/2007 8:11:00 AM	Work From Home Processing Mortgage Refund	American Mortgage Processors	Hampton		PJB
09/13/2007 8:11:00 AM	Work From Home Processing Mortgage Refund	American Mortgage Processors	Chesapeake		PJB
09/13/2007 8:10:00 AM	Work From Home Processing Mortgage Refund	American Mortgage Processors	Virginia Beach		PJB
09/13/2007 8:06:00 AM	Work From Home Processing Mortgage Refund	American Refund Services	Virginia Beach		PJB
09/13/2007 8:06:00 AM	Work From Home Processing Mortgage Refund	American Refund Services	Hampton		PJB
09/13/2007 8:06:00 AM	Work From Home Processing Mortgage Refund	American Refund Services	Hampton		PJB
09/13/2007 8:06:00 AM	Work From Home Processing Mortgage Refund	American Refund Services	Chesapeake		PJB
09/13/2007 6:26:00 AM	Civilian Pharmacist Needed in Virginia Beach,VA	Langley Air Force Base	Virginia Beach		PJB
09/13/2007 6:26:00 AM	Director	Sentara Healthcare	Virginia Beach		PJB
09/13/2007 6:25:00 AM	HOSPITAL PHARMACIST	HOSPITAL PHARMACY	Virginia Beach		PJB

The search results will give you the same table. The source of the spidered jobs will appear in the right column. These are examples of jobs spidered from the *Private Job Board*, or *PJB*. Click the Job Title link to review the job order.

III Job Search

Job Information

Job Order Number:	5517346
Job Order Close Date:	None Specified
Employer Name:	American Refund Services
Job Title:	Work From Home Processing
Projected Occupation:	Loan Interviewers and Clerks
Job Duration:	Part Time
Type of Job:	None Specified
Special Category:	None Specified
Job Position(s):	1
Type of Employer:	None Specified

Job Requirements

Minimum Age:	None Specified
Reason for age requirement:	None Specified
Test Requirement:	None Specified
Description of testing performed:	None Specified
Hiring Requirements:	None Specified
Education Level:	High School
Experience:	None Specified
Driver's License Certification Requirement:	None Specified
Job Skills:	View Typical Skills

Compensation and Hours

Salary Range:	None Specified View Labor Market Wage Rat
Pay Comments:	None Specified
Hours per Week:	None Specified
Shift:	None Specified
Supplemental Compensation:	None Specified
Benefits:	None Specified

Partial Job Description

Earn income working-at-home as a 3rd Party Tracer Processing Mortgage Refunds (helping the Federal Government return unclaimed refunds)! This opportunity has been available for years, but is not very widely known. You can work only a few hours a week or several hours a day, it is up to you. The key job responsibilities and...

Special Skills (degrees, certifications, software, etc.)

None Specified

Additional Information

None Specified

To display more information, including how to apply for this job, click the button below.

Display more information on this job

This job was posted at http://www.jobvertise.com/ on 09/13/2007.

Jobs by Employer | **Jobs by Occupation** | **Occupation Information**

Other Job Listings for this Employer

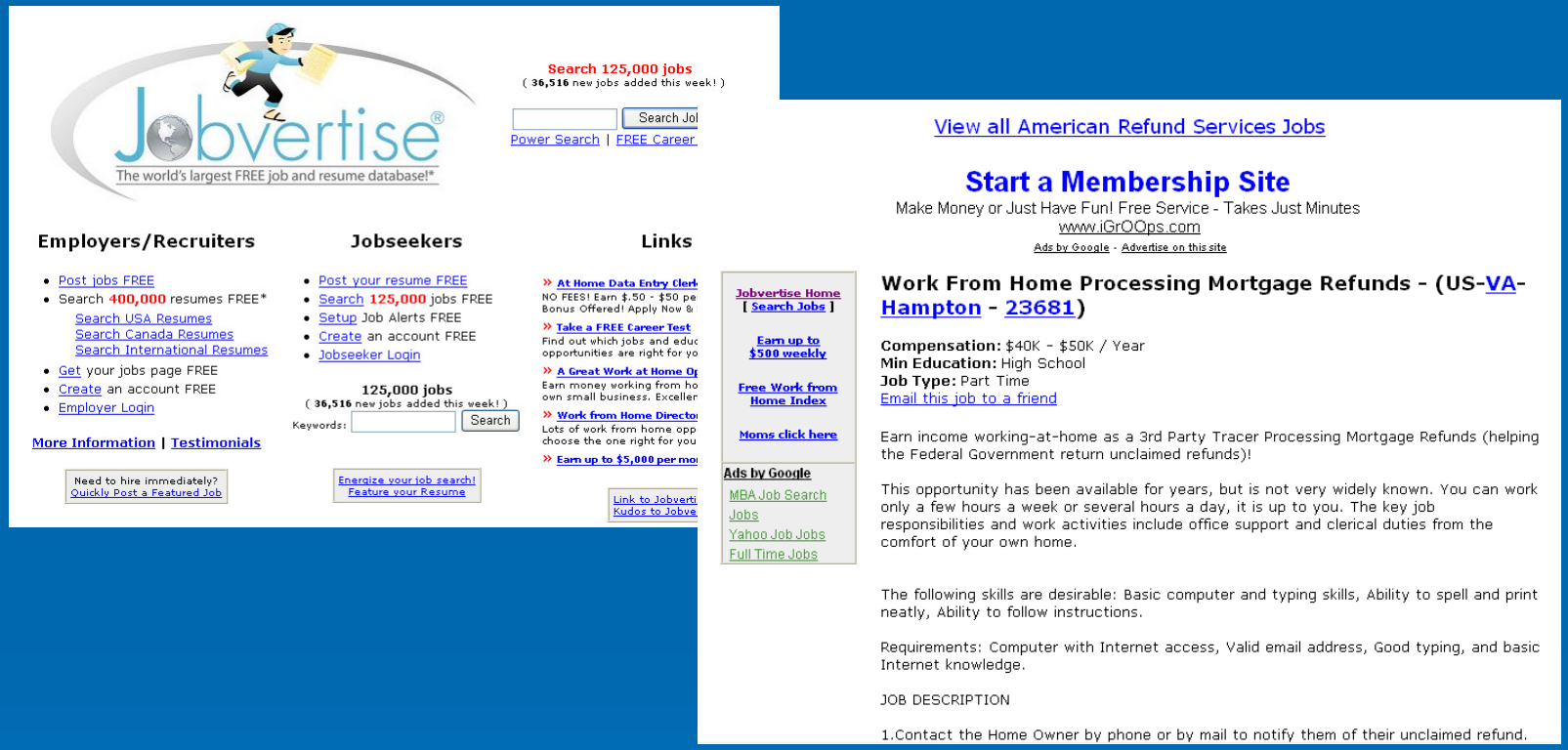
To view other jobs offered by this employer, click a link below:

Other local job listings for this employer
Select this option to view other jobs in this system being offered by this employer that are located in Gloucester County , Isle of Wight County , Surry County , Chesapeake city , Hampton city , Poquoson city , Suffolk city , and Virginia Beach city.

All job listings for this employer
Select this option to view all of the jobs in this system being offered by this employer.

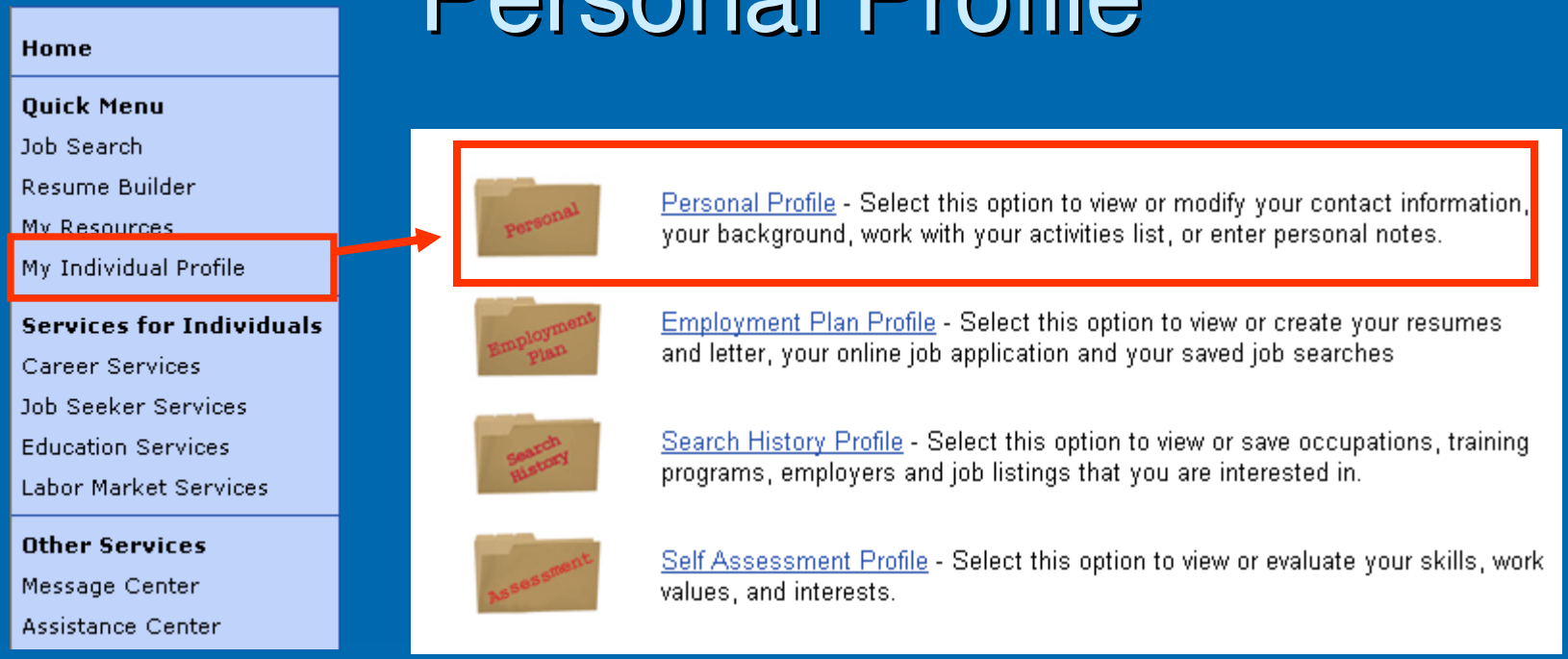
The job order will look similar to a job order from a preferred employer, except the job order number may appear unique and the source of the job posting will appear near the bottom of the screen. Click the *Display more information on this job* button at the bottom.

III Job Search



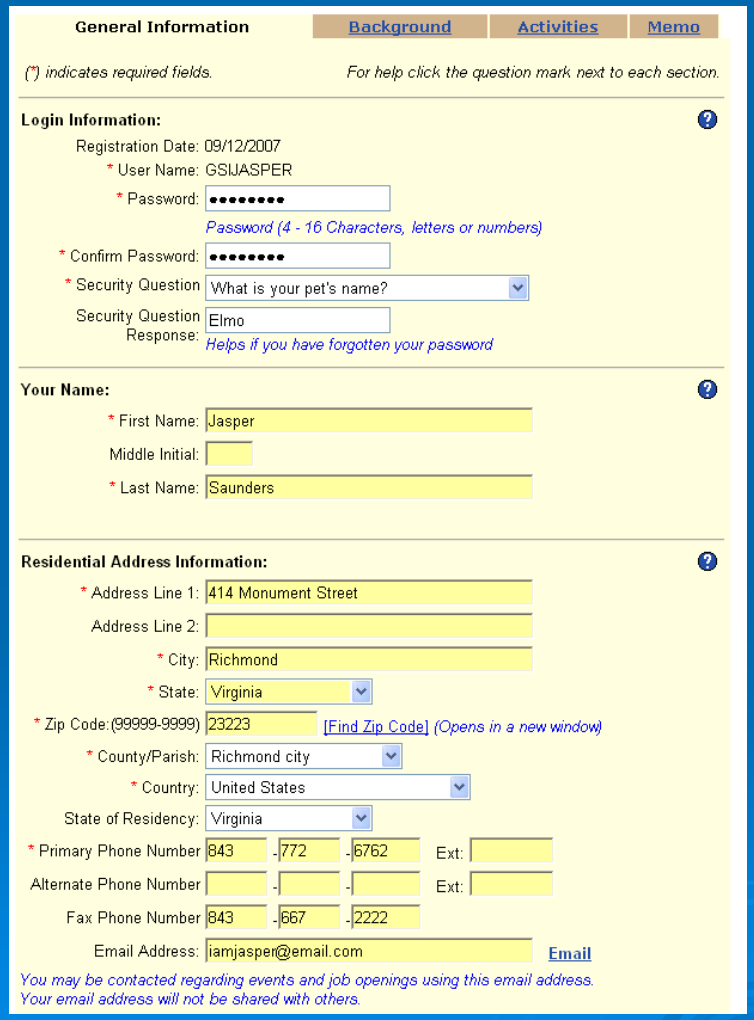
You will view the actual job order from the job website. Here, you will have to follow all policies and rules of the particular website you have accessed, which may mean completing an application, completing or uploading a resume, etc. Virginia VOS can take you to the website, but then it is up to you.

IV My Individual Profile: Personal Profile



Click the *My Individual Profile* link to access your profile folders. Your *Personal Profile* folder contains information on your background and contacts.

IV My Individual Profile: Personal Profile



The General Information tab contains information that was entered during the registration process. Most of this information can be edited if anything changes. Your *User Name*, however, is one piece of information that is locked down and not editable

IV My Individual Profile: Personal Profile

General Information | Background | Activities | Memo

Start the Background Wizard

Education and Training Qualification(s)

Degree	Issuing Institution	Completion Date	Action
High School Diploma	Richmond West High School	04/1993	Edit | Delete

[Add a new Education History]

Occupational License(s) - Certificate(s)

Certificates/License	Issuing Organization	Completion date	Action
Culinary Arts	Virginia Culinary Arts	04/1998	Edit | Delete

[Add a new Occupational License(s) - Certificate(s)]

Employment History

Employer	Start/End Dates	City	Action
Mel's Country Diner	09/1995 - 09/2007	Richmond	Edit | Delete

[Add a new Employment History]

Skills

Skill Category	Skills you have selected
Construction	inspect facilities or equipment for regulatory compliance
Education & Social Services	conduct training for personnel
General Skills	modify work procedures or processes to meet deadlines, use oral or written communication techniques, investigate customer complaints
Management & Office Services	schedule employee work hours, direct and coordinate activities of workers or staff, resolve or assist workers to resolve work problems, maintain production or work records, monitor worker performance

The *Background Wizard* is similar to the *Resume Builder*. You can add employment and education history, skills, driver's license information, etc. If you create the resume builder first, the information will carry over to the *Background Wizard*.

IV My Individual Profile: Personal Profile

Check this box if you feel that you need assistance in selecting a suitable career or occupation, or if you would like to change your career.

Check this box if you nee
current job listings, interv

Check this box if you are
education.

Check this box if you are
eligibility for benefits.

If you need assistance in finding a job:

Do you feel that you need background information on how to conduct a job search? Yes No

Would you like to get detailed information on employers? Yes No

Would you like to view listings of jobs currently available? Yes No

Would you like to create and store le

Would you like to create and store a

If you are interested in getting tra

Would you like to get information on

Would you like to see the education

"We recommend that you visit Job Seeker Services."

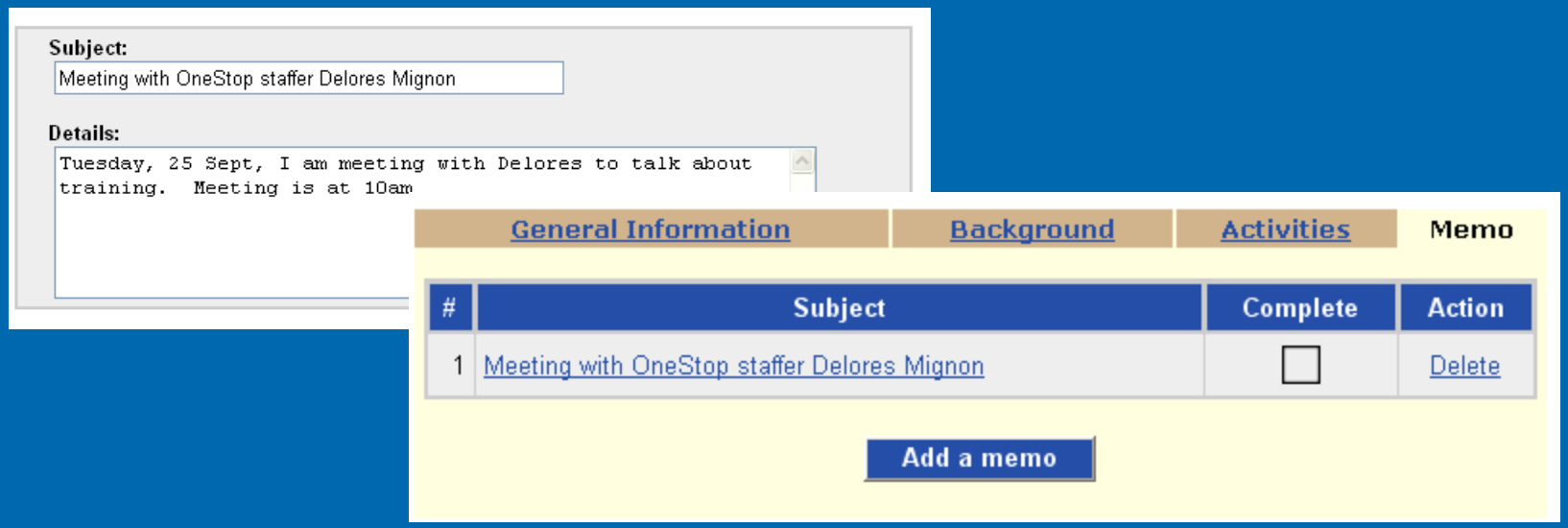
	Complete
~~Click here to see detailed information on employers.~~	☑
Click here to see listings of jobs currently available.	☐
Click here for help with creating and storing a letter.	☐
Click here for help with creating and storing a resume.	☐

"We recommend that you visit Education Services."

	Complete
Click here to see information on schools and training facilities.	☐

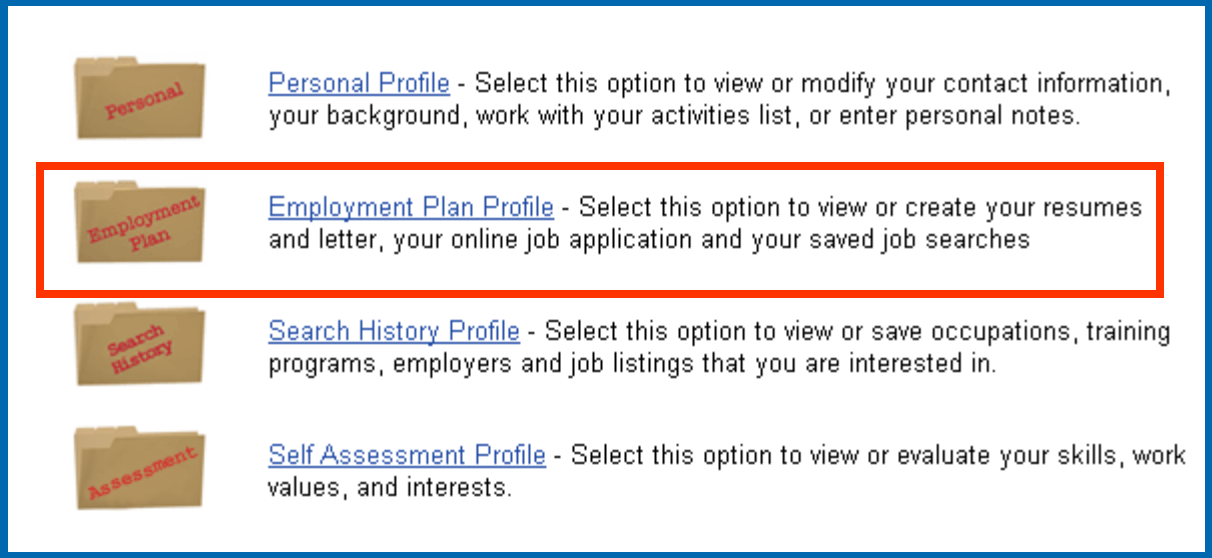
The *Activities* tab asks a series of questions to help you determine where in VOS you need help the most. The last screen is a recommendation screen, where you can, one-by-one, visit areas of interest and scratch them off your "to-do" list.

IV My Individual Profile: Personal Profile



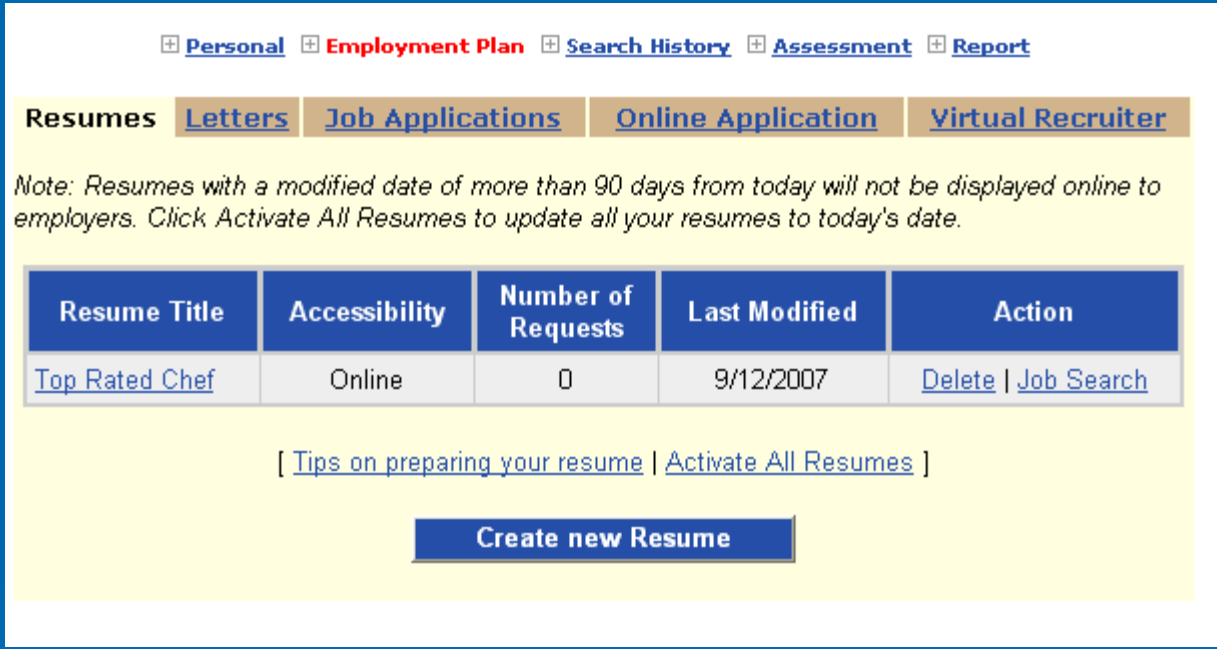
The *Memo* tab is where you can write a memo to yourself, whether it is a meeting to remember or a task to do.

V My Individual Profile: Employment Plan Profile



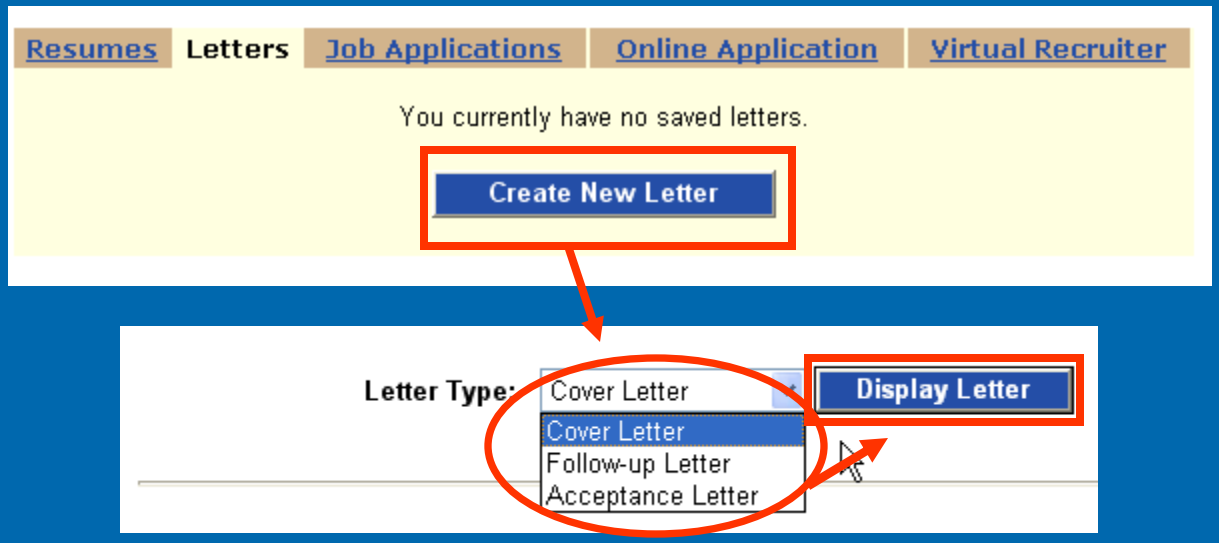
The *Employment Plan Profile* contains information on creating resumes, cover letters, and saved job searches.

V My Individual Profile: Employment Plan Profile



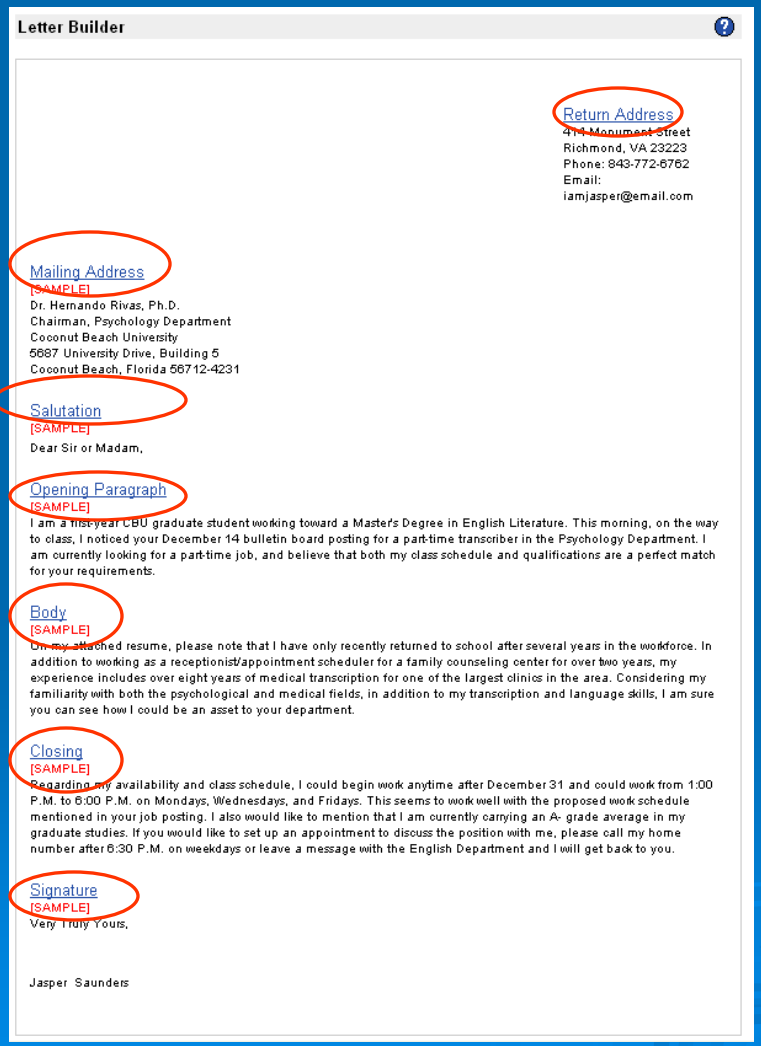
The *Resumes* tab is where resumes can be viewed, edited, and created. Refer to the *Resume Builder* section for instructions on creating a new resume.

V My Individual Profile: Employment Plan Profile



Have trouble creating the perfect letter? The *Letters* tab will help you. Click *Create New Letter*. Then, you must select the *Letter Type*. VOS has three different ones to choose from: *Cover Letter, Follow-up Letter*, and *Acceptance* Letter. Choose the one you need and click *Display Letter*.

V My Individual Profile: Employment Plan Profile



Letter Builder

Return Address
414 Monument Street
Richmond, VA 23223
Phone: 843-772-6762
Email:
iamjasper@email.com

Mailing Address
[SAMPLE]
Dr. Hernando Rivas, Ph.D.
Chairman, Psychology Department
Coconut Beach University
5687 University Drive, Building 5
Coconut Beach, Florida 56712-4231

Salutation
[SAMPLE]
Dear Sir or Madam,

Opening Paragraph
[SAMPLE]
I am a first-year CBU graduate student working toward a Master's Degree in English Literature. This morning, on the way to class, I noticed your December 14 bulletin board posting for a part-time transcriber in the Psychology Department. I am currently looking for a part-time job, and believe that both my class schedule and qualifications are a perfect match for your requirements.

Body
[SAMPLE]
On my attached resume, please note that I have only recently returned to school after several years in the workforce. In addition to working as a receptionist/appointment scheduler for a family counseling center for over two years, my experience includes over eight years of medical transcription for one of the largest clinics in the area. Considering my familiarity with both the psychological and medical fields, in addition to my transcription and language skills, I am sure you can see how I could be an asset to your department.

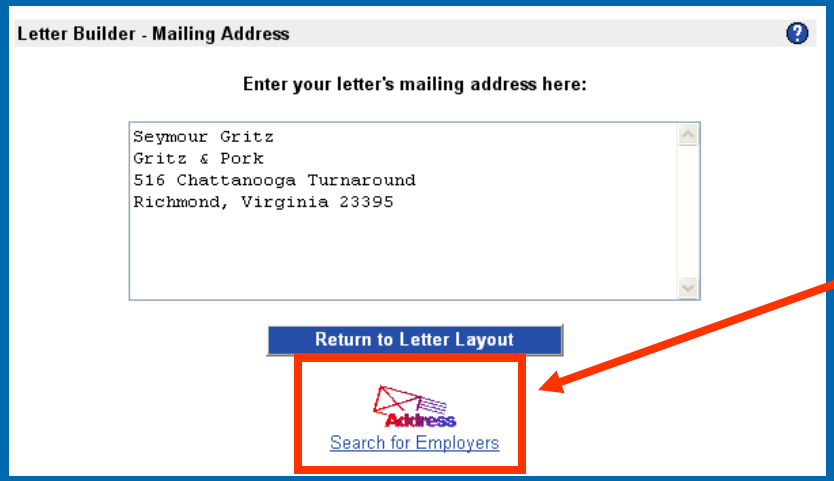
Closing
[SAMPLE]
Regarding my availability and class schedule, I could begin work anytime after December 31 and could work from 1:00 P.M. to 6:00 P.M. on Mondays, Wednesdays, and Fridays. This seems to work well with the proposed work schedule mentioned in your job posting. I also would like to mention that I am currently carrying an A- grade average in my graduate studies. If you would like to set up an appointment to discuss the position with me, please call my home number after 6:30 P.M. on weekdays or leave a message with the English Department and I will get back to you.

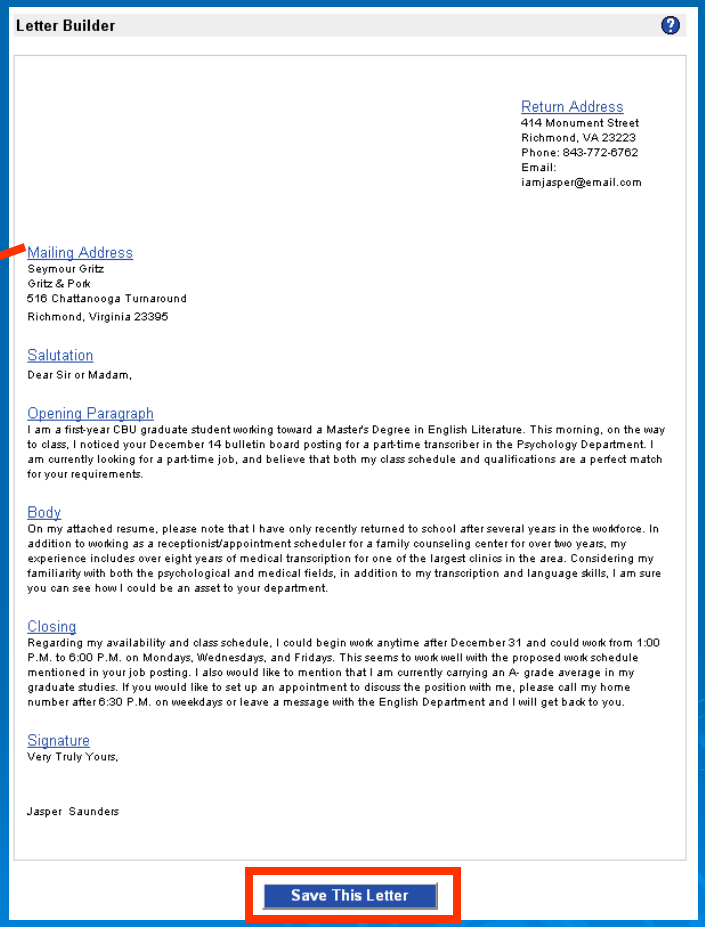
Signature
[SAMPLE]
Very Truly Yours,

Jasper Saunders

A letter template will appear with links to create different parts of your letter. Links appear for the *Return Address*, *Mailing Address*, *Salutation*, *Opening Paragraph*, *Body*, *Closing*, and *Signature*. Click on these links to create your own personalized letter.

V My Individual Profile: Employment Plan Profile





Click each link to make your letter what you want it to be. The *Mailing Address* section includes an *InfoUSA* link at the bottom to search for employer addresses if you need them. When your letter is completed, click *Save This Letter*.

V My Individual Profile: Employment Plan Profile

Gritz Cover Letter

Save This Letter

Click the *Create New Letter* button to create a new letter, or click a letter's title in the list to work with that letter.

Letter Title	Last Modified
Gritz Cover Letter	9/14/2007

Create New Letter

Once you are finished with your letter, click *Save This Letter*. A table then appears, showing the letter title and when it was last modified.

V My Individual Profile: Employment Plan Profile

The *Job Applications* tab is where you can go to view jobs for which you previously applied. A *Details* link in the *Action* column will allow you to review the job again.

V My Individual Profile: Employment Plan Profile

Resumes | Letters | Job Applications | Online Application | Virtual Recruiter

The online application is a brief summary of your previously saved background history.
Use the Background Wizard to change the information in this summary.

Personal Contact Information		
Last Name: Saunders	First Name: Jasp	MI:
Social Security Number*	Address: 414 Monu	
City: Richmond	State: VA	
Telephone Number: (843)772-6762	Alternate Phon	

Availability Inf	
Shifts you are willing to work	
☑ Day Shift ☑ Swing Shift ☑ Graveyard Shift ☑ Rotating Shift ☑ Split Shift	
Availability Information Comments: Give me a call.	

Educational Backgrou	
Highest Grade Completed	1 Year at Coll School
Name of School	*Course of S*
Richmond West High School	General St

Employment History	
Most Recent Employer	
Employer Name:	Mel's Country Diner
Job Title:	Head Chef
Start Date:	09/1995
End Date:	09/2007
Salary:	$14.00
Salary Based upon:	Hour
Job Duties:	Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

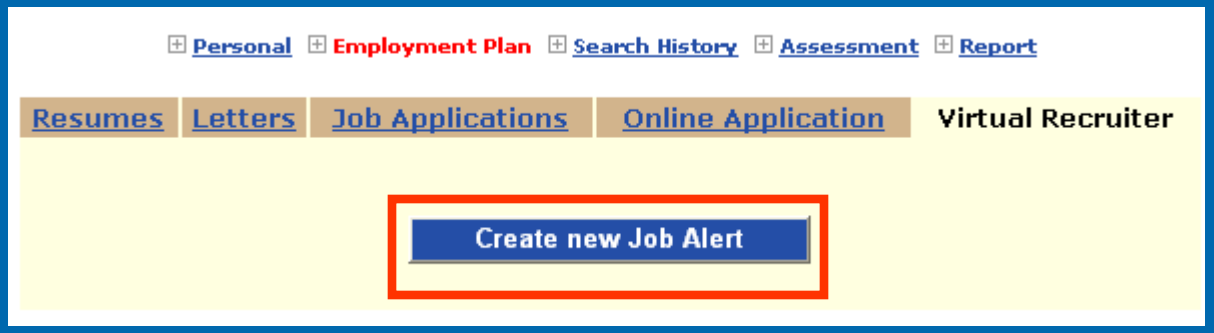
Signature of Applicant:
Date: 9/14/2007

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.

[Print blank Job Application | Print Job Application]

The *Online Application* tab is a compilation of information from the *Background Wizard.* You can use this as a job application. It has a signature line at the bottom.

V My Individual Profile: Employment Plan Profile



The *Virtual Recruiter* is an automated robot that will search for jobs based on the criteria you enter. Click *Create New Job Alert* to begin the process.

V My Individual Profile: Employment Plan Profile

For help click the question mark next to each section.

Quick Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Location: [Select a new location] — Gloucester County , Isle of Wight County , Surry County , Chesapeake city , Hampton city , Poquoson city , Suffolk city , and Virginia Beach city

Keywords (e.g. Accountant): [Keyword Search Options] — chef

Occupation Group: [Select a specific occupation] — Any Group

Minimum Acceptable Salary: Any Salary

Source: Any Source

Jobs Posted Within: Any Time

[Reset Criteria]

Search

If you would like to use our advanced job search which allows for multiple search items to be set, click here.

Other Search Options

Select the *Continue* button in this section to view other job search options available. **Continue**

Change job search criteria | External search | Statewide search

[Disclaimer]

[Save this Job Search]

You first go through the process of conducting a job search by using one of the search methods outlined earlier. Click *Search*. When results are displayed, go to the bottom of the screen and click *Save this Job Search.*

V My Individual Profile: Employment Plan Profile

(*) indicates required fields. For help click the question mark next to each section.

Virtual Recruiter Information

* Title of Virtual Recruiter: Chef Jobs in Hampton
* How often to run: Daily
* Notification method: Message Center Email Both
* Expires on: 10/14/2007 mm/dd/yyyy

Last modified on:

Search Criteria Information

Location: Gloucester County , Isle of Wight County , Surry County , Chesapeake city , Hampton city , Poquoson city , Suffolk city , and Virginia Beach city

Keyword: chef (fields searched: job title, job description, occupation title, occupation description, lay job title)

Salary: $9.50 hourly ($20,000 annually) or more

Source(s): Preferred Employer

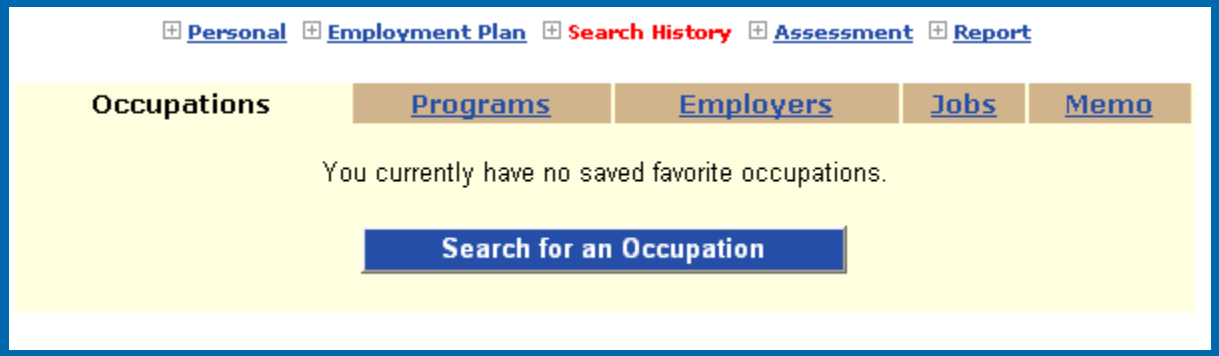
Save Cancel

Title	Expires	Schedule	Next Run	Notification	Action
Chef Jobs in Hampton	10/14/2007	Daily	09/14/2007	Email & Message Center	Run | Delete

Create new Job Alert

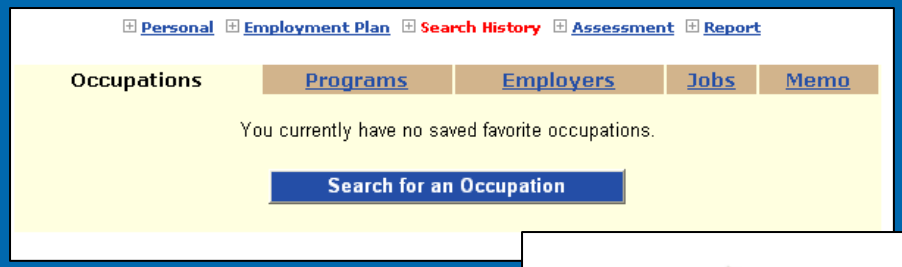
You will need to give your Virtual Recruiter a title, indicate how often it will search (i.e. Daily), how you will be notified of results, and indicate when it expires. Click *Save*. A table outlining information on your Virtual Recruiter will appear. Virginia VOS allows individuals to create several Virtual Recruiters that will search for different jobs on pre-determined intervals.

VI My Individual Profile: Search History Profile



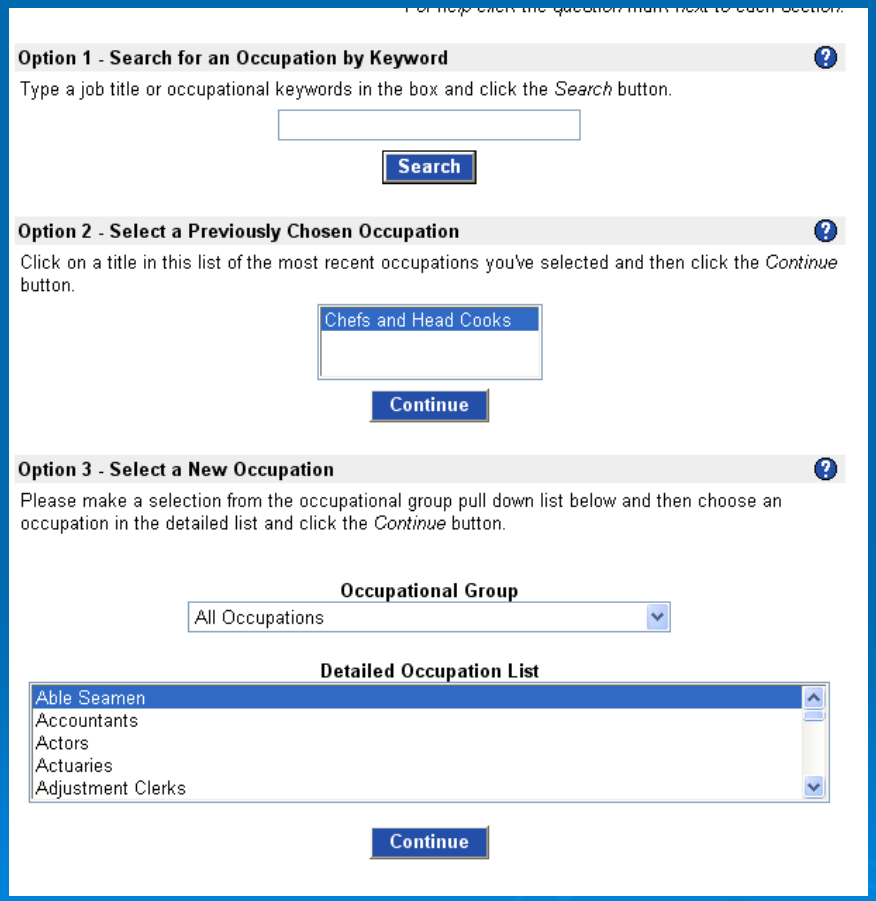
The *Search History* Profile folder saves specific searches made within the system. The search types are divided into five categories: *Occupations*, *Programs*, *Employers*, *Jobs*, and *Memo*.

VI My Individual Profile: Search History Profile



Occupations allows you to save any intensive search conducted through the VOS system's extensive database of occupational information. Click *Search for an Occupation*. You will then be prompted to select a geographic area for your search.

VI My Individual Profile: Search History Profile



An Occupational Search screen will then ask what specific occupation you wish to research.

VI My Individual Profile: Search History Profile

Chefs and Head Cooks - Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

To view jobs available in the system specifically for Chefs and Head Cooks in City of Richmond (LWIA X) click here. To view more jobs available in the system for the related occupational group of Food Preparation and Serving Related Occupations in City of Richmond (LWIA X) click here.

The median hourly wage for Chefs and Head Cooks in City of Richmond (LWIA X) in 2006 was $13.83. The median annual wage or salary was $28,779. In Virginia Statewide in 2006 as a whole, the median hourly wage for Chefs and Head Cooks was $16.96. The median annual wage or salary was $35,279.

The number of Chefs and Head Cooks employed in Virginia Statewide (No data available for City of Richmond (LWIA X)) in 2004 was 2,641. It is projected that in 2014 there will be 3,209. This represents an annual average growth rate of 2.0 percent, faster than the 1.6 percent growth rate for all occupations in Virginia Statewide.

Growth plus replacement needs for Chefs and Head Cooks in Virginia Statewide (No data available for City of Richmond (LWIA X)) are estimated to average about 135 openings per year from 2004-2014. Of these estimated 135 openings per year, 42.2 percent are due to growth (new positions) and 57.8 percent are due to replacements of workers leaving this occupation. This compares with all occupations in Virginia Statewide where 42.9 percent of annual openings are due to growth (new positions) and 57.1 percent of annual openings are due to replacements of workers leaving this occupation. These figures do not take into account how many workers will be competing for these openings.

The industry with the highest employment for Chefs and Head Cooks in Virginia Statewide (No data available for City of Richmond (LWIA X)) for 2006 was Subsector (3 digit) Food Services and Drinking Places with 68.6 percent of the total employment. The next largest industry for this occupation was Subsector (3 digit) Accommodation with 12.2 percent of the total employment. The third largest was Subsector (3 digit) Amusement, Gambling & Recreation Ind with 6.4 percent of the total employment.

[Display in a numeric format | Print View]

Display more information about this occupation

OR

Summary of Job Duties for Chefs and Head Cooks

Chefs and Head Cooks
Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

*This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.*

Jobs Available for Chefs and Head Cooks / Food Preparation and Serving Related Occupations

To view jobs available in the system specifically for Chefs and Head Cooks in City of Richmond (LWIA X) click here. To view more jobs available in the system for the related occupational group of Food Preparation and Serving Related Occupations in City of Richmond (LWIA X) click here.

Labor Market Wage Rates for Chefs and Head Cooks

The 2006 hourly wage for Chefs and Head Cooks in City of Richmond (LWIA X) are summarized in the table below:

Entry Level	Median	Experienced
$11.24	$13.83	$17.81

Source: Bureau Labor Statistics Occupational Employment Statistics Survey

The 2006 annual wage or salary for Chefs and Head Cooks in City of Richmond (LWIA X) are summarized in the table below:

Entry Level	Median	Experienced
$23,369.47	$28,779.14	$37,054.51

Source: Bureau Labor Statistics Occupational Employment Statistics Survey

The 2006 hourly wage for Chefs and Head Cooks in Virginia Statewide are summarized in the table below:

Entry Level	Median	Experienced
$11.54	$16.96	$23.18

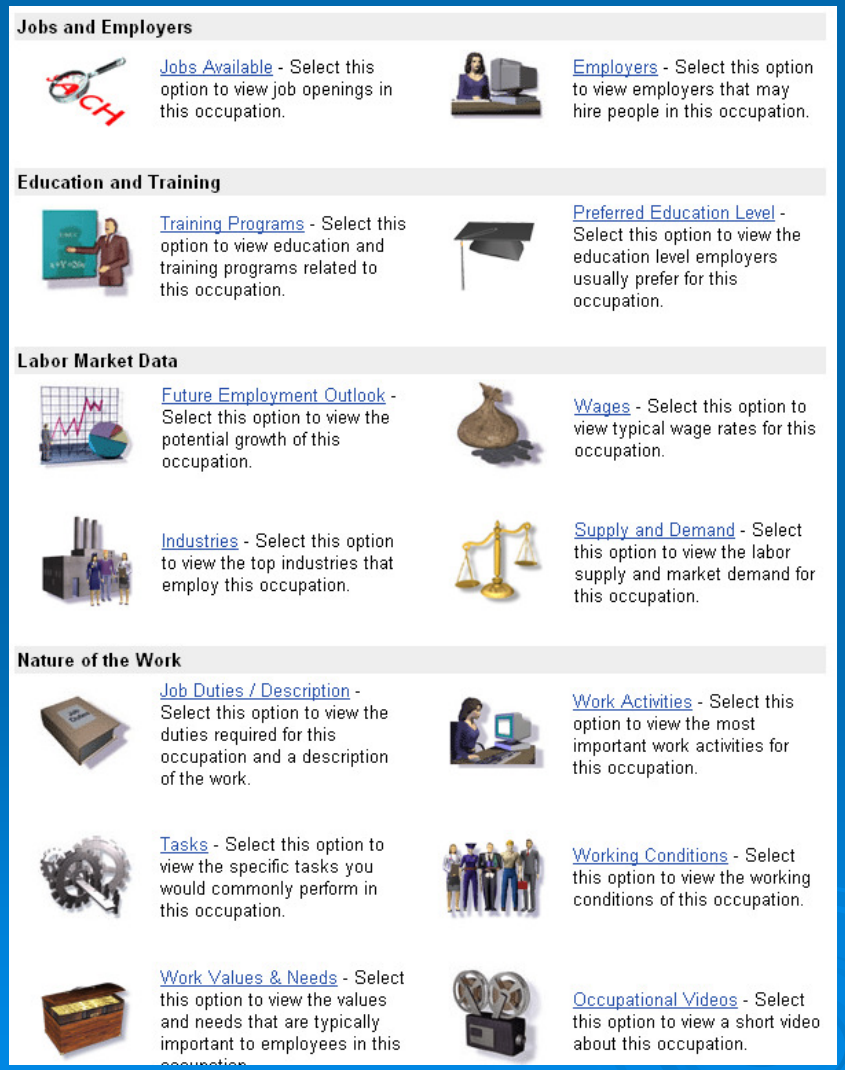
Source: Bureau Labor Statistics Occupational Employment Statistics Survey

Information will then appear on your selected occupation. You can view the information in narrative or numeric formats. Click *Display more information about this occupation*…….

[Display in a narrative format | Print View]

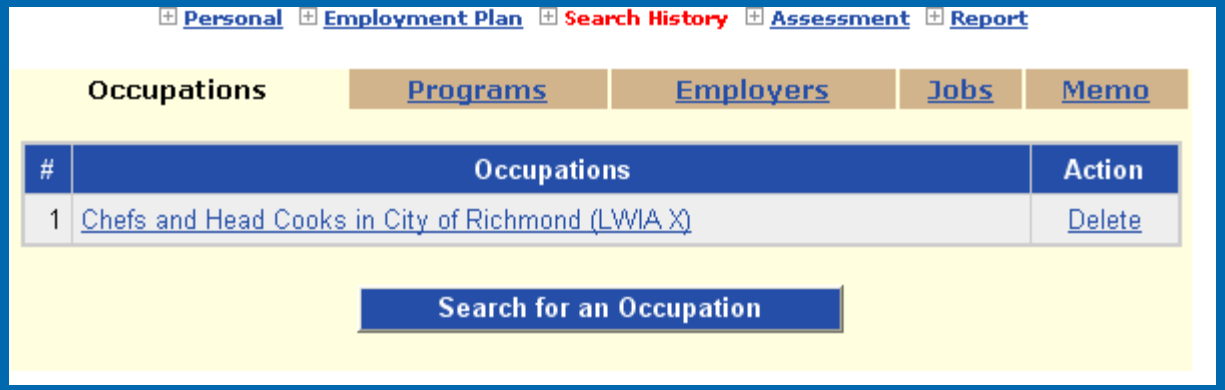
Display more information about this occupation

VI My Individual Profile: Search History Profile



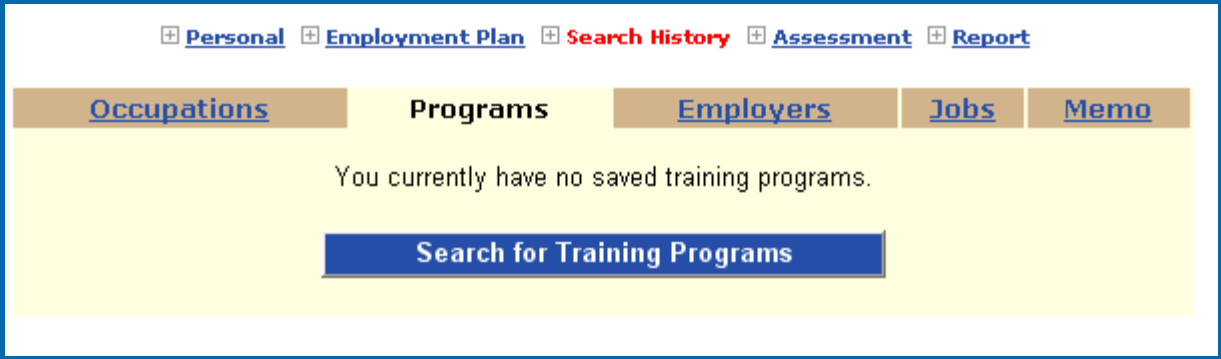
…And numerous subject heading icons appear to allow you to research that occupation even further.

VI My Individual Profile: Search History Profile



When you revisit the Occupations tab, your occupational search will be saved.

VI My Individual Profile: Search History Profile



You can research training programs in much the same way as occupations. Once information is located, your search results will be saved in this tab.

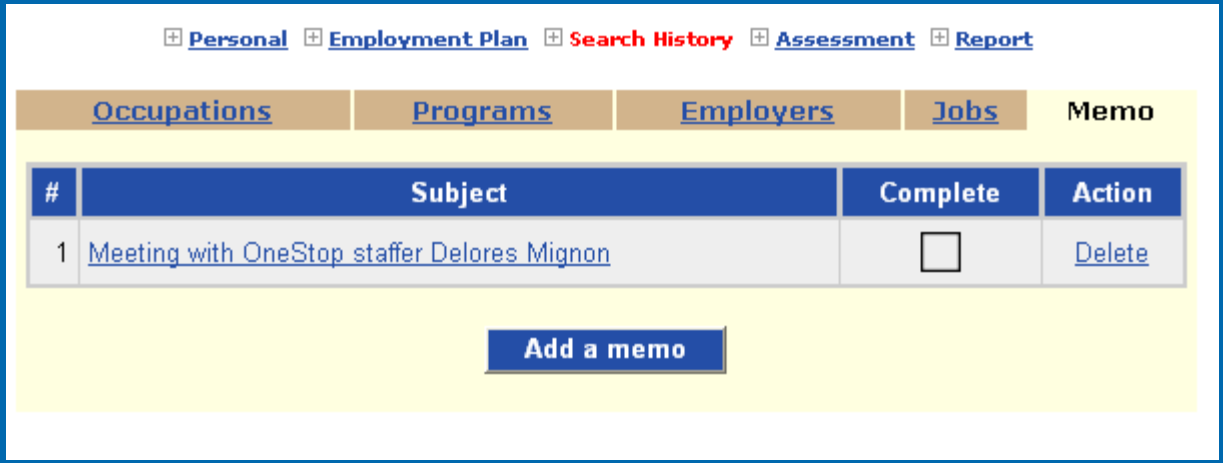
VI My Individual Profile: Search History Profile

You can also research and locate employer information. Through an *InfoUSA* regional directory of employers, you can find a specific employer and even map its location. Information includes contact names and phone numbers.

VI My Individual Profile: Search History Profile

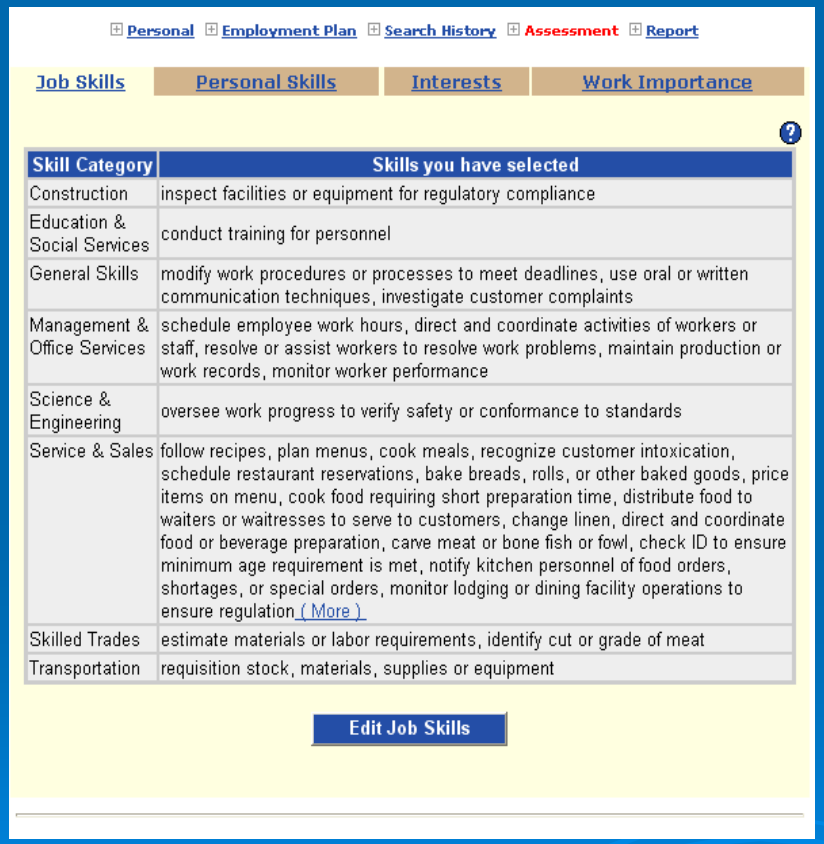
The *Jobs* tab will retain information on your job searches. The *Job Title* is a link to the job order. Other information pertaining to whether you viewed details of the job order, and when you viewed it, is also available.

VI My Individual Profile: Search History Profile



The final tab, the *Memo* tab, retains a list of all memos that you wrote to yourself. This information is derived from the *Employment Plan* profile, mentioned earlier.

VII My Individual Profile: Self Assessment Profile



Personal | Employment Plan | Search History | Assessment | Report

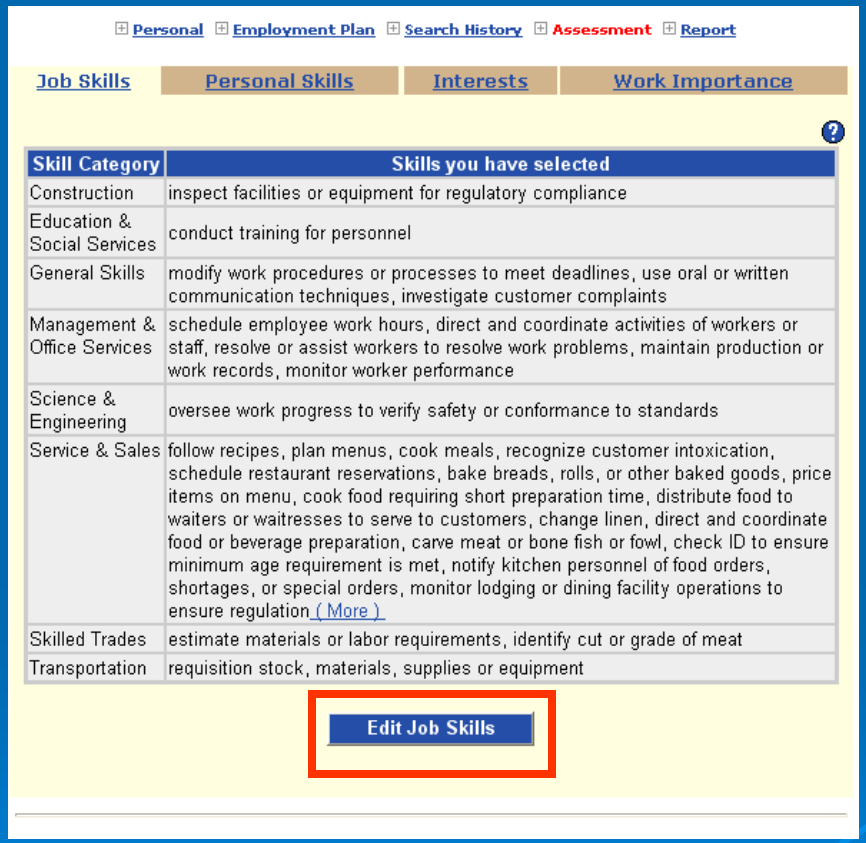
Job Skills | Personal Skills | Interests | Work Importance

Skill Category	Skills you have selected
Construction	inspect facilities or equipment for regulatory compliance
Education & Social Services	conduct training for personnel
General Skills	modify work procedures or processes to meet deadlines, use oral or written communication techniques, investigate customer complaints
Management & Office Services	schedule employee work hours, direct and coordinate activities of workers or staff, resolve or assist workers to resolve work problems, maintain production or work records, monitor worker performance
Science & Engineering	oversee work progress to verify safety or conformance to standards
Service & Sales	follow recipes, plan menus, cook meals, recognize customer intoxication, schedule restaurant reservations, bake breads, rolls, or other baked goods, price items on menu, cook food requiring short preparation time, distribute food to waiters or waitresses to serve to customers, change linen, direct and coordinate food or beverage preparation, carve meat or bone fish or fowl, check ID to ensure minimum age requirement is met, notify kitchen personnel of food orders, shortages, or special orders, monitor lodging or dining facility operations to ensure regulation (More)
Skilled Trades	estimate materials or labor requirements, identify cut or grade of meat
Transportation	requisition stock, materials, supplies or equipment

Edit Job Skills

The *Assessments* Profile is useful to help individuals decide where their strengths, weaknesses, and interests lie. There are four different tabs: *Job Skills, Personal Skills, Interests*, and *Work Importance*.

VII My Individual Profile: Self Assessment Profile



Personal | Employment Plan | Search History | Assessment | Report

Job Skills | Personal Skills | Interests | Work Importance

Skill Category	Skills you have selected
Construction	inspect facilities or equipment for regulatory compliance
Education & Social Services	conduct training for personnel
General Skills	modify work procedures or processes to meet deadlines, use oral or written communication techniques, investigate customer complaints
Management & Office Services	schedule employee work hours, direct and coordinate activities of workers or staff, resolve or assist workers to resolve work problems, maintain production or work records, monitor worker performance
Science & Engineering	oversee work progress to verify safety or conformance to standards
Service & Sales	follow recipes, plan menus, cook meals, recognize customer intoxication, schedule restaurant reservations, bake breads, rolls, or other baked goods, price items on menu, cook food requiring short preparation time, distribute food to waiters or waitresses to serve to customers, change linen, direct and coordinate food or beverage preparation, carve meat or bone fish or fowl, check ID to ensure minimum age requirement is met, notify kitchen personnel of food orders, shortages, or special orders, monitor lodging or dining facility operations to ensure regulation (More)
Skilled Trades	estimate materials or labor requirements, identify cut or grade of meat
Transportation	requisition stock, materials, supplies or equipment

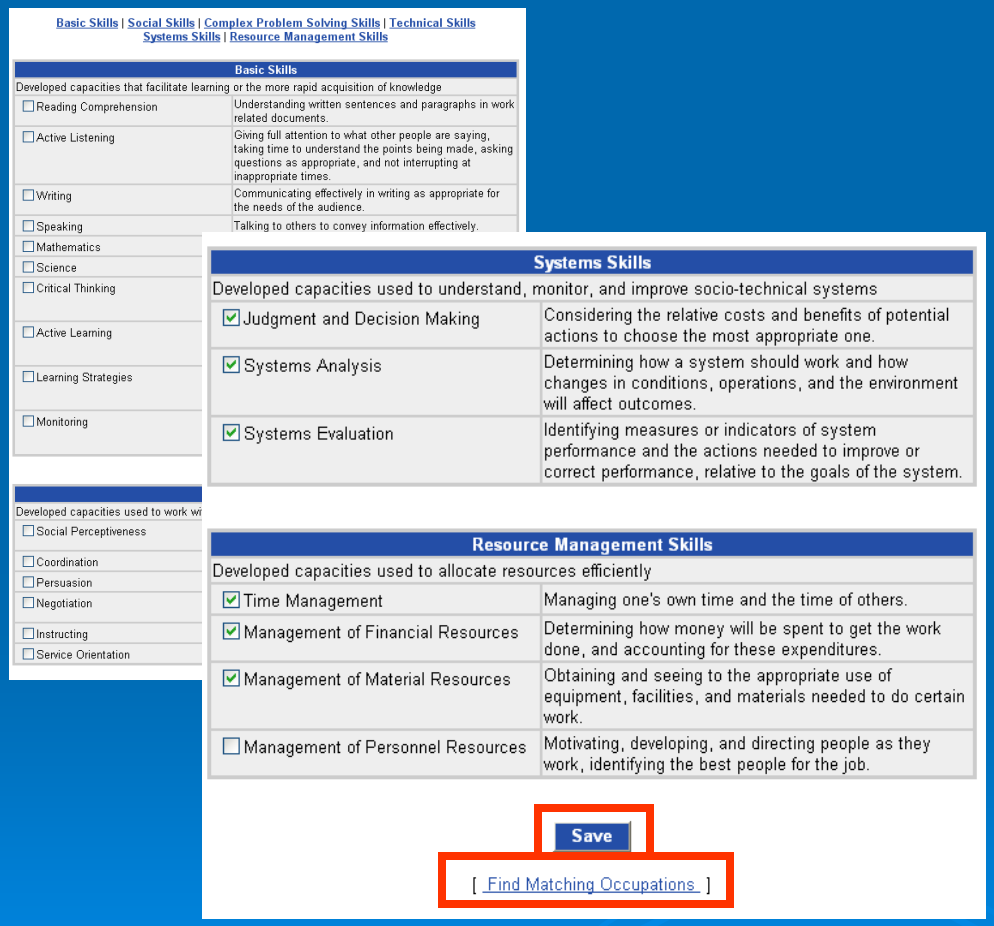
Edit Job Skills

The *Job Skills* tab is one location where you can view your saved Job Skill set, and edit it as you see fit. Click *Edit Job Skills* to work with your current skill set.

VII My Individual Profile: Self Assessment Profile

The *Personal Skills* tab allows you to evaluate your personal qualities that you consider to be your strengths. Click the *Edit Personal Skills* button to begin.

VII My Individual Profile
Self Assessment Profile



Here it will have to be a judgment call on qualities you consider strengths. When finished, click the *Save* button, or if you wish to find matching occupations that rely on your strengths, click the *Find Matching Occupations* link.

VII My Individual Profile: Self Assessment Profile

Job Skills | Personal Skills | Interests | Work Importance

Personal Skills

Skill Category	Skills you have selected
Basic Skills	Science,Critical Thinking,Active Learning,Learning Strategies
Social Skills	None
Complex Problem Solving Skills	None
Technical Skills	None
Systems Skills	Judgment and Decision Making,Systems Analysis,Systems Evaluation
Resource Management Skills	Time Management,Management of Financial Resources,Management of Material Resources

Edit Personal Skills

If you click *Save*, it will return you to the main assessments screen, as shown to the left. Your strengths will be highlighted in this table.

Find Matching Occupations will show a screen similar to this. Here you can research the occupation more by selecting one of the links.

Occupations that match your personal skills.

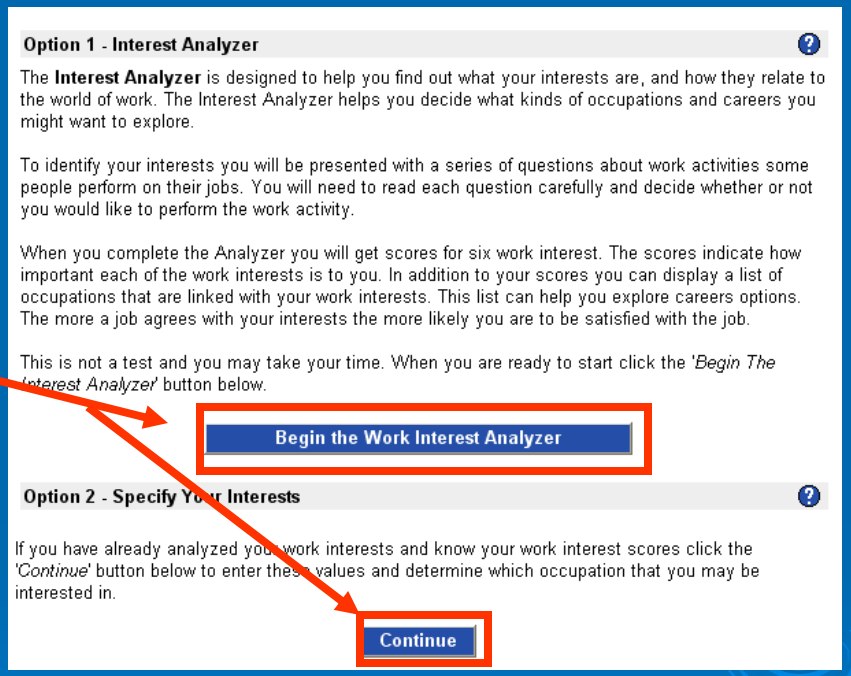
To sort on any column, click a column title.

Occupation Title	Total Skills	Skills You Match	Skills Lacking	Preparation Needed	View More Information about this occupation including jobs
Athletes and Sports Competitors	10	5	5	Medium	Summary Detail Report
Refuse and Recyclable Material Collectors	2	1	1	Little	Summary Detail Report

Records per page: 25 Go

[Change Personal Skills]

VII My Individual Profile: Self Assessment Profile



The *Work Interest* Assessment analyzes what your interests are in the workplace. Click *Edit Work Interests*, and you'll be given the choice of starting the analyzer from the beginning, or evaluating your work interest scores.

VII My Individual Profile: Self Assessment Profile

Interest Analyzer

Interest Analyzer				
1	Build kitchen cabinets	Like	Unsure	Dislike
2	Guard Money in an amored car	Like	Unsure	Dislike
3	Study space travel	Like	Unsure	Dislike
4	Make a map of the bottom of an ocean	Like	Unsure	Dislike
5	Conduct a symphony orchestra	Like	Unsure	Dislike
6	Write stories or articles for magazines	Like	Unsure	Dislike
7	Teach an individual an exercise routine	Like	Unsure	Dislike
8	Perform nursing duties in a hospital	Like	Unsure	Dislike
9	Buy and sell stocks and bonds	Like	Unsure	Dislike
10	Manage a retail store	Like	Unsure	Dislike
11	Develop a spreadsheet using computer software	Like	Unsure	Dislike
12	Proofread records or forms	Like	Unsure	Dislike

Page 1 of 15

Next

The Analyzer has 15 pages of questions. Provide the best answers possible.

VII My Individual Profile: Self Assessment Profile

Step 4 - Analyzing the Results

Work Interests Score (out of 30)	Description of Work Interests
27	**Conventional** Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
26	**Artistic** Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
21	**Enterprising** Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
17	**Investigative** Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.
11	**Social** Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.
3	**Realistic** Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

- Strong Correlation to your Work Interests
- Moderate correlation to your Work Interests
- Weak correlation to your Work Interests
- Minimal correlation to your Work Interests

Find Matching Occupations

[Retake Interest Analyzer | Modify Interest Analyzer Score]

After taking the analyzer, the results of your evaluation appear. You can then click the *Find Matching Occupations* button to locate occupations that have a strong, moderate, weak, or minimal correlation to your work interests.

Use this filter to determine how close an occupational match you wish to make.

VII My Individual Profile: Self Assessment Profile

Occupational Matches

Work Interests Legend:
Art = Artistic, *Con* = Conventional, *Ent* = Enterprising, *Inv* = Investigative, *Rea* = Realistic, *Soc* = Social

Your Scores:
Conventional - 27, Artistic - 26, Enterprising - 21, Investigative - 17, Social - 11, Realistic - 3

To sort on any column, click a column title.

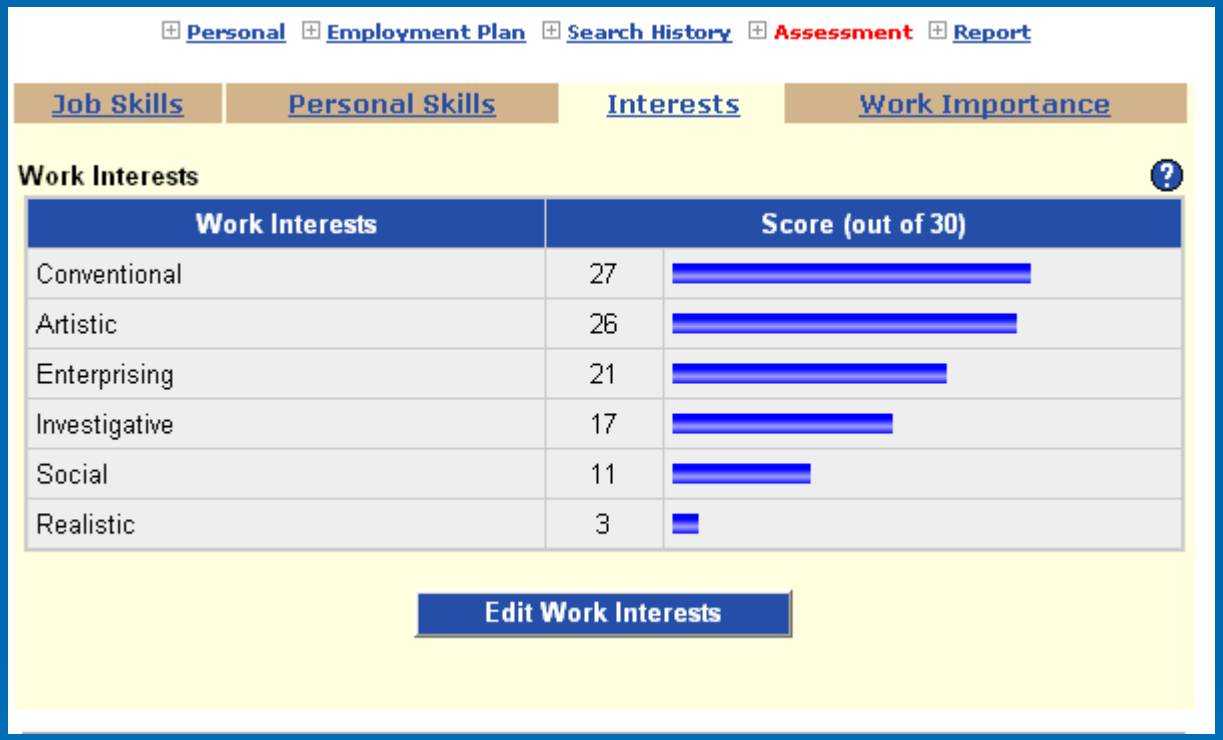
Occupation Title	Work Interests (out of 30)						Correlation	Preparation Needed	View More Information about this occupation including jobs
	Rea	Inv	Art	Soc	Ent	Con			
Librarians	8.3	15.0	25.0	13.3	13.3	20.0	Strong	Extensive	Summary Details Report
Paralegals and Legal Assistants	5.0	13.3	13.3	15.0	21.7	20.0	Strong	Medium	Summary Details Report
Caption Writers	5.0	11.7	20.0	15.0	10.0	15.0	Strong	Medium	Summary Details Report

Records per page: 25 Go

[Modify Interests | Change search criteria]

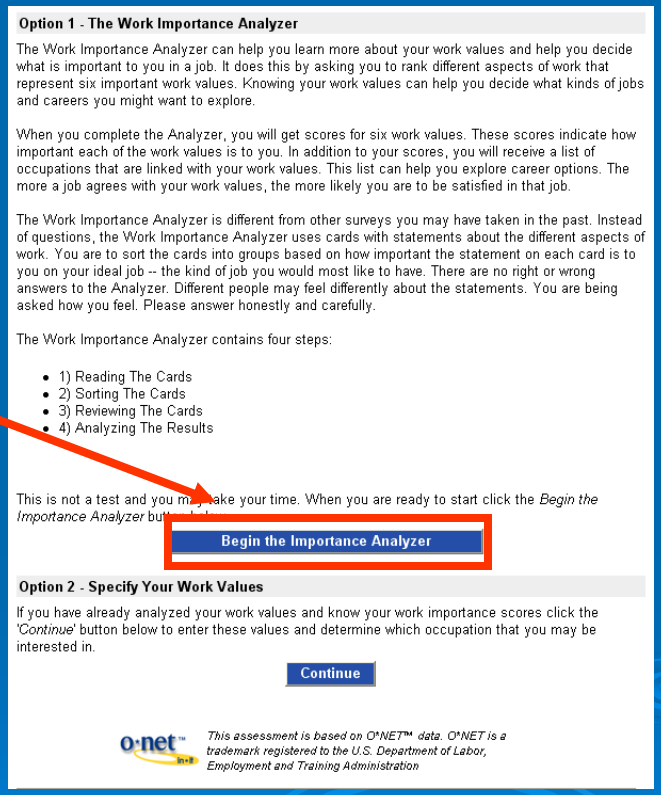
This is an example of an occupational match. Links in the View More Information column provides important LMI information on the specific occupational title.

VII My Individual Profile: Self Assessment Profile



An Interests chart then appears based on the outcome of the evaluation.

VII My Individual Profile: Self Assessment Profile



The *Work Importance Analyzer* evaluates what skills you consider important in the workplace, then matches them with an occupation. Click the *Edit Work Importance* button to begin. Read the directions to this assessment, then click *Begin the Importance Analyzer.*

VII My Individual Profile: Self Assessment Profile

Step 1 - Read the cards

In this step you will be presented with 20 cards to read. As you read the cards, think about how important it would be for you to have a job like the one described on each card. Click the *'Next Card'* to display the next card. You must read all 20 cards before you can go on to STEP 2. When finished reading all the cards, click on the *'Continue'* button.

On my ideal job it is important that ..

A

I make use of my abilities

Image 1 of 20

Next Card

Step 2: Sort The Cards

Use your mouse to drag each card to the column that best matches how important it is for you to have a job like the one described on the card. You must click and hold to drag the card. Where you place the cards within each column does not matter.

On My Ideal Job it is Important That ...

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
I m abil	I wo fairl com	I co the	The prov opp adv	I co dire inst othe	The give of a	My p com that work	My c wou get	I co own	I co	I wo pres thin aga of ri	I co reco work	I co deci own	The prov emp	I co for	I ha who thei mar	I ha who work	I could do something different every day.

Most Important	Very Important	Important	Moderate Importance	Least Important
5	4	3	T	1
Place card here	Place card here	Place card here	I could plan my work with little supervision.	Place card here
5	4	S	2	1
Place card here	Place card here	The job would have good working conditions.	Place card here	Place card here
5	4	3	2	1
Place card here	Place card here	Place card here	Place card here	Place card here
5	4	3	2	1
Place card here	Place card here	Place card here	Place card here	Place card here

Reset Cards

Read all the cards that describe "your ideal job." Then sort the cards based on which tasks are most important vs. least important.

VII My Individual Profile: Self Assessment Profile

Step 4 - Analyzing the Results

Work Importance Score (out of 30)	Description of Work Importance
27	**Achievement** Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
22	**Recognition** Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.
18	**Working Conditions** Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
16	**Relationships** Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
14	**Support** Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
14	**Independence** Occupations that satisfy this work value allow employs to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

- ○ Strong Correlation to your Work Importance
- ◉ Moderate correlation to your Work Importance
- ○ Weak correlation to your Work Importance
- ○ Minimally correlation to your Work Importance

Find Matching Occupations

[Retake Work Importance Analyzer | Modify Work Importance Analyzer Score]

Based on the placement of the cards, the analyzer will evaluate what you consider important in the workplace. To find matching occupations, click the link at the bottom.

VII My Individual Profile: Self Assessment Profile

Occupational Matches

Work Importance Legend:
Ach = Achievement, *Ind* = Independence, *Rec* = Recognition, *Rel* = Relationships, *Sup* = Support, *Wor* = Working Conditions

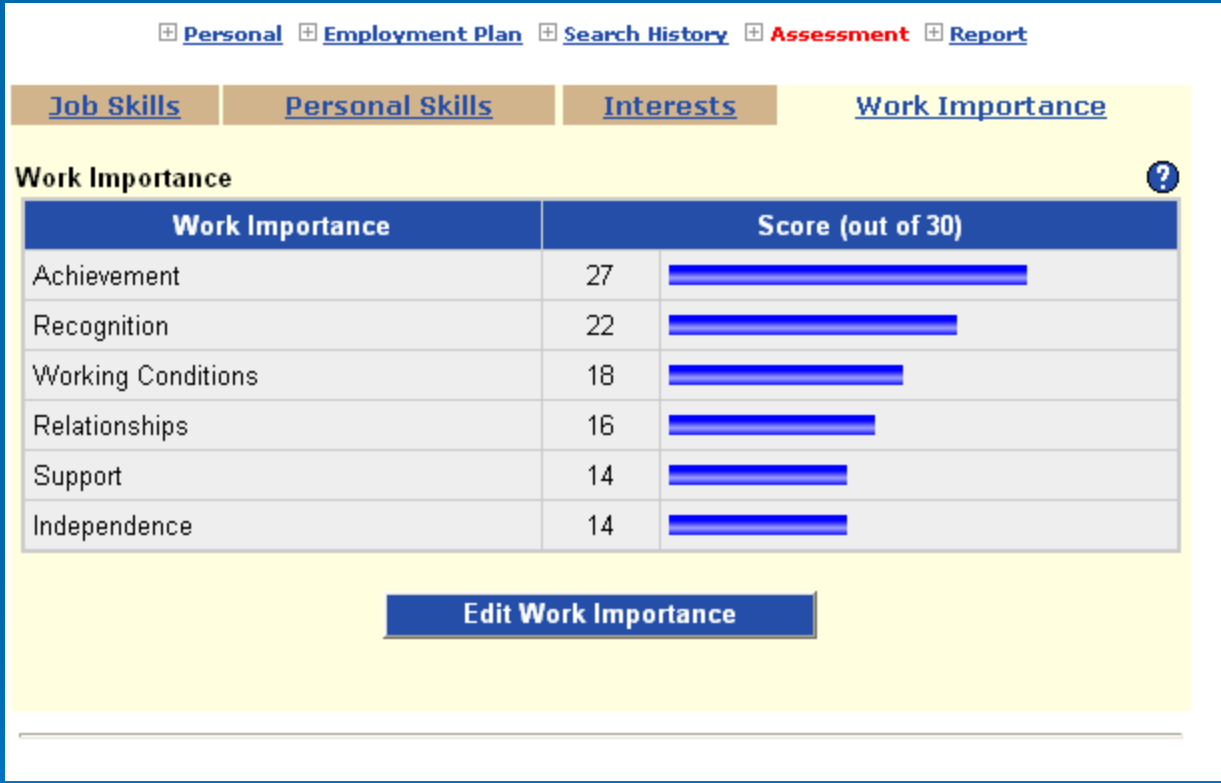
Your Scores:
Achievement - 27, Recognition - 22, Working Conditions - 18, Relationships - 16, Support - 14, Independence - 14

To sort on any column, click a column title.

Occupation Title	Work Importance (out of 30)						Correlation	Preparation Needed	View More Information about this occupation including jobs
	Ach	Wor	Rec	Rel	Sup	Ind			
Commercial Pilots	23.9	15.3	20.9	16.9	18.8	16.2	Strong	Considerable	Summary Details Report
Airline Pilots, Copilots, and Flight Engineers	23.9	15.3	20.9	16.9	18.8	16.2	Strong	Considerable	Summary Details Report
Education Administrators, Elementary and Secondary School	23.9	19.2	20.3	17.8	16.5	20.0	Strong	Considerable	Summary Details Report
Education Administrators, Preschool and Child Care Center/Program	23.9	19.2	20.3	17.8	16.5	20.0	Strong	Considerable	Summary Details Report
Camera Operators, Television, Video, and Motion Picture	22.5	17.0	16.6	15.0	16.9	16.5	Strong	Medium	Summary Details Report
Athletes and Sports Competitors	27.2	15.0	17.8	15.9	20.0	11.9	Strong	Medium	Summary Details Report
Forest Fire Inspectors and Prevention Specialists	23.9	15.9	17.1	18.1	17.5	18.4	Strong	Some	Summary Details Report

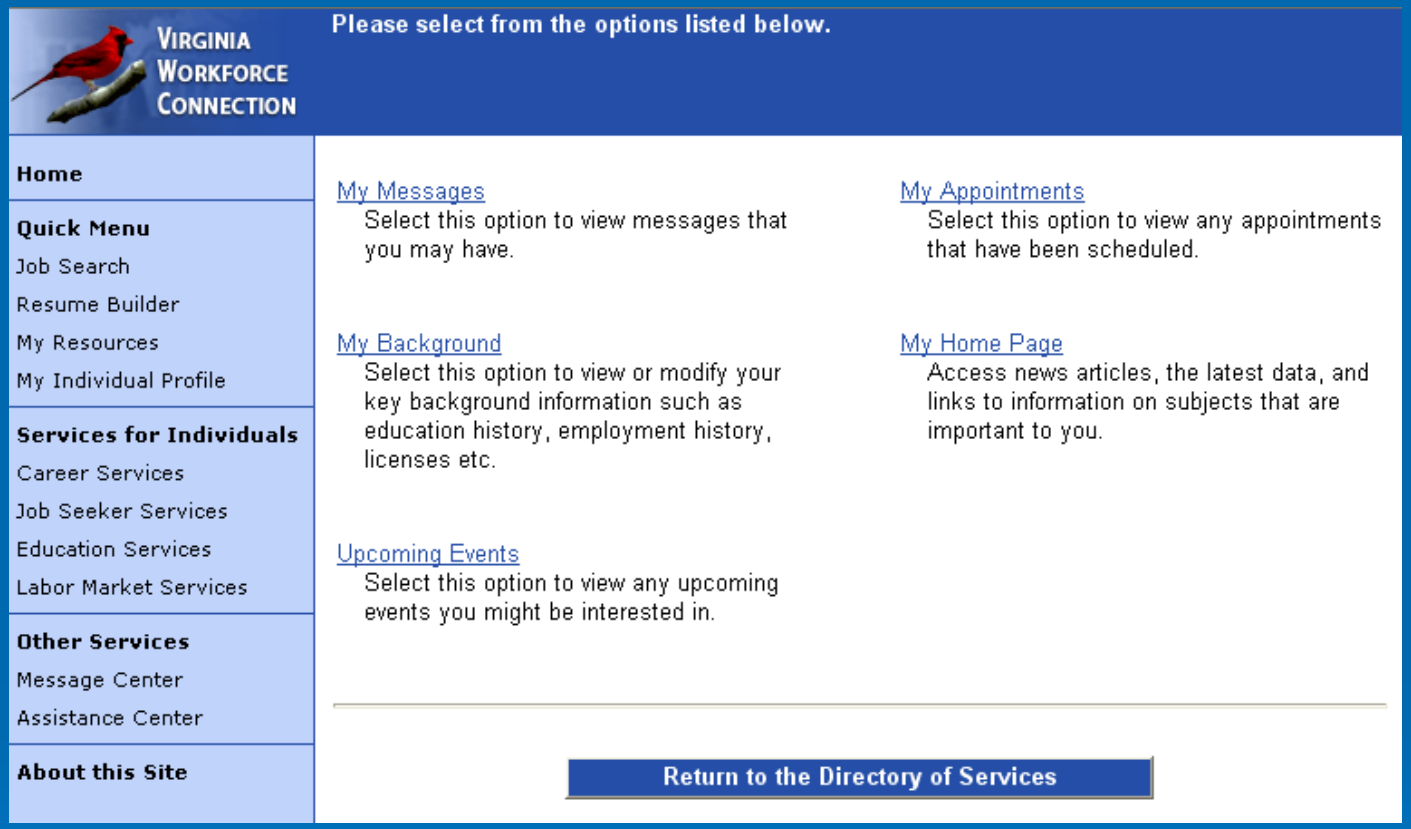
The Occupational Matches will appear in this table. Other links will allow you to view more information about the occupations.

VII My Individual Profile: Self Assessment Profile



Once you return to the main screen, this table will appear.

VIII My Resources



My Resources contains five categories: *My Messages*, *My Appointments*, *My Background*, *My Home Page*, and *Upcoming Events*

VIII My Resources

My Messages
Select this option to view messages that you may have.

Inbox Messages Outbox Message Message Date: ALL

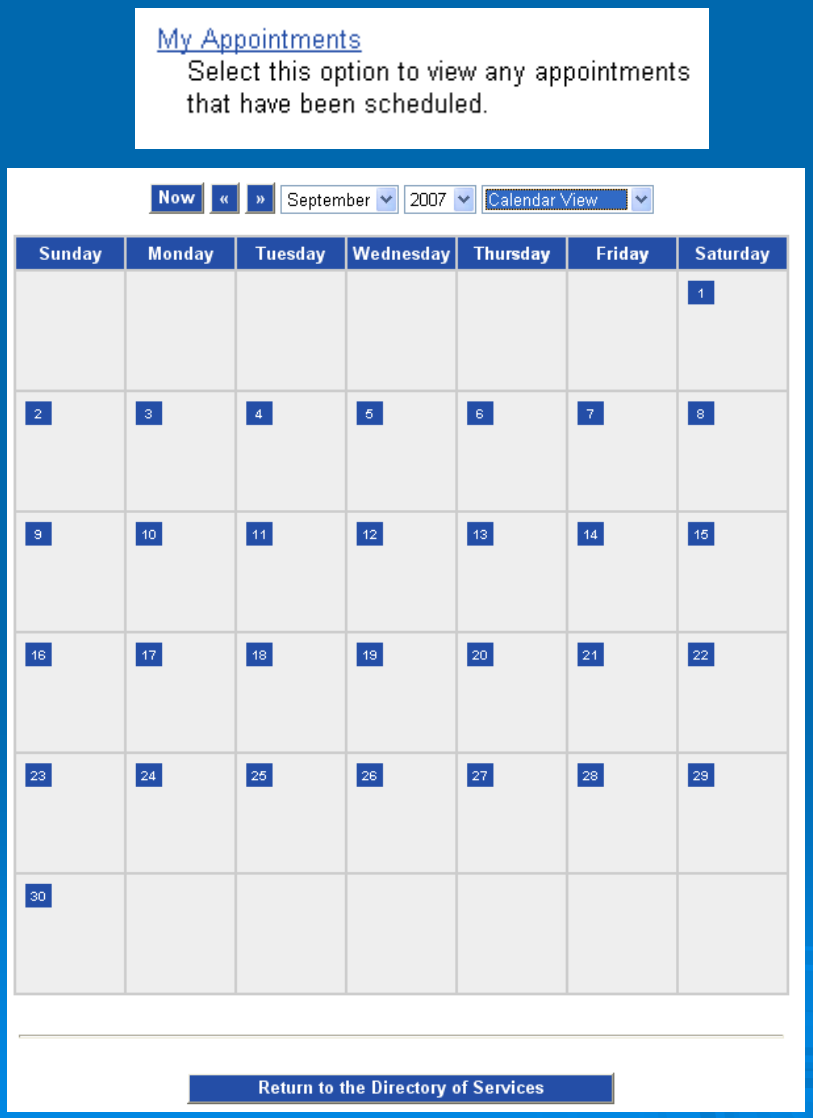
New Message Read Message

	Date / Time	Subject	Action
	9/14/2007 3:27:00 PM	Notification of Job Application(s) Made	Delete

Records per page: 10 Go

My Messages is the location where you can retrieve system messages. It works like your email, with an inbox and outbox.

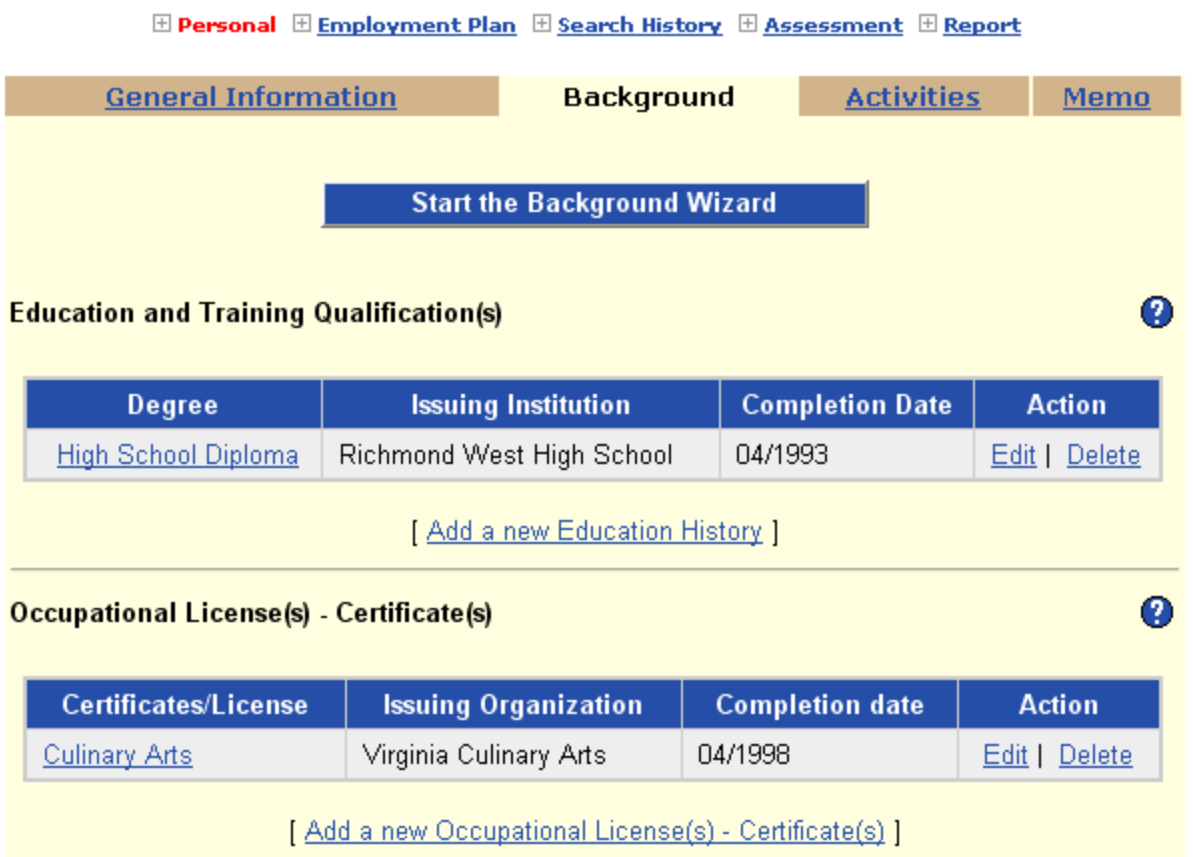
VIII My Resources



My Appointments lists any appointments that have been scheduled for you.

VIII My Resources

My Background
Select this option to view or modify your key background information such as education history, employment history, licenses etc.



My Background is another location where you can modify useful information such as your education history and employment history.

VIII My Resources

My Home Page
Access news articles, the latest data, and links to information on subjects that are important to you.

My Home Page is a place to go to read articles of interest, and view all of your job and career information customized at-a-glance. You can make your home page an organized way to do whatever you want with Virginia VOS.

General Articles

Academics Warn of Crisis Over Visa Curbs
A broad coalition of American academics warned on Wednesday of a crisis in research and scholarship caused by tighter controls on visas for foreigners.

House Votes to Lock in Part of Tax Cut
The House voted Thursday to lock in a tax cut on the first $7,000 in wages earned by workers, the third in a series of bills highlighting President Bush's tax cutting record.

White House Officials to Rework Iraq Funding Plan
Bush administration officials said they would rework a plan for a $25 billion reserve fund for Iraq operations after Republican and Democratic senators on Thursday slammed it as an effort to get "a blank check" without congressional oversight.

Information on Jobs

No Articles Found

My Job Search History
Click on a link below to view jobs and employers that you have previously reviewed.

You have looked at 2 job(s)
You have reviewed 1 employer contact(s)

My Employment Plan
Click on a link below to view resumes, letters and saved job searches that you have previously created.

You have created 1 resume(s)
You have created 1 letter(s)
You have created 1 saved job searche(s)
Generic Application.

Messages
Click the link below to view your message(s)

You have 1 message(s)

Appointments
Click the link below to view current appointment(s)

You have 0 appointment(s)

Find a new Job
Click on the link below to search for a job:

[Search for a new job]

Career Information

Students Get Career Advice from Greenspan
Music was the passion of a young Alan Greenspan, who toured the country for several years with a dance band in hopes of becoming another Benny Goodman.

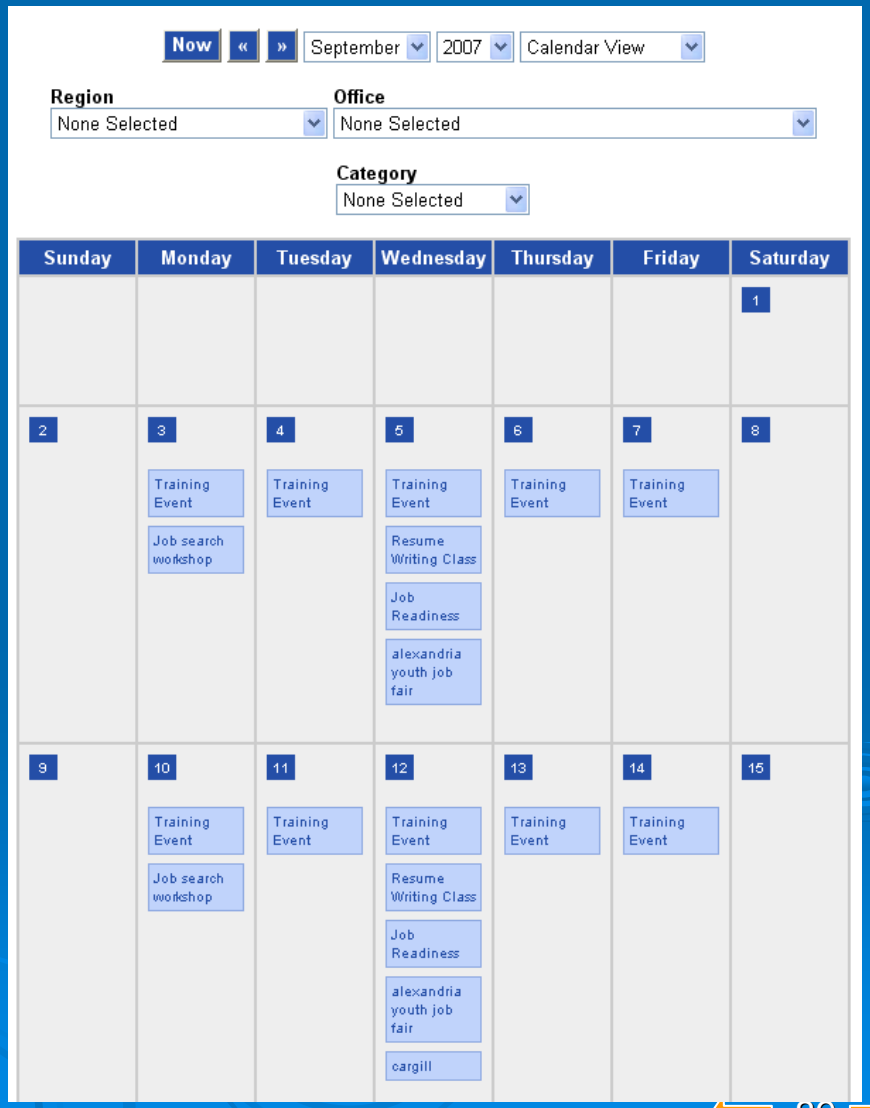
Personal Finances

Home Loan Refinancings Fall as Rates Rise
Demand for U.S. home loan refinancings plummeted last week as mortgage rates climbed to their highest levels of the year, an industry group said on Wednesday, but economists say rates are still low enough to

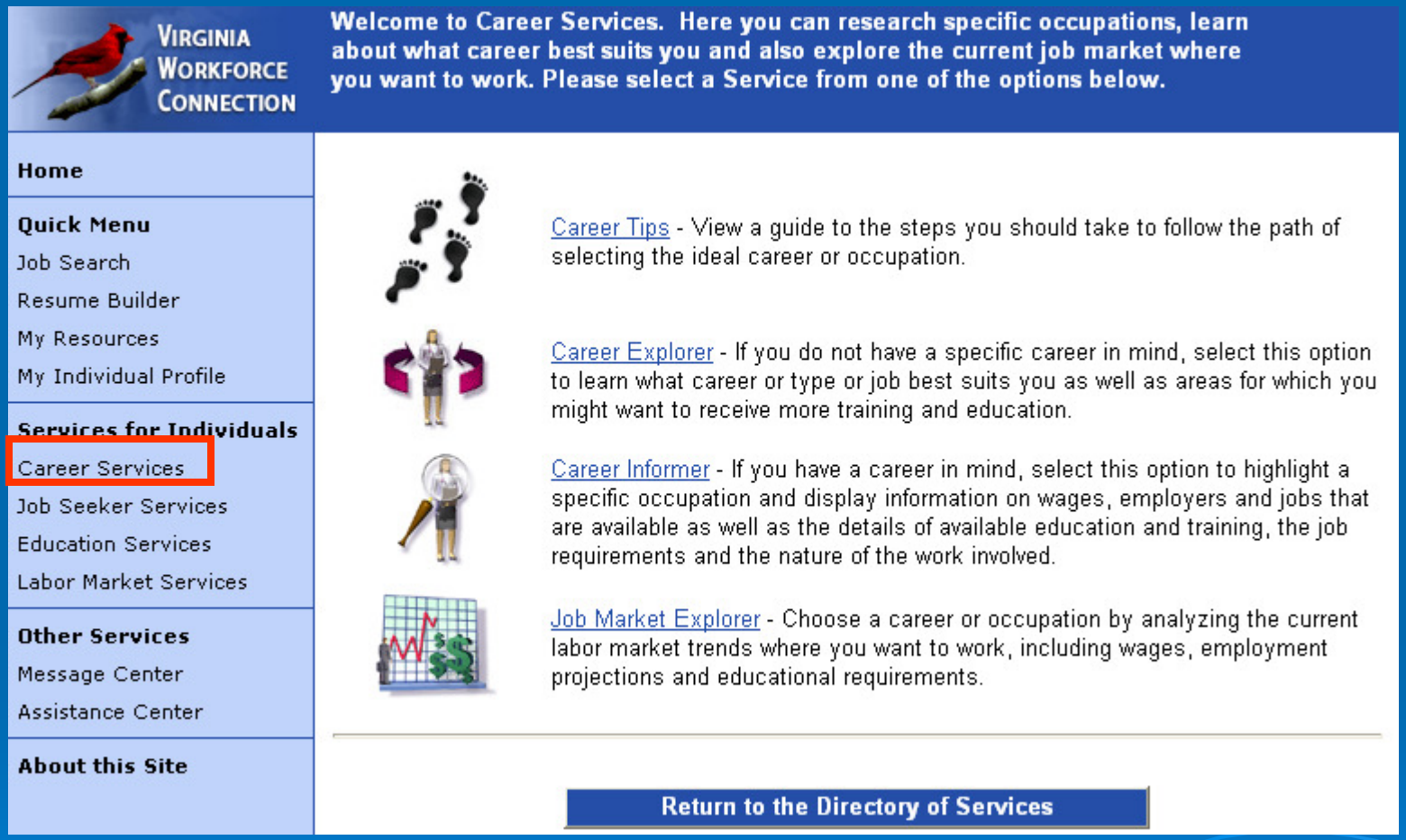
VIII My Resources

Upcoming Events
Select this option to view any upcoming events you might be interested in.

Upcoming Events is a way for you to keep up with special happenings at your local OneStop. These may be things you can register for to enhance your job or career goals.



IX Career Services



Career Services, under *Services for Individuals*, is where you would go to research a potential career. Four categories comprise Career Services: *Career Tips, Career Explorer, Career Informer*, and *Job Market Explorer.*

IX Career Services

[Self-Assessment | Checking the Labor Market | Finding Training | Finding a Job]

Step 1 - Self-Assessment

Identifying your professional strengths and talents...

If you think that you have a good understanding of your skills and abilities and are interested in a specific occupation or career, it's time to visit Job Seeker Services. In Job Seeker Services you can find information about employers, guidance on writing resumes and cover letters, and access to a powerful job search engine with listings for jobs available in your area.

If, on the other hand, you are unsure about what kinds of jobs you might find interesting and enjoyable, or you're currently employed but looking for a change of career...*this is the place for you!*

We recommend that you get started by using the Career Explorer to help identify what is important to you in the world of work, what types of jobs you can do well, and what job-related activities you like to do. You can use the information in this section to find occupations that are compatible with your strengths and suitable to your needs, which will help you to focus your career search on occupations where you will be successful and happy.

There are several different self-assessment tools to choose from in Career Explorer:

- Match Your Skills – Use this tool to learn about what job and personal skills you have, and how they relate to specific occupations or careers.
- Match Your Interests and Work Values – Use these tools to identify your work-related interests and what you consider important in a job. This information will allow you to match your interests and work values to specific jobs where those qualities are important or beneficial.
- Match Your Occupation – This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.

Top

Step 2 - Checking the Labor Market

Use our occupation analysis tools to see how a specific occupation fares in your area...

Once you know the type of job or career you wish to pursue, your next step is to find information on specific occupations and explore the labor market in your area. These tools will provide you with a wide variety of information about the occupations you are researching.

The Job Market Explorer will help you find an occupation by analyzing occupational information that you select, such as the type of occupation you're interested in, the education and experience that you have, and the wages you would like to earn.

Career Tips is a great place to start. This section gives you step-by-step introduction on how to get started looking for the perfect career. There are numerous links here that will take you all over the system in search of topics that will increase your career potential.

IX Career Services

Match Your Skills - Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.

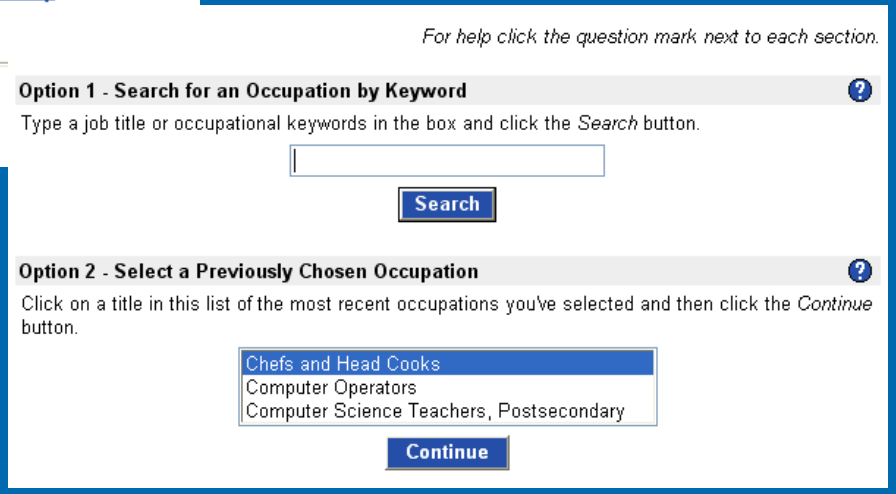
Match Your Interests and Work Values - If you have the time, answer a series of questions to determine your abilities, interests and work values and then find a career or occupation that best suits you as well as areas for which you might want to receive more training and education.

Match Your Occupation - Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.

Select another Career Service

Career Explorer has 3 categories: Match Your Skills, Match Your Interests and Work Values, and Match Your Occupation. All three of these tools can be used to help you figure out, based on your skills, interests, and occupations, what would be the best career for you.

IX Career Services



Career Informer takes a specific geographic area and an occupation and provides detailed information about it. First, pick your area, then pick your occupation using the search screens above.

IX Career Services

Summary of Job Duties for Chefs and Head Cooks

Chefs and Head Cooks
Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

*This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.*

Jobs Available for Chefs and Head Cooks / Food Preparation and Serving Related Occupations

To view jobs available in the system specifically for Chefs and Head Cooks in Virginia Statewide click here. To view more jobs available in the system for the related occupational group of Food Preparation and Serving Related Occupations in Virginia Statewide click here.

Labor Market Wage Rates for Chefs and Head Cooks

The 2006 hourly wage for Chefs and Head Cooks in Virginia Statewide are summarized in the table below:

Entry Level	Median	Experienced
$11.54	$16.96	$23.18

Source: Bureau Labor Statistics Occupational Employment Statistics Survey

The 2006 annual wage or salary for Chefs and Head Cooks in Virginia Statewide are summarized in the table below:

Entry Level	Median	Experienced
$24,001.58	$35,279.22	$48,224.55

Source: Bureau Labor Statistics Occupational Employment Statistics Survey

Information is then presented in narrative or numerical formats. Click *Display more information about this occupation* at the bottom…..

Source: Labor Market Statistics, Occupational Employment Statistics Program

[Display in a narrative format | Print View]

Display more information about this occupation

IX Career Services

Jobs and Employers

Jobs Available - Select this option to view job openings in this occupation.

Employers - Select this option to view employers that may hire people in this occupation.

Education and Training

Training Programs - Select this option to view education and training programs related to this occupation.

Preferred Education Level - Select this option to view the education level employers usually prefer for this occupation.

Labor Market Data

Future Employment Outlook - Select this option to view the potential growth of this occupation.

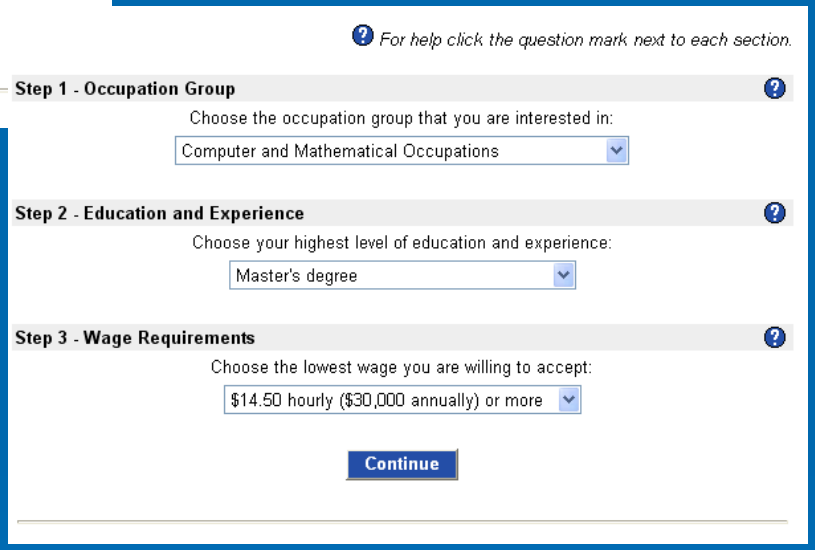
Wages - Select this option to view typical wage rates for this occupation.

Industries - Select this option to view the top industries that employ this occupation.

Supply and Demand - Select this option to view the labor supply and market demand for this occupation.

And you can choose among numerous icons to dig even deeper into the background of your occupation.

IX Career Services



Job Market Explorer will determine if the right mix of geography, occupation, experience, and salary will stir up any occupations. You will first be asked to choose your location to investigate. There are also three questions pertaining to the occupation, education, and wage.

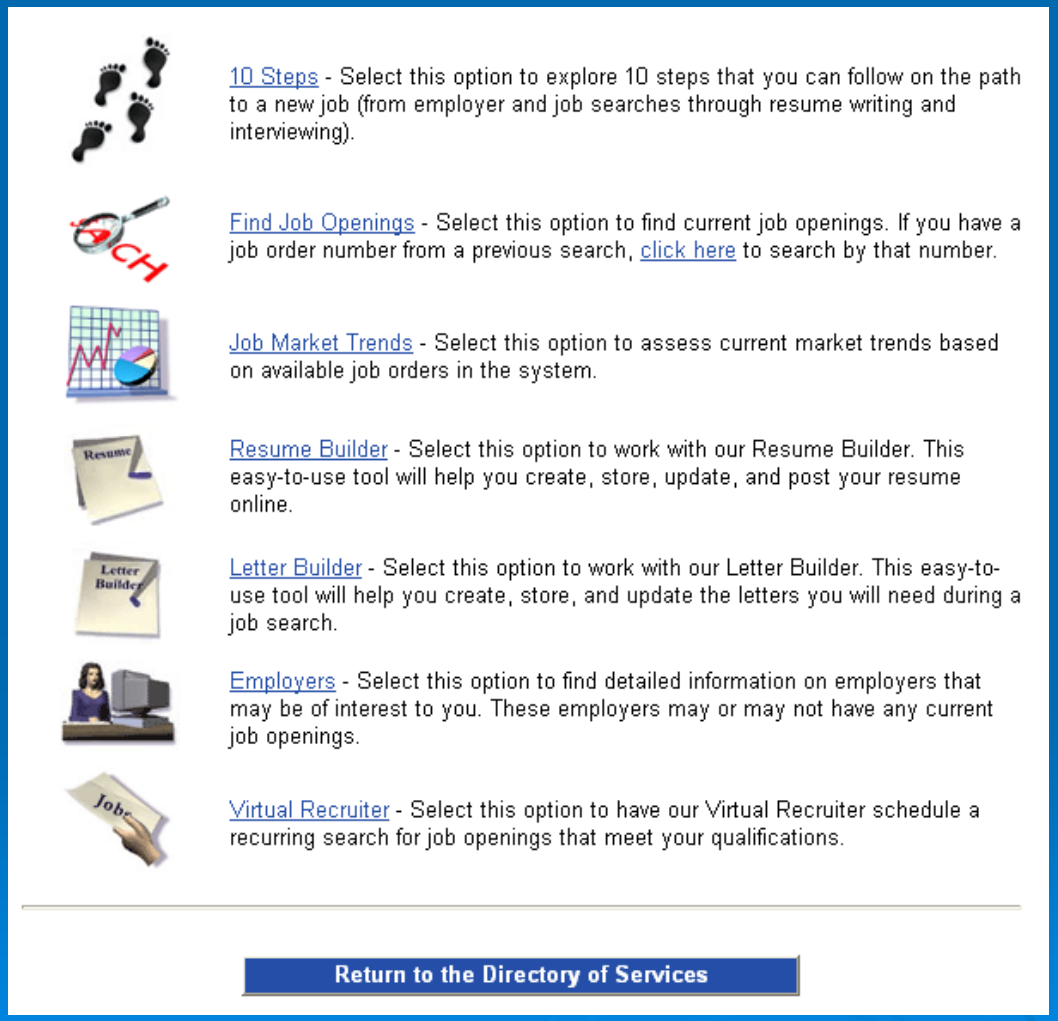
IX Career Services

To sort on any column, click a column title.

Occupation Title	Recommended Education Level	2004 Estimated Employment	2014 Projected Employment	Total Annual Percent Change	Total Annual Avg Openings	2006 Mean Wage
Computer Support Specialists	Associate degree	23,050	30,171	2.7 %	996	$ 49,395
Mathematical Technicians	Associate degree	Confidential	Confidential	Confidential	Confidential	$ 50,094
Computer Programmers	Bachelor's degree	17,414	18,534	0.6 %	523	$ 77,634
Computer Software Engineers, Applications	Bachelor's degree	30,397	48,392	4.8 %	2,101	$ 88,424
Computer Software Engineers, Systems Software	Bachelor's degree	24,250	38,464	4.7 %	1,661	$ 100,427
Computer Systems Analysts	Bachelor's degree	33,998	46,914	3.3 %	1,677	$ 79,634
Database Administrators	Bachelor's degree	4,341	6,574	4.2 %	268	$ 77,202

If the right mix is there, you may see results. Occupational titles serve as links to research further in Virginia VOS.

X Job Seeker Services



10 Steps - Select this option to explore 10 steps that you can follow on the path to a new job (from employer and job searches through resume writing and interviewing).

Find Job Openings - Select this option to find current job openings. If you have a job order number from a previous search, click here to search by that number.

Job Market Trends - Select this option to assess current market trends based on available job orders in the system.

Resume Builder - Select this option to work with our Resume Builder. This easy-to-use tool will help you create, store, update, and post your resume online.

Letter Builder - Select this option to work with our Letter Builder. This easy-to-use tool will help you create, store, and update the letters you will need during a job search.

Employers - Select this option to find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

Virtual Recruiter - Select this option to have our Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

Return to the Directory of Services

Much of *Job Seeker Services* is repetitious. It provides links that have been discussed in other sections of Virginia VOS.

X Job Seeker Services

[Choosing Your Career | Finding the Ideal Job | Preparing Your Resume | Writing a Cover Letter | Contacting Your References | Interview Preparation | Interviewing | Following Up With Employers | Negotiating a Job Offer | You've Got the Job]

Step 1 - Choosing Your Career or Occupation

With the aid of some powerful analysis tools...

If you are settled in your career and have already checked the labor market for your occupation and area, go to step 2.

If you believe that you need some help in assessing your skills and possibly choosing a new career, wish to check out the job market in your area — or you simply want to satisfy your curiosity about other career possibilities — Career Services is ready to assist. Click here to visit Career Services and investigate a new career. When you finish, be sure to return here so we can help you find your ideal job.

Top

Step 2 - Finding the Ideal Job

Locating information on the best employers and jobs...

If you're happy in your career and you have already explored the job market for your occupation and area (see step 1), you can use the following links to find information on suitable employers and jobs:

Click here to search for job openings that meet your requirements.

Click here to check out a list of local employers who may employ people with your qualifications.

When you've made a list of available jobs that suit your occupation, it's time to make your next move (go to step 3).

Top

10 Steps is a great place to start for the Job Seeker. It provides an overview of the job hunting process, with helpful links to pertinent locations throughout the Virginia VOS site.

X Job Seeker Services

Summary of Job Duties for Chefs and Head Cooks

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.

Labor Market Wage Rates for Chefs and Head Cooks

The 2006 hourly wage for Chefs and Head Cooks in Fort Walton Beach-Crestview-Destin MSA are summarized in the table below:

Entry Level	Mean	Experienced
$10.09	$17.00	$20.45

Source: Agency for Workforce Innovation

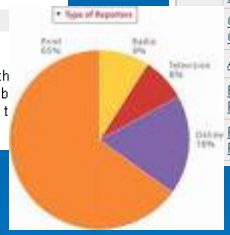
The 2006 annual wage or salary for Chefs and Head Cooks in Fort Walton Beach-Crestview-Destin MSA are summarized in the table below:

Entry Level	Mean	Experienced
$20,972.96	$35,345.84	$42,531.77

Source: Agency for Workforce Innovation

Current Advertised Wages for Chefs and Head Cooks

An analysis of 5 job order(s) in the system that listed a wage for Chefs and Head Cooks in Fort Walton Beach-Crestview-Destin MSA for the period 1/23/2006 through 1/23/2007 indicates that th average posted minimum available wage is $31,296 per year. The lowest posted minimum availab wage is $21,840 per year. The highest posted minimum available wage is $36,400 per year. The t below is a statistical breakdown of minimum available wage posted on job orders in the system:



For help click the question mark.

Select a New Occupation

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To find information about an occupation, click on its title.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	Construction Managers		✔	
76%	First-Line Supervisors and Manager/Supervisors- Construction Trades Workers		✔	
47%	Actors	✔		
45%	Industrial Truck and Tractor Operators	✔		
37%	Tractor-Trailer Truck Drivers	✔		
36%	Production Workers, All Other		✔	
32%	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders		✔	
29%	Nuclear Power Reactor Operators	✔		
28%	Production Laborers		✔	
24%	Bus and Truck Mechanics and Diesel Engine Specialists		✔	
23%	Industrial Engineers		✔	
21%	Refractory Materials Repairers, Except Brickmasons	✔		
	Chemical Equipment Controllers and Operators		✔	
	Agricultural Equipment Operators		✔	
	First-Line Supervisors/Managers of Production and Operating Workers		✔	
	Purchasing Agents and Buyers, Farm Products		✔	

Job Market Trends will allow you to view job seeker and job statistics at your fingertips. The information is based on real job orders and candidate resumes posted in Virginia Workforce Connection.

X Job Seeker Services

- *Find Job Openings* is another pathway to searching for a job.
- *Resume Builder* is another pathway to building a resume.
- *Letter Builder* is another location for accessing and creating letters, such as follow-up and cover letters.
- *Employers* is another location to access specific employer information based on the *InfoUSA* database.
- *Virtual Recruiter* is another pathway to access the Virtual Recruiter robot.

XI Education Services

Training Providers and Schools - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

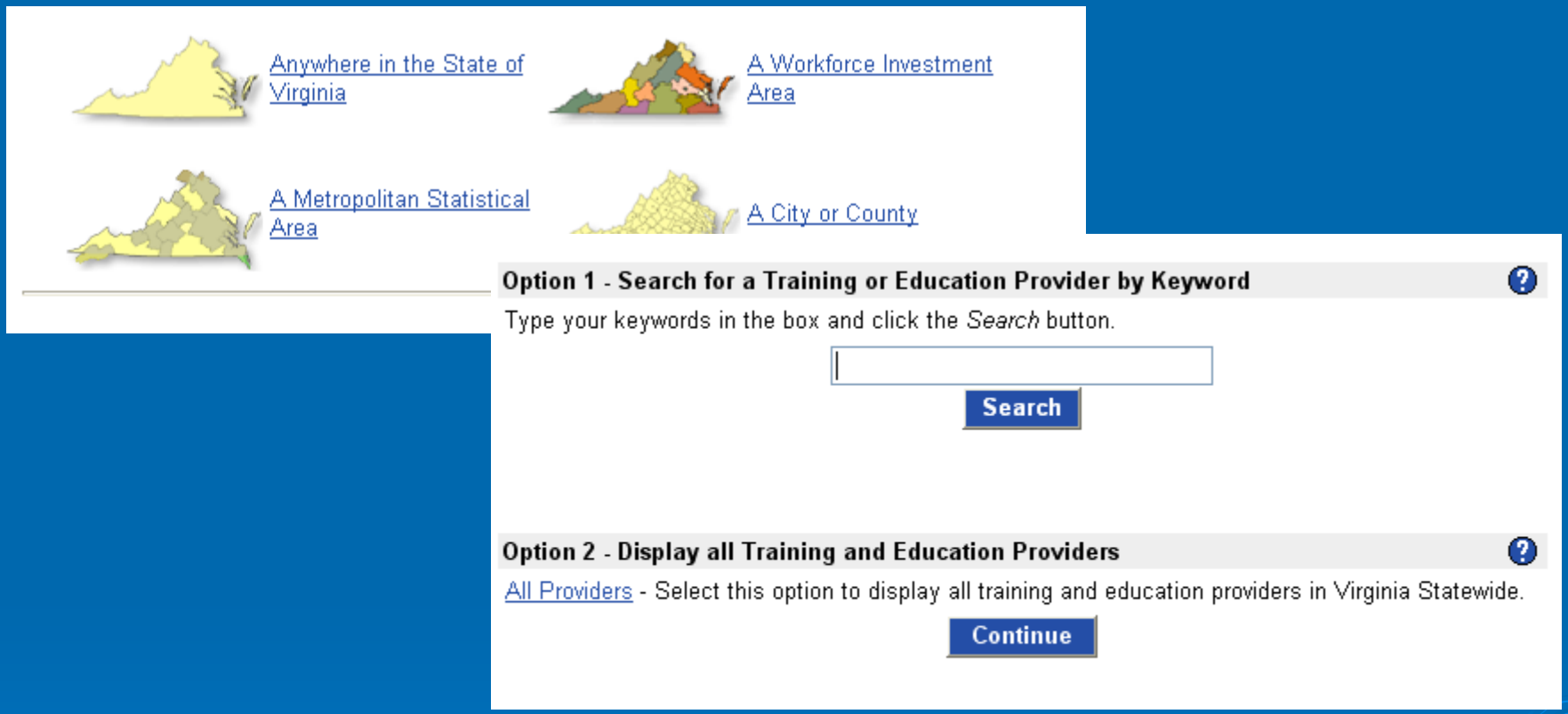
Training and Education Programs - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

Education Program Completers - Select this option to review the number of students that complete training and education programs for an occupation.

Financial Aid for Training - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

Individuals have access to schools and programs that can help them be prepared for a better paying job. In this section, you can view a list of *Training Providers and Schools, Training and Education Programs, Education Program Completers, and Financial Aid for Training.*

XI Education Services



Training Providers and Schools provides information on any given provider or school within a geographic area. First, select the geographic area, then select either training provider keywords, or choose to look at a lengthy list of all providers.

XI Education Services

To sort on any column, click a column title.

Provider Name [1]	City	State	Zip Code
A. G. RICHARDSON ELEM.	CULPEPER	VA	22701
A. HENDERSON ELEM.	DUMFRIES	VA	22
A. LINWOOD HOLTON GOV SCH	ABINGDON	VA	24
A. M. DAVIS ELEM.	RICHMOND	VA	23
A. P. HILL ELEM.	PETERSBURG	VA	23
A. R. WARE, JR. ELEM.	STAUNTON	VA	24
A. S. RHODES ELEM.	FRONT ROYAL	VA	22
A. V. NORRELL ELEM.	RICHMOND	VA	23
A.W.E. BASSETTE ELEM.	HAMPTON	VA	23
ABBS VALLEY BOISSEVAIN EL	BOISSEVAIN	VA	24

Source: State Training Inventory

[1] *Some Training Providers and Programs may qualify for workforce funded tuition payme government assistance.*

For help click the question mark next to each section.

Provider Information

Provider Name: Bryant and Stratton College-Virginia Beach
Address: 301 Centre Pointe Dr
Virginia Beach, VA 23462
Type: Two-year, Technical and Community Colleges
Ownership: Private for profit institution
Web site: http://www.bryantstratton.edu

Contacts

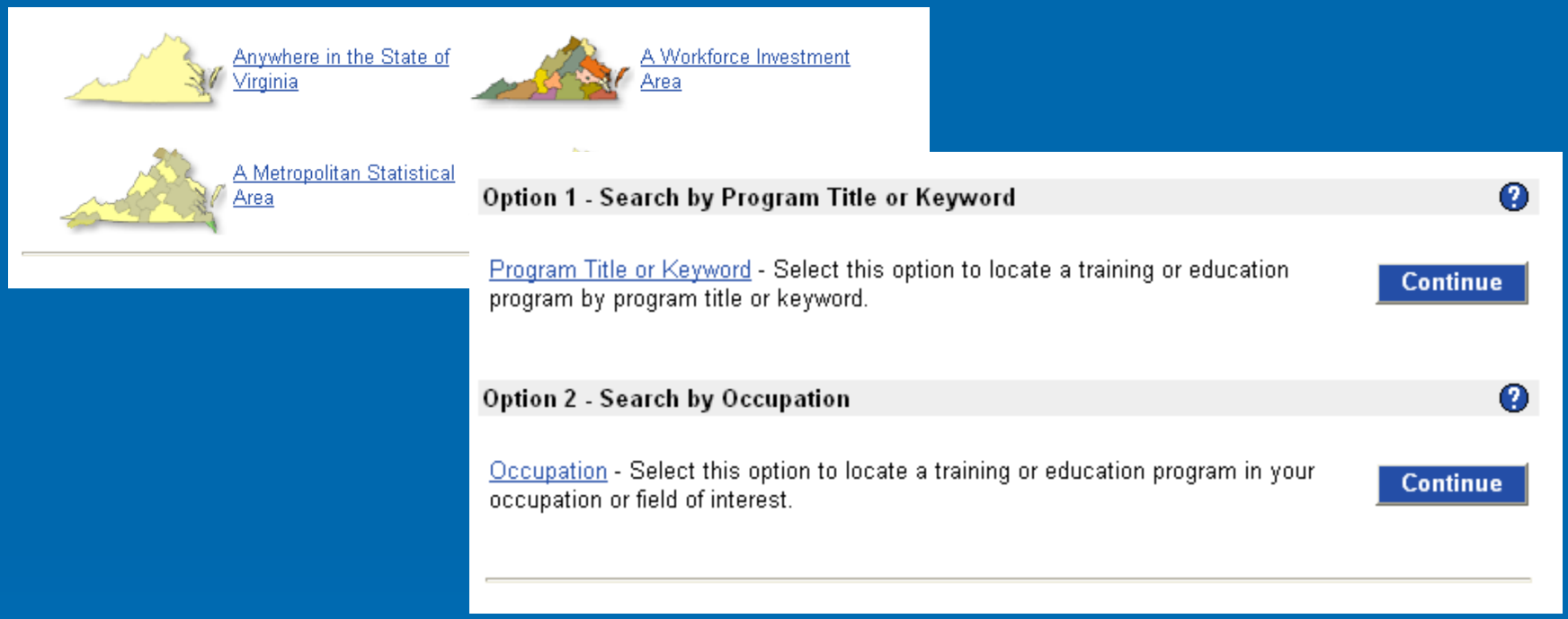
Contact:	Telephone:	Fax:
Tracy Nannery	(757)499-7900	

No program information is available for this provider.

[Choose another Provider | Map Location]

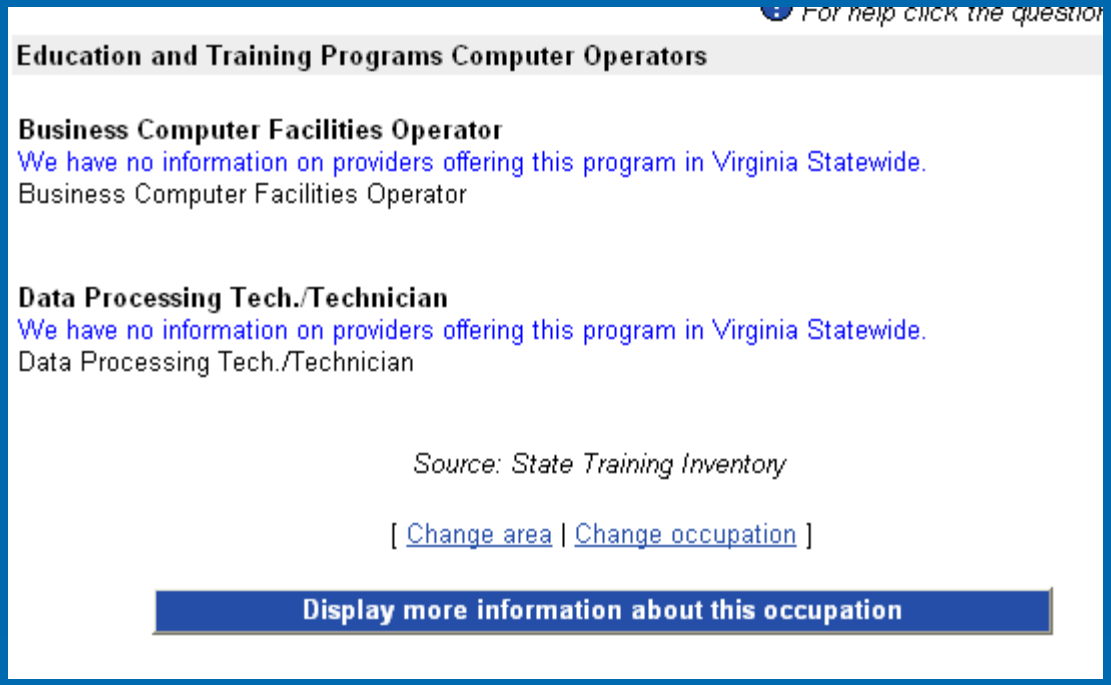
Click on the *Provider Name* link, and information such as Contact person, website email address, etc., will appear.

XI Education Services



Training and Education Programs lists specific program titles within a given area. First, choose a location to search and then you can search for a program by *Program Title/Keyword* or by *Occupation*.

XI Education Services


For help click the question

Education and Training Programs Computer Operators

Business Computer Facilities Operator
We have no information on providers offering this program in Virginia Statewide.
Business Computer Facilities Operator

Data Processing Tech./Technician
We have no information on providers offering this program in Virginia Statewide.
Data Processing Tech./Technician

Source: State Training Inventory

[Change area | Change occupation]

Display more information about this occupation

Based on your search, if any results appear, a link will take you to the specific course information you are seeking.

XI Education Services

Educational Program Completers provides a summary of how many students completed a given program title. First, choose a location to search and then choose an occupation through the Occupational Search screen. The results of this search will list specific courses and the completion rates based on information received.

XI Education Services

Sallie Mae

Education Finance Planning Calculators
Sallie Mae's college planning calculators are now available to help you with your specific questions about education finance.

United States Department of Education

Student Financial Assistance Home Page
The Student Financial Assistance Programs are the largest source of student aid in America, providing over $40 billion a year in grants, loans, and work-study assistance. Here you'll find help for every stage of the financial aid process, whether you're in school or out of school.

Student Financial Assistance
The Department administers several major student aid programs, including Pell Grants and Stafford Loans, which provide over $42 billion a year to help millions of students pay for the costs of college. Whether you're ready to apply for financial aid or just interested in more information about the federal student aid programs, the starting point is...Information for Students and Parents.

Direct Loan - Financial Aid
Find out about applying for Direct Loans, learn about your options for repayment, use the interactive calculators, download Direct Loan deferment and forbearance forms, get information about Direct Consolidation Loans, and use FAFSA on the Web.

Mapping-Your-Future.Org

Welcome to Mapping Your Future!
This site is sponsored by a group of guaranty agencies who participate in the Federal Family Education Loan Program (FFELP) and are committed to providing information about higher education and career opportunities.

Paying for School
Welcome to the guided tour of Paying for School. On this tour, I will take you through steps you need to consider or complete when planning to pay for your education. You can leave the tour at any time to find out more about a subject by clicking on the highlighted text.

Federal Pell Grants
Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Federal Pell Grants, which do not have to be repaid, are awarded to students based on need.

Financial Aid for Training provides helpful links to websites that provide details on funding sources.

XII Labor Market Services

Labor Market Services provides a wealth of information at your fingertips. Individuals can get quick answers to *Labor Market Facts*, examine the labor market in a specific region with *Area Profile*, examine specific industries with *Industry Profile*, or the occupational market in a specific area with *Occupational Profile*.

XII Labor Market Services

Looking for a job? Information on Occupations and Jobs

What are the highest paying jobs in an area?

What are the lowest paying jobs in an area?

What are the fastest growing jobs in an area?

What are the slowest growing jobs in an area?

What are the fastest growing industries in an area?

What are the slowest growing industries in an area?

What jobs have the highest employment in an area?

What jobs have the lowest employment in an area?

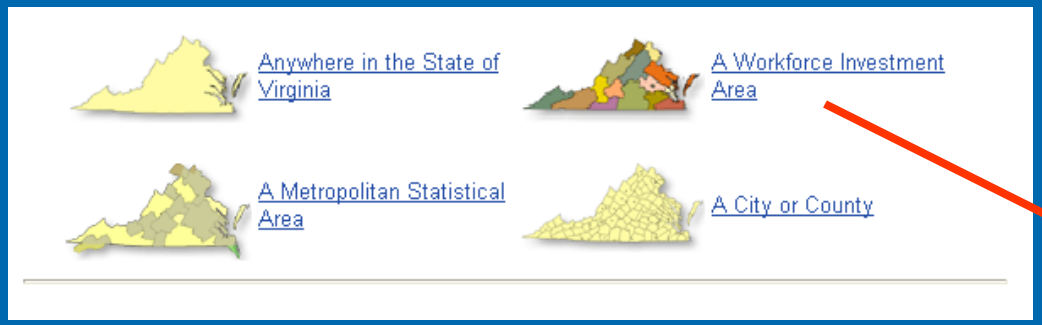
Specific Area Information

What is the unemployment rate in an area?

What training institutions are in an area?

Labor Market Facts gives the quick and easy answers to the most commonly asked labor-related questions for a specific region.

XII Labor Market Services



Population Growth Statistics

Here is the most recent population information for Florida. These figures are for the 1995 - 2005 time period.

Area	1995 Population	2005 Population	1995-2005 Percent Change
Florida	14,537,875	17,789,864	22.4%
United States	266,278,393	296,410,404	11.3%

Source: US Census

Labor Force, Employment and Unemployment Statistics

Here is the labor force, employment and unemployment information for Florida. These figures are for the October, 2006 time period. These figures are not seasonally adjusted.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate	Preliminary Data
Florida	9,116,000	8,830,000	285,000	3.1%	Yes
United States	152,397,000	146,125,000	6,272,000	4.1%	No

Source: Labor Market Statistics, Local Area Unemployment Statistics Program

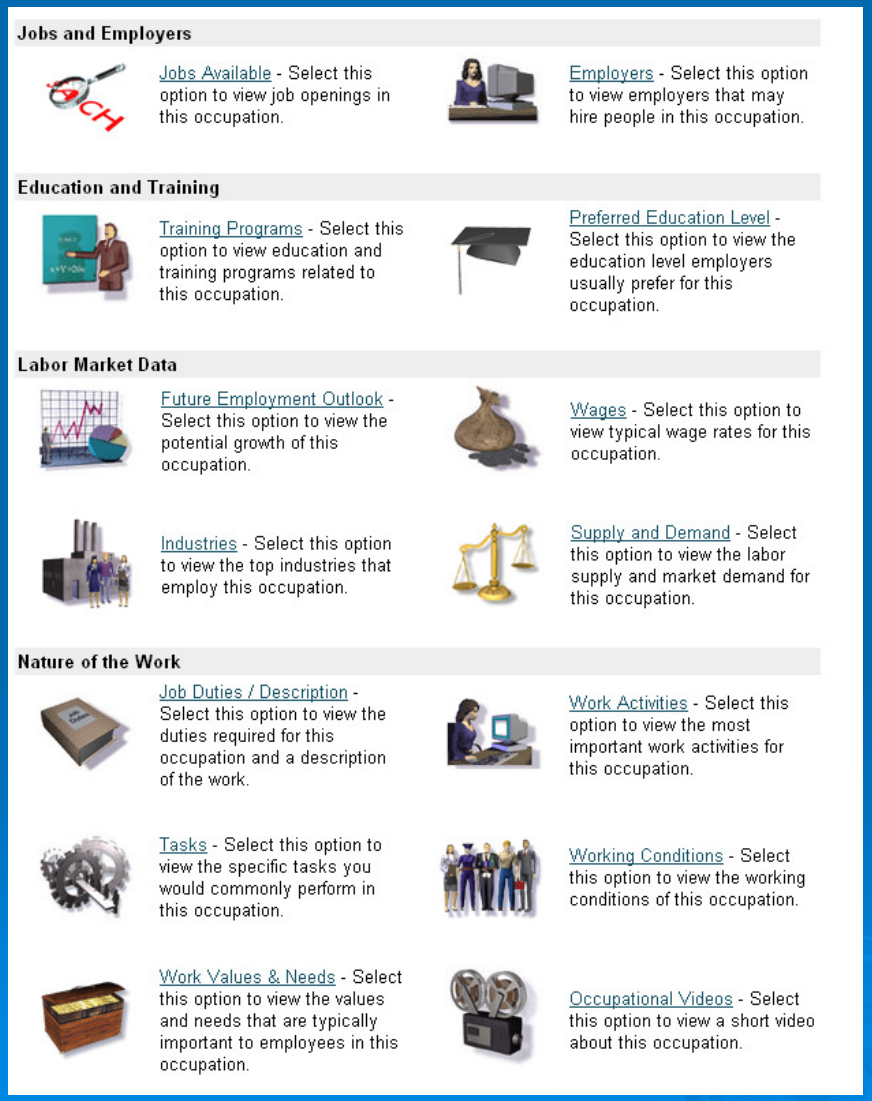
Average Weekly Wage Statistics

Here is a list of average weekly wage information for Florida. These figures are for the 1st Quarter 2006.

Area	Average Weekly Wage
Florida	$738

Area Profile provides a summary of wage, employment, population, and related data. You must first select your geographic area, then a summary page will display data on that region.

XII Labor Market Services



Jobs and Employers

Jobs Available - Select this option to view job openings in this occupation.

Employers - Select this option to view employers that may hire people in this occupation.

Education and Training

Training Programs - Select this option to view education and training programs related to this occupation.

Preferred Education Level - Select this option to view the education level employers usually prefer for this occupation.

Labor Market Data

Future Employment Outlook - Select this option to view the potential growth of this occupation.

Wages - Select this option to view typical wage rates for this occupation.

Industries - Select this option to view the top industries that employ this occupation.

Supply and Demand - Select this option to view the labor supply and market demand for this occupation.

Nature of the Work

Job Duties / Description - Select this option to view the duties required for this occupation and a description of the work.

Work Activities - Select this option to view the most important work activities for this occupation.

Tasks - Select this option to view the specific tasks you would commonly perform in this occupation.

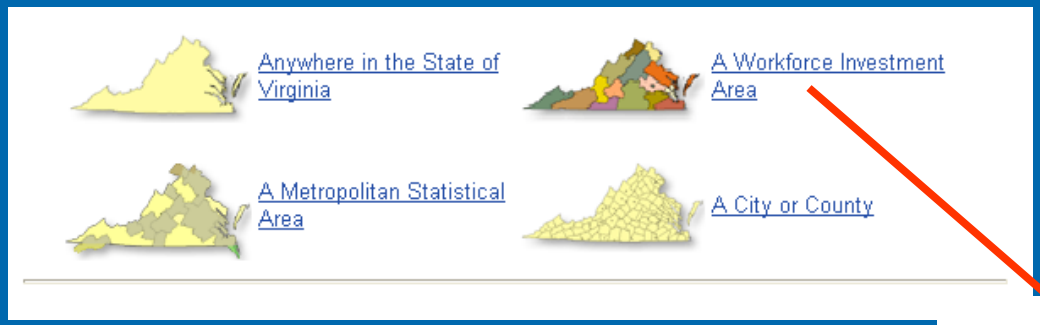
Working Conditions - Select this option to view the working conditions of this occupation.

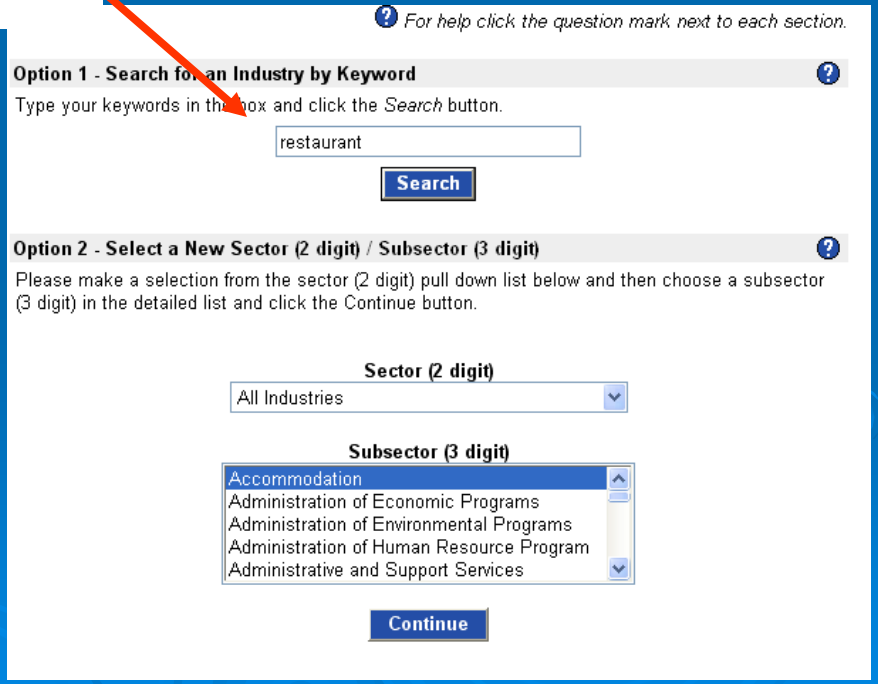
Work Values & Needs - Select this option to view the values and needs that are typically important to employees in this occupation.

Occupational Videos - Select this option to view a short video about this occupation.

With any Labor Market Service category, press the *Select more Information* button at the bottom of the page, and a series of icons appear. This allows you to pursue even more information on the labor market.

XII Labor Market Services





Industry Profile examines a specific industry group in a specific area. First you must choose your geographic area, then select the specific industry through the industry search screen. You may have to narrow down the sector of your industry.

XII Labor Market Services

This industry comprises establishments primarily engaged in providing food services to patrons who order and are served while seated (i.e. waiter/waitress service) and pay after eating. These establishments may provide this type of food services to patrons in combination with selling alcoholic beverages, providing takeout services, or presenting live nontheatrical entertainment.

There were 5,318 establishments in this industry in Virginia Statewide in 3rd Quarter 2005, with a total of 123,296 employees.

The industry employment and projections information for US Industry (6 digit) Full-Service Restaurants is unavailable. The following information is for Subsector (3 digit) Food Services and Drinking Places. The industry is projected to grow by 25.4 percent between 2004 and 2014, faster than the 17.1 percent growth rate for all industries in the area. This amounts to 58,408 additional jobs over the period, or about 5,841 added jobs per year.

The industrial staffing patterns information for US Industry (6 digit) Full-Service Restaurants were unavailable. The following information is for Subsector (3 digit) Food Services and Drinking Places. The occupation with the highest employment in for 2006 was Waiters and Waitresses with 22.1 percent of the total employment of this industry. The next largest occupation for this industry was Combined Food Preparation and Serving Workers, Including Fast Food, with 20.6 percent of employment. The third largest was Cooks, Restaurant, with 8.0 percent of employment.

[Display in a numeric format | Print View]

Display more information about this industry

Then data can be viewed in narrative or numeric formats.

XII Labor Market Services

Jobs and Employers

Jobs Available - Select this option to view job openings in this occupation.

Employers - Select this option to view employers that may hire people in this occupation.

Education and Training

Training Programs - Select this option to view education and training programs related to this occupation.

Preferred Education Level - Select this option to view the education level employers usually prefer for this occupation.

Labor Market Data

Future Employment Outlook - Select this option to view the potential growth of this occupation.

Wages - Select this option to view typical wage rates for this occupation.

Industries - Select this option to view the top industries that employ this occupation.

Supply and Demand - Select this option to view the labor supply and market demand for this occupation.

Nature of the Work

Job Duties / Description - Select this option to view the duties required for this occupation and a description of the work.

Work Activities - Select this option to view the most important work activities for this occupation.

Tasks - Select this option to view the specific tasks you would commonly perform in this occupation.

Working Conditions - Select this option to view the working conditions of this occupation.

Work Values & Needs - Select this option to view the values and needs that are typically important to employees in this occupation.

Occupational Videos - Select this option to view a short video about this occupation.

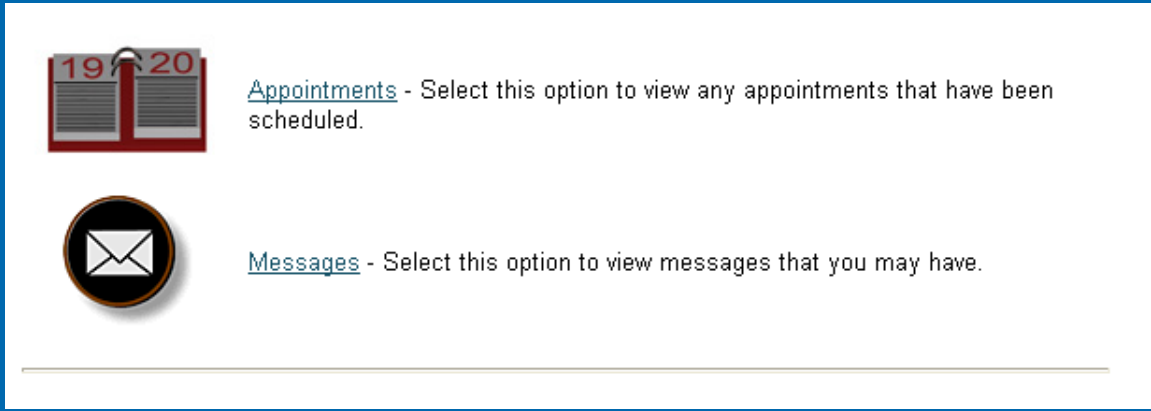
With any Labor Market Service category, press the *Select more Information* button at the bottom of the page, and a series of icons appear. This allows you to to pursue even more information on the labor market.

Display more information about this occupation

XII Labor Market Services

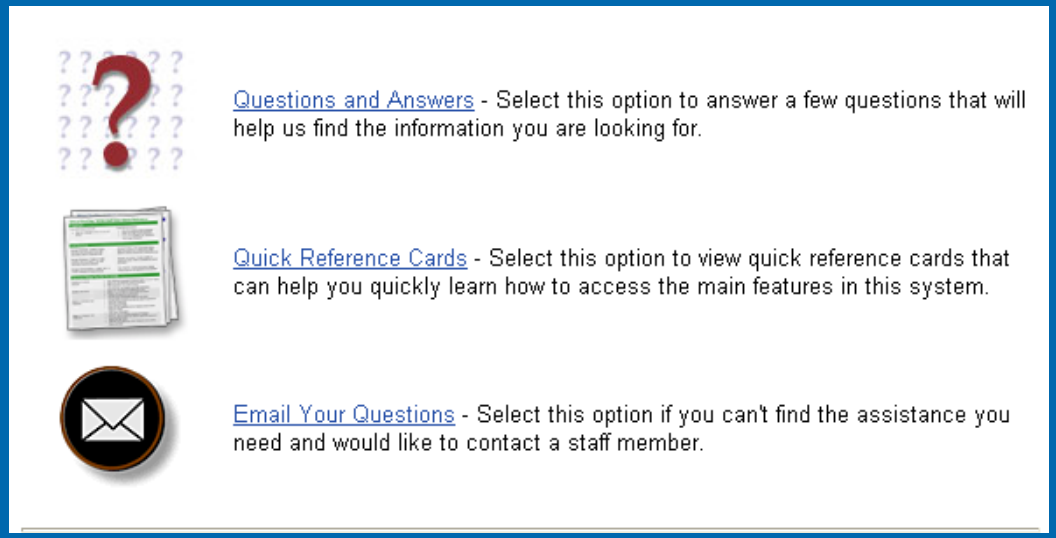
- The *Occupational Profile* is another pathway to review an occupation, similar to the *Occupations* tab in the *Search History* folder in the Individual Profile. Either location will afford valuable occupational information.

XIII Message Center



The Message Center is another way to review messages and appointments, the same as *My Resources*.

XIV Assistance Center



The *Assistance Center* contains three useful links for individuals.

- *Questions and Answers* is the same pathway as the *Activities tab* in the *Personal Profile* folder.
- *Quick Reference Cards* are quick, easy resource aids to help with any questions, or to jog your memory as to a location for a resource you are seeking.
- *Email Your Questions* will allow you to communicate with a staff member. If you are confronted by an issue or a concern that you can't answer, you can always send an email. That email will be directed to a pertinent staff member who will be more than happy to answer those questions.

Conclusions

Please contact your local OneStop representative if you have any questions.