

## About JobZone

The screenshot shows the JobZone website interface. It includes a navigation bar with 'New York State' and 'State Agencies', the 'DEPARTMENT OF LABOR' logo, and the 'jobZONE' logo. The main content area is divided into several sections: 'Did You Know?', 'Your Local One-Stop', 'Job Search' (with a search bar for keywords and ZIP codes), 'Career Exploration' (with sub-sections for Occupations, Training, and Self Assessment), and 'Job Seeker Resources'. A 'Log In' section is visible on the right side.

**Callout Box 1 (Left):** Customers can use limited features of JobZone without creating an account. However, to fulfill the requirements of the OJT-NEG, customers are required to create a JobZone account.

**Callout Box 2 (Right):** JobZone is an occupation exploration tool that helps a user identify skills, talents and interests that may lead to a career or career training. JobZone also contains local information ranging from job fairs to contact information for the nearest Career Center. JobZone is provided at no-cost by the New York State Department of Labor.

## Creating a JobZone Account

This screenshot focuses on the 'Log In' and 'What's Your ZIP' sections of the JobZone website. The 'Log In' section has fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot your username?' and 'Forgot your password?'. Below the login fields is a link that says 'Click Here For a FREE Account'. The 'What's Your ZIP' section has a 'ZIP:' label and a text input field.

**Callout Box 1 (Left):** If customers already have a JobZone account, have them sign-in with their username and password. If a customer forgot their password, have them click "Forgot your password?" and type their username. The customer will then be provided with a password hint.

**Callout Box 2 (Right):** To create a JobZone account, press "Click Here for a FREE Account."

## Creating a JobZone Account: Info

The screenshot shows the 'Info' page of the JobZone account creation process. It includes a navigation bar with 'Account Info', 'Contact', 'Misc', 'Job Preferences', and 'Personal'. The main content area contains several required fields marked with a yellow dot: Username, Password, Retype Password, and three challenge questions (pet, restaurant, teacher) with their respective answer fields. At the bottom, there are 'Reset' and 'Next' buttons. A red callout box points to the 'Next' button with the text 'Select "Next."'. A green callout box with a lightbulb icon contains a tip: 'TIP: When creating a Username, Password and answers to the Security Questions, only use letters and numbers-DO NOT use punctuation.' A blue callout box on the left explains that three security questions are required for password resets. A central blue callout lists the required fields: Username, Password, and Retype Password.

JobZone now requires customers to complete three security questions. These security questions allow customers to reset their username and/or password.

The following fields are required when creating a JobZone account:

- Username
- Password
- Retype Password

**TIP:** When creating a Username, Password and answers to the Security Questions, only use letters and numbers-DO NOT use punctuation.

Select "Next."

## Creating a JobZone Account: Contact

The screenshot shows the 'Contact' page of the JobZone account creation process. It includes a navigation bar with 'Account Info', 'Contact', 'Misc', 'Job Preferences', and 'Personal'. The main content area contains several required fields marked with a yellow dot: First Name, Last Name, Middle Initial, Date of Birth, Address 1, Address 2, City, State, ZIP, and Country. There are also fields for Phone Number, Alternate Number, Email Address, and Website Address. At the bottom, there are 'Previous', 'Save', 'Back to Portfolio', 'Reset', and 'Next' buttons. A red callout box points to the 'Next' button with the text 'Select "Next."'. A purple callout box on the right lists the required fields: First Name, Last Name, Address 1, City, State, and Zip.

The following fields are required when completing a JobZone registration:

- First Name
- Last Name
- Address 1
- City
- State
- Zip

Select "Next."

## Creating a JobZone Account: Misc

Account Info | Contact | Misc | Job Preferences | Personal

Successfully updated your account.

Fields marked with a ● are required.

Please fill in some additional information.

● Education level: Less Than High School

● Employment status:  Not Employed  
 Employed  
 Employed - Rcvd Notice of Termination. (Transitioning Service Members within two years of retirement or one year of separation from the military service should also select this category)

● Veteran status:  Not a Veteran  
 Military Service with less than or equal to 180 days of active duty and released or discharged under conditions other than dishonorable.  
 Military Service with more than 180 days of active duty and released or discharged under conditions other than dishonorable.  
 Other Eligible; meaning the spouse of person that died in active duty or of a service-connected disability, or spouse of person with total permanent disability resulting from a service-connected disability, or the spouse of active duty service member who is currently listed as missing in action, or captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power

● Migrant/Seasonal Farm Worker Status:  Not a Migrant/Seasonal Worker  
 Migrant/Seasonal Worker

Previous Save Back to Portfolio Reset Next

The New York State Department of Labor is an Equal Opportunity Employer. Auxiliary aids and services available upon request.

Select "Next."

JobZone now requires customers enter the following:

- Education level
- Employment status
- Veteran status
- Migrant/Season Farm Worker Status

## Creating a JobZone Account: Job Preferences

Account Info | Contact | Misc | Job Preferences | Personal

Successfully updated your account.

Fields marked with a ● are required.

This information is being collected to enable the employment and training professionals of your best serve your employment needs in the future.

**Job Objective**

Your Job Objective is a statement of the desired job position or positions that you are looking for. This information is displayed to them as a summary of your overall objective. When you create resumes, you can enter a job objective for each resume.

Examples of objectives:

- To secure a position as a forklift operator.
- To obtain a position that will utilize my computer knowledge, strong people skills, organizational skills, and ability to work in a fast-paced environment.

To obtain a position in the healthcare field

● **Salary and Location**

Please enter your salary and desired work locations. In the One-Stop Center, this information is used to help narrow down job matches.

Please choose your desired salary: \$ 10.00 Hourly

To help narrow down job matches, JobZone now requires customers to enter the following:

- Salary and Location
- Contact Methods
- Confidential

**TIP:** If customers indicate they want their Contact Method to be set to email, the customer will have to include their email on the Contact tab.

## Creating a JobZone Account: Job Preferences Cont'd

State 3:

Location 3 - Countries (select one, two or three)

Country 1:

Country 2:

Country 3:

**Contact Methods**

When employers view your resume online they need a way to contact you. Specify as many of the following contact methods as you would like however, you must choose at least one way for an employer to contact you.

Contact me using postal mail.

Contact me using the phone.

Contact me using the alternate phone.

Contact me via email.

**Confidential**

If you decide that your resume will be made available nationwide for authorized employers to view, you must provide an email address or include your name and address on your resume.

Do you want your resume to appear on [America's Job Exchange](#) for authorized employers to browse?

No

Yes

If yes, do you want your name and address to be kept confidential?

No

Yes

If you answer yes to both questions, you must check 'Email' as a contact method and enter an e-mail address so that employers may contact you.

Select "Next."

## Creating a JobZone Account: Personal

Account Info | Contact | Misc | Job Preferences | Personal

**Fill in personal information - Completion of the following information is voluntary**

Social Security Number:

Verify SSN:

Sex:

Ethnicity:  Hispanic or Latino  
 Not Hispanic or Latino  
 Not Disclosed

Choose all that apply or select Not Disclosed

Race:  Alaskan or American Indian  
 Asian  
 Black or African American  
 Hawaiian or Pacific Islander  
 White  
 Not Disclosed

Disability Category:  No Disability  
 Physical Impairment  
 Mental Impairment  
 Both Physical & Mental Imp.  
 Disabled, Impairment Not Disclosed  
 Not Disclosed

If a JobZone customer is 18 and older, they will be asked to enter their Social Security Number (SSN). The SSN allows NYS Department of Labor staff to provide more accurate services based on the information the customer puts into JobZone.

Select "Save."

View of JobZone Landing Page-After customer created their JobZone account, this page will appear. Notice the three sections described below:

The screenshot shows a user interface with three main columns. The left column contains 'Your Local One-Stop' (Career Central), 'Job Seeker Resources', and 'Upcoming Job Fairs'. The middle column contains 'Job Search', 'Career Exploration', 'Self Exploration', and 'Resume Preparation'. The right column contains 'My Account', 'Jobs in Demand', and 'Recently Viewed'. The user is logged in as 'kris'.

The left column displays local information including:

- Career Center based on user's zip code
- Job Seeker Resources with information ranging from apprenticeship training to Veterans' Services.
- Upcoming Job Fairs based on user's zip code

The middle column allows a customer to explore the world of work, identify strengths, skills and talents, and develop and/or update a resume.

The right column allows customers to see which jobs are in-demand and information recently viewed.

# Skills Survey

**Access:**  
[Click for Driving Directions](#) [more>>](#)

**Job Seeker Resources**  
Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more. [more>>](#)

**Upcoming Job Fairs**  
Upcoming job fairs in Capital District

- Cianbro Corporation**  
Date: Oct 2, 2012  
Time: 9:00AM-1:00PM  
Location: Queensbury  
Phone: 1 (518) 743-0925  
[Click Here to View Brochure](#)
- Cianbro Corporation**  
Date: Oct 3, 2012  
Time: 9:30AM-3:00PM  
Location: Albany  
Phone: 1 (518) 459-4443  
[Click Here to View Brochure](#)

[more>>](#)

**Colleges** - Keep track and visit the web pages of the colleges you have selected to add to your portfolio.

**Journal** - Document your job search. Record your contacts, prospects, appointments, and plans.

**Self Exploration**

**Assess Yourself** - Use a simple combination of the six areas of interests to determine a list of occupations that suit you best.

**Career Interests** - Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.

**Work Values** - What do you need to be happy at work? Rate the importance of various job characteristics, and we'll recommend occupations you may find rewarding.

**Skills Survey** - Find occupations that match the skills you already have, and learn about other skills you may need to obtain.

**Reports** - view your combined assessment report.

**Resume Preparation**

**Contact Info** - Keep your information up-to-date for your resume and other job search documents.

**Qualifications** - Keep track of your jobs, the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

**Work Experience** - Keep track of your jobs, the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

**Volunteer Experience** - Civic-minded and responsible? You should be proud of working to make a difference. Keep track of all your good deeds and volunteer work experiences here.

**Education History** - Keep a record of your educational accomplishments, past and present, then choose which ones to include on your resume.

**Licenses and Certifications** - Many jobs require specific licenses and certifications. List your licenses and certifications on your resume.

**Recently Viewed**

- Occupations
- Jobs
- Colleges
- Training Provider
- Course Offer

This Desk Aid will focus on the Skills Survey for purposes of the OJT-NEG requirements.

To begin, Click on "Skills Survey."

# Skills Survey: Introduction

Welcome kris JobZ

[Update My Account](#) (0)

[Print](#)

## Skills Survey

Introduction
List Prior Jobs
Job Duties
General Skills
Duties/Skills

This is the page customers will see when they select the "Skills Survey" from the JobZone landing page.

know how your skills compare to what the labor market requires?

few minutes to find out, and we'll suggest some occupations to explore and provide training information to help you prepare.

ext to begin a new survey.

You have no previous Skill Surveys.  
Click Next to begin a new survey.

Back To Portfolio
Next

Select "Next."

The goal of the Skills Survey is for customers to choose a target occupation and indicate their ability in each duty associated with the target occupation.

## Skills Survey: List of Prior Jobs

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills

Below is a list including your prior jobs, as well as those occupations you've designated as favorites. Please select one or more and JobZone will generate a list of common duties and required skills associated with these jobs.

- Industrial Truck and Tractor Operators** - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.
- Word Processors and Typists** - Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

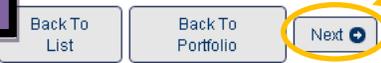
 **TIP:** If a customer has previously saved an occupation as a favorite in the "Occupations" or "Work Experience" module, those saved occupations will populate here.

Job not listed? Click Add to Skill Survey.



Customers can search for their target occupation for the Skills Survey using the "More Jobs" button.

page. Find the job you're interested in and select



If customer selects an occupation previously listed and they would like this to be their target occupation have them select "Next."

## Skills Survey: Adding a Target and/or Previous Occupation held by the Customer

Skills Survey > Occupations

### Occupations

After the customer has selected the "More Jobs" button on the previous screen of the Skills Survey, they can search for their target occupation using the Occupation search.

Search for an occupation that interests you

Please enter a keyword or phrase to search for. Searches will be performed on individual OR combinations of fields.

Keyword:

[Clear Search Options](#) [Advanced Search](#)

Occupations listed in JobZone are driven by the Occupational Information Network (O\*NET). If customers have a difficult time matching their target occupation to O\*NET titles, have them explore the occupation detail page for more information to see if the title matches what they want.

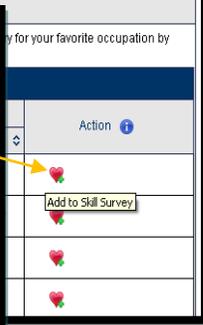
### Search Results

Below are search results that match your criteria. Learn more details about each occupation by clicking on the occupation title. To delete an occupation from the list, select Remove from Favorites.

855 Results Found

Occupation	Description
<a href="#">Accountants</a>	Analyze financial information and prepare financial statements, including balance sheets, profit and loss, tax liability, more...
<a href="#">Actors</a>	Play parts in stage, television, radio, video, or motion picture. Interpret serious or comic roles. Interpret serious or comic roles. Interpret serious or comic roles.
<a href="#">Actuaries</a>	Analyze statistical data, such as mortality, accident, and disability rates, to construct probability tables to forecast risk and determine rates for insurance policies.
<a href="#">Acute Care Nurses</a>	Provide advanced nursing care for patients with acute or critical illness, such as myocardial infarction, stroke, or shock. May care for patients in intensive care units, emergency departments, or operating rooms.

If a customer wants to add any of the occupations they've searched for to the Skills Survey, they can select the  icon. The customer will then be redirected to the Skills Survey and the occupation(s) they chose will now be listed under the "List Prior Jobs" tab.



## Skills Survey: Job Duties

This is the screen that appears after the customer selected "Registered Nurses" as an occupation from the "List Prior Jobs" tab. This example displays the work **duties** associated with this occupation.

For skill level for each duty. The scale measures your ability to complete the activities. JobZone will automatically set the industry average for each of the duties listed. However, customers can select the level they feel they have the ability to perform the duty ranging from 1 to 7.

Duty	Skill Level	0	1	2	3	4	5	6	7	
collect clinical data	2. Low Skill 4. Moderate Skill 6. High Skill	0	5.10	1	2	3	4	5	6	7
obtain information from clients, customers, or patients	2. Low Skill 4. Moderate Skill 6. High Skill	0	5.10	1	2	3	4	5	6	7
monitor medical oxygen equipment	2. Low Skill 4. Moderate Skill 6. High Skill	0	5.40	1	2	3	4	5	6	7
identify body response variations	2. Low Skill 4. Moderate Skill 6. High Skill	0	5.20	1	2	3	4	5	6	7
recognize childhood		3	4	5	6	7				

Select "Next" at the bottom of the page

## Skills Survey: Job Duties Gap Analysis

This screen shows occupations that require many of the **duties** that are associated with selected for "Registered Nurses."

Select "Gap Analysis" for the customer's target population. In this example, the Gap Analysis that is selected is for the target population Registered Nurse.

The occupations are listed by JobZone levels 1-5 based on knowledge, experience, etc. required to complete the job. The occupations with more stars by them have a stronger match.

## Skills Survey: Job Duties Matched with “Skills to Improve” and “Skills I Need”

### Skills to Improve:

*(Find Training links open in a new window)*  
deliver babies [Find Training](#)  
prepare patients for tests, therapy, or treatments [Find Training](#)  
care for mentally ill patients [Find Training](#)  
assist in examining or treating dental or medical patients [Find Training](#)  
make presentations on health or medical issues [Find Training](#)  
set up incubators in hospitals [Find Training](#)  
inventory medical supplies or instruments [Find Training](#)  
maintain dental or medical records [Find Training](#)  
prepare supplies or equipment for surgery [Find Training](#)  
understand technical operating, service or repair manuals [Find Training](#)  
understand properties or composition of drugs [Find Training](#)  
monitor medical oxygen equipment [Find Training](#)  
order medical laboratory tests [Find Training](#)  
lift or transport ill or injured patients [Find Training](#)  
instruct on topics such as health education or disease prevention [Find Training](#)  
use knowledge of nursing terminology [Find Training](#)  
use knowledge of investigation techniques [Find Training](#)  
use medical lab techniques [Find Training](#)  
use behavior modification techniques [Find Training](#)  
use research methodology procedures in health care [Find Training](#)  
use knowledge of medical terminology [Find Training](#)  
follow patient observation procedures [Find Training](#)  
follow infectious materials procedures [Find Training](#)  
use interpersonal communication techniques [Find Training](#)

### Skills I Need:

*(Find Training links open in a new window)*  
administer injections [Find Training](#)  
administer medications or treatments [Find Training](#)  
treat medical condition of patient [Find Training](#)  
take vital signs [Find Training](#)  
recognize childhood diseases [Find Training](#)

Job Duties are the minimum requirement for the OJT-NEG.

If you would like to continue to the General Skills portion of the survey that is at your discretion.

For purposes of the NEG OJT, the “Skills to Improve” and “Skills I Need” section of the Job Duties survey should be used as the basis of the customer’s training plan. These job duties are required of the occupation selected in the previous step that the customer has not yet performed at a professional level.