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.

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.

Creating a JobZone Account

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.
Creating a JobZone Account: Info

The following fields are required when creating a JobZone account:
- Username
- Password
- Retype Password

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

JobZone now requires customers to enter the following:
- Education level
- Employment status
- Veteran status
- Migrant/Season Farm Worker Status

Education level:
- Less Than High School
- Not Employed
- Employed
- Employed - Proof of Termination (Transferring Service Members within two years 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 a person that died in active duty or of a service-connected disability, or spouse of a person with total permanent disability resulting from a service-connected disability, or the spouse of an 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/Season Farm Worker Status:
- Not a Migrant/Seasonal Worker
- Migrant/Seasonal Worker

Creating a JobZone Account: Job Preferences

To help narrow down job matches, JobZone now requires customers to enter the following:
- Salary and Location
- Contact Methods
- Confidential

Important note:
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

Select “Next.”

Creating a JobZone Account: Personal

Select “Save.”

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

### Tour Local One-Step
Below is the office closest to your location. Click on them to find additional one-stop offices around your area.
- **Career Center**
  - Service Type: Full Service
  - Address: 175 Capital District
  - Phone: (518) 426-7800
  - Fax: (518) 426-5407
  - Hours: M-F: 9:30 AM - 5:00 PM
- **Job Seeker Resources**
  - Learn about apprenticeships, job search strategies, veterans' services and much more.

### Job Search
- **Keyword**
- **Within**
- **25 miles**: 320 of 5,220
- **Search**

### Career Exploration
- **Occupations**: Get information on over 800 occupations available in New York state and nationwide that interest you most.
- **Training**: View to update your skills! Focus on GED to advanced degrees; find the training you need here.
- **Collaborate**: View recent and visit the web pages of the colleges you have selected to add to your portfolio.

### Self Exploration
- **Assess Yourself**: Use a simple combination of work and career activity to determine a list of occupations that suit you best.
- **Career Interests**: Need to know which career might be right for you? Enter some answers, answer 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 recommend occupations you may find rewarding.
- **Expect**: View your combined assessment report.

### Resume Preparation
- **Create a Resume**: Learn about how to prepare a resume that will get you hired.

### 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: Introduction

Skills Survey

Welcome John
Update My Account (0)
Print

Introduction

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

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.

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

Select “Next.”

www.jobzone.ny.gov
Skills Survey: List of Prior Jobs

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

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

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.

If a customer wants to add any of the occupations they've searched for to the Skills Survey, they can select the heart 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.

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.
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.

<table>
<thead>
<tr>
<th>Duty</th>
<th>Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>collect clinical data</td>
<td>2 Low Skill</td>
</tr>
<tr>
<td>obtain information from clients, patients</td>
<td>2 Low Skill</td>
</tr>
<tr>
<td>monitor medical oxygen equipment</td>
<td>2 Low Skill</td>
</tr>
<tr>
<td>identify body response variations</td>
<td>2 Low Skill</td>
</tr>
</tbody>
</table>

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.

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:
- Deliver babies
- Prepare patients for tests, therapy, or treatments
- Care for mentally ill patients
- Assist in examining or treating dental or medical patients
- Make presentations on health or medical issues
- Set up incubators in hospitals
- Inventory medical supplies or instruments
- Maintain dental or medical records
- Prepare supplies or equipment for surgery
- Understand technical operating, service or repair manuals
- Understand properties or composition of drugs
- Monitor medical oxygen equipment
- Order medical laboratory tests
- Lift or transport ill or injured patients
- Instruct on topics such as health education or disease prevention
- Use knowledge of nursing terminology
- Use knowledge of investigation techniques
- Use medical lab techniques
- Use research methodology procedures in health care
- Use knowledge of medical terminology
- Follow patient observation procedures
- Follow infectious materials procedures

### Skills I Need:
- Administer injections
- Administer medications or treatments
- Treat medical condition of patient
- Take vital signs
- Recognize childhood diseases

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.