**The**

**Alaska**

**Workforce Readiness Toolkit**

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Modified From the *New Hampshire Workforce Readiness Toolkit ©*

Recipient of the 2009 SHRM Pinnacle Award

Developed by the New Hampshire Workforce Readiness Team

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**Alaska Workforce Readiness**

**INTRODUCTION**

*The purpose of the Alaska Workforce Readiness Toolkit is to provide job seekers, counselors and employers with a robust directory of information resources that will help guide and benefit them in the area of career advancement. These pages provide tips, publications and links to a variety of web sites that offer not only helpful techniques, but a variety of important sources for job postings as well.*

**What is Workforce Readiness?**

*Workforce Readiness includes the preparation of a qualified workforce through the public schools, vocational and technical colleges, adult education opportunities, remedial employee training, mentoring, job shadowing and continuing professional development. Such efforts mandate collaboration between business/industry, local, tribal, state and national government, educators and the local community.*

**Computer Access When You Don’t Have One**

Information presented is primarily from the Internet. For free computer access check with:

Your local library

Your local Alaska Job Center Network

***The Alaska and Anchorage Chapters hope that you find this resource guide helpful.***

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**Job Search 101**

The following resources offer information to prospective employees as well as employers regarding two critical topics of interest:

A. What would an individual like to do?

B. Negotiating to close the deal

**Information helpful to prospective *Employees*:**

**A.** Helpful resources on the subject of “What would you like to do?’ include:

<http://associationdatabase.com/aws/NCDA/pt/sp/resources>

*National Career Development Association career planning links*

<http://careerplanning.about.com/od/careertests/Free_Self_Assessment_Tools_Online.htm>

*About.com’s Career Planning section*

<http://resources.monster.com/tools/quizzes/perfectcareer/>

*Monster.com Career Advice section*

<http://checkoutacollege.com/ExploreCareers/InterestSurvey.aspx>

<http://checkoutacollege.com/FindProgram/CareerSearch.aspx?section=Explore>

*Washington State’s Community and Technical College Resource “The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success”* by Nicholas Lore *“Career Match: Connecting Who You Are with What You'll Love to Do”* by Shoya Zichy

<http://www.onetcenter.org/questionnaires.html>

*Occupational Information Network Resource Center*

<http://www.businessweek.com/careers/content/aug2006/ca20060810_662254.htm>

Resources on the subject of “What would you like to do?’

<http://www.ncda.org/>

*National Career Development Association*

<http://www.labor.alaska.gov/worker/worker.htm>

*Alaska Department of Labor – Worker*

[*http://www.labor.alaska.gov/employer/employer.htm*](http://www.labor.alaska.gov/employer/employer.htm)

*Alaska Department of Labor – Employer*

<http://laborstats.alaska.gov/>

*Alaska Dept of Labor and Research Development Research and Analysis*

<http://www.apicc.org/>

Alaska Process Industry Careers Consortium

<http://www.uaa.alaska.edu/careerservices/resources/acis.cfm>

For students of University of Alaska Anchorage: Career Center

**B.** Helpful resources on the subject of “Negotiating to close the deal” include:

<http://www.iseek.org/jobs/negotiation.html>

*Minnesota’s Internet System for Education and Employment Knowledge*

http://www.salary.com/personal/layoutscripts/psnl\_articles.asp?tab=psn&

cat=cat011&ser=ser031&part=par172

*Salary.com article on salary negotiation*

 *“Perfect Phrases for Negotiating Salary and Job Offers: Hundreds of Ready-to-Use Phrases to Help You Get the Best Possible Salary, Perks or Promotion”* by Matthew DeLuca *“Secrets of Power Salary Negotiating: Inside Secrets from a Master Negotiator”* by Roger Dawson

**Email Etiquette**

Etiquette is defined as a code that governs the expectations of social behavior, according to the contemporary conventional norm within a society, social class, or group (Wikipedia.com). According to a study by the UCLA Center for Communication Policy, over 85% of all Internet users use email. It is no surprise, therefore, that a form of email etiquette has now evolved. There’s probably no time more important to follow the code of email etiquette than when searching for a job.

**Information helpful to prospective *Employees*:**

http://www.lauriemitchellcompany.com/email\_etiquette.htm

*Most job applicants are well intentioned and aim to please an overworked human resources professional or headhunter. However, they rarely look at the process from the other side, and therefore, inadvertently commit*

*goofs which disadvantage them in the selection process. Here are a few helpful hints that will maximize your chances of breaking through the resume email clutter.*

http://www.jdcotter.com/etiquette.htm

*Email is an important part of your job search. You can distinguish yourself from the "e-illiterate" by paying careful attention to your electronic communications.*

http://careerplanning.about.com/od/communication/a/email\_etiquette.htm

*About.com has numerous helpful articles and links to career-related topics. This article by Dawn Rosenberg McKay for the Career Planning guide on About.com, is excellent.*

http://owl.english.purdue.edu/owl/resource/636/01/

*There are a few important points to remember when composing email, particularly when the email's recipient is a superior and/or someone who does not know you.*

http://www.resume-resource.com/article11.html

*From Peter Newfield (A.K.A. the* Resume Expert*), President of the resume writing service Career Resumes, a brief article on proper etiquette on the Internet.*

http://www.career.vt.edu/JobSearchGuide/Email.html

*Email guidelines and etiquette in your job search: what's okay to send to employers via email.*

http://www.emailreplies.com

*This site explains how to send effective email replies. It discusses why email etiquette is necessary, lists email etiquette rules, and explains how to enforce these rules by creating a company email policy.*

http://www.iwillfollow.com/email.htm

*This document is intended to offer guidance to users of electronic mail (email) systems. This is not a "how-to" document, but rather a document that offers advice to make you more computer-worthy (probably more worthy than you desire) and to prevent you from embarrassing yourself at some point in the near future!*

http://office.microsoft.com/en-us/outlook/HA012054101033.aspx

*Don't you wish that every person who received a new email account had to agree to follow certain rules to use it? There are certain professional standards expected for email use. Here are some things to keep in mind regarding professional email conduct.*

http://www.emailaddresses.com/guide\_etiquette.htm

*While everyone has their own unique writing style and distinctive quirks, there are some simple rules of email etiquette you can follow in order to make sure your emails will be warmly and productively received.“Business Etiquette & Professionalism: Your Guide to Career Success”* by M. Kay duPont; from Crisp Publications *“Effective Communication Skills: Essential Skills for Success in Work and Life”* by Marsha Ludden; from JIST Works

**How to Write a Cover Letter**

The purpose of a cover letter is to supplement your résumé by providing information in narrative form. What you choose to include should be the skills, knowledge, and experiences that will best demonstrate how well you will satisfy the organization’s needs. Your goal is to write a letter that is half to a full page in length (never more than one page) and that clearly articulates what you bring to the organization that will help them be more successful.

**Heading**: Use the same heading as in your résumé; that consistency in format looks both tasteful and professional. Including an email address implies you are computer savvy. Provide only one phone number –

the one where they are most likely to reach you during business hours.

**Date**: Write it out (for example, August 6, 2011); don’t use abbreviations.

**Organization’s Address:** Use the recipient’s full name, title, department, company name, and address. Each of these gets its own line. Unless you are replying to a want ad that tells you to whom you should send your letter, take the time to find the name of the actual person to contact, and direct the letter to him/her.

**Salutation:** Address the contact person formally. Use Mr. or Ms. unless you know it’s a woman who would prefer Mrs. or a person with a title such as Dr. When you don’t know the name of the individual, use “To whom it may concern.” When replying to a want ad that says reply to HR or the search committee, you can also use “Dear Human Resources” or “Dear Search Committee.”

**Carrot Opening:** By starting your letter off with something different from the usual cover letter, you have a better chance of being read. Some effective carrots include:

Flattery – “*Your organization is undertaking some very exciting changes that I would like to be a part of.”*

Question – “*Do you believe that all people bring a positive, can-do attitude to work every day?”*

Personal mission – “*My goal is to help young people with special needs enjoy life as much as possible.”*

Marketing – “*When I say I will accomplish something, it is done on time and it is done right.”*

**Body:** The body of the letter should give brief examples of how and how well you will meet their needs. Examples of your past accomplishments are the best way to convince them you have the skills, knowledge, or experience you claim to have. Customize each cover letter to the specific employer you are contacting. Generic cover letters are *not* effective. Tailor your cover letter as much as possible to each job opportunity. Demonstrate you’ve done your research and have some knowledge of the organization and their industry. Steer clear of talking about your own needs and what they can do for you.

**Closing Paragraph:** Wrap up the letter by telling them what you will do next. For example, “I will contact you within the next week to discuss my qualifications with you.” And then do it!

**Sincerely:** This is the most commonly used closing.

**Your Name:** Leave enough space for your signature. Usually 3-5 lines will do. But remember to also type your name below, at the very end of the letter.

Heading

Date

Organization’s Address

Salutation

“Carrot” opening

Body

Closing paragraph

Sincerely,

Your Name

**Other Considerations:**

Although a computer’s spell check is a wonderful tool, it can’t tell if you have used the wrong word. Have someone else proofread your letter.

It can be tempting to use a really small font in order to squeeze more onto the page, but don’t do it. If you want your letter to be read, keep the font size readable.

Accommodate the size of your letter by adjusting the margins. No less than .75 and no more than 1.5 inches.

**Resources:** A good resource for business letter formatting is the University of Wisconsin’s web site: <http://writing.wisc.edu/Handbook/CovLetter_content.html>

**How to Write a Resume**

Every résumé is a one-of-a-kind marketing tool which should stimulate an employer’s interest in learning more about you. It’s an advertisement that should present you in the best light and convince a potential employer that you have what it takes to be successful in their organization.

The most effective résumé is one that approaches a job search from the employer’s point of view. In order to understand that perspective, imagine that you are a consumer who seeks to purchase a new MP3 player.

First off, you think about the qualities you want from your player:

Perhaps your decision is based on what you liked about one you use to own

Or maybe this will be your first MP3 player and your decision is based on what you expect a player can do (though your expectations may be a bit unrealistic)

Whatever the process, you end up deciding you want an MP3 player that, ideally:

Holds at least 2,000 songs

Comes in a silver finish

Will fit easily into the pocket of your pants

Your next step would be to go to a catalog or a store or online source to look for the player that has the qualities you have identified. Imagine you quickly come across an ad which states a store has an MP3 player on sale with the following qualities:

Stores 2,000 songs

Comes in a wide variety of colors that you like including grey, but not silver

The size is an adequate 3 inches by 5 inches

Sounds pretty close to what you’re looking for, doesn’t it? You might be tempted to stop searching and purchase it immediately. But just to be sure, you continue shopping and soon find an MP3 player that is described this way:

Will hold *2,500* songs

Also stores several hours of *video*

Comes in *silver*, black, red, green, purple, white, orange, and pink

Measures 2.5 inches by 4.5 inches (even smaller than the previous one!)

NOW which MP3 player would you buy? See how the specific information – which matches (or exceeds) what you were looking for – is actually the clearer choice? That’s exactly what you want your résumé to be to the person reviewing it: the one that is the clear and obvious match for the job you’re seeking. Hiring a new employee is a very similar process. First, the organization decides what skills, experience and personal qualities it is looking for in the prospective employee, then they post the job description and evaluate applicants to find those that most closely match what the job requires.

Writing your résumé needs to follow a similar process:

1. Identify all of your skills, experience, vocational knowledge and relevant personal qualities.

2. Do your research to learn all that you can about:

the career

the specific job you want

the organization

3. Identify the overlaps. What qualities they want that you have?

4. Find a way to convince the reader that you have the specific skills, knowledge and experience that the job requires. Remember that the purpose of a résumé is to win an interview. Use concise, powerful statements that will leave employers wanting to hear more!

**Interviewing**

An interview is typically a formal, in-person meeting that is arranged for the assessment of the qualifications and characteristics each applicant has to offer. The following sources offer a variety of helpful information regarding this important step.

**Information helpful to prospective *Employees*:**

http://studentsuccessblog.blogspot.com/2009/04/personal-inventory-prior-to.html

*A terrific tool for interview preparation which prompts you to inventory your skills, strengths, weaknesses, values, achievements, motivators, definition of success, goals, and more!*

http://www.teksystems.com/Careers/Interview-Tips/Telephone-Interview.aspx

*How to be prepared for a telephone interview*

http://www.howtointerview.com/

*Tips on interviewing and other helpful job searching/career development advice*

http://www.quintcareers.com/interview\_question\_database/

*Database of 150 job interview questions and answers*

**Information helpful to *Employers*:**

http://humanresources.about.com/od/interviewing/Interviewing\_Tips\_and\_Interviewing\_Techniques.htm

*Interviewing tips, techniques and how to conduct interviews*

http://www.quintcareers.com/interview\_question\_database/

*Database of 150 job interview questions (traditional and behavioral)*

http://www.managementhelp.org/commskls/intrvews/intrvews.htm

*Various links on interviewing topics*

http://humanresources.about.com/od/interviewing/a/one-stop.htm

*Job Interview Tips – How to Interview Potential Employees*

http://www.job-interview.net/interviewlib.htm

*Listing of helpful publications*

http://shrmstore.shrm.org/

*Society for Human Resource Management – HR Bookstore*

http://www.managementhelp.org/

*A complete integrated online library for nonprofits and for-profits “96 Great Questions Before You Hire”*

by Paul Falcone

*“The Ultimate Job Search Guide – Knock ‘em Dead 2010”* by Martin Yate C.P.C.

*“What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers”* by Richard N. Bolles

*“Me 2.0: Build a Powerful Brand to Achieve Career Success”* by Dan Schawbel

*“New Job, New You – A Guide to Reinventing Yourself in a Bright New Career”* by Alexandra Levit

**Benefits – What to Expect**

Employee benefits are various non-wage compensations provided in addition to regular wages or salary. Some benefits are required by state and/or federal law, such as unemployment insurance, workers’ compensation insurance, family medical leave law, etc. However, most non-wage benefits are offered voluntarily by employers. Depending on the size of the organization, in general non-wage benefits include: time-off (vacation, sick time, personal days, holidays), insurance benefits (medical, dental, life, disability), retirement benefits (different kinds of retirement savings plans, pension plans), and many others. On average, the value of benefits offered by employers in addition to wages and salaries is about the value of 1/3-1/2 of the employee’s wages or salary.

http://www.articlealley.com/article\_22855\_36.html

*What benefits can I expect from a new job?*

http://www.bestplaces.net/col/

*Cost of living calculator – compares two places*

http://swz.salary.com/mybenefits/layoutscripts/mbfl\_start.asp

*Helps to calculate value of benefits*

http://www.managementhelp.org/pay\_ben/benefits/benefits.htm

http://www.bestplaces.net/col/

*Cost of living calculator – compares two places*

www.shrm.org

http://employeebenefits.about.com/

**Career Transition**

Career transition is best defined as a change in employment status that can be in or out of your control. You have ultimately lost your job by resigning, being terminated or being laid off because of mergers and acquisitions or a downturn in the economy**.**

**Information helpful to prospective *Employees and Employers*:**

http://opm.gov/ctap

*U.S. Office of Personnel Management*

http://opm.gov/Reduction\_In\_Force/employee\_resources/ctap/Employee-Guideline\_CTAP.asp

*Employee’s guide to career transition*

www.education.odu.edu/mctp

*Military career transition*

http://www.careerlab.com/art\_11steps.htm

*Article entitled “The 11 Steps in Career Transition” by William Frank*

www.state.gov/m/fsi/tc/c6958.htm

*US Dept. of State Career Transition Center*

http://www.nh.gov/nhes/elmi/nhcrn/careerplan.htm

*New Hampshire Economic and Labor Market Information Bureau “Get to Know Yourself” assessment tool*

**Employer Expectations**

Employers can and do expect many things. They expect you to be on time for your interviews and on time for work. The common business casual policy has not opened the door for an “anything goes” mentality. Professionalism, promptness and respect for your fellow workers and management are a must. Don’t be afraid to ask for flexible scheduling or telecommuting, however, as these options are increasingly available in an effort to provide a more flexible and productive workforce in an attempt to achieve a work-life balance. Many resources exist to prepare you for your next step; below are a listing of just some of them.

**Information helpful to prospective *Employees*:**

Many colleges and universities provide a career page that has useful tools and tips and are available at the click of a mouse. Other resources include:

http://www.career.ucsb.edu/students/job\_search/business\_etiquette.html

*This is a helpful overview of employer expectations from the University of California at Santa Barbara, with useful information presented in a clear and concise format.*

http://www.sutteronestop.com/HotCareers.htm

*Geared towards the entry level worker, this site provides a great overview of expectations from the first day through the first year and what to expect. It also provides a wide and diverse menu of other tools available;*

*from cover letter examples to thank you notes and keys to success.* The sites listed above present a clear idea of what the employer is typically expecting. Of course you first have to secure and get through the initial interview! Pay attention to the details in preparing for this step; get to know as much about the company/organization before your interview. Network ahead of time and remember that you’re interviewing them the same as they’re interviewing you. Once on the job, be prompt, be available and show a desire to learn more and gain more responsibility. Ask questions and don’t be afraid to take risks.

**Disabilities**

Congress passed the landmark Americans with Disabilities Act (ADA) in 1990 (effective 1992), representing a significant expansion of civil rights laws prohibiting discrimination against individuals with physical or mental disabilities. The ADA addressed situations involving employment as well as access to programs, places of public accommodation and public facilities. The ADA’s employment provisions outlined protections for disabled

applicants and employees. For more information, please visit: http://www.dol.gov/odep/pubs/fact/diverse.htm

**Information helpful to prospective *Employees*:**

*http://askjan.org/indiv/index.htm*

*The “Job Accommodation Network” is an excellent resource for people with disabilities regarding employment – an A-Z guide with suggestions of reasonable accommodations*

www.bu.edu/cpr/reasaccom/index.html

*This Boston University site lists reasonable accommodations for people with psychiatric disabilities*

*http://askjan.org/cgi-win/TypeQuery.exe?902*

*Vocational Rehabilitation Agencies listed by state*

http://www.socialsecurity.gov/redbook/

*Social Security recipient’s information about going back to work and associated benefits*

http://www.bu.edu/cpr/reasaccom/index.html

*“Reasonable Accommodations for People with Psychiatric Disabilities” includes employer suggestions, FAQs, laws and regulations*

http://www.eeoc.gov/facts/intellectual\_disabilities.html

*“Questions & Answers About Persons with Intellectual Disabilities in the Workplace and the Americans with Disabilities Act”*

*http://askjan.org/cgi-win/TypeQuery.exe?37*

*Governor’s Committees on Employment of People with Disabilities*

http://adaptiveenvironments.org/neada/site/home

*New England ADA Center (1-800-949-4232 Voice/tty)*

*http://askjan.org/soar/disabilities.html*

*Searchable Online Accommodation Resource (SOAR)*

http://www.dol.gov/odep/

*US Department of Labor: Office of Disability Employment Policy*

**Internships**

Internships are typically considered as experiences where a student or recent graduate undergoes supervised practical training. An internship may be a paid or un-paid short term work experience. College credit can also be given for some internship opportunities.

http://volunteer.truist.com/uwgs/volunteer/search.aspx

*United Way lists many opportunities – search using key words*

*for internships*

http://www.internships-usa.com/

*Large web site listing internship opportunities across the U.S. for college*

*and law students (free access to listings if your school is a subscriber or*

*you can order publications with the listings)*

http://www.answers.com/topic/internships

*The benefits of an internship program and how to set one up*

http://www.dol.gov/elaws/youth.html

*U.S. Department of Labor laws regarding youth employment*

http://www.overtimeadvisor.com/2009/10/articles/minimum-wage/is-that-really-an-intern

*Greenwald Doherty article regarding unpaid internships under FLSA guidelines*

**Additional Resources**

Search any college/university web site in your area for internship opportunities or guidelines for setting up a program.

**Job Shadowing**

Job shadowing is a work-based learning experience that allows a visitor to follow a host during a typical day (or other period of time) observing and asking questions about a particular career. Job shadowing is a versatile activity, allowing:

- Student career exploration in late middle and early high school

- Educators to experience the dynamics of the workplace

- Employers to return to the contemporary classroom

**Information helpful to *Students* and prospective *Employees*:**

www.ja.org

*Junior Achievement web site – world’s largest organization, inspiring young people to succeed in a global economy*

www.jobshadow.org

*Job Shadow 2009 web site with resources for students, educators, and employers. Downloadable Site Coordinator Guide, Teacher Guide, Student Workbook and Certificate Of Achievement*

**Mentoring**

Mentoring is defined as "a deliberate pairing of a more skilled or more experienced person with a less skilled or less experienced one, with the mutually agreed upon goal of having the less skilled person grow and develop specific competencies."

**Information helpful to prospective *Employees*:**

A Mentoree’s Role:

http://www.pyd.org/mm

*Mentor Match Program specifically for youths with disabilities*

http://archive.ifla.org/IV/ifla74/papers/099-Cotera-en.pdf

*What makes a good mentor/mentee: Launching the Big Sister/Little Sister Mentorship Scheme*

http://www.mentoringgroup.com/html/mentee\_30.htm

*Includes tips for both mentors and mentees*

**Additional Resources:**

http://en.wikipedia.org/wiki/International\_Mentoring\_Network

www.imno.org

http://www.mentoring.org/

**Networking**

Networking is a supportive system of sharing information and services among individuals and groups having a common interest. For example, one could network to make a contact within a company in which they are seeking a job. One could also develop a network of contacts to grow their company sales.

**Information helpful to prospective *Employees*:**

http://career-advice.monster.com/career-networking/home.aspx

*Web site contains networking do’s and don’ts, including how to*

*“Build Your Brand”*

http://hotjobs.yahoo.com/networking

*Web site contains tips on structured and social networking as well as how to find a good supervisor*

http://www.quintcareers.com/networking.html

*Web site contains a link to key networking resources and tools on the web*

http://jobsearch.about.com/cs/networking/a/networking.htm

*Web site includes sample networking letters for students and formal job searchers*

http://www.rileyguide.com/nettips.html

*Web site includes tips and pointers for networking, even in different countries*

http://online.wsj.com/careers

*Web site includes industry associations that can be a great place to network*

www.linkedin.com

*Web site enables you to set up your own electronic networking database as well as view connections of others and learn about job opportunities*

www.businessknowhow.com/tips/networking.htm

*Web site includes 10 tips for successful business networking and numerous other resources*

www.inc.com/magazine/20080701/gold-plated-networking-groups.html

*Web site contains recent article on networking groups and lists of other valuable business networking sites*

www.hoovers.com

*Web site includes lists of companies and businesses*

www.craigslist.com

*Web site contains local classifieds and forums for 500+citities and 50 countries*

www.Anchoragechamber.org

*Anchorage Alaska Chamber of Commerce organization*

**Additional Resources:**

*“The Ultimate Job Search Guide – Knock ‘em Dead 2010”* by Martin Yate. C.P.C.

**Re-entering the Work Force**

It can be an intimidating challenge for a retiree to decide upon re-entering the workforce. There are a wealth of information and services available to assist in such a search. Most companies do, in fact, value experience, wisdom and work ethic, so go for it!

**Information helpful to prospective *Employees*:**

www.nationalable.org

*Non-profit community service organization enabling people of every age and skill level to get back to work*

www.retirementjobs.com

*Web site that lists jobs of certified “non-age discriminatory” companies*

http://www.aarp.org/work/

*AARP nationally or by state; this is specific informational web site for Alaska’s senior workers.*

www.seniors-site.com

*This is another valuable resource for the older worker. It offers job and income suggestions, articles on health, money, travel, news and a lifestyle section.*

www.linkedin.com

*If you want to connect to other professionals that wish to be connected*

www.retiredbrains.com

*A wealth of a variety of information for the returning and current “older worker”*

www.seniorserviceamerica.org

*For the older worker, this site gives you options and advice on where you might apply all those years of service and training to a new career path*

www.seniors4hire.org

*Great site for employers and employees alike*

www.about.com

*Type in the search box “Resources for Older Workers” to access various articles on older workers*

**Additional Resources:**

www.simplyhired.com

www.monster.com

www.careerbuilder.com

http://hotjobs.yahoo.com

www.indeed.com

[www.craigslist.com](http://www.craigslist.com)

www.workforce50.com

http://www.wiserworker.com/

**No Cost/Low Cost Training**

Training to enhance your computer knowledge or essential skills in a given area can be the edge that drives a company upward or lands an individual the job. The U.S. Federal government as well as State government offer many ways to obtain the training at no cost or low cost.

**Information helpful to Employees/Students**

www.google.com

*Perform a search on “Self-Paced Learning” for your area of interest*

www.ocwconsortium.org

*Experience college classroom lectures online at no cost*

www.hp.com/go/learningcenter

*Free online computer classes*

www.youtube.com

*Type in the search box the type of class you are seeking (i.e.: “Math”, “Grammar”, etc.)- many high school and college instructors post free tutorials.*

**Booming Jobs in Alaska**

The following links are helpful in finding information on in-demand occupations and those sectors anticipated to have increased growth in employment, as well as those sectors anticipated to have a decreased demand for workers. Although these sites may be mostly helpful to Employees/Students/Job Seekers, they also contain information Employers will find helpful.

<http://laborstats.alaska.gov/>

*Alaska Research & Analysis home page.*

<http://www.apicc.org/servlet/content/priority_occupation_report.html>
*Alaska Process Technology Career Consortium developed a two-step process to identify priority occupations for Alaska’s oil, gas, and mining industries.  1) The numbers of jobs, needs-based declines and/or growth in industry occupations, numbers of incumbent workers, and age demographics of workers in specific occupations are analyzed to anticipate retirement vacancies. 2) Then, industry groups are provided first hand input regarding current and projected difficulty in hiring for each occupation and provide priority rankings.*

http://www.careeronestop.org *or* <http://online.onetcenter.org/>

*Job / career exploration*

**Helpful Websites and Tools**

**The following section contains a listing of web sites that are useful to both the job seeker as well as to the employer:**

**JOB SEARCH WEB SITES**

www.monster.com - The Monster Board

www.boston.com/jobs - Boston Globe/Career Section

www.seacoastcareers.com - Seacoast Online/Career Section

www.hotjobs.yahoo.com - Yahoo! Hotjobs

www.simplyhired.com - Simply Hired

www.indeed.com - Indeed Job Search

www.jobtrak.com - MonsterTrak

www.careerjournal.com - Wall Street Journal Career Center

www.jobbankusa.com - JobBank USA

www.careerbuilder.com - CareerBuilder

http://www.jobbankinfo.org - America’s Job Bank

www.careermag.com - Career Magazine

www.jobsfed.com - Federal Jobs Digest

www.fedjobs.com - Federal Jobs Central

www.jobhunt.com - Jobhunt

www.recruitersonline.com - Recruiters Online Network

www.usajobs.opm.gov - USA Jobs

www.careersite.com - CareerSite

www.nettemps.com - Net-Temps

www.careerspan.com - CAREERspan

www.hotresume.com - Hot Resume

www.governmentjobs.com - Government Jobs

www.marketingjobs.com - Marketing Jobs

www.dice.com - Technical Jobs

www.jobsinthemoney.com - Jobsinthemoney

www.Flipdog.com - Flipdog

www.brassring.com - Brass Ring

www.aarp.org/money/careers - AARP

www.online.onetcenter.org - O\*Net OnLine – Occupational Network

http://search.intelius.com - Spock

www.retirementjobs.com - Retirement Jobs

**BUSINESS, FINANCE AND ECONOMICS INFORMATION**

*www.financialexecutives.org* - Financial Executives International

www.thefeng.org - Financial Executives Networking Site

www.ceoexpress.com - CEO Express

www.bizjournals.com - Bizjournals

www.wsj.com - Wall Street Journal Interactive Edition (some services are free)

www.dnb.com - Dun & Bradstreet (fee-based site)

www.thomasregister.com - ThomasRegister

www.newsweek.com - Newsweek

www.inc.com - Inc.com

www.money.com - CNNmoney

**NEWSPAPERS**

www.boston.com - The Boston Globe

www.nytimes.com - New York Times

www.washingtonpost.com - Washington Post

www.usatoday.com - USA Today

www.portsmouthherald.com - Portsmouth Herald

www.eagletribune.com - Eagle Tribune

www.fosters.com - Fosters Daily Democrat

**WIRE SERVICES**

www.ap.org - Associated Press

www.upi.com - United Press International

www.reuters.com - Reuters

www.prnewswire.com - PR Newswire

www.businesswire.com - Business Wire

**BUSINESS MANAGEMENT INFORMATION**

**AND CHAMBERS OF COMMERCE**

www.bbb.org - Better Business Bureau

www.bizplus.com - BizPlus: Small Business Center

www.uschamber.org - U.S. Chamber of Commerce

www.portsmouthchamber.org - Greater Portsmouth Chamber of Commerce

www.exeterarea.org - Exeter Chamber of Commerce

www.newburyportchamber.org - Newburyport Chamber of Commerce

www.dovernh.org - Dover Chamber of Commerce

**DIRECTORIES**

www.anywho.com - AnyWho

www.whowhere.com - WhoWhere

www.whatis.com - What Is

www.hoovers.com - Directory of Businesses

www.craigslist.com - Businesses, jobs, etc.

**EMPLOYMENT AGENCIES**

www.switchboard.com

*Enter “Employment Agency” and “AK” to get listing of agencies*

**GOVERNMENT RESOURCES**

www.osha.gov - OSHA (workplace safety standards and regulations)

www.dol.gov - Department of Labor

http://www.labor.state.ak.us/ - AK Department of Labor

www.bls.gov - Bureau of Labor Statistics

www.bls.gov/fls - Bureau of Labor Statistics/Foreign Labor

**NEWS**

www.fortune.com - Fortune

www.inc.com - Inc.Online

www.cnn.com - CNN

www.msnbc.com - MSNBC

**HUMAN RESOURCES TOPICS AND NETWORKING**

www.shrm.org - Society for HR Management

www.shrmglobal.org - SHRM Global Forum

**TRADE AND BUSINESS ASSOCIATIONS**

http://www.ipl.org/div/aon/

*Internet Public Library link to guide to web site of prominent organizations and associations*

http://www.google.com/Top/Business/Associations/By\_Industry/

*Google link to search associations by industry*

http://dir.yahoo.com/Business\_and\_Economy/organizations/trade\_associations/

*Yahoo directory of trade associations*

**SALARY AND BENEFITS INFORMATION**

www.salary.com

*Salary.com*

http://www.homefair.com/real-estate/salary-calculator.asp

*Salary calculator powered by salary.com*

http://www.ebri.org/publications/books/index.cfm?fa=fundamentals

*Employee Benefits Research Institute*

http://www.bestplaces.net/COL/

*Cost of living calculator – compares two places*

www.salaryexpert.com

*Select drop down menu for Calculators – Select Salary Calculator, choose U.S. location or click on International Data for select international metro area calculators*

**CAREER DEVELOPMENT E-MANUAL**

http://www.cdm.uwaterloo.ca/index2.asp

*Self Assessment, Research, Decision-Making, Networks & Contacts, Work,*

*Life/Work Planning*