NJ DEPARTMENT OF LABOR

JOB SOURCE

A Guide For Staff

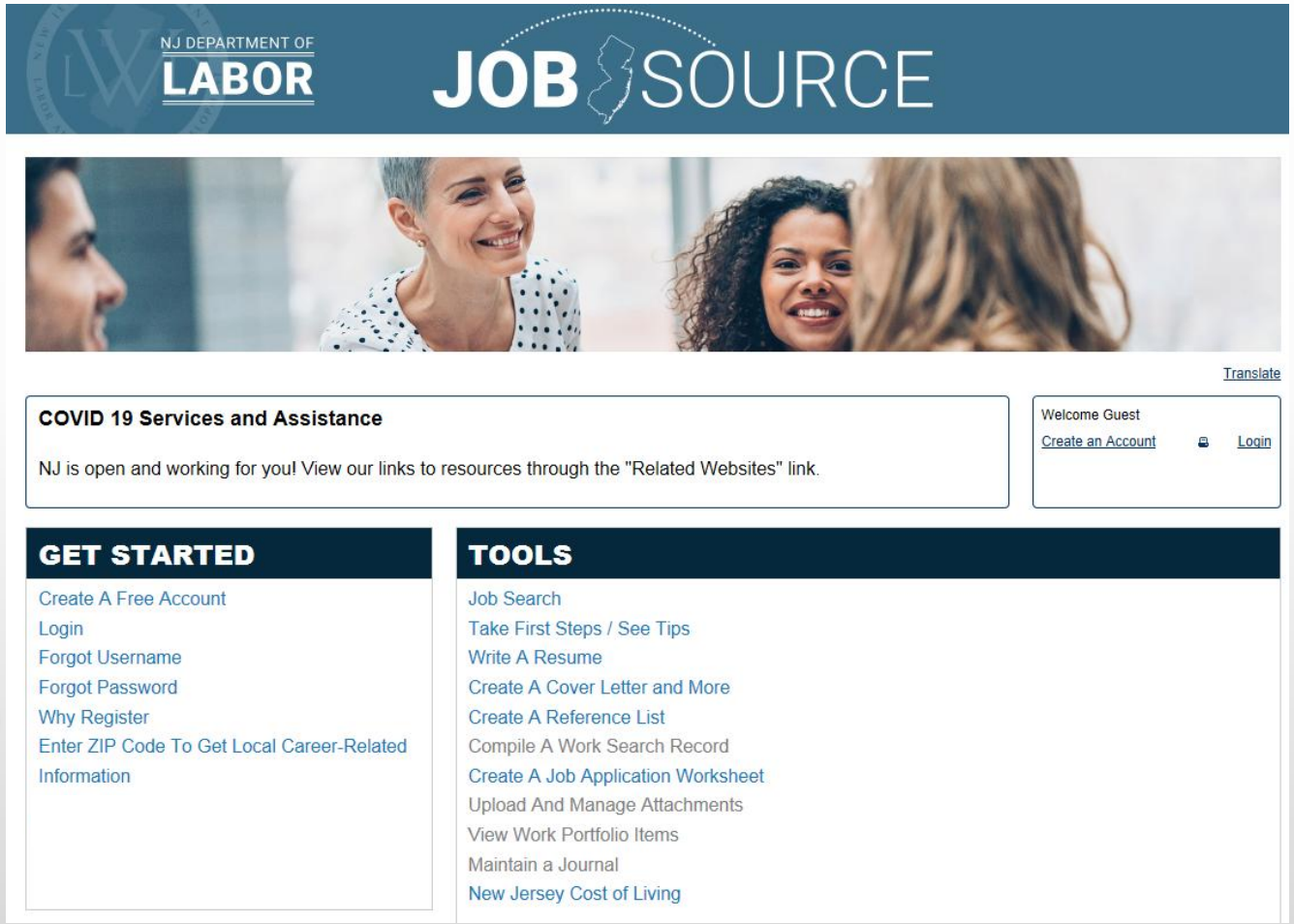
Workforce Information Systems & Evaluation Team
May, 2020

Job Source Features

- A News Box to alert them to any new information or provide Tips.
- The application is 508 compliant and works with any browser. It is also mobile ready, with Google Translate included to convert the entire application to the users language choice.
- Applications to create various types of documents in an easy step by step, or in a more advanced mode.
- Current labor market statistics, occupation information, program opportunities and One-Stop Events.
- Multiple tools throughout to help guide customers in the different aspects of the process.
- For staff – links from AOSOS for easy case management and information tracking.

Job Source in Guest Mode

- Job Seekers have the ability to use most of the site without creating an account (items in light gray are unavailable).
- If guests click on any of the gray items, the "*Why Register*" document populates to encourage registration.
- Though guest job seekers can use the resume and professional letter features, the information will *not* be saved to an account unless they register.



The “Why Register” Document

- This document hopefully encourages registration and outlines the benefits of registering.
- For a guest, it populates any time they click on a grayed out item.

Job Source is an interactive application that offers a wide array of features, resources and solutions to aid job seekers in their career and workforce development needs.

Why Register?

Registration gives you added benefits and information for free like:

- Access to your current Unemployment Insurance (UI) benefit information on your sign-on “Dashboard”
- All your job search information and documents in one location across multiple browsers and devices
- Tools to help create resumes, professional letters, and more
- Organization of your employer contacts, references and follow-up information
- Access to career assessment and skills matching tools to help you choose a career path

News/Tips

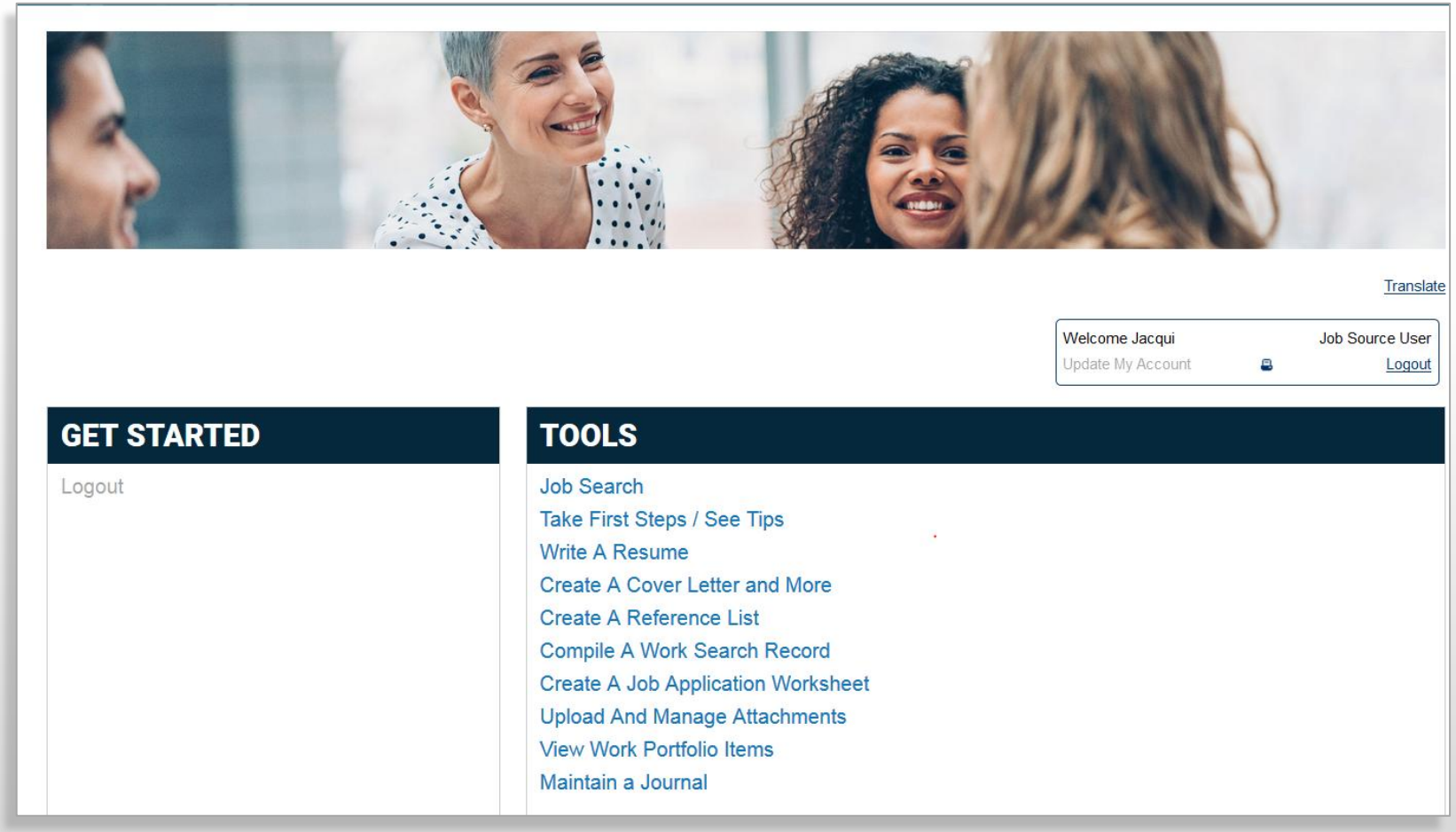
- A text box located under the banner that provides the customer with relevant information.
- The information is entered by Central office staff and shows up overnight.
- Multiple messages can be circulated through this box.

COVID 19 Services and Assistance

NJ is open and working for you! View our links to resources through the "Related Websites" link.

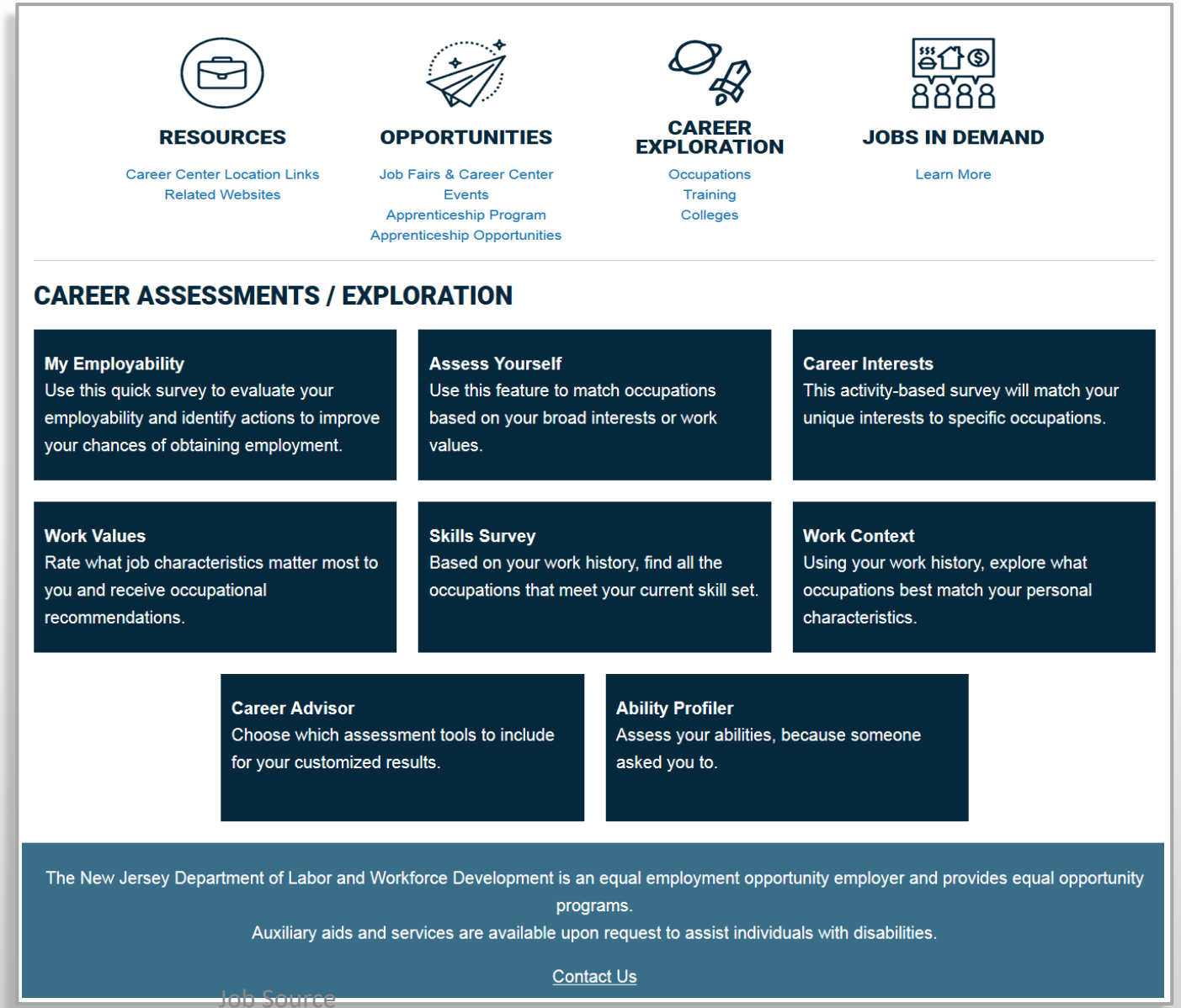
The Top of the Job Source Page (Logged in)

- Registration is completed through a link to the *Single Sign On* (SSO) that UI uses.
- On the initial creation, and with subsequent logins, the customer will land on the SSO dashboard which will contain any UI claim information and provide a link to Job Source.
- Clicking on the *Job Source* button will return the customer to this page as a logged in user.



The Bottom of the Job Source Page (Logged in)

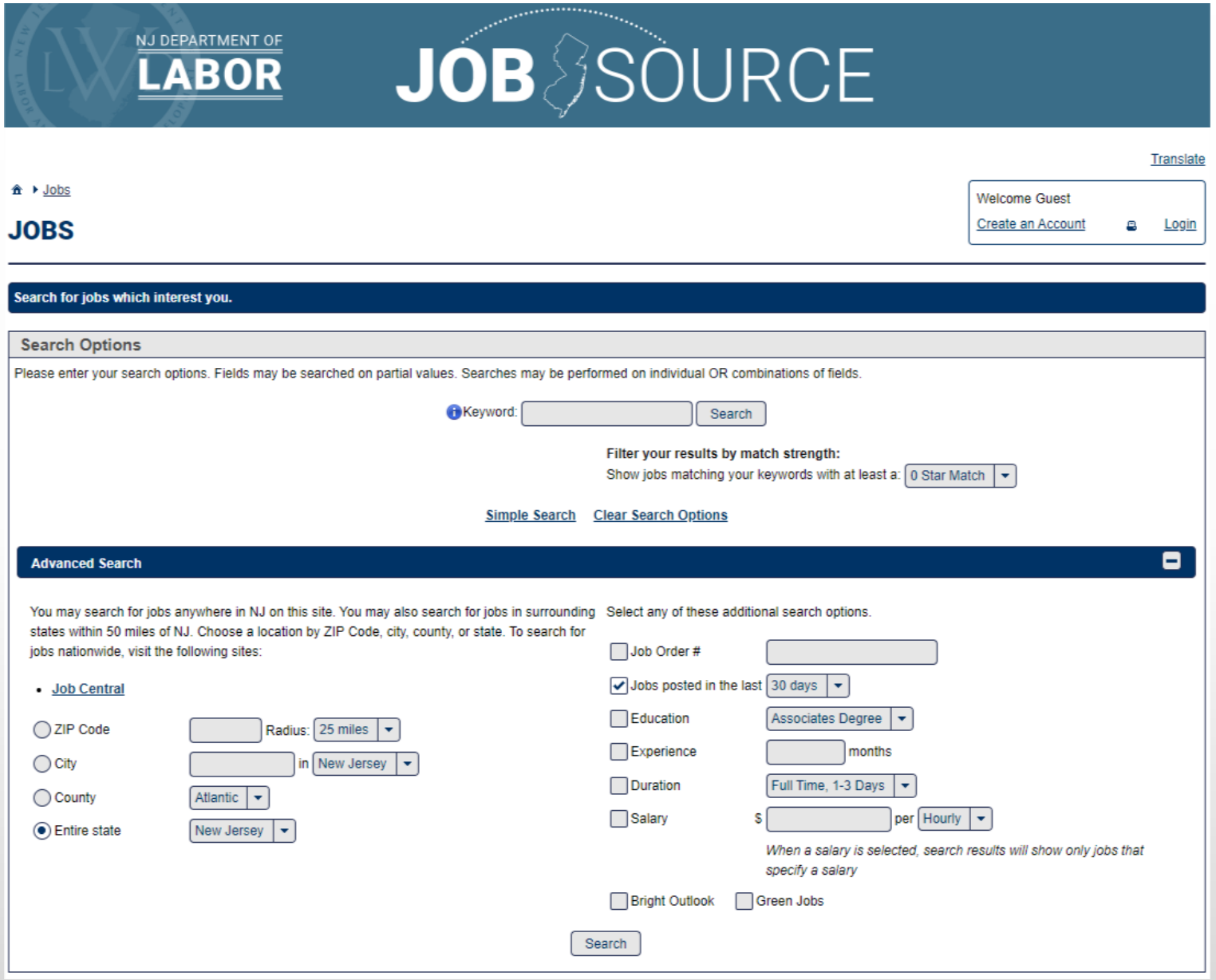
- Assessments are also available to the job seeker to help in choosing a career with tallied results suggesting possible occupations.
- Certified staff can also assign a customer the Ability Profiler test which will display as a blue box in the last row.
- Results from some of these assessments appear on the AOSOS test tab!
- More detailed information about each is at the end of this presentation.



Job Source

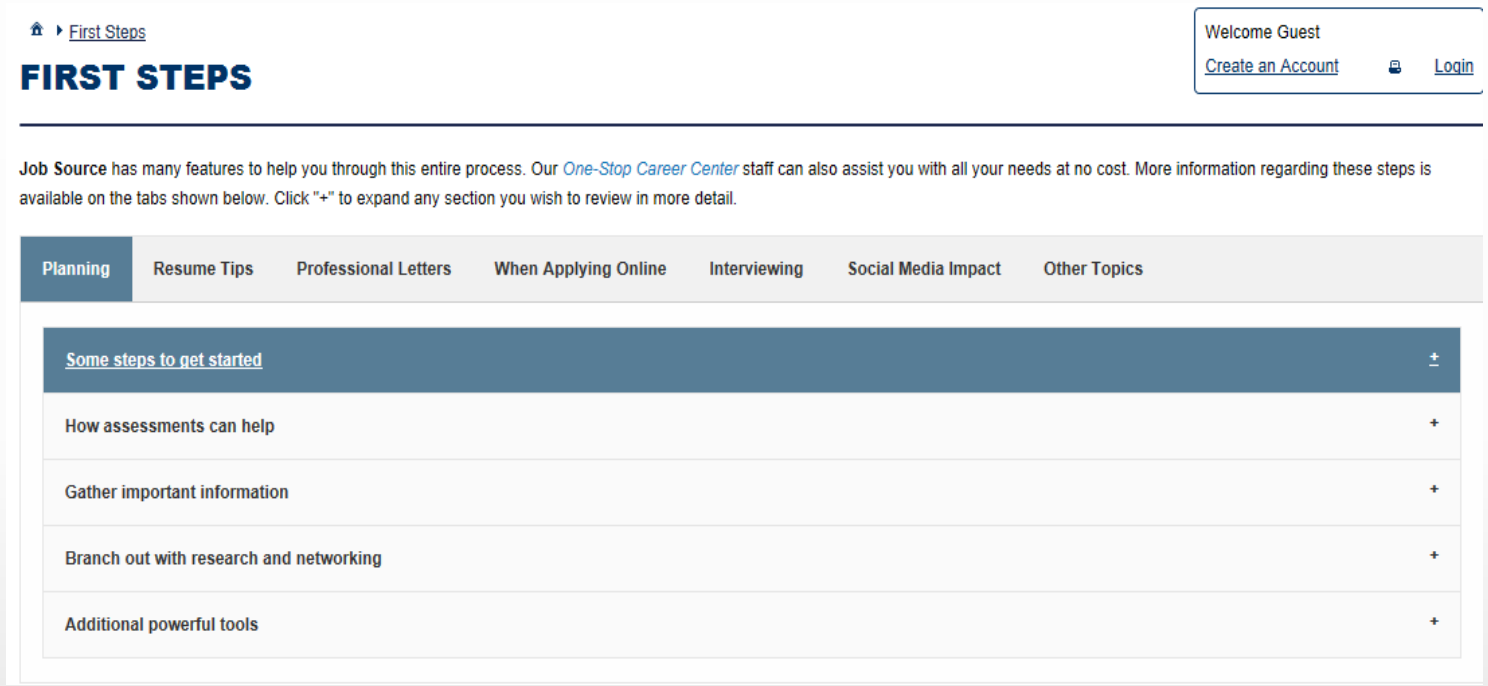
- Clicking on the "*Job Search*" (Job Search) label in the Tools section allows the customer to search for jobs either the simple way (keyword/zip/radius), or via performing an advanced search.

- The search also allows for the results to be filtered by assigning a number of stars matching any entered resume.



First Steps

- Clicking on the "*Take First Steps/See Tips*" (Take First Steps / See Tips) label in the Tools section provides the customer with important job searching information. The mini application provides 7 tabs of information.
- Each tab addresses a specific topic and lists between 2 to 9 items related to the topic. Clicking on the individual tabs displays the topics.
- Clicking the plus/minus signs throughout this application opens or closes the topic with the information.
- Within the application, any text in blue is a hyperlink to another document, whether it be the One-Stop Center locations or samples of an item.

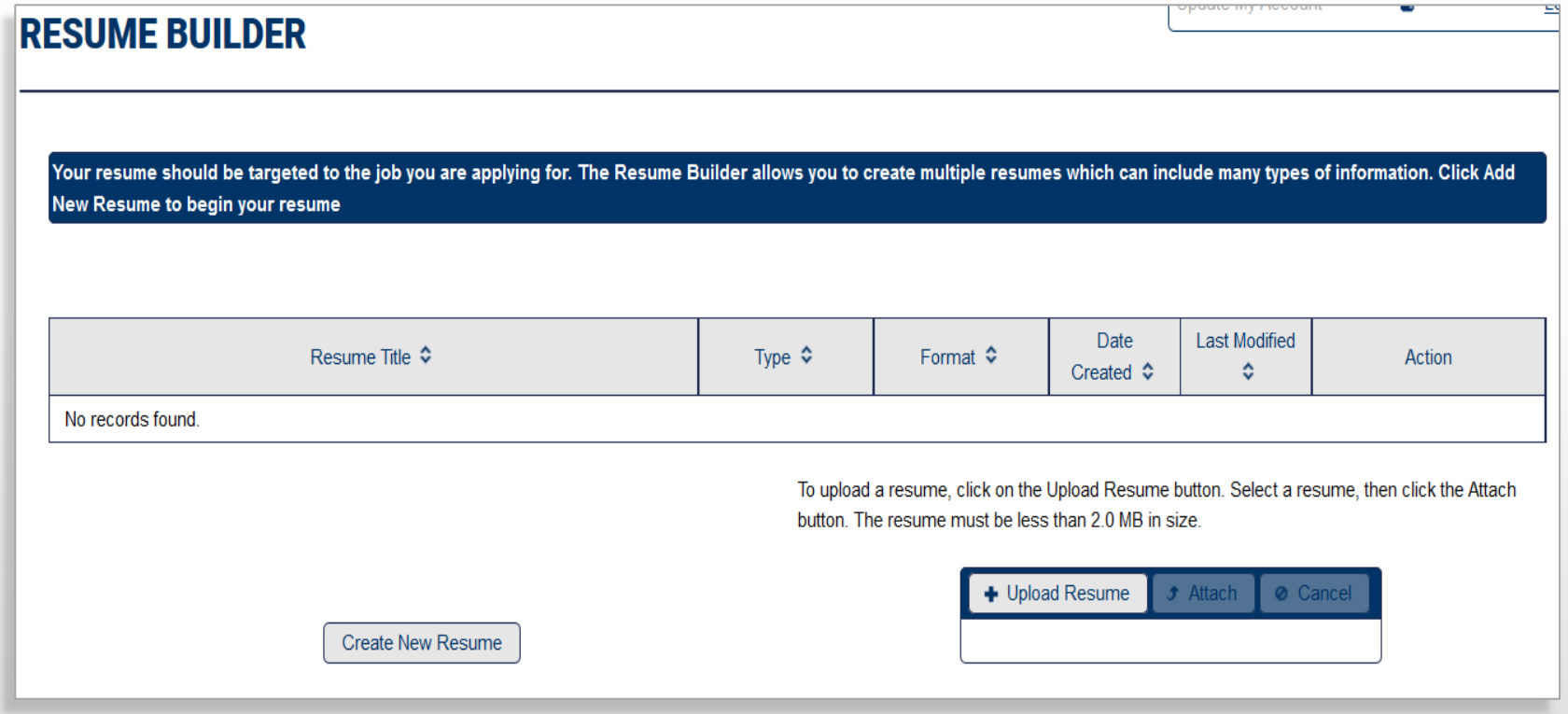


Resume

- Clicking on the "*Write a Resume*" (Write A Resume) label in the Tools section provides the customer with the ability to create a resume and a "*Guide Me*" function to choose the best type.

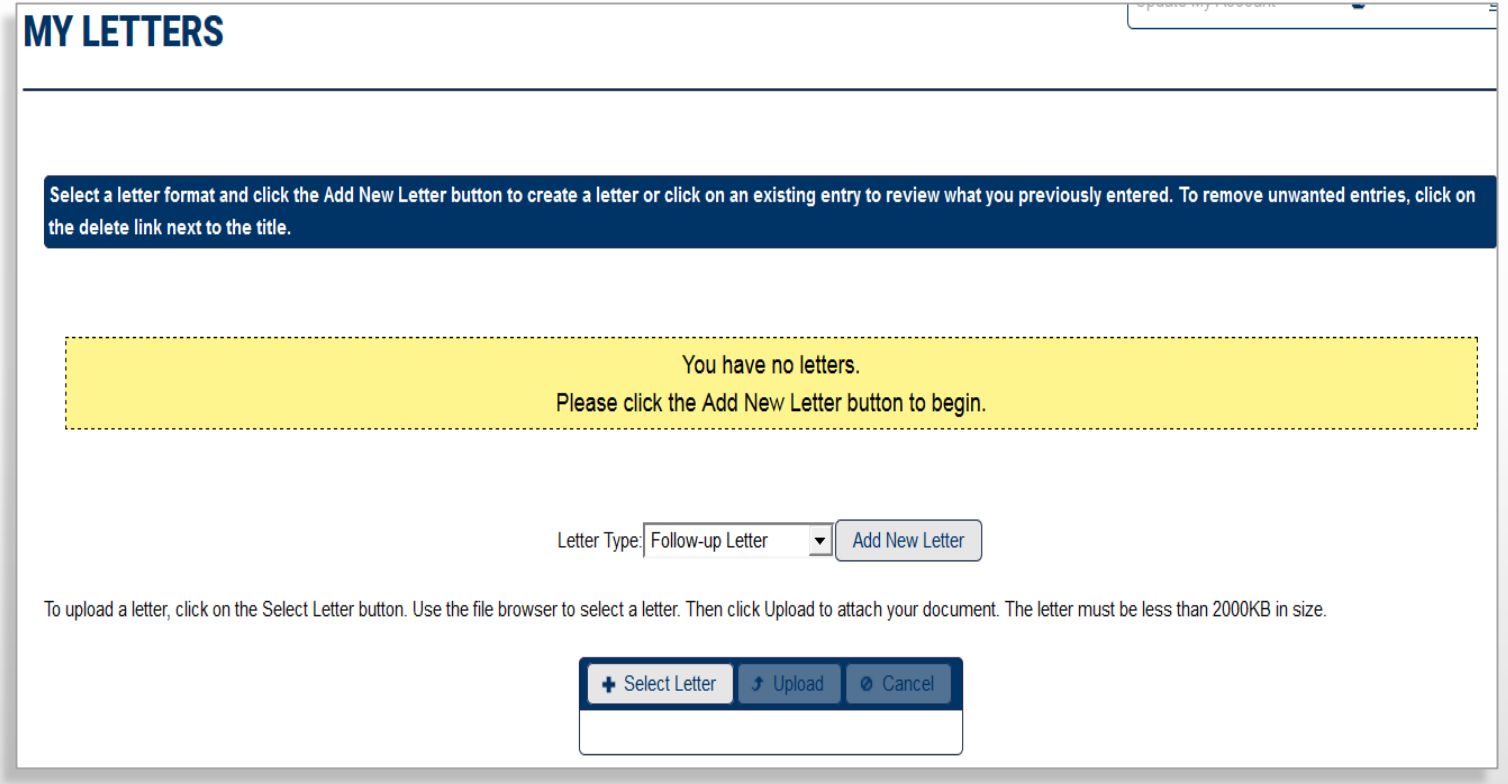
- The customer can create any of the 3 types, can save multiple versions to their account, upload a resume, and edit them at any time. (Uploads are limited to 3).

- Staff can access the customers resumes through AOSOS and recommend changes as warranted.



Professional Letters

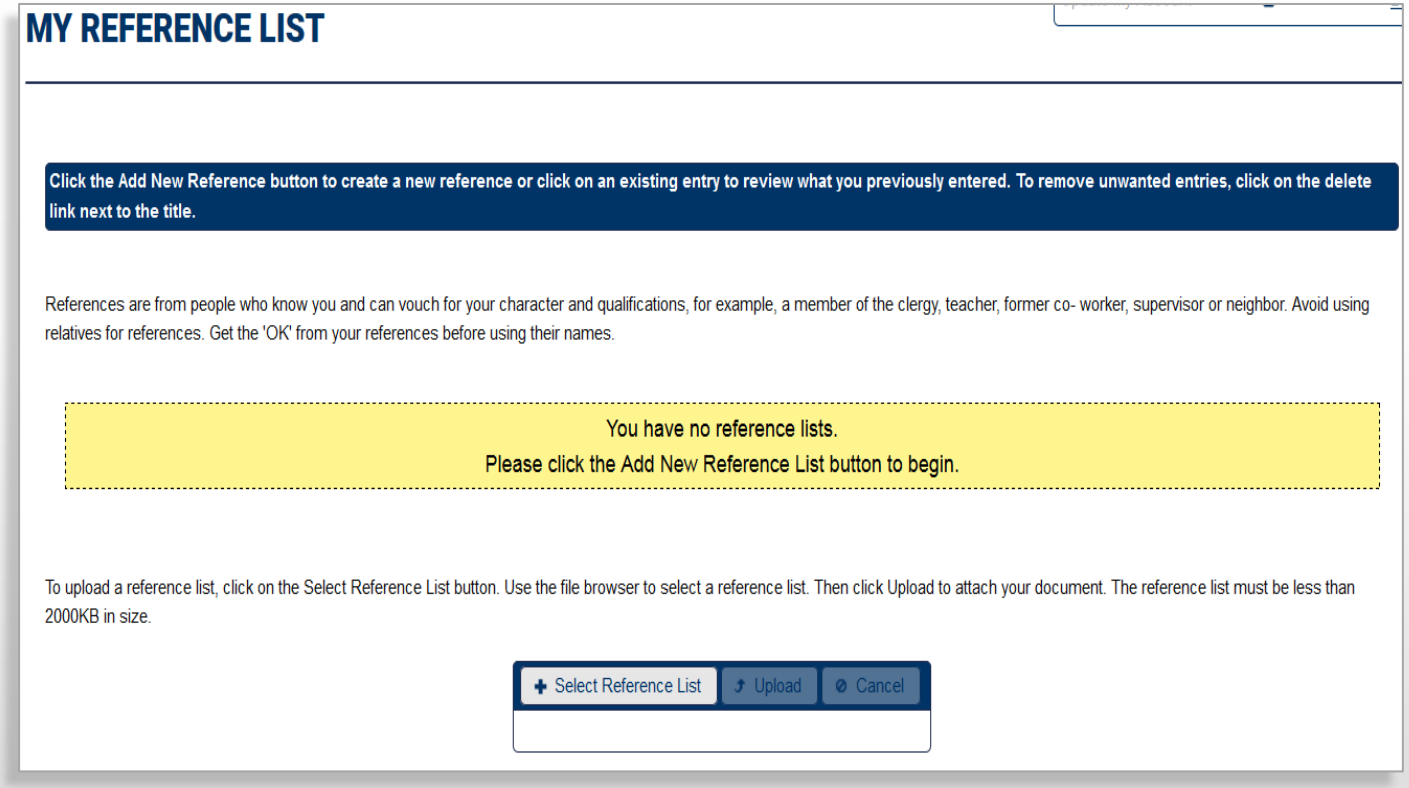
- Clicking on the "*Create a Cover Letter and More*" (Create A Cover Letter and More) label in the Tools section provides the customer with the ability to create 4 different types of letters. Currently: cover letters (both simple and customized), thank you letters, follow-up letters, and an 'other' choice for alternate types of letters that may be needed.
- The customer can also upload an existing letter.
- Multiple letters can be saved to the registered user's account and are editable. (Uploads are limited to 3).
- Guidance is provided as well.



My Reference List

- Clicking on the "*Create a Reference List*" (Create A Reference List) label in the Tools section provides the customer with the ability to create multiple reference lists which for each individual entered, identifies the type of relationship.

- Customers can pick and choose who will display on each list.

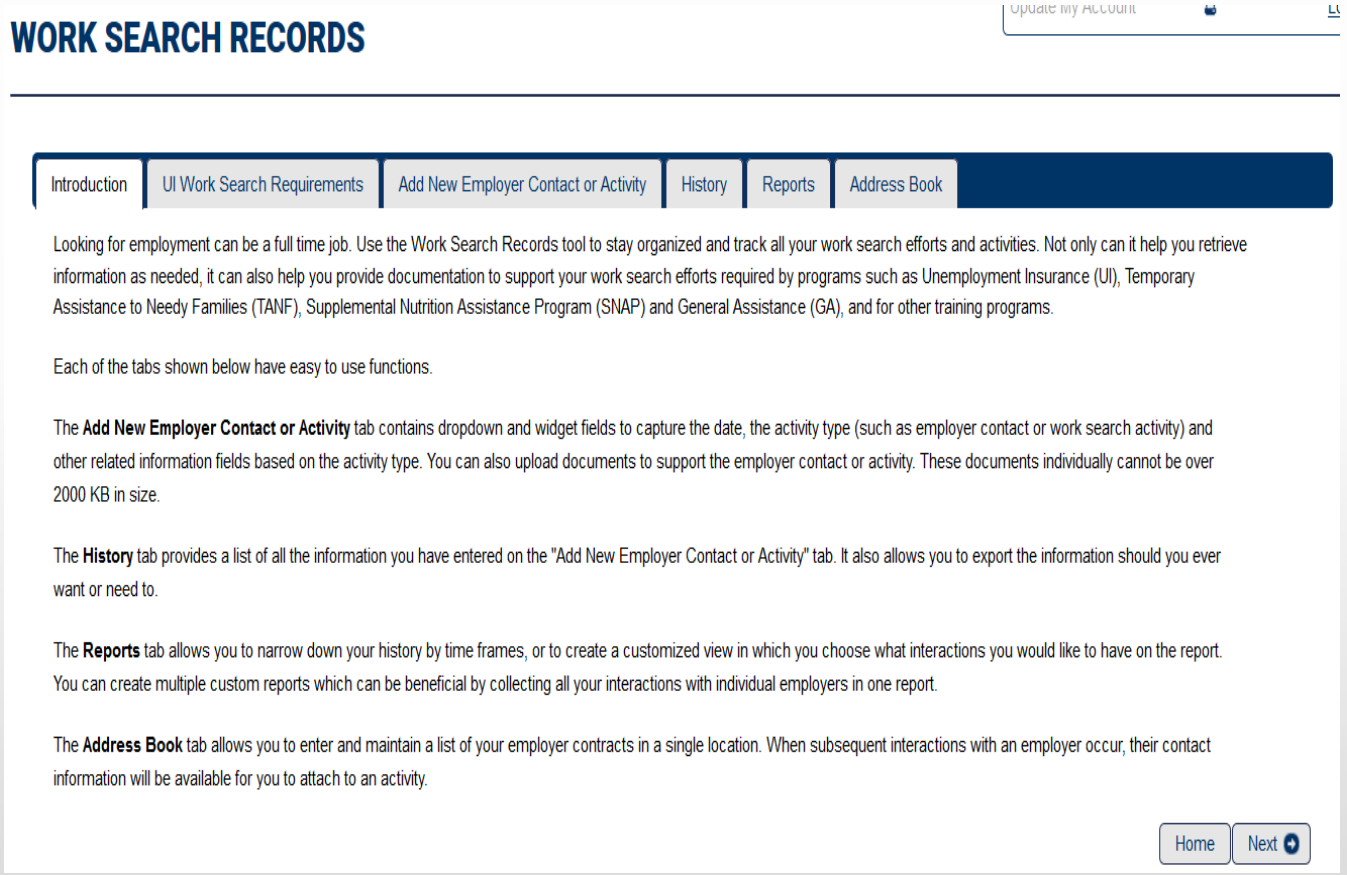


Work Search Records

- Clicking on the "*Work Search Records*" (Compile A Work Search Record) label in the Tools section provides the customer with the ability to track all of their job searching information.

- Customers can track the employers they communicate with, the type of activity they undertake, and even run their own personal reports.

- This tracking feature can help with program requirements too, if necessary, such as RESEA or UI.

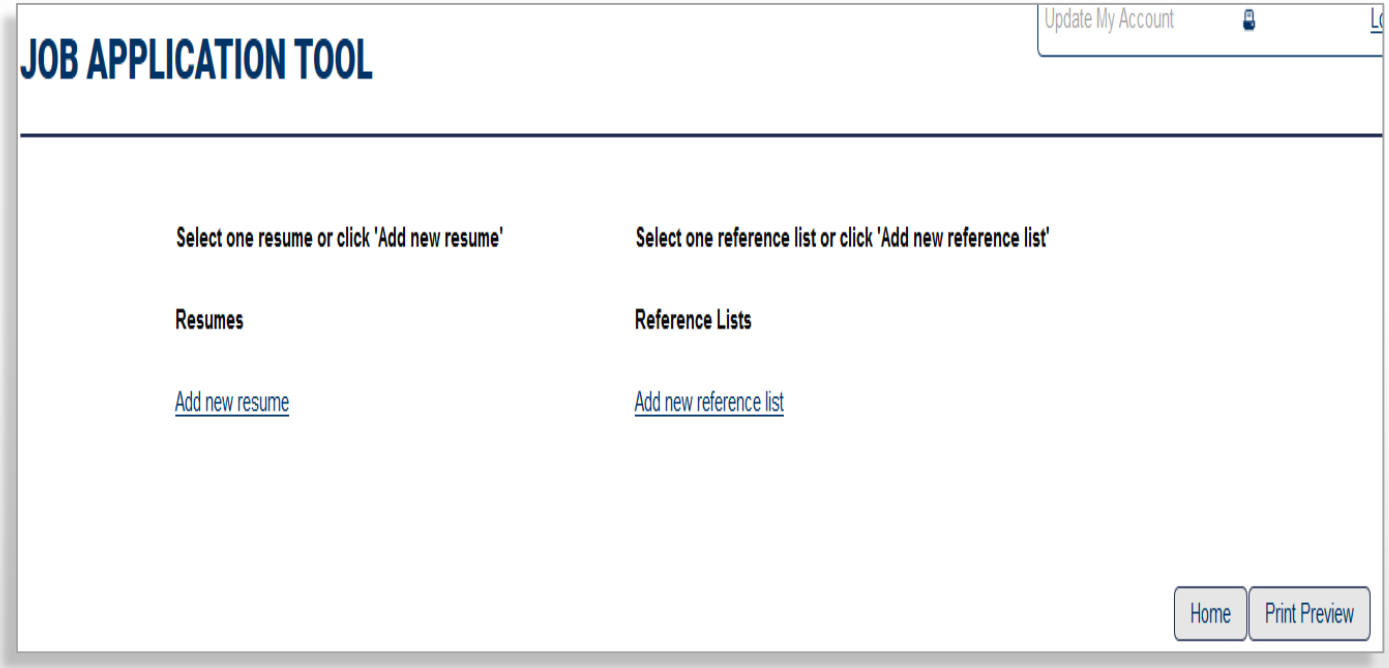


Job Applications

- Clicking on the "*Create a Job Application Worksheet*" (Create A Job Application Worksheet) label in the Tools section provides the customer with the ability create a worksheet to use when applying to positions that do not necessitate a resume.

- The application collects information from other sections of Job Source to compile a printable document so that all information necessary is available at their fingertips.

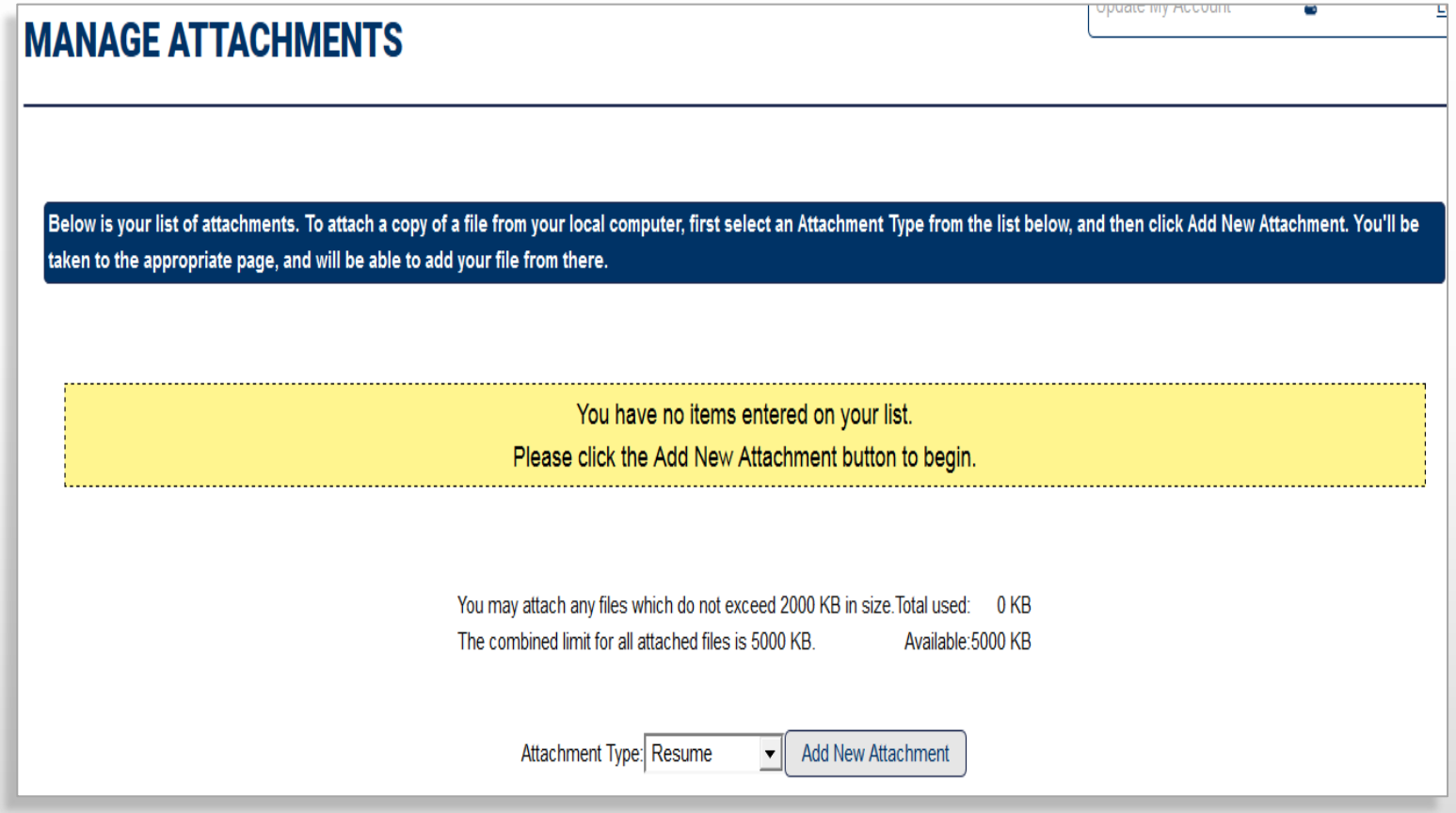
- It is advisable for users to complete the resume and reference lists sections prior to accessing this feature.



Attachments

- Clicking on the "*Upload and Manage Attachments*" (Upload And Manage Attachments) label in the Tools section provides the customer with the ability to view their saved documents.

- The documents are their resumes, letters, reference lists and work samples (aka portfolio items).

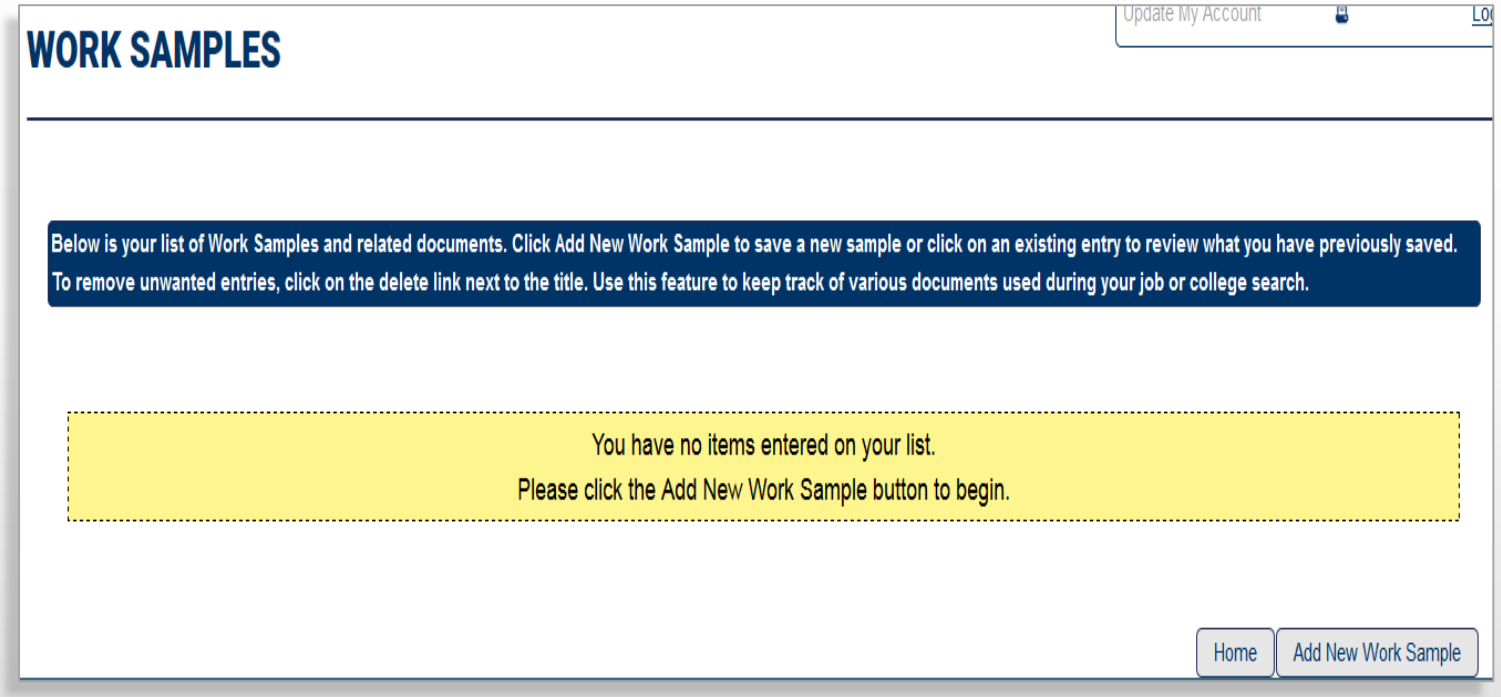


Portfolio Items

- Clicking on the "*View Work Portfolio Items*"(View Work Portfolio Items) label in the Tools section provides the customer with the ability to upload related work search documents providing **FREE** cloud storage.

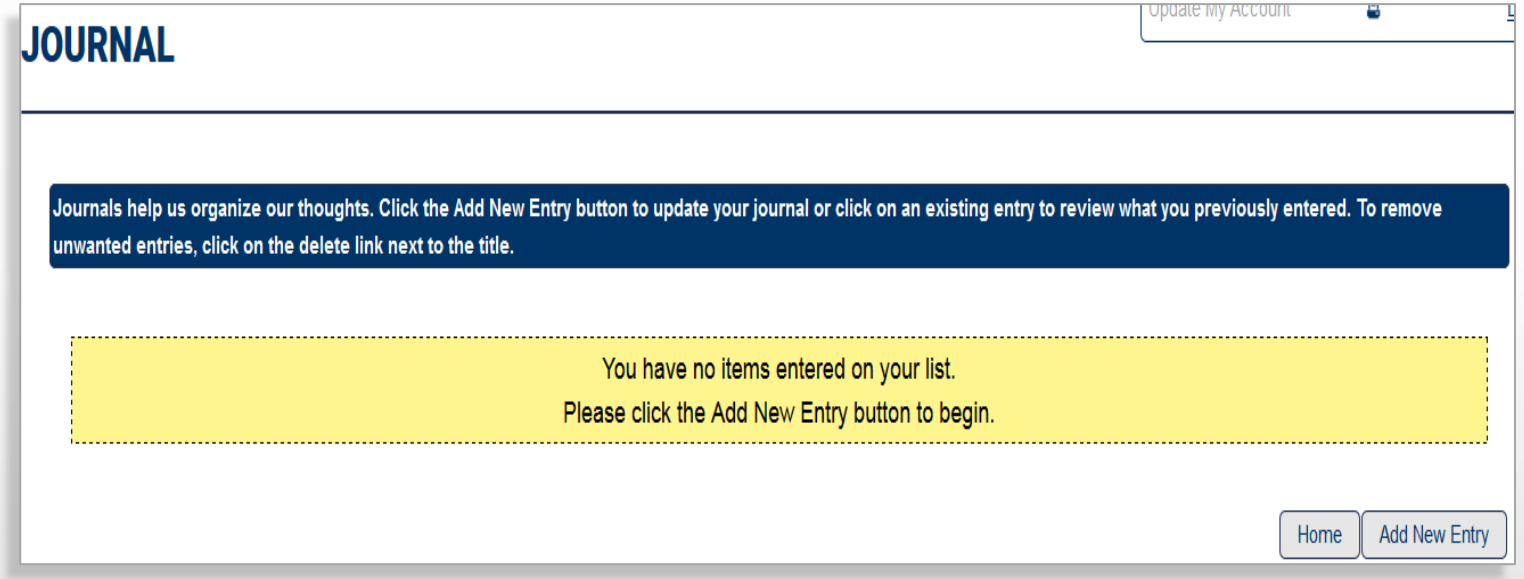
- Uploaded documents can be labeled by type, and are available for use at anytime.

- Types of documents allowed would be Awards, Certificates, Credentials, Publications, etc.



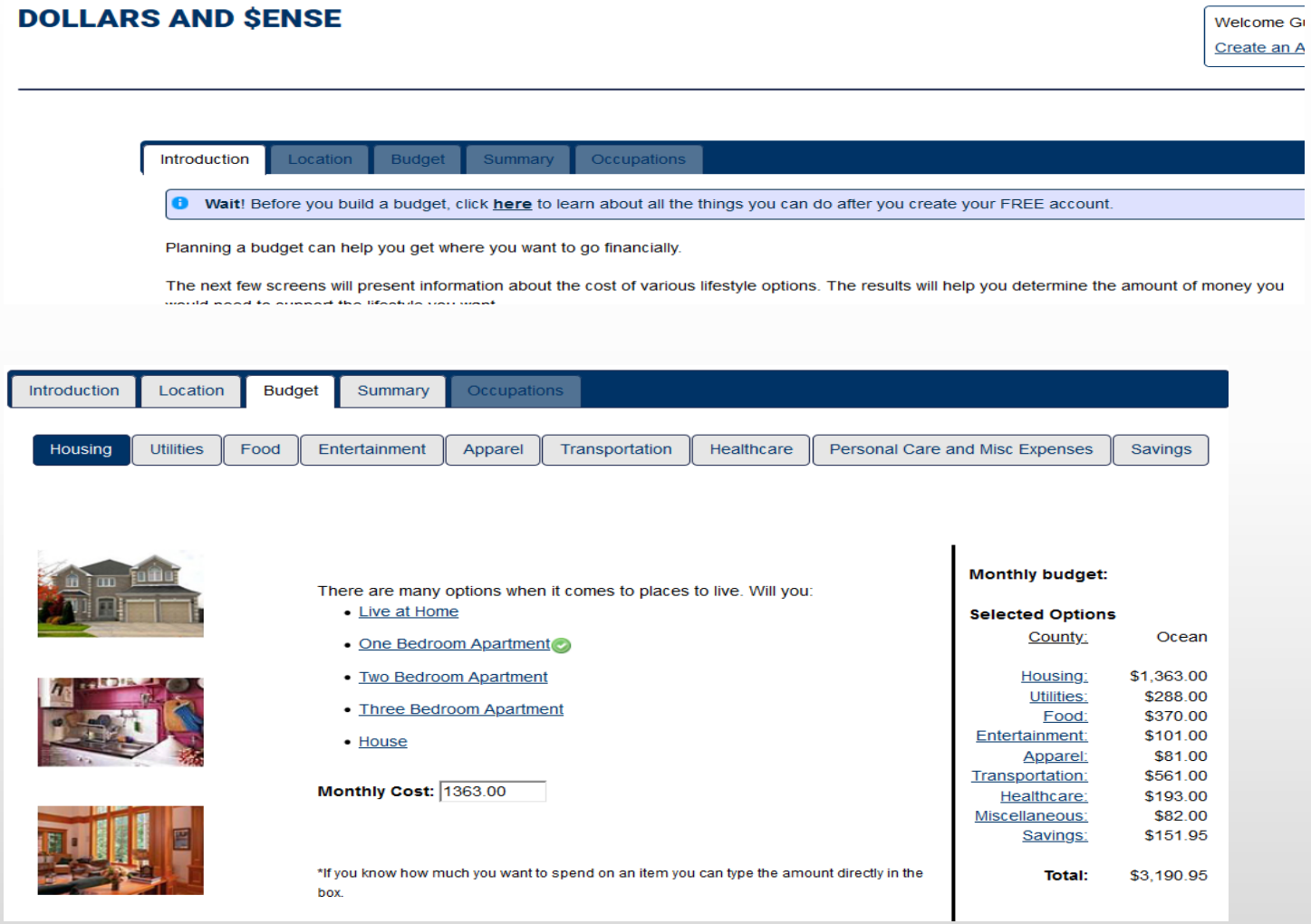
Journal

- Clicking on the "*Maintain a Journal*" (Maintain a Journal) label in the Tools section provides the customer with the ability keep all the information, conversations, and other job related information organized.



New Jersey Cost of Living

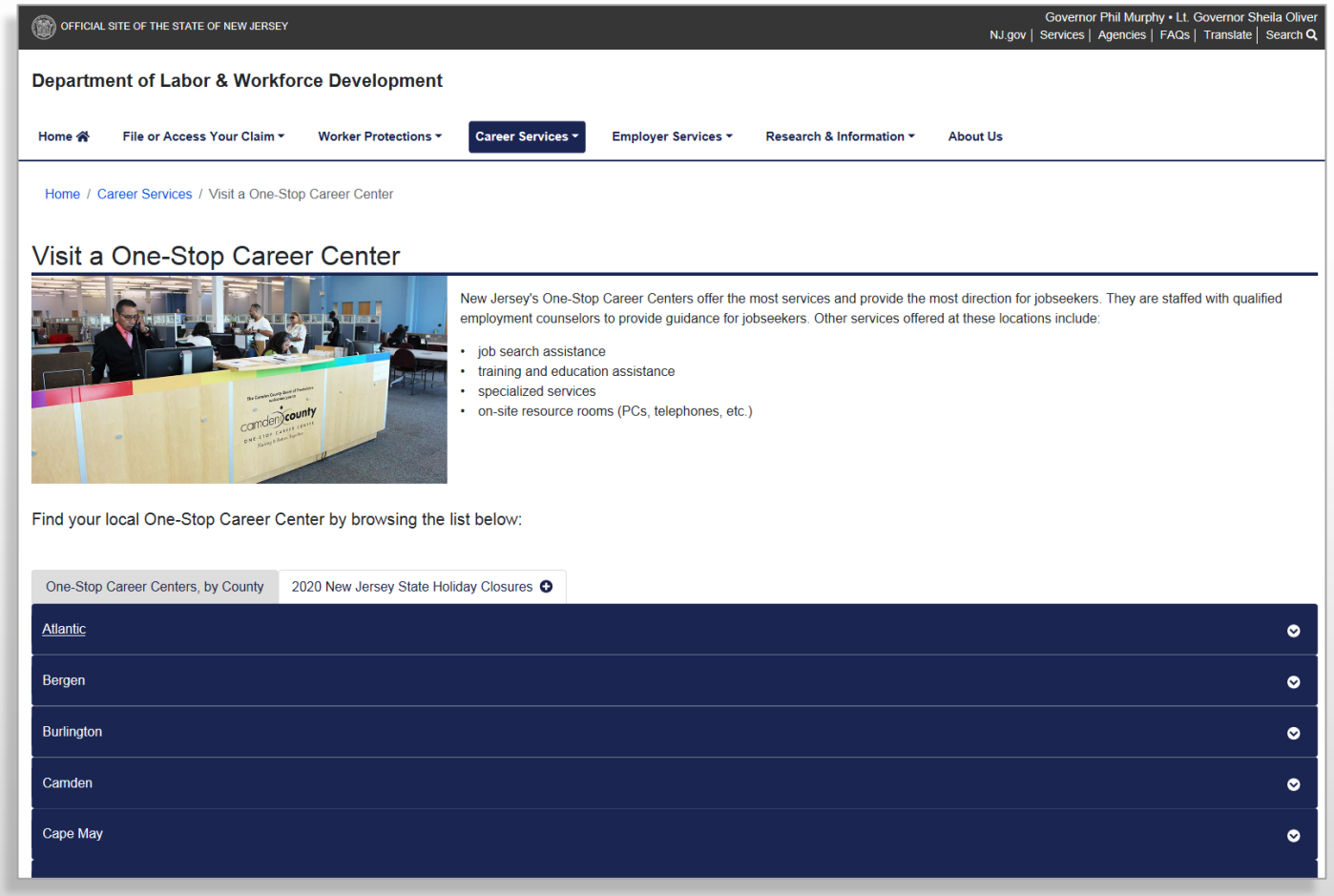
- Clicking on the "*New Jersey Cost of Living*" (New Jersey Cost of Living) label in the Tools section provides the customer with the ability to create a budget to determine the average salary they would need to live in a specific area of New Jersey.
- Customers choose the area, the type of housing, utilities, and various other items that make up a budget. At the end, the average cost is displayed with links to helpful sites.
- The amounts are based on various sources including, but not limited to HUD, Zillow, NJ Transit, Edmunds, and BLS Consumer Expenditure Survey.



Career Center Location Links

- Clicking on the "*Career Center Location Links*" (Career Center Location Links) label in the Resources section leads the customer to the Department of Labor's One-Stop Career Center page where the customer can choose their county location.

- Each county dropdown lists the *offices* within the county, the *address*, *phone* number, *fax* number, *hours* of operation, *manager's* name, and the *services* available.

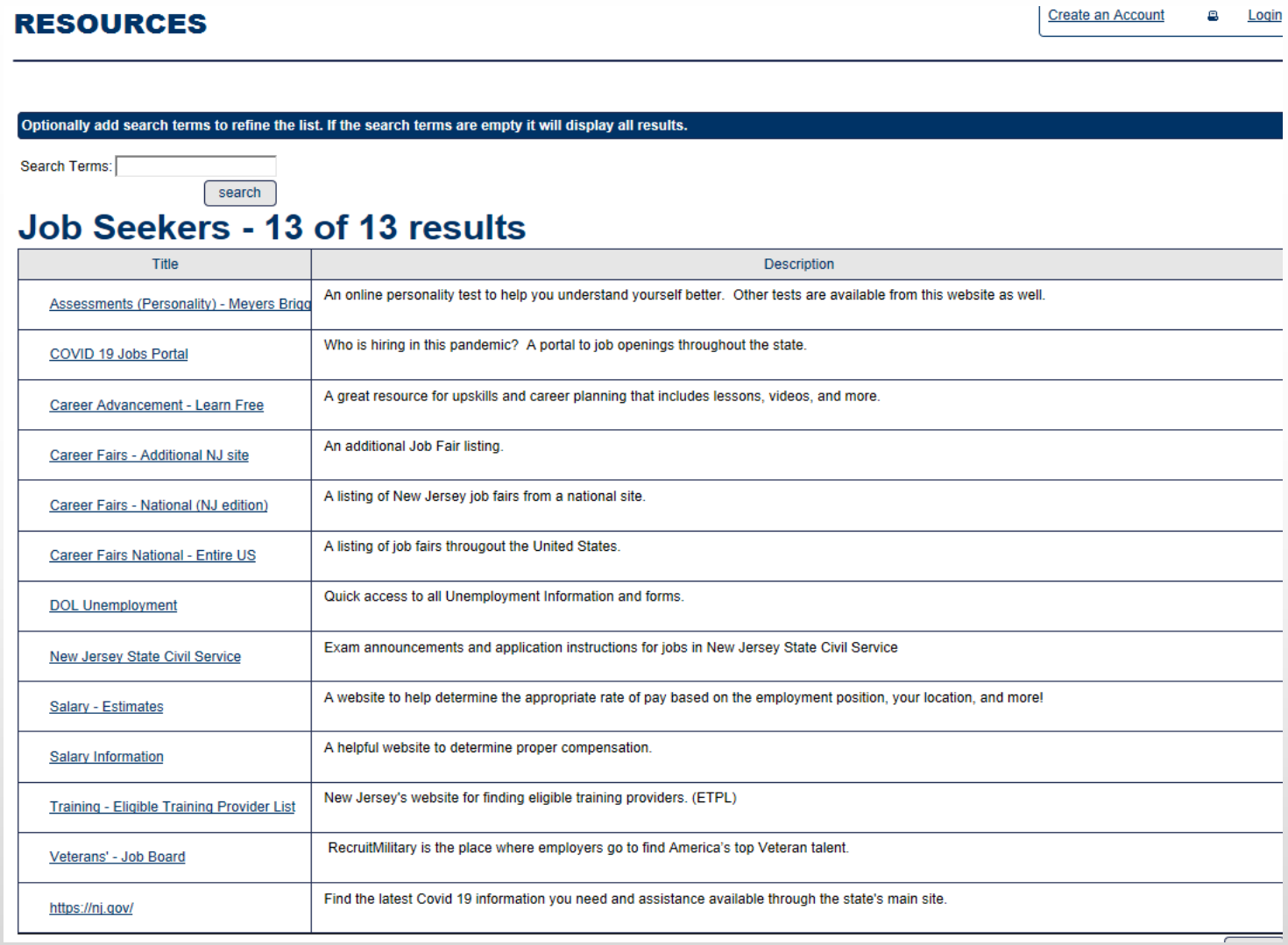


Related Websites

- Clicking on the "*Related Websites*" (Related Websites) label in the Resources section provides the customer with other valuable sites they may find useful.

- When the customer clicks on the title, the URL will populate. If the URL is an outside entity, a message informing the customer that they are leaving Job Source will populate.

- This listing came from staff recommendations. Thank you to all who contributed.



RESOURCES

Create an Account | Login

Optionally add search terms to refine the list. If the search terms are empty it will display all results.

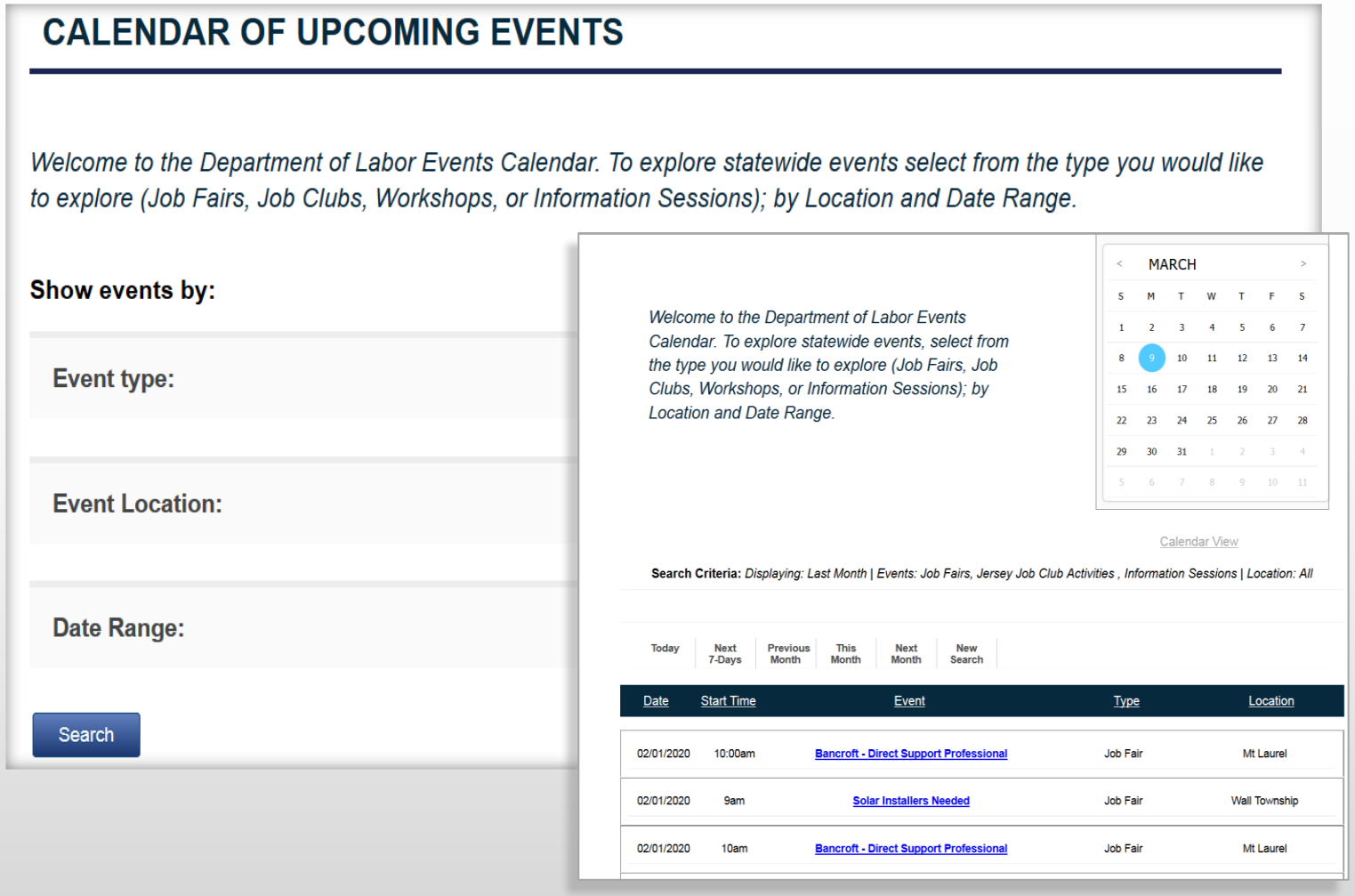
Search Terms: search

Job Seekers - 13 of 13 results

Title	Description
Assessments (Personality) - Meyers Brigg	An online personality test to help you understand yourself better. Other tests are available from this website as well.
COVID 19 Jobs Portal	Who is hiring in this pandemic? A portal to job openings throughout the state.
Career Advancement - Learn Free	A great resource for upskills and career planning that includes lessons, videos, and more.
Career Fairs - Additional NJ site	An additional Job Fair listing.
Career Fairs - National (NJ edition)	A listing of New Jersey job fairs from a national site.
Career Fairs National - Entire US	A listing of job fairs througout the United States.
DOL Unemployment	Quick access to all Unemployment Information and forms.
New Jersey State Civil Service	Exam announcements and application instructions for jobs in New Jersey State Civil Service
Salary - Estimates	A website to help determine the appropriate rate of pay based on the employment position, your location, and more!
Salary Information	A helpful website to determine proper compensation.
Training - Eligible Training Provider List	New Jersey's website for finding eligible training providers. (ETPL)
Veterans' - Job Board	RecruitMilitary is the place where employers go to find America's top Veteran talent.
https://nj.gov/	Find the latest Covid 19 information you need and assistance available through the state's main site.

Job Fairs & Career Center Events

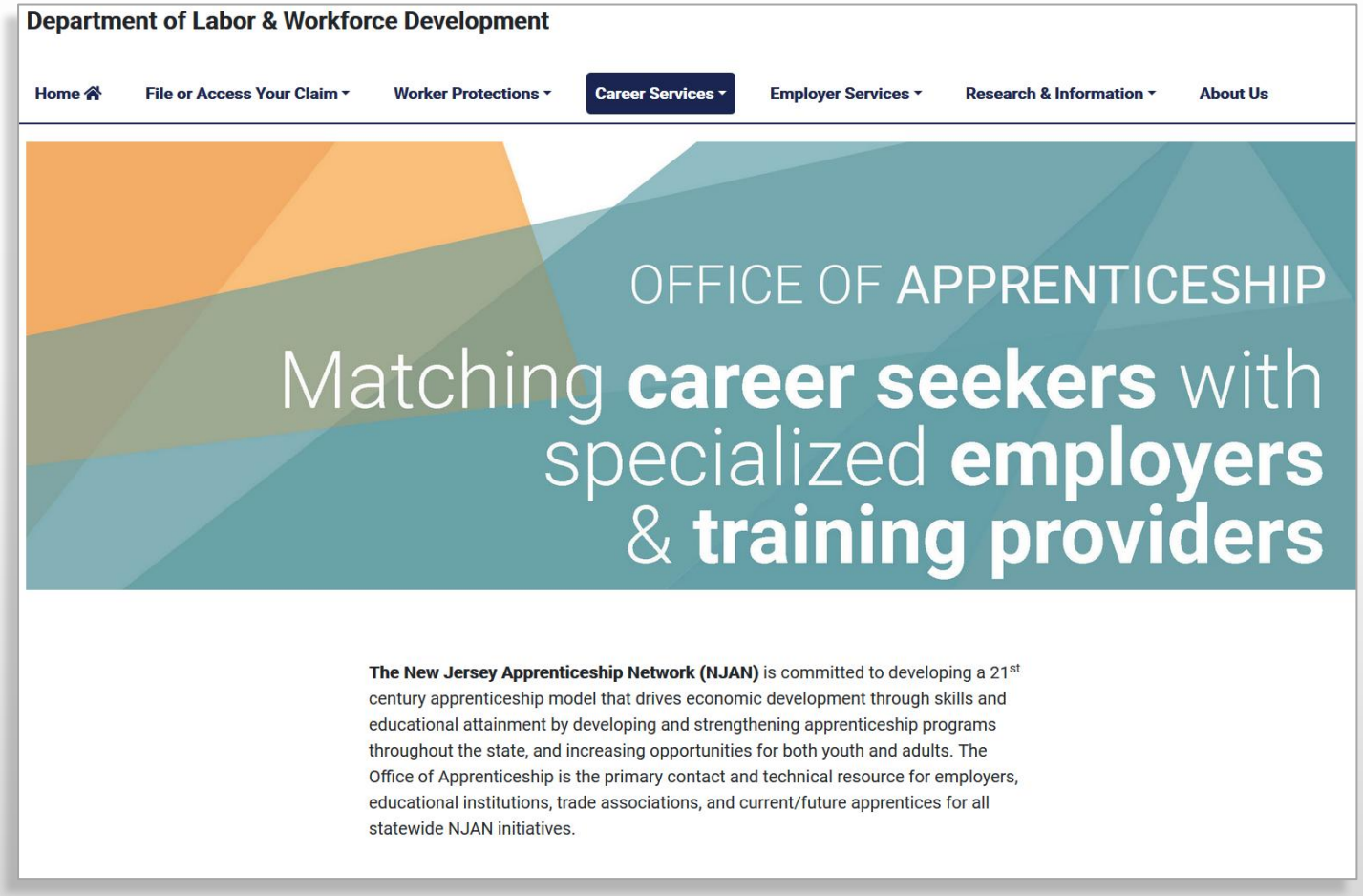
- Clicking on the *"Job Fairs & Career Center Events"* (Job Fairs & Career Center Events) label in the Opportunities section provides the customer with the ability to search for events throughout the state.
- There are 4 types of events to choose from, with the ability to select all four. The event location is by county, and choosing multiple or all counties is permitted. The customer can also choose a date range.
- When the search button is activated, the results will return as shown in the box to the right. Clicking on the event populates more information.



Apprenticeship Program

- Clicking on the "*Apprenticeship Program*" (Apprenticeship Program) label in the Opportunities section leads the customer to the Office of Apprenticeship's website where the customer can glean more comprehensive information about the program.

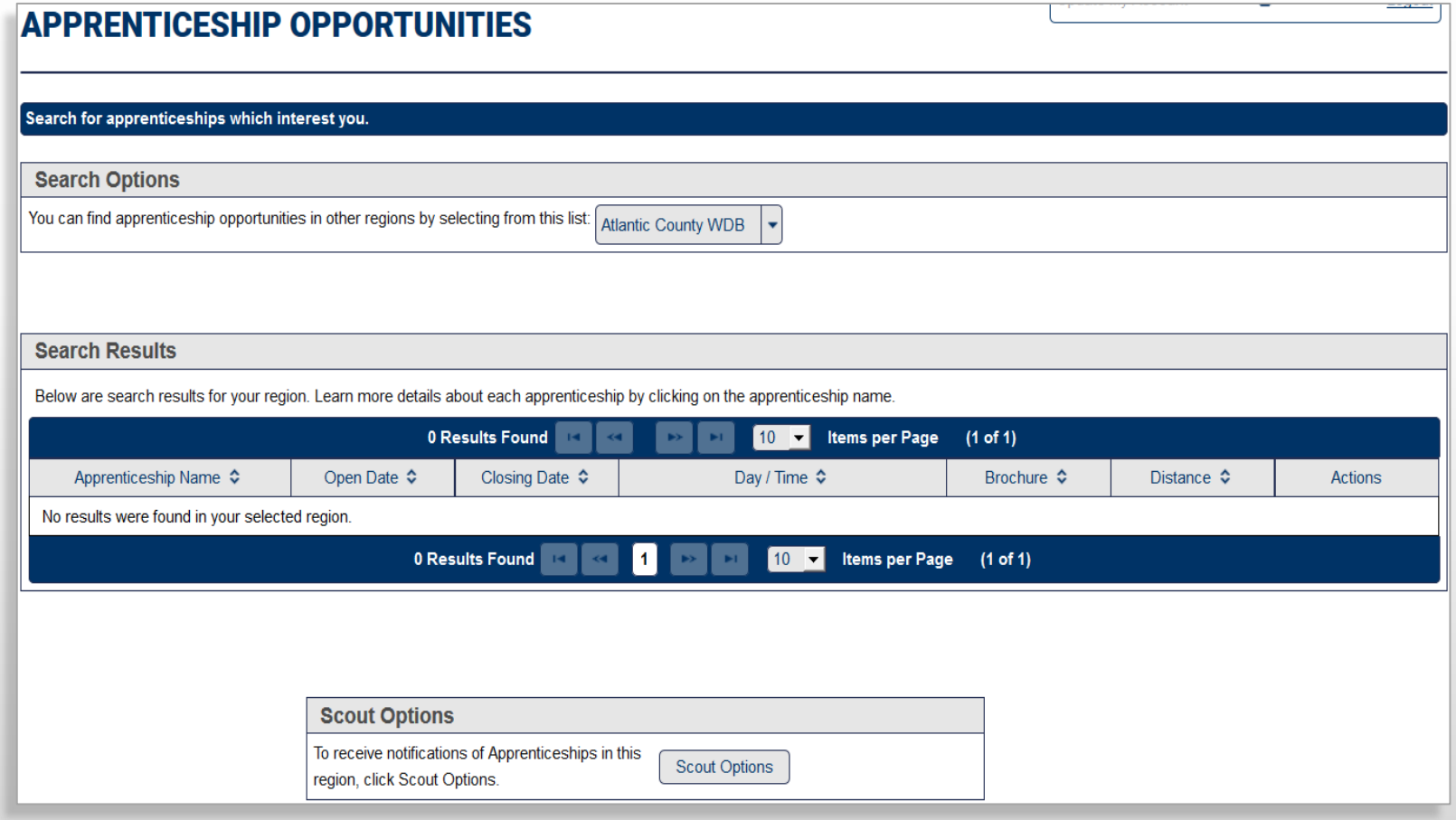
- Unique opportunities can be found as shown on the next page.



Apprenticeship Opportunities

- Clicking on the "*Apprenticeship Program*" (Apprenticeship Opportunities) label in the Opportunities section provides the customer the ability to search for apprenticeship opportunities.

- These opportunities come from AOSOS where the job order "Source (State)" is equal to "Apprenticeship".

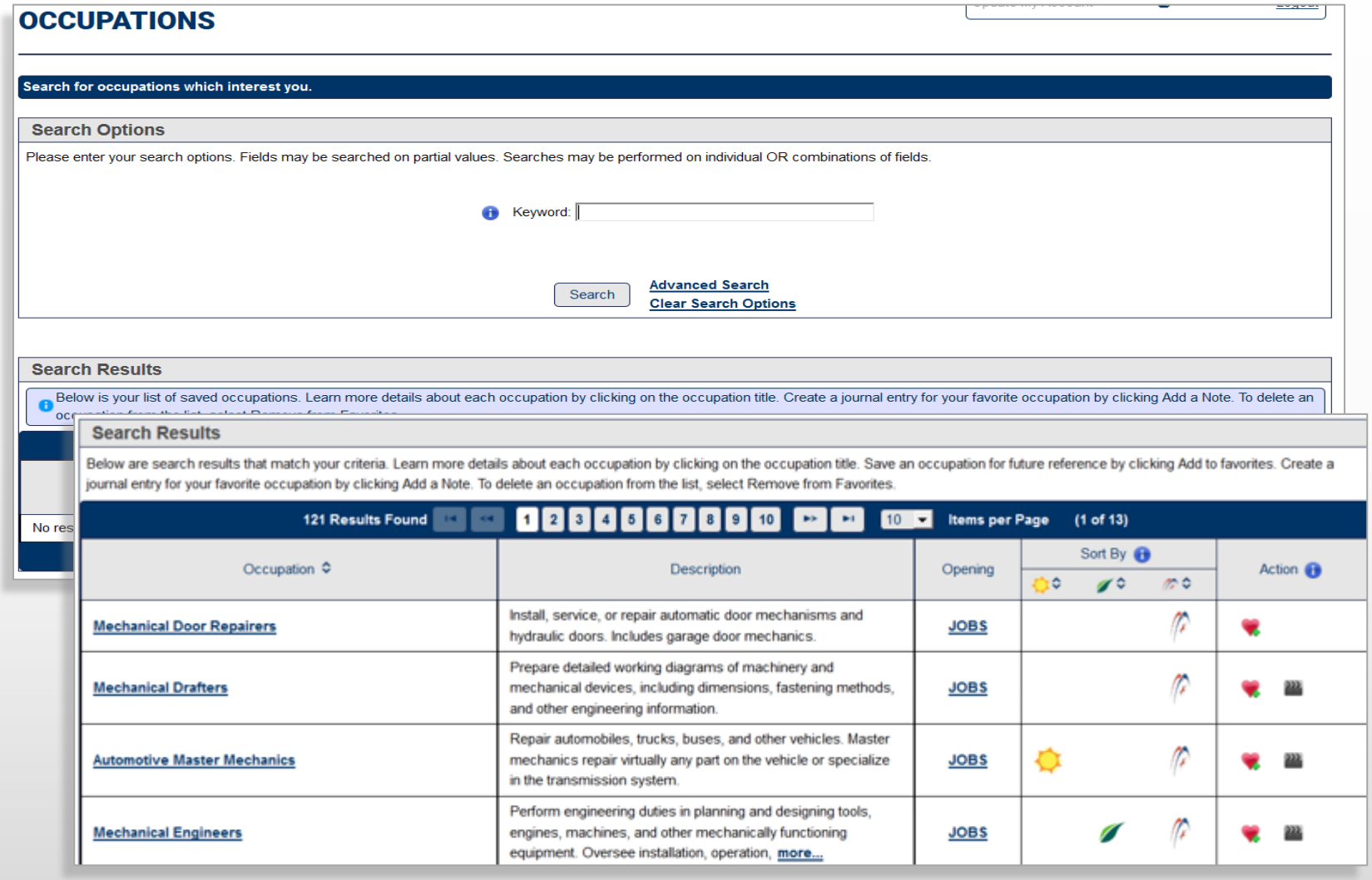


Occupations

- Clicking on the "*Occupations*" (Occupations) label in the Career Exploration section provides the customer the ability to search for, and obtain detailed information on desired occupational titles.

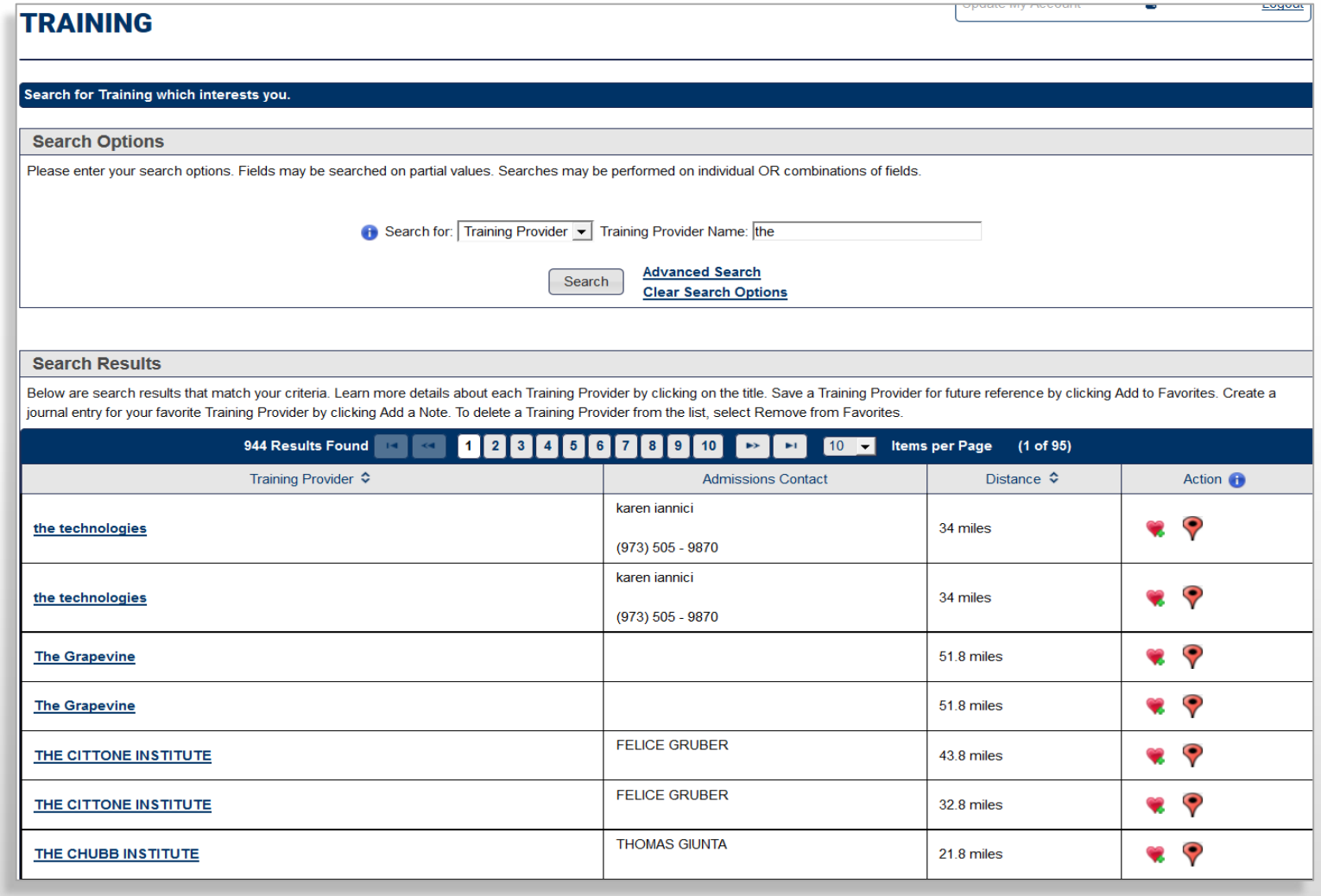
- The search can be performed by keyword or an advanced search option.

- The results returned explain the description and whether the job has a bright outlook ( ), is a green job ( ), if it is an apprenticeship opportunity ( ), and in NJ's job bank ( ). Clicking on the occupation title provides information on duties, training, etc. Occupations can be marked as a favorite ( ) and for some, a video ( ) is available.



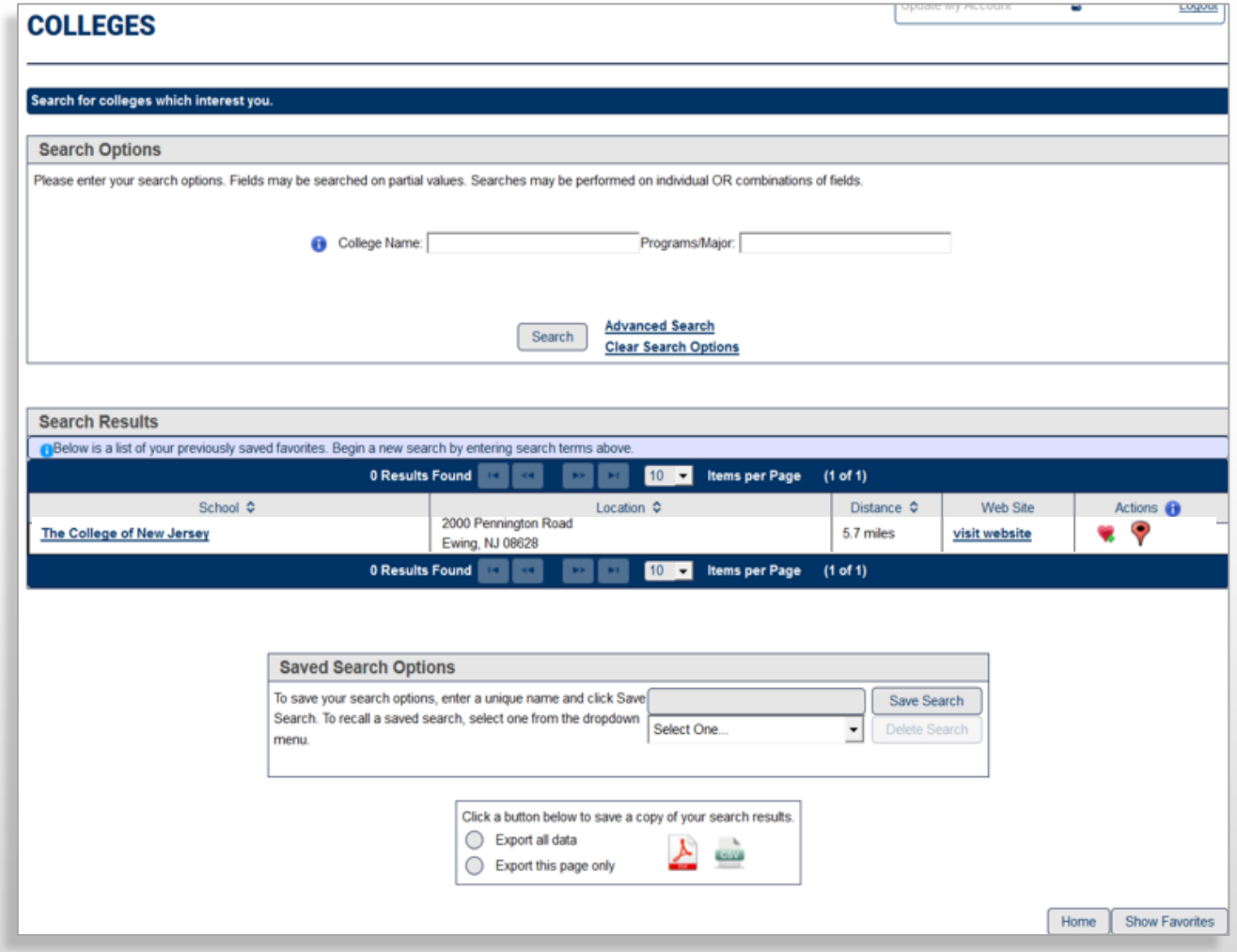
Training

- Clicking on the "*Training*" (Training) label in the Career Exploration section provides the customer the ability to search for Training on our ETPL (Eligible Training Provider List) to find out more information.
- Clicking on the Training Provider provides information about the provider and the location.
- Searching by training services (courses) is also available.
- In both search results, each choice can be marked as a favorite ( ) and notes ( ) can be posted.



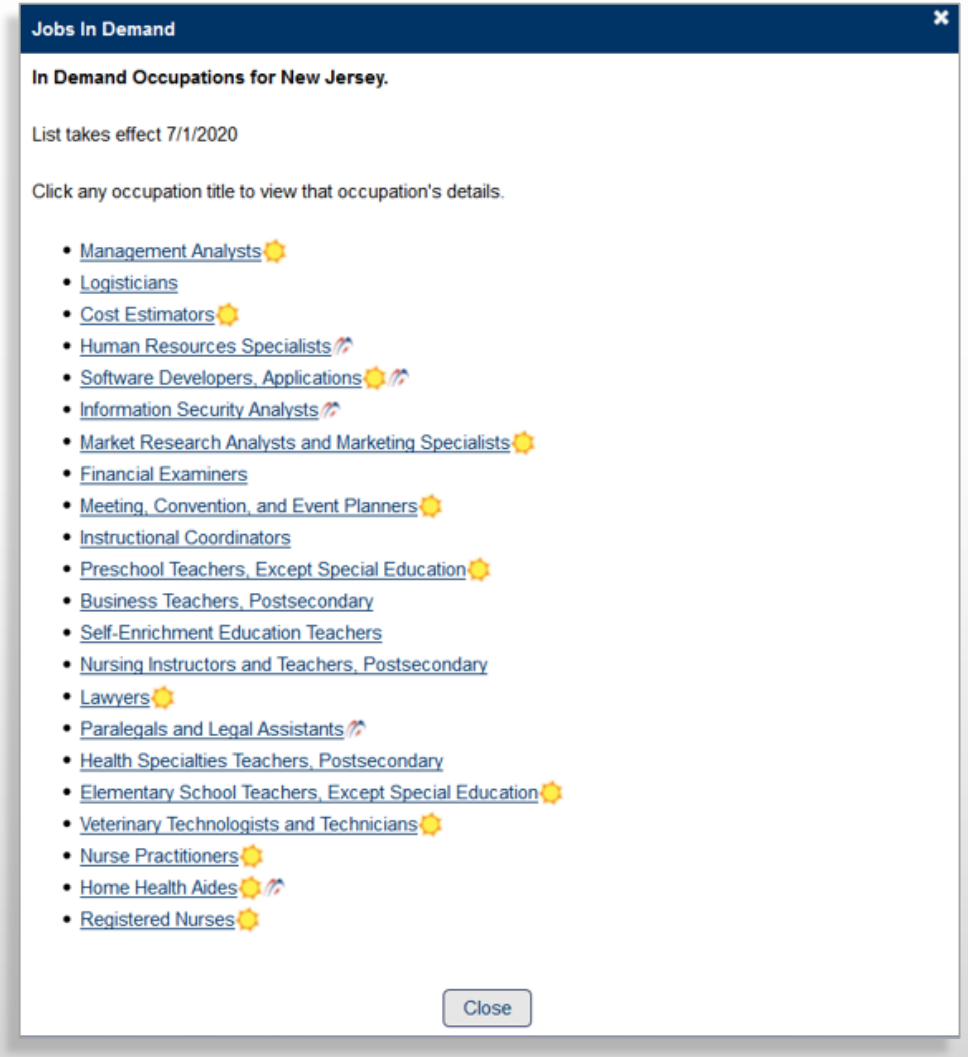
Colleges

- Clicking on the "*Colleges*" (Colleges) label in the Career Exploration section provides the customer the ability to search for Colleges throughout the country. Searches can also be limited to New Jersey, or any other state.
- The results display the school names, locations, and a link to the school's website.
- Clicking on the school name bring up more information about the school.
- A training can be marked as a favorite ( ) and notes ( ) can be posted.



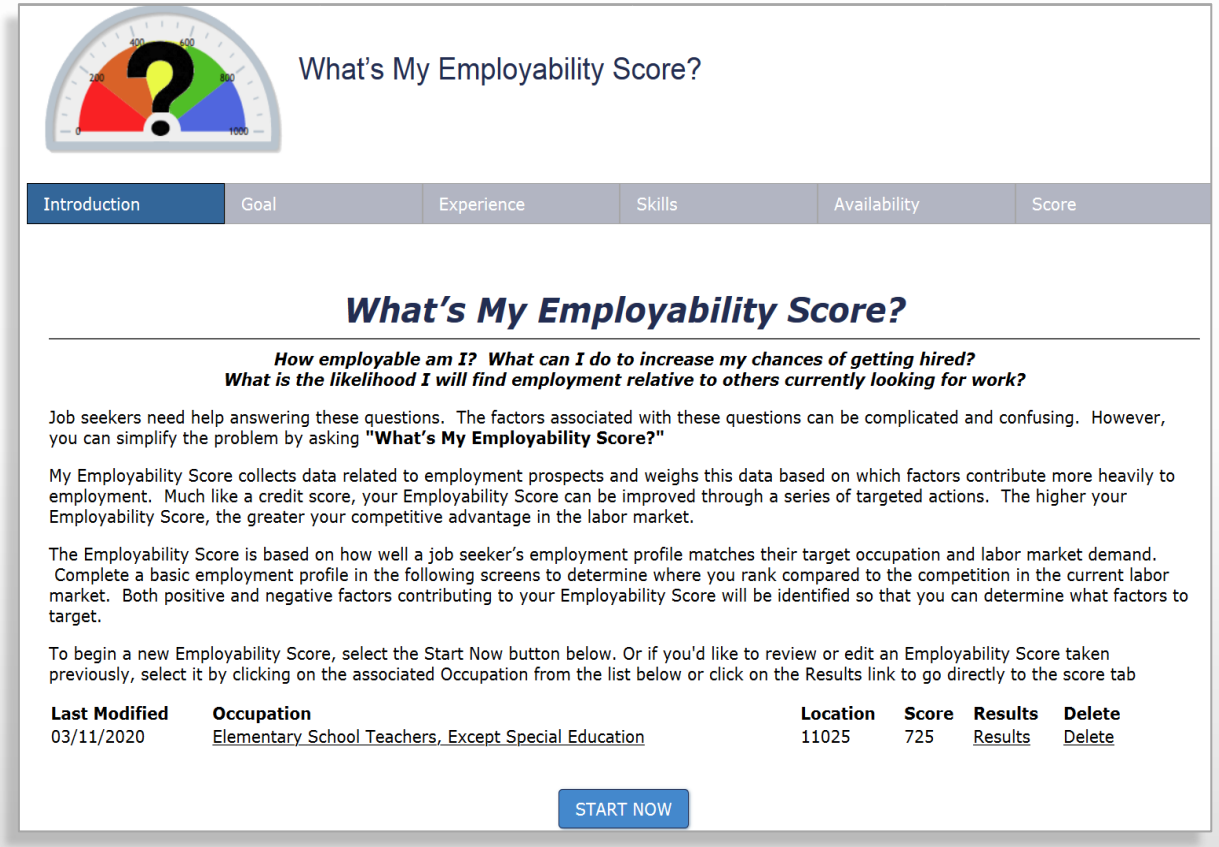
The Demand List

- Clicking on the "*Learn More*" (Learn More) label in the Jobs in Demand section provides the customer with New Jersey's most recent (Demand Occupations List). This list is in effect starting July 1, 2020.



My Employability

- Clicking on the "*My Employability*" (**My Employability** Use this quick survey to evaluate your employability and identify actions to improve your chances of obtaining employment.) block in the Career Assessments/Exploration section provides the customer with a tool to assess whether the customer is ready for the employment they desire.
- Based on a series of questions, the job seeker provides answers which determines an employability score. This score incorporates many factors such as experience in the position, skills they have, training or certifications needed, and other items like their transportation and child care situation, etc.
- As the questions are answered, the score progresses, showing them the current score on the right side of every page. At the end, their score can be compared to the levels indicated for employability. The ranges are: Excellent, Good, Fair, Poor, and Very Poor. The tool includes an analysis of positive and negative factors, completion factors, and suggestions of actions to take. Completed assessments will be populated on the introduction page and can be viewed.

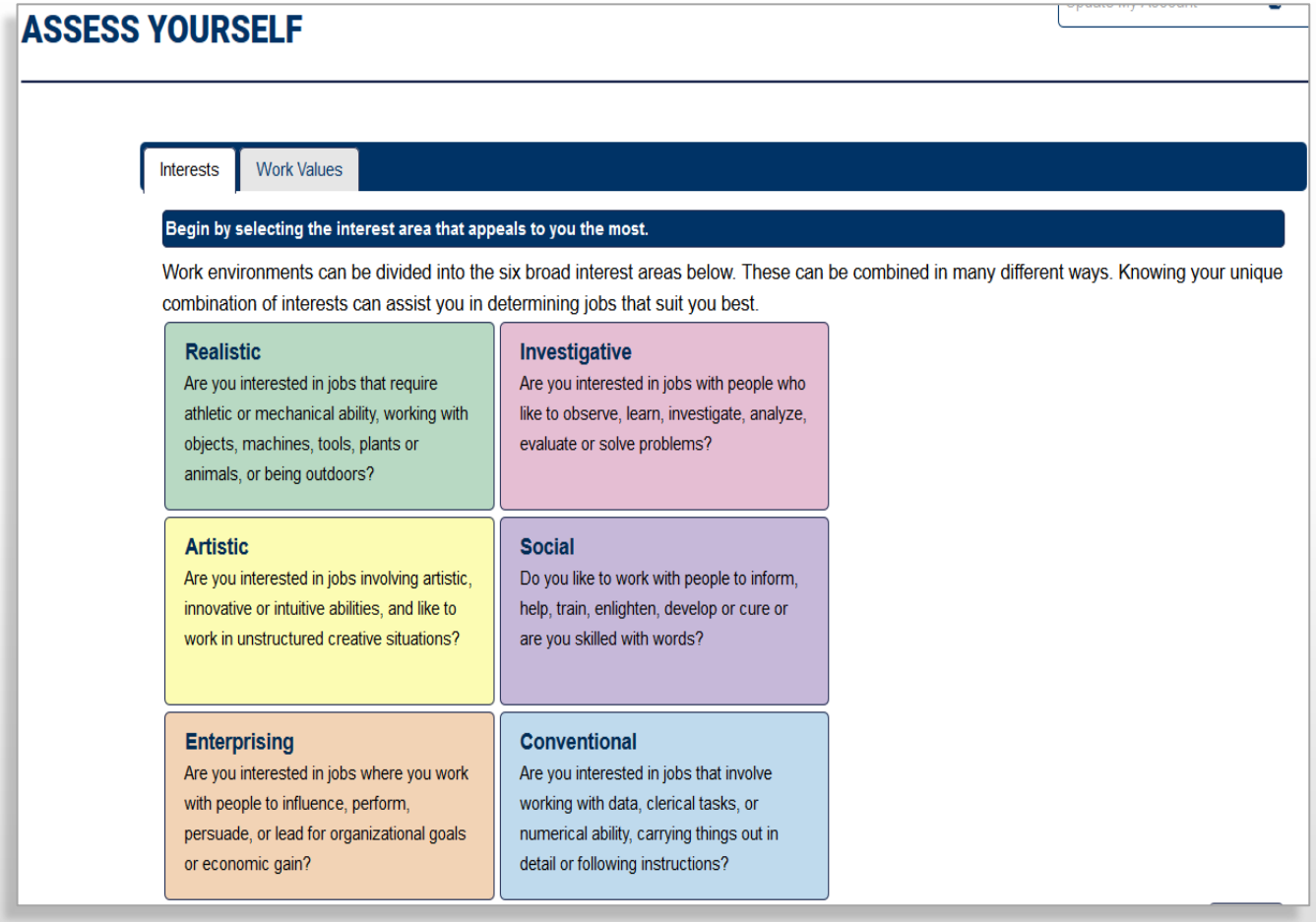


Assess Yourself

- Clicking on the "*Assess Yourself*" (**Assess Yourself** Use this feature to match occupations based on your broad interests or work values.) block in the Career Assessments/Exploration section provides the customer with a tool to assess their area of interest and their preferred work environment.

- On the Interest tab, the customer starts by clicking on the top 3 "*Interests*" in order of importance to them. Once chosen, they can click on the "View Occupations" button and find related jobs titles with star values to indicate the strength of the match.

- On the Work Values tab, the customer starts by clicking on the top 3 "*environments*" in order of importance to them. Once chosen, they can click on the "*View Occupations*" button and find related jobs titles with star values to indicate the strength of the match.

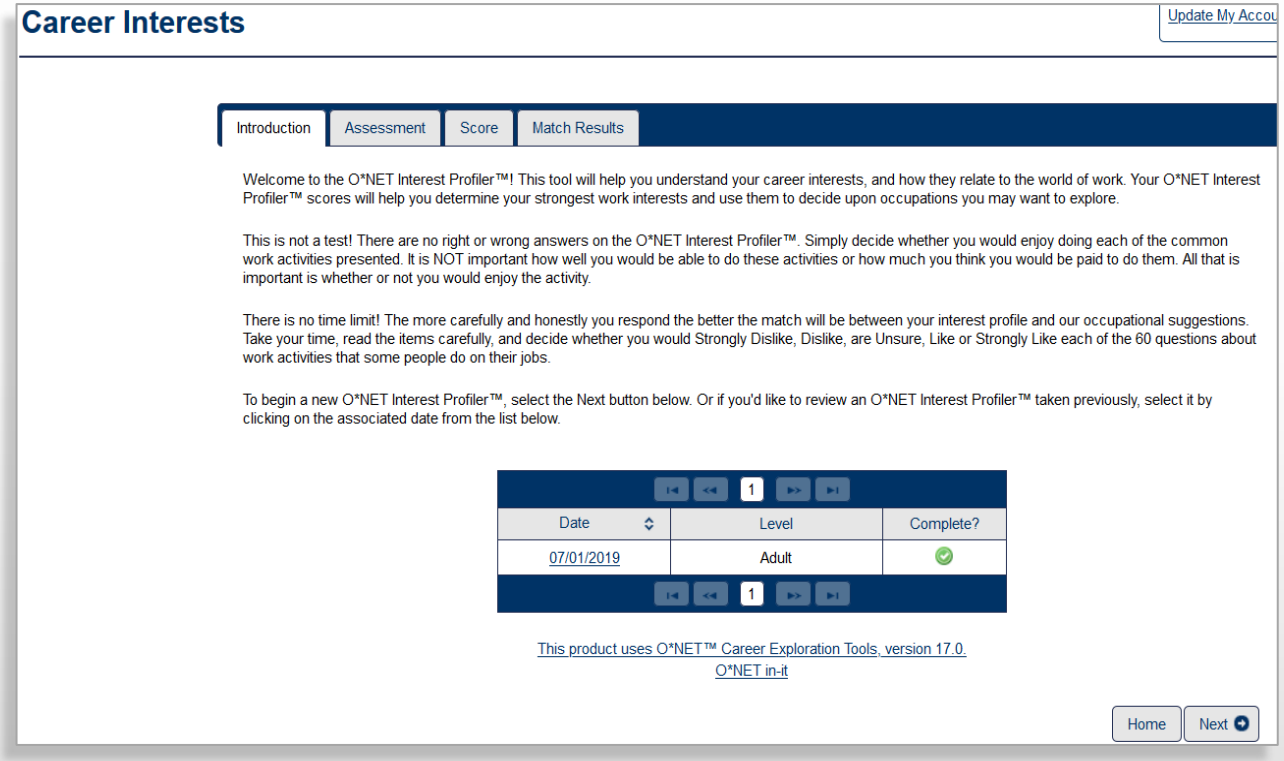


Career Interests

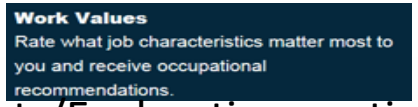
- Clicking on the "*Career Interests*" (**Career Interests** This activity-based survey will match your unique interests to specific occupations.) block in the Career Assessments/Exploration section provides the customer with a tool to assess actions or duties that they find interesting.

- Through this assessment, the customer views 60 activities, rating each as strong like, like, unsure, dislike, or strong dislike. At the end, a score is provided to indicate their strongest preference in these areas: artistic, conventional, enterprising, investigative, realistic, and social. Clicking on any of these provides occupations related to that area with star match levels.

- All completed assessments will be populated on the introduction page and can be viewed. Scores will appear on the AOSOS test tab as "O*Net Interest Profiler".

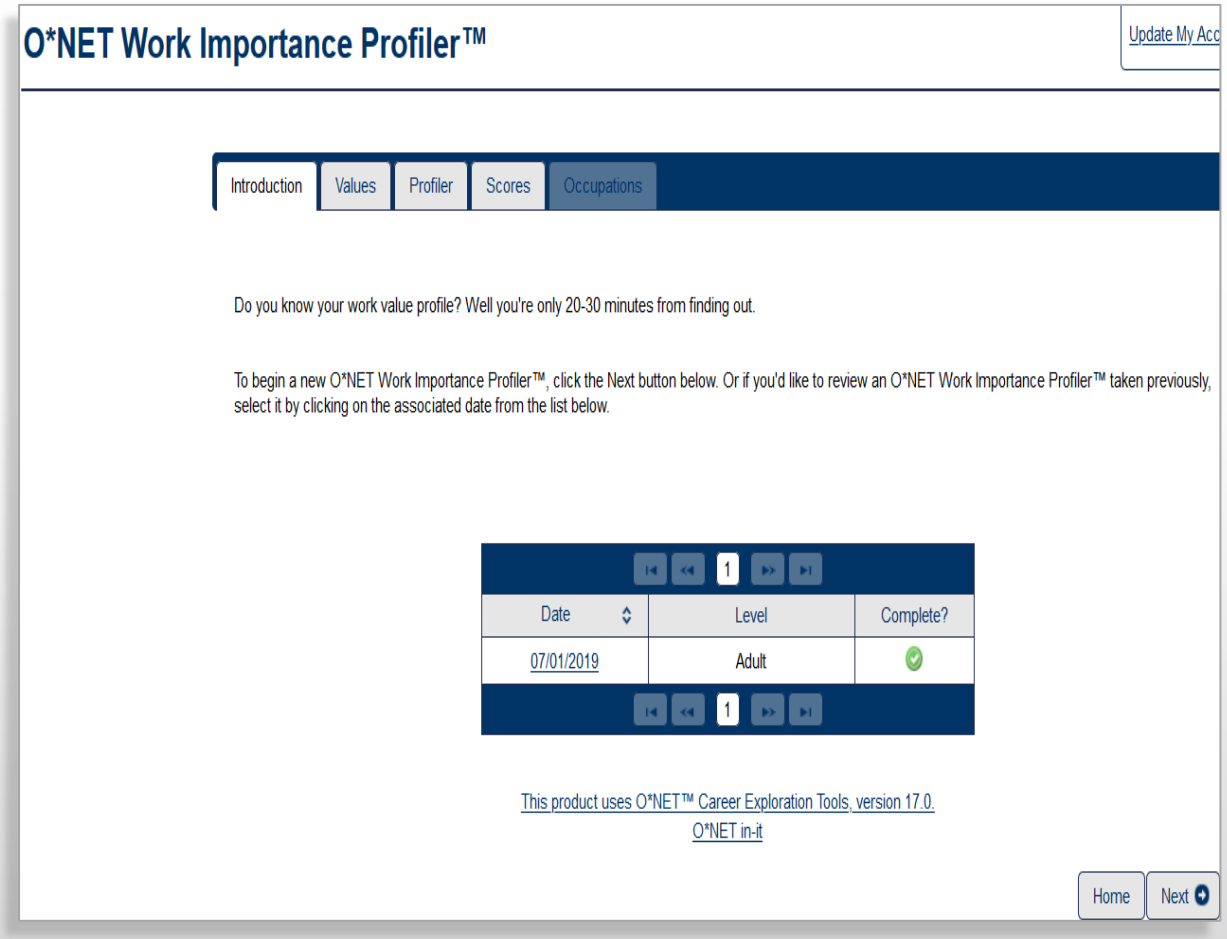


Work Values

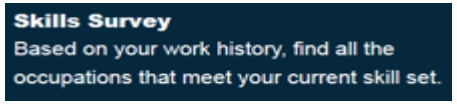
- Clicking on the "*Work Values*" () block in the Career Assessments/Exploration section provides the customer a tool to assess their preferred work style.

- Through this assessment, the customer views 20 values that they will ultimately click on and drag into the column that best reflects its importance (most to least) to them. At the end, a score is provided to indicate their strongest preference in these areas: achievement, independence, support, recognition, relationships, support, and working conditions. Clicking the next button provides occupations related to that area with star match levels indicated.

- All completed assessments will be populated on the introduction page and can be viewed. Scores will appear on the AOSOS test tab as "O*Net Work Importance Locator".



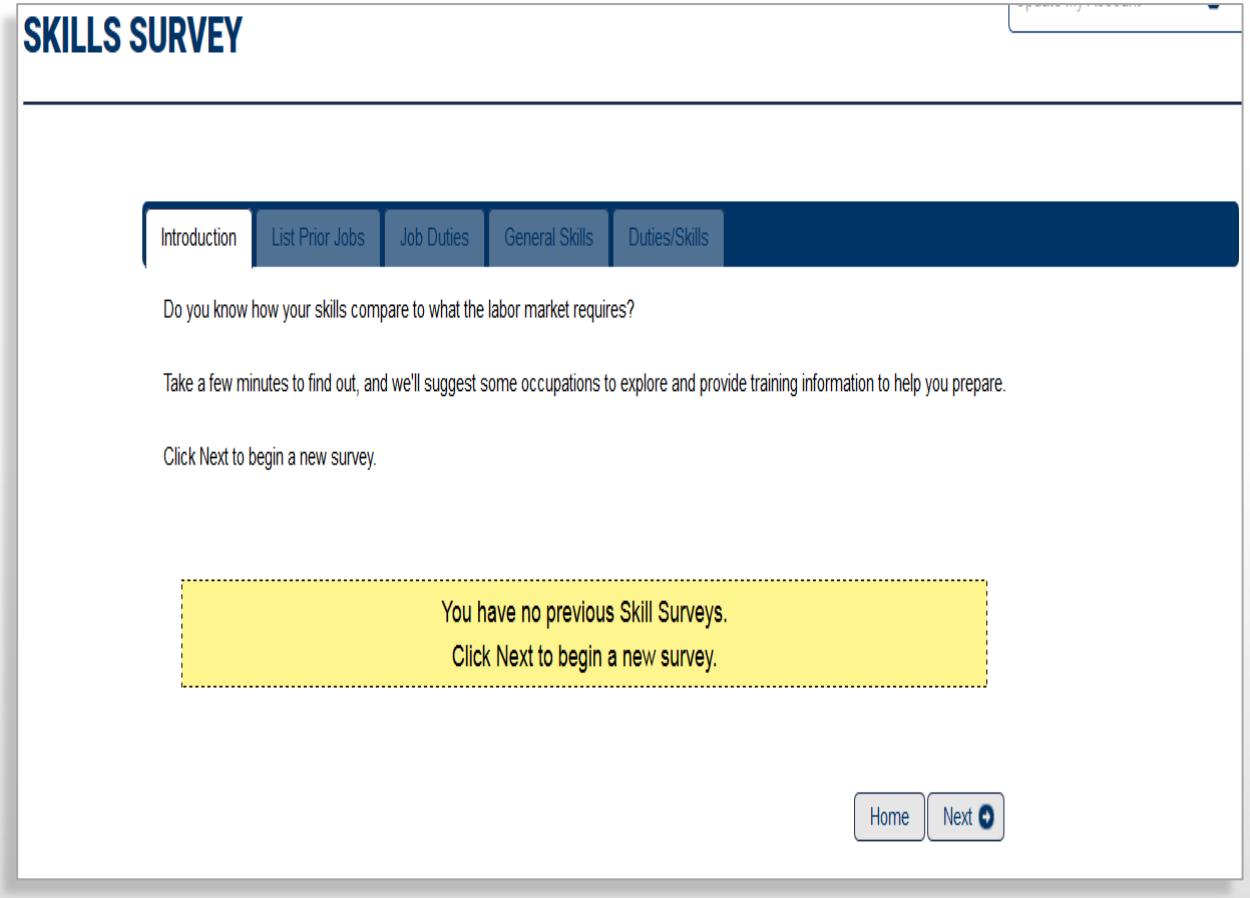
Skills Survey

- Clicking on the "*Skills Survey*" (

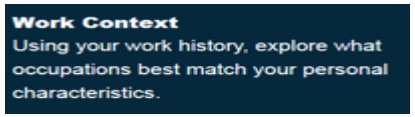
) block in the Career Assessments/Exploration section provides the customer with a tool to compare your abilities to the skills needed for an occupation.

- Through this assessment, the customer chooses which occupation to assess from the list provided from prior jobs, jobs marked as favorites, or a new selection. They then review a list of duties related to that occupation, indicating their skill level (low, moderate, high) for each duty receiving a skills gap analysis. Next they review a list of general skills rating each as well. At the end, recommendations of job titles with star match levels are provided, each with a gap analysis.

- All completed assessments will be populated on the introduction page and can be viewed.



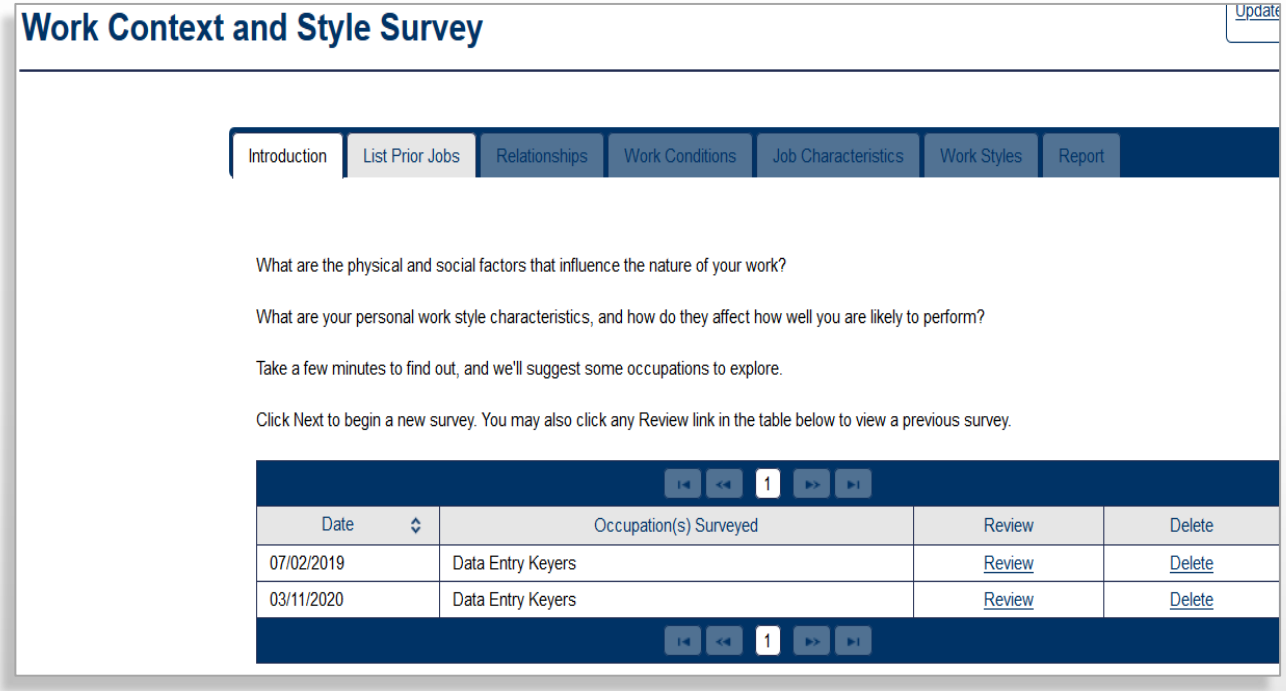
Work Context

- Clicking on the "*Work Context*" (

) block in the Career Assessments/Exploration section provides the customer with a tool to assess all aspects of the job, environment, and personal style.

- Set up is similar to the skills assessment; the customer chooses which job to assess from the list provided from prior jobs, jobs marked as favorites, or a new selection. They then review a list of duties related to that job indicating the frequency of performing each duty, and then receiving a match analysis. This is repeated with a list of working conditions, job characteristics and work styles, rating each as well. At the end, recommendations of job titles with star match levels are provided, that incorporates the results from all of the surveys in this assessment.

- All completed assessments will be populated on the introduction page and can be viewed.



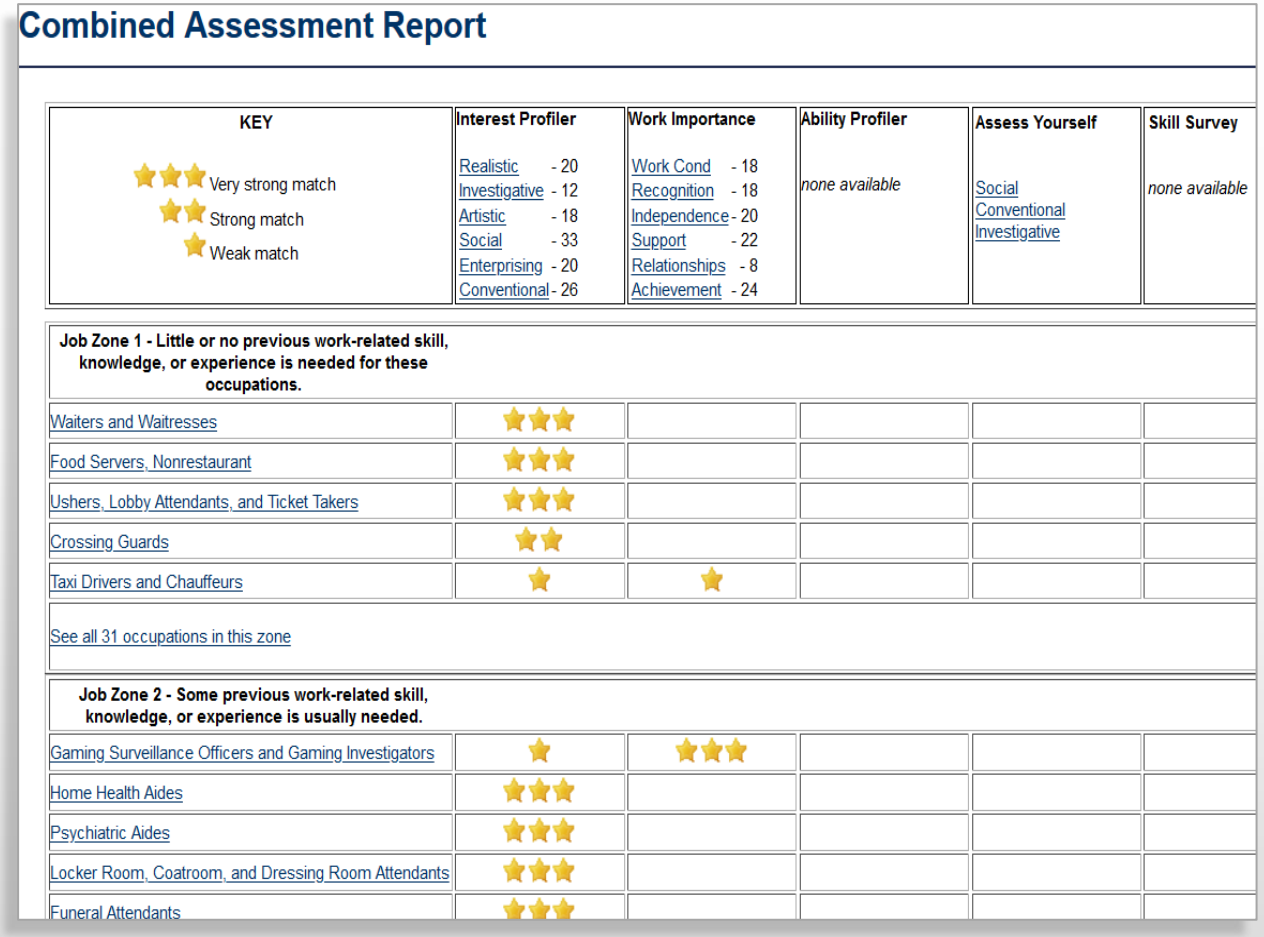
Summary Report

- Clicking on the "*Summary Report*" (**Summary Report** View your top occupations derived from all of your assessment.) block in the Career Assessments/Exploration section provides the customer with a summary of all the assessments they have taken.

- Across the top, the columns indicate the results from each type of assessment, and also indicates if the assessment has not been completed.

- The bottom left rows indicate the job titles that are a best fit with a star match level.

- Clicking on any job title provides detailed information about that occupation.



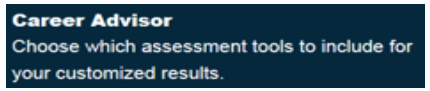
Combined Assessment Report

KEY	Interest Profiler	Work Importance	Ability Profiler	Assess Yourself	Skill Survey
★★★ Very strong match ★★ Strong match ★ Weak match	Realistic - 20 Investigative - 12 Artistic - 18 Social - 33 Enterprising - 20 Conventional - 26	Work Cond - 18 Recognition - 18 Independence - 20 Support - 22 Relationships - 8 Achievement - 24	*none available*	Social Conventional Investigative	*none available*

Job Zone 1 - Little or no previous work-related skill, knowledge, or experience is needed for these occupations.					
Waiters and Waitresses	★★★				
Food Servers, Nonrestaurant	★★★				
Ushers, Lobby Attendants, and Ticket Takers	★★★				
Crossing Guards	★★				
Taxi Drivers and Chauffeurs	★	★			
See all 31 occupations in this zone					

Job Zone 2 - Some previous work-related skill, knowledge, or experience is usually needed.					
Gaming Surveillance Officers and Gaming Investigators	★	★★★			
Home Health Aides	★★★				
Psychiatric Aides	★★★				
Locker Room, Coatroom, and Dressing Room Attendants	★★★				
Funeral Attendants	★★★				

Career Advisor

- Clicking on the "*Career Advisor*" (

) block in the Career Assessments/Exploration section provides the customer with the option to compare various selected assessments to determine the best career choices.

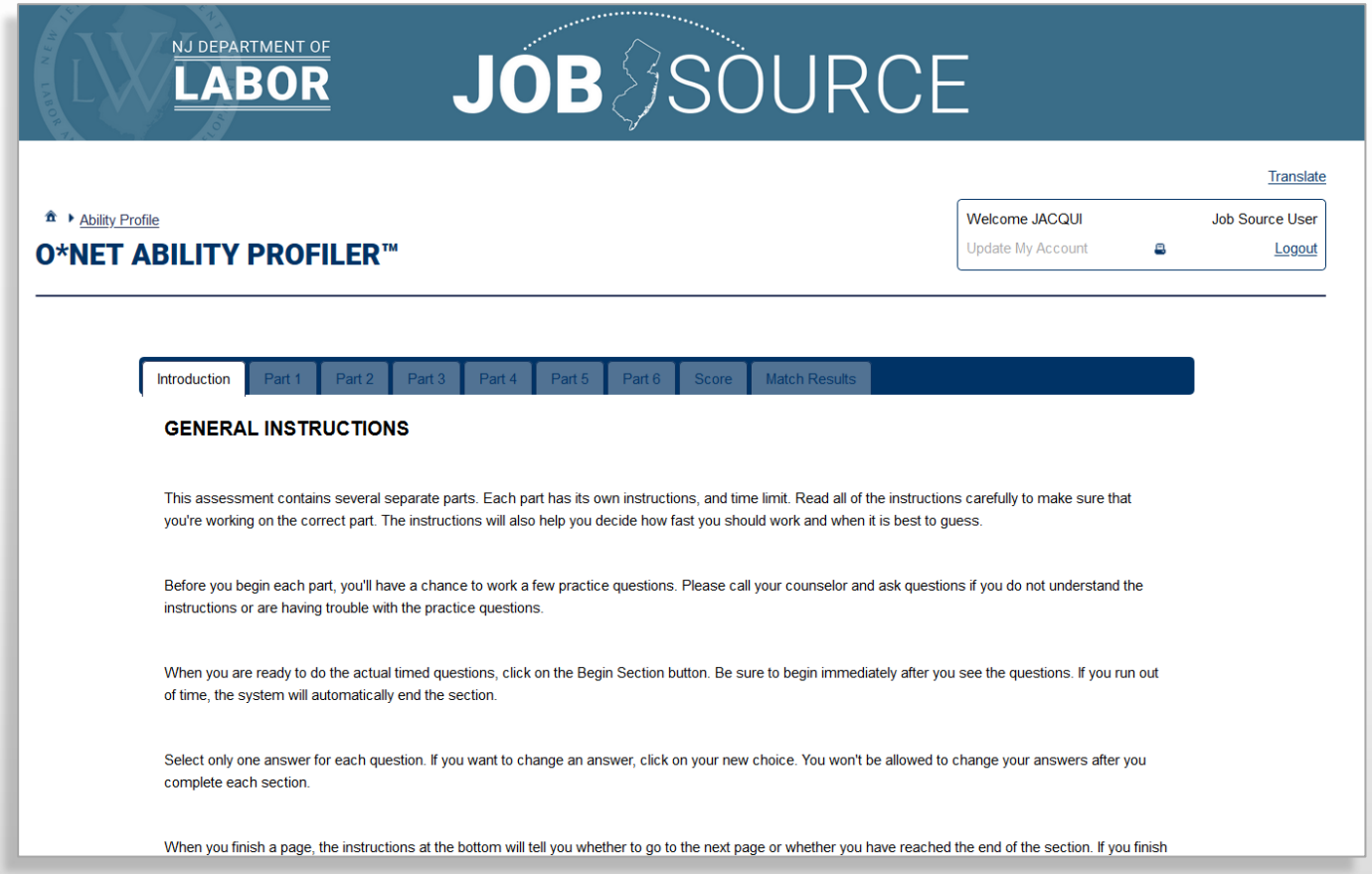
- Customers choose which assessments to compare by checking off one from their personal traits category and one from their capabilities category. They also choose the Zone they are most interested in. The results come in a graphical format, where hovering over the colored dot provides the name of the occupation, and clicking on the dot provides additional information. This information is also available in a list format.

- All completed analysis will be populated on the introduction page and can be viewed.

Ability Profiler

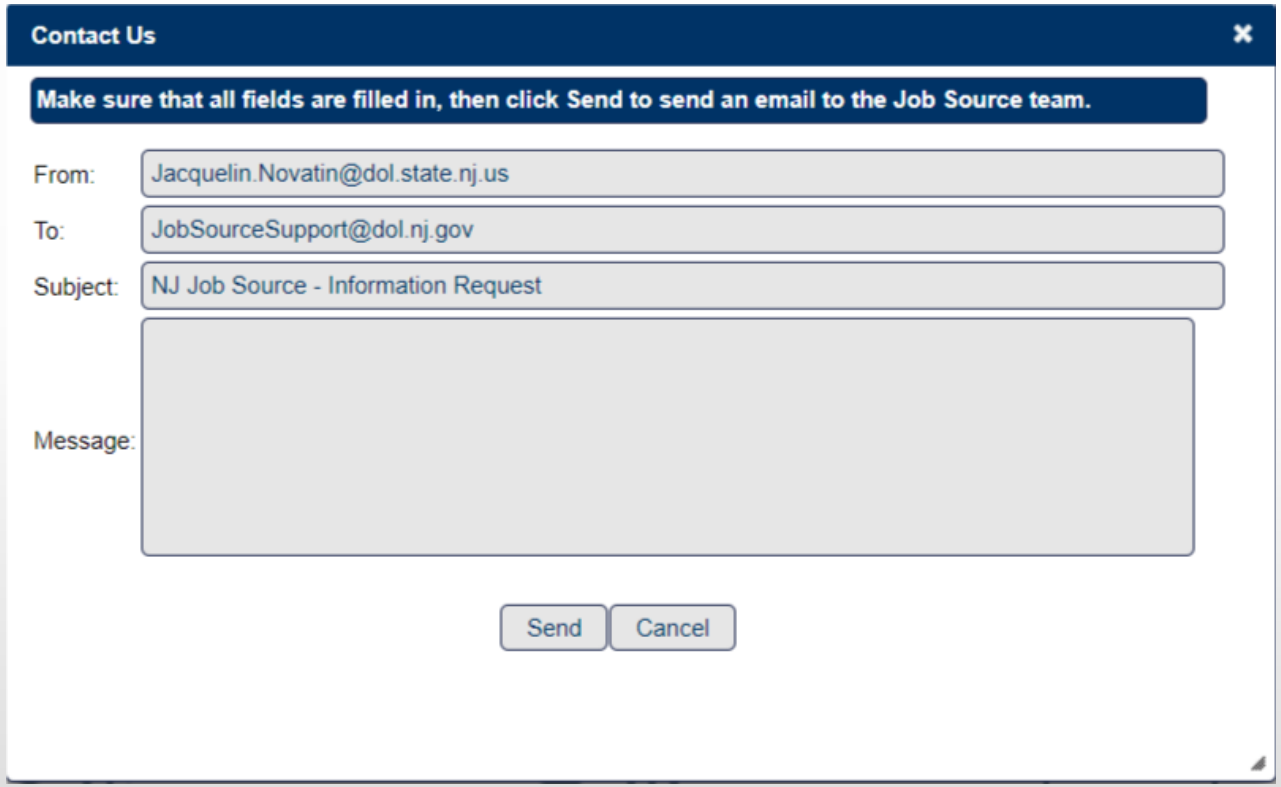
- The "*Ability Profiler*" is an assessment that must be assigned by a certified counselor. Once a certified counselor has assigned the test for a job seeker, the job seeker will log into their Job Source account and click on the "Ability Profiler" (**Ability Profiler** Assess your abilities, because someone asked you to.) block in the Career Assessments/Exploration section.

- This assessment is a timed test and the resulting scores will be post into AOSOS in the customer's "Test" tab as "*O*Net Ability Profiler*".



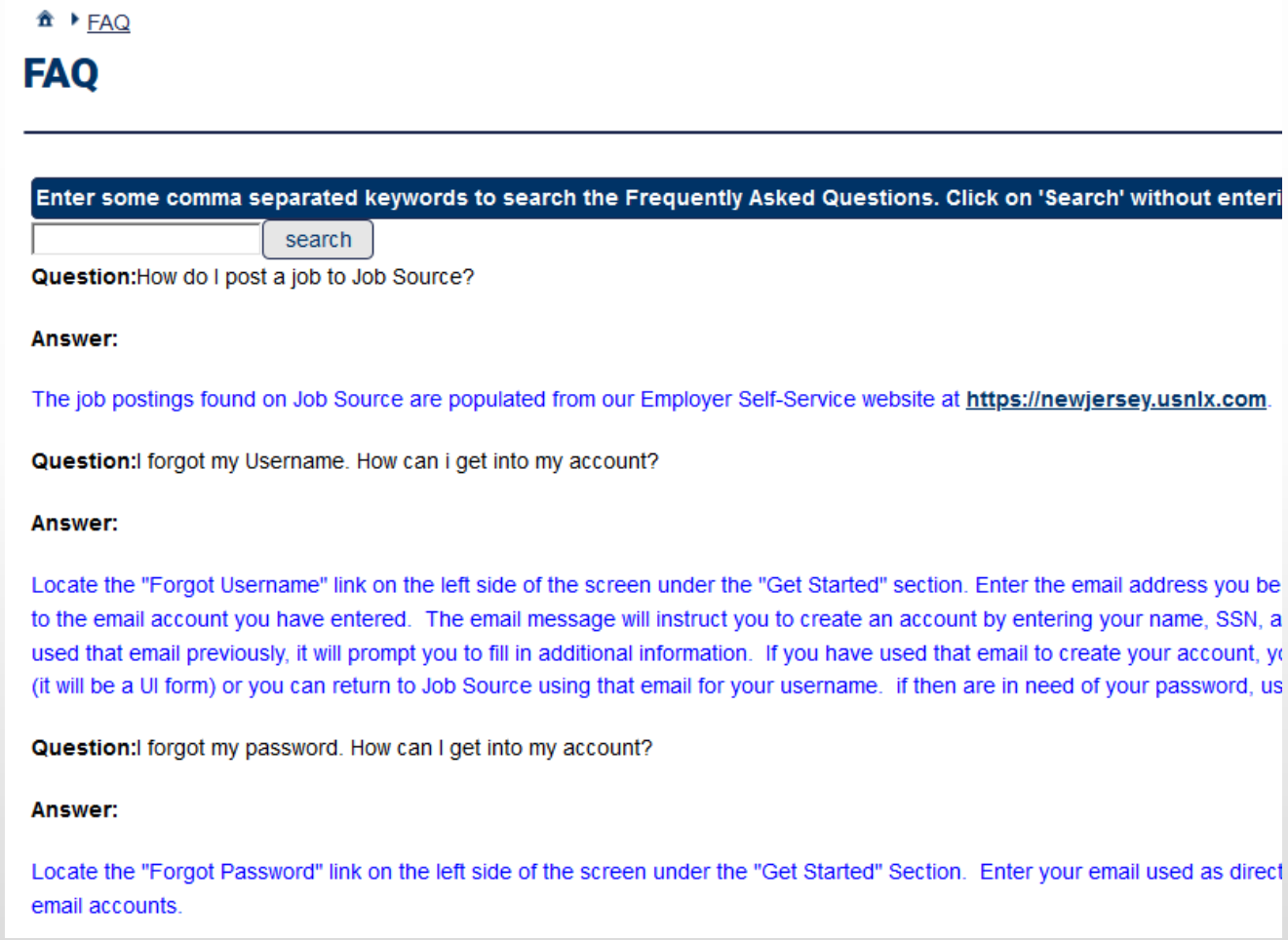
Contact Us

- Clicking on the "*Contact Us*" (Contact Us) label in the Footer section provides the customer with a way to ask for assistance via email.
- When clicked, a popup box will prepopulate the form with the customers logged email, the Job Seeker Support email, and the subject. The only item for the customer to complete is the body.
- A staff member in the Central Office will be responding.



Frequently Asked Questions

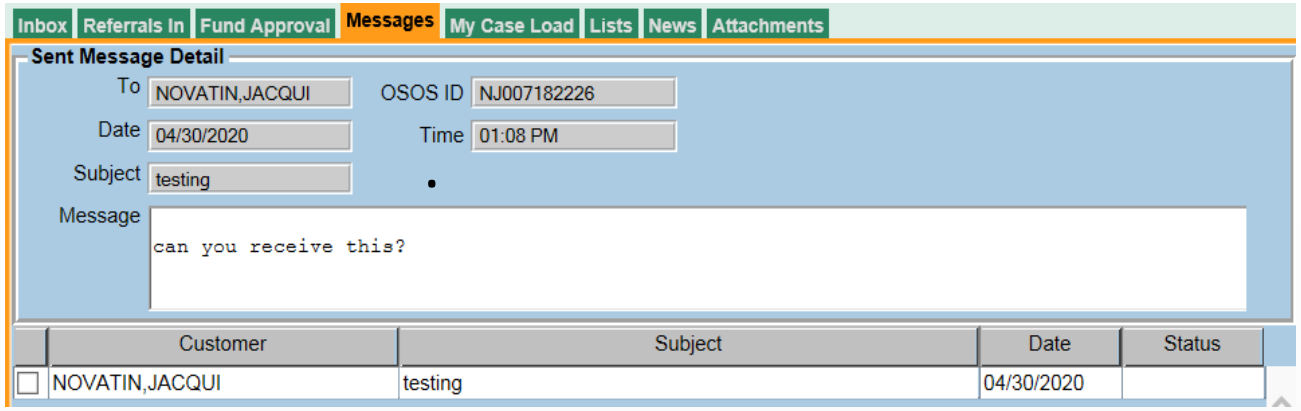
- Clicking on the "*Help FAQs*" (Help FAQs) icon in the Footer section populates the most frequently asked questions. This list will grow as questions arise.
- A search button is available to find a topic quickly.
- Any additional FAQ requests can be sent to us through the "Contact Us" link.

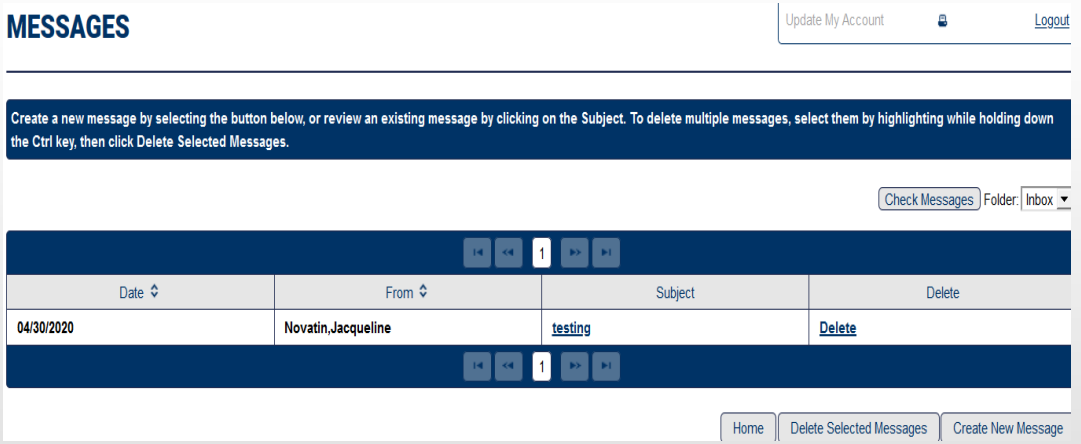


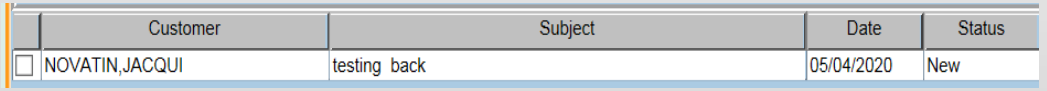
Messaging

The application provides convenient email messaging.

- Starting in your staff module, messages tab, create a message for a Job Source Customer.
- The customer will receive an email in their personal email account informing them to check Job Source for a new message.
- Once they log in, the message link appears under the logout option. Clicking on that link displays the messages where they can respond and their response will show back on your messages tab.
- Your messages will be displayed by either Inbox or Sent choices in the Staff module.







Additional Resources

- Look for additional PowerPoints for in-depth training on the individual components.
- Be sure to converse with Lisa Fiorile for counseling guidance and best practices in the use of the Job Source tools.
- Some items are controlled by the Central Office. If you have suggestions for “resource links”, “FAQs”, or “tips”, please let us know.

Continue your Great Work!