Overview

The Nevada CareerExplorer system is a career exploration platform that allows individual Explorers like you to learn more about the world of work and how you can be successful in it. The system is intuitive and easy to use so that you can jump in and explore careers with an emphasis on finding industry-recognized non-degree credentials, colleges, degrees, and job opportunities right away. The system combines several publicly available data sources and presents them in a unified manner. Our main data sources include O*NET for occupational info, IPEDS for college information, many (GOED, NSHE, etc.) to ensure the experience is tailored to the local economy, and the US Census Community Survey for localized cost of living data. These data sets are large and informative but can be difficult for Nevada specific data sources to navigate. We present you with this information in an easy-to-digest format.

Where appropriate, we also provide links to sites where you can get more information. Everything in this system ties together seamlessly. As a Nevadan, you have access to a program that aims to build a modern workforce system that maps skills to competencies and credentials. Expand remote access to short-term training for in-demand sectors and educational opportunities by utilizing digital platforms.

We know that exploration does not always follow a linear path. We designed this system so that no path leads you to a dead end. Instead, any path you choose leads to new opportunities and allows you to explore the way you want.

Account Overview

Having an account on the Nevada CareerExplorer will allow you to personalize your experience and store your career exploration activities. All you need is a Nevada Library Card to get started.

Why register?

As you use the system, you may come across pages that require you to log in. In this section, we will provide an overview of the pages that require you to be logged in. When you register for an account, you will have access to all the features of this site. Each time you log in, you will be able to pick up where you left off.

Explorers: An explorer account is designed with new job seekers, underemployed, dislocated workers, and students in mind looking to explore and begin a new career. As an explorer, you will have access to Nevada labor market data sources, assessments, and available Short Course Training Opportunities for precision career navigation. Access to new, immersive technology and types of media such as 3-D objects and 360-degree videos. As an explorer, you will also have the option to connect and be case managed by a Career Navigator for 1:1 personalized career guidance and navigation.

Navigators: Navigator accounts are for Career Counselors throughout Nevada working in workforce development or as an Adult Services Librarian managing a caseload of Explorers who have requested to be case managed. Career Navigators will have access to explorers to better assist them in understanding Nevada's labor market, focusing on in-demand careers within Nevada's resilient STEM industries. Navigators will assist explorers in connecting with college partners, workforce boards, and other eligible service providers to start an eligible short course training that leads to industry-recognized credentials.

How does it work?

To register for an account, select the Register Now button on the home page or the Sign In link in the top right corner of the page. From there, you will be asked for a few pieces of information that the system will use to identify you, including your 14-digit library card number. As you enter each piece of information during the registration process, a popup will appear to explain why the information is being collected.

Please Note: You do not need to supply an email address to register for an account, though doing so will be helpful in case you ever forget your username or password. You will not be able to look up your username or reset your password unless you register with an email address.

Account Features

When you register for an Explorer account on the Nevada Career Explorer, you will be able to personalize your career exploration and keep track of your activities and research. When you log in again, you will be able to pick up where you left off.

Goals

Goals are used by explorers and navigators alike to choose a custom goal that will help them to accomplish some form of career exploration and growth. Under goals, users can create their Individual Career Map (ICM) and save their progress. Individual Career Maps are designed to help a user understand their career interests, importance, skills and earn credit for valid prior work experience. Once an ICM is complete users can request to connect with a Navigator for further information and assistance.

Saving Progress

Many activities and work done in the system will be automatically saved when you are logged in, or will save if you log in while completing them. These include Goals, the Interest Profiler, Work Importance Profiler, Skills Decoder, Budget Your Life, and the Resume Builder. You can access your saved progress when you return to the system by simply revisiting the activity or task while logged in. We will explain how each of these tools work in the sections below.

Pin to CareerHub

The Nevada CareerExplorer system contains a lot of information. You can flag useful information so that you can easily find it again later. All profile pages contain an action bar which is available for rating and flagging. Whenever you are logged in, all of your ratings and flags will be saved to your account. Flagging an item is similar to creating a bookmark on the site. For example, if you were beginning to research training programs, you might flag the pages of institutions you want to learn more about.

Journals

The Journal tool allows you to keep track of your career exploration or job searches. You can create as many journals as you like. You might create a journal to keep track of a program you are applying for

and another to record your thoughts on careers you might enjoy. If you are in the workforce and exploring new opportunities you might even want to create a different journal for each career of interest. Each journal can contain as many entries as you need and there its no right way to use the journal; you can tailor yours to meet your needs. You can also add references to your journal entries that allow you to jump back to an item of interest.

Search

The top of every page contains a search box. The search allows you to find most resources in the system, including occupations, colleges, and documentation. If the search is successful, the results of the search will be displayed in a table similar to other listings. If your search contains misspelled words, the system will automatically display results for the recommended alternative or suggest possible correct spellings with a link to a search for those terms. By default, the search will show all items that matched your search. You can choose a specific type from the choices listed at the top of the page to restrict your search. From the restricted view, you will be able to filter on attributes specific to that result type - such as wages for occupations and location for educational institutions.

Exploring Occupations

The Nevada CareerExplorer system contains detailed information on over 900 occupations described in the O*NET database, which is organized into easy-to-read occupational profiles. These profiles provide a glimpse into the daily tasks and activities of each of these occupations, and when available are augmented with other relevant data.

Occupation Listings

The occupational listing pages contain a sorted, filtered table of occupations. Every listing page in the system has a similar layout and works the same way. The top of the page contains a filter that allows you to refine the table by salary, educational requirements and other features. You can click on the header of most columns to sort the underlying data in the table. Click once to sort in ascending order. Click again to sort in the opposite direction. Each occupation listing in the table contains information in the form of badges and icons. Badges appear to the right of the occupation and indicate whether an occupation has been flagged, rated or is considered a "STEM" career (Science, Technology, Engineering, Math). Icons can be found to the right of the badges. They tell you how much education is required for a particular occupation and whether an informational video about the career is available.

Profile Pages

Profile pages are the heart of the Nevada CareerExplorer system. These pages provide an abundance of information on the occupation and give you many options for further exploration. Each profile page contains the information described below.

O*NET and Nevada Data Source Information

The occupational information used throughout the system comes from the O*NET (Occupational Network) database. O*NET was developed by the United States Department of Labor to document and describe the jobs that exist in the American workforce. O*NET is unique in that it relates occupations to each other through a taxonomy of transferable attributes, or as they call them - the content model. Each occupation in the database is ranked over 300 data points on a scale, usually in the range of 0 to 7. This

data allows us to compare occupations and provide analysis that was never possible before. Nevada specific information is also being brought in from sources such as the Governor's Office of Economic Development (GOED); the Nevada System of Higher Education (NSHE); the Governor's Office of Workforce Innovation (GOWINN); the State Department of Education (DoE) and the Department of Employment, Training and Rehabilitation (DETR) to provide in-depth Nevada information within the platform.

Decoding Skills; 3D objects,Virtual Reality Field Trips and Instructional Resources

 Enhanced features include precision career navigation elements that 'decode' skills and award college credits or competency badges for prior experience. Virtual reality and 3D interactive training enhancements are focused on helping Nevadan's "see into" the labor market and support online and distance learning in short-term industry credential training programs to reskill and upskill folks for in-demand jobs within Nevada's resilient STEM industries.

The Role of Librarians

 Every county in Nevada has a public library system with information about career planning, job searches, and the local economy. All libraries offer job seekers free access to broadband, computers, and online tools. The Nevada Career Explorer provides specialized information and services for job seekers and career changers, Libraries work closely with and refer patrons to One-Stop Career Centers/American Job Centers, local training providers, and community colleges. Nevada librarians will help patrons navigate a career decision with precision through Nevada Career Explorer's integrated system that connects community of practice from Nevada's community colleges, state and municipal agencies, Workforce Connections, Nevada Works and many non-government organizations. The Nevada Career Explorer upgrades and new virtual reality tools include3D tools and 35 different 3D "Field Trips" available to users via their Nevada Career Explorer account. These features further spark a patron's curiosity to explore STEM Careers. The Nevada CareerExplorer and how to access these field trips will be covered in a later module called 'Using the Nevada CareerExplorer.'

Video

Over one third of the occupations in the system have videos and pictures associated with them. When you view an occupational profile that contains images, you will notice a media box in the top right corner of your screen. You can use the arrows on the left and right of the image to scroll through other images that might be available. To view a video, just click on play button found in the lower left corner of the screen. Once the video starts, you will see a full array of controls on the screen.

Wages and Projections

The occupational profiles within the Nevada CareerExplorer contain the latest wage and employment information available. This information comes from OES (Occupational Employment Statistics), a federal program which collects such information from each state. You can filter OES data in the occupational profiles to help you find relevant information for more easily.

LEAP Profiles

LEAP stands for Learn & Earn Career Pathway. It is a tool which helps both students and members of the workforce with navigating careers in Advanced Manufacturing. LEAP is offering entry points at every

career stage from entry-level or at career-changing points to higher or advanced career levels. Working with educational institutions (e.g. community colleges) and employers LEAP is offering multiple career paths for a smooth career progression.

Job Openings

A listing of available jobs is accessible from all occupational profile pages by clicking on the Job Openings button. The listing that users see when they click on this button can be refined by state, zip code and/or when the job was posted. The listing of job openings is provided by Job Central (please explain this data source). Clicking on the position title will take you directly to the listing as exists on their site.

Resources

The Resources section contains links that allow you to continue your career exploration beyond this site. Resources include specialty job boards and additional assessment tests.

Assessments

Assessments are a great way find out about occupations you may wish to explore. All the assessments in this system function in a similar manner. You will be asked to answer a series of questions about your preferences. The system will then suggest a list of occupations suited to your responses. The occupations that appear in your results are those that you are most likely to enjoy based on your responses. Keep in mind that you may not be qualified for every occupation that appears in your results.

* Interest Profiler

The Interest Profiler is an instrument that consists of a series of 180 statements that describe work activities from many different professions. Read each statement and decide if the given activity would be of interest to you. When you have completed each of the questions, the Interest Profiler will present you with a summary of your scores. These scores are based on the Holland Occupational Themes (also known as the RIASEC model), which were created by Dr. John Holland of Johns Hopkins University.

* Work Importance Profiler

The Work Importance Profiler provides you with a list of occupations that match your work preferences. This tool is particularly useful for people who know what is important User's Guide, page 5 of 7 to them in a job, but have relatively little work experience. You will be asked to rank a series of preferences against each other to generate your profile.

* Skills Decoder

The Skills Decoder is a new assessment to translate work experience and skills into competencies, which are then converted into badges and credentials and, later, flexibly bundled into certifications and degree programs. Explorers can input their experience and objective based on their stage. The skills decoder allows the system to show the Explorer a collection of skills they possess based on their experiences.

* Computational Thinking Assessment

How Does the Computational Thinking Assessment Work?

Working with Karel is like learning how to play chess. A six-year-old can learn the basics, but could still be working on new moves at age ninety. The method is elegantly simple. A robot named Karel (a nod to the author who coined the word "robot" in the 1920s) navigates a grid, detecting various objects. The objects are either collectibles, containers, or obstacles. Karel has sensors that detect the type of object. Karel only has five commands: go, left, right, get, and put.

We use these commands to write procedures for the robot. We can test the procedures as many times as needed to make sure they work. This "iterative" testing procedure is engaging: the results are immediate and people use the feedback to verify, debug, or improve the procedure before submitting it for grading.

This is not just another video tutorial with questions and answers. This is an interactive dive into working with automation.

The candidate needs a computer with an up-to-date browser (Edge, Chrome, Firefox, Safari for example) connected to the internet. It cannot be done on a phone. The assessment can be taken at a library, a school or training facility, or at home. All the work is saved on the cloud, so the physical location does not matter.

Exploring Hot Careers in Nevada

Work-ready individuals enter the job local market with a view to being relevant in sectors that have been reshaped by the pandemic. Community building and inclusion is amplified through the library and access to these programs. Librarians add to the needed workforce professional bandwidth to help people return to work or upskill into STEM fields through tried and true lending systems made possible from a library card. Partnerships with schools and workforce partners seamlessly connect through the library. Leadership to advance responsible use of technology for positive societal and environmental outcomes moves ahead through the library's connector role.

Resilient careers in Nevada must ensure all Nevadans have equal access to training, upskilling and reskilling and through the network of public libraries the Nevada Career Explorer helps ensure the most disadvantaged populations in urban and rural areas are served.

Through powerful library networks and extended reality technology and content, Nevada's public libraries are helping to lead workforce development through programs and initiatives that are meaningfully linked into statewide and local workforce ecosystems leveraging LSTA and WIOA goals, together.

<u>Exploring Colleges</u>

College information is an integral part of the career exploration process. With occupational profiles, the Cost of College module and other tools, you are never far from finding more information on how to get the education and training you need to reach your goals.

Choosing a College

Nevada CareerExplorer provides many ways for you to find the right college to meet your needs.

* By Location - The Find a College in Your Area option allows you to search for colleges by location. When you select a location on a map of the United States, Nevada CareerExplorer will show you a listing of colleges in that area. Like other listings in the system, this list can be filtered by additional criteria.

* By Major - You can search for colleges by available major, average wage of graduates and the number of graduates in the major. You can also search for projected job openings based on a given major. When you search based on average wage, the system will show you a list of majors based on the average wage of the occupations chosen by students who graduated with that major. When you filter your search by projected job openings, you can see the majors which have the largest number of projected openings. Finally, when you search by number of graduates, you will see the majors that are most popular in an area. No matter how you filter your search, you will be able to narrow down the resulting list to interesting majors and the colleges that offer them.

* College Profile - The college profile provides you with a detailed view of the institution you select. Every profile contains information on location, majors and costs. For some institutions, additional information about sports and financial aid is available.

Cost of College

The Cost of College is a unique tool that allows you to consider the cost of college in relation to your projected future earnings. When you begin the Cost of College module, the system will ask you about your current occupation or the occupation you anticipate having. The system will provide you with a list of colleges that offer degree programs that can lead to that occupation. Once you select a college and desired occupation, you can explore your financial future. The tool allows you to enter and adjust the amount of money you expect to make, student loans, interest rate, loan terms and more. The Cost of College tool will calculate loan repayment costs and project how much money you can expect to have left over.

Finding a Job

As you continue your career exploration, you may want to consider job openings and apply for them. To help with this process, the Nevada CareerExplorer system can help you find job openings in your area. From every occupational profile, you can click the Find Jobs button to find openings in your area.

Applying for a Job

The Nevada CareerExplorer helps you find job openings and provides the tools you need to apply for them: the Resume Builder, Cover Letter Builder and Reference List Builder.

Resume Builder

The Resume Builder begins by asking questions about your employment and education history. Once you have answered all of the questions, the Resume Builder tool will create a resume that can be saved as a PDF for printing or as a Microsoft Word document, which can be further edited outside of the Nevada CareerExplorer system. For more detailed instructions on using the resume builder, visit the resume creation guide.

Letter Builder

The Letter Builder allows you to create several kinds of letters typically used during the job seeking process. By following the step-by-step interview process, you can create the following types of documents:

> * Cover Letter - Along with the resume, job seekers typically send a Cover Letter to apply for a job.

> * Thank You Letter - The Thank You Letter should be sent to a potential employer after an interview.

> * Generic Letter - This letter type will facilitate other correspondence with a potential employer.

Once you have answered all of the questions in the Letter Builder tool, the system will create a letter that can be saved as a PDF for printing or as a Microsoft Word document, which can be further edited outside of the Nevada CareerExplorer system.

Reference List Builder

The reference list builder lets you create lists of references to send to employers upon request. As with the other job tools, you can save a Reference List as a PDF for printing or as a Microsoft Word document, which can be further edited further outside of the Nevada CareerExplorer system.

Budgeting

Money isn't everything, but finances do play an important role in job satisfaction. Budgeting helps you determine the kind of lifestyle you will be able to afford with a particular occupation.

Developing a Budget

Nevada CareerExplorer budgeting tools allow you to explore your future finances. You will be asked to select a location and answer questions about your preferred lifestyle. The system will calculate average monthly costs and help you find occupations based on those costs. Logged in users can develop multiple budgets and return to them at any point to see the occupations that would support their choices.

Working Backwards from an Occupation

While exploring Nevada CareerExplorer, you may discover interesting occupations and wonder what kind of lifestyle these jobs support. When you use the Reverse Budget option, you can work backwards to figure out what you could afford based on typical salaries for this occupation. For more information on the budget, you can visit the Developing a Budget Guide.

Additional Resources

In addition to the information that Nevada CareerExplorer provides, we also offer links to external sites and tools that complement the resources we provide. Created at Nevada CareerExplorer.