



“Things may come to those who wait, but only the things left by those who hustle.” - **Abraham Lincoln**

## Using OhioMeansJobs website Guide

There are many great resources on OhioMeansJobs.com, depending on where you are on your career journey, here are some possibilities to consider:

### **Looking for a first job/new career:**

\***Career Profile** - Find a field matching your personal strengths.

<https://ohiomeansjobs.ohio.gov/job-seekers/build-your-career>

\***Work Values Assessment** – 20 cards to be ranked that help order what work values are most important to you. Then in Step 2, “Level of Effort” is how much training you are willing to take – jobs change based on level chosen. <https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/WorkValuesAssessment.aspx>

\***Career Pathways**-Within each workplace, there are varying roles of responsibility, check out this site for samples of these: <https://jobseeker.ohiomeansjobs.monster.com/ExploreIt/CareerClusters.aspx>

**Budget** – You’ve looked at some options, but based on your lifestyle, what \$ do you need to pay the bills? Go here:

<https://ohiomeansjobs.ohio.gov/job-seekers/build-your-career/career-preparation/wage-pathways>

**Congratulations!** You have explored your interests; how they relate to possible careers; the steps on possible career pathways and what \$ you need then re-evaluated where you need to be on your career journey – **Let’s get there!**

**Need help with training?** Make an appointment at one of our local OMJ centers(connection details on <https://www.omj15.com/>

**Have the skills you need?** Continue to the next section.



“The future depends on what you do today.” - **Mahatma Gandhi**

### **Looking for a job opening:**

**\*Find Your Next Opportunity** – On the opening screen, you can search the possibilities. You can also save your searches and get alerts when new postings are up. You can also get articles, resources, tools, and job recommendations (These features are at the bottom of the page.)

<https://ohiomeansjobs.ohio.gov/wps/portal/gov/omj/home>

**\*Write a Great Resume** – Lots of great info to review your resume for possible improvements.

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

**\*Improve your skills online** – A wide variety of short modules to brush up your skills.

<https://ohiomeansjobs.ohio.gov/job-seekers/practice-your-skills/career-skills>

**\*Interview** – Stay calm and confident – We’ll help! Prepare for All Kinds of Interviews -

<https://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx>

**Remember, we are here for you** – contact a local OMJ for additional help! **You got this!!!**

## **Special Populations**

**Military – Thank you for your service!** In 2020, our OMJ won the Veteran Service award = We’ll treat you right! You have priority in our local OMJ centers & special resources within OhioMeansJobs.com at:

<https://ohiomeansjobs.ohio.gov/wps/portal/gov/omj/job-seekers/build-your-career/for-veterans/military-service>

**Restored Citizens** – additional resources for those with connection with the court system.

<https://ohiomeansjobs.ohio.gov/job-seekers/build-your-career/for-restored-citizens>