



Quick Guide: Need for Occupational Information

Occupational Information Resources

Note: The following online resources for occupational information are completely free and at no cost to the user.

- **Occupational Outlook Handbook:** The government's premier source of career guidance featuring hundreds of occupations.
www.bls.gov
- **My Next Move:** Search Careers with Key Words, Browse Careers by Industry, and/or Receive Suggested Career Titles based on your Interests and Training.
www.mynextmove.org
- **O*Net Online:** The nation's primary source of occupational information; it has detailed descriptions of the world of work for use by job seekers, workforce development, HR professionals & much more!
www.onetonline.org
- **CareerOneStop** –Sponsored by the U.S. Department of Labor; it has many tools to help job seekers, students, businesses, and career professionals find their pathway to career success.
www.careeronestop.org
- **Careers.org** – *If it's about your career, it's here!* Features more than 150,000 pages about online degrees and universities, jobs and occupations, and entrepreneurial opportunities.
www.careers.org/

Focus - Self-Directed, Easy to Use, Online Career Planning System:

- Access Focus: login to UIS CareerConnect, select link under Shortcuts, use provided access code (uiscdc)
- Take all 5 Self-Assessments (Work Interest, Personality, Skills, Values, & Leisure Interests) or more!
- Meet with a Career Counselor for Focus assessment interpretation.

How to Schedule a Career Counseling Appointment:

- Login to UIS CareerConnect (password required)
- Locate Shortcuts Menu- right side of screen, after logging into UIS CareerConnect
- Select - **Schedule an Appointment with My Career Counselor**
- After completing form click **Submit**

Helpful Resources:

- Take the Focus Assessment to become aware of your occupational interests, skills, values and personality to see which majors and career titles match up for you.
- View the CDC's A-Z index to further explore industries: <http://www.uis.edu/career/goals/options/industries/>
- Meet with a Career Counselor to have your Focus results be interpreted and to further discuss these occupational information resources & tools.

UIS Career Development Center
Student Affairs Building, Room 50
One University Plaza, MS SAB 50
Springfield, IL 62703-5407



Phone: (217) 206-6508
Web: www.uis.edu/career
Email: careerservices@uis.edu