

Job Search Resources



Auxiliary aids and services available upon request to individuals with disabilities
Equal Opportunity Program

Resources

Getting Started

Register Yourself WorkReady Georgia Online Participant Portal
Jobs4AllNow – Online Career Coach Tool – 10 Steps to Employment
O*Net Career Exploration Tools
Free Online Career Assessments

Job Search

Georgia Department of Labor Employ Georgia Registration
Internet Job Search Strategies – 12 Tricks for Completing Online Applications
Web Sites for Job Search

Keyboarding and Resume Preparation

www.goodwilltraining.org – free computer and keyboarding
www.goodtyping.com - free typing classes
www.gcic.peachnet.edu – , scroll down to Learn About Employment and click on “Create a Resume”

More Helpful Information

Financial Aid Listing
Free On Line Classes
Georgia Career Information System

Considering Training Before You Return To the Workforce? Check Out . . .

Georgia Eligible Training Provider List – vendors and programs
Georgia Career Information System
Is Online Learning for me?

If You are not registered

Please Register Yourself

WorkReady Georgia Online Participant Portal

Ask Receptionist for

Instruction Form with web site

and any assistance you need

the form sample is on the next page

IMPORTANT INFORMATION FOR WorkSource Georgia Atlanta Regional Customers

You will want to make note of your log in and password information, so that you may enter the Georgia Work Ready Online Participant Portal later to utilize resources for career development and job search. (See box below). Ask Receptionist for a copy of this form.

Once you have registered, you will only need to sign in at the reception area on your next visit to utilize the ARWDB Career Resource Center resources.

Online Registration Directions

Go to the Georgia Workready Online Participant Portal:

<https://www.workreadyga.org/vosnet/Default.aspx>

Click not registered?

Click Individual under Option 3

Complete registration

Turn in registration verification form to receptionist.

On the application there are medical and disability-related questions.

PLEASE NOTE:

- I. **Any information you provide shall be voluntary, and**
- II. **An information provided shall be kept confidential as provided by law, and**
- III. **Your refusal to provide any information shall not subject you to any adverse treatment, and**
- IV. **Any information provided shall be used only in accordance with the law.**

Record your information for your future use.

User name: _____
Password: _____
Security Response: _____

www.jobs4allnow.com/arwb

Earn 10 Certificates to Become a
Certified Job Search Candidate

Complete Registration
Ask Receptionist for Code – no charge to use





O*NET Career Exploration Tools

<http://online.onetcenter.org>

A set of O*NET-based, self-directed career exploration and assessment tools has been released by the U.S. Department of Labor. The tools are designed to help workers consider and plan career options, preparation, and transitions more effectively. They also are designed for use by students who are exploring the school-to-work transition. They include:

- **Georgia Career Information System - Interest Profiler**
- **Georgia Career Information System - Work Importance Locator**
- **Georgia Career Information System – Skills Assessment**

Using the tools and O*NET Online

These tools will help individuals identify their work-related interests, what they consider important on the job, and their abilities in order to explore those occupations that relate most closely to those attributes.

- They can be used separately, or in combination to give an expanded picture of the individual. The scoring report for each tool relates the individual's interest areas, work values, or abilities to lists of O*NET occupations.
- The occupations are further grouped into five "job zones", which are levels of education, training and experience required.
- Occupations can be explored further with or without staff assistance, using GCIS, the Occupational Outlook Handbook, O*NET Online (<http://online.onetcenter.org>), and other resources.

O*NET Online is a web-based resource (<http://online.onetcenter.org>) for accessing O*NET's information base.

- My Next Move - Career Exploration.

Skills Search in O*NET Online can help you find careers where your skills will transfer.

Free Online Career Assessments

www.livecareer.com and www.careerinfonet.org

- a. Click on **Explore Careers**
- b. Click on **Find Assessments**
- c. **Click on Find Assessments**
- d. Take the Assessments, Print and Review your Results
- e. For more, **click on Career Resource Library** (See below)

Web Resources

[Ansell-Casey Life Skills Assessment \(ACLSA\)](#), The Casey Foundation

A free online assessment tool for youth.

[Career Interests Game](#), University of Missouri

The game is based on the RIASEC (Realistic, Investigative, Artistic, Social, Enterprising, and Conventional) model of occupations and is designed to help match user's interests and skills with similar careers. The game may help users to begin thinking about how their personality will fit in with specific work environments and careers.

[Jung Typology Tests](#), HumanMetrics

Users may take the Jung Typology Test. Results are returned immediately. Users may also take the Jung Marriage Test, and the Risk Attributes and Role Model Profiles.

[Keirsey Temperament Sorter](#)

Offers a brief character and temperament sorter and a description of the results. The results are based on the sixteen Myers-Briggs Type Indications and then are grouped into the following four temperaments: Artisan, Guardian, Rational, and Idealist. Offers information on the four different temperaments and sixteen personalities.

[Motivational Appraisal of Personal Potential \(MAPP\)](#)

Offers an online assessment test identifying a person's motivations and how to use them for success in career and life planning. Matches a user's results to three O*Net job titles for free. Several in-depth appraisals and reports are offered for a fee.

[Personal Services](#)

Users may take the Keirsey Temperament Sorter II test. The test sorts people into sixteen type formulas and four temperaments. Users who complete the sorter will receive a free temperament description with the opportunity to purchase the full 10 page Temperament Report.

[Princeton Review Career Quiz](#)

An assessment quiz developed by the creators of the Birkman Method. Quiz results detail user's Interest Color (the kind of job interests and responsibilities that matches user's preferences) and Style Color (the way user's tend to work). Suggested careers are provided with finished questionnaire results.

[Riso-Hudson Enneagram Type Indicator \(RHETI\) Sample](#)

The Riso-Hudson Enneagram Type Indicator may help user's determine their Enneagram type. The Enneagram is a personality test that contains nine personality types. Offers a sample of the RHETI Test.

[Work Quizzes](#), MyFuture.com

Offers two tests to assist with career exploration. The 60 item sample Work Interest Quiz is designed to acquaint the users with a national test called the Interest-Finder. Answers are analyzed and fit into two of the six RIASEC (Realistic, Investigative, Artistic, Social, Enterprising, or Conventional) work types. The second test offered is the Personality Test which is based on the Myers-Briggs Typology. Users may fall into four general temperament types: Guardian, Artisan, Idealist, and Rational.

www.dol.state.ga.us

The screenshot shows the Georgia Department of Labor (DOL) website. The header features the Georgia DOL logo and the text 'Department of Labor'. A search bar is located in the top right corner. Below the header is a navigation menu with tabs for 'Individuals', 'Employers', 'Online Services', 'Forms and Publications', 'Laws and Rules', and 'Contact Us'. The main content area is titled 'State, Local and Federal Government Jobs' and includes a breadcrumb trail 'Home » State, Local and Federal Government Jobs'. The text describes listings of jobs with Georgia state agencies, Georgia cities and counties, and the federal government. It also provides links to 'Team Georgia Careers', 'Georgia Local Government Access (GLGA) Marketplace', 'USAJOBS', and 'Employment Opportunities with the GDOL'. The footer contains a 'Site Map' link and a list of 'WORKFORCE PARTNERS' including the US Department of Labor, GA Department of Economic Development, Technical College System of Georgia, Georgia Quick Start, and GeorgiaGov. The bottom of the image shows a Windows taskbar with various application icons and a system clock indicating 1:14 PM on 9/1/2015.

GEORGIA DEPT OF LABOR JOB LISTINGS AND REFERRALS

Click on Internet Explorer or Netscape Browser. Type in: <http://www.dol.state.ga.us>.

Click on **Individuals** tab under Georgia Department of Labor Heading.

Select **Find a Job**, then select **Employ Georgia**

Follow the instructions on the screen to select the area where you wish to work and type of job you seek



EMPLOY
GEORGIA

Georgia Department of Labor
Career Centers

Job Search:
Manage your job search in one location. View job postings from thousands of employers.

All at no cost to you.



GA Jobs Available: 150,896
GA Jobs Added Yesterday: 1,197

How do I get started?

Create an account and résumé to take full advantage of Employ Georgia Focus/Career-Explorer. With an account, you can manage your job search in one location and:

- upload, paste, or create up to five résumés
- see all job postings, including ones recommended for you based on your skills and experience
- establish job alerts to notify you of possible matches
- research careers
- research information about employers
- research information about training

[Sign in or Create an Account](#)

Without an account and résumé, you will only be able to view limited information about job postings, careers, employers, and training.

Frequently Asked Questions and minimum system requirements are available at [Employ Georgia Help](#). Contact [Employ Georgia Support](#) with questions or concerns. For personalized job search assistance visit a Georgia Department of Labor career center.

Follow Employ Georgia




Administrative Offices
Georgia Department of Labor
148 Andrew Young International Blvd., NE
Atlanta, Georgia 30303

Select Language



The Georgia Department of Labor is an [Equal Opportunity Employer/Program.](#)

Follow Instructions on the Screen to Get Started and Create an Account

12 Tricks For Completing Online Job Application Forms

Many companies insist that you complete an online job application form to apply for their open positions. The trouble is many such online application forms are terribly challenging to complete.

To apply for jobs online most effectively (and painlessly), follow these steps:

1. Allow at least an hour per online application. Plan to spend up to 3 hours to complete the most tedious online forms (The worst offenders: Educational, health care and government/defense industry forms). Work quickly to complete all required boxes. Some systems can “time out” if they are not completed quickly enough.
2. When given the option to upload a resume or complete a tediously long form, opt to upload your resume by clicking the ■'Browse'¹ button to find/upload your resume from your computer. This can save you time and ensure your resume looks like you intended it.
3. Create a chronological resume (with your most recent job listed first) in plain text (ASCII) format so you can easily copy/paste it into online templates without reformatting problems. Here's how.
4. Keep answers short so you don't have to edit them to fit particularly short boxes. Also save your most commonly given responses to a Word document so you can quickly paste the same answers into future forms.
5. Prepare a past job history document with the following information to quickly fill in forms when prompted:
 - Your past companies with each address and main phone number
 - Your beginning and ending titles at each place (and dates when you began and ended those positions)
 - Your supervisor's name, title and contact information (or HR's contact information)
 - Your beginning and ending salary
 - Duties/accomplishments for each position
 - Your beginning and ending dates (if you don't know the actual date, put the first of the month)
 - Your reason(s) for leaving the company
6. Have a list of at least four references ready to paste into a template with the following information:
 - Each reference's name and title
 - Their company name, address and preferred phone number and email address
 - Your relationship to each reference
7. Create a list of proficiencies and certifications. (You may also need (the year you attained certain certifications).
8. Be ready to include your educational history including:
 - School names and addresses
 - Grade point average
 - Months/years of attendance
 - Degree(s)/certifications attained / areas of study
 - Additional courses completed since graduation
 - NOTE: You may also need to include your student number and transcript information.

The application form preparation sheet mentioned in step 6 includes an option to list your education.

9. Create a short, powerful standard cover letter to paste into their template if prompted It should include
 - The position title and company name. "I am very interested in your ABC position at XYZ Corp."
 - Why you are particularly right for the opening, "I have measurable results in *This That and The Other Thing* which makes me particularly suitable for the position."
 - Call to action. "Please contact me at your earlier convenience at *Phone Number* or email me at *EMAIL ADDRESS* to discuss the opportunity."
 - Closing: "Thank you for your consideration. I look forward to hearing from you." -- *NAME*
10. Have impressive attachments ready in case you are given the opportunity to include them, these could include:
 - A list of your LinkedIn recommendations. Here's how.

- A list of references or reference letters or list of testimonials
- Samples
- Certifications
- Your college transcript

11. Be ready to complete online assessment questions. Typically these questions will seek to determine if you have the required experience and skill level for the open position, the right personality to fit into their environment, and/or the correct citizenship documents to be considered. Copy/paste your best answers to such questions into a document for fast retrieval later.

12. Review/improve your submission if provided a summary page.

Other tips

- Avoid using your computer's standard back button to return to a previous page. This may cancel out your entire submission. Instead, look for and use the form's back button.
- Use the "Save as Draft" button if an online form takes longer to complete than you have time available.
- Avoid over-clicking buttons on slow-moving systems. This can freeze/cancel your application.
- Print and/or save the job description. Review it before phone and in-person interviews.
- Try using the "Apply using LinkedIn" feature for job postings on LinkedIn that give you that option. This new feature allows you to send your LinkedIn profile instead of completing a form and/or sending a resume.
- When in doubt, just answer as best you can. Some systems simply won't allow you to answer a question correctly, for example, a system may not allow you to respond "all of the above" so just give the best answer you can and move on to the next question. When possible, notify the company's HR department if its online system is defective (as nicely as you can)-

Keep a log of positions for which you've applied. This log should include the company name; job title, date you applied, source (such as Monster.com). any special username/password required to access their system, and special notes such as, "Yikes! Allow 3 hours for applications to XYZ Corp."

Most importantly

After applying online as directed, take active steps to outmaneuver the online application system by influencing the hiring decision. I regularly discuss savvy strategies to do just that in free webinars on www.ilostmyjob.com/ and during in-person workshops (see the right sidebar to upcoming sessions). Included with permission.

INSTRUCTIONS FOR PERFORMING AN INTERNET JOB SEARCH

Click on Internet Explorer, Firefox or Google

Click on File, Open Page, then type in the URL (Universal Resource Locator) address (www.whatever.com) of the job finder site of your choice.

NOTE: Lists of these sites are on the following pages.

While on your search, you may need to refer to a prior page, or go forward to the page you just left. To do this, go to the menu bar on the top of the screen and click once on the back or forward arrow buttons.

NOTE: You can only go Forward if you have gone Back once.

When you have finished your search, you may exit the Web by clicking once on the "X" at the top right hand corner of your screen.

If you are not familiar with the Internet and require assistance, please ask for Staff assistance.

General Topics with Web Sites

Benefits	www.benefitslink.com
Company Information	www.anywho.com
Company Information	www.freeality.com
Atlanta Jobs Online	www.ajobs.com
Georgia Career Info System	www.gcic.peachnet.edu (ask receptionist for user id and password)
O*Net Assessments & Job Search	http.online.onetcenter.org
Occupational Outlook Handbook	www.bls.gov/oco
Trade Associations in Georgia	www.ajobs.com
Salary Information	www.salary.com

WEB SITES FOR JOB SEARCH

6 Figure Jobs	www.6figurejobs.com
Beyond Career Network	www.beyond.com
Computer Jobs	www.computerjobs.com
Career Org	www.careers.org
Career Shop	www.careershop.com
Career Tips	www.careertip.net
Dice Tech Leader	www.dice.com
Employment 911	www.employment911.com
Help Wanted	www.helpwanted.com
Hospitality 1 st	www.hospitality-1st.com
Hospitality Careers	www.hcareers.com
Human Resource Connections	www.hrjobs.com
Job Bank USA	www.jobbankusa.com
Job Hunt	www.jobhunt.com
Jobs	www.jobs.com
Manpower, Inc. (Placement Agency)	www.manpowergroup.com
Marketing Jobs	www.marketingjobs.com
Medical Professionals	www.medzilla.com
Monster Board	www.monster.com
One Search, All Jobs	www.indeed.com
Quintessential Careers	www.quintcareers.com
Randstad	www.randstadusa.com
Riley Guide	www.rileyguide.com
Sales Jobs	www.salesjobs.com
Simply Hired	www.simplyhired.com
Think Jobs (Engineering Jobs)	www.thinkjobs.com
Women in Nontraditional Careers	www.nontraditionalcareers.com

NEWSPAPER CLASSIFIEDS, RESUME SITES

www.ajcjobs.com	www.bestjobsusa.com
www.flipdog.com	www.gojobs.com
www.hotjobs.com	www.efinancialcareers.com
www.usajobs.gov	www.recruitersonline.com
	www.collegemonster.com

WEB SITES FOR JOB SEARCH BY CATEGORY

BUSINESS JOB SITES

www.adp.com
www.equifax.com
www.hoovers.com
www.itsmarta.com
www.shrm.org/jobs
www.sprint.com/hr
www.wachovia.com
www.mci.com

TECHNICAL JOB SITES &

IT PROFESSIONAL JOB SITES

www.atlanta.computerjobs.com
www.topechelton.com
www.justtechjobs.com
www.justpdajobs.com
www.justpowerbuilderjobs.com
www.justgajobs.com

EDUCATION

www.k12jobs.com
www.agnesscott.edu
www.cau.edu
www.clayton.k12.ga.us
www.dekalb.k12.ga.us
www.gwinnetttech.edu
www.westgatech.edu
www.fultonschools.org
www.spelman.edu
www.kennesawstate.edu
<https://ea.ohr.gatech.edu>
www.emory.edu
www.tcsg.edu

SENIOR JOB SEEKERS

www.AARP.com
www.agewiseconnection.com
www.experienceworks.org
www.retirecareers.com

SALARY CALCULATOR

www.homefair.com/calc/salcalc.html

JOB SEARCH AGENTS

(E-mail address is required)

www.careerexchange.com
www.career.com
www.careerjournal.com
www.nationjob.com
www.searchease.com

SOCIAL SERVICES & NON PROFITS

www.opportunityknocks.org
www.jobbankinfo.org

VETERANS

www.taonline.com
www.fedshirevets.gov
www.VetJobs.com
www.taonline.com
<http://veterans.georgia.gov>

EDUCATION

www.gsu.edu
www.atlantatech.edu
www.chattahoocheetech.edu
www.southerncrescenttech.edu
www.laniertech.edu
www.georgiapiedmont.edu (DeKalb Tech)

ELECTRICAL AND PLUMBING JOB SITES

www.amicalolaemc.com
www.accutempair.com
www.devoreandjohnson.com
www.electricalagent.com

www.retirementcommunity.com/jobs
www.retiredbrains.com
www.seniors4hire.org
www.seniorjobbank.com
www.wiseworker.com

TRUCKING JOB SITES

www.bestdriverjobs.com
www.bigrigjobs.com
www.bubbajunk.com
www.truckjobseekers.com
www.centraltruckdrivingjobs.com
www.cypresstruck.com
www.fleetseek.com
www.findatruckingjob.com
www.hiringtruckdrivers.com
www.startransportation.com
www.newlinetransport.com
www.truckjobs.com

STATE & LOCAL GOVERNMENT

www.co.clayton.ga.us
www.douglasjobs.com
www.fultoncountyga.gov
www.dol.state.ga.us
www.team.gerogia.gov/careers
www.atlantahousingauth.org
www.peachtree-city.org
www.mariettaga.gov
www.cobbcounty.org

FEDERAL GOVERNMENT

www.electricalindustryjobs.com
www.lightningbugelectric.com
www.mistersparky.com

HOSPITALITY JOB SITES

www.cookingcareers.com
www.bartendingjobs.com
www.hotelrestaurantjobs.com
www.hotelindustryjobs.com
www.housekeepingjobs.net
www.ihirehospitalityservices.com
www.janitorjobs.net

WAREHOUSE & CONSTRUCTION

www.careerbuilder.com
www.aerotek.com
www.buildingindustryjobs.com
www.buildingtrades.com
www.carpetercareers.com
www.constructionjobs.com
www.constructionindustry careers.com
www.constructcorps.com
www.constructionexecutives.com
www.ihireconstruction.com
www.justconstruction.net
www.topbuildingjobs.com
www.onlyconstructionjobs.com

www.cherokeega.com
www.eastpointcity.org
www.fayettecountyga.gov
www.forestparkga.org
www.co.gwinnett.ga.us
www.co.henry.ga.us
www.co.dekalb.ga.gov
www.atlantaga.gov
www.rockdalecounty.org
www.ci.smyrna.ga.us

www.federaljobs.net
www.federaljobsearch.com
www.fedworld.gov
www.usajobs.opm.gov
www.usps.com

Medical Centers/Hospitals

American Red Cross
Anchor Hospital
Atlanta Medical Center
Centers For Disease Control
Children's Healthcare of Atlanta
Cobb Hospital
Crawford Long
Decatur Hospital
Devereux Georgia Treatment
Emory Healthcare
Emory-Eastside Medical Center
ENT Of Georgia
Fayette Community Hospital
Grady Health Systems
Gwinnett Medical Center
Gwinnett Women's Pavilion
Piedmont Henry Hospital
Gwinnett Medical Center
Kaiser Permanente
Kennestone Hospital
Kindred Hospital of Atlanta
Multiple Sclerosis Center
Newnan Hospital
North Fulton Regional Hospital
North Georgia Health Systems
Northside Hospital
Paulding Hospital
Piedmont Hospital
Ridgeview Institute
Rockdale Hospital
Scottish Rite
Shepherd Spinal Center
South Fulton Medical Center
Southern Regional Medical Center
St. Joseph's Health Systems
Select Medical Corp
Atlanta Veterans Medical Center
Visiting Nurse Health System
Well Star Windy Hill Hospital
Healthcare Recruitment

HEALTHCARE

www.redcross.org
www.anchorhospital.com
www.atlantamedcenter.com
www.cdc.gov
www.choa.org
www.wellstar.org
www.emoryhealthcare.org
www.dmhcares.org
www.devereux.org
www.emoryhealthcare.org
www.emoryeastside.com
www.entofga.com
www.fayettehospital.org
www.gradyhealthsystem.org
www.gwinnettmedicalcenter.org
www.gwinnettmedicalcenter.org
www.piedmonthendry.org
www.gwinnettmedicalcenter.org
www.kaiserpermanente.org
www.wellstar.org
www.kindredhealthcare.com
www.nationalmssociety.org
www.piedmontnewnan.org
www.northfultonregional.com
www.nghs.com
www.northside.com
www.wellstar.org
www.piedmonthospital.org
www.ridgeviewinstitute.com
www.rockdalemedicalcenter.org
www.choa.org
www.shepherd.org
www.southfultonmedicalcenter.com
www.southernregional.org
www.stjosephsatlanta.org
www.selectmedicalcorp.com
www.atlanta.va.gov
www.vnhs.org
www.wellstar.org
www.healthcarerecruitment.com

Financial Aid Listings

Free Application For Federal Student Aid (FAFSA)

www.fafsa.ed.gov

The FAFSA application is required to be completed to apply for financial aid, such as the PELL Grant, HOPE Grant, and HOPE Scholarship.

FastWeb

www.fastweb.com

Search through this website to view over 400,000 private sector scholarships, fellowships, grants and student loans available to students. \$5 billion in scholarships

Georgia College 411

www.gacollege411.org

This website allows you to also apply for the HOPE Grant and HOPE Scholarship, as well as other Georgia specific grant and scholarship programs.

Georgia Student Finance Commission

www.gsfc.org

Read information on student loans and other scholarship/grants. Service-cancelable loans for critical shortage in health and education careers.

America's Career InfoNet

www.acinet.org

An internet-based Career One Stop. Go to Education and Training and read more information on financial aid resources and career planning tools.

Super College – “Get Into And Pay For Any College.”

www.supercollege.com

Launch a free database of over 2.2 million college scholarships, grants, fellowships and contests worth more than \$15 billion. Efficiently organize your awards with "favorites," "discards," and "ratings."

CollegeNET

www.collegenet.com

Launch a free version of a scholarship finder database which contains more than 500,000 private sector awards.

College.Gov

www.college.gov

This site is provided by the Department of Education in collaboration with students to help you reach your college dream!

The Foundation Center

www.foundationcenter.org/focus/education

Free online tutorial to assist individuals with seeking scholarships.

FinAid – The SmartStudent™ Guide to Financial Aid

www.finaid.org

Search for scholarships that make up your profile! Also, includes FAQ's, a glossary of financial aid terms and a "Ask The Aid Advisor" to get your own questions answered!

Scholarship Help – A Guide to the Internet for Scholarship Seekers

<http://www.scholarshiphelp.org>

The internet saves enormous time and expense by allowing you to access websites specifically designed to help scholarship seekers, visit scholarship websites to learn more about the judging, and, in some cases, apply for scholarships on-line.

www.bigfuture.collegeboard.com - \$15 billion in scholarships

www.gcic.peachnet.edu -- \$10 billion in scholarships – ask receptionist for user ID and password

FREE On-Line Classes and Certification Practice

Classes and Tutorials

www.free-ed.net
www.gcflearnfree.org
www.freetestpractice.com
www.edoutreach.washington.edu/openuw
www.testprepreview.com
www.goodtyping.com
free online typing tutor

www.firstgov.gov

(Click Business, OnLine Training, How To Start a Business)

Free Skills Assessments

www.brainbench.com
www.thecertificationhub.com

Free GED Training

www.free-ed.net

Free E-Mail Addresses

<http://mail.lycos.com>

www.excite.com

www.hotbot.com

www.outlook.com

www.yahoo.com

www.mail.com

www.gmail.com

Free English Lessons

www.1-language.com

Georgia Eligible Training Provider List

<https://www.workreadyga.org/vosnet/Default.aspx>

Under Education Services

You may Choose

Training Providers & Schools

Click on Program Search or
Program Listing

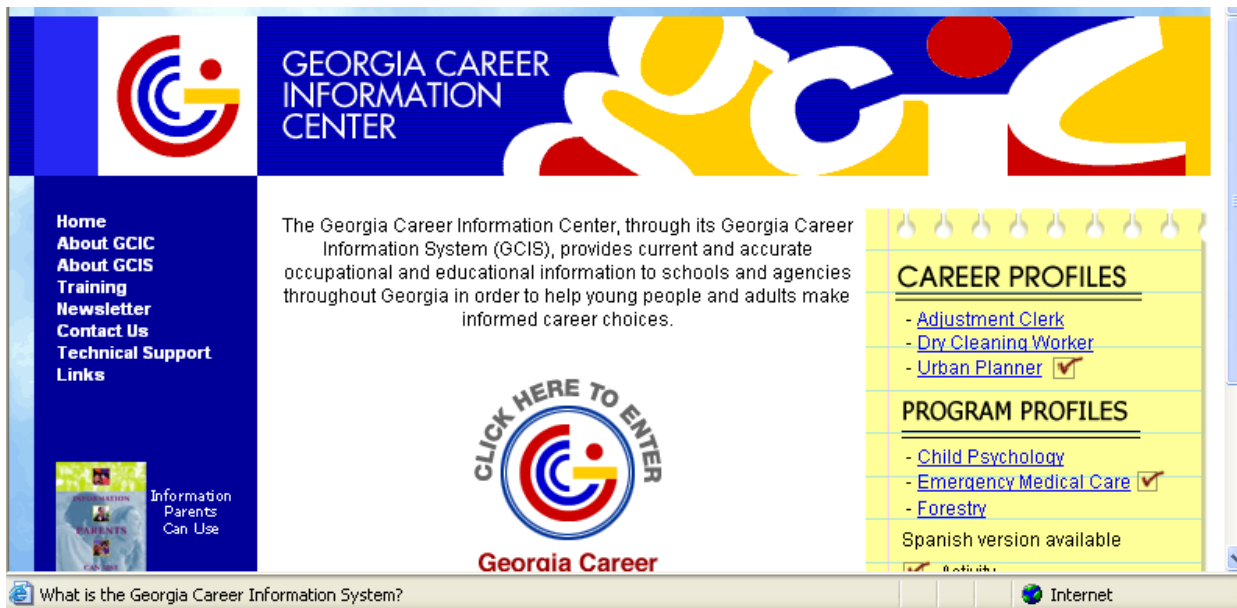
Training & Education Programs

Click on Program Search or
Program Listing

INSTRUCTIONS FOR USING THE GEORGIA CAREER INFORMATION SYSTEM (GCIS)

[Ask receptionist for user id and password](#)

Click on the GCIS Icon or go to: www.gcic.peachnet.edu



GCIS has three main sections. It is a comprehensive career exploration system that will help you (1) find jobs that fit what you like doing (2) find wages, demand, training requirements for those jobs (3) find schools for training (4) find sources of financial aid and many job-getting and job-keeping tips.

To find jobs that fit what you like doing:

Click once on the GA Career Information System icon, then press enter

When the dialog box comes up, type in your name and press enter.

At the next screen, click on Occupation & Employment

Click on the Occupation Sort

Answer the questions and follow the on screen instructions (Best results come from using Yes or No). Print your list of jobs.

When you're finished with the program, click once on the exit (bottom right of your screen), then press enter to affirm that your intentions are to quit the program.

To find out more about the jobs on your list:

Click on occupation, Highlight a listed occupation

Click on icons on left side of screen such as duties, skills, etc.

Click on print, then Select All, and the computer will print a complete description of the job.

To find out about educational opportunities:

Click on Education & Training.

Click on the words that describe the information you seek.

When you have gathered the information that you want, click once on the exit (bottom right of your screen), then press enter to affirm that your intentions are to quit the program.

To find out about financial aid:

At the Menu page, click on Financial Aid

Financial Aid offerings can be displayed By Name or By Cluster

Using “By Cluster” will shorten your search

Click on Name of Fund or funding source; details of that fund, amount, when awarded, application requirements will appear on the next screen

Print the information you wish

“Financial Aid Sort” allows you to enter your search criteria, and you will receive a list

Assessment Link to CareerScope

Use Recommendations Section of your Assessment Profile. Find the work groups selected for you based on your interest and aptitude profiles.

Each work group lists jobs that require similar interests and aptitudes. It includes a list of occupation titles in GCIS that are similar to those listed on your profile.

This is only a limited number of occupations. Use them to start thinking about career and education options, but explore other options also.

Other Options Include Job Search, Interviewing

Online Learning
Georgia Virtual Technical Center

www.gvtc.org

Point Mouse to "Student Orientation"

Choose "Online Readiness Assessment"

If you have not chosen a school, choose "undecided"

Indicate whether a new user or returning user Continue

The screenshot shows the Georgia Virtual Technical Center (gvtc.org) website. The header features the gvtc.org logo and navigation links: Home, Apply Now, Programs, Courses, Student Affairs, Resources, Student Orientation, and GVTC Blog. The date Thursday, July 07, 2011 is displayed. The main content area is titled "Smarter Measure" and asks "Are you ready for online learning?". It features the Smarter Measure logo, which includes the text "SmarterMeasure" and "Formerly READI". Below the logo, it states: "Find out if you are ready for online learning by completing the Smarter Measure Learning Readiness Indicator. It only takes about 25 minutes and the scores will not keep you from applying for online courses. The assessment includes five major assessment components that measure:" followed by a list of components: Reading comprehension, Technical competency, Individual attributes, Preferred learning styles, and Typing speed and accuracy. Below this, it says "Select your College, New User, or Returning User, and Continue." There is a dropdown menu showing "***** Undecided *****" and two radio buttons: "New User" (selected) and "Returning User w/ READI PIN". A "Continue" button is at the bottom. A "Useful Links" sidebar on the right includes links for Angel Login, College Contacts, GVTC Application, Online Support, TCSG Colleges, and Who We Are. The footer contains links for Terms Of Use, Privacy Statement, Copyright 2011 by Georgia Virtual Technical Connection, and Admin Login. The Windows taskbar at the bottom shows the date and time as 10:00 AM on 7/7/2011.

Thursday, July 07, 2011

Home Apply Now Programs Courses Student Affairs Resources Student Orientation GVTC Blog

Smarter Measure

Are you ready for online learning?

SmarterMeasure
Learning readiness indicator
Formerly **READI**

Find out if you are ready for online learning by completing the Smarter Measure Learning Readiness Indicator. It only takes about 25 minutes and the scores will not keep you from applying for online courses. The assessment includes five major assessment components that measure:

- Reading comprehension
- Technical competency
- Individual attributes
- Preferred learning styles
- Typing speed and accuracy

Select your College, New User, or Returning User, and Continue.

***** Undecided *****

☒ New User

☐ Returning User w/ READI PIN

Continue

Useful Links

- Angel Login
- College Contacts
- GVTC Application
- Online Support
- TCSG Colleges
- Who We Are

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