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# Electronic Tools Guide



The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for:

- Businesses
- Educators
- Workforce Boards
- Career Counselors
- Job Seekers
- Students
- Economic Developers
- Parents
- Workforce Professionals

## Descriptions:

**CareerOneStop** ([www.CareerOneStop.org](http://www.CareerOneStop.org)) is the pathway to career success and includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, and prepare for a job interview. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web sites that contain local information resources and tools.

**CareerOneStop's Worker ReEmployment portal** <http://www.careeronestop.org/ReEmployment/> is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition.

**CareerOneStop's Auto Worker ReEmployment** ([www.careeronestop.org/ReEmployment/Auto](http://www.careeronestop.org/ReEmployment/Auto)) provides quick access to vital resources for laid-off auto workers. Laid-off auto workers will find quick links to their state's resources for unemployment benefits, healthcare options, financial assistance, job search assistance, and more.

**America's Service Locator** ([www.servicelocator.org](http://www.servicelocator.org)) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest One Stop Career Center, and unemployment insurance filing assistance. America's Service Locator has information on more than 20,000 local resources and offices.

**Toll-Free Help Line** (1-877-US2-JOBS, TTY: 1-877-889-5627) provides a full range of basic information about workforce program services for both workers and employers, as well as locations to One Stop Career Centers and other offices, including unemployment insurance assistance. Information is available in over 160 languages.

**Career Voyages** ([www.careervoyages.gov](http://www.careervoyages.gov)) provides career and labor market information for high-growth and demand-driven jobs. The site includes videos and links to actual job descriptions and jobs in local communities.

**O\*NET OnLine** ([www.onetcenter.org](http://www.onetcenter.org)) enhances businesses' hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

**Department of Labor** ([www.dol.gov](http://www.dol.gov)) and the **Employment and Training Administration** ([www.doleta.gov](http://www.doleta.gov)) provide comprehensive resources on work-related topics and labor market data to support business, job seekers, and the workforce system



**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

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Finding the Right Tool – This Chart Identifies which Web sites key user groups find the most helpful:

Group	Activity	America's Service Locator	Career OneStop	Career Voyages	DOL/ETA	O*NET OnLine	Work-Force <sup>3</sup> One	Toll Free Help Line
Career Counselors, Educators, and Workforce Professionals	Federal Programs		■ ■		■ ■		■ ■	■ ■
	Industry and Occupational Information		■ ■	■ ■	■ ■	■ ■	■ ■	
	Assessment Tools and Resources (e.g., Skills)		■ ■	■ ■	■ ■	■ ■		■ ■
	Work-Related and Training Resources	■ ■	■ ■	■ ■	■ ■		■ ■	■ ■
	Find a Local One Stop Career Center	■ ■	■ ■		■ ■			■ ■
Job Seekers, Students, and Parents	Assess Yourself			■ ■		■ ■		
	Explore Career Options	■ ■	■ ■	■ ■		■ ■	■ ■	
	Gain Skills	■ ■	■ ■	■ ■		■ ■	■ ■	
	Find a Job	■ ■	■ ■	■ ■		■ ■	■ ■	
	Manage Your Career	■ ■	■ ■	■ ■		■ ■	■ ■	
	Resources in Spanish	■ ■	■ ■	■ ■		■ ■		■ ■
	Find a Local One Stop Career Center	■ ■	■ ■	■ ■				■ ■
	Find Educational Opportunities	■ ■	■ ■	■ ■				■ ■
Businesses, Workforce Boards, and Economic Developers	Military Career Information	■ ■			■ ■	■ ■		■ ■
	Addressing Labor Shortages			■ ■		■ ■	■ ■	
	Diversifying Your Workforce				■ ■		■ ■	
	Downsizing & Closing	■ ■			■ ■			■ ■
	Federal Programs						■ ■	■ ■
	Finding Information for Writing Job Descriptions /Job Aids		■ ■			■ ■		■ ■
	Hiring Veterans, Military Spouses, Guest Workers				■ ■	■ ■		■ ■
	Labor Information, Data and Statistics		■ ■		■ ■			■ ■
	Laws and Regulations				■ ■			
	Post a Job							
	Find a One Stop Career Center	■ ■	■ ■	■ ■				■ ■
Best Practices, Program Evaluation and Professional Development						■ ■	■ ■	

