

TRAINING AND EMPLOYMENT NOTICE	<b>NO.</b> 9-10
	<b>DATE</b> August 30, 2010

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS  
STATE LABOR COMMISSIONERS  
COMPREHENSIVE AND AFFILIATE ONE-STOP CAREER CENTER  
DIRECTORS

**FROM:** JANE OATES /s/  
Assistant Secretary

**SUBJECT:** Announcement of a New Electronic Tool: *mySkills, myFuture*

**1. Purpose.** To announce the Employment and Training Administration's (ETA) new electronic tool, *mySkills, myFuture*, which will enable previously employed job seekers to match their occupational skills and experiences with the skills needed in other occupations, in order to enhance their career mobility and economic prospects.

**2. Background.** Worker dislocation affects millions of workers. In July 2010, 6.5 million unemployed persons were on permanent layoff, according to the U.S. Bureau of Labor Statistics. The U.S. Department of Labor's (DOL) Office of Unemployment Insurance estimates that 3.5 million individuals will have exhausted their unemployment insurance during 2010. Given the pace of economic recovery and foreign trade and technological developments, laid-off workers must search for work in other occupations. Jobseekers can search more efficiently if they understand how their current skills match the skill needs in demand within different occupations and industries.

Information about the tasks individuals carry out at work and the knowledge, skills and abilities needed to perform on the job is already available through ETA's Occupational Information Network (O\*NET). *mySkills, myFuture* is the first free public-sector tool that leverages O\*NET information with other employment, education, training, and apprenticeship databases to create an online skill transferability tool. This tool helps job seekers, the workforce investment system, career counselors, and the general public to match workers' skills with occupations and industries where job openings exist.

*mySkills, myFuture* is a new component of the CareerOneStop (COS) Web site suite. The COS suite (including America's Service Locator and America's Career InfoNet) is part of a larger network of Internet-based tools (called "E Tools") provided by ETA. Other tools include O\*NET OnLine, and various state and local employment data and projections. More than 40 million visitors annually use E-Tools.

### **3. mySkills, myFuture**

#### **A. Audience, purpose and features**

*mySkills, myFuture*, which will officially launch on September 6, 2010 at [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org), will enable job seekers and intermediaries such as employment counselors to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to enhance their career mobility and economic prospects. *mySkills, myFuture* is designed for use as either a self-help tool or with the assistance of expert advisers, and is intended for the following audiences:

- All job seekers with some employment history (including dislocated workers);
- Staff intermediaries in One Stop Career Centers, including career guidance and employment counselors;
- Non-profit groups, community based organizations, and other entities that retrain workers;
- Businesses interested in retraining their workforce, as part of an effort to redesign their production or service processes, implement new technologies, or simply to enhance the skills of their workforce; and
- Economic development agencies seeking to retrain workers in order to help area firms grow, attract firms to relocate in, or persuade firms to remain in the local area.

*mySkills, myFuture* is designed to meet various needs. For example, an individual would be able to: 1) use her/his previous employment experience to identify similar occupations for which s/he may be qualified; 2) identify the skills s/he needs but lacks to qualify for a specific job; 3) identify education, training and apprenticeship institutions where these skills can be obtained; and 4) provide links to relevant job opportunities in national and state job banks.

The following features have been included in this new tool:

- Links to job banks and job openings;
- Links to education and training courses, apprenticeships, and certifications needed to qualify for the occupations that the tool identifies;
- High-growth and green occupations are automatically highlighted;
- Access to all other CareerOneStop electronic tools; and
- A user feedback button labeled "Rate this Page" to enable site visitors to offer comments or suggestions.

#### **B. Orientation, training and assistance**

*mySkills, myFuture* includes the following features to assist users:

- A step-by-step guide;
- Examples of how the tool can be used to address various questions and situations; and
- An online instructional video.

ETA will also conduct at least three Webinars to introduce and demonstrate this new tool, answer questions, and obtain feedback and suggestions. Webinars are currently scheduled for these audiences:

1. Workforce Investment System, September 9, 2-3 p.m. Eastern Standard Time;
2. Community and Faith-Based Organizations, September 16, 2 -3 p.m. Eastern Standard Time; and
3. Librarians (hosted by the Institute of Museum and Library Services), September 29, 2-3 p.m. Eastern Standard Time.

To sign up for either of the two ETA-hosted Webinars, go to <http://www.workforce3one.org/page/webinars>. **Note that to participate, you will need a “Workforce<sup>3</sup>One” login and password.** If you don't already have one, go to <http://www.workforce3one.org/register.aspx> to sign up for Workforce<sup>3</sup> One.

Prior to the Webinar, you can access and download the PowerPoint presentation and any other available documents. Following the Webinar, the recording and transcript will be posted within two business days. To access any content related to the Webinar, simply log into your Workforce<sup>3</sup>One account.

In addition, users of *mySkills*, *myFuture* Web site can use the [Contact Us](#) feature of CareerOneStop or call 1-877-348-0502 to ask questions or obtain advice about the tool.

### **C. Future improvements**

ETA intends to upgrade *mySkills*, *myFuture*, which will occur in phases over the next several months. These upgrades will include Web service products so users and developers can customize *mySkills*, *myFuture* to meet their specific needs. In addition, more technical information about the tool and its components will be added to the site. The exact nature of the upgrades will in part be determined by user feedback both from the Web site itself and from usability studies.

**4. Action Requested.** The U.S. Department of Labor requests that recipients publicize *mySkills*, *myFuture* to their members, affiliated entities and individuals, and all other interested parties. DOL welcomes feedback regarding the presentation, content and any other aspect of the tool. Feedback and suggestions can be provided on the CareerOneStop Web site or via the “Inquiries” listing below.

**5. Inquiries.** For more information about *mySkills*, *myFuture* itself, please send an e-mail to [myskills.myfuture@dol.gov](mailto:myskills.myfuture@dol.gov). For those writing a news story about *mySkills*, *myFuture*, contact Mike Trupo of ETA’s Office of Public Affairs at 202-693-3414.

### **6. Attachment.**

- ETA Electronic Tools Guide fact sheet

## ELECTRONIC TOOLS GUIDE FACT SHEET

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:

Unemployed Workers	Career Counselors	Economic Developers
Educators	Job Seekers	Parents
Students	Workforce Professionals	Businesses

### 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.

**mySkills, myFuture** ([www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to enhance their career mobility and economic prospects. *mySkills, myFuture* is designed for use as either a self-help tool or with the assistance of expert advisers.

### 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. Workers in Michigan, Ohio, Illinois, Indiana and other states 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.

**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.

**Workforce3One** ([www.workforce3one.org](http://www.workforce3one.org)) is an online library of resources to help workforce leaders and frontline staff meet the employment and training needs of their communities. Users can share best practices; access virtual training, tools and resources; and join online communities to connect to experts and peers.