

# JobZone and CareerZone

Demonstration for Kentucky

# Guest View

DEPARTMENT OF LABOR
jobzone

Transact

Andrew M. Cuomo, Governor | Roberta Reardon, Commissioner

---

**Home**

**Did You Know?**  
The average weekly wage in the Syracuse Metro Area is \$688

Welcome Guest

[Create an Account](#) [Login](#)

---

**Your Local Career Center**

Where is your local Career Center? Provide your ZIP code in the 'What's Your ZIP' section and we'll give you all the details you'll need. Or click on the link below for the full list of offices in NY state. [More>>](#)

**Career Center Events Calendar** - See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.

**Job Seeker Resources**

Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more. [More>>](#)

**Upcoming Job Fairs**

Find the next Job Fair in your area by providing your ZIP Code in the 'What's Your ZIP' section.

**Job Search**

Keyword:  ZIP Code:  Radius: 25 miles

**Online Work Search Record**

**Work Search Record** - Whether for Unemployment Insurance purposes or your own personal records; keep track of all your work search activities.

**My Employability Score**

**What's My Employability Score?** - Looking for a job? Learn how employable you are with this quick survey. Then see what you can do to increase your chance of landing a job



**Resume and Letter Preparation**

**How to Create a Resume** - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help you build a resume businesses will want to see! Go step by step or skip to the section that interests you.

**Why Register?** - Access all the great features of JobZone once you've created your FREE account. Learn more here!

**Quick Resume** - Use this form to create a basic resume. Review it online to get the content and format concept, then print it or save it to word processing document for further editing, or to a PDF.

**Letter Writer** - Create cover letters, thank you letters, and follow-up letters.

**Quick Reference List** - Generate a list of references to distribute to potential employers.

**Work Samples** - Upload samples of your past work experience and save them to your portfolio.

**Manage Attachments** - Review all of the various files you've attached to your portfolio.

**Log In**

**What's Your ZIP**

Guest users, give us your ZIP code and we'll tell you who's Getting Hired, Upcoming Job Fairs and where to access more services.

ZIP Code:

**Jobs in Demand**

In Demand Occupations for New York.

- [First-Line Supervisors of Retail Sales Workers](#)
- [Cashiers](#)
- [Retail Salespersons](#)
- [Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products](#)
- [First-Line Supervisors of Office and Administrative Support Workers](#)

[More>>](#)

**Apprenticeship Opportunities**

Find out about apprenticeship opportunities in your area by providing your ZIP Code above.

---

**Job Search Question?**

**Chat with an Advisor**

DEPARTMENT OF LABOR
jobzone

Transact

Andrew M. Cuomo, Governor | Roberta Reardon, Commissioner


---

**Tool Box**

**Self Sufficiency Employment Estimator** - Calculate the income required to meet the basic needs for a given family size and geographic location. Explore occupations that meet or exceed your income requirements.

**Budget** - Develop a budget and get your financial life on track.

**Job Application Tool** - Use this tool to create, save and print job applications.



---

**Self Exploration**

**Assess Yourself** - Use a simple combination of the six areas of interests to determine a list of occupations that suit you best.

**Career Interests** - Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.

**Work Values** - What do you need to be happy at work? Rate the importance of various job characteristics, and we'll recommend occupations you may find rewarding.

**Skills Survey** - Find occupations that match the skills you already have, and learn about other skills you may need to obtain.

**Work Context Survey** - Explore occupations based on the nature of the work as well as your personal characteristics.

**Report** - View a combined summary report of all your assessments.

**Career Advisor** - How well do you match up to occupations? Compare results for multiple assessments and then take the next step.

**Ability Profiler** - Assess your abilities, because someone asked you to.



---

**Career Exploration**

**Occupations** - Get information on over 900 occupations available in New York. Save and review those that interest you most.

**Training** - Want to update your skills? From GED to advanced degrees, find the training you need here!

**Colleges** - Keep track and visit the web pages of the colleges you have selected to add to your portfolio.

**Journal** - Document your career exploration. Record notes and your next steps.



---

**Job Search Question?**

**Chat with an Advisor**

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

[What's New?](#) | [Help](#) | [Site Map](#) | [About Us](#) | [Contact Us](#) | [Privacy Policy](#) | [Non-Discrimination Policy](#)



For students engaged in the exploration of future careers.

# Guest Tools

- Job Search
- Jobs in Demand
- Upcoming Job Fairs
- Local Career Center
- Career Center Events Calendar
- My Employability Score
- Resume and Letter Preparation
  - How to Create a Resume
  - Quick Resume
  - Quick Cover Letter and Reference List
- Tool Box
  - Self Sufficiency Employment Estimator
  - Budget
  - Job Application Tool
- Assess Yourself
- Career Exploration
  - Occupations
  - Training
  - Colleges

# Information about additional tools for registered users

## Tool Box Items

As a registered user, you'll have access to more tools that help you land the ideal job.

Upload files of all sorts, so they're available when and where you need them:

### Manage Attachments

Below is your list of attachments. To attach a copy of a file from your local computer, click the Attach icon from the list below, and then click Add New Attachment. You'll be taken to the appropriate page, and will be able to add your file from there.

ID	Type	Date Uploaded	Size in KB	Details
0	Cover Letter	Jul 30, 2012	133	Details
0	Reference List	Jul 30, 2012	34	Details
0	Work Sample / Resume	Jan 10, 2013	20	Details

You may attach any files which do not exceed 2000KB in size. Total upload available: 4000 KB. The compressed limit for all attached files is 5000 KB.

Attachment Type:

Save multiple copies of budgets, cover letters, reference lists, all tailored for specific needs:

### Dollars and Sense

#### Introduction

Planning a budget can help you get where you want to go financially.

The next few screens will present information about the cost of various flexible options. The results will help you determine the amount of money you would need to support the lifestyle you want.

To edit an existing budget click on the budget name below. To delete simply click on the delete link.

Name	Occupation	Last Modified	Delete
budgeteer...if Specialist	Computer Systems Analysts	01/09/2013	Delete
budgeteer...Brewer	Continuous Mining Machine Operators	01/09/2013	Delete

Build a full portfolio, and save a copy of files that help showcase your unique talents:

### Work Sample

Below is your list of work samples. To attach a copy of a file from your local computer, click the Attach icon from the list below, and then click Add New Attachment. You'll be taken to the appropriate page, and will be able to add your file from there.

Attachment Type:

Content Type:

Title:

Description:

Reference:

Notes:

Track your job search and even build reports that can be filed for employment compensation.

### Work Search Records

Fields marked with \* are required.

Add new employer contact or activity

Date:

Activity Type:

Activity Description:

Method of Contact:

Position Applied For:

Job Reference Number:

Result of Contact:

Search existing employer contacts by using the drop-down arrow to select a contact from your address book or type in a new Employer or Union Contact.

Contact:

There's a host of great tools available to help you in your career search. Register today for instant access to all of these and much more!



# State-wide Search

## Occupations, Training, Colleges and Job Openings

The screenshot shows the 'Training' search page on the JobZone website. The navigation bar includes 'Services', 'News', 'Government', and 'Local'. A dropdown menu is open, showing options for 'Training', 'Colleges', and 'Job Openings'. The search options section includes a search bar with 'Welding' entered and a 'Search' button. Below the search options, there are 'Advanced Search' and 'Clear Search Options' links. The search results section shows 337 results found, with a table listing various training offerings.

Course Offering	School	Distance	Schedule	Cost	Funding	Action
Beginnina Welding and Fabrication	Wayne Finger Lakes BOCES	Unknown	03/14/2017 - 05/04/2017	\$900.00		
Welding Technology	Cornius Community College	Unknown	01/09/2017 - 05/25/2017	\$8,195.00	Yes	
Welding Fundamentals and Qualification	Nassau BOCES - Adult Evening Program	Unknown	09/26/2016 - 07/15/2020	\$2,470.00	Yes	
Welding - AWS Test Prep	Nassau BOCES - Adult Evening Program	Unknown	09/26/2016 - 07/15/2020	\$1,200.00	Yes	
Welding Fundamentals and Qualification	Nassau BOCES - Adult Evening Program	Unknown	09/26/2016 - 07/18/2018	\$2,470.00		
Welding - AWS Test Prep	Nassau BOCES - Adult Evening Program	Unknown	09/26/2016 - 07/18/2018	\$1,200.00		
Certified Welding Training (American Welding Society)	Buffalo Public Schools - Adult Education Division	Unknown	07/01/2016 - 06/30/2017	\$7,900.00	Yes	
Welding Employment Training	Buffalo Public Schools - Adult Education Division	Unknown	07/01/2016 - 06/30/2017	\$430.00	Yes	
	Buffalo Public Schools - Adult Education Division	Unknown	07/01/2016 - 06/30/2017	\$430.00	Yes	
	JEFFERSON LEWIS HAMILTON HERKIMER ONEIDA BOCES	Unknown	09/01/2016 - 06/30/2020	\$1,335.00	No	

The screenshot shows the 'Jobs' search page on the JobZone website. The navigation bar includes 'Home', 'Training', and 'Jobs'. A search bar contains 'Welding' and a 'Search' button. Below the search bar, there are 'Advanced Search' and 'Clear Search Options' links. The search results section shows 120 results found, with a table listing various job openings.

Match Strength	Title	Location	Company	Date	Sort By
★★★★	Product Stewardship Intern	Waterford, NY 12188	Momentive Performance Materials LLC	03/27/2017	
★★★★	Ceramics Engineer	Coming, NY 14830	Randstad	03/25/2017	
★★★★	Res & Dev Intern	Painted Post, NY 14870	Coming Incorporated	03/25/2017	
★★★★	Sr Eng. Materials/Struct	East Hartford, CT 06138	United Technologies Corporation	03/25/2017	
★★★★	Welder	East Farmingdale, NY 11735	Curtiss-Wright Corporation	03/25/2017	
★★★★	Division Manager	Buffalo, NY 14211	New York State Civil Service	03/24/2017	
		Binghamton, NY 13902	Manpower Group	03/24/2017	
			Tridymen International		

# Create an Account

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your personal information.

First Name:   
Last Name:   
Middle Initial:   
Date of Birth:    
Address 1:   
Address 2:   
City:   
State:   
ZIP:   
Country:   
Phone Number:    
Alternate Number:   
Email Address:   
Website Address:   
Do you wish to receive notices of new features, services, opportunities?  Yes  No

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your additional information.

Highest Education Level Completed:   
Current School Status:   
Employment Status:  Unemployed  
 Employed - Part-time (Specify % of time)  
 Employed - Full-time (Specify % of time)  
 Retired  
 Other (Specify)  
Military Service:  Yes  No  
If Yes, specify:   
Service Start Date:   
Service End Date:   
Migrant/Seasonal Farm Worker Status:  Not a Migrant/Seasonal Worker  Migrant/Seasonal Worker

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your additional information.

Highest Education Level Completed:   
Current School Status:   
Employment Status:  Unemployed  
 Employed - Part-time (Specify % of time)  
 Employed - Full-time (Specify % of time)  
 Retired  
 Other (Specify)  
Military Service:  Yes  No  
If Yes, specify:   
Service Start Date:   
Service End Date:   
Migrant/Seasonal Farm Worker Status:  Not a Migrant/Seasonal Worker  Migrant/Seasonal Worker

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your additional information.

Job Objective:   
Company Objectives:   
Accounting:   
Salary and Location:   
Please choose your desired salary:  Yearly  
Please choose one way to describe where you want to work:  
Location 1: ZIP Code (select one, two or three):   
City:   
State:   
Country:   
Location 2: State (select one, two or three):  
State 1:   
State 2:   
State 3:   
Location 3: Countries (select one, two or three):  
Country 1:   
Country 2:   
Country 3:   
Contact Methods:  Contact me using postal mail  Contact me using the phone  Contact me using the alternate phone  Contact me via email  
Confidential:  Yes  No

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your additional information.

Social Security Number:   
Verify SSN:   
Sex:  Male  Female  
Ethnicity:  Hispanic or Latino  Not Hispanic or Latino  
Choose all that apply in select box (checked if you prefer not to disclose your race):  
Race:  African or American Indian  Asian  Black or African American  Hawaiian or Pacific Islander  White  Not Disclosed  
Security Status:

Home | 12345 | Create Account | Welcome Guest | Logout

Create an Account

Account Info | Contact | Mail | Job Preferences | Personal

Fields marked with \* are required

Next, fill in your additional information.

Registration Complete:  Yes  No  
Welcome to JAG2.com!  Yes  No  
You have successfully created an account on the JAG2.com system. Before you begin, we would like to give you a quick introduction to what you can expect. This will help you get up to the system you will get straight in, so please take a moment to read this before you continue.  
What is JAG2.com? The JAG2.com is an online job search and career planning tool that helps adults reach retirement decisions. This system allows you to document your own history and is designed to help you plan for retirement. You will find other people like you in the system who are looking for jobs. The JAG2.com provides relevant local jobs and the more you use the Profiles, the more it is customized just for you.  
Use the columns on the left to learn how to use the Profiles, to find local connections with similar interests on the site.  
Use the under column to explore the work of each. In Health your strength and interests and to document this information on your progress for the workforce. You will find other people like you in the system who are looking for jobs. The JAG2.com provides relevant local jobs and the more you use the Profiles, the more it is customized just for you.  
Use the Login button below to access all the features of the JAG2.com system.

# Resumes and Job Search Tools

- Resumes can be Uploaded and used for job searching.
- Resumes can be built using the Resume Builder.
- No limit to number of resumes
- “All-in Resume” job search option consolidates all experiences across multiple resumes
- Letter Writer for cover letters, thank you letters
- Reference Lists
- Contact Manager
- Work Samples

# Resume Builder (1 of 6 slides)

Home

Home > Resumes > Add/Edit Resume

Welcome Kate JobZone Adult  
Update My Account (0) Logout

## Resume Builder

Intro Personal Information **Qualifications** Work Experience Education Licenses Associations Awards Other

Use the tabs above to create or edit your resume.

The Personal Information tab is required. On that tab you will choose a resume name and a resume format. You may also choose to use your default contact information, or specify alternate personal contact information.

Each of the remaining tabs is optional, and corresponds to a section of your printed resume. On each tab you will have an opportunity to select, add, or delete items for your resume. You will also have an opportunity to personalize the section header, if desired.

Click Next to begin your resume.

Back to List Home Save Print Preview Next

Home

Home > Resumes > Add/Edit Resume

Welcome Kate JobZone Adult  
Update My Account (0) Logout

## Resume Builder

Fields marked with a \* are required.

Intro Personal Information **Qualifications** Work Experience Education Licenses Associations Awards Other

Keep track of your resumes by providing a unique name. For example job title or company name.

\* Resume Title: Accounting

\* Resume Type: Chronological  
Chronological  
Functional

Your contact information **Combined** how an employer reading this resume will identify you. Choose your default personal contact information, or select alternate personal contact data which you created previously. To create a new set of alternate personal contact data, click the Add New Contact link below.

Note: Use the Update My Account link to change your default contact information.

Default Contact

Add New Contact

Previous Back to List Home Save Print Preview Next

# Resume Builder (2 of 6 slides)

Home

Home > Resumes > Add/Edit Resume

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Resume Builder

Fields marked with a \* are required.

Intro Personal Information **Qualifications** Work Experience Education Licenses References Awards Other

Keep track of your resumes by providing a unique name. For example job title or company name.

- \* Resume Title: Accounting
- \* Resume Type: Chronological  
Chronological  
Functional

Your contact information **Combined** how an employer reading this resume will identify you. Choose your default personal contact information, or select alternate personal contact data which you created previously. To create a new set of alternate personal contact data, click the Add New Contact link below.

Note: Use the Update My Account link to change your default contact information.

Default Contact

[Add New Contact](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Qualification

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Qualifications

Fields marked with a \* are required.

Please describe the strengths, skills and talents that best qualify you for the job.

- \* Title: Accountant
- \* Summary of Qualifications: Experienced in all aspects of accounting such as accounts payable, billing, payroll, taxes, etc.

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#)

# Resume Builder (3 of 6 slides)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Kate [Update My Account](#) [Logout](#)

## Work Experience

Work Details | Select an Occupation | Work Statements

Fields marked with \* are required.

Having a job can provide you with many important skills that you will use for the rest of your life. Remember, every experience shapes who you are. Enter your work experience information in the text boxes provided.

If you have experience as a home maker, care giver, or stay-at-home parent, please enter "Home Maker," "Care Giver," or "Home Manager" in the Job Title field and select "Life Experience" from the Job Type dropdown so we can further assist you in identifying transferable skills to employers. We suggest you list the employer for the time you spent in such roles as "Self".

Job Title:

Job Type:

Employer:

Address 1:

Address 2:

City:

State:

ZIP Code:

Country:

Supervisor:

Phone:  Extension:

Start Date:

End Date:    Present employer?

Check the box to save this employer as a reference

Enter a brief summary of this job in the box below. Individual duties, tasks, skills, etc., may be entered on the following pages by selecting the Next button.

Job Summary:

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#) [Next](#)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Kate [Update My Account](#) [Logout](#)

## Work Experience

Work Details | Select an Occupation | Work Statements

In order for us to suggest appropriate skills, tasks, and work activities to include on your resume, we have attempted to match the job title you entered with the occupation titles in our database. The job title you originally entered will still appear on your resume. If you do not see an appropriate title on the list, or if no occupations were found please use the search box to try variations of your job title until you find an acceptable match.

<input type="radio"/>	<b>Advertising and Promotions Managers</b> - Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
<input checked="" type="radio"/>	<b>Accountants</b> - Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
<input type="radio"/>	<b>Auditors</b> - Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
<input type="radio"/>	<b>Advertising Sales Agents</b> - Sell or solicit advertising space, time, or media in publications, signage, TV, radio, or the Internet. Includes individuals who obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.
<input type="radio"/>	<b>Statement Clerks</b> - Prepare and distribute bank statements to customers, answer inquiries, and reconcile discrepancies in records and accounts.
<input type="radio"/>	<b>Bill and Account Collectors</b> - Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.
<input type="radio"/>	<b>Bookkeeping, Accounting, and Auditing Clerks</b> - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
<input type="radio"/>	<b>New Account Clerks</b> - Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers and assist them in preparing applications.
<input type="radio"/>	<b>Financial Managers, Branch or Department</b> - Direct and coordinate financial activities of workers in a branch, office, or department of an establishment, such as branch bank, brokerage firm, risk and insurance department, or credit department.
<input type="radio"/>	<b>Insurance Sales Agents</b> - Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.

If you don't see the correct title on the list above, or if no occupations were found, you can try different occupational titles until you find the closest match. This will not change the title you entered, it will just help to connect it to the proper O\*NET code.

[Previous](#) [Back to Resume](#) [Home](#) [Save](#) [Next](#)



# Resume Builder (4 of 6 slides)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Work Experience

Work Details | Select an Occupation | Work Statements

Work Statements | Tasks and Duties | Transferable Skills | Keywords | Tools and Technologies

### Work Statements

Your resume should include descriptions of what you did on your previous job. The tabs contain typical Tasks and Duties, Transferable Skills, and Tools and Technology associated with this job. Clicking on a work statement will add it to your resume. Of course you can edit the statement to match your experiences, or you can click [Add New Work Statement](#) to include statements not in our list.

Common Work Statements for Accountants include:

Work Statements
Advised clients regarding employee benefits and compensation.
Analyzed financial information.
Assessed records for accuracy, completeness and procedural compliance. (Please add to select items)
Assigned entries to correct accounts.
Developed and revised accounting systems.
Employed current computer technology.
Established tables of accounts.
Examined and analyzed accounting records and financial statements.

We recommend selecting up to 5 key work statements of each type. Use the arrows to move your selections up or down in the order you would like them to display on your resume.

When formatting your resume you can choose to display your work statements as a paragraph or as a bulleted list.

#### Selected Work Statements

+	Accurately managed accounts payable and receiving	Delete
+	Managed office of 5 Junior Accountants.	Delete
+	Accurately computed taxes and prepared tax returns.	Delete
+	Advised clients regarding accounting and data processing systems.	Delete

[Add New Work Statement](#)

[Previous](#) [Back to Resume](#) [Home](#) [Save](#) [Next](#)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Work Experience

Work Details | Select an Occupation | Work Statements

Work Statements | **Tasks and Duties** | Transferable Skills | Keywords | Tools and Technologies

### Tasks and Duties

Your resume should include descriptions of what you did on your previous job. The tabs contain typical Tasks and Duties, Transferable Skills, and Tools and Technology associated with this job. Clicking on a work statement will add it to your resume. Of course you can edit the statement to match your experiences, or you can click [Add New Work Statement](#) to include statements not in our list.

Common Tasks and Duties for Accountants include:

#### Tasks

Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
Establish tables of accounts and assign entries to proper accounts.
Maintain or examine the records of government agencies.

#### Duties

advise clients on financial matters
analyze applicant's financial status
analyze budgets
analyze financial data
appraise, evaluate, or inventory real property or equipment
compute financial data
compute taxes
conduct financial investigations
confer with taxpayer or representative

We recommend selecting up to 5 key work statements of each type. Use the arrows to move your selections up or down in the order you would like them to display on your resume.

When formatting your resume you can choose to display your work statements as a paragraph or as a bulleted list.

#### Selected Tasks

+	Advise clients in areas such as compensation, employee health care benefits, the design of	Delete
+	Appraise, evaluate, and inventory real property and equipment, recording information such as the	Delete
+	Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to	Delete

[Add New Work Statement](#)

#### Selected Duties

+	analyze financial information to project future revenues or expense	Delete
+	compile data for financial reports	Delete

[Add New Work Statement](#)

[Previous](#) [Back to Resume](#) [Home](#) [Save](#) [Next](#)



# Resume Builder (5 of 6 slides)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

**Work Experience**

Work Details | Select an Occupation | Work Statements

Work Statements | Tasks and Duties | **Transferable Skills** | Keywords | Tools and Technologies

### Transferable Skills

Your resume should include descriptions of what you did on your previous jobs. The tabs contain typical Tasks and Duties, Transferable Skills, and Tools and Technology associated with this job. Clicking on a work statement will add it to your resume. Of course you can edit the statement to match your experiences, or you can click **Add New Work Statement** to include statements not in our list.

Common Transferable Skills for Accountants include:

Transferable Skills
Active Learning
Active Listening
Equipment Maintenance
Equipment Selection
Installation
Instructing
Judgment and Decision Making
Learning Strategies
Management of Financial Resources

We recommend selecting up to 5 key work statements of each type. Use the arrows to move your selections up or down in the order you would like them to display on your resume.

When formatting your resume you can choose to display your work statements as a paragraph or as a bulleted list.

**Selected Transferable Skills**

Operation and Control	Delete
Complex Problem Solving	Delete
Coordination	Delete
Monitoring	Delete
Critical Thinking	Delete

[Add New Work Statement](#)

[Previous](#) [Back to Resume](#) [Home](#) [Save](#) [Next](#)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

**Work Experience**

Work Details | Select an Occupation | Work Statements

Work Statements | Tasks and Duties | Transferable Skills | **Keywords** | Tools and Technologies

### Keywords

Your resume should include descriptions of what you did on your previous jobs. The tabs contain typical Tasks and Duties, Transferable Skills, and Tools and Technology associated with this job. Clicking on a work statement will add it to your resume. Of course you can edit the statement to match your experiences, or you can click **Add New Work Statement** to include statements not in our list.

Common Keywords for Accountants include:

Keywords
account development
account executive
account maintenance
account representative
accounting assistant
accounting bookkeeping
accounts
accounts receivable payable
bank reconciliation

We recommend selecting up to 5 keywords. Use the arrows to move your selections up or down in the order you would like them to display on your resume.

When formatting your resume you can choose to display your keywords as a paragraph or as a bulleted list.

**Selected Keywords**

account manager	Delete
account reconciliation	Delete
accounting software	Delete
accounting supervisor	Delete
accounting system	Delete

[Add New Keyword](#)

[Previous](#) [Back to Resume](#) [Home](#) [Save](#) [Next](#)

# Resume Builder (6 of 6 slides)

Home

Home > Resumes > Add/Edit Resume > Add/Edit Work Experience

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Work Experience

Work Details | Select an Occupation | Work Statements

Work Statements | Tasks and Duties | Transferable Skills | Keywords | Tools and Technologies

### Tools and Technologies

Your resume should include descriptions of what you did on your previous jobs. The tabs contain typical Tasks and Duties, Transferable Skills, and Tools and Technology associated with this job. Clicking on a work statement will add it to your resume. Of course you can edit the statement to match your experiences, or you can click **Add New Work Statement** to include statements not in our list.

Common Tools and Technologies for Accountants include:

Tools
<input type="checkbox"/> Facsimile machines
<input type="checkbox"/> Notebook computers
<input type="checkbox"/> Personal computers
<input type="checkbox"/> Personal digital assistant PDAs or organizers
<input type="checkbox"/> Photocopiers
<input type="checkbox"/> Scanners
<input type="checkbox"/> Tablet computers

Technologies
<input type="checkbox"/> 1099 Pro Software
<input type="checkbox"/> Abacus Tax Software
<input type="checkbox"/> Accountants Templates JAZZ-IT
<input type="checkbox"/> ACCU-Cert Software
<input type="checkbox"/> Accurate NXC
<input type="checkbox"/> Accutrac Software
<input type="checkbox"/> Acorn Systems Corporate Performance Management
<input type="checkbox"/> Acorn Systems Activity Based Costing Management ABC/M
<input type="checkbox"/> AdaptaSoft CyberPav

We recommend selecting up to 5 key work statements of each type. Use the arrows to move your selections up or down in the order you would like them to display on your resume.

When formatting your resume you can choose to display your work statements as a paragraph or as a bulleted list.

#### Selected Tools

▼ Desktop computers	Delete
▲ Calculators or accessories	Delete

[Add New Work Statement](#)

#### Selected Technologies

▼ Accounts payable software	Delete
▲ Accounts receivable software	Delete
▲ Accounting compliance software	Delete
▲ Accounting fraud detection software	Delete

[Add New Work Statement](#)

[Previous](#) [Back to Resume](#) [Home](#) [Save](#)

Home

Home > Resumes > Add/Edit Resume

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Resume Builder

Intro | Personal Information | Qualifications | Work Experience | Education | Licenses | Associations | Awards | Other

Select or remove entries for this resume only by clicking the check boxes. Click **Add New Work Experience** to create a new entry for your resume. You may edit an entry by clicking its name. Click **Delete** if you want to remove it entirely.

Section Header:  ⓘ

<input checked="" type="checkbox"/> Accountant	Delete
<input checked="" type="checkbox"/> Auditor	Delete

[Add New Work Experience](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

# Education History

Home

Home > Resumes > Add/Edit Resume > Add/Edit Education

Welcome Katie JobZone Adult  
Update My Account (0) Logout

## Education History

Fields marked with a ● are required.

Educational experiences can provide you with the necessary skills to perform on the job. Employers have specific educational requirements for the job, so make sure you are as complete and accurate as possible.

- Course of Study: Bachelor of Accounting
- Issuing Institution: St. Louis University
- Degree: Bachelor of Business
  - GPA: 4.0
  - City: St. Louis
- State: Missouri
- ZIP Code: 63114
- Country: United States
- Start Date: Aug | 2001
- End Date: May | 2003 | Present school?

Back to Resume Home Add New Entry Save

Home

Home > Resumes > Add/Edit Resume > Add/Edit Education

Welcome Katie JobZone Adult  
Update My Account (0) Logout

## Education History

Fields marked with a ● are required.

Educational experiences can provide you with the necessary skills to perform on the job. Employers have specific educational requirements for the job, so make sure you are as complete and accurate as possible.

- Course of Study: Accounting
- Issuing Institution: Washington University
- Degree: Master of Business
  - GPA:
  - City: St. Louis
- State: New York
- ZIP Code: 63001
- Country: United States
- Start Date: Aug | 2003
- End Date: May | 2005 | Present school?

Back to Resume Home Add New Entry Save

# Education/Licenses

Home

Home > Resumes > Add/Edit Resume

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Resume Builder

Intro Personal Information Qualifications Work Experience Education Licenses Associations Awards Other

Select or remove entries for this resume only by clicking the check boxes. Click Add New Education to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.

Section Header:

<input checked="" type="checkbox"/>	<a href="#">St. Louis University</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	<a href="#">Washington University</a>	<a href="#">Delete</a>

[Add New Education](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

Home

Home > Resumes > Add/Edit Resume > Add/Edit License and Certif

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Licenses and Certificates

Fields marked with a are required.

Many jobs require specific licenses and certifications. In the text boxes list your licenses and certifications.

License Name:

Granting Agency:

State:

Country:

Description:

Date Received:

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#)

# Licenses/Associations

Home

Home > Resumes > Add/Edit Resume

Welcome Katie JobZone Adult  
Update My Account (0) Logout

## Resume Builder

Intro Personal Information Qualifications Work Experience Education Licenses Associations Awards Other

Select or remove entries for this resume only by clicking the check boxes. Click Add New License to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.

Section Header: Licenses

Driver's License  
 Certified Public Accountant Delete

[Add New License](#)

Previous Back to List Home Save Print Preview Next

Home

Home > Resumes > Add/Edit Resume > Add/Edit Prof. Association

Welcome Katie JobZone Adult  
Update My Account (0) Logout

## Professional Associations

Fields marked with a \* are required.

You may belong to professional organizations related to your career. Use the text boxes to record the professional organizations you belong to. If you have not held a position or office in these organizations, leave the Position text box blank.

\* Association/Organization Name: Association of Government Accountants  
Position: Member  
Description: The AGA is a premier educational organization dedicated to the enhancement of public financial management.

Member Since: Apr 2006

Back to Resume Home Add New Entry Save

# Associations continued

Home

Home > Resumes > Add/Edit Resume > Add/Edit Prof. Association

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Professional Associations

Fields marked with a \* are required.

You may belong to professional organizations related to your career. Use the text boxes to record the professional organizations you belong to. If you have not held a position or office in these organizations, leave the Position text box blank.

\* Association/Organization Name:

Position:

Description:

Member Since:

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#)

Home

Home > Resumes > Add/Edit Resume

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Resume Builder

Intro Personal Information Qualifications Work Experience Education Licenses Associations Awards Other

Select or remove entries for this resume only by clicking the check boxes. Click Add New Association to create a new entry for your resume. You may edit an entry by clicking its name. Click Delete if you want to remove it entirely.

Section Header:  ⓘ

- Association of Government Accountants [Delete](#)
- New York State Society of CPAs [Delete](#)

[Add New Association](#)

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#) [Next](#)

# Awards/Other

Home

Home > Resumes > Add/Edit Resume > Add/Edit Award

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Awards

Fields marked with \* are required.

If you have been recognized for an accomplishment related to your career, fill out the text boxes with the information. Awards can be for high school activities, volunteering, work related awards, and many others.

Award Name:

Awarded By:

Description:

Date Received:  |

[Back to Resume](#) [Home](#) [Add New Entry](#) [Save](#)

Home

Home > Resumes > Add/Edit Resume

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Resume Builder

Intro Personal Information Qualifications Work Experience Education Licenses Associations Awards Other

**Add a final custom section to your resume, if desired**

On this screen you may add an optional custom section to your printed resume. Simply add text within the Section Text field to create a custom section. If you leave the Section Text field blank, then this section will not appear on your resume.

Section Header:

Section Text:

[Previous](#) [Back to List](#) [Home](#) [Save](#) [Print Preview](#)



# Resume Preview – Display Options

The screenshot shows a web-based resume builder interface. At the top, there is a navigation bar with 'Home', 'Resumes', and 'Add/Edit Resume'. A user greeting 'Welcome Katie' and 'JobZone Adult' is visible, along with links for 'Update My Account' and 'Logout'. The main heading is 'Resume Builder'. Below this, a blue banner contains instructions: 'Bring it all together and finish your resume. Keep the format we've provided, or choose from the style options listed below. When you're ready, print your resume or save a copy to your desktop.' The interface is split into two main sections: 'Resume Preview' on the left and 'Display Options' on the right. The 'Resume Preview' section shows a resume for 'Katie A. Kentucky' with contact information, a 'Summary of Qualifications', and 'Work Experience' for an 'Accountant' at 'ABC Services' from 'Apr 2007 - Feb 2008'. The 'Display Options' dialog box is open, allowing the user to customize the resume's appearance. It includes options for 'How would you like your resume to look?' (Chronological), 'Font' (Arial), 'Section Header Alignment' (Align Left), and 'Contact Alignment' (Align Left). There are also checkboxes for 'Display the names of your present employers' and 'Which contact info do you want to show?' (Name, Address, Phone, Email, Website). For 'How would you like your work statements to appear?', there are radio button options for 'List' and 'Paragraph' for Tasks, Duties, Skills, and Tools & Tech. 'Apply' and 'Close' buttons are at the bottom of the dialog.

**Resume Preview**

**Katie A. Kentucky**  
234 Main Street  
Apt 5  
Schenectady, NY 12345-1212  
(518) 456-7894

**Summary of Qualifications**  
Experienced in all aspects of accounting

**Work Experience**

**Accountant**  
**ABC Services**, Schenectady, NY  
Accounts payable, invoicing, payroll, 401(k) plans, etc.  
Tasks performed include the following:  
Advise clients in areas such as compensating plans, pension plans, tax or estate plans. Appraise, evaluate, and appraise value of property. Develop, maintain, and analyze financial statements. Manage accounts payable and receiving. Manage regarding accounting and data processing systems.

**Apr 2007 - Feb 2008**

**Display Options**

How would you like your resume to look? Chronological

[Click here for a PDF explaining the different types](#)

Font: Arial

Section Header Alignment: Align Left

Display the names of your present employers

Contact Alignment: Align Left

Which contact info do you want to show?  
 Name  Address  Phone  Email  Website

How would you like your work statements to appear?

Tasks:  List  Paragraph  
Duties:  List  Paragraph  
Skills:  List  Paragraph  
Tools & Tech:  List  Paragraph

Apply Close

# Resume Preview

## Resume Preview

**Katie A. Kentucky**  
234 Main Street  
Apt 5  
Schenectady, NY 12345-1212  
(518) 456-7894

### Summary of Qualifications

Experienced in all aspects of accounting such as accounts payable, billing, payroll, taxes, etc.

### Work Experience

#### Accountant

Apr 2007 - Feb 2008

**ABC Services**, Schenectady, NY  
Accounts payable, invoicing, payroll, 401K management.

Tasks performed include the following:

Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Accurately managed accounts payable and receiving. Managed office of 5 Junior Accountants. Accurately computed taxes and prepared tax returns. Advised clients regarding accounting and data processing systems.

Duties performed include:

Analyze financial information to project future revenues or expense. Compile data for financial reports.

Tools utilized include:

Desktop computers. Calculators or accessories.

Technologies utilized include:

Accounts payable software. Accounts receivable software. Accounting compliance software. Accounting fraud detection software.

Skills developed/enhanced include:

Operation and Control. Complex Problem Solving. Coordination. Monitoring. Critical Thinking.

Knowledge sets include:

account manager. account reconciliation. accounting software. accounting supervisor. accounting system.

#### Auditor

Jun 2003 - May 2007

**Nabisco**, St. Louis, MO

Auditing

Tasks performed include the following:

Conduct pre-implementation audits to determine if systems and programs under development will work as planned. Examined accounting records. Analyzed accounting records. Determined financial status of establishment being audited. Determined degree of investigation required.

Duties performed include:

Advise clients on financial matters. Gather relevant financial data. Inspect account books or system for efficiency, effectiveness, or acceptability.

Tools utilized include:

Desktop computers. Calculators or accessories.

Technologies utilized include:

Accounts payable software. Accounts receivable software. Accounting compliance software. Accounting fraud detection software.

Skills developed/enhanced include:

# Resume Preview continued

<p>Desktop computers. Calculators or accessories.</p> <p>Technologies utilized include: Accounts payable software. Accounts receivable software. Accounting compliance software. Accounting fraud detection software.</p> <p>Skills developed/enhanced include: Operation and Control. Complex Problem Solving. Coordination. Monitoring. Critical Thinking.</p> <p>Knowledge sets include: accounting system. internal auditor.</p>	
<b>Education</b>	
<b>Accounting , Master of Business</b> Washington University, St. Louis, NY	Aug 2003 - May 2005
<b>Bachelor of Accounting, Bachelor of Business</b> St. Louis University, St. Louis, MO	Aug 2001 - May 2003
<b>Licenses</b>	
<b>Certified Public Accountant</b> National Association of State Board for Accountancy Certified Public Accountant for 12 years.	Feb 2005
<b>Driver's License</b> None	
<b>Associations</b>	
<b>Association of Government Accountants</b> Member The AGA is a premier educational organization dedicated to the enhancement of public financial management.	Apr 2006
<b>New York State Society of CPAs</b> Member Resources for CPAs including Career postings and articles on the latest tax information.	Apr 2006
<b>Awards</b>	
<b>CPA Manager of the Quarter</b> ABC Services Recognized manager of the Quarter for excellence in her department.	Apr 2007
<b>Other Interests</b>	
Avid outdoors woman, experienced in hiking, biking and canoeing.	
<b>Match Jobs</b>	
Click the following button to search jobs based on your resume.	
<input type="button" value="Match Jobs"/>	
Your browser may display header and footer information on the printed copy. If you wish to print a copy without this information, please save a local copy in PDF format.	

# Save Resume as Word document, PDF or HTML

<b>Bachelor of Accounting, Bachelor of Business</b> St. Louis University, St. Louis, MO	Aug 2001 - May 2003
<b>Licenses</b>	
<b>Certified Public Accountant</b> National Association of State Board for Accountancy Certified Public Accountant for 12 years.	Feb 2005
<b>Driver's License</b> None	
<b>Associations</b>	
<b>Association of Government Accountants</b> Member The AGA is a premier educational organization dedicated to the enhancement of public financial management.	Apr 2006
<b>New York State Society of CPAs</b> Member Resources for CPAs including Career postings and articles on the latest tax information.	Apr 2006
<b>Awards</b>	
<b>CPA Manager of the Quarter</b> ABC Services Recognized manager of the Quarter for excellence in her department.	Apr 2007
<b>Other Interests</b> Avid outdoors woman, experienced in hiking, biking and canoeing.	
<b>Match Jobs</b> Click the following button to search jobs based on your resume. <input type="button" value="Match Jobs"/>	
Your browser may display header and footer information on the printed copy. If you wish to print a copy without this information, please save a local copy in PDF format.	
<b>Output Options</b> Select a file type to save a copy to your local computer. Use the PDF or HTML type to save the format as shown. Use DOC to save as a Microsoft Word document.	
File Type: <b>DOC</b>	<a href="#">Save Local Copy</a>
<input type="button" value="Back"/> <input type="button" value="Print Resume"/>	

## Katie A. Kentucky

234 Main Street  
Apt 5  
Schenectady, NY 12345-1212  
(518) 456-7894

### Summary of Qualifications

Experienced in all aspects of accounting such as accounts payable, billing, payroll, taxes, etc.

### Work Experience

#### Accountant Apr 2007 - Feb 2008

**ABC Services**, Schenectady, NY  
Accounts payable, invoicing, payroll, 401K management.

#### Tasks performed include the following:

Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Accurately managed accounts payable and receiving. Managed office of 5 Junior Accountants. Accurately computed taxes and prepared tax returns. Advised clients regarding accounting and data processing systems.

#### Duties performed include:

Analyze financial information to project future revenues or expense. Compile data for financial reports.

#### Tools utilized include:

Desktop computers. Calculators or accessories.

#### Technologies utilized include:

Accounts payable software. Accounts receivable software. Accounting compliance software. Accounting fraud detection software.

#### Skills developed/enhanced include:

Operation and Control. Complex Problem Solving. Coordination. Monitoring. Critical Thinking.

# Job Search

Home > Jobs

Welcome Kate  
[Update My Account](#) (0)

## Jobs

Search for jobs which interest you.

**Search Options**

Please enter your search options. Fields may be searched on partial values.

Keyword:

Use SMART technology to match jobs to your resume:  Show jobs matching your resume: Accounting   Show all jobs, without matching your resume

Filter your results by match strength: Show jobs matching your resume with at least a: 0 Star Match

[Advanced Search](#) [Clear Search Options](#)

**Search Results**

Below are search results that match your criteria. Learn more details about each job by clicking on the job title.

100 Results Found   1 2 3 4 5 6 7 8 9 10  Items per Page (1 of 10)

Match Strength	Title	Location	Distance	Company	Date	Action
★	<a href="#">ASSISTANT COURT ANALYST</a>	Albany, NY	11.6 miles	See job detail	03/16/2017	
★	<a href="#">PRICING &amp; MERCHANDISE SPECIALIST</a>	Albany, NY	13.2 miles	See job detail	03/30/2017	
★	<a href="#">FINANCIAL PLANNING &amp; ANALYSIS ACCOUNTANT</a>	Albany, NY	13.2 miles	See job detail	03/29/2017	★
★★	<a href="#">FINANCIAL REPORTING SPECIALIST</a>	Albany, NY	13.2 miles	See job detail	03/28/2017	★
★★★	<a href="#">SENIOR ACCOUNTANT</a>	Albany, NY	13.2 miles	See job detail	03/26/2017	
★	<a href="#">SR FINANCE MANAGER 2 - CASH FLOW PLANNING &amp; ANALYSIS</a>	Schenectady, NY	less than 1 mile	See job detail	03/26/2017	
★★	<a href="#">SENIOR INTERNAL AUDITOR</a>	Albany, NY	13.2 miles	See job detail	03/25/2017	★

Home > Jobs > Job Details

Welcome Kate  
[Update My Account](#) (0) [Logout](#)

## Job Details for ASSISTANT COURT ANALYST

Would you like to learn more about this job? Explore below by scrolling down to view all of the details, or select a menu option on the left.

**Section Menu**

- [Job Details](#)
- [How to Apply](#)
- [Additional Information](#)
- [Driving Directions](#)

**Actions**

- [People with Similar Jobs](#)
- [Add to Favorite](#)
- [Print](#)
- [Email this page to a friend](#)

Job Order Number: NY1201262

**ASSISTANT COURT ANALYST**

Job Description, Duties and Responsibilities

ASSISTANT COURT ANALYST  
 POSITION TITLE: ASSISTANT COURT ANALYST JG. 16 LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT ATTORNEY GRIEVANCE COMMITTEE - ALBANY, NY BASE SALARY: \$47,226 CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL QUALIFICATIONS: One year in the Junior Court Analyst title, or Bachelor's degree from an accredited college or university, or High School diploma or the equivalent and four (4) years of relevant experience, or an equivalent combination of education and experience.  
 Preference will be given to candidates with financial, accounting and auditing experience.  
 DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation.  
 They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.  
 ASSIGNMENT: This position will assist the Attorney Grievance Committee with respect to its financial operations.  
 Duties include, but are not limited to: review, analyze and monitor reports for compliance with fiscal rules and regulations; prepare and enter a wide variety of accounts payable transactions in the Statewide Financial System (SFS), such as, vouchers, purchase orders, travel and expense reports; order and maintain inventories of office supplies, equipment and furniture; prepare and monitor the Committees annual budget, assist and address all finance related inquiries from employees, the Committee, and suppliers; assist with planning and organizing monthly Committee meetings, along with other associated Committee meeting tasks; under the guidance of Committee attorneys, review, analyze and audit attorney escrow/trust accounts and prepare formal audit reports; and perform other duties as assigned by the Chief Attorney.  
 Candidates must be proficient in Microsoft Outlook, Word and Excel and possess strong verbal and written communication and organizational skills.  
 APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a LICCS-5.

**How to Apply**

Your option on how to apply for the Job is:

- Visit the "Apply Online" web site in the Contact Information section below.

**Additional Notes:**  
 Please reference the Job Order Number and Job Title included above.  
 To apply you must be a U.S Citizen or an individual authorized to work in the United States.

**Contact Information**

Company: See job detail  
 Contact:  
 Address:  
 Phone:  
 Fax:



# Job Details continued / Advanced Search

## Contact Information

Company: See job detail  
 Contact:  
 Address:  
 Phone:  
 Fax:  
 Email:  
 Apply Online: <http://www.jobcentral.org/ny/viewjob.asp?siobid=NY1201262>

## Additional Information

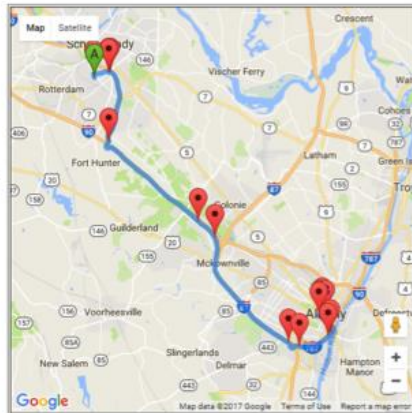
America's Career InfoNet has information about jobs and wages for the state of New York.

- [Profile for the state of NY](#)
- [General outlook on the U.S. job market](#)
- [Additional career resources](#)

## Driving Directions

### Driving Directions

1. Head north on Main St toward Wing Ave
2. Turn right onto Norwood Ave
3. Norwood Ave turns right and becomes California Ave
4. Turn left onto Michigan Ave
5. Turn right to merge onto I-890 E
6. Take the exit on the left onto I-90 E toward Albany
7. Keep right to continue on Governor Thomas E. Dewey Thruway/New York State Thruway, follow signs for I-87 S/New York/Boston
8. Continue onto I-87 S/Governor Thomas E. Dewey Thruway/New York State Thruway
9. Take exit 23 for I-787/US-9W toward Albany/Rensselaer
10. Keep left, follow signs for Interstate 787 N/Downton Albany/Rensselaer/Troy and merge onto I-787
11. Take exit 3 for US-9 S/US-20 E toward Rensselaer/Empire Plaza
12. Keep right, follow signs for Empire Plaza and merge onto S Mall Arterial
13. Turn right onto S Swan St
14. Slight right to stay on S Swan St
15. Turn right onto Washington Ave



[Click here to edit or print driving directions](#)

Home
Welcome Kate JobZone Adult

Jobs
[Update My Account](#) [Logout](#)

---

Search for jobs which interest you.

### Search Options

Please enter your search options. Fields may be searched on partial values. Searches may be performed on individual OR combinations of fields.

Keyword:

Filter your results by match strength:  
 Show jobs matching your resume with at least a:

Use SMART technology to match jobs to your resume:

Show jobs matching your resume:

Show all jobs, without matching your resume

You may search for jobs anywhere in NY on this site. You may also search for jobs in surrounding states within 50 of NY. Choose a location by ZIP Code, city, county, or state. To search for jobs nationwide, visit the following sites:

- [America's Job Exchange](#)
- [Career Builder](#)
- [Monster Jobs](#)
- <http://www.labor.state.ny.us/careerservices/findajob/jobfair/RecruitmentsIndex.shtml>

Select any of these additional search options.

Job Order #

Jobs posted in the last

Education

Experience

Duration

Salary \$  per

When a salary is selected, search results will show only jobs that specify a salary

Bright Outlook  Green Jobs

ZIP Code  Radius:

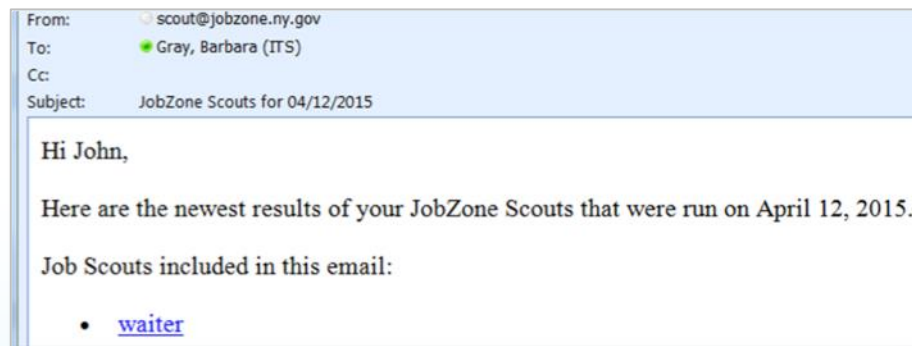
City

County

Entire state

# Job Search Features

- Favorites and Notes
- Access Recently Viewed items from landing page
- Saved Searches
- Scouts - one email with jobs, job fairs, apprenticeship and training searches; plus appointments and message notifications





# Online Work Search Record (WSR)

Home

**Did You Know?**  
Construction occupations most likely to be self-employed include painters and paperhangers; carpet, floor, and tile installers and finishers; carpenters; brickmasons, blockmasons, and stonemasons; and roofers.

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

**Your Local Career Center**  
Below is the office closest to your location. Click on [More](#) to find additional Career Center offices around your area.

**Schenectady Job Training Agency**  
Service Type: Full Service  
Address: 797 Broadway  
Schenectady New York 12305

Email: (518) 344-2735  
Phone: (518) 382-5988  
Fax: (518) 382-5988  
Hours: M-F: 8:30 a.m. - 4:30 p.m.  
Parking: Private Lot  
Public Transit: CDTA Bus  
Access: [Click here for driving directions](#)  
[More](#)

- See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.

**Job Seeker Resources**  
Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more.

**Job Search**  
 Show jobs matching your resume: Accounting  
 Show all jobs, without matching your resume

Keyword:  ZIP Code:  Radius:

**My Account**  
Welcome back, Katie.  
Your last login was Mar 30, 2017.

**Jobs in Demand**  
In Demand Occupations for the Capital District region.

- [General and Operations Managers](#)
- [Home Health Aides](#)
- [Security Guards](#)
- [Bartenders](#)
- [Combined Food Preparation and Serving Workers, Including Fast Food](#)

[More](#)

**Online Work Search Record**  
**Work Search Record** - Whether for Unemployment Insurance purposes or your own personal records; keep track of all your work search activities.

**My Employability Score**  
**What's My Employability Score?** - Looking for a job? Learn how employable you are with this quick survey. Then see what you can do to increase your chance of landing a job



**Resume and Letter Preparation**  
**How to Create a Resume** - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help



Home [Back to Labor Online Services](#)

Welcome Betty JobZone Adult  
[Update My Account](#) (0) [Logout](#)

**Work Search Records**

[Introduction](#) [UI Work Search Requirements](#) [Add New Employer Contact or Activity](#) [History](#) [Reports](#) [Address Book](#)

**Introduction**  
Looking for employment can be a full time job. Use this tool to stay organized and track all of your work search efforts and activities while seeking employment.

**This tool includes:**

- UI Work Search Requirements** - If you are collecting Unemployment Insurance (UI) you must follow the work search requirements for each week that you certify for weekly benefits. This section reviews those requirements and your responsibilities when looking for work.
- Add New Employer Contact or Activity** - This section allows you to keep track of all your job search efforts, from preparation and attending career center meetings, to applying for jobs and interviewing for employment.
- This section will prompt you to add appropriate contact information based on the method you used. In turn you will have all of the information you need to follow-up on your contacts.
- History** - This section allows you to view all of your saved employer contacts and activities, as well as edit or delete activities.
- Reports** - This section allows you to view, save and print out weekly reports, four-week reports, and/or create customized reports. You can also print out the report and save it as an electronic file.
- Address Book** - This section contains your employer contact information and will grow as you enter more contacts. You can sort by business name or specific contact name and title. Your address book contacts can then be pulled when you prepare your cover letters in JobZone.

[Home](#) [Next](#)

# Work Search Record (WSR) continued

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | Address Book

New York State Workforce Development Cabinet; Department for Workforce Investment  
Work Search Record Instructions

You must actively look for work while claiming Unemployment Insurance benefits. You must keep a Work Search Record for each week you are unemployed and be prepared to give a copy of that Record to the New York State Workforce Development Cabinet, Department for Workforce Investment when requested. We will check the information on the form with the contacts listed. If you knowingly give us false statements your work search activities, it is considered fraud and you may be denied Unemployment Insurance benefits.

You must do at least three work search activities each week. These three activities must be done on different days of the week. They include at least one activity from Work Search Activities 1-5 (below) and two more activities from the nine activities listed, unless you have a Work Search Plan approved by the Workforce Development Cabinet, Department for Workforce Investment.\* This is the minimum criteria we encourage you to do more.

**Work Search Activities:** Work search activities may include, but are not limited to:

- Using employment resources available at the local Career Center, such as:
  - Meeting with Career Center advisors;
  - Getting information from Career Center staff about jobs that may be available in a particular industry or region (obtaining job information);
  - Working with Career Center staff to assess your skills and match them to possible occupations and jobs (skills assessment for occupation matching);
  - Participating in instructional workshops; and
  - Getting job referrals and job matches from the Career Center and following up with employers.
- Visiting a job site and completing a job application in person with employers who may reasonably be expected to have openings.
- Submitting a job application and/or resume in response to a public notice or want ad or to employers who may reasonably be expected to have openings.
- Attending job search seminars, scheduled career networking meetings, job fairs, or employment-related workshops that offer instruction to improve job-hunting skills.
- Interviewing with potential employers.
- Applying for employment with former employer(s).
- Registering with and checking in with private employment agencies, placement services, unions, and placement offices of schools, colleges or universities, and/or professional organizations.
- Using the telephone, business directories, internet, or online job-matching systems to search for jobs, get leads, request referrals, and appointments for job interviews.
- Applying and/or registering for and taking Civil Service examination(s) for government job openings.
- Other

Keep copies of your Work Search Records for one year. Do not send your Work Search Record to the Workforce Development Cabinet, Department for Workforce Investment unless we ask you to. You can get more forms at your local Career Center, online at [www.labor.ny.gov](http://www.labor.ny.gov) or your Claimant Handbook. You may also keep your work search record online at [www.jobzone.ny.gov](http://www.jobzone.ny.gov).

\* If you have a Work Search Plan approved by the Workforce Development Cabinet, Department for Workforce Investment, you must do what was agreed upon in the plan, and record those activities on the Work Search Record. We will check your Work Search Record to be sure you are doing what is called for in your Work Search Plan.

Click the Next button below to continue.

Previous | Home | Next

Home

Home > Work Search Records

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | Address Book

Work Search Records

Fields marked with a \* are required.

Add new employer contact or activity.

\* Date: mm/dd/yyyy

\* Activity Type: -- Select One --

\* Activity Description: -- Select One --  
Employer Contact  
Union Hiring Hall Contact  
Work Search Preparation Activity

To upload a supporting activity document, click the file browser icon. Use the file browser to select the document. Then click Upload to attach your document. The work supporting activity document must be less than 2000 KB in size.

+ Select Document | Upload | Cancel

Previous | Home | Cancel | Save | Add New Contact or Activity | Next

# WSR – Employer Contact and Activity

**Add new employer contact or activity.**

● Date: 03/01/2017

● Activity Type: Employer Contact

● Activity Description: Submitted job application

● Method of Contact: Company Website or Kiosk

● Position Applied For: Controller

Job Reference Number:

● Result of Contact: Waiting for a response

Notes:

Select an existing Employer contact by using the dropdown arrow, or enter contact information for a new Business/Organization below. Use the checkbox(es) to select one or more contacts for this activity. Click the View/Edit Contact link to display or change information for an existing Business/Organization: NY State Appellate Court

● Contacts:  Mr. Smith - Human Resource Manager [View/Edit Contact](#)  
[Add New Contact for NY State Appellate Court](#)

Provide a contact name and/or title below. If neither is known, enter 'Hiring Manager' or 'Receptionist' in the Contact Title field.

● Contact Name: Mr. Smith

is primary contact for Business/Organization

● Contact Title: Human Resource Manager

● Business/Organization: NY State Appellate Court

Provide at least one form of contact below: a full mailing address, or phone number, or email address or Website. Required fields depend on the Method of Contact selected above.

Location: Taylor Towers

Address 1: 24 Broadway

Address 2: 9th floor, Suite 33

City: Albany

State: New York

ZIP Code: 12024

Country: United States

● Phone: (518) 454-4444 Extension:

● Alternate Phone: Extension:

Fax:

Email: nyappellate@courts.ny.gov

● Primary Website: https://nysappellate.ny.gov

Social Media Contacts:

To upload a supporting activity document, click on the Select Document button. Use the file browser to select the document. Then click Upload to attach your document. The work supporting activity document must be less than 2000 KB in size.

Home

Home » Work Search Records

Welcome Katie JobZone Adult

[Update My Account](#)  [Logout](#)

**Work Search Records**

[Introduction](#) [UI Work Search Requirements](#) [Add New Employer Contact or Activity](#) [History](#) [Reports](#) [Address Book](#)

Fields marked with ● are required.

**Add new employer contact or activity.**

● Date: 03/02/2017

● Activity Type: Work Search Preparation Activity

● Activity Description: One Stop workshop / seminar



Other Activity Notes: Resume and reference letter workshop

To upload a supporting activity document, click on the Select Document button. Use the file browser to select the document. Then click Upload to attach your document. The work supporting activity document must be less than 2000 KB in size.

# WSR History

Home



[Home](#) » [Work Search Records](#)



Welcome Katie JobZone Adult  
[Update My Account](#)   (0) [Logout](#)

[Introduction](#) | [UI Work Search Requirements](#) | [Add New Employer Contact or Activity](#) | **History** | [Reports](#) | [Address Book](#)



**View Work Search History. Sort by: Activity Date submitted, Activity Type, Contact Name or Business/Organization name using the ^arrows.**

**Edit:** Selecting Edit you will be able to edit the entered work Search activity in your History.  
**Delete:** Selecting Delete you can delete the entry.  
**Note:** Saved Contacts and Activities are submitted into Weekly and Four Week reports.

6 Results Found  1  10 <b>Items per Page</b> (1 of 1)								
	Activity Date	Organization	Contact Name/Title/Location	Activity Description	Action	Create Date	Edit Date	Attachments
<a href="#">Edit</a>	03/09/2017	Peabody Inc.	Mr. Jones / HR Associate / Albany	Interviewed for position	<a href="#">Delete</a>	03/31/2017	03/31/2017	
<a href="#">Edit</a>	03/07/2017	Peabody Inc.	Mr. Jones / HR Associate / Albany	Sent resume	<a href="#">Delete</a>	03/31/2017	03/31/2017	
<a href="#">Edit</a>	03/06/2017			Company / industry research	<a href="#">Delete</a>	03/31/2017	03/31/2017	
<a href="#">Edit</a>	03/03/2017	Accent Financial	Ms. Apple / HR Manager / Albany	Responded to state job posting	<a href="#">Delete</a>	03/31/2017	03/31/2017	
<a href="#">Edit</a>	03/02/2017			One Stop workshop / seminar	<a href="#">Delete</a>	03/31/2017	03/31/2017	
<a href="#">Edit</a>	03/01/2017	NY State Appellate Court	Mr. Smith / Human Resource Manager / Taylor Towers	Submitted job application	<a href="#">Delete</a>	03/31/2017	03/31/2017	

6 Results Found  1  10 **Items per Page** (1 of 1)

Save a copy of your activities to your desktop

Export all data  

Export this page only

[Previous](#) | [Home](#) | [Add New Contact or Activity](#) | [Next](#)

# WSR Reports

Home > Work Search Records

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

**Work Search Records**

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | Address Book

Fields marked with a \* are required.

Create a printable report of your work search activities.

Generate a weekly report of saved activities.  
 \* Select week ending date: 03/06/2017 View reports by week ending date  
 -- Select One --  
 03/13/2017

Generate a report of saved activities for the four weeks ending on: 03/06/2017 View reports for the past four weeks

Generate a customized report of saved activities [Create a customized report](#)

Below are your saved custom reports. Click on the Report Name to see a print preview of the report.

0 Results Found				10	Items per Page	(1 of 1)
Edit	Date	Report Name	Action			
No records found.						

To upload a work search report, click on the Select Report button. Use the file browser to select the report. Then click Upload to attach your work search record report must be less than 2000KB in size.

[+](#) Select Report [J](#) Upload [X](#) Cancel

Claim Weekly UI Benefits. Click [here](#) to claim your weekly benefits if you are collecting unemployment.

[Previous](#) [Home](#)

Home > Work Search Records

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

**Work Search Records**

Below is your completed work search record. The Department of Labor may use this record to verify continued eligibility for benefits, or in connection with a claim review, audit, or a hearing or appeal in which work search is an issue. If the information below is not correct, please return to the previous tabs to update your information.

**Work Search Record**  
 Name: Katie Kentucky Report for: Week Ending 03/13/2017

List all of the employers and labor unions contacted each week while claiming unemployment benefits. Present this list when we request it.

Date of contact	Business/Organization Contact Information	Activity Description / Method of Contact	Name of person contacted / Title	Position applied for / Job Reference #	Result of Contact	Create Date	Edit Date
03/09/2017	Peabody Inc. 45 Main St Albany NY 12001	Interviewed for position / in Person	Mr. Jones / HR Associate	Auditor /	Interviewed	03/31/2017	03/31/2017
03/07/2017	Peabody Inc. al.jones@peabody.org	Sent resume / Email	Mr. Jones / HR Associate	Auditor /	Waiting for a response	03/31/2017	03/31/2017

List your other work search activities. Examples are: updating resume, attending workshops, etc.

Date of activity	Activity performed	Notes
03/06/2017	Company / industry research	Researching financial companies in the Albany NY area

**Output Options**

Select a file type to save a copy to your local computer. Use the PDF or HTML type to save the format as shown.

File Type: PDF

[Save Local Copy](#)

[Previous](#) [Home](#) [Print Work Search Record](#)



# WSR – Address Book

Home

Home > Work Search Records

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## Work Search Records

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | **Address Book**

Below are your saved contacts. Click on the Contact Name/Title to view the full contact information.

3 Results Found 1 Items per Page (1 of 1)

Contact Name/Title	Business/Organization	City, State	Phone
<a href="#">Ms. Apple / HR Manager</a>	Accent Financial	Albany, NY	5187777777
<a href="#">Mr. Smith / Human Resource Manager</a>	NY State Appellate Court	Albany, NY	5184544444
<a href="#">Mr. Jones / HR Associate</a>	Peabody Inc.	Albany, NY	5184774444

3 Results Found 1 Items per Page (1 of 1)

[Previous](#) [Home](#)

Welcome Kate JobZone Adult  
[Update My Account](#) (0) [Logout](#)

Requirements | Add New Employer Contact or Activity | History | Reports | **Address Book**

Click on the Contact Name/Title to view the full contact information.

### Full Contact Information

Business/Organization Name: NY State Appellate Court  
Contact Name: Mr. Smith  
Contact Title: Human Resource Manager  
Is Primary Contact: Yes  
Address 1: 24 Broadway  
Address 2: 9th floor, Suite 33  
City: Albany  
State: NY  
ZIP Code: 12024  
Country: United States  
Location: Taylor Towers  
Phone: (518) 454-4444  
Fax:  
Alternate Phone:  
Email: nyappellate@courts.ny.gov  
Primary Website: https://nysappellate.ny.gov  
Alternate Website:

OK

[Previous](#) [Home](#)

# My Employability Score

[Home](#) » My Employability Score

Welcome Katie JobZone Adult  
[Update My Account](#) 📧 (0) [Logout](#)

## My Employability Score



### What's My Employability Score?

Introduction	Goal	Experience	Skills	Availability	Score
--------------	------	------------	--------	--------------	-------

## What's My Employability Score?

***How employable am I? What can I do to increase my chances of getting hired?  
What is the likelihood I will find employment relative to others currently looking for work?***

Job seekers need help answering these questions. The factors associated with these questions can be complicated and confusing. However, you can simplify the problem by asking "**What's My Employability Score?**"

My Employability Score collects data related to employment prospects and weighs this data based on which factors contribute more heavily to employment. Much like a credit score, your Employability Score can be improved through a series of targeted actions. The higher your Employability Score, the greater your competitive advantage in the labor market.

The Employability Score is based on how well a job seeker's employment profile matches their target occupation and labor market demand. Complete a basic employment profile in the following screens to determine where you rank compared to the competition in the current labor market. Both positive and negative factors contributing to your Employability Score will be identified so that you can determine what factors to target.

To begin a new Employability Score, select the Start Now button below. Or if you'd like to review or edit an Employability Score taken previously, select it by clicking on the associated Occupation from the list below or click on the Results link to go directly to the score tab

You have no Employability Scores.  
Please click the Start Now button to begin.

[START NOW](#)

[Home](#)




# My Employability Score cont.

Home

Home > My Employability Score

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## My Employability Score



My Current Score: 0

Introduction Goal Experience Skills Availability Score

Save complete.

**What is your employment goal?**

Click on Select Job Title to search for your desired job.

Select Job Title

Desired Job: Accountants

Desired Location: [\(Use current\)](#)  
12345 Within: 50 miles

Desired Salary: \$50,000 Yearly


Previous Home Save Next

0

Home > My Employability Score

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## My Employability Score



My Current Score: 485

Introduction Goal Experience Skills Availability Score

**Tell us about your education and experience.**

Education Level:  
Bachelor's Degree

Do you have the required license(s) or certification(s)?  
No  Yes

In how many languages are you fluent?  
Zero  One  Two or more

Years experience in desired job:  
10+

How many jobs to gain that experience?  
2

Years experience in related job(s):  
2

How many jobs to gain that experience?  
1

Are you currently employed?  
No  Yes

When did you last work?  
Feb 2008


485

# My Employability Score cont.

Home > My Employability Score

Welcome Katie JobZone Adult  
[Update My Account](#) (0) [Logout](#)

## My Employability Score



My Current Score: 545

Introduction Goal Experience Skills Availability Score

**Do you have the skills needed? Review this list and click on the skills you have.**

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.*(selected)*
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.*(selected)*
- Report to management regarding the finances of establishment.*(selected)*
- Establish tables of accounts and assign entries to proper accounts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.*(selected)*
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.*(selected)*

**545**

[Update My Account](#) (0) [Logout](#)

## My Employability Score



My Current Score: 745

Introduction Goal Experience Skills Availability Score

**Tell us about your availability and background. Click on the statements that apply to you and then answer the questions below.**

- I have the ability and willingness to work nights and/or weekends.*(selected)*
- I am willing to relocate to a different area of the state with higher employment prospects.*(selected)*
- I have an updated resume.*(selected)*
- I have access to reliable transportation.*(selected)*

**745**

I have access to reliable childcare.  
 Yes  No  Not Applicable

I would currently pass a drug test.  
 Yes  No  I don't know

I would currently pass a background check.  
 Yes  No  I don't know

Employers would like what they found about me online.  
 Yes  No  I don't know

# My Employability Score cont.

## My Employability Score

Introduction Goal Experience Skills Availability Score

My Employability Score

My Employability Score:

745



### What does your Employability Score mean?

Based on the current labor market, you have a 'good' Employability Score. There are few negative and many positive factors that contribute to your score.

**Factors affecting your Employability Score** - Below are the positive and negative factors that contribute to your Employability Score. You can see what is affecting your score and use our Virtual Career Center services or visit your local Career Center to learn ways to improve your score.

### EXCELLENT: 801 - 1000

Most businesses would hire a person with this score. People with this score have a substantial competitive advantage over other job seekers.

### GOOD: 601 - 800 *(your category)*

Most businesses would hire a person with this score. People with this score have a moderate competitive advantage over other job seekers.

### FAIR: 401 - 600

Most businesses would view a person with this score as employable. However, based on current labor market information, people in this category face tough competition for openings.

### POOR: 201 - 400

Most businesses would hesitate to hire someone in this category due to employability concerns. People with this score have a substantial competitive disadvantage compared to other job seekers.

### VERY POOR: 0 - 200

Most businesses would not hire a person in this category and would consider this person to have serious employability concerns.

Positive Factors (14)

Negative Factors (4)

My Competition

Take Action

Previous Home Print

Positive Factors (14)

These factors had a positive impact on your Employability Score. Review these to understand which ones work in your favor and why.

**Availability of Job Openings** - There are numerous job openings (more than 100) for your desired occupation and its related occupations within 50 miles of your target ZIP code.

**Projected Growth in Job Openings** - Your desired occupation is expected to have an increasing number of job openings in the future.

**Education Level** - Your education level is at or above the level typical for your desired occupation.

**Work Experience** - You have more than five years of work experience in your desired occupation and its related occupations.

**Job Change Frequency** - You indicate that you have not changed jobs frequently relative to your years of experience. Employers look favorably on candidates who do not change jobs frequently.

**Schedule Availability** - You indicated willingness to work nights and/or weekends. This flexibility will make you more attractive to employers.

**Relocation Flexibility** - You indicated willingness to relocate if needed. This increases the number of available job openings.

**Job Search Materials** - You indicated that you have an updated resume. A current resume allows you to present all your skills and experiences, and shows employers that you are serious about your career.

**Transportation** - You indicated that you have access to reliable transportation.

**Child Care** - You indicated that you have access to reliable childcare.

**Drug Testing** - You indicated that you would pass a drug test. Many employers require drug testing as a condition of employment.

**Background Check** - You indicated that you would pass a background check. Depending on the employer, this may be a mandatory requirement.

**Online Presence** - You indicated that employers would like what they found if they searched for you online. Employers often check out candidate's social media presence.

**Licenses and Certifications** - You indicated that you do have the necessary licenses and/or certifications to work in your desired occupation.

Negative Factors (4)

These factors had a negative impact on your Employability Score. Carefully review these to understand how each of these impacts your ability to find a job in your desired occupation.

**Skills and Abilities** - You indicated you have some (over 25% but less than 50%) of the skills needed for your desired occupation. Consider additional skills training to increase your score.

**Current Employment** - You are not currently employed. Employers look less favorably on candidates who are not currently employed.

**Most Recent Employment** - Your last work date is more than 6 months ago. Employers look less favorably on candidates who have not been recently employed.

**Salary Expectations** - Your salary expectations are below what employers typically pay for this occupation in this region. This may indicate you have less experience than required.

# My Employability Score cont.

• Negative Factors (4)

745

• My Competition

Now that you know your Employability Score take a minute to consider your competition for the jobs you want.

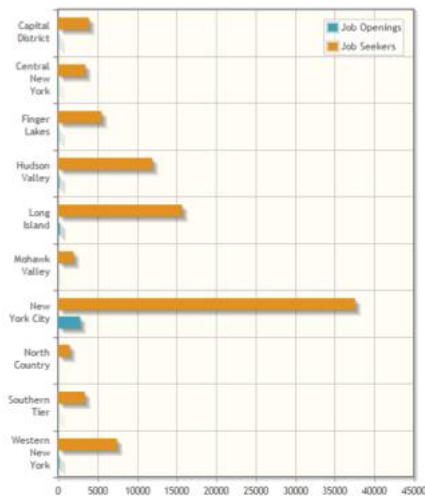
Use the selector to change your occupation focus. Choose from your desired occupation, any related occupation, or the total of all these.

Selected Occupation: Accountants and related (default)

Based on data gathered by Career Centers across the state, there are currently **4,375 job seekers** looking for these occupations within 50 miles of ZIP Code 12345. There are currently **135 job openings** for these occupations in the same area.

Although the number of job seekers includes only persons registered with the Career Centers, you can compare the two numbers to get a rough idea of the competition in your job search. If there are many job seekers relative to the number of job openings, then having the strongest Employability Score possible will help you land the job you want.

The following will help you compare job openings and job seekers by region across the state. The chart below shows combined job openings and seekers from your selected occupation and related occupations.



• My Competition

745

• Take Action

Everyone can improve their Employability Score.

No matter what your score is, you can take action to improve your chance of finding a job. Everyone's situation is unique, but you can review your availability, flexibility and background choices in order to make yourself more attractive to employers. You can explore this and other occupations to evaluate what career is best for you. You can assess your skills and find the training or education you need for your career. You can build up your resume so that employers take notice. You can search for jobs, recruitment events, job fairs and more - statewide! You can access numerous career planning and job search resources online and at your local Career Center.

Here are some suggestions to get you started.

## Find Jobs

- [Job Search](#)
- [New York Jobs Express](#)
- [New York Job Bank](#)

## Explore Occupations

- [Occupation Profile for Accountants](#)
- [Explore Occupations](#)
- [Assess Your Interests and Values](#)
- [Explore Your Skills](#)

## Licenses and Certifications

## Find Training

## Research Colleges

## Create a Resume

## Job Fairs and Events

## Apprenticeships



# Occupation Search and Detail

Home Back to Labor Online Services |

Home > Occupations Welcome Katie JobZone Adult  
Update My Account 0 0 [Logout](#)

## Occupations

Search for occupations which interest you.

Search Options

Please enter your search options. Fields may be searched on partial values. Searches may be performed on individual OR combinations of fields.

Keyword: accountant

[Search](#) [Advanced Search](#)  
[Clear Search Options](#)

Search Results

Below are search results that match your criteria. Learn more details about each occupation by clicking on the occupation title. Save an occupation for future reference by clicking Add to favorites. Create a journal entry for your favorite occupation by clicking Add a Note. To delete an occupation from the list, select Remove from Favorites.

48 Results Found 1 2 3 4 5 10 Items per Page (1 of 5)

Occupation	Description	Opening	Action
<a href="#">New Accounts Clerks</a>	Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers and assist them in preparing applications.	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a>	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying <a href="#">more...</a>	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Bill and Account Collectors</a>	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting <a href="#">more...</a>	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Accountants</a>	Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or more...	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Statement Clerks</a>	Prepare and distribute bank statements to customers, answer inquiries, and reconcile discrepancies in records and accounts.	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Auditors</a>	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Credit Authorizers</a>	Authorize credit charges against customers' accounts.	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Business Teachers, Postsecondary</a>	Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations <a href="#">more...</a>	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Budget Analysts</a>	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.	JOB5	<a href="#">Add to Favorites</a>
<a href="#">Advertising and Promotions Managers</a>	Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create <a href="#">more...</a>	JOB5	<a href="#">Add to Favorites</a>

[Have a Question?](#)  
[Chat with an Advisor](#)

Home Back to Labor Online Services |

Home > Occupations > Occupation Details Welcome Katie JobZone Adult  
Update My Account 0 0 [Logout](#)

## Occupation Details for Accountants

Would you like to learn more about this occupation? Explore below by scrolling down to view all of the details, or select a menu option on the left.

### Section Menu

- [Occupation Description](#)
- [Interests](#)
- [Work Values](#)
- [Tasks](#)
- [Duties](#)
- [Tools & Technology](#)
- [Skills](#)
- [Knowledge](#)
- [Work Context](#)
- [Work Styles](#)
- [Education / Training](#)
- [School Programs](#)
- [Wages](#)
- [Job Outlook](#)
- [State License / Certification Requirements](#)
- [Additional Resources](#)
- [Apprenticeship Programs / Opportunities](#)
- [Similar Jobs](#)
- [Job Openings](#)

### Actions

- [Add to Favorites](#)
- [Print](#)
- [Create a Budget](#)
- [Email this page to a friend](#)
- [View Career Video](#)

[Back](#)

This occupation is in the following career cluster(s) and career pathway(s):

- The [Business, Management and Administration](#) career cluster and the [Business Financial Management and Accounting](#) career pathway.

[Numerous Job Openings](#)

### Occupation Description

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

[Back to Top](#)

### Interests

Below are the top interests required for a person in this occupation.

[read more](#)

[Back to Top](#)

### Work Values

Below are the top work values required for a person in this occupation.

[read more](#)

[Back to Top](#)

### Tasks

The list below outlines occupation specific tasks that a worker in this occupation is called upon to do regularly.

[read more](#)

### Duties

[Have a Question?](#)  
[Chat with an Advisor](#)

# Occupation Detail continued

[Apprenticeship Programs / Opportunities](#)  
[Similar Jobs](#)  
[Job Openings](#)

**Actions**

[Add to Favorites](#)  
[Print](#)  
[Create a Budget](#)  
[Email This page to a Friend](#)  
[View Career Video](#)

[Back](#)

**Work Values**

Below are the top work values required for a person in this occupation.

- Achievement** - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- Support** - Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- Independence** - Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

[read less](#) [Back to Top](#)

**Tasks**

The list below outlines occupation specific tasks that a worker in this occupation is called upon to do regularly.

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Report to management regarding the financials of establishment.
- Maintain or examine the records of government agencies.
- Establish tables of accounts and assign entries to proper accounts.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Serve as bankruptcy trustees or business valuers.

[read less](#) [Back to Top](#)

**Duties**

Duties are job behaviors, describing activities that occur on multiple jobs. The generalized and detailed work activities described in the list below apply to this occupation.

**Monitoring and controlling resources and overseeing the spending of money.**

- develop budgets
- maintain record of organization expenses

**Assessing the value, importance, or quality of things or people.**

- appraise, evaluate, or inventory real property or equipment

**Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.**

- advise clients on financial matters
- prepare audit reports or recommendations

**Getting members of a group to work together to accomplish tasks.**

- direct and coordinate financial activities

**Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.**

- prepare tax returns
- fill out business or government forms
- prepare financial reports
- prepare tax reports
- write administrative procedures services manual
- prepare periodic reports comparing budgeted costs to actual costs

**Communicating with people outside the organization, representing the organization to customers, the public, government**

**Have a Question?**  
[Chat with an Advisor](#)

**Similar Jobs**

More information on similar jobs may be found in the links provided below.

- Insurance Underwriters** - Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.
- Personal Financial Advisors** - Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
- Auditors** - Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
- Budget Analysts** - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.
- Credit Analysts** - Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making.
- Financial Analysts** - Conduct quantitative analyses of information affecting investment programs of public or private institutions.
- Bookkeepers, Accountants, and Auditors Clerks** - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
- Risk Management Specialists** - Analyze and manage risk management issues by identifying, measuring, and making decisions on operational or enterprise risks for an organization.
- Compensation and Benefits Managers** - Plan, direct, or coordinate compensation and benefits activities of an organization.
- Compensation, Benefits, and Job Analysis Specialists** - Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

[read less](#) [Back to Top](#)

**Job Openings**

The following table contains a partial list of job openings which are related to this occupation.

To view the full list, or refine your search, click the 'Search Jobs' link below.

100 Results Found Items per Page (1 of 10)

Title	Location	Distance	Company	Date	Sort By
<a href="#">ASSOCIATE ACCOUNTANT</a>	Schenectady, NY	less than 1 mile	See job detail	03/14/2017	
<a href="#">TAX PROFESSIONAL</a>	Schenectady, NY	3.3 miles	HS&M/R Block	03/22/2017	
<a href="#">TAX ANALYST</a>	Schenectady, NY	3.3 miles	Si Group	02/23/2017	
<a href="#">RELATIONSHIP MANAGER - STATE ST</a>	Schenectady, NY	3.3 miles	Bank of America	02/22/2017	
<a href="#">RELATIONSHIP MANAGER - STATE</a>	Schenectady, NY	3.3 miles	Bank of America	02/21/2017	
<a href="#">BOOKKEEPER</a>	Schenectady, NY	3.3 miles	Crj	02/17/2017	
<a href="#">BOOKKEEPER</a>	Schenectady, NY	3.3 miles	Schenectady Steel	02/17/2017	
<a href="#">ACCOUNTING INTERN</a>	Schenectady, NY	3.3 miles	General Electric Company	02/15/2017	
<a href="#">FINANCE INTERN</a>	Schenectady, NY	3.3 miles	General Electric Company	02/15/2017	
<a href="#">PAYROLL ADMINISTRATOR</a>	Clifton Park, NY	7.7 miles	Linium	03	

100 Results Found Items per Page

[Search Jobs](#) [Chat with an Advisor](#)

# Occupation Videos and College Search

Home | Back to Labor Online Services | Welcome Kate | JobZone Adult | Update My Account | Logout

## Occupation Details for Accountants and Auditors


Would you like to learn more about this occupation? Explore the Occupation Video for Accountants and Auditors.

**Section Menu**

- Occupation Description
- Interests
- Work Values
- Tasks
- Outlets
- Tools & Technology
- Skills
- Knowledge
- Work Context
- Work Status
- Education / Training
- School Programs
- Wages
- Job Outlook
- State License / Certification Requirements
- Additional Resources
- Apprenticeship Programs / Opportunities
- Similar Jobs
- Job Overview

**Occupation Video for Accountants and Auditors**

O'NET-SOC 13-2011.00



O'NET Occupation 13-2011.00 - Accountants and Auditors

English Flash (captioned)

Below are the top interests for this occupation. [read more](#)

Below are the top work values for this occupation. [read more](#)

**Actions**

- Remove from Favorites
- Add a Note
- Print
- Create a Bookmark
- Email this page to a friend
- View Career Videos

**Tasks**

The list below outlines occupation specific tasks that a worker in this occupation is called upon to do regularly.

**Have a Question?**  
Chat with an Advisor

Home | Back to Labor Online Services | Welcome Kate | JobZone Adult | Update My Account | Logout

## Colleges

Search for colleges which interest you.

**Search Options**

Please enter your search options. Fields may be searched on partial values. Searches may be performed on individual OR combinations of fields.

College Name:  Programs/Major:

[Advanced Search](#) [Clear Search Options](#)

**Search Results**

Below are search results that match your criteria. Learn more details about each college by clicking on the college name.

19 Results Found | 10 Items per Page | (1 of 2)

School	Location	Distance	Web Site	Actions
<a href="#">SUNY Westchester Community College</a>	75 Grasslands Road Valhalla, NY 10595	119.6 miles	<a href="#">visit website</a>	
<a href="#">SUNY Empire State College</a>	2 Union Ave Saratoga Springs, NY 12866	19.9 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at Plattsburgh</a>	101 Broad Street Plattsburgh, NY 12901	134.2 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at Old Westbury</a>	223 Stone Hill Rd Old Westbury, NY 11568	141.5 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at Potsdam</a>	Pierrepont Ave Potsdam, NY 13676	136.7 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at Oswego</a>	7060 State Route 104 Oswego, NY 13126	136.2 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at Oneonta</a>	Ravine Parkway Oneonta, NY 13820	61.8 miles	<a href="#">visit website</a>	
<a href="#">SUNY College at New Paltz</a>	1 Hawk Drive New Paltz, NY 12561	74.7 miles	<a href="#">visit website</a>	
<a href="#">SUNY at Geneseo</a>	1 College Circle Geneseo, NY 14454	194 miles	<a href="#">visit website</a>	
<a href="#">SUNY at Fredonia</a>	Central Ave Fredonia, NY 14063	275.5 miles	<a href="#">visit website</a>	

19 Results Found | 10 Items per Page | (1 of 2)

**Have a Question?**  
Chat with an Advisor

# College Details

Home | Back to Labor Online Services | Welcome Katie | JobZone Adult | Update My Account | Logout

## College Details for SUNY Empire State College

Below is additional information about the selected college. [Show More](#) | [Show Less](#)

**Section Menu**

- General Information
- Awards Offered
- Programs
- Driving Directions

**Actions**

- Add to Favorites
- Print
- Email this page to a friend

Back

**General Information**

School Name: SUNY Empire State College  
 Address: 2 Union Ave  
 City, State: Saratoga Springs, NY  
 ZIP Code: 12866-4391  
 Web Site: [www.esc.edu](http://www.esc.edu)  
 College Navigator: [OS|LEGE](#)  
 Type: Four-year Colleges and Universities, Public Institution

**Awards Offered**

- Associate's Degree
- Bachelor's Degree
- Master's Degree

**Programs**

Programs/Majors	Associate's	Bachelor's	Master's	Doctorate	Certificate
<b>Business, Management, Marketing, And Related Support Services</b>					
<b>Business, Management, Marketing, And Related Support Services</b>					
Business Administration and Management, General			✓		
Business Administration, Management and Operations, Other			✓		
Business/Commerce, General	✓	✓			
Labor and Industrial Relations	✓	✓	✓		
<b>Education</b>					
<b>Education</b>					
Education, General	✓	✓			
Education, Other			✓		
<b>English Language And Literature/Letters</b>					
<b>English Language And Literature/Letters</b>					
English Language and Literature/Letters, Other	✓	✓			

**Have a Question?**  
[Chat with an Advisor](#)

Other			✓		
Business/Commerce, General	✓	✓			
Labor and Industrial Relations	✓	✓	✓		
<b>Education</b>					
<b>Education</b>					
Education, General	✓	✓			
Education, Other			✓		
<b>English Language And Literature/Letters</b>					
<b>English Language And Literature/Letters</b>					
English Language and Literature/Letters, Other	✓	✓			

**Driving Directions**

Map data ©2017 Google. [Terms of Use](#) [Report a map error](#)  
[Click here to add or print driving directions](#)



# Unemployment Insurance and JobZone Account Portal

**NEW YORK STATE**

Services News Government Local

**NEW YORK STATE OF OPPORTUNITY** Department of Labor Online Services For Individuals Translate

Search Labor

Home > Online Services For Individuals

## Unemployment Insurance / JobZone Account Portal

**1099G for 2016 Now Available Online** Please note that Tax form 1099G will only be mailed upon request. However, you can view and print your 1099G for calendar year 2016 (and prior) on this website immediately. Log in with your NY.GOV ID, then click on Unemployment Services and View/Print your 1099G. If you would like to request to have it mailed, call 888-209-8124 and follow the automated instructions. For more information, see our frequently asked questions.

**NY.gov ID**

This page is for NY.gov IDs only. Your SSN/PIN will not work on this page.

NY.gov Username  
alliebrooks

NY.gov Password  
\*\*\*\*\*

**Sign In**

[Forgot your Username or Password](#)

[NY.gov - Terms of Service](#)

**Create NY.gov Account**

Use your NY.gov ID to sign in to your online account with the Department of Labor or create a new account in the NY.gov ID box to the left.

If you are a business user, go to [Employer Online Services sign in](#)

**IMPORTANT: Please do NOT use the "BACK" button on your browser when using Online Services.**

- ▶ With an online account, you can...
- ▶ If you already have an NY.gov ID...
- ▶ If you do not have an NY.gov ID...
- ▶ Still need help?
- ▶ Important Reminders

For the best performance with this application, please use one of these

- Internet Explorer 10+
- Firefox (latest version)
- Chrome (latest version)
- Opera (latest version)
- Safari (Mac)

Other browsers may have compatibility issues.

# UI/JZ Account Portal continued

Department of Labor Messages Allie Traducir Sign Out

Home > My Online Services

My Online Services

1099G for 2016 Available Online [Show more](#)

**Messages and Forms**

You have no messages.

[Go to My Inbox](#)

**Important Information**

- [You may not be eligible for benefits when outside the United States...](#)
- [Beware of text messages, email and phone scams](#)
- [Beware of companies charging...](#)
- [Verify receipt of benefits...](#)
- [Work Search Requirements](#)
- [Resources for Families](#)

**JobZone**

Manage your career, organize your job search, and plan for the future with JobZone.

- Online tools to explore occupations
- Create or upload resumes
- Search for jobs using keywords or our SMART resume based matching

Choose the JobZone button to get started!

[JobZone](#)

**Unemployment Insurance**

**Services**

- File a Claim
- Claim Weekly Benefits
- View Payment History
- Direct Deposit
- View / Print 1099-Gs
- Change Tax Withholding

**Tools**

[Unemployment Services](#)

**JobZone**

Manage your career, organize your job search, and plan for the future with JobZone.

- Online tools to explore occupations
- Create or upload resumes
- Search for jobs using keywords or our SMART resume based matching

Choose the JobZone button to get started!

[JobZone](#)

**Unemployment Insurance**

**Services**

- File a Claim
- Claim Weekly Benefits
- View Payment History
- Direct Deposit
- View / Print 1099-Gs
- Change Tax Withholding

**Tools**

[Work Search Record](#)

**Employment Services**

- [Career Center Locator](#)
- [Employability Score](#)
- [Career Center Events and Recruitments](#)
- [Military to Civilian Occupation Translator](#)
- [CareerZone](#)
- [Prevailing Wage](#)
- [Self-sufficiency Estimator](#)
- [Self-Employment Assistance Program](#)

NEW YORK STATE

Agencies Services App Directory Counties Events Programs

# EKOS to JobZone

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP

Customer Search **Customer Detail** Comp Assess Services Links JobZone

**Kentucky, Katie A.** SSN: OSOS ID: NY930316183 1 of 1

Gen. Info Eligibility Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Te >>

**Customer Data**

SSN: Status: SS/IO Job Seeker: Ethnic Heritage & Race

Username: Kentucky1 Password: Password1 Merge

Last Name: Kentucky First Name: Katie MI: A

Date of Birth: 06/01/1985 Gender: Female Portfolio Lvl: JobZone Adult

Address: 234 Main Street Apt 5

City: Schenectady State: New York Zip: 12345-1212

County: Schenectady Country: United States Metro:

Phone: 518-456-7894 Ext. Alt: 518-546-8794 Ext. Fax:

Email: katie.kentucky@mailinator.com

URL:

U.S. Citizen:

Enrollments: JZ/CZ Manager  Add to Case Load

**Customer Assignment**

Staff Assigned: Administrator, SelfService Change Registered: 03/28/2017

WIB Assigned: Finger Lakes Origin:

Agency: DEPARTMENT OF LABOR1 Change Office Profiled:

Office: Test Change Office Profiled Date:

UI Claimant: WIB Search Record Internet Resume:  Confidential:

Save Start Match Services Correspondence Activity I.A. Referrals Correspond IVR Bet to Strch Comments Tag Resume Sched Message

Staff: what is a tester, tester Office: Elmira Security: Delete 04/04/2017

Home

Welcome Katie JobZone Adult

Update My Account (0) Logout

Did You Know?  
Construction occupations most likely to be self-employed include painters and paperhangers, carpet, floor, and tile installers and finishers, carpenters, brickmasons, blockmasons, and stonemasons, and roofers.

Manager Mode: System is executing in management mode on behalf of Katie Kentucky Exit Management Mode

**Your Local Career Center**

Where is your local Career Center? Provide your ZIP code in the 'What's Your ZIP' section and we'll give you all the details you'll need. Or click on the link below for the full list of offices in NY state. [More>>](#)

- See workshops, networking meetings, job clubs, job fairs and all of the events being offered by IYS Career Centers through this new calendar.

**Job Seeker Resources**

Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more. [More>>](#)

**Upcoming Job Fairs**

Find the next Job Fair in your area by providing your ZIP Code in the 'What's Your ZIP' section.

**Job Search**

Show jobs matching your resume: Accounting

Show all jobs, without matching your resume

Keyword: ZIP Code: 12345 Radius: 25 miles

Search

**My Account**

Welcome back, Katie.

Your last login was Apr 04, 2017.

**Jobs in Demand**

In Demand Occupations for New York  
[General and Operations Managers](#)

[Home Health Aides](#)

[Security Guards](#)

[Receptionists and Information Clerks](#)

[First-Line Supervisors of Construction Trades and Extraction Workers](#)

[More>>](#)

**Online Work Search Record**

[Work Search Record](#) - Whether for Unemployment Insurance purposes or your own personal records, keep track of all your work search activities.

**My Employability Score**

[What's My Employability Score?](#) - Looking for a job? Learn how employable you are with this quick survey. Then see what you can do to increase your chance of landing a job

**Resume and Letter Preparation**

[How to Create a Resume](#) - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help you build a resume businesses will want to see! Go step by step or skip to the section that interests you.

[Resume](#) - Create a new resume or upload a current one.

[Letter Writer](#) - Create cover letters, thank you

**Recently Viewed**

- Occupations
- Jobs
- Colleges
- Training Provider
- Course Offerings
- Apprenticeship

**Apprenticeship Opportunities**

Find out about apprenticeship opportunities in your area by providing your ZIP Code above.

# Manager Mode

- Assist job seekers with Resume building and posting.
- Assist job seeker with job searching
- Review Work Search Record details (no updates can be made in manager mode)
- Review My Employability Score(s)
- Review Assessment information

# Messaging

- Mail between Staff and Job Seeker(s)
  - Basic email capabilities
- Tips – revolving list of information
- Message information that can be targeted to either JobZone, CareerZone or both, can also be targeted to geographic regions, Portfolio levels and security groups.
  - Message of the Day
  - News

# News and Message of the Day examples

Home

**Did You Know?**  
The five highest paying occupations in Western New York are in the health field.

**Your Local Career Center**  
Where is your local Career Center? Provide your ZIP code in the 'What's Your ZIP' section and we'll give you all the details you'll need. Or click on the link below for the full list of offices in NY state. [More>>](#)

- See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.

**Job Seeker Resources**  
Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more. [More>>](#)

**Upcoming Job Fairs**  
Find the next Job Fair in your area by providing your ZIP Code in the 'What's Your ZIP' section.

**Job Search**  
Keyword:  ZIP Code:  Radius: 25 miles

**Online Work Search Record**  
**Work Search Record** - Whether for Unemployment Insurance purposes or your own personal records, keep track of all your work search activities.

**System Message**  
Welcome to the AOSOS Demo Site.  
If you are accessing the legacy Mediated application, you are looking at version 6.7.2.  
If you are accessing the PTR Demo Site, it is connected to the same database as legacy - changes in one show in the other. The PTR site is at our most current QA version and is not yet a finished product. This means you may see problems as you use the site, and will see missing functionality that hasn't been delivered yet. Bug reports are cheerfully accepted via the Service Center please.  
Thank you.

**Log In**  
Welcome Guest  
[Create an account](#) [Login](#)

**Error:** The username and/or password entered is not recognized.

Username:   
Password:   
 [Forgot your username?](#)  
[Forgot your password?](#)

**What's Your ZIP**  
Guest users, give us your ZIP code and we'll tell you Who's Getting Hired, Upcoming Job Fairs and where to access more services.  
ZIP Code:

**Jobs in Demand**  
In Demand Occupations for New York.  
• [Fitness Trainers and Aerobics Instructors](#)  
• [Recreation Workers](#)  
• [First-Line Supervisors of Retail Sales](#)

Welcome Katie JobZone Adult  
[Update My Account](#) [Logout](#)

**Search**  
Keyword:  ZIP Code:  Radius: 25 miles

**Jobs in Demand**  
In Demand Occupations for New York.  
• [Fitness Trainers and Aerobics Instructors](#)  
• [Recreation Workers](#)  
• [First-Line Supervisors of Retail Sales Workers](#)  
• [Cashiers](#)  
• [Retail Salespersons](#)  
[More>>](#)

**Apprenticeship Opportunities**  
There are currently no apprenticeship opportunities in the Capital District Region.  
Click on the link below for more opportunities or to search different regions. [More>>](#)

**Online Work Search Record**  
**Work Search Record** - Whether for Unemployment Insurance purposes or your own personal records, keep track of all your work search activities.

**System Message**  
Welcome Katie!  
Did you know...  
Try out the My Employability Score. It is a fun way to find out what next steps to take to improve your chances of getting a job in your desired field.

**Resume and Letter Preparation**  
**How to Create a Resume** - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help you build a resume businesses will want to see! Go step by step or skip to the section that interests you.

**Schenectady Job Training Agency**  
Service Type: Full Service  
Address: 797 Broadway  
Schenectady New York 12305  
Email:  
Phone: (518) 344-2735  
Fax: (518) 382-5988  
Hours: M-F: 8:30 a.m. - 4:30 p.m.  
Parking: Private Lot  
Public Transit: CDTA Bus  
Access:  
[Click here for driving directions](#) [More>>](#)

- See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.

**Job Seeker Resources**  
Additional tools to aid you in your job and career

# Career Assessment Tools

- Quick Interest and Work Values Assessment
- O\*NET Interest Profiler
- O\*NET Work Importance Profiler
- O\*NET Ability Profiler with Proctor feature
- Skill Survey
- Work Values/Styles Survey
- Budget Tool
- Combined Assessment Report
- Career Advisor
- Integrated with Occupation Profile



# Quick Interest & Values Assessments

Home

Home > Assess Yourself

Welcome Katie JobZone Adult

Update My Account (1) Logout

## Assess Yourself

Interests Work Values

Begin by selecting the interest area that appeals to you the most.

Work environments can be divided into the six broad interest areas below. These can be combined in many different ways. Knowing your unique combination of interests can assist you in determining jobs that suit you best.

<p><b>Realistic</b></p> <p>Are you interested in jobs that require athletic or mechanical ability, working with objects, machines, tools, plants or animals, or being outdoors?</p>	<p><b>Investigative</b></p> <p>Are you interested in jobs with people who like to observe, learn, investigate, analyze, evaluate or solve problems?</p>	<p><b>1. Realistic</b></p> <p>This means that your primary interest lies in the Realistic realm. The jobs selected for you will reflect this Realistic theme.</p>
<p><b>Artistic</b></p> <p>Are you interested in jobs involving artistic, innovative or intuitive abilities, and like to work in unstructured creative situations?</p>	<p><b>Social</b></p> <p>Do you like to work with people to inform, help, train, enlighten, develop or cure or are you skilled with words?</p>	<p><b>2. Social</b></p> <p>This is your secondary interest. Jobs selected for you will reflect Social interests in Realistic environments.</p>
<p><b>Enterprising</b></p> <p>Are you interested in jobs where you work with people to influence, perform, persuade, or lead for organizational goals or economic gain?</p>	<p><b>Conventional</b></p> <p>Are you interested in jobs that involve working with data, clerical tasks, or numerical ability, carrying things out in detail or following instructions?</p>	<p><b>3. Enterprising</b></p> <p>Enterprising is the final part of your theme code. Jobs selected for you will reflect Realistic interests in Social environments with Enterprising goals.</p>

Reset Home View Occupations

Home

Home > Assess Yourself

## Assess Yourself

Interests Work Values

**You selected Realistic, Social and Enterprising (RSE)**

Your interests returned the following occupations. Three stars ★★★★★ represent the strongest matches. Two stars ★★ represents a weak match.

These occupations broadly match your interests. For a narrower set of occupations, click [here](#).

**Job Zone 1**  
Little or no previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person he/she has never worked before.

- ★★★★★ [Counter Attendants, Cafeteria, Food Concession, and Coffee Shop](#) RSE ★
- ★★★★★ [Taxi Drivers and Chauffeurs](#) RE
- ★★★★★ [Septic Tank Servicers and Sewer Pipe Cleaners](#) R
- ★★★★★ [Roustabouts, Oil and Gas](#) R
- ★★★★★ [Nursery Workers](#) R

[See all 15 matching occupations](#)

**Job Zone 2**  
Some previous work-related skill, knowledge, or experience is needed for these occupations. For example, an individual would need to have completed a college course or two years of apprenticeship before starting.

- ★★★★★ [Athletes and Sports Related Workers](#) R
- ★★★★★ [Forest Firefighters](#) R
- ★★★★★ [Lifeguards, Ski Patrol, and Other Recreational Protective Workers](#) R
- ★★★★★ [Cooks, Restaurant and Cafeteria](#) R
- ★★★★★ [Truck Drivers, Heavy and Tractor-Trailer](#) R

Home

Home > Assess Yourself

## Assess Yourself

Interests Work Values

Begin by selecting the value area that appeals to you the most.

Work environments can be divided into the six broad value areas below. These can be combined in many different ways. Knowing your unique combination of values can assist you in determining jobs that suit you best.

<p><b>Achievement</b></p> <p>Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.</p>	<p><b>Independence</b></p> <p>Occupations that satisfy this work value allow employees to work on their own and make decisions.</p>
<p><b>Recognition</b></p> <p>Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious.</p>	<p><b>Relationships</b></p> <p>Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.</p>
<p><b>Support</b></p> <p>Occupations that satisfy this work value offer supportive management that stands behind employees.</p>	<p><b>Working Conditions</b></p> <p>Occupations that satisfy this work value offer job security and good working conditions.</p>

Home > Assess Yourself > Occupation Details

Welcome Katie JobZone Adult

Update My Account (1) Logout

## Occupation Details for Farm and Home Management Advisors

Would you like to learn more about this occupation? Explore below by scrolling down to view all of the details, or select a menu option on the left.

**Section Menu**

- Occupation Description
- Interests
- Work Values
- Tasks
- Duties
- Tools & Technology
- Skills
- Knowledge

This occupation is in the following career cluster(s) and career pathway(s):

- The [Agriculture, Food and Natural Resources](#) career cluster and the [Agribusiness Systems](#), [Animal Systems](#) and [Plant Systems](#) career pathways.
- The [Health Science](#) career cluster and the [Support Services](#) career pathway.
- The [Hospitality and Tourism](#) career cluster and the [Recreation, Amusements and Attractions](#) career pathway.
- The [Human Services](#) career cluster and the [Consumer Services](#), [Early Childhood Development and Services](#) and [Family and Community Services](#) career pathways.
- The [Law, Public Safety, Corrections and Security](#) career cluster and the [Legal Services](#) career pathway.
- The [Manufacturing](#) career cluster and the [Maintenance, Installation and Repair](#) and [Manufacturing Production Processes](#) career pathways.

# O\*NET Interest Profiler

Home  
Home > Career Interests

Welcome Kate  
Update My Account (1) Logout

## Career Interests

Introduction Assessment Score Match Results

Part 1 Part 2 Part 3 Part 4 Part 5

Find careers that match your work values.

For each question, try not to think about whether or not you have enough education or training to do the work, or how much money you would make doing it. Instead, just focus on whether you would like or dislike performing the task.

Part 1 of 5

	Strongly Dislike	Dislike	Neutral	Like	Strongly Like	
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Build kitchen cabinets
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lay brick or tile
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop a new medicine
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Study ways to reduce water pollution
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Write books or plays
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Play a musical instrument
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teach an individual an exercise routine
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help people with personal or emotional problems
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Buy and sell stocks and bonds
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manage a retail store
11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop a spreadsheet using computer software
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proofread records or forms

Introduction Assessment Score Match Results

Point to and click an interest area for its definition, or click Next to see your

The scores below are a summary of your interests; they represent how much of each interest you have. These results should be used to explore occupations you should or should not pursue. The results do not mean that you should or should not pursue an occupation based on the results of activities required by that occupation.

**Conventional - 29**  
**Enterprising - 21**  
**Social - 15**  
**Realistic - 11**  
**Artistic - 10**  
**Investigative - 9**

Introduction Assessment Score Match Results

Your interests returned the following occupations. Three stars ★★★ represent the strongest matches. Two stars ★★ represent a moderate match. One star ★ represents a weak match.

**Job Zone 1**  
 Little or no previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier if he/she has never worked before.

- ★★★ Cashiers ★
- ★★★ Counter and Rental Clerks ★
- ★★★ Amusement and Recreation Attendants ★
- ★★★ Stock Clerks, Sales Floor ★
- ★★★ Combined Food Preparation and Serving Workers, Including Fast Food ★

[See all 31 matching occupations in this zone](#)

**Job Zone 2**  
 Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working in a bank.

- ★★★ License Clerks ★
- ★★★ Receptionists and Information Clerks ★

# O\*NET Work Importance Profiler

## O\*NET Work Importance Profiler™

Introduction Values Profiler Scores Occupations

### Find careers that match your work values

Directions: Read the 20 Work Value Statements below. Think about how important it would be to you. Click the Next button when you're ready to sort your work values.

- I make use of my abilities
- The work could give me a feeling of accomplishment
- I could be busy all the time
- I could work alone
- I could do something different every day
- My pay would compare well with that of other workers
- The job would provide for steady employment
- The job would have good working conditions
- The job would provide an opportunity for advancement
- I could receive recognition for the work I do
- I could give directions and instructions to others
- My co-workers would be easy to get along with
- I could do things for other people
- I would never be pressured to do things that go against my sense of right and wrong
- I would be treated fairly by the company
- I have supervisors who would back up their workers with management
- I have supervisors who train their workers well
- I could try out my own ideas
- I could make decisions on my own
- I could plan my work with little supervision

Alternate Work Importance Profiler - [Select this Alternate Work Importance Profiler link to continue](#) (mouse)

Introduction Values Profiler Scores Occupations

Find careers that match your work values.

Read each card as it comes up and decide how important each work place value is to you. Then, drag and drop each card into an empty square ranging from 'Most Important' to 'Least Important'. You can also start over by selecting the Reset button.

On my ideal job it is important that...

Most Important Column 5	Column 4	Column 3	Column 2	Least Important Column 1
5	...I make use of my abilities	...I would be treated fairly by the company	2	...I could give directions and instructions to others
...I could try out my own ideas	4	3	...the job would provide an opportunity for advancement	1
5	...I could be busy all the time	...my pay would compare well with that of other workers	2	1
...the work could give me a feeling of accomplishment	4	3	2	...my co-workers would be easy to get along with

Introduction Values Profiler Scores Occupations

The work values are a summary of your Work Importance Profiler responses. The top two statements you. Click a value to see its definition and the types of needs in that specific work environment. When button to continue your exploration.

**Your top two work values in order of importance are:**

[Independence](#) - 28

[Achievement](#) - 24

**Your other work values in order of importance are:**

[Relationships](#) - 20

[Recognition](#) - 16

[Support](#) - 14

[Working Conditions](#) - 13



# Ability Profiler - Supports sample pages, timed sections, accommodations, section review tab

The screenshot displays the O\*NET Ability Profiler interface, which is organized into several sections:

- Home / Ability Profile:** The top navigation bar includes a "Home" link, the user's name "Welcome Katie", and options to "Update My Account" and "Logou".
- Section Navigation:** A horizontal menu at the top allows users to navigate between "Introduction", "Part 1" through "Part 6", "Score", and "Match Results".
- Part 1 - ARITHMETIC REASONING:** This section contains instructions and practice questions. The first question asks for the number of hours to fill a tank, with multiple-choice options A through E. The second question involves a percentage calculation.
- Review Section:** A "Review" tab is active, showing a list of "Unanswered questions" with links to "Page 2" (Questions 9 and 10) and "Page 3" (Questions 14, 15, and 16).
- 3D Geometry Question:** A question labeled "1." shows a 2D net of a cylinder with a wavy top edge. Below it are four 3D options labeled A, B, C, and D, representing different ways to fold the net into a cylinder.
- Another 3D Geometry Question:** A question labeled "2." shows a 2D net of a cone. Below it are four 3D options labeled A, B, C, and D, representing different ways to fold the net into a cone.



# Ability Profiler - Calculate Score, Release & Report, Match Occupations

**CUSTOMER PROVIDER EMPLOYER STAFF HELP**

Customer Search **Customer Detail** Comp Assess Services Links JobZone

Tester, Tor

O\*NET Ability Profiler -- Webpage Dialog

**O\*NET Ability Profiler**

Test Form: Form 1

Current Job Zone: Little or No Prep

Future Job Zone: Medium Prep

Test Status: Online Completed

Computerized:  Manual:

**AP Scoring**

AP Section	# Correct	# Incorrect	Score	Aptitude	%
Part 1 - Arithmetic Reasoning	7	11	7.00	Verbal Ability (VA)	59
Part 2 - Vocabulary	14	5	14.00	Arithmetic Reasoning (AR)	12
Part 3 - 3-D Space	18	2	18.00	Computation (CM)	36
Part 4 - Computation	19	5	17.75	Spatial Ability (SA)	81
Part 5 - Name Comparison	72	16	56.00	Form Perception (FP)	88
Part 6 - Object Mapping	32	3	31.01	Clerical Perception (CP)	65
Part 7 - Mark Making				Motor Coordination (MC)	
Part 8 - Place				Manual Dexterity (MD)	
Part 9 - Turn				Finger Dexterity (FD)	
Part 10 - Assembly					
Part 11 - Disassembly					

Calculate Save View Release Save & Close Close

Staff: Test, Auth Office: Transylvania Security: Delete

Introduction Part 1 Part 2 Part 3 Part 4 Part 5 Part 6 Score Match Results

**What is your Ability Profile?**

These are your scores from the Ability Profiler. They are reported as percentiles, which range from 1 to 99. Percentiles show how you compare to a very large group, or sample, of other people who work in many different kinds of jobs across the country. For example, if you had a percentile score of 60, it would mean you scored the same as or higher than 60 out of 100 people who were in the nationwide sample. The average percentile score for any one of the abilities is 50. This means the average worker would score at the 50th percentile for that ability.

Look at your nine percentile scores, one for each of the nine abilities measured by the Ability Profiler. Check which ability has your highest score and second highest score. You might also want to note the ability with your lowest score. How much difference is there between your highest and lowest scores? Are the scores what you expected, or are you surprised by any of them?

Your percentile scores also are shown in a profile. The height of each bar represents your score for that ability. The 50th percentile is shown as the darkest line that crosses the bars. The dark line above it represents the 75th percentile, and the dark line below it shows the 25th percentile. You can look across the bars and easily see your scores in comparison to each other. You also can note your ability scores in relation to the scores of the people in the sample. Do this by looking at one of the lines - for the 25th, 50th, or 75th percentile - and see how far above or below that line your bar is.

Just so you will know how many items you answered correctly, other than on the dexterity abilities, look next to your percentile scores. You will see the number you got correct out of the total number of questions in each subtest.

**Your Ability Profile - Percentile Scores**

Section Name	Your Percentile	Your No. Correct
Verbal Ability	59	14/19
Arithmetic Reasoning	12	7/18
Computation	36	19/40
Spatial Ability	81	18/20
Clerical Perception	65	72/90
Form Perception	88	32/42

# Skill Survey – Match occupations by Duties / Gen'l Work Activities & by Transferable Skills – Gap Analysis

Home Skills Survey

## Skills Survey

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills

Below is a list including your prior jobs, as well as those occupations you've designated as favorites. Please select the activities ranging from 1 being low to 7 being high. You can accept the level JobZone assigns to the skill based on industry averages, or change the rating using the 1 to 7 scale.

- Accountants** - Analyze financial information and prepare financial reports to determine or maintain record of profit and loss, tax liability, or other financial activities within an organization.
- Auditors** - Examine and analyze accounting records to determine financial status of establishment and prepare reports concerning operating procedures.

Job not listed? Click the More Jobs button below to go to the Occupation Search page. Find the job you're interested in and click the heart icon in the Actions column to add the occupation to the Skills Survey.

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills

Survey Results

### Detailed Work Activities

The list below contains the specific duties associated with the prior jobs you've listed. Rate your skill level for each duty. The scale measures your ability to complete the activities ranging from 1 being low to 7 being high. You can accept the level JobZone assigns to the activity based on industry averages, or change the rating using the 1 to 7 scale.

Duty	Skill Level	0	1	2	3	4
obtain financial information from individuals	2. Low Skill 4. Moderate Skill 6. High Skill	0	4.80	1	2	3 4
appraise, evaluate, or inventory real property or equipment	2. Low Skill 4. Moderate Skill 6. High Skill	0	2.70	1	2	3 4
compile data for financial reports	2. Low Skill 4. Moderate Skill 6. High Skill	0	5.30	1	2	3 4
compute financial data	2. Low Skill 4. Moderate Skill	0	5.30	1	2	3 4

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills

Survey Results

The skills below are associated with the prior jobs you've listed. Rate your skill level for each transferable skill. The scale measures your ability to complete the activities ranging from 1 being low to 7 being high. You can accept the level JobZone assigns to the skill based on industry averages, or change the rating using the 1 to 7 scale.

Skill	Skill Description	0	1	2	3	4	5	6	7
Reading Comprehension	6. Read a scientific journal article describing surgical procedures 2. Read step-by-step instructions for completing a form 4. Read a memo from management describing new personnel policies	0	3.70	1	2	3	4	5	6 7

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills

Active Lists

KEY	Duties Survey	Skill Survey	Gap Analysis
★★★★ Very strong match ★★★ Strong match ★ Weak match	38 DWAs		
Job Zone 1 - Little or no previous work-related skill, knowledge, or experience is needed for these occupations.			
	<a href="#">Ushers, Lobby Attendants, and Ticket Takers</a>	★★★★	<a href="#">Gap Analysis</a>
	<a href="#">Amusement and Recreation Attendants</a>	★★★★	<a href="#">Gap Analysis</a>
	<a href="#">Crossing Guards</a>	★★★★	<a href="#">Gap Analysis</a>
	<a href="#">Cooks, Fast Food</a>	★★★★	<a href="#">Gap Analysis</a>

Duties/Skills I Need to Improve

(Find Training links open in a new window)

Duties	Skills
obtain financial information from individuals <a href="#">Find Training</a>	
compile data for financial reports <a href="#">Find Training</a>	
compute taxes <a href="#">Find Training</a>	★★★★ <a href="#">Gap Analysis</a>
follow tax laws or regulations <a href="#">Find Training</a>	★★★★ <a href="#">Gap Analysis</a>
use cost benefit analysis techniques <a href="#">Find Training</a>	★★★★ <a href="#">Gap Analysis</a>
use accounting terminology <a href="#">Find Training</a>	★★★★ <a href="#">Gap Analysis</a>
use statistical cost estimation methods <a href="#">Find Training</a>	★★★★ <a href="#">Gap Analysis</a>

Missing Duties/Skills



# Work Context and Style Survey

Home » Work Context Survey

Welcome Katie JobZone  
[Update My Account](#) (1) [Log](#)

## Work Context and Style Survey

Introduction | **List Prior Jobs** | Relationships | Work Conditions | Job Characteristics | Work Styles | Report

Survey | Results

The Physical Work Conditions contexts below are associated with the prior jobs you've listed. Rate your importance for each. The scale measures the importance of each of the items ranging from 1 being low to 5 being high. You can accept the level JobZone applies to the activity based on industry averages, or change the rating using the 1 to 5 scale.

*Average for this occupation  
Don't include this criteria*

Description	Scale	
<b>Indoors, Environmentally Controlled</b> How often does this job require working indoors in environmentally controlled conditions?	1. Never 2. Once a year or more but not every month 3. Once a month or more but not every week 4. Once a week or more but not every day 5. Every day	0 4.80 1 2 3 4 5
<b>Indoors, Not Environmentally Controlled</b> How often does this job require working indoors in non-controlled environmental conditions (e.g. warehouse without heat)?	1. Never 2. Once a year or more but not every month 3. Once a month or more but not every week 4. Once a week or more but not every day 5. Every day	0 1.20 1 2 3 4 5
<b>Outdoors, Exposed to Weather</b> How often does this job require working outdoors, exposed to all weather conditions?	1. Never 2. Once a year or more but not every month 3. Once a month or more but not every week 4. Once a week or more but not every day 5. Every day	0 1.20 1 2 3 4 5

Introduction | **List Prior Jobs** | Relationships | Work Conditions | Job Characteristics | Work Styles | Report

KEY	Interpersonal Relationships	Physical Work Conditions	Structural Job Characteristics	Work Styles
★★★★ Very strong match ★★★ Strong match ★ Weak match				
<b>Job Zone 1 - Little or no previous work-related skill, knowledge, or experience is needed for these occupations.</b>				
<a href="#">Fabric Menders, Except Garment</a>	★★★★	★★	★★★★	★★★★
<a href="#">Counter and Rental Clerks</a>	★★	★★★★	★★★★	★
<a href="#">Ushers, Lobby Attendants, and Ticket Takers</a>	★	★★★★	★★★★	★
<a href="#">Septic Tank Servicers and Sewer Pipe Cleaners</a>	★★	★	★★	★★★★
<a href="#">Amusement and Recreation Attendants</a>	★	★★	★★★★	★
<a href="#">See all occupations in this zone</a>				
<b>Job Zone 2 - Some previous work-related skill, knowledge, or experience is usually needed.</b>				
<a href="#">Statement Clerks</a>	★★★★	★★★★	★★★★	★★★★
<a href="#">Cargo and Freight Agents</a>	★★★★	★★★★	★★★★	★★★★
<a href="#">Disinfectors, Except Police, Fire, and Ambulance</a>	★★★★	★★★★	★★★★	★★★★

# Budget Tool – match occupations by financial needs

Introduction Location **Budget** Summary Occupations

Fields marked with a ● are required.

To begin, name your budget. Select the county in which and we'll look up the county for you.

If you already have an occupation in mind, select from your list. If you don't, select Next and learn which careers best fit your desired lifestyle.

● Budget Name: test

● County: Albany

● ZIP Code:

Occupation:


<input checked="" type="radio"/>	Accountants
<input type="radio"/>	Auditors

Job not listed? Click the More Jobs button below to go to the column to add the occupation to the Budget.

More Jobs

Introduction Location Budget **Summary** Occupations



Housing Utilities Food Entertainment Apparel Transportation Healthcare Personal Care and Misc Expenses Savings



How much do you want to save?

- 0% (No Planning for the Future)
- 5% (Low)
- 10% (Moderate)
- 15% (High)

Monthly Cost: 132.75

\*If you know how much you want to spend on an item you can type the amount directly in the box.

Monthly budget for: Accountants \$4,046.67

Selected Options

County:	Albany
Housing:	\$690.00
Utilities:	\$325.00
Food:	\$279.00
Entertainment:	\$361.00
Apparel:	\$69.00
Transportation:	\$466.00
Healthcare:	\$373.00
Miscellaneous:	\$92.00
<b>Total:</b>	<b>\$2,655.00</b>
<b>Available:</b>	<b>\$1,391.67</b>

Previous Home Save Next

Introduction Location Budget Summary **Occupations**

Annual salary for Accountants: \$48,560.00  
Your Budget Total: \$33,453.00

Based on the options you selected, you will have enough income from your chosen occupation.

You may also click Next to go to the Occupations tab to view other careers that fit your desired lifestyle. You can have a printed version of your budget by clicking the Print button below.

For more financial literacy information visit [Budgeting](#) | [Credit Cards](#) | [Identity Theft](#) | [Banking](#)

Monthly budget for: Accountants \$4,046.67

Selected Options

County:	Albany
Housing:	\$690.00
Utilities:	\$325.00
Food:	\$279.00
Entertainment:	\$361.00
Apparel:	\$69.00
Transportation:	\$466.00
Healthcare:	\$373.00
Miscellaneous:	\$92.00
Savings:	\$132.75
<b>Total:</b>	<b>\$2,787.75</b>
<b>Available:</b>	<b>\$1,258.92</b>

Previous Home Print Preview Next

# Combined Assessment Report

Home

[Home](#) ▶ Combined Assessment Report

Welcome Katie

JobZone Adult

[Update My Account](#)

(1)

[Logout](#)

## Combined Assessment Report

KEY	Interest Profiler	Work Importance	Ability Profiler	Assess Yourself	Skill Survey
Very strong match Strong match Weak match	<a href="#">Realistic</a> - 11 <a href="#">Investigative</a> - 9 <a href="#">Artistic</a> - 10 <a href="#">Social</a> - 15 <a href="#">Enterprising</a> - 21 <a href="#">Conventional</a> - 29	<a href="#">Work Cond</a> - 13 <a href="#">Recognition</a> - 18 <a href="#">Independence</a> - 28 <a href="#">Support</a> - 14 <a href="#">Relationships</a> - 20 <a href="#">Achievement</a> - 24	none available	<a href="#">Realistic</a> <a href="#">Social</a> <a href="#">Enterprising</a>	<a href="#">38 Duties</a> <a href="#">35 Skills</a>

**Job Zone 1 - Little or no previous work-related skill, knowledge, or experience is needed for these occupations.**

<a href="#">Amusement and Recreation Attendants</a>					
<a href="#">Cashiers</a>					
<a href="#">Crossing Guards</a>					
<a href="#">Counter Attendants, Cafeteria, Food Concession, and Coffee Shop</a>					
<a href="#">Waiters and Waitresses</a>					

[See all 34 occupations in this zone](#)


**Job Zone 2 - Some previous work-related skill, knowledge, or experience is usually needed.**

<a href="#">Gaming Supervisors</a>					
<a href="#">Door-To-Door Sales Workers, News and Street Vendors, and Related Workers</a>					
<a href="#">Licensing Examiners and Inspectors</a>					
<a href="#">Farm Labor Contractors</a>					

# Career Advisor – graph occupations by selected dimensions – take action

## Career Advisor

Introduction Options **Advisor**

Fields marked with a  are required.

### Report Options

All occupations shown in the Advisor will be identified by at least one tool as good. Use the entries below to filter or more tools from the Personal Traits column and from the Capabilities column. A larger number of tools will provide more detailed information.

#### Personal Traits

- My Interests
- My Work Values
- Work Context - Relationships
- Work Context - Work Conditions
- Work Context - Job Characteristics
- Budget [Create Budget](#)

#### Capabilities

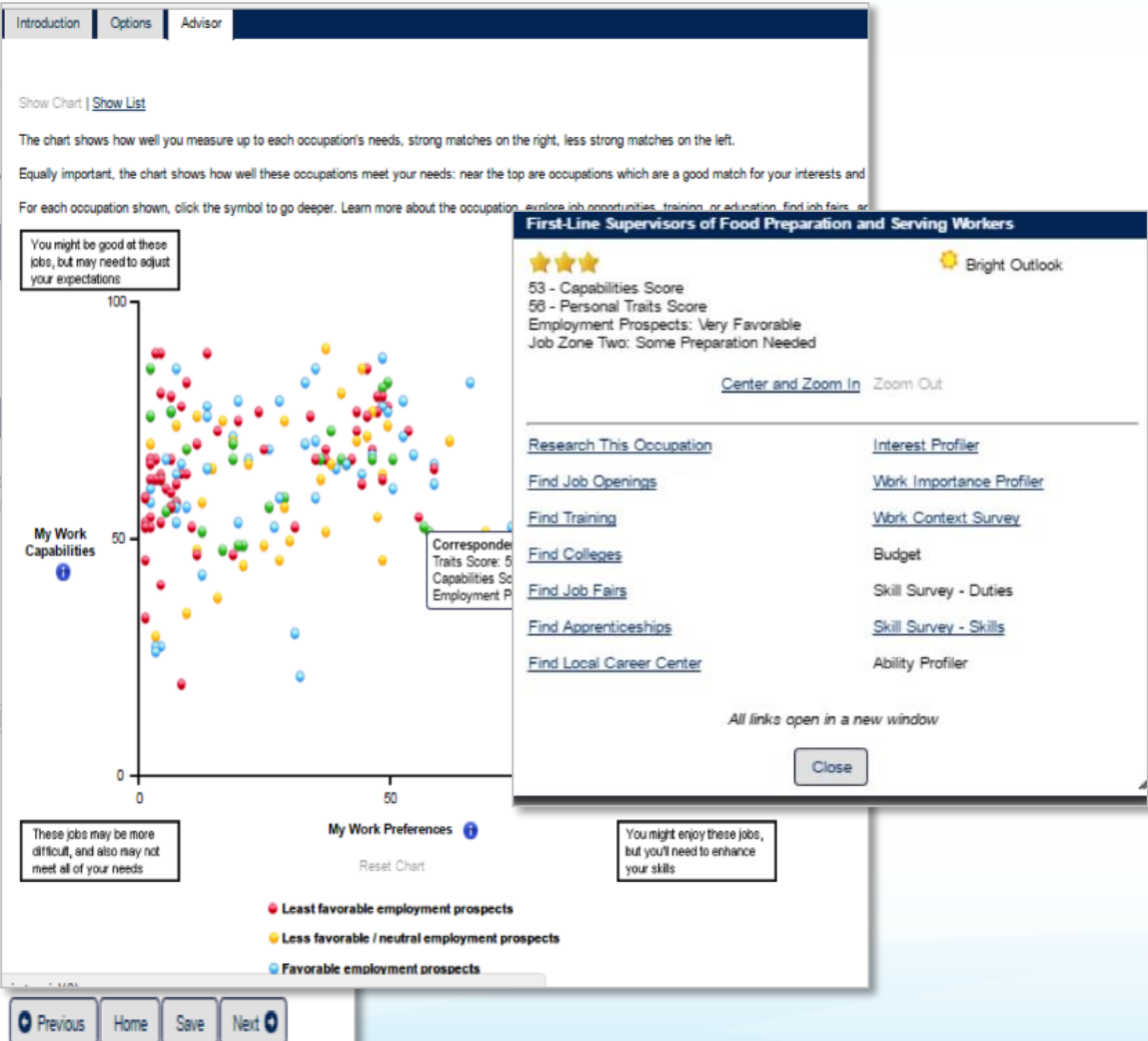
- Skills
- Duties
- Work Context - Work Styles
- Abilities [Take Ability Profiler](#)

 Advisor Name:

Introduction Options **Advisor**

Show Chart | [Show List](#)

The chart shows how well you measure up to each occupation's needs, strong matches on the right, less strong matches on the left. Equally important, the chart shows how well these occupations meet your needs: near the top are occupations which are a good match for your interests and for each occupation shown, click the symbol to go deeper. Learn more about the occupation, explore job opportunities, training, or education, find job fairs, or



**First-Line Supervisors of Food Preparation and Serving Workers**

★★★★ Bright Outlook

53 - Capabilities Score  
58 - Personal Traits Score  
Employment Prospects: Very Favorable  
Job Zone Two: Some Preparation Needed

[Center and Zoom In](#) [Zoom Out](#)

[Research This Occupation](#) [Interest Profiler](#)  
[Find Job Openings](#) [Work Importance Profiler](#)  
[Find Training](#) [Work Context Survey](#)  
[Find Colleges](#) [Budget](#)  
[Find Job Fairs](#) [Skill Survey - Duties](#)  
[Find Apprenticeships](#) [Skill Survey - Skills](#)  
[Find Local Career Center](#) [Ability Profiler](#)

All links open in a new window

[Close](#)

My Work Capabilities

My Work Preferences

Reset Chart

- Least favorable employment prospects
- Less favorable / neutral employment prospects
- Favorable employment prospects

Previous Home Save Next

# CareerZone

- Robust toolset for Student Career Explorers
- Age-appropriate user experiences for middle-schoolers, high-schoolers & young adults
  - Conversion feature migrates account from CZ to JobZone
- Same platform as JobZone – integrates with EKOS
- Shares many JobZone tools; adds features for students
- Tools track work by grade level for multi-year career planning activities
- Pre-built lesson plans and teacher supports
  - [labor.ny.gov/youth/careerzone\\_facilitators\\_guide.pdf](http://labor.ny.gov/youth/careerzone_facilitators_guide.pdf)
- Instructional Tools on CZ landing page has a short series of brief overview videos

# CareerZone for Student Career Explorers

The screenshot shows the CareerZone website interface. At the top, there is a navigation bar with buttons for 'GUEST TOOLS', 'STEM for Teens', 'ASSESS YOURSELF', 'MY PORTFOLIO', 'SEARCH', 'RESOURCES', and 'HELP'. The main header features the 'welcome to careerZONE' logo. Below the logo, the text reads 'explore your career path your future begins here'. A row of six colorful icons represents different career clusters: a yellow icon with a pencil and circles, a purple icon with a globe, a blue icon with gears, an orange icon with a medical symbol, a green icon with hands, and a red icon with a fingerprint and a person. Below this row, the text says 'Welcome to CareerZone' and 'The place to explore careers related to your strengths, skills and talents. To begin, click one of the six clusters pictured above, or [View All Careers](#) to see all the occupations.' To the right, there are two more icons: 'Dollars & ense' and 'Instructional TOOLS'. At the bottom, there is a footer with the text 'The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.' and a list of links: 'What's New?', 'Find a Trainer', 'Help', 'Site Map', 'About Us', 'Contact Us', 'Privacy Policy', and 'Nondiscrimination Policy'. The 'NJJOBZONE' logo is also present, with the text 'For adults engaged in an active job search.'

Click on Instructional Tools for a series of short overview videos



# CareerZone

## Focused Tools for Middle- and High-Schoolers



The screenshot shows the CareerZone website home page. At the top left is the "careerZONE" logo. Below it is a navigation menu with "My Portfolio" selected. A "Did you know?" section features a cartoon character and text about the construction industry. A list of 24 tools is provided, including "My Personal Info", "My Interests", "My Journal", "My Abilities", "My Job Readiness Skills", "My School Classes", "My Colleges", "My Areas for Growth", "My Life Skills", "My Saved Occupations", "My Future Goals and Dreams", "My After School Stuff", "My Volunteer Experience", "My Work Experience", "My Final Activity", "My Annual Review", "View My Career Plan", "My Contacts", "My Resume", "My Letters", "My Reference List", "Dollars and Sense", "Apprenticeship", and "Manage Attachments". At the bottom, there is a footer with "The New York State Department of Labor Auxiliary aids and services available" and navigation links like "What's New?", "Find a Trainer", "Help", "Site Map", and "ABC".

**careerZONE**

### My Portfolio

**Did you know?**  
The construction industry has a very large number of self-employed workers.

1. My Personal Info
2. My Interests
3. My Journal
4. My Abilities
5. My Job Readiness Skills
6. My School Classes
7. My Colleges
8. My Areas for Growth
9. My Life Skills
10. My Saved Occupations
11. My Future Goals and Dreams
12. My After School Stuff
13. My Volunteer Experience
14. My Work Experience
15. My Final Activity
16. My Annual Review
17. View My Career Plan
18. My Contacts
19. My Resume
20. My Letters
21. My Reference List
22. Dollars and Sense
23. Apprenticeship
24. Manage Attachments

The New York State Department of Labor  
Auxiliary aids and services available

What's New? | Find a Trainer | Help | Site Map | ABC

For adults engage



The screenshot shows the "My Portfolio" user interface. At the top, there are navigation tabs: "START for Tools", "ASSESS YOURSELF", "MY PORTFOLIO", "SEARCH", "RESOURCES", and "HELP". The user is logged in as "Welcome Henry" and is in the "Twelfth Grade" section. The main heading is "My Portfolio". Below it, there is a "Did you know?" section with a tip about hiring in Central New York. The main content area is divided into several tool categories, each with a brief description:

- 01 Personal Info**: Keep your information up to date and get the most out of CareerZone.
- 02 Interest Profiler**: Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.
- 03 Journal**: Keep track of your past to help you make decisions about your future.
- 04 Abilities**: What are you good at? Keep a list to get a jump on writing a resume.
- 05 Job Readiness Skills**: Find an occupation that matches the skills you already have and learn about other skills you would like to obtain.
- 06 School Classes**: Keep track of which courses you are taking and how you feel about them.
- 07 Areas for Growth**: No matter how great you are, there's always room for improvement. Identify where you need to grow, and get some suggestions to help you do it.
- 08 Life Skills**: Whether you learned life skills in school, on the playground, or even at work, this section will explain how and where they developed.
- 09 Saved Occupations**: Create or review a list of occupation titles that interest you the most.
- 10 Future Goals and Dreams**: What do you want to do when you grow up? Compare your saved occupations head to head and explore them further.
- 11 After School Activities**: The classroom isn't the only place that you can learn and grow. List any extracurricular or leisure activities that helped you become who you are today.
- 12 Volunteer Experience**: Civic minded and responsible? You should be proud of working to make a difference. Keep track of all your good deeds and volunteer work experiences here.
- 13 Work Experience**: Keep track of your jobs, and the responsibilities and accomplishments you had there. This will be really handy when you create a resume.
- 14 Work Importance Profiler**: Identify and explore occupations that you may like, based on what you are looking for and what different occupations can offer you.
- 15 Colleagues**: Keep track and visit the webpages of the colleges you have selected to add to your portfolio.
- 16 Education History**: Keep a record of your educational accomplishments, past and present, then choose which ones to include on your resume.
- 17 Final Activity**: You'll be graduating soon, and moving on to new experiences. Stop and admit how far you've come so far by describing the school activity that best displays your career development accomplishments. Your career path will be a long one. It's been a long road to get this far, and you'll keep walking it for the rest of your life.
- 18 Annual Review**: It's important that your education be a team effort. You did your part; now use this section to keep track of the rest of the team. Check off who took part in the annual review and when they did it.
- MS Messaging**: Send messages to managed users.
- MG Management**: Configuration options for managing users.
- CA Combined Assessment**: View your combined assessment report.
- \$ Budgeting**: Develop a budget and get your financial life on track.
- RB Resume**: Bring it all together! Create a resume and send a job.
- JA Job Application Tool**: Get started on your job applications today!
- LW Letter Writer**: Create a cover letter, thank you letter, or follow-up letter to go with your resume.
- RL Reference List**: Create a list of references.
- CT Contacts**: Keep all of your contact information up to date for your resume and other job search documents.
- WS Work Samples**: Upload samples of your past work experience and save them to your portfolio.
- MA Manage Attachments**: Review all of the various files you've attached to your portfolio.
- AS Apprenticeships Search**: Search for apprenticeships in your home town or across the state.
- CP View Career Plan**: Bring it all together! See a print ready summary of your work.



# Activities tracked by Grade Level to support Career Planning process

Mike Scully's Career Plan

**NEW YORK STATE EDUCATION DEPARTMENT**  
Career Plan  
Commencement Level

### 1. Personal Data

Name: Scully, Mike  
Student Identification Number:  
School: Cicero-North Syracuse High School

---

### 2. Review of Student Career Plan

Grade Level	Date of Review	Student	Parent / Guardian	Teacher	Counselor
10	10/01/2010	X	X		
11	09/06/2012	X			
12	10/01/2013	X	X	X	X

---

### 3. Knowledge

**A. Self-knowledge: 'Who am I?'**  
1. Interests: List your top three choices for each of the following areas of interest:

Grade Level	1a. Personal: Out-of-school activities that you enjoy the most	1b. Academic: Classes or subjects that you enjoy the most	1c. Work: Peers with whom you work best
9			
10	vf6r6r6 v6r6r6r6	Update test 4	
11	English Practicum foo2 foo3 foo4	English	
12	Update Test edit ydukyuy b6d4464d4 first test entry second test entry wrgd	Update Test edited	

**1. Abilities: List personal skills and abilities that will be helpful in a career choice:**

Grade Level	'My Personal Abilities...'	'Career areas: where my abilities will be helpful'
9		
10		
	Idea Generation and Reasoning	Chief Executives Advertising and Promotions Ma Marketing Managers Sales Managers

---

### 3. Personal and academic areas I need to strengthen:

Grade Level	'I need to strengthen...'	'Steps I will take to strengthen...'
11	v6rj dghfghrtyjh dghfghrty rtrtrtrtr d6trtrtr d6trtrtr rtrtrtrtr	mub rtrtr rtrtr Learning how to
12	Crash Test Dummy test whatever dnde first test second test r6f6h6f6f6f6f6	It would be nice if I had f6f6h6f6f6f6f6

---

### B. Career Exploration: 'Where am I going?'

1. School and/or Community Experiences: I have participated in the following school and/or community activities:

Grade Level	School and/or Community Experiences:	Skills Acquired through Experiences:
10	Update test 4	
11	Update test 3	
11	English	Time Management
11	whatever	
11	foo 1	
11	foo2	
11	foo3	
12	Update Test edited	Critical Thinking Mathematics Learning Styles
12	f6r6f6f6f6f6g	
12	first test entry	
12	second test entry	
12	g6o6h6	

2. Work Experiences: I have participated in the following work experiences:

Grade Level	Work Experiences:	Skills Acquired through Experiences:

---

### C. Future Goals and Decision Making: 'How do I get there?'

1. Career Goals and Action Steps:

Grade Level	Goals: (resulting from career exploration activities)	Education Plan: (courses that relate to my career interests)	Action Steps: (what I need to do to accomplish my goals)	Check off completed steps:
10	Animal Trainers	Animal Training Equestrian/Equine Studies.	Research this job at the library Get a job (part time/after school) in this field Talk to someone who has this job Talk with parents or other adults about my interests Study this career in college Visit the jobsite Talk to my counselor	X
11	Heavy and Tractor-Trailer Truck Drivers	Truck and Bus Driver/Commercial Vehicle Operator and Instructor.	Talk with parents or other adults about my interests Talk to someone who has this job Apprentice in the field Visit the jobsite Research this job at the library Get a job (part time/after school) in this field	X
12	Licensed Practical and Licensed Vocational Nurses Writers and Authors	Licensed Practical/Vocational Nurse Training, Practical Nursing, Vocational Nursing and Nursing Assistants, Other.		

---

### 4. Skills / Application 'What do I need to know?' 'What skills are important to me?' 'What am I learning?' 'Why am I learning it?' 'How can I use it?'

**Directions:** The following skills are needed to succeed in life, work, and education beyond high school. Using the scale provided, identify for each skill the level of achievement you believe you possess at the beginning of the commencement level and the level you believe you achieved by the end of your senior year. Briefly describe a classroom experience or an activity that helped you develop each skill and identify how each skill can be used in your life and future work experiences.

Skills:	Beginning Skill Level I Possess	Experiences/Activities/Application	Final Skill Level I Have Achieved
Interpersonal Skills: Communicates effectively and helps others to learn a new skill.	1	Grade 12 test	3
Managing Resources: Allocates time and financial and human resources to complete a task.	1	6t6r6f6d6r6t6g6h6g6r6t	3
Systems: Demonstrates an understanding of the relationship between the performance of a system and the goals, resources and functions of an organization.	2	Grade 12 test	5