

# Maximize Your Potential

## WORKSHEET

Check out Iowa's newest career planning website at [www.futurereadyiowa.gov](http://www.futurereadyiowa.gov)



Find Your Path. Plan Your Route. Make Your Mark.

### Ideals:

Take a moment to think about what's important for you to have in your career. Consider past employment and future goals to create a list of ideal characteristics you would be looking for in your next job. Example: Working with youth

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### Self-Assessments:

[www.iowaworks.gov](http://www.iowaworks.gov)

Click on the Career Explorer link in the Career Services and then click on Match Your Work Interests. Complete an Assessment (or 2) and write down your results. After completing interests, move on to skills and values. Did it recommend any careers you might be interested in? Do any of these careers match with your ideals? Are there similar careers from different assessments?

1. Interest Profiler Results: \_\_\_\_\_
2. Skills Assessment Results: \_\_\_\_\_
3. Work Values Sorter Results: \_\_\_\_\_

### Future Careers:

[www.iowaworks.gov](http://www.iowaworks.gov)

Compare wages, salary, skills, abilities, and education for two jobs: one that will lead to self-sufficiency (doctor, plumber, etc...) and one you've always wondered about (welder, phlebotomist, etc...) Are you surprised by what you find?

	<i>Title</i>	—	<i>Wage</i>	—	<i>Salary</i>	—	<i>Skills</i>	—	<i>Abilities</i>	—	<i>Education</i>
Job #1	_____		_____		_____		_____		_____		_____
	_____		_____		_____		_____		_____		_____
	_____		_____		_____		_____		_____		_____

## O\*NET Online:

[www.onetonline.org](http://www.onetonline.org)

Find a career that is labeled with the following special distinctions (Attempt to target careers in your preferred industry)

	Title	Average National Wage/Salary	Average Iowa Wage/Salary
Bright Outlook	_____	_____	_____
Green	_____	_____	_____

## Labor Market Information/Hot Jobs:

[www.iowaworks.gov](http://www.iowaworks.gov)

What are the top 5 Hot Jobs in your area?

	<u>Title</u>	<u>Growth Rate</u>	<u>Wage</u>	<u>Salary</u>
1.				
2.				
3.				
4.				
5.				

## Training Opportunities:

[www.futurereadyiowa.gov](http://www.futurereadyiowa.gov)

Do your career results indicate that additional training is needed? Click on Explore Careers and from there Registered Apprenticeship. Programs that are available will appear with the ability to search by job title or location. If your desired program is not a Registered Apprenticeship going directly into training specifically may be your next step. If so, ask staff member regarding opportunities that may be available to you.

## Job Search Engines:

Run a search for a few different careers and compare the number of results for each. Play around with mile ranges, salary ranges, etc. to see how they compare for features and accuracy.

[www.iowajobs.org](http://www.iowajobs.org) \_\_\_\_\_

[www.indeed.com](http://www.indeed.com) \_\_\_\_\_

[www.careerbuilder.com](http://www.careerbuilder.com) \_\_\_\_\_

## What's Next?

Schedule an informational interview with someone that works in your field of interest.

Join a job club to stay current on new opportunities.

Research companies in your area to find a good fit.

# IowaWORKS Career Explorer Walkthrough

Figure A-1: My Dashboard

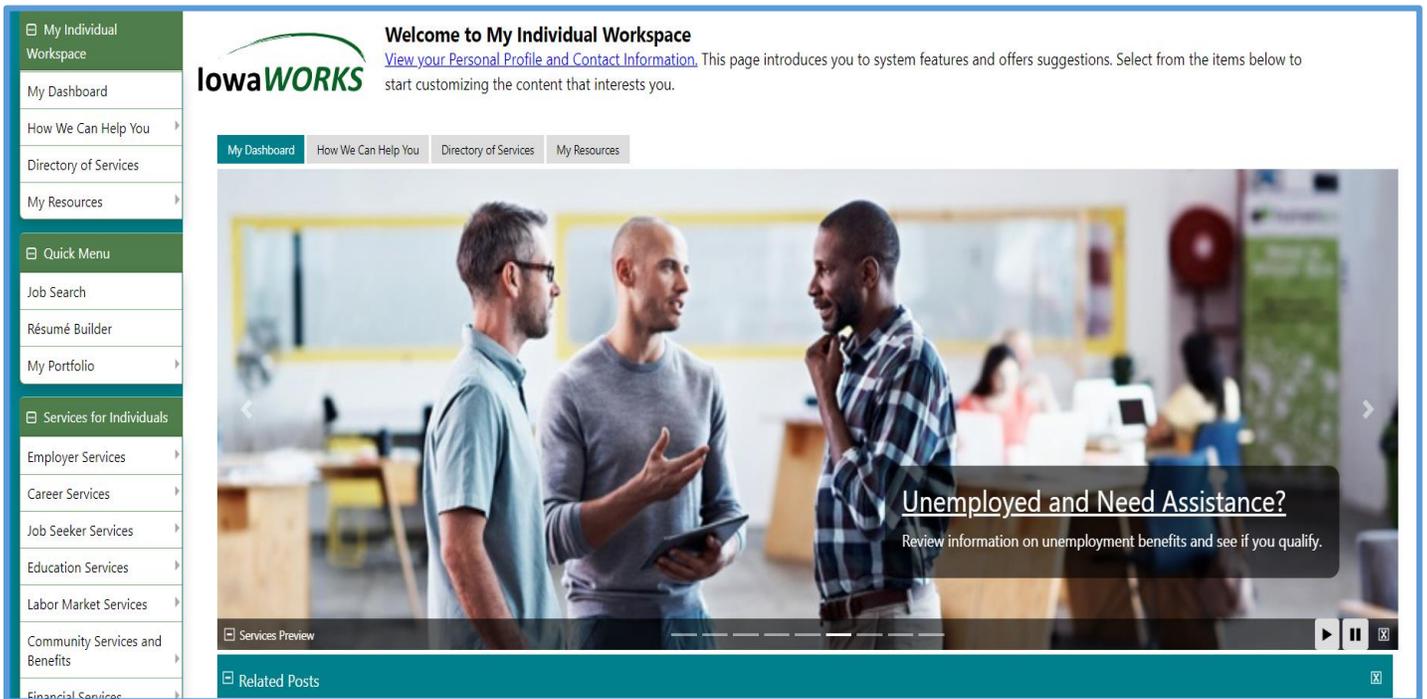


Figure A-2 Career Explorer

Career Explorer is a tool to help you discover the career path that is most beneficial to you and your long-term career goals. It will help you determine your interests and the careers that best match those interests. Once this segment of the career profile is completed you will have a good understanding of what path you should take and how to get there.

Date	Job Title	Employer	Location	Salary	Job Skills Matched	Meets General Requirements	Meets Specialized Requirements	Source
8/9/2019 11:19:00 PM	<a href="#">Part-Time Online Student Communication Specialist</a>	IA WESTERN COMM COLLEGE	COUNCIL BLUFFS, IA	\$14.00 to \$14.00 per hour	0%	40%	Yes	★
8/12/2019 12:00:00 AM	<a href="#">Recruitment Coordinator</a>	Home Instead, Inc.	Council Bluffs, IA		0%	50%	N/A	PJB
8/11/2019 12:00:00 AM	<a href="#">Recruitment Coordinator</a>	Home Instead, Inc.	Council Bluffs, IA		0%	50%	N/A	PJB

Click Here

**Career Services**

[Career Explorer](#)  
Learn what career or type of job best suits you.

[Career Informer](#)  
Highlight a specific occupation and display detailed information about it.

[More Career Services](#)

**Financial Services**

[Overall Budget Planning](#)  
Evaluate your monthly budget and explore potential sources of other income.

[Training Budget Planning](#)  
Evaluate training costs and determine if your budget fits the training plans.

[More Financial Services](#)

**Community Services And Benefits**

[Eligibility Explorer](#)  
Select this option to answer a series of questions to determine if you may be eligible for a particular benefit or benefits.

[Programs and Services](#)  
Select this option to explore information about the various community services and benefit programs that are currently available to you.

**My Personal Profile**

[My Background](#)

**Current Month's Events**

**My Employment Plan**

**Figure A-3 Match Your Work Interests**

**Choose one of the options below to determine how to find a career or occupation that suits you.**

**Click "Match Your Skills" to begin the assessment.**

**Match Your Skills** – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.

**Match Your Work Interests** – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.

**Match Your Work Values** – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.

**Match Your Knowledge of Tools and Technology** – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements

**Match Your Occupation** – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.

**Career Ladder** – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

**Figure A-4: Work Interest Analyzer**

**Welcome to the Work Interest Analyzer! This assessment can help you find out what your interests are and how they related to the world of work.**

Please review the options below.

**Read everything in this box prior to taking the assessment. This will help maximize the results.**

**If you have completed an interest assessment before, then type in your scores and you can bypass the assessment.**

For help click the information icon.

### Start the Work Interest Analyzer

This assessment helps you decide what kinds of careers you might want to explore. It has questions about activities that some people do on their jobs. Read each question carefully and decide how you would feel about doing each type of work.

Strongly Dislike Dislike Unsure Like Strongly Like

Try **NOT** to think about the following:

- If you have enough *education or training* to do the work
- How much *money* you would make doing the work

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. There is no need to rush. You are learning about your interests so that you can explore work you might like and find rewarding.

The Short Form contains 60 questions and is a web-based vocational interest assessment instrument. The Mini Form contains 30 questions, each describing a work activity. This format is offered to users on a mobile device or within other time-constrained settings. The Short Form (60 questions) is recommended when possible.

Short Form  
60 Questions  
(10 minutes)

Mini Form  
30 Questions  
(5 minutes)

### Taken the Work Interest Analyzer Before?

If you have previously taken this assessment, you can enter your interest scores below. You will be able to view your score report, choose a Job Zone and view careers matching your profile.

Realistic:  Social:

Investigative:  Enterprising:

Artistic:  Conventional:

View Score Report

**Figure A-5: Work Interest Analyzer Questions**

- My Individual Workspace
- My Dashboard
- How We Can Help You
- Directory of Services
- My Resources
- Quick Menu
- Job Search
- Résumé Builder
- My Portfolio
- Services for Individuals
- Employer Services
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services
- Youth Services



**Start at the top of the page and answer the following questions in order.**  
When you have completed all of the questions click the *Next* button. To review a page you have already completed click the *Back* button. There are a total of 3 pages.

Please review each question before selecting a response. Answering LIKE to all questions will create an inaccurate profile and could produce a negative match to occupations and jobs.

For help click the information icon.

### Interest Analyzer

#	Preference	Interest
1.	Strongly Dislike Dislike Unsure Like Strongly Like	Build kitchen cabinets
2.	Strongly Dislike Dislike Unsure Like Strongly Like	Lay brick or tile
3.	Strongly Dislike Dislike Unsure Like Strongly Like	Develop a new medicine
4.	Strongly Dislike Dislike Unsure Like Strongly Like	Study ways to reduce water pollution
5.	Strongly Dislike Dislike Unsure Like Strongly Like	Write books or plays
6.	Strongly Dislike Dislike Unsure Like Strongly Like	Play a musical instrument
7.	Strongly Dislike Dislike Unsure Like Strongly Like	Teach an individual an exercise routine
8.	Strongly Dislike Dislike Unsure Like Strongly Like	Help people with personal or emotional problems
9.	Strongly Dislike Dislike Unsure Like Strongly Like	Buy and sell stocks and bonds

**Figure A-6: Work Interest Scores**

- My Individual Workspace
- My Dashboard
- How We Can Help You
- Directory of Services
- My Resources
- Quick Menu
- Job Search
- Résumé Builder
- My Portfolio
- Services for Individuals
- Employer Services
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services



**Your Work Interest Analyzer results are listed below.**  
If you would like to change any of your answers, click the *Back* button. When you are ready to continue, click the *Next* button.

These are the results of the interest assessment once you finish. Click on the link of "Realistic" to view the interest area explanation.

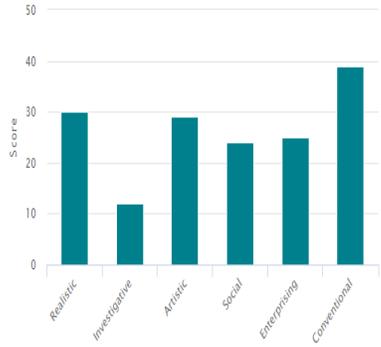
### Work Interest Scores

Here are your Work Interest Analyzer results.

Your interests can help you find occupations you might like to explore. The more an occupation meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest to learn more. When you're ready, click *Next* to continue.

Interest Area	Score
<a href="#">Realistic</a>	30
<a href="#">Investigative</a>	12
<a href="#">Artistic</a>	29
<a href="#">Social</a>	24
<a href="#">Enterprising</a>	25
<a href="#">Conventional</a>	39



This site incorporates information from [O\\*NET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

<< Back
Next >>

Select another Career Service

Figure A-7: Work Interest Scores (Interest Area Description)

**Your Work Interest Analyzer results are listed below.**  
If you would like to change any of your answers, click the *Back* button. When you are ready to continue, click the *Next* button.

### Work Interest Scores

Here are your Work Interest Analyzer results.

Your interests can help you find occupations you might like to do. The more an occupation meets your interests, the more likely it is to be satisfying and rewarding to you.

You can click on any interest to learn more. When you're ready to continue.

**Realistic**

People with Realistic interests like work that includes practical, hands-on problems and answers. Often people with Realistic interests do not like occupations that involve paperwork or working closely with others.

They like:

- Working with plants and animals
- Real-world materials like wood, tools, and machinery
- Outside work

Close

Select another Career Service

Score

Interest Area	Score
Realistic	30
Investigative	12
Artistic	29
Social	24
Enterprising	25
Conventional	39

Figure A-8: Work Interests (Occupations)

**The following occupations matched your work interests.**  
Click on the occupation title to view more detailed information about the occupation.

Area (click to change): [Pottawattamie County, IA](#)

Show Filter Criteria (Showing all records)

Click a column title to sort

Data to Display: Work Interests

Fit	Occupation Title	Artistic	Conventional	Enterprising	Investigative	Realistic	Social	Correlation	Job Openings (Aug. 12, 2019)
High	<a href="#">Baristas</a>	11.7	18.4	18.4	0.0	18.4	13.4	Strong	75
High	<a href="#">Cashiers</a>	1.7	28.4	16.7	0.0	8.4	8.4	Strong	489
High	<a href="#">Combined Food Preparation and Serving Workers, Including Fast Food</a>	1.7	28.4	15.0	0.0	23.4	11.7	Strong	1,023
High	<a href="#">Cooks, Institution and Cafeteria</a>	8.4	23.4	13.4	0.0	25.0	13.4	Strong	117
High	<a href="#">Cooks, Short Order</a>	5.0	23.4	10.0	0.0	28.4	8.4	Strong	27
High	<a href="#">Costume Attendants</a>	13.4	28.4	6.7	0.0	18.4	11.7	Strong	0
High	<a href="#">Marking Clerks</a>	0.0	21.7	8.4	0.0	18.4	0.0	Strong	2
High	<a href="#">Photographic Process Workers and Processing Machine Operators</a>	8.4	26.7	5.0	5.0	16.7	5.0	Strong	1
High	<a href="#">Cooks, Institution and Cafeteria</a>	8.4	23.4	13.4	0.0	25.0	13.4	Strong	117
High	<a href="#">Cooks, Short Order</a>	5.0	23.4	10.0	0.0	28.4	8.4	Strong	27
High	<a href="#">Costume Attendants</a>	13.4	28.4	6.7	0.0	18.4	11.7	Strong	0
High	<a href="#">Marking Clerks</a>	0.0	21.7	8.4	0.0	18.4	0.0	Strong	2
High	<a href="#">Photographic Process Workers and Processing Machine Operators</a>	8.4	26.7	5.0	5.0	16.7	5.0	Strong	1
High	<a href="#">Postal Service Clerks</a>	1.7	30.0	8.4	0.0	13.4	10.0	Strong	1
High	<a href="#">Postal Service Mail Sorters, Processors, and Processing Machine Operators</a>	0.0	30.0	6.7	0.0	18.4	1.7	Strong	12

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[ Change Work Interests ]

Select another Career Service

**Figure A-9: Career Services**

**Careers is a screen that helps you explore your interests and skills to match up with the career the individual should be going into for their path. These options will take you to the Self-Assessment, allow you to check the labor market, find training and ultimately find gainful and meaningful employment.**

**lowaWORKS**

Please select from the Career Services options listed below.

-  [Career Tips](#) - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.
-  [Career Explorer](#) - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.
-  [Your Career Match](#) - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.
-  [Career Informer](#) - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.
-  [Job Market Explorer](#) - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

**Current User Statistics**

Listed below is a summary of some of the activity you have accomplished on IowaWORKS. Click any of the links in this section to review those items

<b>Reviewed:</b>	<a href="#">0</a> occupation(s), <a href="#">0</a> education program(s), <a href="#">0</a> employer(s) and <a href="#">1</a> job(s)
<b>Created:</b>	<a href="#">1</a> résumé(s) (viewed by <a href="#">5</a> employer(s)), <a href="#">0</a> letter(s) and <a href="#">0</a> saved job alert(s)
<b>Messages:</b>	<a href="#">0</a> new message(s), <a href="#">0</a> new appointment(s)
<b>Classroom Training:</b>	<a href="#">0</a> TAA course(s), <a href="#">0</a> WIOA course(s)
<b>Online Training:</b>	Enroll in <a href="#">ALISON</a>
<b>Your most recent job search took place on</b>	Wednesday, March 6
<b>Virtual Recruiter:</b>	<a href="#">0</a> active virtual recruiters. Search has not been run.
<b>Registration Date:</b>	9/21/2012

**Figure A-10: Four Step Process of Building a Career Plan**

- My Individual Workspace
- My Dashboard
- How We Can Help You
- Directory of Services
- My Resources
- Quick Menu
- Job Search
- Résumé Builder
- My Portfolio
- Services for Individuals
- Employer Services
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training
- Pre-Application
- Staff Provided Services
- Other Services
- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey



**Below are 4 steps you can follow to discover a new career, assisted by some powerful tools.**

If you need help in choosing a new career, wish to change careers, or simply want to satisfy your curiosity about other career possibilities, this is the place for you.

[ [Self-Assessment](#) | [Checking the Labor Market](#) | [Finding Training](#) | [Finding a Job](#) ]

Here you can assess your job skills, work interests, values, the tools and technology you are familiar with and match up everything with a job

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**Step 1 - Self-Assessment**  
*Identifying your professional strengths and talents...*

If you think that you have a good understanding of your skills and abilities and are interested in a specific occupation or career, it's time to visit [Job Seeker Services](#). In Job Seeker Services you can find information about employers, guidance on writing résumés and cover letters, and access to a powerful job search engine with listings for jobs available in your area.

If, on the other hand, you are unsure about what kinds of jobs you might find interesting and enjoyable, or you are currently employed but looking for a change of career...*this is the place for you!*

We recommend that you get started by using the [Career Explorer](#) to help identify what is important to you in the world of work, what types of jobs you can do well, and what job-related activities you like to do. You can use the information in this section to find occupations that are compatible with your strengths and suitable to your needs, which will help you to focus your career search on occupations where you will be successful and happy.

There are several different self-assessment tools to choose from in Career Explorer:

- [Match Your Skills](#) – Use this tool to learn about what job and personal skills you have, and how they relate to specific occupations or careers.
- [Match Your Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- [Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- [Match Your Knowledge of Tools and Technology](#) – This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.
- [Match Your Occupation](#) – This tool allows you to find occupations that are similar to your current or previous job, based on factors such as the required knowledge, skills, and abilities you need to perform successfully in the occupations, the work environment, and work activities.

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**Step 2 - Checking the Labor Market**  
*Use our occupation analysis tools to see how a specific occupation fares in your area...*

Once you know the type of job or career you wish to pursue, your next step is to find information on specific occupations and explore the labor market in your area. These tools will provide you with a wide variety of information about the occupations you are researching.

The [Job Market Explorer](#) will help you find an occupation by analyzing occupational information that you select, such as the type of occupation you're interested in, the education and experience that you have, and the wages you would like to earn.

You can also use the [Career Informer](#) to display information specific to an occupation, such as wages, employers, future employment outlook, work activities and conditions, required skills and abilities, and listings for jobs in that occupation that are currently available in your area.

You also will find useful economic, labor market, unemployment, and other related information at [Labor Market Services](#).

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**Step 3 - Finding Schools and Educational Programs**  
*Find information on education or training you may need for an occupation...*

While learning about a possible new occupation, you may find that you will need additional education or training in order to qualify for the job you want. The [Education Services](#) section can help you find the schools, training providers, and educational programs that are available to help you upgrade your skills.

Visit the [Training Providers and Schools](#) page to locate information on specific training providers or schools in your area, including the programs offered, program costs, how long the program takes to complete, and contact information for the school or provider.

Visit the [Training and Educational Programs](#) page to search for programs that are related to a specific job or occupation, or by the name of the program. After you find the program you're interested in, you can then access a list of the schools and providers in your area that currently offer the program.

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**Step 4 - Finding Employers and Today's Job Openings**  
*Now you're ready to visit Job Seeker Services...*

If you've used all of the tools in Career Services, you are now ready to visit [Job Seeker Services](#). In Job Seeker Services you will find information about employers, guidance on writing résumés and cover letters, a 10-step plan for becoming employed (including choosing a career, proper interview skills, and negotiating job offers), and the ability to search for today's best job listings for your selected occupation.

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Select another Career Service

Find schools and training providers to help acquire skills need for desired path

You can check all the labor market information in this section

Once prepared to enter the workforce look for job opportunities

Figure A-11: Finding a School/Training Provider

Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

You can select a specific providers regardless of eligibility, type of education provided on the **Left, Right Provider listing** allows you to search for eligible providers by area

Provider Search ← → Provider Listing

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

### Search Criteria

Area (click to change): [IWD Region 13 \(Council Bluffs Area\)](#)

Keyword (e.g. State University):

Provider Type:

Provider Ownership:

Workforce Innovation & Opportunity Act Eligible Training Providers:  [Eligible Training Provider List explanation](#)

Location Type:

Program provides training for [Green Jobs?](#)

Click [Provider Listing](#) to see an alphabetical list of all available training and education providers.

Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

Here is a list of providers in a specific region area

Provider Search → Provider Listing

### Search Results

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider	Address	City	State	Zip Code
<a href="#">Buena Vista University - Buena Vista University</a>	2700 College Road	Council Bluffs	IA	51503
<a href="#">Cambin Mechanical, Inc.</a>	714 W 7th St.	Atlantic	IA	50022
<a href="#">Heady Electric, Inc.</a>	4329 Cottage Row	Council Bluffs	IA	51501
<a href="#">Iowa Western Community College</a>	2700 College Road	Council Bluffs	IA	51501
<a href="#">Iowa Western Community College - Iowa Western Community College</a>	705 Walnut Street	Atlantic	IA	50022
<a href="#">Iowa Western Community College - Iowa Western Community College</a>	923 E Washington St	Clarinda	IA	51632
<a href="#">Iowa Western Community College - Iowa Western Community College</a>	1901 Hawkeye Ave, Suite #102	Harlan	IA	51537
<a href="#">Owen Industries, Inc.</a>	501 Avenue H	Carter Lake	IA	51510
<a href="#">Waldstein HVAC</a>	1321 S Main S	Council Bluffs	IA	51503

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[\[ Change search criteria \]](#)

Click [Provider Listing](#) to see an alphabetical list of all available training and education providers.

### Provider Information

Provider Name: Iowa Western Community College

Address: 2700 College Road, Council Bluffs, IA 51501  
[\[ Map Address \]](#) [\[ Driving Directions \]](#)

Type: Two-year, Technical, and Community Colleges

Ownership: Public Institution

Website: <http://www.iwcc.edu>

This provider has at least one program that is eligible for financial assistance under the Workforce Innovation & Opportunity Act

Contact information for a provider to receive training

Programs eligible for financial assistance

### Program Information

To sort on any column, click a column title.

Program Name	Total Program Costs	Eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA)	Program Length	Available Scholarships
<a href="#">Accounting Para-Accounting - Associate of Applied Science - An associate degree</a>	\$14,440.00	✓	Not Available	✓
<a href="#">Adult Education-High School Equivalency Diploma (HSED) - A secondary school diploma or its equivalent</a>	\$95.25	✓	Not Available	✓
<a href="#">Agriculture Technology - Associate of Applied Science - An associate degree</a>	\$15,644.00	✓	Not Available	✓
<a href="#">Application and Web Programming - Associate of Applied Science - An associate degree</a>	\$15,912.00	✓	Not Available	✓
<a href="#">Applied Business Individualized Technical Program-Associate of Applied Science - An associate degree</a>	\$13,704.00	✓	Not Available	✓
<a href="#">Audio Engineering - Associate of Applied Science - An associate degree</a>	\$12,934.00	✓	Not Available	✓
<a href="#">Automotive Maintenance and Light Repair - Diploma - A measurable skills gain leading to a credential, A measurable skills gain leading to employment</a>	\$12,001.00	✓	Not Available	✓
<a href="#">Automotive Technology - Associate of Applied Science - An associate degree</a>	\$19,627.00	✓	Not Available	✓
<a href="#">Aviation Maintenance Technology - An industry-recognized certificate or certification, A license recognized by the</a>	\$20,853.00	✓	Not Available	✓

**Figure A-12: Match Your Job Skills**

**Match your job skills by selecting one of the options below.**

**Option 1 - Match Your Saved Job Skill Set**

Use your saved skills to determine which occupations that you may be interested in that match these skills.

[Continue](#)

**Option 2 - Match an Occupation's Job Skill Set**

Review and/or edit the standard job skills normally associated with an occupation that you may have worked in and determine which occupations that you may be interested in match these skills.

[Continue](#)

[Saved job skill set](#)

**Figure A-13: Occupations Job Skill Set**

**Here is a list of your saved skills.**  
Click *Continue* to find occupations that match your skills

Skills	Select
Advise Governmental Or Industrial Personnel	<input checked="" type="checkbox"/>
Advise Students	<input checked="" type="checkbox"/>
Analyze Financial Data	<input checked="" type="checkbox"/>
Analyze Operational Or Management Reports Or Records	<input checked="" type="checkbox"/>
Analyze Organizational Operating Practices Or Procedures	<input checked="" type="checkbox"/>
Analyze Sales Activities Or Trends	<input checked="" type="checkbox"/>
Assign Work To Staff Or Employees	<input checked="" type="checkbox"/>
Calculate Rates For Organization's Products Or Services	<input checked="" type="checkbox"/>
Collect Academic Research Data	<input checked="" type="checkbox"/>
Collect Deposit Or Payment	<input checked="" type="checkbox"/>
Collect Overdue Bills	<input checked="" type="checkbox"/>
Write Business Correspondence	<input checked="" type="checkbox"/>
Write Research Or Project Grant Proposals	<input checked="" type="checkbox"/>
Write Scholarly Or Technical Research Papers	<input checked="" type="checkbox"/>

Here is a list of your saved skills. Click *Continue* to find occupations that match your skills

[\[ Modify Skills \]](#)

[Continue](#) [Cancel](#)

[Return to My Dashboard](#)

Figure A-14: Match Saved Job Skills Set

Please select the desired occupation match level for your selected assessments.

- Closely match your Job Skills
- Moderately match your Job Skills
- Loosely match your Job Skills
- Show all occupations

Continue

Select another Career Service

Figure A-15: Occupation Match

The following occupations matched your job skills.  
Click on the occupation title to view more detailed information about the occupation.

Area (click to change): [Pottawattamie County, IA](#)

Show Filter Criteria (Showing all records)

Data to Display: Job Skills

Occupation Title	Total Skills	Skills You Match	Skills You Lack	Match Level (%)	Job Openings (Aug. 12, 2019)
<a href="#">General and Operations Managers</a>	35	35	0	100.0%	12
<a href="#">Business Teachers, Postsecondary</a>	30	30	0	100.0%	0
<a href="#">Customer Service Representatives</a>	25	25	0	100.0%	18
<a href="#">Philosophy and Religion Teachers, Postsecondary</a>	25	24	1	96.0%	0
<a href="#">Library Science Teachers, Postsecondary</a>	26	24	2	92.3%	0
<a href="#">Political Science Teachers, Postsecondary</a>	20	18	2	90.0%	0
<a href="#">English Language and Literature Teachers, Postsecondary</a>	27	24	3	88.9%	2
<a href="#">Police Detectives</a>	39	7	32	18.0%	0
<a href="#">Microbiologists</a>	84	15	69	17.9%	0
<a href="#">Music Directors</a>	17	3	14	17.7%	0
<a href="#">Computer and Information Research Scientists</a>	74	13	61	17.6%	0
<a href="#">Physicists</a>	75	13	62	17.3%	0
<a href="#">Geographers</a>	75	13	62	17.3%	0
<a href="#">Counseling Psychologists</a>	29	5	24	17.2%	8
<a href="#">Fitness Trainers and Aerobics Instructors</a>	29	5	24	17.2%	3
<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a>	35	6	29	17.1%	7
<a href="#">Biochemists and Biophysicists</a>	83	14	69	16.9%	0
<a href="#">Surveying Technicians</a>	18	3	15	16.7%	1
<a href="#">Budget Analysts</a>	18	3	15	16.7%	0
<a href="#">Geophysical Data Technicians</a>	18	3	15	16.7%	0
<a href="#">Athletes and Sports Competitors</a>	6	1	5	16.7%	2
<a href="#">Computer Operators</a>	18	3	15	16.7%	0
<a href="#">Forest Fire Inspectors and Prevention Specialists</a>	24	4	20	16.7%	0
<a href="#">Food Servers, Nonrestaurant</a>	18	3	15	16.7%	3
<a href="#">Concierges</a>	12	2	10	16.7%	2

Figure A-16: Occupational Labor Market Information

**IowaWORKS** Here is the information you selected for **Bookkeeping, Accounting, and Auditing Clerks** in **Pottawattamie County, IA**.

**Bookkeeping, Accounting, and Auditing...** [Compare](#) [Pottawattamie County, IA](#)  
[Compare](#)

**Summary** | [Description](#) | [Jobs](#) | [Candidates](#) | [Supply and Demand](#) | [Employers](#) | [Skills](#) | [Education and Work Experience](#) | [Employment and Wages](#) | [Nature of the Work](#) | [Job Requirements](#) | [Other](#)

[View Full Report](#) For help click the information icon next to each section.

**Bookkeeping, Accounting, and Auditing 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 figu... [More](#)

Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**View all the Labor Market Information about the occupation you selected**

Outlook: Stable | Demand: Medium | Supply: High | Supply: Tight | HS | 4+ Years

**Advertised Job Skills**

Advertised Detailed Job Skill	Job Opening Match Count
Maintaining accounting records	3
Attention to detail	3
	2

**Top Employers Posting Jobs**

Employer Name	Job Openings
Aimbridge Hospitality, LP	1
Aire Serv LLC	1
Hampton Hotels	1

Figure A-17:

**IowaWORKS** Choose one of the options below to determine how to find a career or occupation that suits you.

The next few pages will be focusing on matching skills: Figure A-18 through A-21, work values: Figure A-22, tools: Figure A-23 and occupations: A-24 through A-26

- Match Your Skills** - Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.
- Match Your Work Interests** - Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.
- Match Your Work Values** - Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.
- Match Your Knowledge of Tools and Technology** - Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements
- Match Your Occupation** - Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.
- Career Ladder** - See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

Figure A-18:

**IowaWORKS** Match your job skills by selecting one of the options below.

**Option 1 - Match Your Saved Job Skill Set**

Use your saved skills to determine which occupations that you may be interested in that match these skills.

[Continue](#)

**Option 2 - Match an Occupation's Job Skill Set**

Review and/or edit the standard job skills normally associated with an occupation that you may have worked in and determine which occupations that you may be interested in match these skills.

[Continue](#)

[Saved job skill set](#)

Figure A-19:

Here are your most recently selected and/or desired occupations: [Bill and Account Collectors](#), [Business Teachers, Postsecondary](#), [Computer, Automated Teller, and Office Machine Repairers](#), [Customer Service Representatives](#), [General and Operations Managers](#), [Market Research Analysts and Marketing Specialists](#), [Order Fillers, Wholesale and Retail Sales](#), [Sales Agents, Financial Services](#), [Stock Clerks, Sales Floor](#).

Occupations by Keyword | **Occupations by Group** | Occupation Listing | Occupations by Education Program | Occupations by Military Specialty | Occupations by Occupation Code | Occupations by License

Display only Occupations with a Bright Outlook  Display Green Occupations only

**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Bookkeeping, Accounting, and Auditing Clerks

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

Click [Occupations by Military Specialty](#) to enter a military occupational classification

Select another Career Service

Figure A-20:

**Choose one of the options below to identify the skills that you have and match them with a career or occupation that suits you**

**IowaWORKS**

[Your Job Skills](#) – Identify the detailed skills that you have that are valuable in the workplace to find a career or occupation that suits you and see how you match the job skills employers are looking for.

[Your Personal Skills](#) – Identify your human skills such as your communication and problem solving ability and find a career or occupation that best suits these skills.

Select another Career Service

Figure A-21:

**Check the boxes next to the personal skills listed that you believe apply to you.**  
Once you have selected all of the skills that apply to you click the *Save and Find Matching Occupations* button.

**Basic Skills | Social Skills | Complex Problem Solving Skills | Technical Skills | Systems Skills | Resource Management Skills** ← Select the different types of skill types

**Basic Skills**

Developed capacities that facilitate learning or the more rapid acquisition of knowledge

<input type="checkbox"/> Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
<input type="checkbox"/> Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<input type="checkbox"/> Writing	Communicating effectively in writing as appropriate for the needs of the audience.
<input type="checkbox"/> Speaking	Talking to others to convey information effectively.
<input type="checkbox"/> Mathematics	Using mathematics to solve problems.
<input type="checkbox"/> Science	Using scientific rules and methods to solve problems.
<input type="checkbox"/> Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<input type="checkbox"/> Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
<input type="checkbox"/> Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<input type="checkbox"/> Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Figure A-22: Work Values Analyzer**

- My Resources >
- Quick Menu
- Job Search
- Résumé Builder
- My Portfolio >
- Services for Individuals
- Employer Services >
- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >
- Community Services and Benefits >
- Financial Services >
- Unemployment Services >
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training >

### Step 1: Start the Work Values Analyzer

The Work Values Analyzer can help you learn more about your work values and help you decide what is important to you in a job. It does this by asking you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

When you complete the Analyzer, you will get scores for six work values. These scores indicate how important each of the work values is to you. In addition to your scores, you will receive a list of occupations that are linked with your work values. This list can help you explore career options. The more a job agrees with your work values, the more likely you are to be satisfied in that job.

The Work Values Analyzer is different from other surveys you may have taken in the past. Instead of questions, the Work Values Analyzer uses cards with statements about the different aspects of work. You are to sort the cards into groups based on how important the statement on each card is to you on your ideal job -- the kind of job you would most like to have. There are no right or wrong answers to the Analyzer. Different people may feel differently about the statements. You are being asked how you feel. Please answer honestly and carefully.

This is not a test and you may take your time. Review all the cards first. When you are ready to start, click the *Begin the Values Analyzer* button below. **When you have reviewed the 20th card, the *Begin the Values Analyzer* button will display.**

Read each card before you proceed.

<

Card 1

I make use of my abilities

>

← Select the work values that match up with you

**Figure A-23:**

- Employer Services >
- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >
- Community Services and Benefits >
- Financial Services >
- Unemployment Services >
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training >
- Pre-Application
- Staff Provided Services
- Other Services
- Communication Center >

Job Skills
Personal Skills
Work Interests
Work Values
Tools and Technology
Multiple

i For help click the information icon.

### Tools and Technology

Tools and Technology Category	Tools and Technology you have Selected
Technology	ActionWare, Active Data Online WebChat, Adobe Systems Adobe Acrobat, Adobe Systems Adobe Creative Cloud, Adobe Systems Adobe Flash, Adobe Systems Adobe Illustrator, Adobe Systems Adobe Photoshop, ADP Workforce Now, Almaris E-Learning Systems Financial Accounting Tutor, AMG Teleran SalesInSync, Apache Hadoop, Apple Final Cut Pro, Apple macOS, Applied Systems Vision, AS/400 Database, Astute Solutions PowerCenter, Atlassian JIRA, Austin Logistics CallSelect, Austin Logistics CallTech, Austin Logistics Valeo, Autodesk AutoCAD, Avidian Technologies Prophet, Blackbaud Th <a href="#">More...</a>
Tools	10-key calculators, Autodialing systems, Automatic call distribution ACD system, Calling line identification equipment, Carousel slide projectors, Cash registers, Cell phones, Compact digital cameras, Compact disk CD players, Computer data input scanners, Computer laser printers, Computer projectors, Computer scanners, Conference telephones, Credit card processing machines, Desktop computers, Dialed number identification systems DNIS, Digital calculators, Digital cameras, Digital video cameras, Digital video disk DVD players, Global positioning system GPS receivers <a href="#">More...</a>

← Click this option to add any tools and tech you have experience working with

Figure A-24: Matching Job Profile

Explore careers by making selections in the categories below. Start with the categories that are most important to you.

**Filters**

Search by occupation title here...

- Area:** Iowa
- State:** Iowa
- Area Type:** State
- Area:** Statewide
- Occupation Family:** Business and Financial Operations Occupations
- Education:** Bachelor's Degree
- Training:** Select Training Level
- Outlook:** All
- Wage Requirement:** Any
- Demand:** All
- Experience:** Select Experience Level

RESULTS: 29 of 754 Area: Iowa

Display: 25 records per page

Sort By: Job Demand 17

**Auditors**

Outlook	Demand	Education	Experience	Salary
Stable	Medium	Bachelor's Degree	0 Months	\$49,694 to \$78,002

Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.

**Purchasing Agents, Except Wholesale, Retail, and Farm Products**

Outlook	Demand	Education	Experience	Salary
N/A	Low	Bachelor's Degree	2+ Years	N/A

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.

**Financial Analysts**

Outlook	Demand	Education	Experience	Salary
Stable	High	Bachelor's Degree	4+ Years	\$58,988 to \$94,782

Conduct quantitative analyses of information affecting investment programs of public or private institutions.

**Meeting, Convention, and Event Planners**

Outlook	Demand	Education	Experience	Salary
Stable	Low	Bachelor's Degree	1+ Years	\$34,704 to \$53,077

Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.

**Labor Relations Specialists**

Figure A-25:

Here is a listing of job openings in Iowa that meet your search criteria. Click on a job title to see more information about the job.

**IMPORTANT WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identify theft.**

Your search found 116 job(s), representing at least 116 position(s), that matched your search criteria. Change your search criteria. Save this Job Search.

Results View: Summary | Detailed

To sort on any column, click a column title.

Hide potential duplicate jobs

Date Last Modified	Job Title	Employer	Location	Requirements Matched			Salary	Source	Select
				Job Skills	General	Specialized			
08/12/2019 1:01:00 AM	<a href="#">2020 - Winter - Audit Associate</a>	MCGLADREY & PULLEN LLP RSM US LLP	DUBUQUE, IA	N/A	50%	N/A	N/A	★	☐
08/12/2019 1:01:00 AM	<a href="#">2020 - Winter - Audit Associate</a>	MCGLADREY & PULLEN LLP RSM US LLP	WATERLOO, IA	N/A	50%	N/A	N/A	★	☐
08/09/2019 11:19:00 PM	<a href="#">FSO Auditor Friday, Saturday, Sunday 12 hour shift</a>	JACK LINKS BEEF JERKY	LAURENS, IA	N/A	38%	N/A	N/A	★	☐
08/09/2019 11:19:00 PM	<a href="#">FSO Auditor Friday, Saturday, Sunday 12 hour shift</a>	JACK LINKS BEEF JERKY	LAURENS, IA	N/A	38%	N/A	N/A	★	☐
08/09/2019 11:19:00 PM	<a href="#">FSO Auditor Mon - Thurs 4p to 230a</a>	JACK LINKS BEEF JERKY	LAURENS, IA	N/A	38%	N/A	N/A	★	☐
08/08/2019 11:12:00 PM	<a href="#">Audit Appeals Analyst IV</a>	BLUE CROSS AND BLUE SHIELD OF ALABAMA	DES MOINES, IA	N/A	38%	No		★	☐
08/08/2019 11:12:00 PM	<a href="#">Audit Appeals Analyst I</a>	BLUE CROSS AND BLUE SHIELD OF ALABAMA	N/A	N/A	38%	No	N/A	★	☐
08/08/2019 11:12:00 PM	<a href="#">Senior Auditor</a>	BLUE CROSS AND BLUE SHIELD OF ALABAMA	N/A	N/A	38%	No		★	☐
08/08/2019 11:12:00 PM	<a href="#">Staff Auditor</a>	BLUE CROSS AND BLUE SHIELD OF ALABAMA	N/A	N/A	38%	No		★	☐

Figure A-26: Occupational Profile

How We Can Help You

- Directory of Services
- My Resources
- Quick Menu
- Job Search
- Resume Builder
- My Portfolio
- Services for Individuals
- Employer Services
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Workplace Training
- Pre-Application
- Staff Provided Services
- Other Services
- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

**Iowa**  
Compare

---

**Auditors**  
Compare

Summary | Description | Jobs | Candidates | Supply and Demand | Employers | Skills | Education and Work Experience | Employment and Wages | Nature of the Work | Job Requirements | Other

---

**View Full Report**

**Auditors** - Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures. **MOZC**

Source: This information is based on O\*NET® data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**1** For help click the information icon next to each section.

---

**Outlook**  
Stable

**Demand**  
Medium

**Supply**  
High

**Supply Tight**

**BD**

**0** Months

**\$70,000**

**\$49,694**

**Advised Job Skills**

Advised Detailed Job Skill	Job Opening Match Count
Risk management	56
Attention to detail	45
Problem solving	42
Financial reporting	31
Knowledge of GAAP	27

Source: Online advertised jobs data

**Advised Tools and Technology**

Advised Detailed Tool or Technology	Job Opening Match Count
Microsoft (MS) Office	58
Wildland Fire Assessment System (WFAS)	13
Microsoft Excel	14
Microsoft PowerPoint	14
Barrettes	2

Source: Online advertised jobs data

**Supply and Demand**

**13.23**  
Candidates available per job opening.  
**1,138 Candidates | 86 Job Openings**

Job seekers: Online advertised jobs data  
Candidates: Source: Individuals with active resumes in the workforce system.

**Top Employers Posting Jobs**

Employer Name	Job Openings
Blue Cross and Blue Shield of Alabama	4
CliftonLarsonAllen, LLP	4
JOBCENTRAL	4
Lifespace Communities, Inc.	4
Employers Mutual Casualty Company	3

Source: Online advertised jobs data

**Advised Job Certifications**

Advised Certification Group	Job Opening Match Count
Certified Public Accountant (CPA)	122
American Bankers Association (ABA) Certifications	16
The Institute of Internal Auditors (IIA) Certifications	15
Association of Certified Anti Money Laundering Specialists (ACAMS)	8
(ISC)² Certifications	6

Source: Online advertised jobs data

**Typical Wages**

\*Accounts and Auditors (No data available for Auditors)

**\$61,433**  
Median Annual Wage

Source: Occupational Employment Statistics (OES) Program

---

**Potential Candidates in Iowa by County**

Source: Individuals with active resumes in the workforce system.

**Advised Job Openings in Iowa by County**

Source: Online advertised jobs data

---

**Real-time Wages**

**\$65,000**

Average annual wage posted in jobs advertised online on August 12, 2019

**Skills**

**Work Output**

- Prepare financial documents, reports, or budgets

**Interacting With Others**

---

**Real-time Wages**

**\$65,000**

Average annual wage posted in jobs advertised online on August 12, 2019

Source: Online advertised jobs data

**Abilities Required**

**Idea Generation and Reasoning Abilities**

- Deductive Reasoning
- Problem Sensitivity
- Inductive Reasoning
- Information Ordering
- Category Flexibility
- Fluency of Ideas

**Quantitative Abilities**

- Number Facility
- Mathematical Reasoning

**Verbal Abilities**

- Oral Expression
- Written Expression
- Oral Comprehension
- Written Comprehension

**Visual Abilities**

- Near Vision

**Auditory and Speech Abilities**

- Speech Clarity
- Speech Recognition

Source: This information is based on O\*NET® data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Skills**

**Work Output**

- Prepare financial documents, reports, or budgets

**Interacting With Others**

- Advise others on financial matters
- Advise others on business or operational matters
- Report information to managers or other personnel
- Oversee business processes
- Discuss business strategies, practices, or policies with managers
- Coordinate regulatory documentation activities

**Information Input**

- Collect evidence for legal proceedings
- Investigate legal issues

**Mental Processes**

- Examine financial records
- Verify accuracy of financial information
- Examine financial records or processes
- Verify accuracy of records
- Assess financial status of clients
- Calculate data to inform organizational operations

Source: This information is based on O\*NET® data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

**Knowledge Required**

**Business and Management**

- Economics and Accounting
- Administration and Management
- Customer and Personal Service
- Personnel and Human Resources
- Sales and Marketing
- Clerical

**Arts and Humanities**

- English Language

**Mathematics and Science**

- Mathematics
- Psychology

**Law and Public Safety**

- Law and Government

**Engineering and Technology**

- Computers and Electronics

Source: This information is based on O\*NET® data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.