

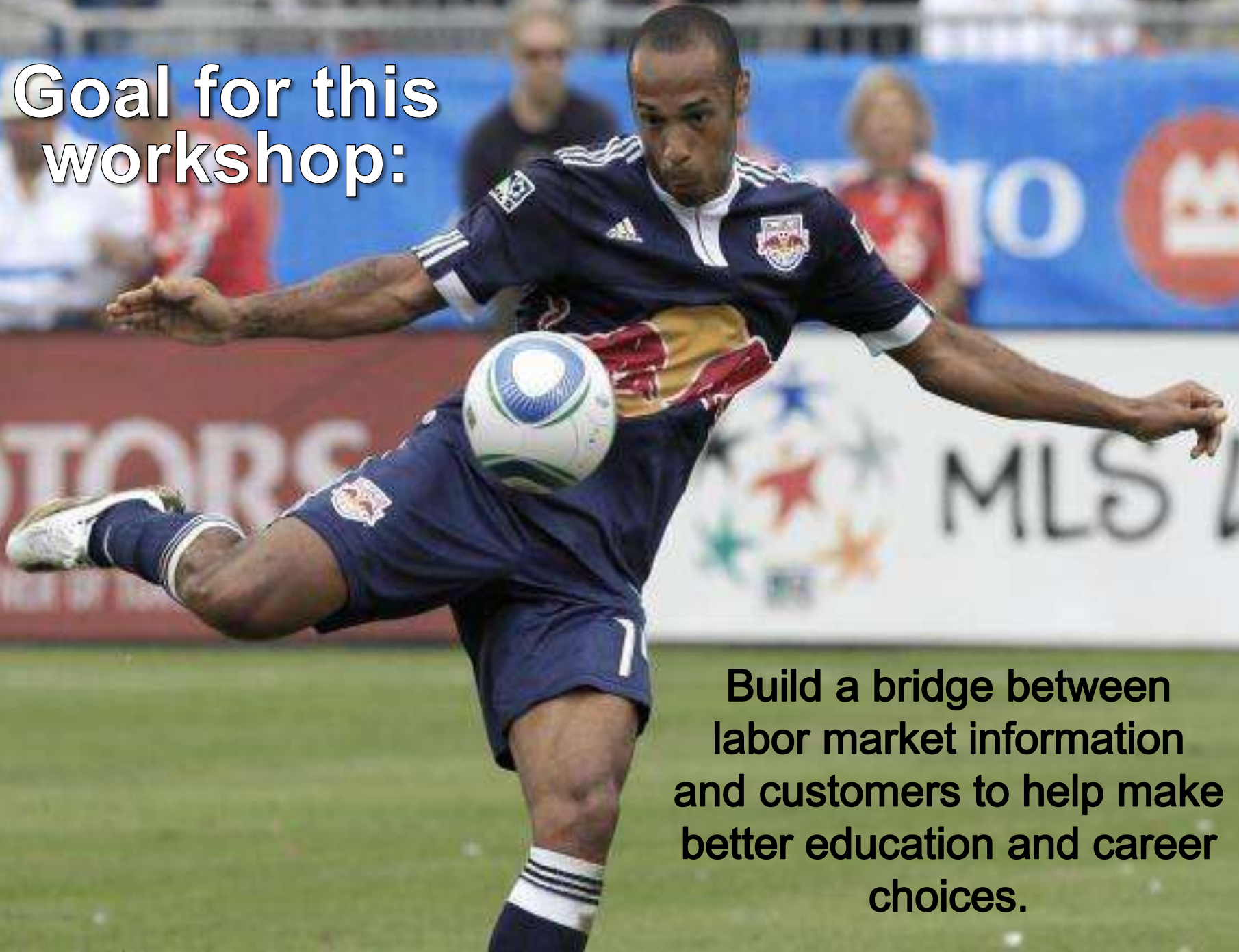
Data for Decisions: How to Use LMI in Career Counseling

Lorraine Faulds, GCDF

SC Department of Employment & Workforce

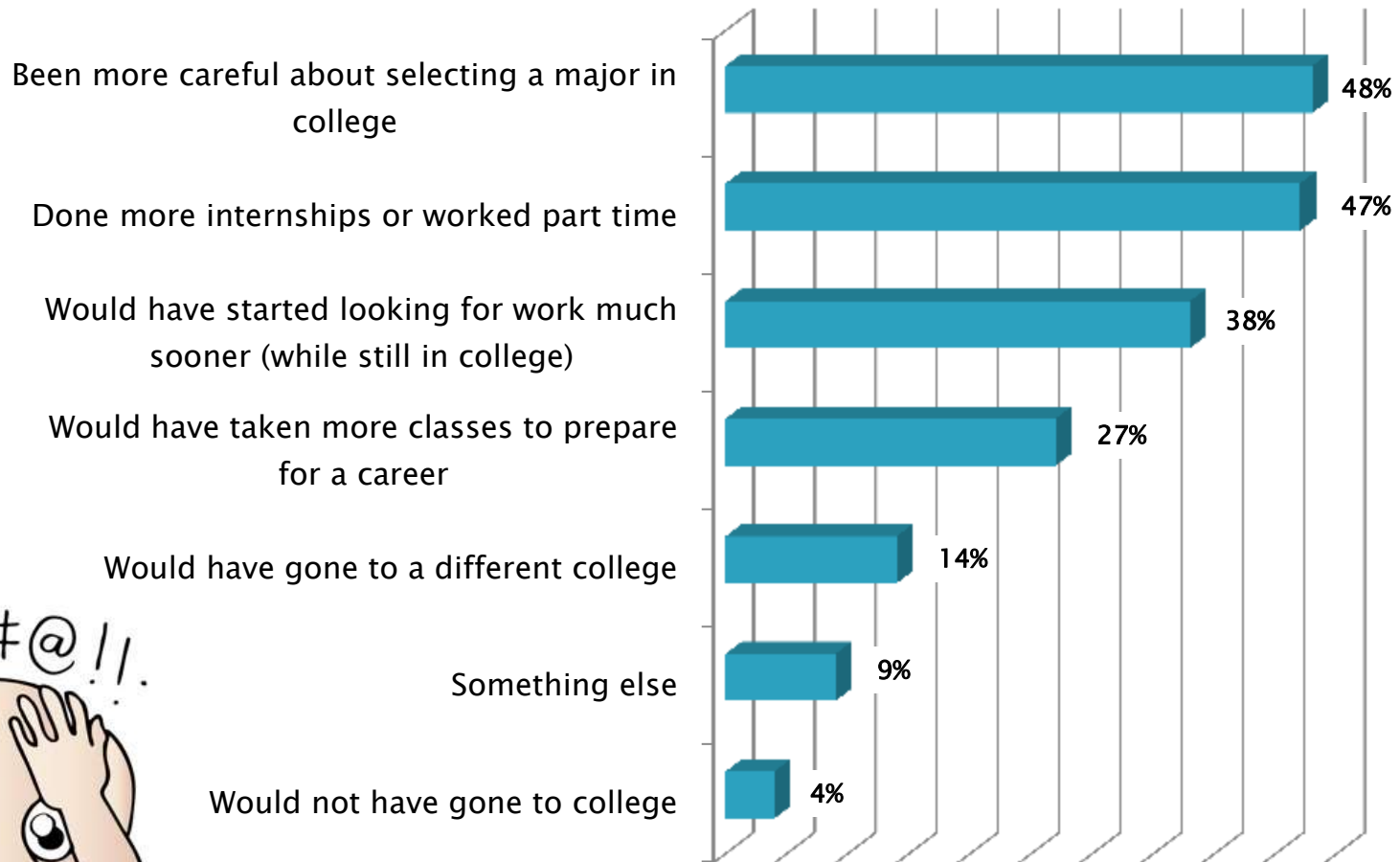


**Goal for this
workshop:**



**Build a bridge between
labor market information
and customers to help make
better education and career
choices.**

What Students Would Have Done Differently To Be Successful in Today's Labor Market



Source: *Unfulfilled Expectations: Recent College Graduates Struggle in a Troubled Economy*, John J. Heldrich Center for Workforce Development, Rutgers University, May 2011

So we need to know a little about our local area to serve our clients better.



Population Characteristics

Labor Force

Educational Data

Industries

Occupations

Wages

Population

Population Characteristics for SC and US, 2013

	SC	US
Total Population	4,723,923	313,861,723
Under 5 years old	6.2%	6.4%
5-24 years old	26.9%	27.1%
25-64 years old	52.2%	52.8%
65 years old and older	14.7%	13.7%
Median Age	38.4	37.4
White	67.1%	73.9%
African American	27.6%	12.6%
Other	5.3%	13.5%
Hispanic/Latino	5.3%	16.9%
Language other than English spoken at home, age 5+	6.9%	20.9%
Veterans	10.7%	8.7%
Disabled	14.1%	12.3%
Median household income	\$43,973	\$52,176
Persons below poverty level	18.6%	15.9%



Source: US Census Bureau, American Fact Finder

Labor Force Information



First, a few definitions...

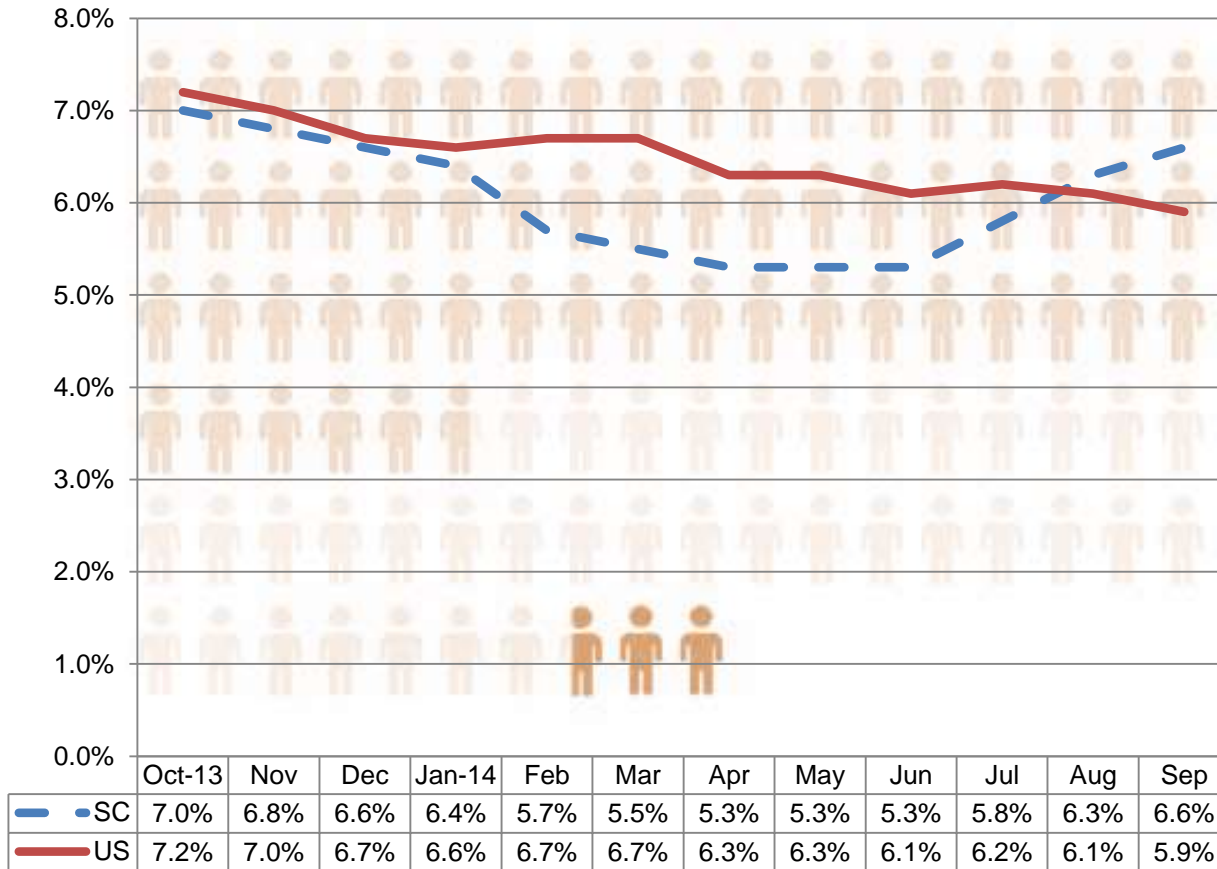
Employed: Persons 16 years old or older who worked for pay (at least one hour) any time during the week that included the 12th of the month.

Unemployed: Persons 16 years old or older who are not working but want a job, and are able and willing to work.

Labor Force: Employed plus unemployed.

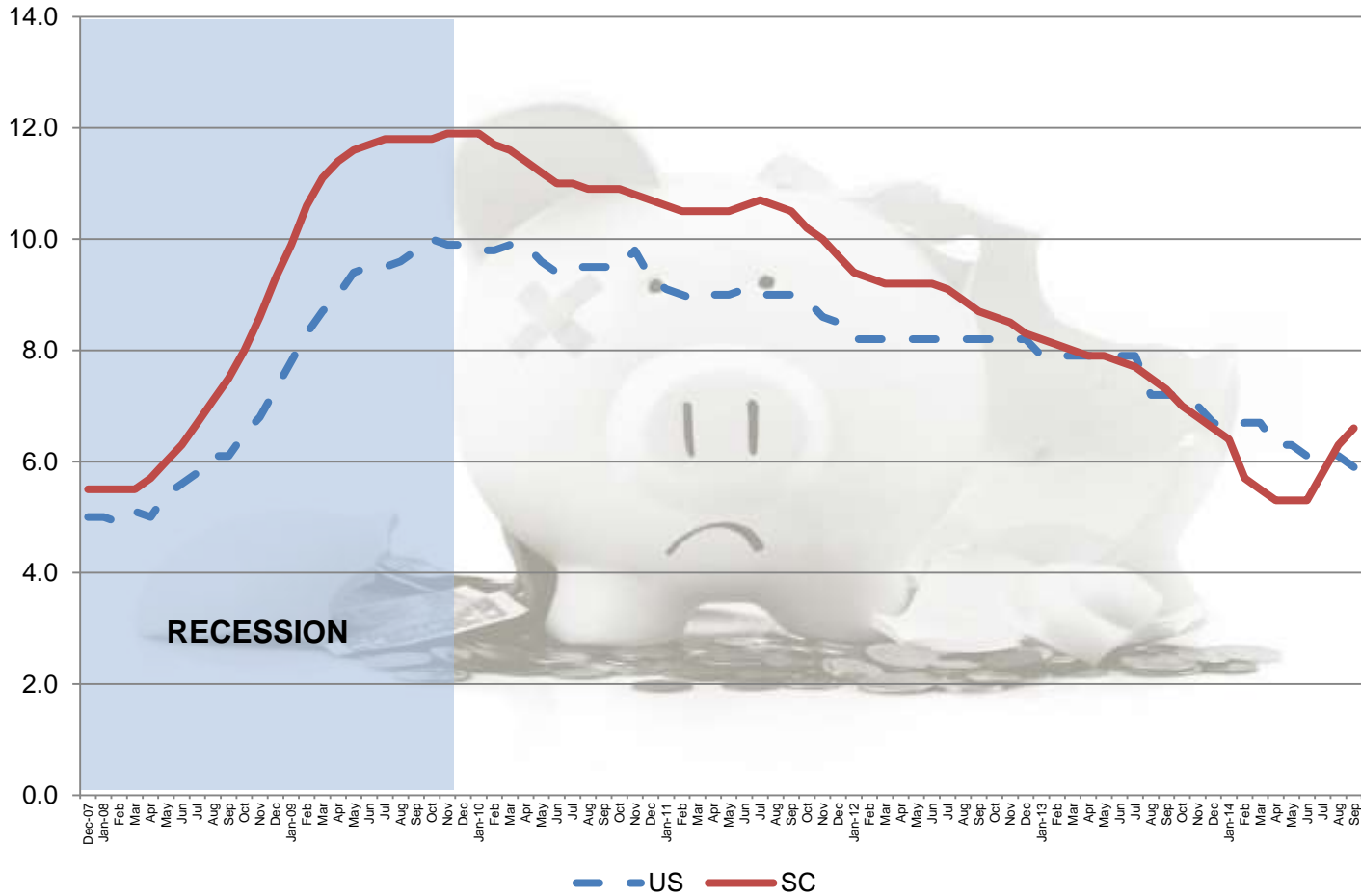
Unemployment Rate: Unemployment divided by labor force.

SC and US Unemployment Rates (Last 12 Months)



Source: SC DEW, Local Area Unemployment Statistics program

Unemployment Rates with Recession



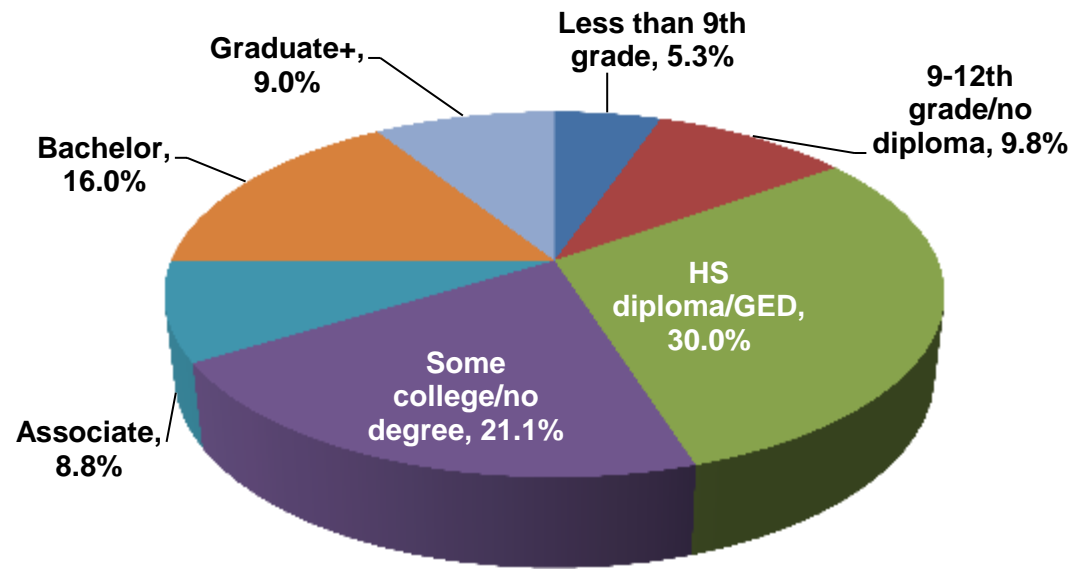
Source: SC DEW, Local Area
Unemployment Statistics program

A look at educational data...



Educational Attainment

Population 25 years old and older, SC, 2013



Effect of Dropouts

According to *“In This Together: The Hidden Cost of Young Adult Unemployment”* (Jan. 2014):

- Each unemployed 25-34 year old will cost government **\$9,875 per year** in lost tax revenue and benefits paid.
- The average tuition and fees for an in-state public college is **\$8,093 per year**.
- We lose more money on youth unemployment than it would cost to send them to college!



Chosen Career Clusters in SC, 2012

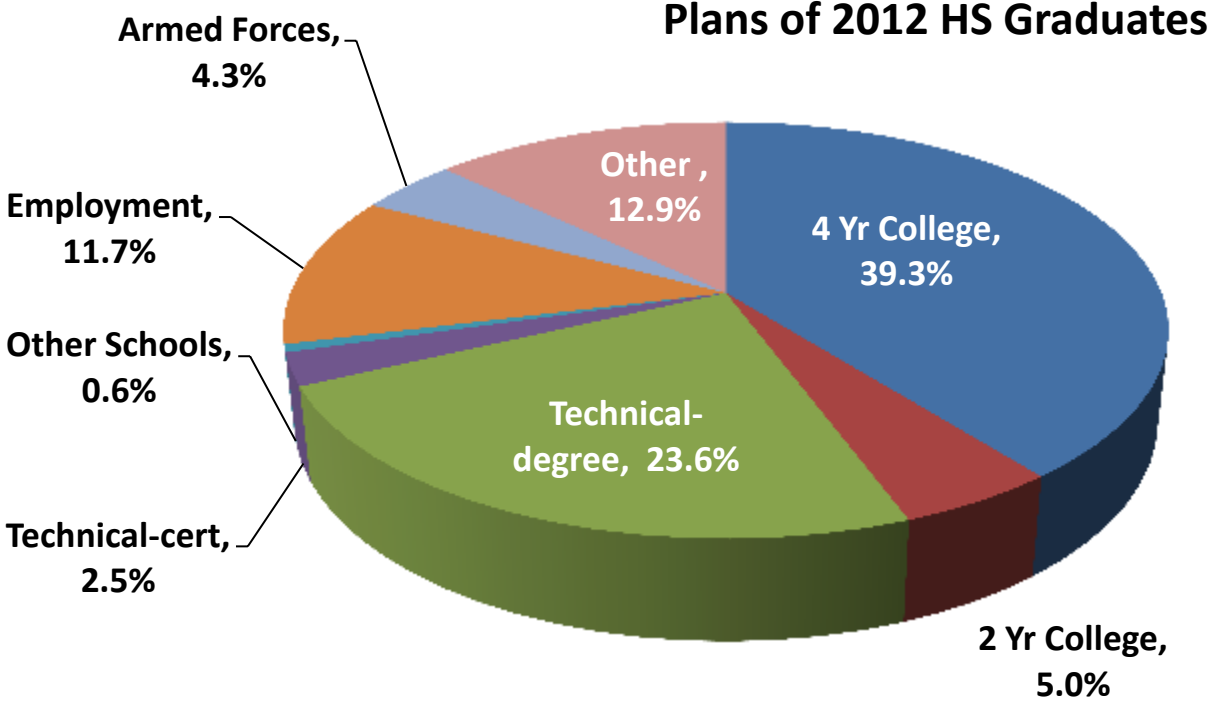
Cluster	% of Students
Health Science	23.0%
Arts, Audio/Video Technology and Communications	14.7%
Science, Technology, Engineering and Mathematics	11.8%
Law, Public Safety, Corrections and Security	7.5%
Human Service	6.4%
Business, Management and Administration	6.4%
Education and Training	6.0%
Architecture and Construction	4.4%
Transportation, Distribution, and Logistics	3.8%
Agriculture, Food and Natural Resource	3.3%
Government and Public Administration	3.2%
Information Technology	3.1%
Hospitality and Tourism	2.6%
Manufacturing	2.0%
Marketing, Sales and Service	1.1%
Finance	0.9%



**Declared clusters for students declaring a specific cluster on their primary e-IGP for 2011-2012 year; source: SC Dept of Education*

Note: Students may declare more than one cluster or major on an e-IGP; only the first cluster or major chosen is used for reporting.

After High School...



Source: <http://ed.sc.gov/agency/rda/documents/2011-12CollegeFreshmanReport.pdf>

What about college graduates?

The top 15 college majors in SC, 2013

Business, Management, Marketing, and Related

Health Professions

Education

Liberal Arts/General Studies/Humanities

Engineering/Engineering technologies

Biology

Social Science

Psychology

Visual/Performing Arts

Mechanic/Repair Technology

Computer and IT

Security and Protective Services

Communication, Journalism

Public Administration/Social Services

Parks, Recreation, Leisure, Fitness



002

BRITISH
TES

buried
stagnat-
Contact

www.com

008

CEM 4
Masonic
\$2000 a
\$500 for
730.

CEM.

STOVE. Frigidaire. 2000
Top of line in 2000
works with...

About the jobs...



EMPLOYMENT

100

ACCOUNT
Collector
Assistant
fast pay
Account
Must
tions
cour
end

Jobs by Industry



Industry Employment in SC, 1st Quarter 2014		
	#	%
Health Care and Social Assistance	243,145	13.1%
Retail Trade	232,202	12.5%
Manufacturing	226,615	12.2%
Accommodation and Food Services	190,204	10.3%
Educational Services	170,021	9.2%
Administrative and Waste Services	144,522	7.8%
Public Administration	110,465	6.0%
Professional and Technical Services	86,210	4.7%
Construction	80,376	4.3%
Wholesale Trade	67,343	3.6%
Finance and Insurance	67,090	3.6%
Transportation and Warehousing	59,010	3.2%
Other Services, Ex. Public Admin	48,590	2.6%
Information	27,839	1.5%
Arts, Entertainment, and Recreation	26,616	1.4%
Real Estate and Rental and Leasing	26,362	1.4%
Utilities	17,260	0.9%
Management of Companies and Enterprises	16,954	0.9%
Agriculture, Forestry, Fishing & Hunting	10,066	0.5%
Mining	1,130	0.1%

Top 4 Industries

Health Care and Social Assistance

- General Medical and Surgical Hospitals
- Offices of Physicians, ex. Mental Health
- Nursing Care Facilities

Retail Trade

- Supermarkets and Other Grocery Stores
- Gasoline Stations w/ Convenience Stores
- New Car Dealers

Manufacturing

- Poultry Processing
- Broadwoven Fabric Mills
- Ball and Roller Bearing Manufacturing

Accommodation and Food Services

- Full-Service Restaurants
- Limited-Service Restaurants
- Hotels (except Casino Hotels) and Motels



Current Online Job Openings

Top 20 in SC

(July, August, and September 2014)

First-Line Supervisors of Retail Sales Workers

Heavy and Tractor-Trailer Truck Drivers

Registered Nurses

Retail Salespersons

Customer Service Representatives

First-Line Supervisors of Food Preparation and Serving Workers

Cashiers

Maintenance and Repair Workers, General

First-Line Supervisors of Office and Administrative Support Workers

Stock Clerks and Order Fillers

Industrial Engineers

Insurance Sales Agents

Social and Human Service Assistants

First-Line Supervisors of Production and Operating Workers

Computer User Support Specialists

Computer Occupations, All Other

Sales Reps., Wholesale/Mfg., Except Technical/Scientific Products

Medical and Health Services Managers

Licensed Practical and Licensed Vocational Nurses

Computer Systems Analysts



Certificates for Online Jobs

Top 10 in SC

(July, August, and September 2014)

Certified Registered Nurse
Commercial Driver's License
Certification in Cardiopulmonary Resuscitation
Basic Life Support
Occupational Safety & Health Administration Certification
Licensed Practical Nurse
Top Secret Sensitive Compartmented Information
Advanced Cardiac Life Support
Basic Cardiac Life Support
Certified in Nursing Administration

7 of the top 10
requested
certificates are
healthcare-
related

We can also get soft skills requested by employers...more on that later!

Jobs in the Future

Top 20 jobs with the most openings in SC (2012-2022)



Registered Nurses

Retail Salespersons

Combined Food Preparation and Serving Workers, Including Fast Food

Laborers and Freight, Stock, and Material Movers, Hand

Customer Service Representatives

Home Health Aides

Team Assemblers

Personal Care Aides

Heavy and Tractor-Trailer Truck Drivers

Nursing Assistants

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Construction Laborers

General and Operations Managers

Bookkeeping, Accounting, and Auditing Clerks

Office Clerks, General

First-Line Supervisors of Office and Administrative Support Workers

Carpenters

Elementary School Teachers, Except Special Education

Maids and Housekeeping Cleaners

Top 50 Jobs with the Most Openings in SC

Top 50 Projected Occupations in South Carolina, 2012-2022

Occupation	2012 Est. Employment	2022 Projected	Total 2012-2022 Employment Change	2013 Avg. Hourly Wage in SC (\$)	Education/Experience/OJT*	Career Cluster
Registered Nurses	43,687	51,936	8,249	28.69	Associate's	Health Science
Retail Salespersons	68,462	75,148	6,686	11.50	< HS/GED+short OJT	Marketing
Combined Food Prep. & Serving Workers, Inc. Fast Food	43,643	50,183	6,540	8.47	< HS/GED+short OJT	Hospitality & Tourism
Laborers & Freight, Stock, & Material Movers, Hand	37,503	43,338	5,835	12.08	< HS/GED+short OJT	Transportation, Distribution & Logistics
Customer Service Representatives	38,724	44,165	5,441	14.31	HS/GED+short OJT	Business Management & Administration
Home Health Aides	10,731	15,722	4,991	9.40	< HS/GED+short OJT	Health Science
Team Assemblers	40,282	45,142	4,860	15.06	HS/GED+moderate OJT	Manufacturing



See handout for complete list.

Declining Occupations

Top 20 Declining Occupations in SC, 2012-22

Textile Knitting and Weaving Machine Setters, Operators, and Tenders

Data Entry Keyers

Postal Service Mail Carriers

Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders

Sewing Machine Operators

Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic

Paper Goods Machine Setters, Operators, and Tenders

Switchboard Operators, Including Answering Service

Chemical Plant and System Operators

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers

Textile Bleaching and Dyeing Machine Operators and Tenders

Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

Postal Service Clerks

Fallers

Information and Record Clerks, All Other

Grinding/Lapping/Polishing/Buffering Machine Tool Setters/Operators/Tenders, Metal & Plastic

Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Meter Readers, Utilities

Mail Clerks and Mail Machine Operators, Except Postal Service



Educational Requirements for the Top 50 Jobs in SC

Education	#	%
High school diploma or GED	201	37.2%
Bachelor's	129	23.9%
Less than High School	61	11.3%
Doctorate and above	54	10.0%
Associate's	39	7.2%
Postsecondary	29	5.4%
Master's	23	4.3%
Some college, no degree	4	0.7%
<i>All growing occupations</i>	<i>540</i>	<i>100.0%</i>

48.8% of all growing occupations do not require classroom training beyond high school!

But remember, many of these occupations do not pay well because they do not require much education.



Jobs that require OJT

(from the top 50 occupations in SC)

- **Bookkeeping/Accounting Clerks (\$16.18)**
- **Customer Services Reps (\$14.31)**
- **Retail Salespersons (\$11.50)**
- **Security Guards (\$12.81)**





**OJT jobs
where a
certificate will
help...**

Pharmacy Technicians (\$13.54)

Truck Drivers, Heavy/Tractor Trailer (\$18.71)

Medical Assistants (\$14.20)

**Jobs that require
Postsecondary/
Career Training or
an Associate's
Degree**



Registered Nurses (\$28.69)

Nursing Assistants (\$10.69)

HVAC Mechanics/Installers (\$18.86)

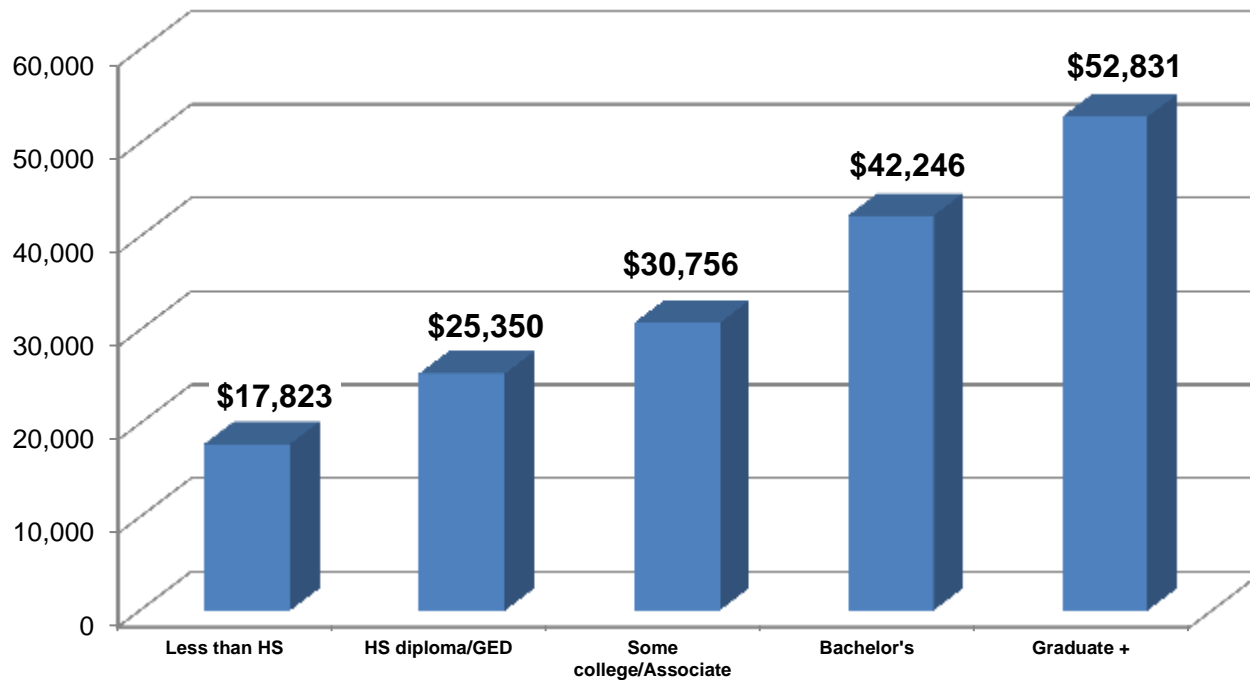
Licensed Practical Nurses (LPN) (\$18.59)

BUT...

The more you learn,
the more you earn!!



Income by Education level in SC, 2013



A woman with dark hair in a bun, wearing glasses and a white shirt, stands in profile looking at a chalkboard. The chalkboard is filled with handwritten mathematical equations in white chalk. The equations include derivatives like $\frac{dx}{\sqrt{x^3 + x^2}}$, $\frac{dx}{\sqrt{x^3 + x^2}} = \frac{dx}{\sqrt{x^2(x^2 + 1)}} = \frac{dx}{x\sqrt{x^2 + 1}}$, and $\frac{dx}{\sqrt{x^3 + x^2}} = \frac{dx}{x\sqrt{x^2 + 1}} = \frac{1}{x} \cdot \frac{dx}{\sqrt{x^2 + 1}}$. There are also some other equations like $\frac{dx}{\sqrt{x^3 + x^2}} = \frac{dx}{\sqrt{x^2(x^2 + 1)}} = \frac{dx}{x\sqrt{x^2 + 1}}$ and $\frac{dx}{\sqrt{x^3 + x^2}} = \frac{dx}{x\sqrt{x^2 + 1}}$.

**Jobs that require
a Bachelor's Degree or higher**

Elementary School Teachers (\$23.23)

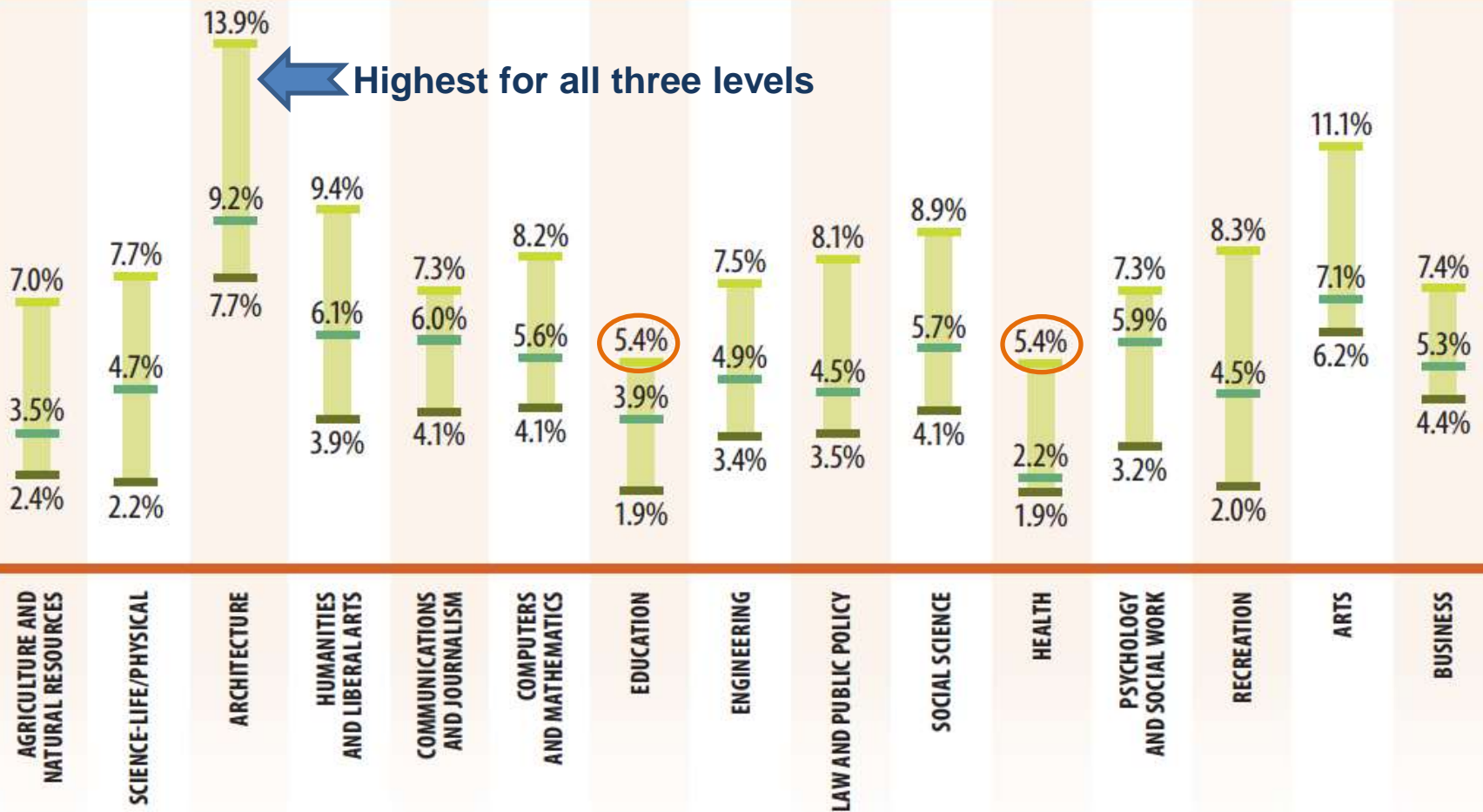
Management Analysts (\$33.99)




Accountants & Auditors (\$28.35)

Middle School Teachers (\$23.56)

Going to college? Think about your major!

UNEMPLOYMENT RATES



-  ← Recent College Grad: 22-26 years of age
-  ← Experienced: 30-54 years
-  ← Graduate: 30-54 years

Full report and more specific data at:
www.cgsnet.org/ckfinder/userfiles/files/Unemployment_Final_update1.pdf, 2010

Jobs that require a Bachelor's Degree or higher



Pharmacists (\$52.70)

Doctors (\$72.73)

Accountants & Auditors (\$28.42)

Cost Estimators (\$29.37)

About the money...



Reality check!

1. [Go to www.scois.net.](http://www.scois.net)
2. Log in.
3. Go to “Assessments.”
4. Click on “Reality Check.”
5. You are here →

The screenshot shows the South Carolina Career Information System (CIS) website. The header includes the CIS logo and the text "South Carolina Career Information System". A navigation bar contains links for "PLAN", "ASSESSMENTS", "OCCUPATIONS", "EDUCATION", "EMPLOYMENT", and "MY PORTFOLIO". The "ASSESSMENTS" link is highlighted. Below the navigation bar, the page title is "REALITY CHECK". The main content area features the heading "Where Do You Want to Live?" and a paragraph explaining that living expenses vary by city size and region, with larger cities generally being more expensive but offering higher wages. To the right of the text is a map of South Carolina with red location pins for Greenville, Anderson, Spartanburg, Florence, Columbia, Sumter, Myrtle Beach-Conway-N. Myrtle Beach, and Charleston-North Charleston. Below the map is a dropdown menu labeled "Select a City or Region" with "Anderson" selected.

An example from Reality Check...

1. Select the area of the state you want to live.
2. Select how much you think you will spend →
3. Select how much education you want and in what career category you are interested.
4. You will get a list of occupations for the area you selected using the expenses, education, and cluster you picked.

Your Monthly Expenses

Columbia, SC

Housing	\$715
Utilities	\$155
Communications	\$115
Food	\$340
Transportation	\$350
Clothes	\$50
Health Care	\$85
Entertainment	\$50
Personal Care	\$50
Miscellaneous	\$50
Student Loans	\$0
Savings	\$39

Monthly Expenses	\$1,999.00
State and Federal taxes	\$418.42
Monthly Expenses with taxes	\$2,417.00
Annual Expenses	\$29,009.04

Salary needed

**\$29,009.04 or
\$13.95/hour**

The results...

Health Science	Education Level	Wages	
Dental Assistants	4 months to 1 year	\$35,810	i
Licensed Practical Nurses	4 months to 1 year	\$39,820	i
Medical Equipment Preparers ⚠	4 months to 1 year	\$29,440	i
Medical Secretaries	4 months to 1 year	\$30,410	i
Pharmacy Technicians ⚠	4 months to 1 year	\$29,650	i
Phlebotomists ⚠	4 months to 1 year	\$30,150	i
Hospitality and Tourism	Education Level	Wages	
Animal Trainers ⚠	4 months to 1 year	\$29,910	i
Chefs and Dinner Cooks ⚠	4 months to 1 year	\$29,273	i
Recreation Guides ⚠	4 months to 1 year	\$33,820	i
Travel Agents ⚠	4 months to 1 year	\$29,090	i
Information Technology	Education Level	Wages	
Computer User Support Specialists	4 months to 1 year	\$39,280	i

⚠ Indicates local data is not available so state or US data is shown.

Soft Skills Requested by Employers

Top 10 in SC

(July, August, and September 2014)

Oral and written communication skills

Integrity

Customer service oriented

Team-oriented, teamwork

Microsoft Office

Detail oriented

Problem solving

Self-starting / Self-motivated

Organizational skills

Sales and operations planning





- Know the current employment situation in your area.
- Look at projections for occupations—you don't necessarily need 4 years of college to get a well-paying job!
- Right now, the best occupations are in *Healthcare* and *Business*. Also think about *Transportation and Manufacturing*.
- Soft skills are vital!



**Where can we find
more information?**

www.onetonline.org

O*Net

www.scWorkforceInfo.com

**SC Department of Employment and Workforce,
Business Intelligence Department (BID)**

www.onetonline.org

The screenshot shows the O*NET OnLine website homepage. At the top, there is a navigation bar with the O*NET logo and the text "O*NET OnLine". To the right of the logo is an "Occupation Quick Search" input field. Below the navigation bar are several menu items: "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O*NET Sites".

The main content area features a large banner with a construction crane silhouette against a sunset sky. The banner text reads: "Build your future with O*NET OnLine." Below this, it says: "Welcome to your tool for career exploration and job analysis! O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!" A button labeled "What is O*NET?" is positioned at the bottom right of the banner.

On the right side of the page, there are three promotional boxes:

- What's New?**: Search "Bright Outlook" occupations in OnLine. Includes a "Learn More" button and a link to "Get O*NET news by email or RSS."
- I want to be a...**: Start the career you've dreamed about, or find one you never imagined. Includes a "Find It Now" button and the text "at My Next Move".
- ATTN: VETERANS**: Put your military skills and experience to work in civilian life. Learn how at: "MY NEXT MOVE FOR VETERANS". Includes a "Get Started" button.

At the bottom of the page, there are three main search categories:

- Occupation Search**: Includes a search input field with the placeholder text "Keyword or O*NET-SOC Code:".
- Find Occupations**: Includes the text "Browse groups of similar occupations to explore".
- Advanced Search**: Includes the text "Focus on occupations that use a specific tool or software."
- Crosswalks**: Includes the text "Connect to a wealth of O*NET data. Enter a code or title from".





1

Find Occupations

Keyword or O*NET-SOC Code

bookkeeping clerk

Examples: 25-1011.00 dental assistant

Enter a word, phrase, or code to search for an O*NET-SOC occupation.
Enter a full or partial O*NET-SOC code to look up occupations by code.

Career Cluster

Agriculture, Food and Natural Resources

Career Clusters contain occupations in the same field of work that require similar skills. Students, parents, and educators can use Career Clusters to help focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

Industry

Accommodation

Relevance Score	Code	Occupation	
100	43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	Bright Outlook
87	43-3021.00	Billing and Posting Clerks	
87	43-3021.01	Statement Clerks	
46	43-9061.00	Office Clerks, General	
38	43-1011.00	First-Line Supervisors of Office and Administrative Support Workers	
33	43-3021.02	Billing, Cost, and Rate Clerks	
31	25-1011.00	Business Teachers, Postsecondary	
31	25-1194.00	Vocational Education Teachers, Postsecondary	

2

Summary Report for:

43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks

Updated 2010

Bright Outlook

3

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.

Sample of reported job titles: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

View report:

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

Community Profiles

Home Register/Sign in Services for Individuals Services for Employers Labor Market Analysis

SC WORKS
ONLINE SERVICES

- My Workspace
 - My LMI Dashboard
 - Directory of Services
- Quick Menu
 - Labor Market Facts
 - Job Search
 - Labor Market Analysis
- Current Data Analysis
 - Area Profile
 - Occupation Profile
 - Industry Profile
 - Comparisons
 - Education and Training Data
 - Employers
 - Area Specific Data
 - Industry Specific Data
 - Occupation Specific Data

scworkforceinfo.com

Labor Market Information at your fingertips

Employment statistics, job forecasts, wages, demographics, and other labor market information help public and private organizations, researchers, and others better understand today's complex workforce. The Labor Market Information (LMI) Department collects, analyzes, and disseminates this data in cooperation with the U.S. Department of Labor's Bureau of Labor Statistics (BLS).

The data helps monitor and forecast national, statewide, and local economic trends, helping employers and job seekers make career, education, and economic development decisions. Better understanding employment trends and state trends help promote stable employment and economic growth.

Monthly Reports

Community Profile Report
A comprehensive report with economic, demographic, industry, occupation and education statistics for counties, metropolitan and workforce areas.

Insights - monthly report from the SC Department of Employment & Workforce with employment and unemployment analysis and review of unemployment insurance claims data for the state, counties and workforce areas. ([Insights Archive-Past 12 Months](#))

SC Nonfarm Employment

Seasonally Adjusted (Thousands)

Month	Employment (Thousands)
Apr 13	1,888
May 13	1,890
Jun 13	1,892
Jul 13	1,898
Aug 13	1,900
Sep 13	1,905
Oct 13	1,915
Nov 13	1,918
Dec 13	1,922
Jan 14	1,918
Feb 14	1,912
Mar 14	1,922
Apr 14	1,928

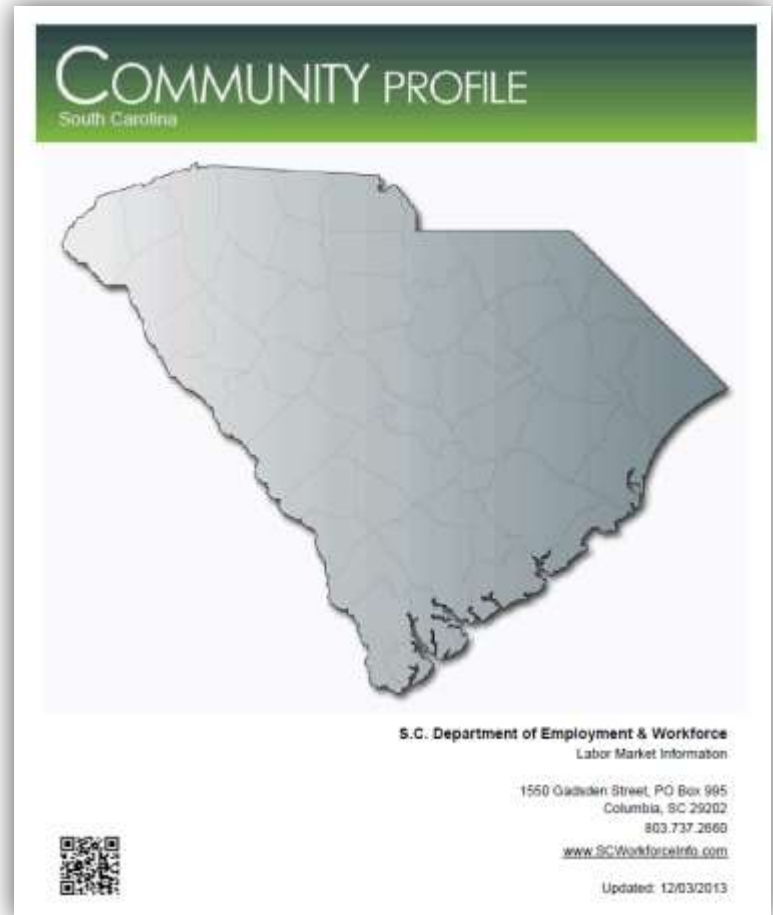
Community Profiles (con't.)

A profile of your area is only three clicks away!

1. Click on “Community Profile Report.”
2. Select your geographic area.
3. Click on “View Report.”

Comprehensive 20+page report contains:

- ▶ Economic Data
- ▶ Demographic Data
- ▶ Industry Data
- ▶ Occupational Projections Data
- ▶ Educational Data



Hands-on Tools

Good Jobs That Don't Require A 4-Year Degree

SC Department of Employment and Workforce
Labor Market Information
SCWorkforceinfo.com
803-737-2860

The 20 Fastest Growing Jobs in South Carolina for 2022

SC Department of Employment and Workforce
Labor Market Information
www.scWorkforceinfo.com

Bygrowth rate for 2022-23
2020-2021 Employment
Change
SC wages are average per hour
Apr 2023
April 2024

Less Than High School

- Home Health Aides: +46.5%, \$9.47
- Construction Laborers: +25.0%, \$13.77
- Animal Caretakers (nonfarm): +16.9%, \$11.17
- Cooks (restaurant): +15.4%, \$9.57
- Food Prep & Serving Workers: +15.0%, \$8.47
- Retail Salespersons: +9.8%, \$11.50

High School/GED/Some College/Technical Training

- Medical Secretaries: +36.7%, \$10.77
- Construction Managers: +25.3%, \$26.80
- Carpenters: +25.3%, \$17.97
- Computer Support Specialists: +21.4%, \$20.86
- EMTs and Paramedics: +20.2%, \$15.09
- Tractor-Trailer Truck Drivers: +18.8%, \$18.71
- Bookkeeping Clerks: +14.1%, \$16.18
- Team Assemblers: +12.1%, \$15.06
- Customer Service Representatives: +11.4%, \$14.31

Associate's/Bachelor's/Master's/Doctorate (2+ yrs. of college)

- Physical Therapists: +32.9%, \$10.69
- Civil Engineers: +22.3%, \$36.56
- Healthcare Social Workers: +28.5%, \$21.24
- Elementary School Teachers: +14.6%, \$23.23
- Registered Nurses: +18.9%, \$28.69
- Accountants/Auditors: +12.8%, \$28.35

JOBSEEKERS: INFORMATION IS POWER!

Do you have the information you need to find your next job?

What jobs are available?
If you want to see what jobs are open right now, go to <https://jobs.aoworks.org> and start searching. Hot jobs for the future include many in the healthcare field (Registered Nurses, Physical Therapists, and Licensed Practical Nurses (LPNs)), teachers, and supervisors (Construction, Office, Cashiers, and Food Preparation).

What companies are hiring?
You can find out what companies have the most job openings listed by going to www.scWorkforceinfo.com. In the list on the left, select "Area Specific Data," then "Jobs, Employers, and Candidates," and finally "Employer Data." The next step is to pick the location you want. That will give you a list of employers with job openings. Click on the number of jobs next to the company name and the actual job openings will come up.

What is a good wage for what I do?
How much does a job pay? You need to know so you can be sure you are being offered a decent wage. Go to www.scWorkforceinfo.com and, in the list on the left, select "Employment & Wage Data," then "Occupation Data," and finally "Occupational Wages." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. You can figure out the hourly wage by dividing the annual wage by 2,080.

How do I describe my skills on a resume?
Your resume is like an advertisement for YOU! Make sure you know how to describe the skills you have. Go to www.CNIConline.org and use the "Browse" area to find your occupation. When you get to the "Summary Report," look at the "Knowledge" and "Skills" sections to find words to use on your resume to describe your previous work.

What jobs are similar to my previous job(s)?
Don't be scared if the job you had doesn't have any openings... your skills can still transfer to a similar or related job. To find out what those jobs are, go to www.CNIConline.org and use the "Browse" area to find your previous occupation. When you get to the "Summary Report," look at the "Related Occupations" section to find jobs that are similar and that your skills can be transferred to.

Do I need more training to get a job?
Maybe you need to get more skills to work at a related job or maybe you need new training for a different job. You can find out what education you need by going to www.scWorkforceinfo.com and select "Occupation Specific Data" (from the list on the left), then "Education, Training & Work Experience," and finally "Education & Training Data." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. It will give you a percentage of the education of people working in that job.

Where can I get training?
Go to www.scWorkforceinfo.com and, in the list on the left, select "Education & Training Data," then "Training & Education Programs." Select the location and then type in the name of the training you need. You will get a list of training available at many of the schools/colleges in your area, contact information, how long the training lasts, and how much they cost.

Provided by the Labor Market Information (LMI) Department of the SC Department of Employment & Workforce
www.scWorkforceinfo.com
For an SC Workforce office near you, go to <http://dew.sc.gov/about-offices.asp>.

- Jobseekers
- Employers
- Educators

Coming Soon...

- Economic Development
- Entrepreneurs



Free for download or printing from the BID website.

Hands-on Tools for SC Works Centers

HOW MUCH SHOULD I BE PAID?

HOW TO PICK A GOOD CAREER

HOT JOBS!!!

What are the best jobs to have in South Carolina?!

BEWARE!

Declining Jobs in SC

Want to work this summer?

The summer is busy for many companies and lots of them will hire teenagers!

Which companies are hiring? Think of what happens in the summer...the weather is great, kids are out of school, and families are on vacation.

A summer job, like those listed below, is a great way to earn money and get job experience.

- Golf Caddy
- Lifeguard
- Tutor
- Pool Maintenance
- Maid/Housekeeping
- Camp Counselor

Skills Employers Want

Do I need training?

Do you need training to get the right skills for a good job? Where can you get training?

Wanted: Come in We're HIRING

The jobs with the most online advertisements in SC

- Registered Nurses
- Tractor-Trailer Truck Drivers
- Supervisors of Retail Workers
- Retail Salespersons
- Supervisors of Food Preparation and Serving Workers
- Customer Service Representatives
- General Maintenance and Repair Workers
- Insurance Sales Agents
- Industrial Engineers
- Sales Representatives in Wholesale and Manufacturing
- Physical Therapists
- Supervisors of Office and Administrative Workers

Need more information? Go to www.scworkscenter.com

data for August 2012 - Jobs ads from The Conference Board's Help Wanted Online® data series

What does a _____ do?

Want to find out about a different job? Want to know what they do every day and if it's the right job for you?

O*NET (Occupational Network) will give you all you need to know about what a person does on the job. Here's how to find out:

- Go to www.onetonline.org.
- Find the "Search" box and put in the job you are interested in.
- Look at the sections for "Tasks" and "Work Activities."

Here's an example for a Janitor:

Tasks

- Monitor building security and safety.
- Service, clean, or supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Use chemical cleaners and power equipment.

Work Activities

- Inspecting Equipment, Structures, or Material
- Performing General Physical Activities
- Handling and Moving

Need more information? Go to www.scworkscenter.com

'Tis the season for great holiday jobs!

Lots of companies hire more people before and during the holidays.

Why should you look for a seasonal job?

- It can fill in gaps in your resume.
- It can put you in contact with potential full-time employers.
- You can learn skills that carry over to a permanent job.
- It will make you feel better about yourself.

These kinds of places usually increase hiring for sales staff at this time of year:

Department stores	Discount stores
Clothing Stores	Sporting goods stores
Electronics stores	Hobby & music stores
Wshops in malls	Grocery stores
Computer stores	Toy stores
Jewelry stores	

(Don't forget seasonal security, stocking, and janitorial jobs!)

Hospitality

Maid/Housekeepers	Cooks
Banquet Servers	Waiters and Waitresses
Florists	Food delivery

(Check with hotels, motels, restaurants, and florists.)

Distribution & Delivery

Those gifts have to get to people somehow so there are usually openings for national delivery companies and in warehouses of the large online retail companies. (May require being able to lift up to 70 pounds and/or stand for long periods.)

Need help filling out an application or preparing for an interview? Please see a member of the SCWorks team today!

You can also search SC Works Online Services (SCWOS) for these jobs by adding key words such as:

Holiday retail	Temporary
Hospitality	Customer service
Merchandising	Delivery
Seasonal	Distribution

© 2012 SC Works Center

QUESTIONS?





**KEEP
CALM
AND
FACILITATE
ON**

**Lorraine Faulds, GCDF
lfaulds@dew.sc.gov**

Business Intelligence Department
(803) 737-2714 or 737-2660

www.scWorkforceInfo.com





Hands on!

www.onetonline.org

O*Net

(for occupational information)

www.scWorkforceInfo.com

**SC Department of Employment and Workforce,
Business Intelligence Department (BID)**

(for publications)

www.scois.net

SC Occupational Information System

(for Reality Check)