



Training Proposal

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CHALLENGES TO EMPLOYMENT STATEMENT

Based on your current skills, experience, and job search results, what is preventing you from becoming employed?



LABOR MARKET RESEARCH WORKSHEET

CONTACT INFORMATION	
Job Seeker ID:	Email:
Phone:	Alt. Phone:

Labor market research is a tool to guide you as you conduct your job search. As discussed in the orientation, this research is critical to understanding if there are employers seeking your skills. Completing this worksheet should help you make more informed job searching decisions about your current skills and occupation.

Below is a list of websites which will provide you with labor market information (LMI) for the occupation you are interested, as well as numerous other occupations and industries. As you conduct your research, please check all of the websites you visited when completing this worksheet. You are required to visit at least one site, but visiting multiple sites is recommended.

Use the information from the sites to answer the questions in this worksheet. Also, print and attach a copy of the webpage containing the information used to complete this worksheet.

LMI WEBSITES
<input type="checkbox"/> Mass Career Information System: https://portal.masscis.intocareers.org/ <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="text-align: center;"> <p style="font-size: 8px; margin: 0;">MassCIS Career Information System</p> </div> <div style="text-align: center;"> <p style="font-size: 8px; margin: 0;">Username: Your Career Center</p> </div> <div style="text-align: center;"> <p style="font-size: 8px; margin: 0;">Password: Your Career Center</p> </div> </div>
<input type="checkbox"/> O*Net: https://www.onetonline.org/
<input type="checkbox"/> America's Career Information Network: https://www.careerinfonet.org/select_occupation.asp?next=occ_rep
<input type="checkbox"/> United States Department of Labor Bureau of Labor Statistics: https://www.bls.gov/ooh/
<input type="checkbox"/> My Skills My Future: https://www.myskillsmyfuture.org/
<input type="checkbox"/> My Next Move: https://www.mynextmove.org/
<input type="checkbox"/> TORQ: https://jobquest.dcs.eol.mass.gov/jobquest/Default.aspx (available through your JobQuest account – just login and look for TORQ icon)
<input type="checkbox"/> Other Resources: Career Exploration Workshops; Career/Job Fairs; Trade Magazines; Informational Interviews; Newspapers; Job Ads; Networking



LABOR MARKET RESEARCH WORKSHEET

Please answer the following questions based on your labor market research.

1. What is the primary occupation that aligns with your career interests?

2. What is the salary range for the occupation? If there is no range, please list the median wage.

Range: \$ _____to \$ _____ Hourly Weekly Bi-Weekly
 Monthly Annually

Median Wage: \$ _____ Hourly Weekly Bi-Weekly
 Monthly Annually

3. In the state in which you are looking to work, are the opportunities for this occupation increasing or decreasing? Please select one and state the percent of increase or decrease indicated in the employment outlook section of the website.

Increasing % of increase: _____

Decreasing % of decrease: _____

4. How many jobs are available in your occupation annually?

5. Based on your research, do you possess the appropriate certifications, licenses, or credentials required for this occupation.

Yes No

If you answered “No”, what certification, licenses, or credentials do you need to be reemployed in this field?

6. Why do you think you have been unable to become reemployed in your occupation?

7. Please provide other pertinent labor market information about your occupation.



CAREER RESEARCH SUMMARY

This form is meant to provide a structure for you to summarize the results of your career exploration. The goal is to create a profile of what a marketable/desirable candidate looks like for the type of job you want. Your research must include at least one (1) informational interview and labor market information that describes the employment outlook in your chosen field.

Your research must also include information about required job skills, experience and education for the work you are targeting. Use the following questions to help you identify the training that you need.

1. What is the title of the job for which you will apply after you complete your training? What other titles are also used to identify this job/position? *Be ready to review at least three (3) job descriptions with your career counselor when available.*

2. Using the Labor Market Research form, what is the employment outlook for this job? Is the field growing or shrinking in MA? By what percentage? What is the salary range in MA for this work?



INFORMATIONAL INTERVIEW

Identify at least one (1) person that you can speak to in order to gather information on opportunities for employment after you complete training. This can be a former colleague, a recruiter, or someone with strong knowledge of the field. (*This cannot be an employee of a Training Provider*) Please note the following:

Name of Informational Interview Contact: _____

Company: _____

Address: _____

Questions to ask may include:

- 1) What do you see as the employment demand for this position?

- 2) What knowledge, skills, personal qualities and abilities are recommended for a person in this field?

- 3) What education, previous experience or training is preferred?

- 4) Based on my experience, what skills or training would I need in order to become employable in this role?

- 5) Other information that may have been provided during the interview:



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- 3) What education, previous experience or training is preferred?

- 4) Based on my experience, what skills or training would I need in order to become employable in this role?

- 5) Other information that may have been provided during the interview:



TRAINING PROVIDER COMPARISON

Look at Massachusetts Job Quest <https://jobquest.dcs.eol.mass.gov/jobquest/Training.aspx> and print out the information related to two (2) to three (3) different training programs.

The logo consists of a teal rectangular box containing the word 'MASSHIRE' in a bold, white, sans-serif font, followed by 'JobQuest' in a smaller, teal, sans-serif font.

Ensure the courses are approved for ITA Metro North, TRADE and Section 30 as applicable (*if you are unsure which applies to you your Career Counselor will assist you*).

Then please answer the following questions: Does the school offer grants for training? If yes, which grants and are you eligible for them? Please provide details.

Which program do you prefer? Please briefly explain why you selected one program over the other.



TRAINING PROVIDER RESEARCH WORKSHEET

Program Name (preferred): _____ **Course ID#:** _____

School Name: _____

Street Address: _____

City, State and Zip: _____

Contact Name: _____ **Title:** _____

Telephone: _____ **Email:** _____

Number of weeks	
Hours per week	
Start date	
End date	

Tuition and fees	
Books and materials	
Other	
Total	

Program Name (alternative):	Course ID#:
School Name:	
Street Address:	
City, State and Zip:	
Contact Name	Title:
Telephone:	Email:

Number of weeks	
Hours per week	
Start date	
End date	
Tuition and fees	
Books and materials	

Other	
Total	