

27th EDITION

PENNSYLVANIA CAREER GUIDE



Discover your path



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

CENTER FOR WORKFORCE INFORMATION & ANALYSIS

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Welcome to the PA Career Guide

The Career Guide is split into four different sections and you can view these sections by looking for the colored border on each page. It starts out with assessing your interests and then matching your results to some potential occupations (Occupational Data Bank) that may be a good fit. The next section will help you explore some post-secondary options. Whether you're looking to go to a four-year college, career & technical school, start an apprenticeship, or enter the military, this section has everything you need to explore multiple options after high school.

Once you know what job you're interested in, this next section is for you. Everything from resumes, applications and interviews is outlined here. There are also resources to help you through the job search process and tips on how to maintain your career once you've been hired. The final section will prepare you for tough situations and to excel in your new career! Overall, this publication will help you examine opportunities, develop realistic goals and make informed career choices.

Let's get started.

Assess Your Interests

What do you want to be when you grow up?

Planning for your future can be difficult. Where do you even begin? Well, the first step can always be to evaluate your own likes and dislikes and find out what types of jobs fit your personality.

That's why we've provided a short self-assessment to help you determine which careers are a good fit for you. The goal is to find a rewarding job or career that uses your unique set of skills, talents and abilities. People who choose careers that match their interests are more likely to achieve job satisfaction and success. You should consider the results of your assessment in combination with information from career counselors and other sources. The assessment that follows is based on the Holland Interest Inventory¹, a widely used method of matching a person's personality to specific career types.

1. Dr. John Holland's RIASEC model of occupations is the basis of most contemporary career inventories. It classifies an individual's personality as Realistic, Investigative, Artistic, Social, Enterprising, or Conventional, and it matches those classifications to fitting vocations.



Interest Assessment

STEP 1:

In each group, mark the items that describe you. Then count up the number of marked items for each group and fill in the total.

Be as honest as you can. Remember: There are no wrong answers!

	R	I	A	S	E	C
Are You:	Practical ☐	Scientific ☐	Imaginative ☐	Helpful ☐	Sociable ☐	Orderly ☐
	Mechanically inclined ☐	Precise ☐	Intuitive ☐	Idealistic ☐	Ambitious ☐	Accurate ☐
	Shy or modest ☐	Observant ☐	Romantic ☐	Generous ☐	Witty ☐	Conscientious ☐
	Reliable ☐	Curious ☐	Creative ☐	Cooperative ☐	Argumentative ☐	Efficient ☐
Can You:	A nature lover ☐	Analytical ☐	Independent ☐	Friendly or cheerful ☐	Persuasive ☐	Methodical ☐
	Athletic ☐	Self-motivated ☐	Sensitive or emotional ☐	Responsible ☐	Self-confident ☐	Careful ☐
	Work on cars ☐	Solve math problems ☐	Play a musical instrument ☐	Teach others ☐	Convince others to see things your way ☐	Keep accurate records ☐
	Solve mechanical problems ☐	Conduct research ☐	Act or perform ☐	Mediate disputes ☐	Lead a group ☐	Write a business report ☐
Do You Like To:	Start a campfire ☐	Analyze data ☐	Write stories or poems ☐	Lead a group discussion ☐	Sell things or promote ideas ☐	Make charts and graphs ☐
	Read a blueprint ☐	Think abstractly ☐	Dance ☐	Work with others ☐	Entertain guests ☐	Operate office machines ☐
	Fix electronic equipment ☐	Perform laboratory work ☐	Sketch, draw, or paint ☐	Plan or supervise an activity ☐	Manage people or products ☐	Work well within a system ☐
	Play a sport ☐	Do complex calculations ☐	Work independently ☐	Offer others guidance ☐	Give talks or speeches ☐	Use a computer ☐
	Hunt or fish ☐	Use computers ☐	Decorate ☐	Do volunteer work ☐	Belong to clubs ☐	Play board games ☐
	Build or repair things ☐	Read scientific magazines ☐	Take photographs ☐	Organize parties ☐	Start or lead a social organization ☐	Collect items ☐
	Operate tools and machinery ☐	Use a telescope ☐	Attend concerts or plays ☐	Play team sports ☐	Meet important people ☐	Work on home improvement projects ☐
	Be physically active ☐	Experiment or observe events ☐	Collect artwork ☐	Babysit or work with children ☐	Make decisions affecting others ☐	Build models ☐
	Work outdoors ☐	Play chess ☐	Read fiction, plays, and poetry ☐	Be the center of attention ☐	Win awards ☐	Work with numbers ☐
	Use your hands ☐	Work independently ☐	Work on crafts ☐	Attend meetings ☐	Run a political campaign ☐	Be responsible for details ☐
	TOTAL FOR "R" =	TOTAL FOR "I" =	TOTAL FOR "A" =	TOTAL FOR "S" =	TOTAL FOR "E" =	TOTAL FOR "C" =

STEP 2:

Using your totals, identify the three letters that have the highest scores. Record them in the spaces below:

My Interest Code

STEP 3:

Descriptions for each of the six interest codes are provided below. Take a minute to read the descriptions for the areas that match your interest code from Step 2.

Did you know...

You can always talk with your school counselor or parents about this interest assessment to explore other things you like to do, and how they relate to a future career.

R = Realistic

Skilled at working with tools, mechanical or electrical drawings, machines or plants and animals. Generally avoids social activities like teaching, healing and informing others. Sees self as practical, mechanical and realistic.

Possible occupations include:

- Welders (pg. 11)
- Truck Drivers (pg. 11)
- Electricians (pg. 10)
- Civil Engineers (pg. 10)

**I = Investigative**

Good at understanding and solving science and math problems. Generally avoids leading, selling or persuading people. Sees self as precise, scientific and intellectual.

Possible occupations include:

- Computer System Analysts (pg. 12)
- Pharmacists (pg. 13)
- Police Detectives (pg. 13)
- Medical Scientists (pg. 12)

**A = Artistic**

Strong in areas such as creative writing, drama, crafts, music or art. Generally avoids highly ordered or repetitive activities. Sees self as expressive, original and independent.

Possible occupations include:

- Interior Designers (pg. 14)
- Editors (pg. 14)
- Writers (pg. 14)
- Graphic Designers (pg. 14)

**S = Social**

Excels at teaching, counseling, nursing or giving information. Generally avoids using machines, tools or animals to achieve a goal. Sees self as helpful, friendly and trustworthy.

Possible occupations include:

- Childcare Workers (pg. 15)
- Dietitians (pg. 15)
- Registered Nurses (pg. 16)
- Elementary Teachers (pg. 15)

**E = Enterprising**

Skillful at leading people and selling things or ideas. Generally avoids activities that require careful observation and scientific, analytical thinking. Sees self as energetic, ambitious and sociable.

Possible occupations include:

- Telemarketers (pg. 18)
- Chefs (pg. 17)
- Real Estate Agents (pg. 18)
- Public Relations Specialists (pg. 18)

**C = Conventional**

Talented at working with written records and numbers in a systematic, orderly way. Generally avoids ambiguous, unstructured activities. Sees self as orderly and good at following a set plan.

Possible occupations include:

- Bookkeepers (pg. 19)
- Gaming Dealers (pg. 19)
- Pharmacy Technicians (pg. 20)
- Shipping & Receiving Clerks (pg. 20)



A Career in Sports

Many young people dream of fame in the sports world. Yet, the number of people aspiring to these glamorous jobs far outnumbers the actual openings. Based on data from the NCAA, it is estimated that only one out of every 2,500 high school athletes will make it to the pros. Even if you do get drafted, there's no guarantee you will become rich and famous. If you are passionate about a sport, don't give up on your dream – but be realistic at the same time. There are still many occupations that allow you to work in professional sports and stay close to the game you love. Here are just a few examples of sports-related careers you may want to consider and prepare for:

- **Broadcaster/Journalist** – Whether they are broadcasting the game live, recording a highlight reel for television or discussing trade deadlines in the newspaper or online, sports reporters and broadcasters are the eyes and ears of the people.
- **Coach/Umpire** – Requires a broad knowledge of the sport to teach and motivate players, or to observe and regulate the players' actions.
- **Facilities Manager** – Oversees the day-to-day operations of an arena or sporting venue.
- **Marketing Manager** – Estimates demand and identifies potential markets for products and services that an organization and its competitors offer. Develops pricing and other strategies, such as ways to acquire and retain customers.
- **Nutritionist** – Assesses clients' nutritional and health needs, counsels clients on nutrition issues and healthy eating habits, and develops meal and nutrition plans while considering the preferences and budgets of their clients.
- **Photojournalist/Sports Photographer** – Uses a still or video camera to catch the action.
- **Physical Therapist** – Develops exercise programs to help in the recovery from injuries and to prevent future injuries. A license is required to practice this occupation.
- **Sports Psychologist** – Increases the mental well-being of athletes, as well as non-athletes. Helps patients enhance their personal performance by teaching methods of goal setting.
- **Sports Statistician** – Collects and analyzes sports data for individual games, seasons and careers. Sports announcers rely on statisticians for information.

Chances of making it professionally?



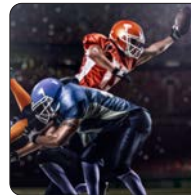
Men's Basketball

High School Student Athletes	540,769
NCAA Student Athletes	18,816
NCAA Student Athletes Drafted	52
Percent NCAA to Professional	0.28%



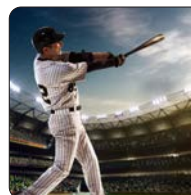
Women's Basketball

High School Student Athletes	399,067
NCAA Student Athletes	16,509
NCAA Student Athletes Drafted	31
Percent NCAA to Professional	0.19%



Football

High School Student Athletes	1,006,013
NCAA Student Athletes	73,712
NCAA Student Athletes Drafted	254
Percent NCAA to Professional	0.34%



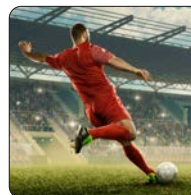
Baseball

High School Student Athletes	482,740
NCAA Student Athletes	36,011
NCAA Student Athletes Drafted	791
Percent NCAA to Professional	2.20%



Men's Ice Hockey

High School Student Athletes	35,283
NCAA Student Athletes	4,323
NCAA Student Athletes Drafted	71
Percent NCAA to Professional	1.64%



Men's Soccer

High School Student Athletes	459,077
NCAA Student Athletes	25,499
NCAA Student Athletes Drafted	77
Percent NCAA to Professional	0.30%



Women's Volleyball

High School Student Athletes	452,808
NCAA Student Athletes	17,780
NCAA Student Athletes Drafted	45
Percent NCAA to Professional	0.25%

Source: NCAA, 2018-19

This career guide includes information about hundreds of careers in Pennsylvania – both sports-related and non-sports related.

Take a look at our Occupational Data Bank on pages 9 through 20 for more information about many of the occupations that are in demand throughout Pennsylvania.

How Entertainment Glamorizes Careers

Think for a moment about how the media affects your everyday life. What you do and how you think is influenced by print, television, radio, and even social media. This phenomenon is the central philosophy behind advertising and is the reason commercials, ads, and pop-ups exist. It should be no surprise then that entertainment media also affects the sorts of careers you may find interesting and worthwhile.

It is perfectly normal for the careers that you see depicted on TV to have caused you to consider pursuing them. However, you don't always see the details surrounding the career, just the parts of the job that are entertaining for TV. Shows like Law and Order, Grey's Anatomy, and the Big Bang Theory portray their characters with action, suspense, and drama. All of which you may find enjoyable but could be lacking the drama if you decide to follow that career path yourself.

Police officers have to fill out paperwork and document events and evidence, something typically passed over for a

more dramatic car chase on TV. Aerospace engineers spend countless hours designing parts in front of a computer before the tests can be done in the field. Even hit shows like Law and Order or Grey's Anatomy tend to gloss over the hours and hours of learning about the law or medicine in order to become a lawyer or doctor. These are not bad jobs, but the nature of work is portrayed inaccurately, and we wouldn't want you to pursue your future career with unrealistic expectations.

Below are a few careers that you might have seen on TV or in a movie. They are all good careers with promising outcomes for those who work hard at them. All these occupations have a few things in common: only the highlights or most glamorized part of the jobs are shown on TV and in movies, and the amount of new people hired in these jobs tend to be small, making them very difficult and competitive to break into.

Occupational Title	Annual Demand	Entry Wage	Typical Preparation Required
Aerospace Engineers	60	\$84,570	Bachelor’s degree plus experience
General Internal Medicine Physicians	31	\$174,160	Doctoral degree
Lawyers	1,802	\$68,210	Professional degree
Detectives & Criminal Investigators	278	\$66,600	HS diploma plus work experience

Source: CWIA, 2020-2030 Occupational Employment Projections & 2022 Occupational Employment and Wage Statistics Wages

Conversely, shows like “The Office” do accurately show real life issues like tedious meetings, downtime, and downsizing fears, even if you may never have a funny coworker like Dwight or Jim. Another TV show that portrays some true aspects of jobs is Discovery Channel’s Dirty Jobs where the host, Mike Rowe, apprentices himself to people who perform dirty or disgusting jobs. That is to say, not all apprenticeships are dirty or disgusting, but it is very enlightening to see what a job truly entails, like the episode on winemakers. See page 28-29 for more info about Pennsylvania Apprenticeships.



Healthcare Occupations— Without Blood

When you think of health care, do you immediately think of nurses or doctors? Do you think that it is not for you, since you **can't stand the sight of blood**? Good thing there are so many occupations in the healthcare industry that are in demand. There is something for almost everyone's talents!

The following occupations in the medical field have a very low risk of seeing blood in their usual work situations.

911 Dispatcher:

Do you like helping people, taking phone calls, and being in a high paced environment? A dispatcher at a 911 call center might be perfect for you! 911 operators in Pennsylvania should expect to hold and maintain certifications as an emergency medical dispatcher (EMD) and in CPR (Class C). Note: you might not see the blood, but you will hear about the situations, so you can't be too squeamish!

Medical Records Technicians:

Do you like working on a computer and dealing with paperwork? This job may be a good fit! These technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

Pharmacy Technicians:

Do you like to count items and be organized? These techs prepare medications under the direction of a pharmacist. They may measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. There is a high demand for these workers.

Physical Therapy Assistant (PTA):

Working under a Physical Therapist's direction, PTA's help patients to restore or improve function, relieve pain, encourage independence, and educate patients and their families. Possible work settings include hospitals, nursing homes, outpatient clinics, home health, schools, and sports facilities.

Other occupations to consider in the health care field that don't involve working with blood:

- Billing Clerks
- Chiropractor
- Dietitian
- Genetic Counselor
- Interpreters & Translators
- Medical Billing Specialist
- Occupational Therapist
- Optometrist
- Pharmacist
- Psychiatrist
- Psychologist
- Radiologist



Very Important Tip: If you really hate the sight of blood, don't apply to be a phlebotomist (people trained to draw blood from a patient).

Telemedicine in Health Care

In the health care field, it has become increasingly popular to visit with a doctor virtually instead of in the hospital, clinic or doctor's office. Over 20% of appointments were through telemedicine in 2022, as compared to only 0.1% in February 2020. While you would still have to go through all of the training to become a doctor or nurse, etc., instead of always working in person with patients you could have the opportunity to virtually meet with other patients you wouldn't normally be able to meet with. Many clinicians, pharmacists and speech therapists work frequently with their patients through telemedicine. Obviously, this is only an option for certain jobs. Surgeons, EMTs and anesthesiologists, to name a few, would not have the ability to remotely meet with their patients.

Source: U.S. Department of Health & Human Services



Have a Career in Mind?

Try it out first

Find something you enjoy doing, and then find a way to get paid for doing it.

Too often, however, students and career seekers do the opposite: they decide on a high-paying or high-prestige job first, and then try to make themselves “like” the job or the course of study necessary to obtain it. Or they choose an occupation based on what sounds good (or that others want them to pursue) rather than a career that’s actually something they’d enjoy doing.

The key is to learn more about various occupations and determine which ones appeal to you. But if you’re still in school, or between careers, how do you do that? Luckily, there are several ways to gain information and experience in fields you might find interesting.



Part-time Employment:

A part-time job offers many advantages beyond earning some extra money. It’s also a way to gain valuable experience in a particular field – experience that will allow you to judge whether you’d like to make the job your career. As a bonus, performing well will earn you good references for future employment.

Internships:

Internships are temporary working arrangements – usually offered to students – made with a company or organization. An internship may last a few weeks or a few months, can be paid or unpaid, and can often be done for college credit. Completing an internship will give you valuable work experience, a resume credit, a good reference and professional contacts.

Temporary Help Firms:

As its name implies, a temporary help firm places career seekers in temporary positions within a company looking for help. The main advantage of this arrangement is that you’re not making a long-term commitment to the job, since the employer knows it’s temporary. It’s a great opportunity to test your skills and to see if you like the type of work the company does. Plus, you can get a feel for several different jobs and fields in a fairly short period of time.

Volunteer Work:

While it doesn’t provide a paycheck, volunteering is another way to gain experience in a field before deciding to pursue it as a career. It’s also an opportunity to give back to the community while building your resume. Many employers – particularly those in the human services field – welcome enthusiastic volunteers who offer their time in exchange for work experience.

Job Shadowing:

Job shadowing allows you to directly observe someone at work. You can observe firsthand the day-to-day activities you would be performing in a job and learn what skills you would need to obtain it. Job shadowing also gives you a chance to ask any questions you might have about the job and how to prepare for it. Go to www.jobshadow.com for more information.

Community Agencies:

If there is a YMCA, YWCA or a similar agency in your community, check to see what type of classes it offers. This is a way to gain exposure to a wide range of experiences, one of which could inspire you enough to consider a career in the class’s field.

School Clubs:

Many schools have clubs that focus on specific careers and cater to students interested in those fields. Student clubs often host guest speakers, arrange workplace tours and sponsor trips to conferences and competitions – all of which are excellent opportunities for resume building and networking.

Occupational Data Bank (ODB)

Your Quick Reference Guide



Information provided in the ODB:

1. **Interest Code** – Links the occupation to the categories established in the interest assessment test on page 3.
2. **Career Path Icon** – Refers to the student checklist and monthly planner starting on page 22. Check to see what you should be doing now to prepare for a job that interests you.

- W** Going right into the workforce
- T** Other postsecondary training
- C** Four-Year college bound

For more information about current job postings check out the PA CareerLink® website: www.pacareerlink.pa.gov.

3. **Occupational Title** – The common title used in this occupation followed by the Standard Occupational Classification (SOC) code in parenthesis.
4. **Employment Outlook and Wage Data for Pennsylvania** – Information is based on occupational projections produced by the Pennsylvania Department of Labor & Industry, Center for Workforce Information & Analysis. Projected employment is the number of jobs expected by the year 2030. Demand per year is the projected number of annual job positions per year, due to growth, exits, and transfers of existing workers. Wage information is from the Occupational Employment and Wage Statistics program. Wages are 2022 annual figures and represent the entry-level and average wage in Pennsylvania.

Data Bank Key

1	2	3	4				
Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
RSC	W	Animal Caretakers (39-2021)	13,750	2,106	\$843	\$21,930	\$29,850
RC	T	Auto Body Repairers (49-3021)	8,070	759	\$1,351	\$35,130	\$49,970
RCI	T	Auto Mechanics (49-3023)	32,480	3,181	\$1,227	\$31,910	\$47,850
RC	T	Bakers (51-3011)	9,840	1,309	\$910	\$23,670	\$32,840
RCE	W	Bartenders (35-3011)	29,050	4,953	\$672	\$17,460	\$26,310
RCI	T	Bus & Truck Mechanics (49-3031)	13,260	1,257	\$1,495	\$38,870	\$53,680
RCS	W	Bus Drivers (53-3052)	6,720	816	\$1,288	\$33,480	\$49,550
RC	T	Carpenters (47-2031)	38,520	3,576	\$1,435	\$37,300	\$55,420
RIC	C	Civil Engineers (17-2051)	12,780	957	\$2,343	\$60,920	\$89,450
RC	W	CNC Tool Operators (51-9161)	11,160	1,210	\$1,372	\$35,660	\$48,430
RC	W	Construction Laborers (47-2061)	52,000	5,274	\$1,328	\$34,520	\$50,150
RC	W	Construction Painters (47-2141)	9,210	818	\$1,300	\$33,810	\$48,770
RCS	W	Correctional Officers (33-3012)	17,180	1,516	\$1,691	\$43,970	\$58,190
RC	W	Delivery Drivers (53-3033)	48,900	5,503	\$982	\$25,520	\$43,010
RC	W	Dishwashers (35-9021)	18,800	3,045	\$767	\$19,940	\$26,400
RIC	C	Electrical Engineers (17-2071)	9,670	668	\$2,654	\$69,010	\$105,120
RC	T	Electricians (47-2111)	23,390	2,496	\$1,726	\$44,870	\$73,540
R	W	Farm & Ranch Workers (45-2093)	11,300	1,771	\$793	\$20,630	\$32,860
RC	W	Farmworkers (45-2092)	22,670	3,564	\$910	\$23,660	\$34,820
RCE	W	Fast Food & Counter Workers (35-3023)	161,790	32,762	\$771	\$20,040	\$25,330
RCE	W	Fast Food Cooks (35-2011)	7,400	1,063	\$718	\$18,660	\$24,220
R	T	Firefighters (33-2011)	4,780	367	\$1,498	\$38,940	\$61,290
RC	W	Food Batchmakers (51-3092)	6,460	793	\$1,065	\$27,700	\$39,880
RC	W	Food Preparation Workers (35-2021)	18,300	3,137	\$839	\$21,820	\$28,750
RCS	W	Food Service Attendants (35-9011)	15,130	2,658	\$731	\$19,010	\$26,170
RC	W	Forklift Operators (53-7051)	37,840	4,219	\$1,388	\$36,100	\$43,630
RC	W	General Laborers (53-7062)	151,530	20,297	\$1,148	\$29,840	\$38,900
RC	T	General Maintenance Workers (49-9071)	62,780	6,138	\$1,215	\$31,580	\$47,080
RCS	T	Hairstylists (39-5012)	40,330	4,765	\$741	\$19,270	\$34,430
RC	W	Highway Maintenance Workers (47-4051)	13,230	1,383	\$1,260	\$32,760	\$46,780
RC	T	HVAC Mechanics (49-9021)	17,040	1,641	\$1,483	\$38,550	\$55,380

R = Realistic I = Investigative A = Artistic S = Social E = Enterprising C = Conventional

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
RCI	T	Industrial Mechanics (49-9041)	24,010	2,287	\$1,655	\$43,030	\$58,710
RCI	W	Inspectors & Testers (51-9061)	17,250	1,938	\$1,255	\$32,640	\$46,490
RC	W	Institution Cooks (35-2012)	15,240	2,228	\$981	\$25,510	\$33,990
RC	W	Janitors (37-2011)	92,830	12,485	\$948	\$24,660	\$33,550
RC	W	Landscapers (37-3011)	40,550	5,349	\$1,006	\$26,160	\$35,880
RC	W	Laundry Workers (51-6011)	6,630	898	\$908	\$23,600	\$29,470
RCI	T	Machinists (51-4041)	16,410	1,719	\$1,425	\$37,060	\$50,420
RC	W	Maids & Housekeepers (37-2012)	45,470	6,136	\$893	\$23,230	\$29,880
RC	T	Manicurists & Pedicurists (39-5092)	9,740	1,148	\$779	\$20,260	\$27,560
RIC	C	Mechanical Engineers (17-2141)	16,700	1,053	\$2,616	\$68,010	\$109,460
RC	W	Multiple Machine Operators (51-4081)	10,390	1,068	\$1,268	\$32,970	\$42,880
RCI	W	Operating Engineers (47-2073)	22,120	2,359	\$1,521	\$39,550	\$58,310
RC	W	Pack/Filling Machine Operators (51-9111)	20,530	2,255	\$1,217	\$31,630	\$42,570
RC	W	Parking Lot Attendants (53-6021)	5,130	788	\$902	\$23,460	\$30,620
RC	T	Plumbers (47-2152)	16,060	1,664	\$1,597	\$41,530	\$68,500
RC	W	Production Helpers (51-9198)	9,240	1,288	\$1,122	\$29,180	\$37,990
RCI	T	Radiological Techs (29-2034)	10,890	811	\$1,924	\$50,020	\$64,550
RSC	W	Recreational Safety Monitors (33-9092)	6,030	1,461	\$767	\$19,930	\$24,850
RC	W	Refuse/Recycle Collectors (53-7081)	5,340	728	\$1,033	\$26,850	\$39,300
RCE	T	Restaurant Cooks (35-2014)	60,080	9,228	\$894	\$23,250	\$31,400
RC	W	Roofers (47-2181)	4,860	480	\$1,297	\$33,730	\$47,160
RCE	W	Sales Route Drivers (53-3031)	16,280	1,861	\$725	\$18,850	\$34,830
RC	W	Security Guards (33-9032)	41,340	5,473	\$970	\$25,220	\$35,960
RCE	W	Short Order Cooks (35-2015)	3,590	524	\$777	\$20,210	\$26,610
RC	T	Telecomm Line Installers (49-9052)	5,840	644	\$2,408	\$62,620	\$79,710
RC	T	Truck Drivers (53-3032)	93,620	10,434	\$1,530	\$39,790	\$53,670
RC	W	Vehicle & Equip Cleaners (53-7061)	13,140	1,846	\$935	\$24,300	\$32,560
RIC	T	Vet Techs (29-2056)	5,080	393	\$1,245	\$32,380	\$42,140
RC	W	Welders (51-4121)	19,560	2,119	\$1,460	\$37,960	\$50,270

R = Realistic I = Investigative A = Artistic S = Social E = Enterprising C = Conventional

INVESTIGATIVE

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
IRC	C	Aerospace Engineers (17-2011)	960	60	\$3,253	\$84,570	\$118,230
IR	C	Animal Scientists (19-1011)	230	24	\$1,631	\$42,410	\$60,650
IR	C	Anthro- & Archeologists (19-3091)	140	12	\$1,595	\$41,460	\$57,870
IRC	C	Atmospheric Scientists (19-2021)	330	29	\$2,438	\$63,400	\$86,510
ISC	C	Audiologists (29-1181)	590	29	\$2,467	\$64,140	\$92,010
IR	C	Biochemists (19-1021)	1,880	167	\$2,891	\$75,170	\$111,060
IR	C	Biomedical Engineers (17-2031)	1,230	80	\$2,417	\$62,850	\$91,550
IRC	T	Chemical Techs (19-4031)	3,380	371	\$1,427	\$37,110	\$56,440
IS	C	Chemistry Professors (25-1052)	1,580	148	\$2,222	\$57,780	\$95,940
IRC	C	Chemists (19-2031)	5,470	505	\$1,992	\$51,780	\$78,910
IRC	C	Clinical Lab Techs (29-2010)	15,040	1,027	\$1,483	\$38,550	\$56,920
ICR	C	Computer & Info Research Scientists (15-1221)	750	59	\$2,879	\$74,850	\$145,870
ICR	C	Computer Network Architects (15-1241)	7,550	482	\$2,567	\$66,750	\$104,740
IC	C	Computer Systems Analysts (15-1211)	23,710	1,739	\$2,428	\$63,130	\$95,740
IRC	C	Conservation Scientists (19-1031)	950	88	\$1,512	\$39,320	\$59,230
IRS	C	Dentists (29-1021)	4,440	157	\$3,422	\$88,960	\$174,310
ICE	C	Economists (19-3011)	560	42	\$2,440	\$63,430	\$102,700
IRC	C	Environmental Engineers (17-2081)	2,560	191	\$2,107	\$54,770	\$92,730
IRC	T	Environmental Science Techs (19-4042)	1,440	178	\$1,451	\$37,720	\$57,000
IRC	C	Environmental Scientists (19-2041)	2,240	225	\$1,593	\$41,410	\$71,610
IS	C	Epidemiologists (19-1041)	160	14	\$2,520	\$65,510	\$108,370
IRC	C	Food Scientists (19-1012)	440	46	\$2,399	\$62,370	\$91,240
ICR	C	Forensic Science Techs (19-4092)	330	41	\$1,391	\$36,160	\$54,820
ISR	C	General Internal Medicine Physicians (29-1216)	1,250	31	\$6,698	\$174,160	\$309,080
IR	C	Geographers (19-3092)	50	5	\$2,134	\$55,490	\$89,670
IRC	C	Geoscientists (19-2042)	1,250	126	\$1,761	\$45,790	\$77,170
IC	C	Historians (19-3093)	150	14	\$2,061	\$53,580	\$72,050
IRC	C	Materials Scientists (19-2032)	300	28	\$2,240	\$58,230	\$101,100
IC	C	Mathematicians (15-2021)	120	8	\$929	\$24,160	\$64,790
IRC	C	Medical Scientists (19-1042)	9,270	748	\$2,317	\$60,240	\$104,210
IRC	C	Microbiologists (19-1022)	740	67	\$1,639	\$42,610	\$66,150

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Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
IEC	C	Natural Sciences Managers (11-9121)	5,550	401	\$2,374	\$61,730	\$120,400
IRC	C	Nuclear Engineers (17-2161)	760	38	\$3,547	\$92,230	\$122,440
ISC	C	Nurse Practitioners (29-1171)	8,240	581	\$3,519	\$91,490	\$120,550
ISR	C	Obstetricians & Gynecologists (29-1218)	410	12	\$7,485	\$194,610	\$343,050
ICR	C	Occupational Health & Safety Specialists (19-5011)	5,070	382	\$2,070	\$53,810	\$77,180
IC	C	Operations Researchers (15-2031)	4,650	368	\$1,865	\$48,500	\$79,260
ISR	C	Optometrists (29-1041)	1,770	62	\$2,805	\$72,940	\$136,220
ISC	C	Pharmacists (29-1051)	15,500	588	\$3,712	\$96,500	\$125,790
IRC	C	Physicists (19-2012)	460	33	\$4,790	\$124,530	\$195,160
IR	C	Plant Scientist (19-1013)	330	35	\$1,920	\$49,920	\$72,810
IRS	C	Podiatrists (29-1081)	650	45	\$3,668	\$95,360	\$145,870
ICR	T	Police Detectives (33-3021)	3,800	278	\$2,562	\$66,600	\$94,140
IA	C	Political Scientists (19-3094)	210	19	\$1,281	\$33,300	\$64,630
IS	C	Psychiatrists (29-1223)	1,530	57	\$5,019	\$130,490	\$293,230
IRC	C	Safety Engineers (17-2111)	1,290	86	\$2,340	\$60,850	\$92,110
IC	C	Social Research Assistants (19-4061)	1,340	165	\$941	\$24,470	\$45,970
IC	C	Statisticians (15-2041)	4,120	362	\$2,137	\$55,570	\$89,540
IC	C	Survey Researchers (19-3022)	2,500	234	\$1,196	\$31,090	\$49,100
IEC	C	Urban/Regional Planners (19-3051)	1,460	128	\$1,905	\$49,540	\$71,550
IR	C	Zoologists (19-1023)	280	24	\$1,878	\$48,830	\$68,110

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Artificial Intelligence (AI) has the potential to automate many jobs in the future.

Not just manufacturing and agriculture, but we could see this AI in other jobs like:

- Market research
- Sales
- Computer programming
- Photography
- Writing
- Financial advisors
- Mechanics
- Welders
- Cooks

Just to name a few.



The possibilities are endless!

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
ASE	T	Actors (27-2011)	1,810	216	\$1,587*	\$41,250*	\$56,930*
AE	C	Art Directors (27-1011)	2,770	292	\$2,101	\$54,630	\$89,430
ARC	C	Camera Oprs (TV/Movies) (27-4031)	1,230	125	\$1,038	\$26,980	\$51,400
ARI	C	Commercial Designers (27-1021)	960	90	\$1,943	\$50,520	\$74,720
ACR	W	Costume Attendants (39-3092)	160	32	\$1,296	\$33,690	\$45,210
ARS	T	Dancers (27-2031)	110	18	\$1,228*	\$31,930*	\$42,660*
AE	C	Directors (27-2012)	3,560	332	\$1,628	\$42,340	\$84,390
ACE	C	Editors (27-3041)	3,280	315	\$1,529	\$39,760	\$70,380
AC	C	Film & Video Editors (27-4032)	510	52	\$1,587	\$41,250	\$60,030
A	C	Graphic Designers (27-1024)	9,200	842	\$1,333	\$34,670	\$56,360
AR	C	Interior Designers (27-1025)	1,890	171	\$1,680	\$43,690	\$65,730
ARE	W	Merchandise Displayers (27-1026)	4,570	419	\$1,099	\$28,580	\$36,670
AR	C	Multimedia Artists (27-1014)	1,540	165	\$1,164	\$30,260	\$54,570
AE	C	Music Directors (27-2041)	2,160	252	\$908	\$23,610	\$55,870
AE	T	Musicians & Singers (27-2042)	6,180	727	\$1,418*	\$36,880*	\$103,080*
AES	C	Radio & TV Announcers (27-3011)	960	92	\$867	\$22,540	\$51,580
A	C	Set Designers (27-1027)	270	27	\$1,268	\$32,980	\$46,610
AE	C	Writers & Authors (27-3043)	4,700	464	\$1,445	\$37,580	\$60,050

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Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
SI	C	Addictions Social Workers (21-1023)	10,890	1,061	\$1,277	\$33,190	\$46,360
SRI	C	Athletic Trainers (29-9091)	1,840	146	\$1,677	\$43,590	\$52,750
SE	C	Career Counselors (21-1012)	8,460	809	\$1,676	\$43,570	\$66,080
SCA	W	Childcare Workers (39-9011)	40,820	5,691	\$823	\$21,390	\$27,330
SRI	C	Chiropractors (29-1011)	2,110	61	\$1,607	\$41,790	\$67,370
SE	C	Clergy (21-2011)	11,460	1,143	\$1,263	\$32,850	\$53,850
SER	C	Coaches & Scouts (27-2022)	9,130	1,302	\$918	\$23,860	\$54,970
S	W	Community Health Workers (21-1094)	3,130	347	\$1,268	\$32,960	\$45,790
SEC	W	Concierges (39-6012)	1,020	137	\$1,035	\$26,900	\$34,380
SRI	T	Dental Hygienists (29-1292)	7,440	518	\$2,352	\$61,160	\$75,550
SRC	T	Dietetic Technicians (29-2051)	870	67	\$1,155	\$30,040	\$37,200
SI	C	Dietitians (29-1031)	4,440	329	\$1,878	\$48,840	\$65,580
SEC	C	Education Administrators (11-9032)	8,530	635	\$2,932	\$76,240	\$107,130
SA	C	Elementary Teachers (25-2021)	53,590	3,961	\$1,914	\$49,760	\$69,700
SI	C	Family Medicine Physicians (29-1215)	3,970	131	\$3,955	\$102,830	\$232,070
S	C	Family Social Workers (21-1021)	22,440	2,147	\$1,391	\$36,170	\$52,230
SR	W	Fitness Trainers (39-9031)	16,800	2,690	\$970	\$25,210	\$40,740
SI	C	Healthcare Social Workers (21-1022)	8,380	811	\$1,756	\$45,660	\$62,410
SIC	W	Hearing Aid Specialists (29-2092)	300	23	\$1,292	\$33,580	\$48,570
SEC	W	Hosts & Hostesses (35-9031)	14,830	3,382	\$752	\$19,550	\$25,510
SCE	W	Human Service Assistants (21-1093)	18,800	2,245	\$1,121	\$29,140	\$40,580
SEC	C	Instructional Coordinators (25-9031)	6,530	634	\$1,765	\$45,880	\$71,150
SA	C	Kindergarten Teachers (25-2012)	3,340	341	\$1,882	\$48,930	\$68,170
SI	C	Marriage Therapists (21-1013)	2,590	254	\$1,607	\$41,770	\$57,570
SRI	T	Massage Therapists (31-9011)	6,100	750	\$1,320	\$34,330	\$59,280
SA	C	Middle School Teachers (25-2022)	23,140	1,711	\$1,819	\$47,300	\$71,140
SRI	C	Nurse Anesthetists (29-1151)	2,530	148	\$6,613	\$171,940	\$203,620
SRC	T	Nursing Assistants (31-1131)	82,140	10,200	\$1,191	\$30,960	\$36,400
SI	C	Occupational Therapists (29-1122)	8,930	582	\$2,511	\$65,280	\$88,560
SCR	T	Occupational Therapy Assistants (31-2011)	2,960	393	\$1,720	\$44,710	\$57,580
SI	C	Pediatricians (29-1221)	420	13	\$4,227	\$109,910	\$199,060

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Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
SIR	C	Physical Therapists (29-1123)	14,320	768	\$2,838	\$73,790	\$97,490
SRC	T	Physical Therapy Assistants (31-2021)	6,370	821	\$1,610	\$41,860	\$56,430
SIC	C	Physician Assistants (29-1071)	9,840	720	\$3,120	\$81,110	\$110,140
SRC	T	Practical Nurses (29-2061)	41,950	3,436	\$1,734	\$45,090	\$54,520
SA	T	Preschool Teachers (25-2011)	18,810	2,002	\$1,009	\$26,230	\$33,120
SCE	C	Probation Officers (21-1092)	4,520	382	\$1,703	\$44,270	\$61,850
S	C	Professors (25-1000)	68,450	6,531	\$1,900	\$49,410	\$94,790
SIC	W	Psychiatric Aides (31-1133)	2,250	276	\$1,288	\$33,480	\$44,690
SI	T	Psychiatric Techs (29-2053)	2,750	204	\$1,166	\$30,320	\$35,150
SER	W	Recreation Workers (39-9032)	14,420	2,259	\$858	\$22,300	\$32,540
SI	C	Recreational Therapists (29-1125)	1,030	81	\$1,477	\$38,400	\$53,340
SIC	C	Registered Nurses (29-1141)	160,380	9,284	\$2,398	\$62,360	\$80,630
S	C	Rehab Counselors (21-1015)	7,650	729	\$1,072	\$27,870	\$41,930
SE	C	Religious Directors (21-2021)	6,690	757	\$1,042	\$27,100	\$49,160
SCE	W	Residential Advisors (39-9041)	7,410	1,058	\$1,052	\$27,350	\$36,120
SRI	T	Respiratory Therapists (29-1126)	7,520	454	\$2,125	\$55,240	\$68,230
S	C	Secondary School Teachers (25-2031)	51,990	3,670	\$2,000	\$51,990	\$73,810
SA	T	Self-Enrichment Teachers (25-3021)	14,950	1,803	\$926	\$24,080	\$41,870
SIA	C	Special Education Teachers (25-2057)	2,720	205	\$2,054	\$53,410	\$78,310
SIC	C	Speech/Language Pathologists (29-1127)	7,900	584	\$2,238	\$58,200	\$85,600
SC	T	Teaching Assistants (25-9045)	48,700	4,625	\$885	\$23,010	\$30,980
SE	W	Tour & Travel Guides (39-7010)	1,740	278	\$900	\$23,410	\$32,340
SCI	C	Training Specialists (13-1151)	10,700	1,030	\$1,582	\$41,140	\$74,180
SCE	W	Ushers & Lobby Attendants (39-3031)	3,940	878	\$746	\$19,390	\$25,620
SCE	W	Waiters & Waitresses (35-3031)	79,330	15,343	\$723	\$18,790	\$30,520

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Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
ECA	W	Advertising Sales Agents (41-3011)	3,650	452	\$1,124	\$29,220	\$51,420
ECR	T	Aircraft Cargo Handling Supervisors (53-1041)	460	50	\$1,757	\$45,690	\$61,500
ECS	C	Arbitrators (23-1022)	180	9	\$2,038	\$52,980	\$72,010
EC	C	Buyers & Purchasers (13-1020)	14,770	1,410	\$1,654	\$43,010	\$69,260
ERC	T	Chefs & Head Cooks (35-1011)	3,230	438	\$1,672	\$43,470	\$61,660
ECS	T	Clerical Supervisors (43-1011)	65,850	6,427	\$1,612	\$41,920	\$64,000
ECR	C	Construction Managers (11-9021)	13,860	1,082	\$2,974	\$77,320	\$118,940
ECR	T	Construction Supervisors (47-1011)	24,690	2,374	\$2,059	\$53,530	\$79,300
ECS	T	Correctional Officer Supervisors (33-1011)	640	51	\$2,614	\$67,960	\$88,190
ECI	C	Emergency Management Directors (11-9161)	470	41	\$1,962	\$51,010	\$78,070
ECI	C	Engineering Managers (11-9041)	6,730	480	\$4,206	\$109,360	\$153,000
ERC	T	Farmers & Agricultural Managers (11-9013)	33,880	3,248	\$2,471	\$64,240	\$82,520
EC	C	Financial Managers (11-3031)	25,660	2,071	\$3,500	\$91,010	\$149,150
ECS	C	Financial Planners (13-2052)	12,710	958	\$2,392	\$62,200	\$163,400
ERC	T	Fire Fighter Supervisors (33-1021)	1,000	67	\$2,605	\$67,730	\$87,290
ECR	T	Food Service Managers (11-9051)	8,790	1,021	\$1,752	\$45,550	\$65,340
ECR	T	Food Service Supervisors (35-1012)	41,120	6,208	\$1,090	\$28,340	\$40,190
ESC	C	Fundraisers (13-1131)	4,930	483	\$1,548	\$40,240	\$62,460
EC	T	Gaming Managers (11-9071)	80	7	\$2,412	\$62,720	\$94,910
EC	C	General Managers (11-1021)	90,970	7,891	\$2,033	\$52,860	\$121,750
ECR	T	Groundskeeping Supervisors (37-1012)	5,840	615	\$1,468	\$38,170	\$51,220
ECS	C	HR Specialists (13-1071)	28,020	2,752	\$1,617	\$42,050	\$68,680
ECS	C	Human Resources Managers (11-3121)	6,380	537	\$3,007	\$78,190	\$130,190
ECS	W	Insurance Sales Agents (41-3021)	19,750	1,846	\$1,408	\$36,610	\$68,890
ECS	C	Labor Relations Agent (13-1075)	3,900	357	\$1,925	\$50,040	\$89,130
ECI	C	Lawyers (23-1011)	33,820	1,802	\$2,623	\$68,210	\$144,570
ESC	C	Legislators (11-1031)	2,060	155	\$907	\$23,570	\$72,600
ECR	T	Maintenance Supervisors (49-1011)	21,150	1,949	\$1,889	\$49,110	\$74,530
ECI	C	Market Research Analysts (13-1161)	31,250	3,307	\$1,503	\$39,090	\$66,580
EC	C	Marketing Managers (11-2021)	10,040	885	\$2,894	\$75,240	\$131,590
ECS	C	Medical Services Managers (11-9111)	23,830	2,175	\$2,853	\$74,170	\$120,910

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Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
ECS	C	Meeting Planners (13-1121)	5,680	621	\$1,433	\$37,250	\$58,220
ECS	T	Police/Detective Supervisors (33-1012)	4,030	268	\$2,671	\$69,440	\$98,210
ECS	T	Postmasters (11-9131)	700	47	\$2,857	\$74,270	\$84,490
EAS	C	Public Relations Specialists (27-3031)	8,380	799	\$1,528	\$39,740	\$67,300
EC	W	Product Promoters (41-9011)	2,450	434	\$984	\$25,580	\$38,950
ECR	C	Production Managers (11-3051)	7,600	533	\$2,718	\$70,680	\$107,660
ECR	T	Production Supervisors (51-1011)	28,170	2,804	\$1,808	\$47,000	\$68,750
EC	T	Property Managers (11-9141)	5,690	447	\$1,649	\$42,880	\$76,320
EC	C	Purchasing Managers (11-3061)	2,560	205	\$3,290	\$85,530	\$134,210
ECS	W	Real Estate Agents (41-9022)	15,410	1,365	\$1,242	\$32,280	\$56,760
ECS	T	Retail Sales Supervisors (41-1011)	52,830	5,473	\$1,178	\$30,630	\$48,350
EC	W	Retail Salespersons (41-2031)	143,580	19,990	\$837	\$21,760	\$33,120
EC	C	Sales Engineers (41-9031)	3,360	355	\$2,380	\$61,870	\$106,440
EC	C	Sales Managers (11-2022)	10,730	936	\$2,813	\$73,150	\$135,100
ECS	W	Sales Representatives (41-3091)	35,030	4,130	\$1,281	\$33,310	\$65,440
ECR	W	Sales Vendors (41-9091)	840	96	\$1,250	\$32,500	\$42,040
EC	C	Sci/Tech Sales Reps (41-4011)	12,030	1,200	\$2,121	\$55,150	\$107,050
EC	C	Securities Sales Reps (41-3031)	13,320	1,175	\$1,565	\$40,690	\$81,870
ESC	C	Social Service Managers (11-9151)	9,280	820	\$2,049	\$53,270	\$81,740
ECS	W	Telemarketers (41-9041)	4,170	595	\$853	\$22,180	\$31,050
ES	C	Training Managers (11-3131)	1,260	117	\$2,887	\$75,070	\$114,810
EC	T	Transportation Managers (11-3071)	5,870	471	\$2,687	\$69,850	\$111,460
ECR	T	Transportation Supervisors (53-1047)	23,670	2,591	\$1,507	\$39,170	\$60,530
ECS	W	Travel Agents (41-3041)	1,770	208	\$971	\$25,240	\$43,750
ECR	W	Umpires & Referees (27-2023)	380	56	\$784	\$20,390	\$39,990

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CONVENTIONAL

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
CEI	C	Accountants (13-2011)	59,120	5,370	\$1,908	\$49,600	\$78,780
CIE	C	Actuaries (15-2011)	1,900	132	\$2,813	\$73,130	\$122,910
CRE	T	Air Traffic Controllers (53-2021)	770	74	\$3,063	\$79,630	\$122,760
CE	W	Bank Tellers (43-3071)	17,860	1,698	\$1,113	\$28,950	\$35,010
C	W	Billing Clerks (43-3021)	20,640	2,133	\$1,253	\$32,590	\$44,200
CE	T	Bookkeepers (43-3031)	56,900	6,167	\$1,199	\$31,180	\$46,240
CEI	C	Budget Analysts (13-2031)	1,990	157	\$2,248	\$58,460	\$83,340
CE	W	Cargo & Freight Agents (43-5011)	2,290	234	\$1,392	\$36,200	\$52,200
CE	W	Cashiers (41-2011)	122,750	22,138	\$792	\$20,600	\$25,680
CEI	T	Claims Adjusters (13-1031)	13,220	973	\$1,624	\$42,220	\$72,680
CE	C	Compliance Officers (13-1041)	14,780	1,193	\$1,807	\$46,990	\$73,960
CE	C	Cost Estimators (13-1051)	8,410	754	\$1,890	\$49,130	\$75,760
CES	W	Counter Clerks (41-2021)	10,150	1,186	\$945	\$24,570	\$36,140
C	T	Court Reporters (27-3092)	920	90	\$1,744	\$45,350	\$60,500
CEI	C	Credit Analysts (13-2041)	2,370	194	\$2,030	\$52,790	\$81,630
CSE	C	Credit Counselors (13-2071)	1,250	100	\$1,442	\$37,490	\$48,930
CES	W	Customer Service Reps (43-4051)	120,300	15,067	\$1,093	\$28,410	\$41,810
CRS	T	Dental Assistants (31-9091)	12,460	1,507	\$1,306	\$33,960	\$44,740
CR	W	Dispatchers (43-5032)	7,370	684	\$1,236	\$32,140	\$48,990
CES	T	Executive Assistants (43-6011)	12,070	1,161	\$1,817	\$47,250	\$65,850
C	W	File Clerks (43-4071)	4,000	439	\$1,119	\$29,090	\$38,490
CER	W	Gaming Dealers (39-3011)	3,140	479	\$760	\$19,750	\$32,590
C	W	General Office Clerks (43-9061)	147,140	16,622	\$1,062	\$27,620	\$41,880
CSE	W	Hotel Desk Clerks (43-4081)	6,730	1,114	\$858	\$22,310	\$29,390
CES	T	Human Resources Assistants (43-4161)	4,620	453	\$1,437	\$37,370	\$47,530
CIR	C	Industrial Engineers (17-2112)	11,550	805	\$2,356	\$61,250	\$87,010
CI	C	Info Security Analysts (15-1212)	4,320	372	\$2,257	\$58,680	\$100,370
CE	W	Insurance Claims Clerks (43-9041)	10,720	998	\$1,332	\$34,630	\$50,490
CAS	C	Interpreters (27-3091)	1,460	150	\$1,430	\$37,180	\$55,170
CSE	W	Interviewers (43-4111)	6,700	798	\$1,106	\$28,760	\$39,770
CE	W	Legal Secretaries (43-6012)	5,020	478	\$1,388	\$36,100	\$52,150

R = Realistic I = Investigative A = Artistic S = Social E = Enterprising C = Conventional

CONVENTIONAL

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				
			Projected 2030 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage
CSI	C	Librarians (25-4022)	5,670	546	\$1,323	\$34,400	\$58,640
CS	W	Library Assistants (43-4121)	5,200	793	\$769	\$20,000	\$28,980
CES	W	Loan Interviewers (43-4131)	6,740	588	\$1,338	\$34,800	\$44,350
CES	C	Loan Officers (13-2072)	11,350	878	\$1,704	\$44,310	\$81,240
CEI	C	Logisticians (13-1081)	8,490	805	\$2,012	\$52,320	\$79,930
CIE	C	Management Analysts (13-1111)	33,710	3,250	\$2,260	\$58,750	\$94,630
CSR	T	Medical Assistants (31-9092)	33,160	4,056	\$1,251	\$32,530	\$38,950
CS	W	Medical Secretaries (43-6013)	24,860	2,767	\$1,200	\$31,210	\$38,930
CSI	T	Medical Transcriptionists (31-9094)	1,770	236	\$1,087	\$28,270	\$40,550
CRI	C	Network & Computer Systems Admin (15-1244)	12,220	824	\$2,024	\$52,630	\$91,980
CE	W	Order Clerks (43-4151)	4,200	397	\$1,102	\$28,650	\$40,090
CR	W	Packers & Packagers (53-7064)	25,490	3,565	\$1,062	\$27,620	\$36,150
CIE	T	Paralegals (23-2011)	13,750	1,536	\$1,627	\$42,300	\$64,730
CE	W	Payroll Clerks (43-3051)	5,270	500	\$1,353	\$35,190	\$53,450
CR	W	Pharmacy Techs (29-2052)	20,990	1,574	\$1,103	\$28,680	\$36,890
CR	W	Postal Mail Carriers (43-5052)	12,450	806	\$1,581	\$41,110	\$55,750
CR	W	Printing Press Oprs (51-5112)	8,070	862	\$1,199	\$31,180	\$44,500
CE	W	Production Clerks (43-5061)	11,950	1,246	\$1,303	\$33,870	\$50,320
CA	C	Proofreaders (43-9081)	500	65	\$938	\$24,390	\$40,420
CES	W	Receptionists (43-4171)	41,490	5,275	\$896	\$23,300	\$32,570
CES	W	Secretaries (43-6014)	83,450	8,528	\$1,130	\$29,380	\$41,310
CRE	W	Shipping & Receiving Clerks (43-5071)	26,350	2,457	\$1,203	\$31,270	\$41,680
CRE	W	Stockers & Order Fillers (53-7065)	109,490	17,163	\$973	\$25,310	\$34,900
CE	C	Tax Collectors (13-2081)	2,920	244	\$1,440	\$37,440	\$57,400
CE	W	Tax Preparers (13-2082)	2,700	301	\$1,125	\$29,250	\$55,600
CE	W	Title Examiners (23-2093)	2,420	229	\$2,835	\$73,720	\$100,180
CSE	W	Travel Clerks (43-4181)	3,230	361	\$1,156	\$30,060	\$46,270
CR	W	Utility Meter Reader (43-5041)	930	63	\$1,217	\$31,640	\$57,380
CR	W	Weighers & Measurers (43-5111)	2,950	299	\$1,260	\$32,750	\$45,000

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To-Do List for High School Students

When you're in high school you have a lot to think about, especially during your junior and senior years. This section of the Career Guide offers you some help by giving you a general to-do list to follow. When dealing with specific matters, such as application or financial aid deadlines, pay particular attention to the school's requirements rather than these suggestions. Consider this list more of a guide than actual rules.

- What am I going to do after graduation?
- Am I headed for college, vocational training or right into the workforce?
- How am I going to navigate the path that I choose?

The to-do list is divided into two sections:

A brief overview of what you should be doing prior to your senior year.

A month-by-month planner that is divided into three categories: for college bound students, for students seeking other postsecondary training and for students entering the workforce right away.

Accomplishing these things before your senior year will give you a sense of direction and purpose as you complete your high school education.

What to do before your senior year begins:

- Take a skills or interest assessment to learn a bit about yourself. What are you good at? What do you enjoy doing?
- When you find a career path that interests you, learn more about it. You might find it's exactly what you want to do or find that the day-to-day work would bore you. Check out the Job Exploration feature available through PA CareerLink® (www.pacareerlink.pa.gov) under the Individuals tab- Job Seekers.
- Talk to your school counselor about your career options or prospective plans. Try to take classes that fit your career goals.
- Take the Preliminary SAT (PSAT), which is good practice for the SAT. A good score on the PSAT could qualify you for a National Merit Scholarship.
- Be sure to get involved in part-time or volunteer work and extracurricular activities. These can give you valuable insight about yourself and look good on a resume.
- Consider taking the Armed Services Vocational Aptitude Battery (ASVAB) test, especially if you plan to enlist in the military after high school.
- Attend college fairs, career fairs and job fairs held at or near your school. These are great ways to gain information on prospective careers as well as network with people in the field.
- Near the end of your junior year, review your transcript to make sure you will complete the classes you need to graduate.
- If you plan on going to college, begin to narrow down your list of choices during the summer between your junior and senior years. Also, the summer might be a good time to make some campus visits.

Now, here's a look at what you should do during your senior year based on your chosen career path.

Monthly Planners

	 			
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Going right into the workforce W	Take an interest or skills test (similar to the one we provide in this guide) and talk to a career counselor to get an idea of what kind of work you would want to do. Do your interests lie in a career that offers apprenticeships?	Figure out and list your strengths, experiences and accomplishments. Also list any jobs you might have had in the past. Would your interests lead you to starting your own business? If so, look for resources on entrepreneurship, such as Pennsylvania's Department of Community and Economic Development's Entrepreneur Guide.	Use your list of strengths, experiences and accomplishments to begin to assemble your resume.	Make sure you've polished your resume. The holiday break is a good time to put your resume to use by getting a part-time job, hopefully in a field that interests you.
Other Postsecondary Training T	Figure out where you want to be a year or two from now. Learn as much about that field as you can. This includes getting a part-time job and/or volunteering in that field.	List your strengths, experiences and accomplishments. Also list any previous job experience. Would your interests lead you to starting your own business? If so, look for resources on entrepreneurship, such as PA's Department of Community and Economic Development's Entrepreneur Guide.	Start researching which schools will have the training programs that you'll need for your field of choice. You may be looking for degrees provided by a local community college or technical school.	Begin visiting the schools you're interested in attending. Fill out a FAFSA (Free Application for Federal Student Aid) form or apply online at studentaid.gov . Look for financial aid opportunities if you have not already done so.
4-year college bound C	Get applications and financial aid information from the schools you are interested in attending. Find out whether the schools you're looking at prefer the ACT or SAT. Register and practice for the exams. Now is also the time to begin asking if teachers, bosses or others will be willing to write letters of recommendation for you. If you plan on applying through an early action or early decision program, you should begin working on these applications now. Additionally, begin working on applications to colleges that conduct rolling admissions. Applying early can be advantageous. There are many colleges and universities in Pennsylvania that offer rolling admissions.	This is the ideal time for college visits especially to nearby schools. Many high schools have college fairs, which are a good opportunity to get more information and any forms you might still need. Additionally, many schools offer seminars in your local area. This can save on travel until you've decided to which schools you want to apply. Take the ACT if any schools on your list require it. Many schools only consider the highest of any scores that you receive on these types of standardized tests. It is important to know what the policies are of the schools on your list. If you are unsatisfied with a score that you receive, taking the test again may be a good option.	Begin working on your college essays or writing samples and be sure to have someone proofread them for you. If any of the schools you are applying to require the SAT you should take it now if you haven't done so already. Submit applications for early decision/early action programs. If you plan on entering an ROTC program, the application is due in January.	Pick up a FAFSA (Free Application for Federal Student Aid) form or apply online at studentaid.gov . You'll also want to check to make sure your SAT or ACT scores have gotten to your schools of choice. If you applied early to any schools, your application responses may arrive this month.
	 			

Monthly Planners



JANUARY	FEBRUARY	MARCH	APRIL	MAY
Work on planning a budget for yourself. Figure out what your fixed expenses are likely to be, and don't forget to budget for incidental expenses that crop up from time to time. This is good practice, whatever your future plans may be.	Update your resume again, including your most recent part-time employment. Remember, you're about to step up to full-time employment, so think about what it is you want your resume to say about you and revise it again.	Time to start learning more about potential employers; research companies that interest you to see what kinds of jobs they offer and how you would fit into the company. This isn't just about learning where to apply, having this knowledge will come in handy when you're interviewing.	Talk to people you want to use as references. Get their permission before listing them! Teachers, coaches, counselors and employers are all good choices.	Get ready to get a job! Yes, that sounds daunting, but that's what you've been building up to all year long. Prepare cover letters and practice interviewing, then get out there. A final piece of advice: Don't just jump at the first job that comes along. Be sure to find a job that's a good fit!
Make a list of deadlines. Begin applying to schools and start assembling your writing samples or portfolio.	Keeping any deadlines in mind, continue the application process. Follow up with schools to ensure that nothing is missing from your application. Provide them anything you may have missed.	Time to wait. Watch the mail and look for acceptance letters as well as scholarships for financial aid that you applied for.	Continue watching the mail for acceptance letters and financial aid offers from schools. Enroll in your preferred school/program.	Be prepared to begin any training or courses that might start before the usual fall semester begins. Some year-long or two-year programs require you to begin earlier in order to complete them.
Work on your FAFSA forms. FAFSA forms require a good deal of tax-related information, so you'll need your parents to gather that well before April 15. Start looking for outside scholarships (check out page 25 for more information). Be aware that some schools consider your first semester grades from your senior year in the form of a mid-year grade report.	If you haven't already done so, complete the FAFSA forms and send them to your schools of choice. Make a list for yourself ranking your college choices. Contact all schools that you have submitted applications and confirm that they have received all of the necessary application materials.	Watch the mail. You should be hearing back from schools soon. You should also be receiving your Student Aid Report (SAR) in response to any financial aid applications. The SAR can also be emailed if you list an email address on your FAFSA.	Don't decline any offers until you've heard from your preferred school. Also, make sure to meet any other deadlines, such as for housing or more financial aid. Make your final college choice. The enrollment deadline for most schools is May 1, so be sure to mail the enrollment form and deposit to your selected school.	Decline any offers that other colleges have made to you so the spot being held for you can be given to the next person in line. Take any advanced placement (AP) exams.

Which Standardized Test Is for You?



While many factors contribute to how your application to college is ultimately rated, including good grades, extracurricular activities and application essays, standardized testing is often considered to be an important aspect of whether or not you get accepted into the school of your choice. Some colleges and universities no longer mandate score submissions from standardized tests as part of the application process, but it is important to find out if the schools you are applying to do. If standardized test scores are required, there are some important things to know.

The most common standardized tests are the SAT and the ACT. Check with the colleges to which you are applying to see if they require one of these tests for admission. Many colleges take these standardized tests very seriously when determining admission, scholarships, financial aid and even enrollment into some specific programs of study. Consider taking the exam at least two times, as colleges often take the higher score, though this is important to verify with the school you are applying to as well.

Being overly anxious could prevent you from performing your best on SATs or ACTs.

Find out more information about the **ACT** from www.act.org or the **SAT** from www.collegeboard.org. They are both administered seven times a year. You should register at least five weeks before the test date.

See their websites for dates, prices, and more information.

Here are some tips to ease anxiety and make sure you're prepared.

- Know the instructions and format thoroughly before going in. This helps avoid losing time rereading the instructions when you could be answering the questions or rechecking your answers.
- Take a pretest, either on paper or on a computer, in order to become familiar with both the format and the types of questions that will be asked.
- Take a preparatory course for a fee or buy/borrow one of the many books focused on SAT or ACT preparation. These methods provide useful tips and techniques that can improve your score.
- Get a good night's sleep the night before the test and have a healthy breakfast the morning of the test.
- Bring a snack to eat during test breaks, preferably something that will give you an energy boost.
- All questions are weighted equally, so if you can, finish answering the easy questions first.
- You have a limited amount of time for the test. If you get hung up on a particular question, mark it so you can come back to it later and then move on.
- Be extra careful that you don't accidentally skip a question in the test booklet, and thereby inadvertently begin providing "right answers" to wrong questions all the way forward.
- If time permits after answering all the questions, go back and check your work.
- Be sure to erase any stray pencil marks on the test sheet or booklet after completing the test.

The Costs of College

The pursuit of higher education – for any period of time – is an increasingly popular decision. For many, it is also an increasingly expensive one. Depending on the institution, tuition combined with room and board charges can total anywhere from \$6,000 to more than \$50,000 a year.

The average yearly costs of undergraduate education in Pennsylvania at different types of schools are shown in the table below.

Although college costs are high, there are ways to potentially lower your cost.

College Type	Tuition	Room and Board
Private Four-Year Colleges	\$43,926	\$14,431
Public Four-Year Colleges, In-State	\$14,532	\$11,508
Public Four-Year Colleges, Out-of-State	\$25,697	\$11,508
Public Two-Year Colleges, In-State	\$5,441	N/A
Public Two-Year Colleges, Out-of-State	\$12,808	N/A

Source: National Center for Education Statistics (2020-2021)



Because the costs of college have increased so much over the years, more than 60% of students now graduate with debt. Pennsylvania is ranked 6th highest in the nation for percentage of students graduating with student loans, and in 2020 the average PA college graduate left with \$39,375 in debt.

Scholarships

Scholarships, grants, and work-studies are one means to that end and can help to lessen the debt burden you have upon graduation. In addition to traditional scholarships for academic achievement or athletics, many other types of scholarships exist.

Some examples of these are scholarships from employers, local civic organizations, churches, and scholarship funds dedicated to students pursuing specific academic goals like science or healthcare. There is even a scholarship out there specifically offered to left-handed individuals. The possibilities for scholarships are only truly limited by how hard you are willing to look for them, and how many you are willing to pursue!

List of resources:

- Federal Student Aid studentaid.gov
- PA Higher Education Assistance Agency www.pheaa.org
- Pennsylvania Scholarships www.unigo.com/scholarships/by-state/pennsylvania-scholarships

Advantages of Career and Technical Education

The key to a successful and productive society is found in maintaining a highly-qualified, skilled and educated workforce. Technical jobs are very much in demand today.

Career and technical education (CTE) is dedicated to providing secondary students with the education and skills they need to become successfully employed after graduation or to advance to post-secondary education.

Pennsylvania's 84 career and technical centers (CTCs) and approximately 120 school districts offer CTE, and are required to offer a sequence of technical courses supplemented by work-based experiences such as internships or cooperative education. The work-based experiences are offered during the senior year, as long as a student meets the local requirements.

CTE students have the opportunity to earn recognized industry credentials while still in high school. These credentials can help students find jobs and be successful within their field of study.

CTE provides an opportunity for all students, those preparing for employment directly after graduation and those planning to continue on towards postsecondary education.

How do students benefit from CTE programs?

Research shows that about 60 percent of students hold a job at some time during high school, and by doing so gain valuable experience in the work world. Those who were enrolled in a CTE school had a higher likelihood of finding a paid job and of attending a postsecondary CTE school in the early years after high school.

How do I learn more about CTE?

The first step would be to talk to your school counselor or employment counselor about whether this type of education fits in with your career plans. If possible, visit a nearby CTE school and see firsthand what it offers. You can also find out more online at www.pacareerzone.org or at www.education.pa.gov.

Pennsylvania Skills Certificate

If you pursue career and technical education in high school, you will graduate with a diploma and an education in a specific career. That makes you a desirable job candidate and earning your Pennsylvania Skills Certificate will make you even more attractive to potential employers. To do this, you must complete and pass a test that demonstrates technical skill and knowledge in your career program of study.

This certificate serves two purposes. It rewards you for good performance in your technical studies and is also a credential for obtaining a job after high school. Employers know that a prospective employee with a Pennsylvania Skills Certificate has the skills to do the job well. An instructor or counselor at a CTE school can provide you with the necessary details on achieving Pennsylvania Skills Certification.

Job Corps in Pennsylvania

Job Corps is a free, federally-funded on-the-job training program. It allows qualifying, low-income individuals between the ages of 16 and 24 to gain the necessary work experience or skill set to start an apprenticeship, move on to higher education, maintain employment, or join the military. Not only do participants earn the skills necessary to create a solid foundation for themselves, they receive additional support while they train, find community through on-campus living, and find safety in an environment free from harassment, bullying, violence, and drugs.



Additional Support Received by Students



- Basic living allowance which increases as you progress through training,



- Housing, food, health & dental care, and help finding childcare,



- In-depth career-planning,



- Ability to earn a high school diploma or equivalent and/or a driver's license, and



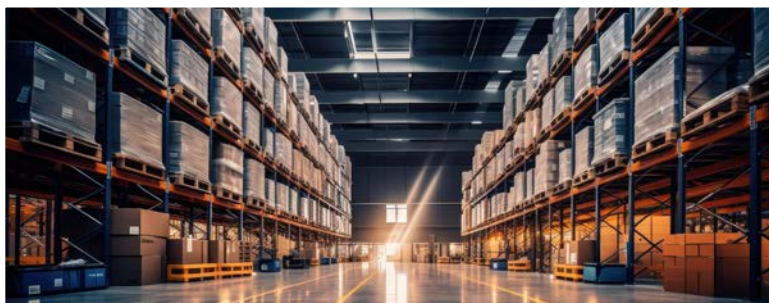
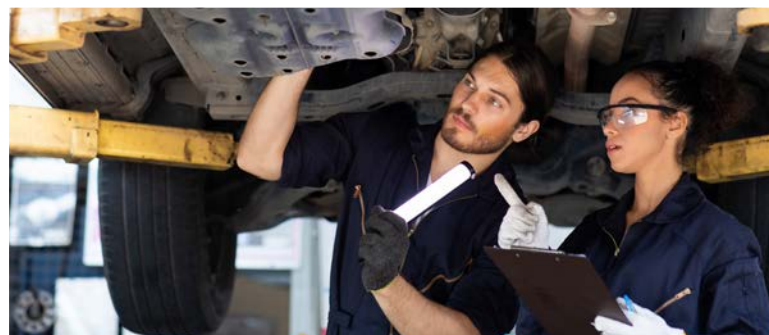
- Receival of basic uniforms and equipment required for training.

There are four Job Corp centers located in Pennsylvania including Keystone, Philadelphia, Pittsburgh, and Red Rock where students can acquire formal training and specialize in construction, health care, hospitality, automotive and machine repair, transportation, and more. Students obtain the Job Corps' 10 career success standards, make new friends, join student organizations, participate in wellness and recreation programs and, ultimately, set themselves up for a successful career and life.

General Requirements for Job Corps Students:

1. 16 through 24 years old
2. Low income
3. Meet citizenship, residency, DACA or other approved status requirements
4. Meet background requirements
5. Are ready and motivated to succeed

Find more information about Job Corps at www.jobcorps.gov.



Registered Apprenticeships

Registered Apprenticeships (RA) are innovative work-based training programs that allow employers to develop and prepare their future workforce, while providing individuals with an learn-while-you-earn approach to career development. Registered Apprenticeships are a combination of both education and on-the-job training. In many cases, Registered Apprenticeships combine high-demand education programs with the benefit of working full-time and gaining real-world experience through an employer that you can stay at permanently after completion. Apprenticeship completers on average earn \$70,000 annually upon graduation and typically complete with no debt. For many, it can also be a secondary route to college.



Benefits of Registered Apprenticeships

- **Employment:** Apprentices start working on day one, earning a paycheck while they advance their skills. RA programs open up new career pathways for those who can't afford the time or cost of an advanced degree.
- **Increased Skills:** Apprentices learn both conceptual knowledge in the classroom and practical skills while learning on the job. Many apprenticeship programs offer college credit for those wishing to pursue further training.
- **Wage Progression:** As apprentices advance through their training and their productivity increases, their wages increase as well.
- **Industry-Recognized Credential:** Successful apprentices receive a national industry-recognized credential that certifies them as an expert journeyman in the apprenticed occupation.

Apprenticeship in Pennsylvania

10th

In the U.S. for completed apprenticeships in 2023

11th

In the U.S. for number of Registered Active Apprentices in 2023

Apprenticeships play an essential role in training our workforce!

Apprentices in Pennsylvania earn wages from day one through program completion and are paid a median wage of **\$19.51**, with a **90%** employment retention and no student debt.

As of August 2023, the state supports **876** unduplicated program sponsors and **1,589** occupation specific Registered Apprenticeship Programs across the Commonwealth.

17,096 Active Apprentices for Fiscal Year 2023

Registered Apprenticeships are not just in Building and Construction Trades and Manufacturing. Since 2016, PA has seen program growth in the following job sectors:

- Healthcare by over **75%**
- Education by **89%**
- Agriculture by **80%**
- Technology grew from **0 to 17** programs

Some interesting occupations recently registered as apprenticeship programs include:

- Cosmetologist
- Application Developer
- Arborist
- Wastewater Systems Operator
- Youth Development Practitioner
- Digital Marketer
- Dairy Herd Manager

Pre-Apprenticeships

If you need to learn some additional skills before qualifying for a Registered Apprenticeship program, a pre-apprenticeship program might be for you! Pre-apprenticeship (Pre-RA) programs provide the instruction, preparation, and supports to help individuals gain the skills they need to succeed in a full apprenticeship program.

Pre-RA programs are linked with existing apprenticeship programs, creating a pipeline of qualified workers to fill open positions. They can be delivered by a range of entities including community-based organizations, secondary and post-secondary educational institutions, labor organizations, or workforce agencies. Employers and other RA sponsors are often involved in creating and facilitating the programs, ensuring that the training is applicable to existing apprenticeship programs.

Benefits of Pre-Apprenticeship

Pre-apprenticeship programs expand participants' career pathway opportunities with industry-based training and classroom instruction, preparing individuals to enter and succeed in registered apprenticeships and other career pathways. Pre-apprenticeship training is a great way for participants to:

- Explore and learn about exciting careers.
- Benefit from classroom and technology-based training.
- Build the literacy, math, English, and work-readiness skills employers desire.
- Gain advanced standing in partnered registered apprenticeship programs.

Pre-Apprenticeship in Pennsylvania

117 Registered Pre-Apprenticeship Programs

979 Active participants

253 Pre-Apprentices completed since July 2023

81 Programs serving high school age youth

60 Pre-Apprenticeship Programs affiliated with CTCs and CTE

Apprenticeship and Pre-apprenticeship Facts:

- Act 158 (legislation that was passed in 2018 and took effect for the graduating class of 2023) allows for a registered pre-apprenticeship program to be considered an alternative pathway to high school graduation.
- Of the 117 registered pre-apprenticeship programs, **60** programs are affiliated with career and technology education (CTE) and **81** programs serve high school youth
- Top 5 PA Occupations and average Journey Worker Rates in 2022: Electricians - \$24.60, Carpenters - \$28.15, Plumbers Pipefitter & Steamfitters – Plumber \$23.43/ Pipefitter \$32.40, Correctional Officers & Jailers \$19.08, Electrical Power-Line Installers & Repairers - \$30.68
- Since 2016, Pennsylvania has seen a 22% increase in active apprentices.
- In 2022, 55% of Pennsylvania apprentices are aged 25 to 54, and 44% are aged 16-24
- There are numerous grants and financial aid resources available to assist individuals and organizations in meeting their apprenticeship goals, including opportunities through Workforce Innovation and Opportunity Act (WIOA), Office of Vocational Rehabilitation (OVR), PA Department of Community and Economic Development (DCED), G.I. Bill, and Apprenticeship and Training Office.



Resources and Helpful Links

- PA CareerLink®, Registered Apprenticeship Webpage: <https://www.pacareerlink.pa.gov/jonline/Common/Apprenticeships>
- For a list of currently registered PA apprenticeships and for other related inquiries, contact: Apprenticeship@pa.gov
- For a list of currently registered PA pre-apprenticeships and for other related inquiries, contact: Pre-ra@pa.gov

Military Training and Careers in the Armed Forces

In today's world, there are hundreds of occupations from which to choose, and it's important that you spend time exploring all of the options available to you. The United States Armed Forces is one alternative you may want to consider.

The U.S. military has changed dramatically over time. Today's military is more professional, more technologically advanced and offers more benefits and rewards than ever before.

Maintaining a strong national defense includes such diverse activities as commanding a tank, running a hospital, repairing a helicopter, and programming a computer. The military provides full-time and part-time training and work experience for more than 800 different job types, some of which have direct civilian counterparts.

In the military, you can learn marketable job skills, make good friends, and develop a positive, winning attitude. The pay scale is competitive with many starting salaries in the private sector, and many allowances paid out by the military are tax-exempt. If a college education is one of your priorities, tuition support programs are one of the ways that the military can help you with the rising cost of postsecondary education.

Serving in the military is really what you choose to make of it. It can simply be a means to an end – money for college or technical training and the development of life-skills – or it can be a lifelong career path, giving you a structured environment, a defined purpose, and many opportunities to advance and grow.

In order to join the service, you must be 18 (or 17 with permission from your parent or guardian) and a U.S. citizen or legal immigrant holding permanent resident status. Most enlisted personnel need at least a high school diploma, while officers need a bachelor's or an advanced degree. You also must pass a medical exam. Enlisting in the military is a major step in a person's life. Before you make a decision to join, gather as much information as possible about the branch of the service that interests you. Each one differs in the specific program, terms of duty and enlistment options.

Explore websites like www.myfuture.com and www.todaysmilitary.com to learn more about military life and careers. Make certain your military commitment is based on sound information and realistic expectations. Do your homework so there won't be any surprises.

For more information, contact your nearest recruiter listed in the phone book or call one of the following toll-free numbers:

U.S. Army | 888-550-ARMY | www.goarmy.com

U.S. Navy | 800-USA-NAVY | www.navy.com

U.S. Air Force | 800-423-USAF | www.airforce.com

U.S. Marine Corps | www.marines.com

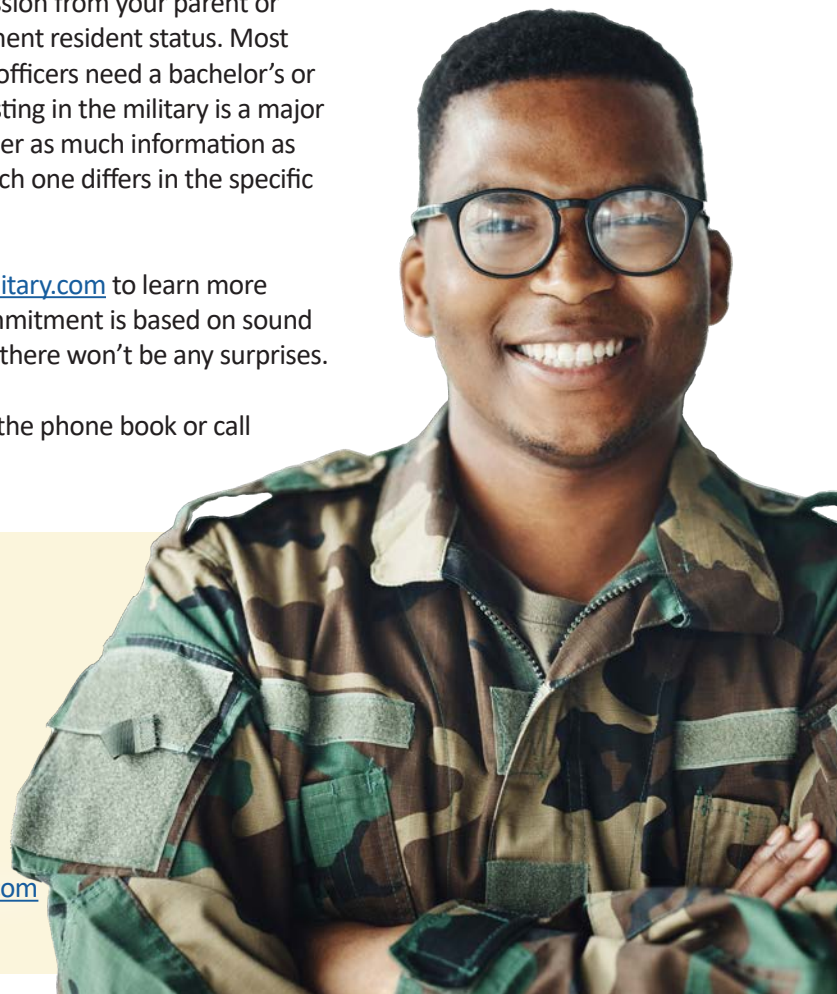
U.S. Coast Guard | www.gocoastguard.com

Air National Guard | 800-TO-GO-ANG | www.goang.com

Army National Guard | 800-GO-GUARD | www.nationalguard.com

U.S. Space Force | 800-525-0102 | www.spaceforce.mil

If you want to go to college before joining the military, consider a Reserve Officers Training Corps (ROTC) program. These college-based, officer-commissioning programs produce a large number of all newly commissioned officers serving the U.S. Armed Forces. If your high school has a Junior ROTC program, it will teach you problem-solving, ethics and leadership skills before you enlist.



Veterans' Benefits



The benefits of military service don't end once you leave the military and enter civilian life. In fact, U.S. military veterans are entitled to a wide range of educational, career and employment services.

One of the best known – and most popular – of these benefits is the G.I. Bill, which was signed into law in 1944. This program was updated in 2009 to implement a new bill called the Post-9/11 G.I. Bill. The new bill is designed to enhance and expand educational benefits to service members and veterans who served on active duty following Sept. 11, 2001. The program was further updated in 2017 and is called the Harry W. Colmery Veterans Educational Assistance Act of 2017.

It is commonly known as the “Forever GI Bill”, and it eliminated the 15-year use-it-or-lose-it constraint associated with the Post 9/11 GI Bill education benefit. Since the program began, more than 21 million veterans have benefited from the G.I. Bill.

Financial aid for education isn't the only benefit of having served in the military. Veterans also receive free assistance with finding and obtaining a job. By law, PA CareerLink® offices and the State Civil Service Commission must give priority of service to veterans. Each PA CareerLink® has specially trained Local Veterans Employment Representatives who provide veterans with a full range of employment services. Disabled veterans also receive additional priority and assistance.

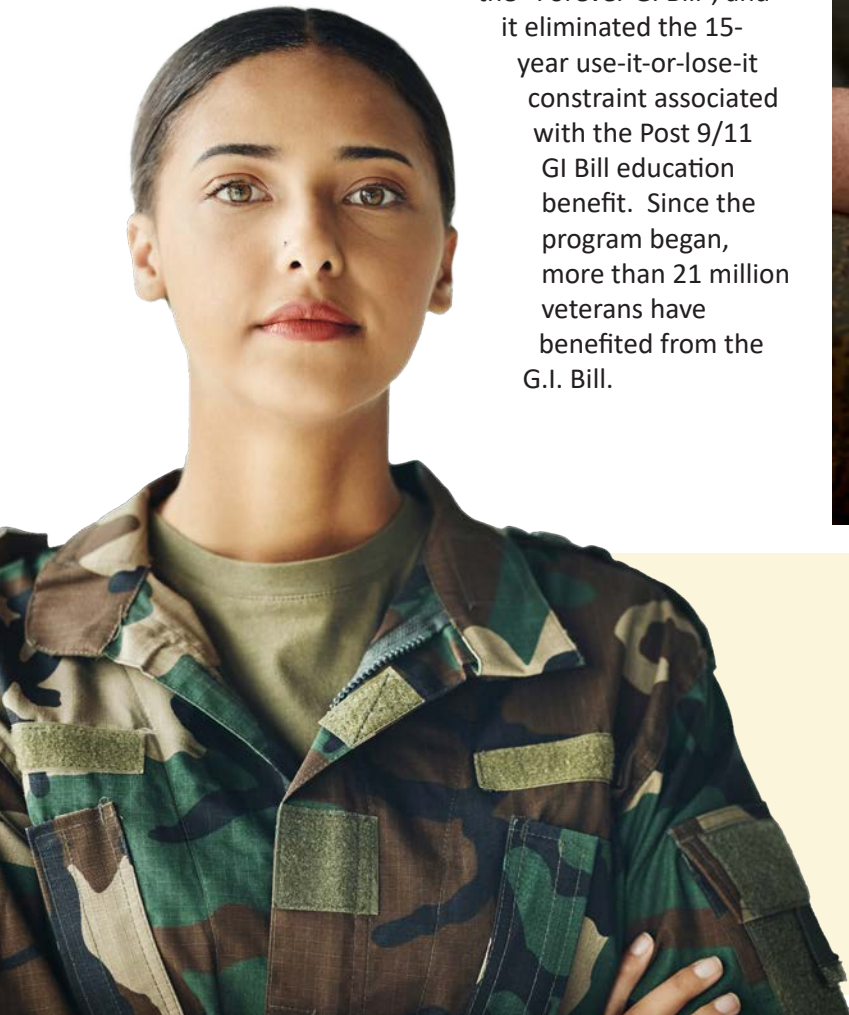
More information on the G.I. Bill and other veterans' programs can be found by contacting the Pennsylvania Department of Military and Veterans Affairs of the U.S. Department of Veterans Affairs.



Pennsylvania CareerLink® | www.pacareerlink.pa.gov

PA Veterans Affairs | www.dmva.pa.gov

U.S. Department of Veterans Affairs | www.va.gov



Pennsylvania CareerLink®

With more than 60 locations throughout Pennsylvania AND online access 24 hours a day, Pennsylvania CareerLink® is there to help you navigate the road to career success. From pharmaceutical companies to hospitals, financial management institutions to software corporations, local schools to manufacturing firms – **PA CareerLink®** will connect you with some of the best job opportunities in the state.

Need help getting started?

PA CareerLink® has that covered too!

www.pacareerlink.pa.gov

Staff Assistance

PA CareerLink® has a variety of trainings and educational resources available to assist you with your job search and make you more marketable as a job seeker. On the main website, find the PA CareerLink® nearest you. Then you should be able to check out the events calendar or check with your career advisor for local offerings. Some examples of workshop topics include:

- Resume writing
- Interview skills
- Effective job search tips and techniques
- Career exploration
- Introduction to computers and digital literacy classes
- GED preparation and other remedial educational classes
- Informational sessions on training, apprenticeships, and on-the-job training opportunities and
- Financial literacy.



Rather assist yourself? There are a lot of resources available through PA CareerLink® that you may access as soon as you register!

- Virtual Job Search Tool
- Create a Resume using the Resume Builder
- Record yourself during a mock interview using the Big Interview - this is an interactive interview tool with interview tips and best practices
- Make yourself available to be matched to jobs and employers that meet your qualifications & preferences
- Find and register for trainings and workshops, employer recruitments and job fairs. Many of these items have both in-person and virtual offerings.
- Looking for a change in career? Check out PA Career Zone or Career One Stop.
- Learn about the latest employment and educational opportunities that may be available to you
- Identify your transferable skills for your work history, education or military service

Ask your PA CareerLink® representative if you are eligible for On-the-Job Training or Apprenticeship Programs!



SkillUp™ PA

Pennsylvania's new online learning platform

Pennsylvania offers free, online job skills training through SkillUp™ PA to aid in the delivery of virtual career services to all citizens. Courses are available on the Metrix Learning Portal and can be accessed by registering for a free account on the PA CareerLink® website:

- 10 career pathways,
- more than 7,000 courses with printable certificates of completion,
- 900+ integrated assessments,
- training for 130+ industry recognized certifications,
- measurable skills gain,
- robust reporting capabilities,
- and integration with PA's Commonwealth Workforce Development System.

Metrix offers a **Careers Pathways** section that allows you to explore a variety of occupational options within 12 different industries: Entry Level, Business, Construction, Finance, Government, Health Care, Hospitality, Information Technology, Manufacturing, Marketing, Personal Services and Transportation.

Visit **Skill Tracks** – this feature is designed to provide groupings of courses based on a particular topic and can be accessed through the Catalog.

- Need some basic computer skills? The Digital Literacy track, which features computer skills, mobile devices, and virtual conferencing, may be a good fit!
- Want to brush-up on employability skills? Perhaps the Basic Skills track would be a good route since it focuses on academic, general, personal, and workplace skills.

From the 10 course groupings, there are more than 300 skill tracks to choose from! Once an appropriate track has been determined, simply select “Add To My Plan” and begin your learning journey. Completion of an entire skill track earns you a digital badge.

Remember, employers are often faced with the task of reviewing many resumes when trying to fill a job vacancy. SkillUp™ PA / Metrix Learning offers many opportunities to obtain the skills that employers are looking for. Adding those skills, whether a certificate of completion or digital badge, and the issuer (i.e., SkillSoft) to a skills area on your resume might catch the employer's eye and set your resume apart from the pack.

The Only Constant is Change



Career Change through Lifelong Learning

In today's workforce, people change jobs frequently. Workers often have to take on new duties within their current jobs or look for new jobs outside of what they're used to doing. Pennsylvanians need to think differently about education and how they prepare, so they can make informed career choices. In other words, job security now depends on being flexible, adaptable and willing to continually learn new skills.

Careers evolve. Workers can learn more skills performing the same job function at multiple employers rather than by sticking with the same companies their entire lives. Always be on the lookout for new job possibilities. To help update your resume, save a running list of your major projects and achievements, and refer to it often.

Continue learning throughout your career & keep up-to-date with software and technology, whether through classes, on-the-job training at your current job, part-time work or volunteering. But most importantly, **be flexible with the changes** that might happen with your job duties and work environment.

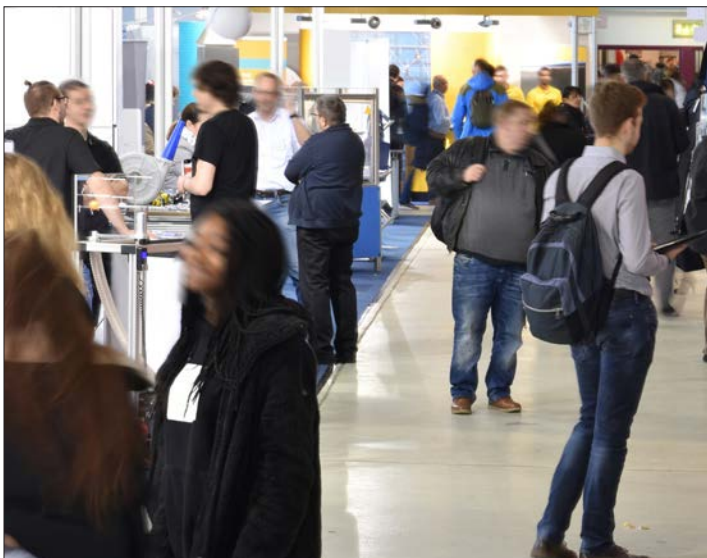


Job and Career Fairs

Most people think that job and career fairs are only for applicants interested in being hired. While they are designed to connect jobseekers with employers, they can also provide a great opportunity to learn about potential career paths. The key is to approach the booths of employers you've never heard of before. Ask them what type of workers they employ, and who their customers are. You may find something unique that you'd never imagined: "Wow, you really get paid to do that?" Most employers at a fair are also local businesses, so they may be willing to offer job shadowing, if you express an interest.



A casual approach is acceptable if you are going to learn about the employers rather than looking for a job. However, if you're going with the intention of landing an interview, then you need to take it seriously and dress the part. Here are some tips for jobs and career fairs:



- **Confirm That Your Resume is Current and Bring Several Copies**

If you need assistance in preparing your resume, consider visiting your school's guidance office or your local PA CareerLink®. Bring many copies; better to leave with a few extra than to run out.

- **Dress for Success**

Treat the job fair as you would an interview and dress professionally. You will want to make a positive first impression with everyone to whom you speak. Avoid excessive jewelry, perfume/cologne and chewing gum. See page 39 for more tips.

- **Do Your Research Ahead of Time**

Determine if there is a website or social media page for the event or the organization sponsoring it. A list of employers is often published ahead of time. Review the list for employers that may be of interest to you. Research them and take notes so you can impress the companies during your conversations at the career fair.

- **Introduce Yourself with Confidence**

State your name and offer a greeting. Take a few minutes to describe yourself and demonstrate your knowledge of the organization (based on your research) and how you would be a positive addition to the company. Hand them a resume.

- **Obtain Business Cards and Literature**

Business cards are a great way to obtain contact information. If you are truly interested in the company, call them and follow up on your discussion. It may be what sets you apart from everyone else.

- **Take Notes**

There is a good chance you will be talking to a lot of employers, whether looking for a career path or a job. Take a notebook with you so that you can jot down who you spoke with and anything you learned about the company. No one can remember everything and having a set of notes when you get home to review will help you determine if this is a company you would like to pursue.

The Job Application

Employers use job applications to quickly compare prospective employees without reading through resumes. This means that you will want your application to be complete with clearly documented information. Incomplete applications or ones that are difficult to assess will often be overlooked.

TIPS FOR COMPLETING JOB APPLICATIONS:

Get organized. Try to create a sample generic application ahead of time. Include your Social Security Number, work history (dates of employment and job descriptions), employer contact information, references, and any other information you feel you might need. Keep all of your paperwork in one folder (paper or electronic). You may not always need every piece of information, but you will have it available just in case. It is better to have too much information than not enough. If you do this properly you should be able to consult this information every time you need to fill out a job application and you will save yourself substantial amounts of time.

Read and follow all instructions carefully.

Print neatly on paper applications in blue or black pen. The instructions may specify one ink color over another. Having an erasable pen or white-out to fix mistakes is also helpful.

Complete all information and avoid leaving anything blank. If there are questions that do not apply, write "N/A."

Don't provide any negative information. If you were fired from your last job, you should try to be as positive as possible and leave longer explanations for the interview. Write "will discuss at interview" if you have something you prefer to discuss in person.

Do not give specific salary requirements. Write "open" or "negotiable."

Always tell the truth and do not over-exaggerate on job titles or job responsibilities.



Make sure your responses are error-free (spelling, content, and grammar). Whether you are filling out a paper application or typing your responses online, you should always proofread the application before submitting it. In an electronic application, you may not be able to go back and change something later so you should fix any errors before advancing to the next screen.

Avoid abbreviations and acronyms that may be unfamiliar to those reading your application.

Make sure you have permission from the people that you list as references. You should contact them before you apply for a job or attend an interview to let them know they may be contacted. This is especially important if you haven't used a particular reference in a while.

Always sign and date paper applications.

If you haven't heard anything within a week after submitting the application, follow-up with the company. Let them know that you are interested. Also find out how long they keep job applications on file.

It may be a good idea to check that your networking profiles, like LinkedIn, are up to date in case an employer tries to access your profile.

Clean up your public social media profiles like Facebook, Instagram, and X (Twitter) and remove any information you wouldn't want employers to see.



Your Resume

Think of your resume as your personal sales brochure. It establishes a first impression of you and plays a pivotal role in whether or not you will get an interview. But a resume is more than a summary of your skills, experience, and education; it is an advertisement of your best self. A prospective employer wants to know where you have worked and what skills you can bring to the workplace. When touting your accomplishments, be specific. Give examples of where your skills brought about significant results. Instead of stating “good decision maker,” say “Made decision to streamline (x) process and increased profitability by 30 percent.” This could lead to a productive discussion during your interview.

Developing Your Resume

Resumes can vary in appearance, but most consist of the following components:

- ☐ **Personal Data:** Your name, telephone number, address, and email address.
- ☐ **Education:** List educational levels in reverse chronological order, most recent first. Include details relevant to the job, such as courses or special projects.
- ☐ **Work Experience:** Summarize your work experience, focusing on specific tasks performed and accomplishments. Include relevant unpaid work experience.
- ☐ **Activities:** List those activities most relevant to your occupational goal. Include school, community, and professional activities.

Take time to make it eye-catching and easy to read. To create an impressive resume, it should be:

- ☐ **Well written:** Make sure you have no spelling or grammatical mistakes. Keep it clear and concise. Have someone proofread your resume before you give it to an employer.
- ☐ **Attractive:** It should be typed and professional in appearance. An employer should be able to glance over the resume and read the main points.
- ☐ **Concise:** Your resume should be as long as it has to be, and no longer. For a student or someone with limited experience, one page is sufficient.
- ☐ **Relevant:** Tailor the resume to the individual job description for which you are applying.
- ☐ **Personalized:** Use the style and format that best reflects your needs and accomplishments.
- ☐ **Appropriate:** Information and format must conform to employer expectations. An artist or a consultant should consider including a portfolio outlining past projects to showcase talent.

Research suggests that your resume has less than 20 seconds to catch someone’s eye and make the right impression.

Common Complaints about Resumes:

- Listing objectives or meaningless introductions: Tell them who you are and what you do by making a single, clear statement.
- Important information is too hard to find or absent: If something is important, make sure it is included and easily seen.
- Too long: A resume is not a second cover letter. The ability to be concise is looked upon favorably by most employers.
- Personal information not relevant to the job: Don’t include information that can be wrongly interpreted or open the door to some type of prejudice on the part of the resume reviewer.
- Too duty oriented with accomplishments not highlighted: A list of duties from a previous job just reads like a job description. Instead, briefly describe some of your accomplishments.
- Unprofessional email addresses: The resume is your first contact with the employer in the hiring process, so always try to make a good impression.
- Gaps in employment: In the interest of brevity, don’t explain gaps in your employment in the resume. Leave that for the cover letter but be ready to again explain the gaps in your interview.

Posting Your Resume Online

Posting resumes and conducting job searches online is becoming more and more popular. While this makes the process of getting your name out there much easier, it does not increase your chances of getting a job.

Companies receive hundreds of applicants for each job listing through online forums. If a resume does not stand out, it may be immediately discarded. When posting online, you have a much better chance of successfully obtaining a job if you read the job description very carefully and then tailor your resume to it. Putting hours of effort into a few job postings can be more effective than putting minimal effort into hundreds.



Here are a few tips and precautions for posting your resume online:

BEWARE OF FORMATTING REQUIREMENTS

- Convert your resume to plain text by saving it as a “plain text” or “text only.”
- Proofread after converting; some errors may have occurred in the process.
- Replace bullets with asterisks (*) or another symbol & left-justify the entire resume.
- Remember it may appear differently on the employer’s computer than it does on yours.

USE CAUTION WHEN PROVIDING PERSONAL INFORMATION ONLINE

- Do not list your phone number or your home address; the city name should be enough.
- Do not list your references; say that you can provide them upon request for an interview.
- Remove dates and specific company names. Use a general description of the company.
- Create a disposable email address that can be discontinued after obtaining the job. This protects you and might be more professional than your current email address.

DON’T LET YOUR RESUME SIT

- Resumes are normally arranged online by date of submission, much like job postings. If your resume is good, but months old, an employer might think you are no longer available to hire.
- Revise your resume every two weeks; this keeps you near the top of the list.
- If you have no results after a few months, remove your resume and try another website.
- Remove all your resume postings after obtaining a job.

For more information about resumes and cover letters, check your local library or bookstore.

The Internet can also be a valuable resource for resume and cover letter preparation. See page 52 for more helpful resume links.

How to Stay Positive During Your Job Search



You have selected a career path, just graduated high school, college, or decided to reenter the workforce. You are ready and eager to get to work, but that does not mean finding a job will come quickly nor easily. Remain flexible but don't blow off any opportunities hoping that something better will come along. Sometimes you will need to take a job to help pay the bills before you find the ideal job you're looking for. However, this doesn't mean take the first thing that comes your way. If the job isn't the right fit for you, you're going to be constantly searching for a new job.

Here are some tips for potential jobseekers:

- **Volunteer and network.**

This will get you out of the house and building relationships with people who may know where work is available. It can help you develop soft skills and other strengths you can reference during an interview.

- **Research the field you want to enter.**

Review your previous jobs, knowledge and skills and see if there are any new trends or changes that you should be aware of. Through reading you may gain some "perspective" about yourself and realize that you would prefer to work more directly with customers than being behind the scenes in an office.

- **Spread the word.**

Gently remind ALL your family, friends, and acquaintances to not ask you every time they see you "Did you get a job yet?" Tell them you will let them know as soon as you get good news in your job hunt.

- **Maintain a schedule.**

If you are looking for a "9 to 5" job, start your day by waking up early. Do your "work" involving research, resume writing, and filling out applications during this time period. Leaving the house to do this at a library, coffee shop, or park can be helpful as well. After 5 p.m., you can relax. This habit will make the transition to work easier, and you won't feel guilty or stressed that you're not searching all day, every day.

- **Don't dwell on missed opportunities.**

"Sorry, we cannot offer you a job at this time," doesn't mean that you are a failure or that you did anything wrong. Another applicant may have simply had better credentials, a great interview, or known someone in the company. Use each interview as an opportunity to learn and send a letter of thanks to every company that rejects you. They may remember this gesture and contact you if another job opens up.

- **Manage stress.**

Looking for jobs, filling out applications, going to interviews, and not hearing back from employers all cause a lot of anxiety and stress. Avoid stimulants such as coffee, nicotine, and energy drinks to help manage stress and anxiety. Also, get out of the house and take a walk or go to the gym as part of your daily routine. The fresh air, sunshine, and exercise all improve mood and boost serotonin levels. Exercise can help alleviate both psychological and physiological stresses on the body.

- **Update/tailor your resume.**

This sounds simple, but many job seekers do not think to tailor their resume to the job they are applying to. Any experience you have, no matter how small or seemingly insignificant, is important in the job seeking process. Rewording your work responsibilities to the language of the job you are applying to can make a big difference. If you worked as a barista at a coffee shop and are now applying to a large corporation/office job, you could emphasize your interpersonal skills and your ability to work in a fast-paced environment. Often, it is more important how you present yourself in an interview than what you did for work. Don't lie or fabricate your work experience but try to look at what you did in a different light.

The Interview

Congratulations you've landed a job interview!



This is a big accomplishment in its own right and should be celebrated. It also means you've still got a lot of work ahead of you. You must now begin to prepare for the interview. You'll want to show the interviewer that you know you are competent, reliable, and trustworthy.

Here are a few tips to get you started.

Demonstrating your **competence** in the interview means preparing and doing research beforehand in order to showcase your knowledge about the industry, job duties, company/organization, and yourself! Take some time to reflect on and/or write about these areas. What do you know about the industry? Have you worked in it before or is it new for you? The same goes for the job duties. Have you done this type of work before or are you trying to break into a new type of job? What are your transferable skills from previous jobs or volunteer opportunities that the interviewer may want to know more about? Finally, know yourself. What do you bring to the table and how do your experiences tell the story of who you are and what your career aspirations are?

The interview is the biggest opportunity you will have to show them how **reliable** and **trustworthy** you are – although you can also show this through any communication you have with the employer via prompt and polite responses.

What's Your Career Story?

When it comes to knowing your career story, look at and reflect on your career history. Chances are, there are some themes that emerge. What are the high points that made you feel proud and confident? What were the low points and what lessons did you learn from them? How have all those moments led you here, to interviewing with this organization?

Going into an interview with a clear idea of what your career story is will help the person who is interviewing you put your resume in context. Maybe you got fired from a job five years ago, but that led you to realize that that job was never the right fit to begin with. Or maybe you started out in sales but started to take on design projects because you found it interesting. It's ok to admit times in which you made a mistake and/or were wrong, so long as you demonstrate that you used that moment to make some positive change.

Showing up on time, following any instructions they gave, being kind and gracious are all ways to show the interviewer you possess these traits. Don't forget to include examples in your career story. Finally, don't be afraid to show some of your personality! If you're funny in real life, inject a little (appropriate) humor into your interview. Same goes if you're kind or creative or insightful. The truth is, people want to work with people they trust and like to be around, so you'll want the leave the interviewer feeling excited to work with you.

By the same token, you should be evaluating the interviewer/workplace. Interviews can be nerve-wracking because there is a lot at stake, especially if you are currently unemployed and feeling the pressure of not having an income. It is important, however, not to let that very real need cloud your judgement. It may be tempting to come up with answers you think the recruiter or interviewer will want to hear. The truth is, you're not a mind reader. You don't actually know what they want to hear, so being honest is for the best. Remember, the interview is as much about how good of a fit the job is for you as it is for the employer. We spend roughly 40 hours a week at our jobs, so making sure it is an environment in which you feel healthy and able to succeed is important.

Keeping Your Job

Professional Behavior at Work

You've been hired! That's great news, but it's important to understand that making a good impression doesn't end with the interview. Once hired, many people act in an unprofessional manner and make negative impressions on supervisors and co-workers. The result? They end up losing the job they worked so hard to obtain.

Professionalism is one of many 'soft skills' that today's employers say workers are lacking. These skills are intangibles that center on social interaction and communication within the workplace. Acting in a professional manner and learning other 'soft skills' will improve your chances of succeeding within a company, even if you lack experience or have underdeveloped technical skills.



How Are Your Soft Skills?

- **Punctuality:** Do you arrive at work 15 minutes early or do you rush around and get there a few minutes late?
- **Professional Dress:** Do you dress for success, or do you just wear whatever might be clean that day?
- **Self-motivation:** Do you actively seek out work for yourself or do you wait for someone to tell you what to do?
- **Flexibility:** When asked to do something you've never done before do you rise to the challenge or complain that you don't know how to do it?
- **Teamwork:** Do you think working as a team is a waste of time or does it motivate you to do your best?

You also have to realize that the mistakes you make at one job could stay with you as bad performance reviews, unfavorable references and as part of your professional reputation as you look for another job. With that in mind, the following is a list of professional behavior guidelines to keep in mind as you start a new job.

Basic Professionalism

- Get any dental or medical appointments out of the way before you start a new job. You don't want to take off work early in your employment unless it's an emergency situation.
- Be on time for work. Nothing says 'unreliable' like repeated tardiness.
- Come to work clean and well groomed. Yes, it sounds obvious, but poor appearance leaves a lasting impression.
- Dress appropriately for work. Don't wear a suit to your job if it's dirty and labor intensive. Likewise, don't wear a t-shirt to an office job at a law firm.
- Take the time to read the office manual on policies and procedures. Then follow it.
- Keep your personal life separate from your office life. Don't address personal matters while you're on a company phone on company time.
- Remember that the supplies and equipment provided to you are there to help you do your job and are NOT there for your own personal use.

Keeping Your Job - *Continued*

Professional Behavior at Work

OUTWARD PROFESSIONALISM



- In any work environment you will confront situations that cause frustration. When that happens, it's always best to remain cool and control your emotions. Shouting matches and dramatics rarely work to your advantage.
- Keep your opinions and biases to yourself. It's very easy to alienate someone with a single poorly chosen conversation; it's a lot more work to overcome the damage done by that conversation.



- Don't engage in gossip about co-workers or supervisors. First, it makes you look bad. Secondly, think about the people involved. How much would you like to hear rumors about yourself?
- Maintain a positive attitude at work. Cynicism and moodiness only serve to alienate co-workers.



- Similarly, make friends with and surround yourself with positive people who don't engage in gossip or play office politics. (Actually, this is good advice for life outside of the office, too).
- Always remember to be diplomatic and polite. Good manners can earn you nothing but respect at work.

JOB PROFESSIONALISM



- Get a feel for the culture of your workplace. If it's a corporate, professional environment, a laid-back attitude won't get you far. If the workplace is more relaxed, it's probably not to your advantage to be overly assertive.
- Be patient with yourself at work. You aren't expected to know everything, especially when you first start your employment. Learning the ropes takes time, and impatience will lead to rash decisions and a poor attitude.



- Team players are highly valued. Be on the team, whether through support or encouragement. Always be willing to help your co-workers and employer.
- Another part of being a team player is shouldering your own workload. Don't make others set aside their projects to do your work for you.
- Use your performance reviews as a learning experience. The criticism offered in them is meant to be constructive – to help both you and the company – so don't get overly defensive.



- Be willing to take on new tasks. By learning new skills, you enhance your resume and make yourself more valuable to your employer.
- Finally, try to make yourself 'layoff proof' by becoming valuable to your employer. However, don't become too valuable in your position that you'll be passed over for a promotion.

Pennsylvania Office of Vocational Rehabilitation

The **Office of Vocational Rehabilitation (OVR)** is a state agency that helps people with disabilities obtain and maintain employment and independence.

**IF YOU ARE AN INDIVIDUAL WITH A DISABILITY,
OVR MAY BE ABLE TO HELP YOU ON YOUR JOURNEY
TOWARD A FULFILLING CAREER.**

Some of the services offered:

- **Diagnostic Services** to help you better understand your disability and your needs for specific types of services
- **Vocational Evaluation** to help you understand your vocational potential
- **Vocational Counseling Services** to help you better understand your potential, rely on your abilities, set realistic vocational goals, change them when necessary, develop successful work habits and begin a successful career
- **Training Services** to prepare you for a job
- **Restoration Services** to improve your physical, cognitive, emotional or functional abilities to increase your independence and enhance your vocational readiness and success
- **Job Placement Services** to increase your ability to get a job
- **Assistive Technology:** OVR can help you choose and obtain suitable assistive technology to enhance your vocational skills, increase your independence and expand your employment opportunities

CTI at HGAC

The Commonwealth Technical Institute at the Hiram G. Andrews Center, or CTI at HGAC, conducts a comprehensive program of services featuring pre-employment transition services, vocational evaluation, post-secondary education, career exploration, counseling and independent living skills. CTI at HGAC offers individuals with or without disabilities the skills they need to live, work and contribute to the community.

These variety of services enable the individual to prepare for employer expectations in any work environment. CTI at HGAC's Career Services prepares students for employment by providing workshops in job search assistance, resume preparation, mock interviews, job readiness, professional communication, job application guidance/referral, targeting job placement and more.

There is no charge to apply for OVR services or for diagnostic services, vocational evaluation, vocational counseling or job placement assistance. Based on your income, you may have to contribute to the cost of other OVR services.



Contact:

OVR Central Office:

Bureau of Blindness & Visual Services (BBVS)
Bureau of Central Operations (BCO)
Bureau of Vocational Rehabilitation Services (BVRS)
717-787-5244 (Voice)
717-787-4885 (TTY)
800-442-6351* (Voice)
866-830-7327* (TTY)
OVRFeedback@pa.gov

Commonwealth Technical Institute at the

Hiram G. Andrews Center:

814-255-8200 (Voice)
814-255-5873 TTY
800-762-4211* (Voice/TTY)
cti.hgac@pa.gov

Office for the Deaf and Hard of Hearing (ODHH):

717-783-4912 (Voice/TTY)
717-831-1928 (Videophone)
ra-li-ovr-odhh@pa.gov (Email)

Online resource: www.dli.pa.gov/ovr

* Toll-free within Pennsylvania

School to Work Transition

The Office of Vocational Rehabilitation (OVR) is a state agency that can help students with disabilities ages 14-22 prepare for, obtain and maintain competitive integrated employment (CIE). CIE is a job in a community integrated setting where you interact with other persons without disabilities, have opportunities for advancement and earn a wage similar to other employees without disabilities, but at least minimum wage. You can begin working with OVR when you are ready, able and available to engage in the activities necessary to establish an employment goal. The time at which this occurs is unique to each student.



OVR may provide services to students who: have an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA); have a Section 504 Plan under the Rehabilitation Act; receive specialized services in school including Drug and Alcohol and/or Mental Health treatment; or consider themselves a person with a disability.

A referral to OVR can be made by anyone, including a student, family member or school/agency personnel. Many services may be available to assist students with disabilities in their transition from school to work, including Pre-Employment Transition Services (Pre-ETS) and Vocational Rehabilitation (VR) services.



Pre-ETS

Pre-ETS may help you learn about yourself, practice work skills, explore training options and select a job. These services are available to eligible, as well as potentially eligible students. They are typically brief, introductory services.

OVR offers 5 types of Pre-ETS:

SELF-ADVOCACY INSTRUCTION

teaches you how to solve problems and manage your life.

WORKPLACE READINESS TRAINING

teaches you how to get and keep a job.

JOB EXPLORATION COUNSELING

helps you learn about jobs and pick a career.

COUNSELING ON POST-SECONDARY TRAINING

helps you decide if college or training after high school is right for you.

WORK BASED LEARNING

connects what you learn in school to real jobs.

VR TRANSITION SERVICES

If you need additional help, VR Transition Services are more in-depth, goal-oriented and are only provided to eligible students. They require you to complete an application, eligibility determination and Individualized Plan for Employment (IPE). You will work with OVR staff to determine what services are needed.

If determined eligible, the OVR Counselor assesses to what degree your disability significantly impacts, or limits, your functional capacities in the following areas: mobility, self-care, work tolerance, interpersonal skills, work skills, communication and self-direction. Services will be provided based upon your strengths, interests, needs, goals, significance of disability and the availability of funds. VR Transition Services may include: diagnostic, restoration, training, placement and support services, as well as services at the Commonwealth Technical Institute at the Hiram G. Andrews Center.

Connect with your local OVR office to learn more about the application and eligibility process!

Helping Justice Impacted Individuals Rejoin the Workforce

Finding a job after committing a crime can be very difficult. Just like any other job, networking is your best option. Get in touch with people that you may have known prior to your conviction, join local clubs or community organizations, and spread the word at church if you are religious. Any of these people may know of possible job opportunities.

The Pennsylvania Department of Labor & Industry has a webpage that offers information, tips, and resources to help people with criminal records overcome barriers they might face in their job searches. See the full link in the resources below. You will still need to update your resume, prepare yourself for the interview, dress your best, and be open and honest about your past.

Not all companies have a strict “do not hire justice-impacted individuals” policy. Pennsylvania currently has a Fair-Chance hiring policy for state agencies that removes the criminal conviction question, otherwise known as “banning the box,” from non-civil service employment applications for agencies under the governor’s jurisdiction. Even so, as a justice impacted individual, you will most likely have a long break in your employment history that will raise flags and need to be explained. Long term, this will continue to be an issue, but can be overcome if you re-establish a solid employment history and can secure positive references.

Helpful books, websites, and resources:

- Department of Labor & Industry, Reentry Resources: www.dli.pa.gov/Individuals/Workforce-Development/resources/Pages/Reentry.aspx
- ***Jails to Jobs: Seven Steps to Becoming Employed*** by Mark Drevno
- ***Beyond Bars: Rejoining Society After Prison*** by Jeffery Ian Ross and Stephen C. Richards
- Legal Action Center: www.lac.org
- A listing of all the Pennsylvania state resources and assistance programs: www.dhs.pa.gov/Services/Assistance

DID YOU KNOW?

People who haven’t even been convicted of a crime can have old criminal charges following them around - keeping them from job and housing opportunities.

Clean Slate can help. Learn more at mycleanslatepa.com.



Starting Your Own Business

If you're motivated, confident, and innovative, starting your own business may be for you. There are lots of self-employed business owners, or entrepreneurs, in the U.S. Being self-employed has advantages: greater income potential, flexibility in work hours, and the freedom to choose what you do. The work you do can be more fulfilling and rewarding, but also has risks. The U.S. Small Business Administration reports that half of all new entrepreneurship fail within five years. Also, you are not guaranteed steady income, sick pay, vacation time, or a retirement fund. The hours may be long as you may handle tasks that you wouldn't have as an employee elsewhere.

If you like the idea of working for yourself, then entrepreneurship may be for you. But if you prefer the idea of a normal paycheck and work hours, working for someone else may be for you. If you're serious about being an entrepreneur and want more information, consider checking out www.business.pa.gov for the PA Business One-Stop Shop, where there is a helpful publication called "Entrepreneur's Guide" created by PA Department of Community & Economic Development (DCED). Also, visit the Small Business Administration at www.sba.gov, which offers online courses to help you with your business.

If entrepreneurship is overwhelming, consider finding a gig job such as driving for Uber or DoorDash to supplement your income. These gig jobs, or side jobs, can be lucrative and give a glimpse of what flexible employment looks like.



Frequently Asked Questions

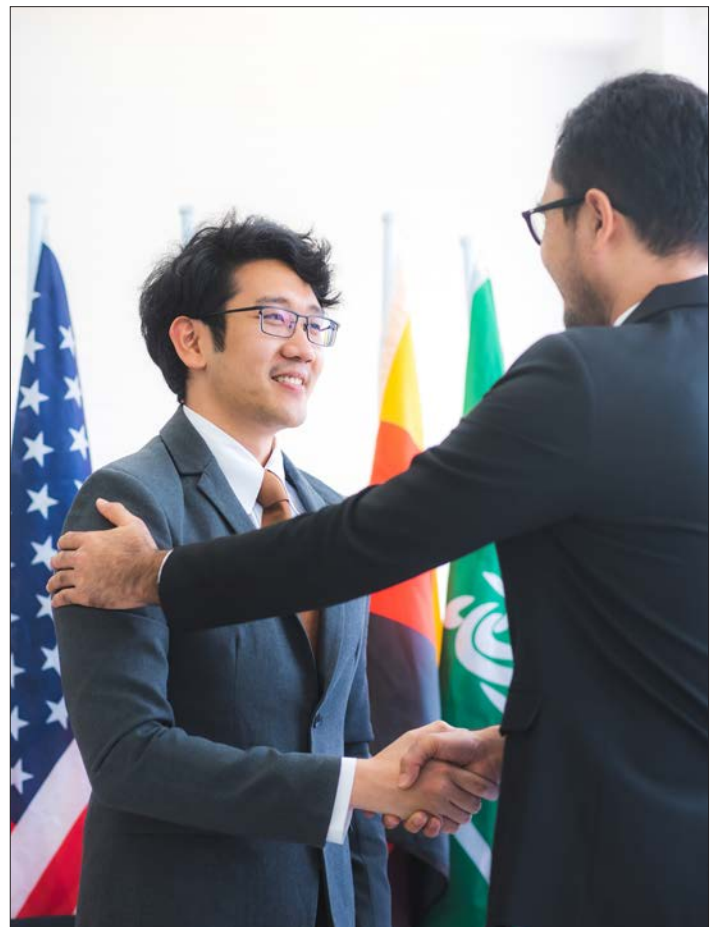
- Is there a market for my product?
- What expenses will I have (including licensing, taxes, equipment, etc.)?
- How will I find customers?

Other Career Options

Working for State Government

The Commonwealth is always looking for skilled workers to fill state government jobs. If hired, you'll serve other Pennsylvanians while holding a good-paying job with great benefits and the potential for advancement. The Commonwealth has a wide array of employment opportunities in many different fields, such as Civil Engineers, Park Rangers, Statisticians, and MANY more.

A listing of all open positions within the Commonwealth is located at www.employment.pa.gov. There are links to positions available to the public as well as a link for internships. Information such as full-time or part time employment, civil service status, job overview and more are provided. A salary range is provided as well but note that this range shows the entry-level to max pay for each job. Instructions for applying are given for each position, along with contact information for any questions you may have. There are dates provided for the closing of the application period to ensure you allow yourself time to gather information for the application. For questions with the employment process or assistance with applying, call **717-787-7811 or 717-787-0570 (TTY)**.



Job Search Advice for Older Workers

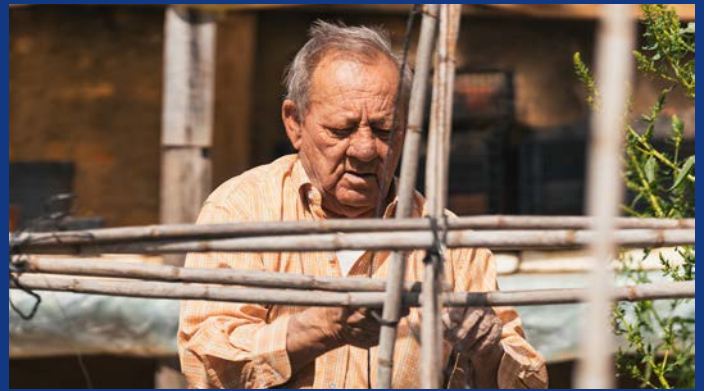
For an older (or any aged) worker looking for employment, it is important to maintain a weekday schedule that is as structured as possible. This helps to keep you in a “daily work” frame of mind. Try to keep the same hours that you would keep if you were working. This means not staying up late or sleeping in most weekdays and keeping weekend routines as regular as possible. Weekdays should still be thought of as working days. This daily schedule should include resume review and updates. Also, review work, education, and life experiences to see if you left out anything that is now relevant. Use your “workday hours” time for reviewing your professional knowledge base and furthering your education by additional course work, including on-line seminars, etc. Also, if you are “behind the times,” work on improving your technical or computer skills and to familiarize yourself with social media.

It never hurts to spend some time on ancillary material, not directly related to work, to get a big picture perspective. This could include reading history, economics, science, and philosophy/theology. This will aid in filing the hours of your day and take your mind off job hunting. Spend some of your preparation/reading time in a different environment away from home. Try going to a library, bookstore, park, or garden. Take a mental break during the week for an afternoon and watch a movie, go for a hike or leisurely drive.

Be sure to keep yourself physically active. If you are financially able, join a gym. Even without a gym, there are still plenty of ways for you to stay physically active. More and more studies are showing the importance of activity. Stand up, stretch, and move about for five minutes every hour and walk around the block every other hour. This is important psychologically and physiologically! A good 30+ minute walk helps release endorphins and various “feel good” hormones.

Now is a good time to start (or increase) the many health hints/tips that are available. Get some sunlight every day, perhaps include some breathing and relaxation techniques. Remember that old axiom “laughter is the best medicine.” Healthful stimulants during the day may include dark chocolate, fruit, vegetables, and herbal teas. Too many energy and sugary drinks will take their toll when they wear off. It is also important to continue hobbies, interests, and social activities.

Did we mention that walking is very important? Walking with friends is even better. All this boosts serotonin levels, burns calories, tones muscles and flexes joints. Finally, and perhaps most important- gently remind ALL your family, friends, and acquaintances not to ask you every time they see you, “did you get an offer yet?” Tell them you will let them know any time you get good news in your job hunt!



MAINTAIN WEEKLY ROUTINE



TAKE A MENTAL BREAK



STAY PHYSICALLY ACTIVE



How to Move on After Getting Fired



Fired, let go, terminated, laid off; regardless of the way it is phrased, losing your job is often a negative experience. Becoming unemployed often carries with it a large amount of emotional and financial stress. However, that negativity and stress can do nothing for you. The only way forward is through positivity; and remember a job does not define who we are, rather we define our job by the effort and actions we put into it.

Your initial reaction will likely be frustration or anger with your employer and boss. This is natural but venting towards them or about them through social media is completely unproductive. Think about how a new employer would react to your behavior. If you are unable to shake the anger and bitterness, talk with someone who you trust or a professional. And, if you were dismissed for a reason outside of your own control, you may be able to still get a reference on your positive qualities. It never hurts to ask.

Understand where you are financially. Most likely you will need to cut costs and spending immediately. Having a budget in place will help you determine what is essential and what is not. If applicable, sign up for unemployment insurance as soon as possible and verify if you can afford COBRA (health insurance through the employer) or if you need to purchase health insurance privately.

Take some time for you and try to understand why this happened. Even if you do not have the money to travel to get away from it all, time to decompress is important. This “you” time can help you understand who you are and who you want to be. Evaluate yourself honestly. This is your opportunity to take a good look at your career path so far and will help you find the career path in front of you. A few questions to ask yourself:

- Did I enjoy the work or the people?
- What about my previous jobs did I like or dislike?
- Do I want to try something new?
- Do I want to go back to school?

These are just a few questions to help you understand where you want to go. Also, if you were let go due to an inability on your part, ask yourself “What could I have done differently?”, “What skills do I need to improve?”, or “Did I promote myself beyond my job level?” If you were in a managerial or supervisory position, did you enjoy it or was the stress overwhelming?

FINDING YOURSELF NO LONGER EMPLOYED DOES NOT HAVE TO BE A SCARY AND ANGRY TIME.

VIEW IT AS AN OPPORTUNITY TO EXPLORE NEW IDEAS FOR THE NEXT CHAPTER IN YOUR LIFE.



Networking & Social Media

Many jobs are NEVER advertised.

Most jobs are filled through personal referrals, direct contact with employers, or employment agencies. Because of this, be sure to network! When networking, be specific with your contacts about what you are looking for and how they can help. You should prepare a list of friends, relatives, teachers, or anyone with whom you may have a common thread. They may know of employers looking for your particular skills. Ask for tips on how to reach your goals. Take advantage of your “connections” and contact those people. Even if you don’t get the job now, they may remember you later or point you in a better direction.

Consider attending a career fair (see page 34). You’ll have the opportunity to meet with representatives from many industries and submit your resume to potential employers. Before going to a career fair, consider learning about local employers. Find out who’s hiring, what type of work they do, and who to contact about job openings. You could do most of your research through a company’s website.



Engaging in drug or alcohol abuse is dangerous behavior. Substance abuse can have an adverse effect on your career. Increasingly, employers are conducting drug tests on their employees or prospective employees. The U.S. military has a zero-tolerance drug policy; the Federal Government allows drug testing at all levels. Screenings may take the form of polygraph (lie detector) and tests of the blood, urine, or hair. Many employers will dismiss employees or reject applicants because of a positive test.

Drug and alcohol abuse can affect your work life. Drugs and alcohol affect your physical and mental health, making you less sharp and a liability to the company. One way to not worry about drug testing is to not use drugs. Seems straightforward, but not everyone abides by that rule. You should also be aware of your company’s policy on drug testing and understand that refusing a drug test may result in disciplinary action (including dismissal). Be prepared to discuss any prescriptions you take with your employer, as they could be captured by a drug test.

DON'T

Post anything on your profile that you wouldn’t want to show up in the newspaper. Just because something is legal, such as drinking alcohol when you are 21, doesn’t mean you should post about it. For example, showcasing excessive drinking may reflect poorly on your character and be seen as a red flag to employers.

Use your profile as a way of venting about what’s going on in your life. If you have a bad day at school/work, writing a couple of paragraphs about it may help you to blow off some steam. However, do not complain about your workplace – including your job, boss, co-workers, and customers.

Admit to doing anything illegal. Even if you are joking, it is nearly impossible to undo such an admission. The police are just as capable of using social media as anyone else. The best bet is to avoid doing anything illegal in the first place!



Online Networking

When social media sites began, they were mainly used by college students and recent grads as a means of keeping in touch with people. However, with millions of accounts on various social media platforms, there is a good chance that anyone from your boss to your grandma can see your profiles. Nowadays, people use these social media sites to look for jobs and evaluate potential employees. Be careful with what you choose to post, as your future boss may look at it someday.

Countless examples can be found of employees losing their jobs over an insensitive Facebook post or an inappropriate TikTok. While freedom of speech exists, your employer has the right to fire you if your public comments reflect poorly on them. The simple fact is that social media sites are tools, and tools have the potential to be dangerous if used improperly.

Networking & Social Media

DO

Keep private information private. Information such as your phone number or address can give dangerous people access to your personal life. Additionally, cyber criminals thrive on information regarding your pets' or grandparents' names, as these are questions that banks and credit card companies often use to verify your identity.

Remove comments posted by others that can get you in trouble. You can't always keep your friends or others from posting material that you don't want to be seen online. It is important to remain aware of what is posted and remove information that could be harmful or ask those who posted it to remove it.

If you keep these rules in mind while using social media, there is no reason why these networks can't be a great tool to help you keep in touch with old friends, make some new ones, or even land that job you've been looking for.



Creating a LinkedIn Profile

Unlike other social media sites, LinkedIn is designed specifically for networking, job searching, and recruiting. It is focused on work related things, ignoring the other day-to-day posts/tweets/events that other sites have. Below are some tips for having an effective, professional profile.

You should display an appropriate photo, such as a headshot from a professional company. Make sure to list all your education, including your major(s) and/or minor(s). You should list your awards, recognitions, or even your GPA, if you choose. Be sure to include any past work, internships, volunteer work, or extracurriculars you were or are involved in. Reach out to groups you are a part of, such as the college you attended, interest groups, and more. The key is to make as many connections as you can, or to network. Keep your profile up to date, as an active page looks better to employers than an abandoned one. Finally, make sure when reaching out to others that you are professional in how you address them. Your tone should reflect respect and mimic talking to your boss or coworkers.



Budgeting

Regardless of where you are in life, if you do not have a budget, you should make one. Not because you are being told to do so, but because the only way to become financially secure and independent is to take in more money than you spend. One of the best ways to do that is to track where your money goes.

Useful Tip: A great way to manage money is through an envelope system. One for rent and bills that need to be paid, and another for splurge spending on entertainment, clothing, etc. Only put the amount you have budgeted in each envelope and only spend what is allotted for that month. If you don't want to keep cash in envelopes, you can do this similarly through your bank account's subaccounts/subcategories or even in an app.



Pick a Timeframe for Your Budget

You can choose any amount of time for your budget, but monthly is the most typical. Most recurring expenses (rent/utilities/car payments) are paid on a monthly basis, making this timeframe the easiest for which to plan.



List All of Your Income

In your budget, include all your sources of income. For college students, these typically include financial aid (scholarships, grants, work study, and student loans), savings, contributions from parents, and income from a part-time job. For someone in the workforce, this would be the net amount of your paycheck. The net amount is your take-home pay. You may make \$15 an hour for 40 hours a week resulting in \$1200 for two weeks of pay, but after taxes, deductions and health care premiums, your two-week paycheck is reduced by roughly a third and may only total about \$800.



List All of Your Expenses

Next, list all your expenses. Typical college student expenses include tuition and fees, books and supplies, room and board/housing, food, personal care items, transportation or car expenses, health insurance, cell phone, clothes and entertainment, and other activities. Food costs are on the rise, so consider putting aside a bit more of your income to account for those costs. If you are not sure what your expenses are, track them for a week, a month, or more. Recording everything you spend can be an eye-opening experience and a great way to find areas to cut costs. If you are in the workforce, your expenses will depend heavily on your living arrangements. Rent, utilities, and transportation are all dependent on where you are located.



Save and Plan for Emergencies

Savings should be considered an expense. It should be somewhere between 5% and 10% of your budget. Savings help with the unexpected parts of life. If your car breaks down or you have an unexpected medical expense, you will be ahead of the game if you have money saved in an emergency fund and do not have to rely on credit. It also helps you make those big steps in life like buying a house, starting an investment portfolio, planning a wedding, or taking a big vacation.



Make Sure Your Budget Balances

Total your income, total your expenses, and then make sure that your budget balances. You should account for every dollar. If you have money left over, it should be added to your savings. If your budget does not balance, you will need to reduce your expenses and/or figure out a way to bring in more income.

Budget Sample Worksheet

INCOME	EXAMPLE	MY BUDGET
Bi-Weekly Income (single occupation from data bank) (multiply by 2)	\$3,162	\$
Minus Taxes & Withholdings (multiply by 0.3)	(\$949)	\$
Plus Other Income	\$0	\$
Total Monthly Income:	\$2,213	\$

FINANCIAL	EXAMPLE	MY BUDGET
Savings	\$150	\$
Student Loan Payment	\$225	\$
Credit Card Payment	\$100	\$
Gifts & Charity	\$10	\$
Total Financial:	\$485	\$

HOUSING	EXAMPLE	MY BUDGET
Rent/Mortgage	\$1,200	\$
Utilities (water/trash/electricity/oil/gas)	\$180	\$
Internet & Cable TV	\$70	\$
Home Repairs & Maintenance	\$0	\$
Total Housing (divide by number of roommates):	\$1,450/3 = \$483	\$

FOOD	EXAMPLE	MY BUDGET
Groceries	\$250	\$
Dining Out	\$85	\$
Lunches & Snacks	\$27	\$
Pet Food & Care	\$0	\$
Total Food:	\$362	\$

TRANSPORTATION	EXAMPLE	MY BUDGET
Car Payment	\$200	\$
Car Insurance	\$70	\$
Gas	\$90	\$
Parking & Tolls	\$45	\$
Repairs & Maintenance	\$50	\$
Public Transportation	\$0	\$
Total Transportation:	\$455	\$

EVERYDAY EXPENSES	EXAMPLE	MY BUDGET
Clothing	\$40	\$
Toiletries	\$10	\$
Laundry & Cleaners	\$10	\$
Hair Care	\$10	\$
Cell Phone	\$75	\$
Other	\$5	\$
Total Everyday Expenses:	\$150	\$

HEALTH	EXAMPLE	MY BUDGET
Medical Insurance	\$100	\$
Dentist	\$20	\$
Eye Doctor	\$20	\$
Prescriptions	\$10	\$
Other	\$0	\$
Total Health:	\$150	\$

ENTERTAINMENT	EXAMPLE	MY BUDGET
Movies/Games/Concerts	\$40	\$
Streaming Services	\$30	\$
Dates/Vacation	\$38	\$
Hobbies	\$20	\$
Other	\$0	\$
Total Entertainment:	\$128	\$

Total Monthly Expenses:	\$2,213	\$
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Helpful Links

RESUME HELP

www.myperfectresume.com

<http://rockportinstitute.com/resumes>

www.pacareerlink.pa.gov

In PA CareerLink®, job seekers have access to more than 200,000 job openings and SkillUp™ PA, PA CareerLinks® online learning tool. You can create and upload a resume and make yourself available to thousands of employers. PA CareerLink® will also recommend jobs for you based on your preferences. One exciting feature is an automatic capture of all your job-search activities within PA CareerLink®. You have the ability to record any outside job-search activities, too. All in one place. All for free.

FEDERAL GOVERNMENT EMPLOYMENT/INTERNSHIPS:

www.usajobs.gov

Federal government's job database for full-time, internships, part-time and temporary positions. Includes jobs and internships for students and recent grads.

www.gogovernment.org

A student-centered website with a wealth of information on opportunities in the federal government. Information on preparing your application, interest-specific career guides, agency profiles and profiles of young federal employees.

www.usa.gov

Search an A-Z listing of federal agencies.

STATE GOVERNMENT EMPLOYMENT/INTERNSHIPS:

www.employment.pa.gov

The Commonwealth of Pennsylvania offers employment opportunities in over 2,000 job classifications, all of which fit into two broad categories: non-civil service or civil service. This website also can take you to State Government Internship & Externship Opportunities.

SCHOLARSHIP SEARCH:

There are several different sources you can reference when applying for scholarships. You may first want to start with your high school guidance office as they may have a list of resources for you. You can also check to see if any scholarships are available through your parents' places of employment, labor unions, professional associations, community organizations, religious organizations, etc. Finally, while you will most likely be automatically considered for scholarships at your college of choice based on your academic performance you can check with the Student Aid Office to see if there are any additional scholarships that you can apply for.

www.studentscholarshipsearch.com/state/pennsylvania

www.fastweb.com

If you have questions or comments about this publication, we would like to hear from you.

For additional copies of the Pennsylvania Career Guide or to provide feedback, please contact the Pennsylvania Department of Labor & Industry, Center for Workforce Information & Analysis at 877-493-3282 or at workforceinfo@pa.gov.

Notes

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pennsylvania

DEPARTMENT OF LABOR & INDUSTRY
CENTER FOR WORKFORCE INFORMATION & ANALYSIS

GOVERNOR JOSH SHAPIRO

L&I SECRETARY NANCY A. WALKER