

RECOMMENDED JOB SEARCH AND CAREER EXPLORATION SITES

Career Employment Services (CES)

CES provides important information and links about jobs, education, and career exploration

- Go to www.otc.edu and search “career services”
- Click on <http://www.otc.edu/careerservices>

JOB SEARCH SITES

1. College Central Network (OTC’s Online Job Board)

<http://www.collegecentral.com/otc/>

- Click “Students”
- Click “Register Now” or “Log in at Student Central”
- Search “Search for Jobs/Opportunities Posted to My School” or the “Search for Jobs” – National Job Board

2. Missouri Career Source (Job Search and Career Exploration)

<http://jobs.mo.gov/>

- Hover over “Find a Job” and click “Job Search”
- Enter Keyword and Location information, click “Search”
- Click on job title to view job description
- You will need to register if you decide to apply for a job

3. Springfield Area Chamber of Commerce

<http://springfieldchamber.com/>

- Hover over “News & Updates” and click on “Member Job Postings”
- Select category from drop down menu **OR**
- Hover over “News & Updates” and click on “Member Internship Postings”
- Select category from drop down menu

4. Career Coach (Job Search and Career Exploration)

<http://otc.emsicareercoach.com/>

- Search careers and degrees by keyword

5. Career Library (Job Search and Career Exploration)

<http://www.otc.edu/>

- Go to the OTC website and click “Connect My OTC”, Log In
- Click “Resources” tab at top
- Click “Career Library”

6. Other JOB SEARCH Sites:

- Company Websites (Hospitals, Schools and Colleges, Large Area Employers, City Municipalities)
- Indeed at <http://www.indeed.com/>
- Career Builder at <http://www.careerbuilder.com/>
- Simply Hired at <http://www.simplyhired.com/>
- Snagajob at <http://www.snagajob.com/>
- Google: “Jobs in Springfield, MO” for example

CAREER EXPLORATION SITES

1. Focus 2 (Career Exploration Assessment)

<http://www.otc.edu/careerservices/18322.php>

- Click on “Click Here” after “New Users” and enter the password “eagles”

2. Strengths Quest (Online Self-Assessment Identifying Your Strengths)

- Go to **Career Employment Services**, ICW 219N, OTC Springfield Main Campus for a FREE code.

3. My Next Move (Career Exploration)

<http://www.mynextmove.org/>

- Career information website with FREE career assessment and more

4. “What can I do with this major in...?” (Career Exploration)

<http://www.otc.edu/employment/cesstudentalumni.php>

- Under “Student and Alumni Resources Links”, click “What can I do with a major in...?”

5. OTC 180-Day Graduate Follow-Up Report (Employment Statistics for OTC Graduates)

<http://www.otc.edu/employment/cesstudentalumni.php>

- Under “Student & Alumni Documents” click “2011 Graduate Follow-Up Report”

6. Virtual Career Library (Career Exploration)

<http://www.otc.edu/careerservices/21686.php>

- Click Virtual Career Library icon and then click “Enter Here” button

7. Vocational Biographies (Career Exploration)

<http://www.vocbiosonline.com>

- Enter the school user name: Ozark TCC
- Enter the school password: 6WFO

8. Missouri Economic Research and Information Center – MERIC (Career Exploration & Employment Statistics)

<http://www.missourieconomy.org>

- Click “Occupation Studies” tab
- Click “Occupation Employment & Wages” or “Occupation Projections”

9. Career One Stop (sponsored by the U. S. Department of Labor, Employment and Training Administration)

<http://www.careerinfonet.org>

- Click “Explore Careers” tab
- Click “Browse Occupations” link
- Use either the Keyword Search or Menu Search to find an occupation for the Occupation Profile
- Make sure you select Missouri as your state for the Occupation Profile.

10. Occupational Outlook Handbook (U.S. Department of Labor - Bureau of Labor Statistics)

<http://www.bls.gov/ooh/> OR <http://www.bls.gov/es/ooh/> (en Español)

- Scroll down to the middle of the page and click on a letter in the A-Z Index for a listing of all occupations in alphabetical order to begin your search.

11. O*Net Online

<http://www.onetonline.org>

- To search by occupation title, type in the name of the occupation in the “Occupation Quick Search” box in the upper right-hand corner or in the “Keyword Search” box.