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)**
   - 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)**
   - Career information website with FREE career assessment and more

4. **“What can I do with this major in...?” (Career Exploration)**
   - Under “Student and Alumni Resources Links”, click “What can I do with a major in...?”

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

6. **Virtual Career Library (Career Exploration)**
   - Click Virtual Career Library icon and then click “Enter Here” button

7. **Vocational Biographies (Career Exploration)**
   [http://www.vocbiosonline.com](http://www.vocbiosonline.com)
   - Enter the school user name: Ozark TCC
   - Enter the school password: 6WFU

8. **Missouri Economic Research and Information Center – MERIC (Career Exploration & Employment Statistics)**
   [http://www.missourieconomy.org](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](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.

    - 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](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.