

The entire Path To A Job suite of job search assistance tools is premised on a dual labor market theory with its distinct secondary labor market where jobs offer lower wages limited job security, and fewer opportunities for advancement. Positions in the secondary labor market are frequently far less competitive; often involving job applications and not resumes. Path To A Job could instead be framed as Path To A *Competitive* Job In The Primary Labor Market. Getting jobs in the secondary labor market shouldn't involve outside staff assistance. The Primary Labor market involves competing for jobs that are coveted by others. Positions that are competitive. Path To A Job tools are designed to assist staff to provide their clients assistance to effectively self-market in an employment context. To effectively rebrand to not only compete with others. But to be chosen to interview and ultimately to be selected for the job.

In hiring, the bottom line is always the bottom line. Though they might not frame it this way, the person(s) interviewing is always projecting future productivity. They are probing for those with the right skills to do the job, the right character to fit in with their existing team and a record of past accomplishment/responsibilities/authority. A package that projects into future accomplishment in their setting.

It isn't at all coincidental, that the resumes selected for interview often are those written by professional resume writers. They rise to the top because they have always been written from a productivity perspective. Their resumes open with a summary statement that includes prior experience when present, several key skill strengths, highlight responsibilities and/or accomplishments that will be amplified in the body of the resume as well as several positive work character keywords. The opening summary statement captures readers' attention for a subliminal reason. It is a subtle restatement of the traditional three step sales model in a different context. The same three sales components that consumers consider in any selection that involves rough equals.

- Does the product do what you need it to do
- Among products that are roughly equal, what makes this product stand out as better than others
- Does the company behind this product have integrity.

Few understand how to effectively self-market. It's not a skill taught in school. Professional resume writers understand it quite well. They can effectively self-market in every occupation in the primary labor market. They can articulate the skills, the tools and the technology involved in every occupation. The best professional resume writers draw on the power of skill transferability. How skills transcend occupations. They have the ability to construct narratives where their clients who have never performed their target occupations are competing successfully with those with prior occupational experience. Their skill package cobbled from other occupations, education experience, in the military or in life in general. Skills that have been applied to positive ends to create accomplishments that are documented.

Path To A Job is constructed on a bed of O\*NET research. O\*NET being the US Government's extensive occupational classification research used by Industrial-Occupation psychologists, human resource offices in businesses, labor market information offices in states' employment security agencies, employment and training programs in job centers.... and in the Path To A Job suite to provide job center clients valuable insights into their target occupations as well as their own past and how it intersects with the specific skills/tools/technologies required to perform the target occupation they have in mind.

One of the most intriguing uses of O\*NET data in Path To A Job addresses the unique needs of those with disabilities who too often dwell on the perceived potential limitations of their disability(s) at the expense of their vast store of abilities. Every Path To A Job user who indicates that s/he has a disability is presented the universe of job tasks in their target occupation to self-evaluate whether each individual task would be impaired due to their disability. This real world occupational pre-screening isn't based on perceived fears. It involves the tasks that are required to actually perform the occupation. Below are the two screens in the actual program. More often than not, the second screen reassures that the client's abilities to perform the job far exceed their possible concerns. Staff can work with them to address accommodations on the tasks of possible concern. Task self-assessment should be standard practice with every person with a disability who is seeking a job in either the

primary or secondary labor market. Too often, individuals with disabilities overthink based on their fears. Because they sell themselves short, staff sells them short. Over 40% of all disabled veterans are outside the labor force. Not even unemployed. This is a national tragedy. A tragic waste of human potential.



**PATH TO A JOB**  
Your Path To A Job

## YOUR ABILITIES FAR EXCEED ANY DISABILITY

### BELOW ARE THE 21 TASKS THAT ARE INVOLVED IN THE CLUSTER OF RELATED JOBS THAT YOU HAVE CHOSEN

Next to each skill is a box that you can check if you think that you might experience difficulty performing this task because of a disability. The purpose of this exercise is to examine accommodations that can be made that make it possible to be hired into this occupation and be totally productive from Day One. Employment staff with extensive experience working with disability accommodations understands the wide range of work arounds that you are not aware existed. There is a tax credit for employers who make disability accommodations for their workers. This is a widely used tax credit that gets results in people being hired.

Check the boxes that apply. At the end of this exercise you will discover what many others before have discovered. Your abilities far exceed your disability. You should probably be less concerned about whether you can do the job and more concerned about marketing your past productivity and work character to get the job. ONLY check the tasks that you think might give you problems doing because of disability

Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.	<input checked="" type="checkbox"/>
Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.	<input checked="" type="checkbox"/>
Answer telephones, direct calls, and take messages.	<input checked="" type="checkbox"/>
Compile, copy, sort, and file records of office activities, business transactions, and other activities.	<input checked="" type="checkbox"/>
Complete and mail bills, contracts, policies, invoices, or checks.	<input checked="" type="checkbox"/>
Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.	<input checked="" type="checkbox"/>
Compute, record, and proofread data and other information, such as records or reports.	<input checked="" type="checkbox"/>
Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.	<input checked="" type="checkbox"/>
Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.	<input checked="" type="checkbox"/>
Review files, records, and other documents to obtain information to respond to requests.	<input checked="" type="checkbox"/>



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## YOUR ABILITIES FAR EXCEED ANY DISABILITY

### Tell Us Why Those You Checked Might Present Difficulty For You

Complete and mail bills, contracts, policies, invoices, or checks.	<input type="text"/>
Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.	<input type="text"/>



## YOUR ABILITIES FAR EXCEED ANY DISABILITY

You just told us that you can do almost all of the things required in this kind of job. This is the percent of tasks involved in this kind of work that you think you would have difficulty doing because of your disability.

10 %

You should be able to compete for a job in this occupation. You might want to talk to a person familiar with disabilities about the tasks that you feel like you might have difficulties performing and how they might possibly be addressed.



### Task Self Assessment Should Be A Job Search Assistance Fundamental For Clients With Disabilities

ONET Cluster	ONETs	Median Tasks	Minimum Tasks	Maximum Tasks
		Per O*NET	Per O*NET	Per O*NET
Management Occupations	36	19	8	102
Business and Financial Operations Occupations	33	17	6	103
Computer and Mathematical Occupations	19	17	11	54
Architecture and Engineering Occupations	34	20	7	87
Life, Physical, and Social Science Occupations	44	16	5	79
Community and Social Services Occupations	14	15	7	27
Legal Occupations	7	12	6	15
Education, Training, and Library Occupations	62	20	12	36
Arts, Design, Entertainment, Sports, and Media Occupations	36	14	6	61
Healthcare Practitioners and Technical Occupations	67	16	9	117
Healthcare Support Occupations	17	13	8	26
Protective Service Occupations	22	18	7	59
Food Preparation and Serving Related Occupations	15	14	8	36
Building and Grounds Cleaning and Maintenance Occupations	8	13	8	27
Personal Care and Service Occupations	30	15	3	37
Sales and Related Occupations	21	14	1	34
Office and Administrative Support Occupations	50	12	3	32
Farming, Fishing, and Forestry Occupations	12	8	2	30
Construction and Extraction Occupations	57	15	4	44
Installation, Maintenance, and Repair Occupations	49	14	3	32
Production Occupations	101	13	3	58

The same skills are found in many O\*NETs. This is a partial list.

<b>O*NET Promotes Occupational Mobility Because Skills Transcend O*NETs</b>	
<b>Skills</b>	<b>O*NETs</b>
Maintain operational records.	377
Supervise personnel activities.	243
Direct organizational operations, activities, or procedures.	239
Clean tools, equipment, facilities, or work areas.	228
Maintain current knowledge in area of expertise.	226
Purchase goods or services.	189
Communicate with others about operational plans or activities.	177
Read documents or materials to inform work processes.	176
Train others on operational or work procedures.	171
Maintain tools or equipment.	160
Measure physical characteristics of materials, products, or equipment.	153
Inspect commercial, industrial, or production systems or equipment.	141
Adjust equipment to ensure adequate performance.	140
Select materials or equipment for operations or projects.	136
Perform administrative or clerical activities.	109
Analyze data to improve operations.	108
Promote products, services, or programs.	106
Present research or technical information.	105
Inspect completed work or finished products.	102
Replenish inventories of materials, equipment, or products.	101
Prepare informational or instructional materials.	99
Load products, materials, or equipment for transportation or further processing.	98
Move materials, equipment, or supplies.	98
Test performance of equipment or systems.	98
Monitor equipment operation.	94
Compile records, documentation, or other data.	93
Cut materials.	93
Teach academic or vocational subjects.	93
Provide information to guests, clients, or customers.	91
Monitor operations to ensure adequate performance.	88
Prepare reports of operational or procedural activities.	87
Advise others on business or operational matters.	86
Maintain health or medical records.	86
Assemble equipment or components.	85
Create visual designs or displays.	85
Inspect facilities or equipment.	85
Operate transportation equipment or vehicles.	85
Explain regulations, policies, or procedures.	83
Position materials or components for assembly.	83
Repair tools or equipment.	82
Develop educational programs, plans, or procedures.	81
Advise others on educational or vocational matters.	77
Notify others of emergencies or problems.	77
Develop operational or technical procedures or standards.	76