

WISCareers Website DWD Training Materials for 2005-2006



The *WISCareers* website address
is

<http://wiscareers.wisc.edu>

This guide is for professionals at One-Stop Centers and other DWD offices.

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Wisconsin-Specific Information on *WISCareers*

Wisconsin Careers, which produces the *WISCareers* website, is a unit in the Center on Education and Work at the University of Wisconsin-Madison. Wisconsin Careers is directed by its Policy Council, which is comprised of professionals from the Wisconsin Department of Public Instruction, Department of Workforce Development, Department of Corrections, high schools, technical colleges, the UW System, career centers, and other educational institutions throughout Wisconsin.

The *WISCareers* website is designed to provide career development with a Wisconsin focus. Wisconsin resources you'll find on the Professional section of *WISCareers* are:

- 1) Lesson plans that are linked to Wisconsin Learning Standards, Wisconsin Developmental Guidance Model Competencies (WDGM), and Education for Employment Standards, along with other national standards and competencies
- 2) Information presented on the site is based on resources from DWD, Corrections, the Technical College System Board, the UW System, Wisconsin newspapers, and the Wisconsin Educational Association Council (WEAC), along with national sources
- 3) Opportunities for *WISCareers* regional training throughout Wisconsin
- 4) Link to the Center on Education and Work for conference opportunities
- 5) News articles about careers and education in Wisconsin

Wisconsin resources on the Customer section of *WISCareers* are:

- 1) The ability to search the *WISCareers* database of over 110,000 Wisconsin employers by location and occupation
- 2) Job hunting websites, including links to DWD, Wisconsin JobNet, America's Job Bank, local Wisconsin job postings, Wisconsin Council on Children and Families, Inc. (WCCF), and State of Wisconsin Employment
- 3) Wisconsin labor market data, including wage and employment statistics
- 4) Wisconsin Youth and Adult Apprenticeship information, along with information about Cooperative Education Programs
- 5) Wisconsin licensing information
- 6) Wisconsin financial aid resources, including links to the State of Wisconsin Higher Education Aids Board, Wisconsin Association of Student Financial Aid Administrators, U.S. Department of Education, and the College Board
- 7) Financial aid information from the booklet *Wisconsin Financial Aid Information*, published by Wisconsin Careers, can be downloaded from the site
- 8) Information on Wisconsin educational institutions and training programs
- 9) Placement data and earnings potential information from Wisconsin Technical College Programs
- 10) Easy access to UW and WTCS online applications

Getting Started with *WISCareers*



To access *WISCareers*, type in the site's web address (which is <http://wiscareers.wisc.edu>) into your browser's address bar.

If this is your first time on the site, click on "Get Started" across from "Create New Account." The next screen will either prompt you to enter a registration code or select your Job Center location from a map.

If you click on Get Started and are prompted to enter a registration code, ask the *WISCareers* website administrator at your Job Center for the customer registration code. Then follow the instructions on the next page to set up your new account.

If you would like to create a professional account on the site (instead of the standard customer account), ask the *WISCareers* administrator at your Job Center for the professional registration code, then follow the instructions on the next page.

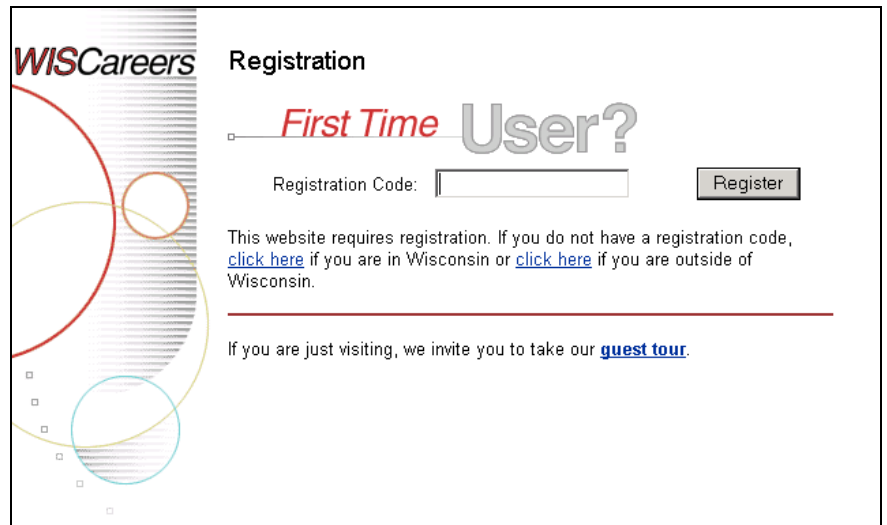
If you click on First Time User and *WISCareers* prompts you to select your Job Center location from a map, you do not need to enter a registration code. It will do the registration for you! All you need to do is create your username and password at the prompt.

Returning users simply enter their username and password and click Login. If you are a returning user and don't remember your username and password, contact the *WISCareers* website administrator at your Job Center.

New Users: How to set up your *WISCareers* account using a Registration Code

To create your account, first type in your registration code in the text box at the top of the screen. This code identifies your account as either a customer or professional one (professional codes are only for Job Center staff), and also which Job Center you are affiliated with. You need the registration code **only once**.

You are welcome to share the registration code with any colleagues at your Job Center.



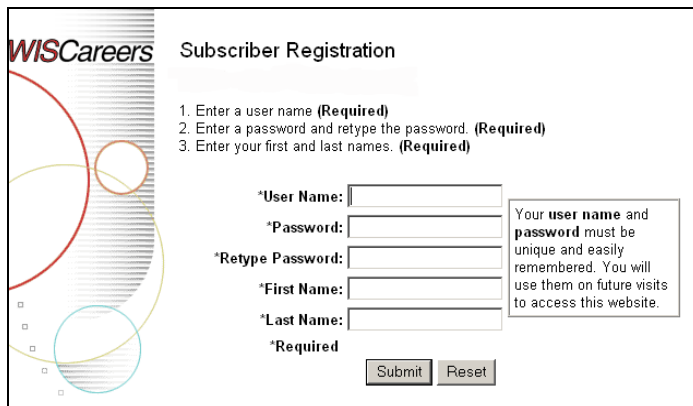
Now enter a username and password. We recommend choosing something you use regularly so it's easy to remember. Usernames and passwords need to be at least four characters long, and they also need to be different from each other. Enter your first and last names-- entering a nickname is optional.

From now on, you'll log in with this username and password.

If you'd like, record your username and password here for easy reference.

My Username _____
My Password _____


The username and password you have selected are for your personal account. It is not necessary to share them with anyone else at your Job Center.



The Professional Site



After you have logged in, the first page you will see depends on the type of account (professional or customer) that you have. **WISCareers is divided into two sites: the Professional Site and the Customer Site.** Professionals can access both sites, but always start on the Professional Site. Customers will see only the Customer Site, since they do not have access to the professional section. If you have a professional account and wish to go directly to the Customer Site, simply click on the link at the top of the screen or on the right-hand side.

The **Briefcase**  is where classroom activities and your personal profile are stored.

Go to Customer Site: a link to the customer homepage

Activities & Workbooks: database of over 550 K-12 activities to print out and use

Professional Development: training and conference opportunities

Support & Resources: how to promote site usage, troubleshoot, make suggestions

News & Views: career- and education-related news articles

Site Usage Reports: find out most popular occupations/schools, generate usage reports

Message Center: post class assignments and announcements, leave mail for a customer

Administrative Tools (*WISCareers* administrators only): login maintenance, reports

Link to ASSET: access the ASSET website from within *WISCareers*

Tell a Colleague: give a friend at another school a trial account

Feedback (in the red bar): send us questions, suggestions, kudos

Updates (in the red bar): new features on *WISCareers*

here's a tip → Selecting **Print** in the browser **File** menu can print any page on the *WISCareers* site. Occupation and education pages can also be printed through a link on the site (see page 18.)

Activities & Workbooks

Within **Activities & Workbooks**, you may search the database of 550 classroom activities and access Wisconsin Careers workbooks.

For more detailed information about the activities and searching the database, consult the **User Guide**.

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welcome to
Activities & Workbooks

- ▶ [Classroom Activities](#)
Find lesson plans that relate to many job related topics. Some activities include worksheets that you may [copy](#).
For more information consult the [User Guide](#).
- ▶ [Workbooks](#)
Wisconsin Careers produces numerous workbooks for use in career development programs. You can [view and print them](#) for use with your customers.

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Step-by-Step Classroom Activities

Grade Level

You may choose one or more grade levels to include them in your search criteria. [Tips on searching.](#)

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 7
<input type="checkbox"/> 1	<input type="checkbox"/> 8
<input type="checkbox"/> 2	<input type="checkbox"/> 9
<input type="checkbox"/> 3	<input type="checkbox"/> 10
<input type="checkbox"/> 4	<input type="checkbox"/> 11
<input type="checkbox"/> 5	<input type="checkbox"/> 12
<input type="checkbox"/> 6	<input type="checkbox"/> Adult

[view results](#) [review choices](#) [clear category](#) [clear all](#)

grade level
curriculum area
wisconsin learning standards
competencies
text search
resources

Under Classroom Activities, you can search for activities based on grade level, curriculum area, Wisconsin learning standards, core competencies, and activity resources (worksheets, etc.). You can also do a text search for key words.

In order to get the best list, select only those items that matter to you the most. To see the list of matching activities, click on **View Results** located on the left-hand side underneath the blue box.

Here is a partial list of activities that were returned in a search.

The star ★ means that someone at your Job Center has looked at that activity. The checkmark ✓ means someone at your Job Center has made a comment on that activity.

If you'd like to save an activity in your **Briefcase**, click on the icon



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Search Results [return to search >](#)

There are 22 activities which match your [choices](#).
 We show 10 per page. Click to see more.

- Click on the name of an activity to obtain more information
- Click on the briefcase icon to add an activity to your briefcase
- [Search tips](#)

✓ Users have made comments on this activity
 ★ Users at Test Job Center have downloaded this activity 1 - 10

Activity	Grades
Attitudes Toward Gender Roles Students respond to a questionnaire about gender roles and discuss their answers. They reflect on their attitudes and how they might influence their career and lifestyle decisions.	8, 9, 10, 11, 12, Adult
Budget Builders #1 of 3: Budgeting and Lifestyles ✓ Using the Budget Builder, students will explore what kinds of lifestyles might accompany different income levels.	10, 11, 12, Adult
Budget Builders #2 of 3: Budgeting Life Changes Using an Internet Budget Builder, students will participate in a financial counselor - client role play to consider how a budget might need to be adjusted to accommodate life changes.	10, 11, 12, Adult
Budget Builders #3 of 3: Placement Agents Students will use the Budget Builder to determine the budgetary needs and employment options for a placement agency "client."	10, 11, 12, Adult
Completing a Job Application: Your Legal Rights Students analyze a "Sample Application for Employment" in search of questions that may be used to discriminate in hiring. They recognize questions that are prohibited by law and learn how to respond to these inquiries.	10, 11, 12, Adult
Diet, Exercise, and Wellness Students identify the benefits of proper diet and exercise and assess their current habits. Individually, they design programs that create changes in their eating and exercise habits. They keep logs of their diet and exercise over a two-week period and conclude by evaluating their progress.	7, 8, 9, 10, 11, 12, Adult
Exploring Entrepreneurship on the Web Students, working in groups of 3, will use the internet to gather information related to Entrepreneurship, and will use that information to answer the questions on the "Exploring Entrepreneurship on the Web" worksheet.	11, 12, Adult
Financial Aid Workbook: Postsecondary Costs Students research the cost of postsecondary education, the sources of financial assistance available to them, and the process for applying for this aid. Parents are expected to assist students in completing this activity.	11, 12, Adult

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briefcase Classroom Activities Personal/Login Information

✓ Users have made comments on this activity
 ★ Users at Wisconsin Job Center have downloaded this activity

Activity	Grades
Landscape Architecture Students will learn about the principles of landscape architecture by creating a landscape design for the school.	10, 11, 12, Adult
Little House Flowers: A Look at Graphic Design Students explore an occupation in graphic design by creating a logo for a fictional flower shop.	6, 7, 8, 9, 10, 11, 12

Here are some activities that have been stored in the Briefcase. To remove an

activity, click

You can also change your personal profile (name, username, and password) in the Briefcase. To make changes, simply click on "Personal/Login Information."

To see the lesson plan for a particular activity, simply click on the name of the activity you'd like to see from the activities list, then click on **Download a Document for Printing** (underneath the activity name) on the description page. A new browser window will open, and the lesson plan will open in Adobe Acrobat.

This is an example of one of the lesson plans available on the site. Many lesson plans include worksheets that can be printed out, photocopied, and used in the classroom. All lesson plans on the site are readable by Adobe Acrobat Reader (PDF files). If you don't have Acrobat, use the link in the new browser window to download it for free from Adobe.

Little House Flowers: A Look at Graphic Design

Curriculum Areas	Grade Level											
All subjects	1	2	3	4	5	6	7	8	9	10	11	12
Art/Music												
Business/Marketing												
Computer Science												
English/Language Education												
Health/Physical Education												
Language/Literature/Foreign Language												
Mathematics												
Science												
Social Studies/Economics												
Technical Education												

Activity Type	Resource Type
Individual	Books/Workbooks
Small Groups	Computer
Whole Class	Continuously Reinforcing
Centers of Class	Classroom/Staff
	Classroom

Time (minutes)
One class time
Two class times
Out-of-class time

INTRODUCTION
Students explore an occupation in graphic design by creating a logo for a fictional flower shop.

OBJECTIVE (student competency)
Students use Adobe Illustrator, AppleWorks or a similar program to design a logo for a fictional flower shop.

MATERIALS AND PREPARATION

- "Little House Flowers" worksheet
- Computer
- Adobe Illustrator, AppleWorks or other software with drawing features

TEACHER ACTIVITIES	STUDENT ACTIVITIES
1. Discuss with the class the occupation of graphic designer. What courses does one take to become a graphic designer? Where do graphic designers work?	1. Discuss with the class the occupation of graphic designer. What courses does one take to become a graphic designer? Where do graphic designers work?
2. Brainstorm with the class examples of graphic design they have seen elsewhere. Ask students what makes for good design? What makes for poor design?	2. Brainstorm with the class examples of graphic design they have seen elsewhere. Think about what makes for good design? What makes for poor design?
3. Distribute the "Little House Flowers" Worksheet. Read through the sheet with the class. Emphasize to the class that this activity focuses on the student's visual sense as opposed to their drawing skills.	3. Get the "Little House Flowers" Worksheet from your teacher. Read through the sheet with the class. Remember that this activity focuses on the student's visual sense as opposed to their drawing skills.
4. Allow the class time to create their logos.	4. Create your logo.
5. When the students have finished, ask the students to print out their designs for display.	5. When finished, print out your design and hang it for display.
6. Discuss with the class some of the issues surrounding their design process.	6. Discuss with the class some of the issues surrounding your design process.
7. Were the drawings hard to do?	7. Were the drawings hard to do?
8. Did the software offer enough tools to manipulate the drawing?	8. Did the software offer enough tools to manipulate the drawing?
9. What image do you feel your logo conveys?	9. What image do you feel your logo conveys?
10. What image were you trying to avoid?	10. What image were you trying to avoid?

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Classroom Activities, Activity 352, Page 1

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WISCareers

Do It Yourself Classroom Activities

These materials can form the basis of some interesting activities you can create beyond direct use of them. Below, you will see the name of the original workbook and a brief description of the content. The original workbooks are developed in full or partial color; multiple copies are available in our catalog at very reasonable prices, much less than the cost associated with copies you make yourself.

[A Parent Guide](#) [View item in catalog](#)
This full-color booklet provides information and ideas for activities parents can use at home to guide their child's career development. It is based on the Developmental Guidance Model competencies and is consistent with School-to-Career initiatives.

[Career Destinations: Planning Your Future](#) [View item in catalog](#)
This advanced career planning tool engages students (high school and above) in the career planning process. Students select a specific career and develop a comprehensive education plan that will enable them to attain their career goals. Workbook activities include the detailed identification of interests, values, skills and nonacceptable work environments. Students research career areas and identify the career that best reflects their career goals based on their self-assessments. They review their academic and work skills, and plan activities to strengthen areas that could hinder attainment of their education goals. The Portfolio Insert is used to record the students' planning process and the comprehensive education plan they have developed to facilitate entry into their chosen occupational field.

When you click on **Workbooks** on the Activities & Workbooks main page, you will find a list of workbooks from Wisconsin Careers that you can print out. Included are:

- A Parent Guide*
- Career Destinations*
- Career Exploration Workbook*
- Career Directions*
- Financial Aid*
- Going to Work*
- Prep... for your Future and*
- Passport to Employment.*

here's a tip → If you accidentally close yourself out of *WISCareers* while looking at classroom activities, just reopen the browser, return to the *WISCareers* website, and log in again.

Professional Development

Look under **Professional Development** for training and conference opportunities. If you are interested in Regional *WISCareers* Training, you can register for it here online! We have several convenient locations and dates to choose from.

Conference links and Career Development Facilitator (CDF) training are also listed under Professional Development.

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professional development

Training

[WISCareers Regional Training](#)
WISCareers training programs for Fall 2005! Register for these regional workshops coming soon to a location near you.

[Training Materials Used for Schools](#)
View a copy of the training packet used at our Regional Training.

[Training Materials Used for DWDs](#)
View a copy of the training packet used at our Regional Training.

[Advanced Training Materials](#)
View a copy of the training packet used for the Advanced Training.

[Career Development Facilitator Training](#)
The Career Development Facilitator course is offered in a number of formats to suit the varying needs of participants. A Career Development Facilitator (CDF) is a person who works in any career development setting, or who incorporates career development information or skills into their work. CDF training can enhance the skills and knowledge of such individuals.

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professional development

Best Links

[Organizations](#)

[Trade or Professional](#)

Under **Best Links** are some additional websites that you may find helpful.

Support & Resources

Getting assistance with and promoting usage of the *WISCareers* website is easy.

Under **Support and Resources**, you'll find login instructions, frequently asked questions, and other resources to help you.

The screenshot shows the 'support & resources' page with a navigation menu including 'Website', 'Print Products', 'Software', and 'Best Links'. A sidebar on the left lists various support topics. The main content area features a 'Frequently Asked Questions' section with six numbered questions. The first question is highlighted, and its text is repeated below the list.

Navigation: Home, Site Map, Feedback, Catalog, Client Site, About Us, Updates, Briefcase, Logout, WISCareers

Support & Resources: Website, Print Products, Software, Best Links

Frequently Asked Questions:

- 1) As administrator of this Website, how do I activate my organization's WISCareers account?
- 2) How do I get the registration codes that allow customers and professionals to setup their individual accounts?
- 3) One of my customers forgot his password and username. Is there a way for me to retrieve it for him?
- 4) I would like to get reports that let me know how much the WISCareers Website is being used by my customers. Is that option available?
- 5) How do I delete old or unused accounts?
- 6) How can I see how often my school uses WISCareers?

Question: As administrator of this Website, how do I activate my organization's WISCareers account?

The screenshot shows the 'WISCareers User Guide' page. It features a navigation menu and a sidebar. The main content area provides a detailed overview of the user guide, including a table of contents with page and file size information. A note at the bottom explains that the documents are in PDF format and provides a link to Adobe Acrobat Reader.

Navigation: Home, Site Map, Feedback, Catalog, Customer Site, About Us, Updates, Briefcase, Logout, WISCareers

Support & Resources: Website, Print Products, Software, Best Links

WISCareers User Guide

View a copy of the *WISCareers* User Guide. This instructive guide offers step-by-step instructions and helpful screen shots. Sections include: Getting Started, Administrator's Guide, Professional Site, Student Site, and Strategies for Using *WISCareers*.

[Table of Contents](#) [3 pages, 374 KB]
[Chapter 1 - About WISCareers](#) [8 pages, 343 KB]
[Chapter 2 - Getting Started](#) [3 pages, 306 KB]
[Chapter 3 - Administrator's Guide](#) [10 pages, 619 KB]
[Chapter 4 - Professional Site](#) [9 pages, 780 KB]
[Chapter 5 - Student Site](#) [27 pages, 2,090 KB]
[Chapter 6 - Strategies for Using WISCareers](#) [7 pages, 409KB]
[Appendix](#) [8 pages, 406KB]

The preceding documents are in PDF format. If you do not already have Adobe Acrobat Reader, use the adjoining link to obtain free software to view these files.

[Get Adobe Acrobat Reader](#)

You may also download the *WISCareers* User Guide for more detailed help and instructions.

Under Best Links are more helpful sites.

We've done all the searching for you!



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support & resources

Website | Print Products | Software | **Best Links**

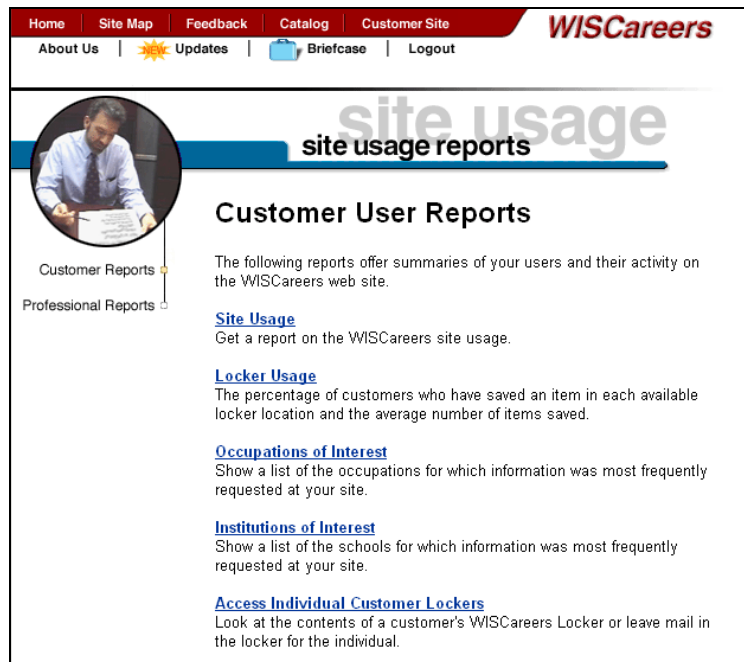
Best Links

Government Sites
[Grants](#)
[Youth Leadership](#)

Special Populations
[At-Risk](#)
[Disability](#)
[Disadvantage](#)
[Limited English Proficiency](#)
[Women in Non-traditional Occupations](#)

Other Resources
[Building Your Own Web Site](#)
[Curriculum/Lesson Plans](#)
[Department of Education](#)
[School-to-Work Programs](#)
[School-to-Work Resources](#)
[Tech Prep](#)
[Vocational Education](#)
[Work Skills](#)

Site Usage Reports



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site usage reports

Customer User Reports

The following reports offer summaries of your users and their activity on the WISCareers web site.

[Site Usage](#)
Get a report on the WISCareers site usage.

[Locker Usage](#)
The percentage of customers who have saved an item in each available locker location and the average number of items saved.

[Occupations of Interest](#)
Show a list of the occupations for which information was most frequently requested at your site.

[Institutions of Interest](#)
Show a list of the schools for which information was most frequently requested at your site.

[Access Individual Customer Lockers](#)
Look at the contents of a customer's WISCareers Locker or leave mail in the locker for the individual.

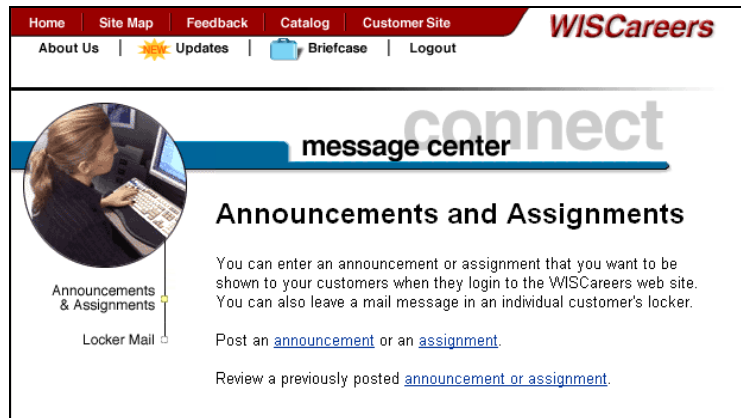
Under **Site Usage Reports**, you can generate reports on how frequently your customers use the site, their occupations of interest, and schools of interest based on a variety of criteria.

You can post announcements and assignments for your customers, see who at your Job Center has downloaded Classroom Activities (★), and leave mail for customers in their lockers.

If you have permission from a customer to do so, you may look at the contents of his or her locker. For more information on accessing customer lockers or if your account does not include this option, please contact the *WISCareers* website administrator at your Job Center.

Message Center

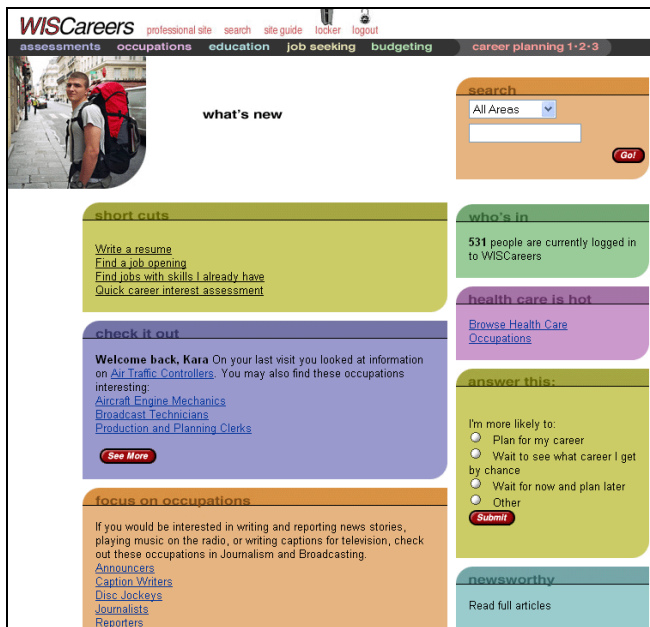
In the Message Center, you can post announcements or assignments for customers. You can also leave mail directly in a customer's locker.



Administrative Tools

For more information on Administrative Tools, please consult the *WISCareers* Advanced Training packet found under Professional Development.

The Customer Site



This is the customer homepage. There are also similar versions for middle and high school students. The page is dynamic-- it changes to reflect what occupations, schools, etc. the customer viewed the last time he/she was on *WISCareers*, plus it offers a search function, a quick survey, what's cool on the site, helpful hints, and a counter telling how many people are currently using *WISCareers*.

Assessments, occupations, schools, your resumé, and so on can be saved in My Locker, so you can return to them at any time. Just click on **Save in Locker**! Notice the link back to the professional site (customers do not have this link).

The Customer Site is designed according to the basic guidance model:

- 1) Who am I,
- 2) Where am I going, and
- 3) How do I get there?

This packet will walk you through this process.

Assessments: Career exploration tools

Occupations: Over 1,100 occupations and occupational titles

Education: Approximately 3,400 schools and training programs; over 800 programs of study

Budgeting: Create a budget with Budget Builder

Job Seeking: Resumé program, cover letter generator, database of over 110,000 Wisconsin employers, job openings from America's Job Bank

Getting Started: Site map and step-by-step instructions to help you find information

Career Planning Explore: A lock-step style career development module especially for middle school students or those who may appreciate a more graphics-based assessment process

The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with the logo 'WISCareers' and links for 'professional site', 'search', 'site guide', 'locker', and 'logout'. Below this is a secondary navigation bar with links for 'assessments', 'occupations', 'education', 'job seeking', 'budgeting', and 'career planning 1-2-3'. The main content area is divided into several sections:

- Occupational Assessments:** Includes links for 'Interest Profiler', 'Career Interest Snapshot', 'Work Values', 'Workplace Skills', and 'Transferable Skills'.
- Quick Self-Assessments:** Includes links for 'Interests' and 'Skills'.
- Tools for You:** Includes links for 'Enter Inventory/Test Scores', 'Learn About Work Skills', 'Best Internet Links', and 'Compare the Results of My Assessments'.
- Which assessment is right for you?:** A call-to-action section with a 'Find Out!' button.

There are two images: one on the left showing a person in a green jacket working with penguins, and one on the right showing a doctor in a white coat examining a patient in a hospital bed. A small toolbar with icons for save, print, email, and image is visible above the doctor image.

Here are the assessments available on *WISCareers*.
 If you want more information or don't know which assessment you'd like to start with, click on the button underneath "Which assessment is right for you?"

Up to three of any of the Occupational Assessments may be saved in the locker. Quick Assessments cannot be saved in the Locker.

Compare the Results of My Assessments synthesizes the assessments you've taken to come up with a master list of occupations.

Enter Inventory/Test Scores is a great way to keep GATB, COPES, COPS, and other scores handy. Inventory scores (such as the COPES and COPS) are linked to occupations, however test scores (such as the GATB) are not.



Assessments

Which Assessment is right for you?

Assessment	Description	Target Audience	Number of Questions	Approx. Time Needed	Results
Interest Profiler	Use this instrument for more serious planning. The Interest Profiler helps you find out what your interests are and how they relate to the world of work. The Interest Profiler is supported by substantial research findings.	High School Adult	180	50 min.	Holland code and lists of occupations matching your interests
Career Interest Snapshot	Use this approach for initial exploration. The Career Interest Snapshot will help you to compare different personality types and work environments and then find occupations that fit you best.	Middle School High School	15	15 min.	Holland code and lists of occupations matching your interests
Workplace Skills	In this assessment you rank 38 workplace skills and find the occupations that most closely match those skills.	High School Adult	38	15 min.	Occupations matching your skills
Transferable Skills	If you want to find occupations that use workplace skills similar to those you are using in a current or past job, this is the assessment for you.	High School Adult	38	15 min.	Occupations which use similar skills used in a previous job
Work Values	This assessment will help you to find occupations that best meet your needs. The Theory of Work Adjustment (TWA) suggests that work environments that meet your values will contribute to your job satisfaction.	High School Adult	21	15 min.	Occupations having attributes that you value highly

Here are some more details about the different assessments available on the site.

This is a portion of the Workplace Skills Assessment.

After you have completed an assessment, you can save it in the Locker. Just click on **Save Choices** and give the assessment a name.

Show Matching Occupations will give you a list.

Here is a list of occupations you can explore further!

Simply click on the name of the occupation to learn about it.

Occupations: Where am I going?

The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with links for 'assessments', 'occupations', 'education', 'job seeking', 'budgeting', and 'career planning 1-2-3'. Below this, a sidebar on the left contains a 'detail' section with two radio buttons: 'HIGH' (selected) and 'LOW'. Below the sidebar are links for 'About the Job', 'Education Path', 'Outlook', 'Employers', 'Salary', 'Learn More', and 'Compare to my Assessments'. At the bottom of the sidebar are 'Save in Locker' and 'Print' buttons. The main content area is titled 'Photographers' and includes sections for 'Other titles used for this occupation', 'General Description', 'This occupation offers entrepreneurial opportunities for establishing private businesses', 'Hours & Conditions', 'Work Locations', and 'Pros & Cons'.

This is an example of an **occupation information page**. To change the reading level of the page from **High Detail** (8th grade reading level) to **Low Detail** (5th grade level), click on the appropriate circle on the left side of the page.

If you want to save this occupation, just click .

About the Job: The main occupation page

Education Path: Click here to look at Programs of Study (which link you to schools)

Outlook: How easy or difficult it may be to find a job (in WI and nationally)

Employers: Information for over 110,000 Wisconsin employers, plus job openings from America's Job Bank

Salary: Average salary information, listed regionally as well as nationally and in WI

Learn More: Where our information came from, including O*NET listings

Compare to My Assessments: See how your interests and skills compare to those of people in that occupation

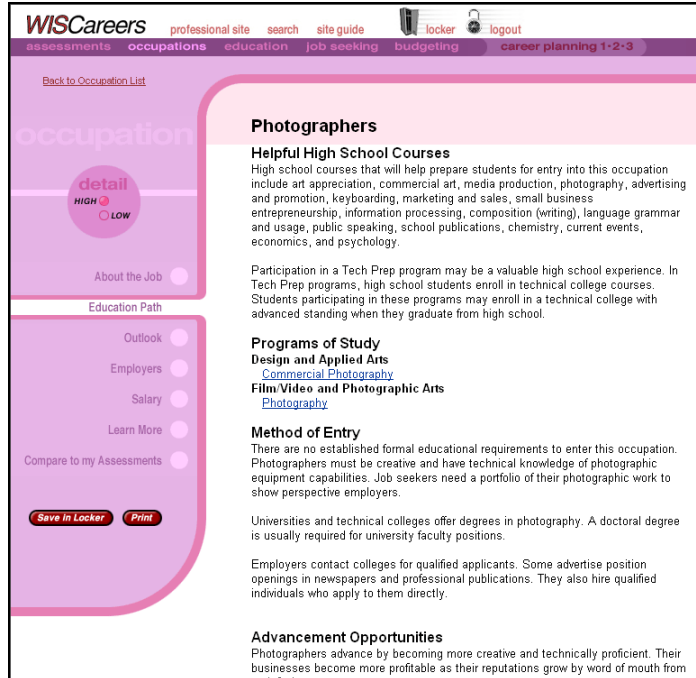
Video: The *Reel Life Videos on the Web* (English/Spanish) may be added on to your WISCareers account. If you do not see this option, your job center has not subscribed to the videos. Please contact your rep if you wish to subscribe.

: Print part of or all of this occupation listing (it's easy and it saves paper!)

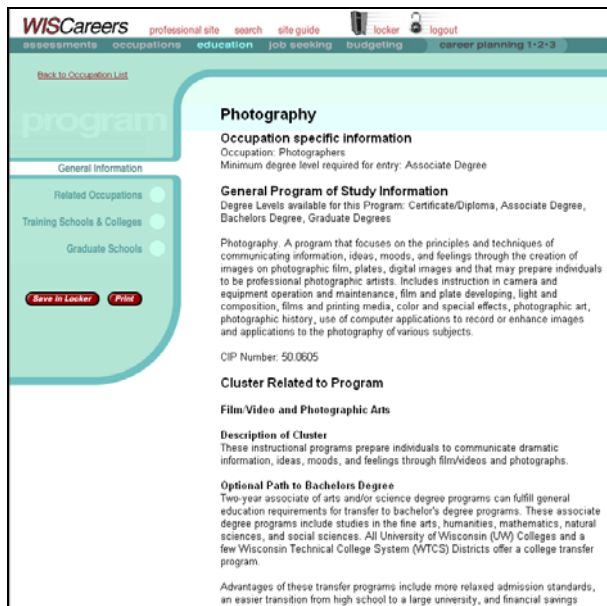
Education Path (Training Schools and Colleges): How do I get there?

To discover which schools would prepare you to enter this occupation, click on the icon for **Education Path**.

This gives you a list of **Programs of Study** (majors/concentrations). You must choose a Program of Study before *WISCareers* will give you a list of schools.



The screenshot shows the WISCareers website interface. The top navigation bar includes 'WISCareers', 'professional site', 'search', 'site guide', 'locker', and 'logout'. Below this is a secondary navigation bar with 'assessments', 'occupations', 'education', 'job seeking', 'budgeting', and 'career planning 1-2-3'. The main content area is titled 'Photographers' and features a 'detail' icon with 'HIGH' and 'LOW' indicators. The 'Education Path' section is highlighted, showing a list of links: 'About the Job', 'Outlook', 'Employers', 'Salary', 'Learn More', and 'Compare to my Assessments'. There are also 'Save in Locker' and 'Print' buttons. The right side of the page contains sections for 'Helpful High School Courses', 'Participation in a Tech Prep program', 'Programs of Study' (with links for 'Design and Applied Arts', 'Commercial Photography', and 'Film/Video and Photographic Arts'), 'Method of Entry', and 'Advancement Opportunities'.



The screenshot shows the WISCareers website interface for a 'Photography' program. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Photography' and features a 'program' icon. The 'General Information' section includes 'Occupation specific information' (Occupation: Photographers, Minimum degree level required for entry: Associate Degree) and 'General Program of Study Information' (Degree Levels available for this Program: Certificate/Diploma, Associate Degree, Bachelors Degree, Graduate Degrees). The 'Description of Cluster' section states: 'These instructional programs prepare individuals to communicate dramatic information, ideas, moods, and feelings through film/videos and photographs.' The 'Optional Path to Bachelors Degree' section states: 'Two-year associate of arts and/or science degree programs can fulfill general education requirements for transfer to bachelor's degree programs. These associate degree programs include studies in the fine arts, humanities, mathematics, natural sciences, and social sciences. All University of Wisconsin (UW) Colleges and a few Wisconsin Technical College System (WTCs) Districts offer a college transfer program.' The 'Advantages of these transfer programs' section states: 'Advantages of these transfer programs include more relaxed admission standards, an easier transition from high school to a large university, and financial savings.' There are also 'Save in Locker' and 'Print' buttons.

This is an example of a **Program of Study information page**. To find undergraduate schools, click on **Training Schools and Colleges**.

If you are interested in graduate schools, click on **Graduate Schools** for a list.

Here are some of the schools offering this particular undergraduate program of study.

With programs that have more than 30 schools listed for them, you have the option to look at them as an alphabetic list or view them by state.

With that option, Wisconsin schools are listed first.

WISCareers professional site search site guide locker logout
 assessments occupations education job seeking budgeting career planning 1-2-3

[Back to Occupation List](#)

program

General Information
 Related Occupations
 Training Schools & Colleges
 Graduate Schools

[Save in Locker](#) [Print](#)

Photography

Schools offering this program: 268 [View alphabetic list](#)
[Refine Search](#)

Select the state two letter abbreviation
 AL AZ CA CO CT DC FL GA ID IL IN IA KS LA ME MD MA MI MN MO NH NJ NM
 NY NC OH OK OR PA RI SC TN TX UT VT VA WA WY WI WY Other

Wisconsin
[Cardinal Stritch University, Milwaukee \(WI\)](#)
[Carroll College, Waukesha \(WI\)](#)
[Milwaukee Institute of Art & Design, Milwaukee \(WI\)](#)

Alabama [top of page](#)
[Bessemer State Technical College, Bessemer \(AL\)](#)
[Birmingham-Southern College, Birmingham \(AL\)](#)

Arizona [top of page](#)
[Arizona State University, Tempe \(AZ\)](#)
[Northern Arizona University, Flagstaff \(AZ\)](#)
[Prescott College, Prescott \(AZ\)](#)

California [top of page](#)
[Academy of Art College, San Francisco \(CA\)](#)
[California Institute of the Arts, Valencia \(CA\)](#)
[Allan Hancock College, Santa Maria \(CA\)](#)
[Antelope Valley College, Lancaster \(CA\)](#)
[Art Center College of Design, Pasadena \(CA\)](#)
[Bakersfield College, Bakersfield \(CA\)](#)
[Brooks Institute of Photography, Santa Barbara \(CA\)](#)
[Butte College, Oroville \(CA\)](#)
[California College of Arts & Crafts, San Francisco \(CA\)](#)
[California State University-Fullerton, Fullerton \(CA\)](#)
[California State University-Fullerton, Fullerton \(CA\)](#)
[California State University-Hayward, Hayward \(CA\)](#)
[California State University-Long Beach, Long Beach \(CA\)](#)
[Cerritos College, Norwalk \(CA\)](#)
[Chabot College, Hayward \(CA\)](#)
[Chaffey Community College, Rancho Cucamonga \(CA\)](#)
[Citrus College, Glendora \(CA\)](#)
[City College of San Francisco, San Francisco \(CA\)](#)
[College of San Mateo, San Mateo \(CA\)](#)

Here is an example of an undergraduate **school information page**.

A link to the school's homepage is at the bottom of the listing.

This information can also be printed using the **Print** button located underneath **Student Life**.

To return to the list of occupations or schools, click on the link on the left side of the screen.

WISCareers professional site search site guide locker logout
 assessments occupations education job seeking budgeting career planning 1-2-3

[Back to Occupation List](#)
[Back to School List](#)

school

General Information
 Academics
 Applications & Admissions
 Athletics
 Expenses
 Programs of Study
 Student Life

[Save in Locker](#) [Print](#)

Milwaukee Institute of Art & Design

Milwaukee Institute of Art & Design
 273 East Erie Street
 Milwaukee, WI 53202
 (414) 276-7889
 888-749-MIAD

Unique Strengths
 Milwaukee Institute of Art and Design (MIAD) is Wisconsin's only independent professional school of art and design. It provides professional level courses in painting, printmaking, drawing, communication design, industrial design, photography, interior architecture & design, illustration, and sculpture. It offers a four-year program of studio and academic work, and confers a degree of Bachelor of Fine Arts. MIAD is an accredited institutional member of the National Association of Schools of Art and Design and the North Central Association of Colleges and Schools. The Institute is located in the heart of metropolitan Milwaukee and its business community.

General Information
 The school is located in a very large city (over 500,000).

Affiliation
 Private

Faculty Make-up
 Ratio of undergraduate students to faculty: 6:1
 Full time faculty with terminal degrees: 29.0%
 Total number of full-time undergraduate faculty: 36
 Total number of part-time, undergraduate faculty: 64
 Total number of undergraduate faculty: 100

Student Body Info
 Total enrollment: 629
 Full-time undergraduates: 575
 Part-time undergraduates: 54

Graduate School Information

The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with 'WISCareers' logo and links for 'professional site', 'search', 'site guide', 'locker', and 'logout'. Below this is a secondary navigation bar with categories: 'assessments', 'occupations', 'education', 'job seeking', 'budgeting', and 'career planning 1-2-3'. The main content area is titled 'program' and features a sidebar on the left with options: 'General Information', 'Related Occupations', and 'Training Schools & Colleges'. The main content is for the 'Photography' program, including an 'Outside web resource for graduates' link, a 'WISCareers Graduate School Information' section stating '44 schools offering this program', and a list of schools with links to their respective pages. At the bottom of the sidebar, there are 'Save in Locker' and 'Print' buttons.

This is a partial list of graduate schools for this program of study. You can refine the search to include professional degrees, master's programs, or Ph.D. programs. Click on **Refine Search** to select your criteria.

Graduate school listings include the types of degrees the schools offer, expenses, financial aid, programs of study, and student life.

The screenshot shows the WISCareers website interface for a specific graduate school. The top navigation bar is identical to the previous screenshot. The main content area is titled 'graduate school' and features a sidebar on the left with options: 'General Information', 'Programs of Study', and 'Student Life'. The main content is for the 'State University of New York at Albany', including contact information (1400 Washington Avenue, Albany, NY 12222), a 'General Information' section listing 'Types of Degrees Offered: Master's, Doctoral', and detailed expense breakdowns for both Master's and Doctoral levels. It also lists 'Financial Aid' options for both levels. At the bottom of the sidebar, there are 'Save in Locker' and 'Print' buttons.

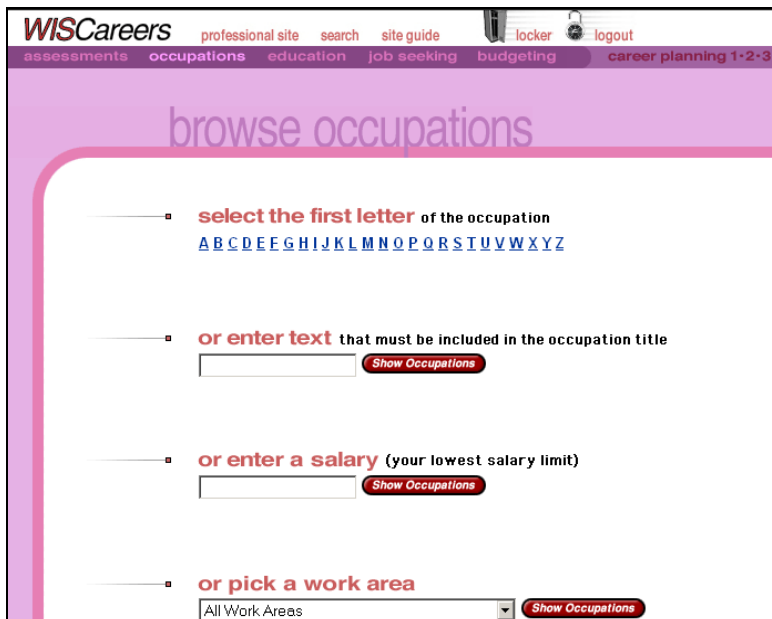
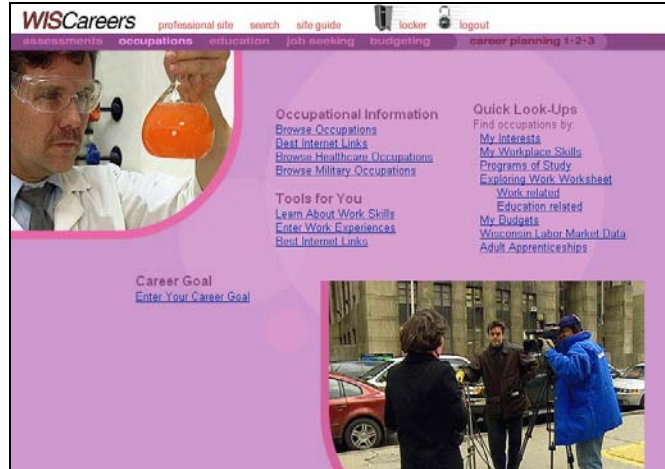
Searches on *WISCareers*: Browse Occupations

Looking up information about a specific occupation is easy on *WISCareers*.

Click on **Browse Occupations** under the **Occupations** heading for lookup options (see below).

WISCareers also has quick links to occupations in specific fields. If you are interested in careers in health care, click on the link for **Browse Healthcare Occupations**.

If you would like to research occupations in the Armed Forces, click on **Browse Military Occupations**.



You can look up the occupation you're interested in by first letter, text, salary, or work area.

here's a tip → For text searches, type in just part of the occupation title (a "root word"), and you'll get more results!

Examples:
 counsel.....counselor,
 counseling
 weld.....welder,
 welding

Occupations: Wisconsin Labor Market Information

Find information about the highest-paying occupations and the fastest-growing occupations in Wisconsin under **Occupations, Wisconsin Labor Market Data**.

The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with links for 'assessments', 'occupations', 'education', 'job seeking', 'budgeting', and 'career planning 1-2-3'. The 'occupations' link is highlighted. Below the navigation bar, there is a section titled 'Quick Look-Ups: Find Occupations by Labor Market'. This section contains a list of radio buttons for selecting a labor market statistic: 'Highest Median Wisconsin Salaries' (selected), 'Number Employed in Wisconsin', and 'Number of Annual Openings in Wisconsin'. Under the 'Number of Annual Openings in Wisconsin' category, there are two sub-options: 'current employment of 500 or more' and 'current employment of 100-500'. Below these options, there is a text input field labeled 'Select the number of occupations to show.' with the value '30' entered. A red button labeled 'Show Matching Occupations' is located at the bottom right of the section.

Searches on WISCareers: Browse Schools (Education)

The screenshot shows the WISCareers website interface with the 'education' link highlighted in the navigation bar. The main content area is titled 'Education' and features several search options: 'Colleges & Universities' (with links for 'Browse Schools', 'Do School Search', and 'Best Internet Links'), 'Graduate Schools' (with links for 'Browse Schools', 'Do School Search', and 'Best Internet Links'), 'Programs of Study' (with links for 'Browse Programs of Study', 'Adult Apprenticeships', and 'Browse School-to-Career Programs'), 'Academies' (with link for 'Browse Green Bay Academies'), 'Financial Aid & Scholarships' (with links for 'Financial Aid Assistance', 'Best Internet Links', and 'Wisconsin Financial Aid Information'), 'Educational Goal' (with link for 'Enter Your Educational Goal'), and 'Tools for You' (with links for 'Class Planner', 'Enter Educational Experiences', and 'Best Internet Links'). There are two images: one of a woman wearing headphones working at a computer, and another of a man reading a book in a library.

Searching for a particular school or program of study is similar to searching for an occupation.

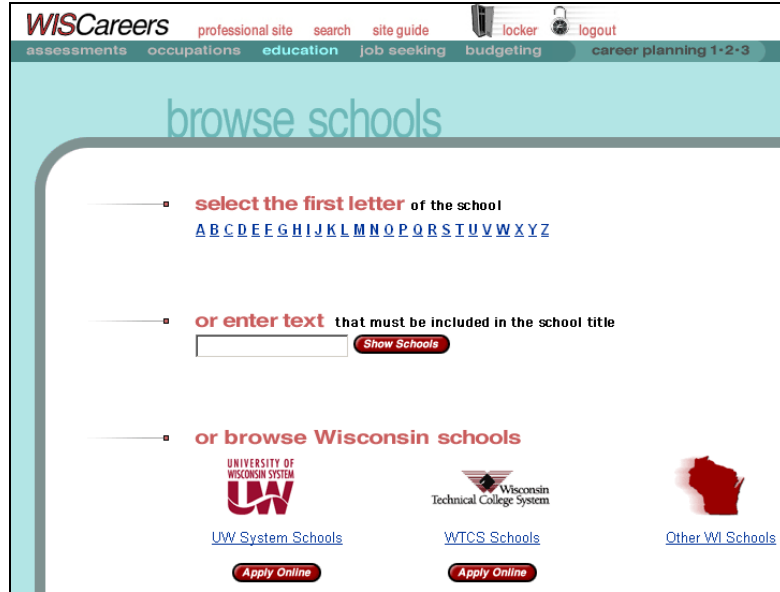
Click on **Browse Schools** under **Education** to search by name.

To search by more criteria, click on **Do School Search**.

Adult Apprenticeships are listed here as well.

You can search by the first letter of the school's name, or by text in the name.

For example:
Not sure if you want Cornell College or Cornell University?
Search for "cornell" and you'll get them both.



Advanced School Search (Education)

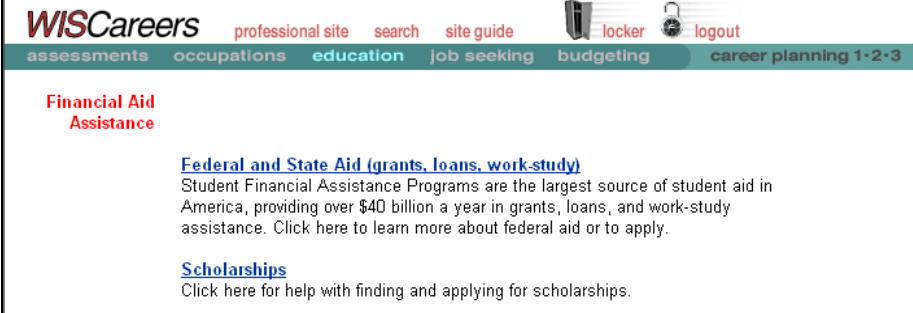


The **Do School Search** option allows you to specify more details about where you'd like to go to school.

When doing this search, select **only what's most important** to you! That way, you'll get the best results.

Education: Financial Aid and Scholarship Links

Also under **Education** are helpful links for grants, loans, work-study, and scholarship opportunities.



The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with the WISCareers logo and links for professional site, search, site guide, locker, and logout. Below this is a secondary navigation bar with links for assessments, occupations, education, job seeking, budgeting, and career planning 1-2-3. The main content area is titled "Financial Aid Assistance" and contains two links: "Federal and State Aid (grants, loans, work-study)" with a brief description of student financial assistance programs, and "Scholarships" with a link for help with finding and applying for scholarships.

Job Seeking



The screenshot shows the WISCareers website interface for the Job Seeking section. The navigation bar is identical to the previous screenshot. The main content area is titled "Job Seeking" and features a large image of a woman pointing at a whiteboard with handwritten notes. Below the image, there are two main sections: "Find a Job" with links for "Wisconsin Job Openings on the Internet", "Job Openings by Occupation (America's Job Bank)", and "Best Internet Links"; and "Wisconsin Employers" with links for "Find Employers Related to an Occupation" and "Find Employers Related to an Industry". At the bottom left, there is a "Tools for You" section with links for "Resumé", "Cover Letter", "Going to Work Workbook (focuses on job-seeking skills)", "Sample Cover Letter (110K PDF file)", "Sample Job Application (286K PDF file)", and "Best Internet Links". At the bottom right, there is a circular image of two men looking at a document on a table.

Under **Job Seeking**, you can search for employers in Wisconsin based on occupations or industries, see samples of cover letters and job applications, and put together your resume and cover letter.

Also, if you would like to find job openings, you can do that here through America's Job Bank and local job postings.

Job Seeking: the Resumé Program

This is the **Resumé Program**. The headings on the left hand side can be reordered or customized for your needs.

You can create a functional or a chronological resumé. If you don't know which is best, there is a quick assessment you can take to find out.

Unlike in most resumé programs, a resumé created in *WISCareers* can be saved in a variety of formats. Saving it in the Locker is always a good idea! That way you can work on it whenever you'd like, from anywhere you'd like.

If you print your resumé directly from *WISCareers*, it will appear in a very attractive block format. Be sure to have someone read it over and spell check it, or spell check it in Word.

Resumé Program Hints

New: start a new resumé (you can store up to three in the Locker)

Preview/Print/Save (all one option): When you click here, you have the option to save the resumé in the Locker, or preview and print it in a variety of formats.

1. If you click on **Save in Locker**, the resumé will be saved and stored in your Locker. When you log in to the site later, simply click on **My Locker** to retrieve it. If you wish to print your resumé or save it to another location, use one of the options below.
2. If you decide you'd like to print your resumé,
 - A. If you select **Web Page**, then click on **Preview**, your resumé will be displayed on the screen as a web page. To save, click on **Save As...** under the **File** menu on your browser. You will be prompted to save the resumé to the location of your choice (network, hard drive, diskette) as an HTML (web) file. Click on the **Back** button on your browser to return to the resumé program.
 - B. Select **Rich Text Format (RTF)**, then click on **Preview**, and your resumé will be displayed as a Microsoft Word document. **This is the recommended method of saving the resumé.** To save the file, follow the directions as listed for Web Page above, except the file will be in RTF format. The RTF option makes it possible to use the spell checker in Word (or other word processing program).
 - C. Selecting **Adobe Acrobat PDF** as the file type works the same as the above two options, except the file is saved as a PDF file.
 - D. Selecting **Plain Text** as the file type also works the same, except the file is saved as a TXT file and there are no options to save it in any other fonts or font sizes.
3. **Email** lets you email your resumé, with a cover letter, directly off the site. Be sure that everything has been spell checked before emailing!

Cover Letter

WISCareers professional site search site guide locker logout
assessments occupations education job seeking budgeting career planning 1-2-3

cover letter

edit [Start where you left off](#)

customize or create

one of ours

First time writing a cover letter?
Don't have much time?
Don't enjoy writing?

If you answered YES to any of these questions, try our [super quick method](#) or [quick method](#) for writing a cover letter.

Super Quick
10 minutes

Quick
20 minutes

create your own

Want a unique cover letter?
Have plenty of time?
Enjoy writing?

If you answered YES to any of these questions, try [creating your own](#) cover letter.

not sure? [samples](#) [tutorial](#)

You may choose to customize one of our cover letters or create your own with the **Cover Letter** generator under Job Seeking.

You may customize the basic **Super Quick** cover letter or a **Quick** cover letter (which has more options than the Super Quick has).

If you'd prefer to write your own, click on **Create Your Own**.

The Quick and Super Quick cover letters prompt you to select options based on the focus you'd like the cover letter to have.

On this screen of the Super Quick letter, you can choose how you heard about the position and what you'd like the letter to focus on (your education or work experience). Simply follow the instructions to complete your letter.

WISCareers professional site search site guide locker logout
assessments occupations education job seeking budgeting career planning 1-2-3

cover letter

[New](#) [Preview](#) [Print / Save](#) [Email](#)

Help us find the right cover letter for you!

Choose 1

I am responding to an ad

I am inquiring about openings (cold contact)

I have been referred by someone

I want the letter to focus on:

Choose 1

my education

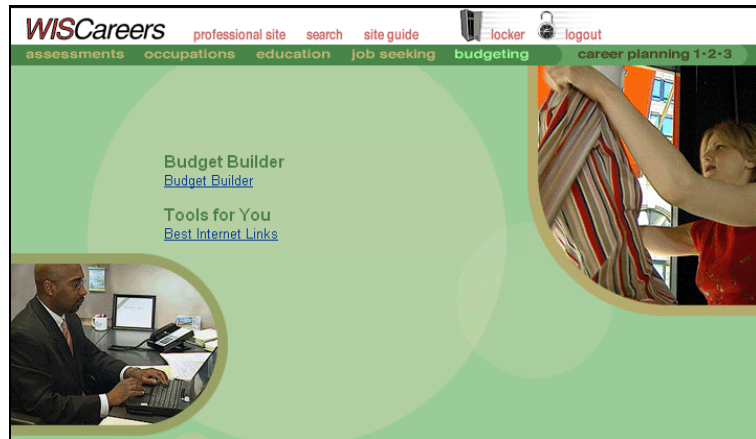
my work experience and skills

Continue

Budgeting: Budget Builder

The **Budget Builder** helps you understand how much money you will need to earn to support the lifestyle you wish to have.

Under **Best Internet Links** are websites where you can find more information about home and auto financing, paying for college, relocating, and retirement planning.



WISCareers professional site search site guide locker logout
 assessments occupations education job seeking budgeting career planning 1-2-3

budget builder

number in household: 1 Adult 0 School Age 0 Pre-School Save in Locker

monthly budget for this year		monthly budget projected for any year: 2100	
housing	\$ 0		\$0
food	\$ 0		\$0
healthcare	\$ 0		\$0
childcare	\$ 0		\$0
transportation	\$ 0		\$0
savings	\$ 0		\$0
clothing	\$ 0		\$0
leisure	\$ 0		\$0
tuition/extras	\$ 0		\$0
Calculate Budget	\$0	total monthly budget	\$0
	\$0	annual budget	\$0
	\$0	federal taxes	\$0
	\$0	state taxes	\$0
	\$0	Wisconsin	\$0
	\$0	social security	\$0
	\$0	total annual salary	\$0

Clear Settings Show Matching Occupations

All of the categories along the left hand side are clickable, so you can learn more about them.

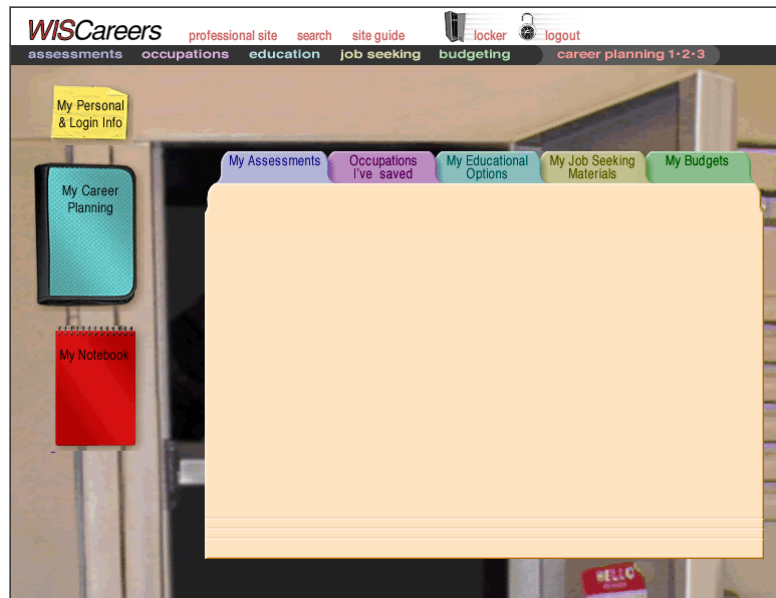
The budget can be projected for any year from 1913 to 2100.

There are slideshows available which show you how different expensive housing can be from inexpensive housing, and so on. These require the purchase of the *Reel Life* videos.

My Locker

Everything you wish to keep on the *WISCareers* website can be stored in the Locker for easy retrieval later.

To look at items you've saved, click on the appropriate folder tab. You may also change your login information in the Locker.

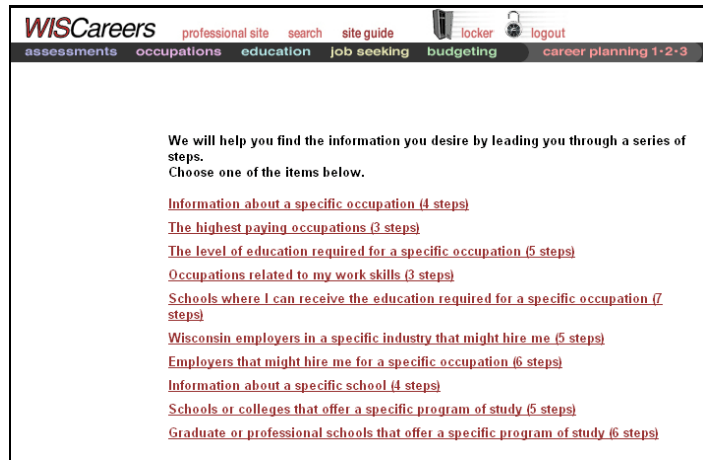


My Notebook allows you to keep a to-do list, important website addresses, or any other notes—right in your Locker!

Guided Help

Under **Site Guide**, **Help Me Find the Information I Need**, is a section called **Guided Help**.

Simply click on the question you'd like the answer to, and follow the directions in the pop-up windows.



The screenshot shows the WISCareers website interface. At the top, there is a navigation bar with the following items: WISCareers, professional site, search, site guide, locker, and logout. Below this is a secondary navigation bar with the following items: assessments, occupations, education, job seeking, budgeting, and career planning 1-2-3. The main content area contains the following text:

We will help you find the information you desire by leading you through a series of steps.
Choose one of the items below.

- [Information about a specific occupation \(4 steps\)](#)
- [The highest paying occupations \(3 steps\)](#)
- [The level of education required for a specific occupation \(5 steps\)](#)
- [Occupations related to my work skills \(3 steps\)](#)
- [Schools where I can receive the education required for a specific occupation \(7 steps\)](#)
- [Wisconsin employers in a specific industry that might hire me \(5 steps\)](#)
- [Employers that might hire me for a specific occupation \(6 steps\)](#)
- [Information about a specific school \(4 steps\)](#)
- [Schools or colleges that offer a specific program of study \(5 steps\)](#)
- [Graduate or professional schools that offer a specific program of study \(6 steps\)](#)

Career Planning: 1•2•3



Career Planning: 1•2•3 is a separate career development module on *WISCareers*. This lock-step style program guides you through the career exploration process in a way that's as easy as one, two, three!

Career Planning 1•2•3 may be very helpful for you if you would prefer a graphics-based assessment process. *Career Planning 1•2•3* was developed for middle school students, but may be used by individuals at any level.



Remember, everything you do here will automatically be saved to your locker. You can come back later and make changes or pick up where you left off.

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Career Planning 1•2•3 was created with career development's three most important questions in mind:



Users take valuable assessments that offer a holistic approach to self-awareness:

- Dream Jobs
- Focus of Work
- Working Together
- My Qualities
- Ways to Work
- Communication
- School Subjects



Users are then encouraged to explore occupations related to their assessments:

- Pick Favorites
- My Favorites - sorted by group



Users plan what they need to do next:

- Academic Skills I'll Need
- Education I'll Need
- Helpful High School
- Courses
- My Action Plan

To access *1•2•3*, simply click on the “*Career Planning 1•2•3*” link in the black bar at the top right of the *WISCareers* customer homepage.

Sources of Information on *WISCareers*

Contacts

Debbie Cotter
Information Development
dcotter@education.wisc.edu

David Caulum
Acting Director
dcaulum@education.wisc.edu

Introduction

Wisconsin Careers strives to provide career exploration information in a straightforward user-friendly format for use by the residents of this state. Due to the vast diversity and complexity of various informational resources, much effort is exerted to ensure that this information is comprehensible and helpful to all our users, ranging from elementary school to college customers and adults. Wisconsin Careers prides itself in its ability to infuse longitudinal demographics with timely data to best reflect current and future occupational trends.

The sources listed in this document represent the majority of those used by Wisconsin Careers staff. Incidental sources that are used to confirm specific facts or specific details are not included, as the list would become much too long.

National Government Sources

U.S. Census Bureau

Statistical Abstract of the United States - Used to determine accurate cost of living estimates

U.S. Department of Labor (DOL)

O*NET (formerly the *Dictionary of Occupational Titles* or *DOT*) or "Occupational Information Network" - O*NET™ database takes the place of the *Dictionary of Occupational Titles (DOT)* as the nation's primary source of occupational information. Wisconsin Careers uses the skills, abilities, and knowledge from the national database to confirm and supplement our locally developed occupational data.

Consumer Price Index – Produces earnings changes by industry by quarter. This information is applied to salary data from the point of collection to the midterm of product life to insure the data reflects current salaries.

Enhanced Guide for Occupational Exploration (GOE)

Occupational Outlook Handbook (OOH)

U.S. Department of Education (DOE)

Classification of Instructional Programs (CIP) – This source provides the taxonomy for all programs of study in the Wisconsin Careers database. As such, it permits integration with many other resources and links.

Financial Aid Information – The DOE is used to provide information on applying for and receiving financial aid including Pell Grants and many other federal financial aid programs.

Bureau of Labor Statistics (current projection and survey programs listed)

1998-2008 National Employment Projections – employment projections are provided for the state and the nation.

2000 Occupation Employment Survey – provides estimated national salaries for occupations.

U.S. Department of Commerce

Standard Occupational Classification System (SOC) – Wisconsin Careers utilizes the newest SOC taxonomy for occupational structure.

Executive Office of the President, Office of Management and Budget

Standard Industry Classification (SIC) – all occupations are cross-coded to the classification. The taxonomy for reporting state and national wage and employment information is being phased out over a four-year period in favor of the NAICS.

North American Industry Classification System (NAICS) will replace the SIC. NAICS is a revised industry classification adopted by the United States, Canada and Mexico. Application of the taxonomy to statistical surveys is being phased in over a four-year period that began in the summer of 2001.

U.S. Department of Defense

Military Occupational Training Data is obtained as released. It previously contained approximately 152 job families over the four branches of service and the Coast Guard. Representative titles for each military branch are displayed. Occupations with similar civilian application are cross-coded in the Wisconsin Careers database to the military equivalent.

Wisconsin Institutional and Government Sources

Wisconsin Department of Merit and Recruitment

Provides a list of current salary contract information for a number of state government occupations.

Wisconsin Department of Corrections

Provides current salary contract information for the occupational titles involving correctional officers. (Nonmanagement)

Wisconsin Department of Workforce Development

2000 OES Wage Survey – providing salary data at the Metropolitan Statistical Area level. Data include number employed. MSA data include Superior/Duluth, Minneapolis/St Paul (Hudson), La Crosse/LaCrescent, Chicago, and Rockford.

2000-2010 Employment Projections – for occupations statewide

Youth Apprenticeship Program Information

Adult Apprenticeship Program Information

Department of Regulation and Licensing

Business and Professional Licenses

Wisconsin Technical College System Board

Placement data for programs of study from the Wisconsin Technical College System include number of graduates, respondents, those working within the related field of study, those employed outside the field of study, those looking for work, average weekly hours worked and median salary.

Monthly Report of Program Changes – updates to the programs of study reviewed monthly.

University of Wisconsin System
Introduction Magazine

On-Line Help Majors Database – provides proper coding of institutions to programs of study offered throughout the 26 campuses of UW System.

Other Sources

Note: Because of the number of other sources used, only a representative sample of more important sources are included. Numerous sources are used for only one specific purpose (e.g., associations are used as resources for a specific occupation).

Newspapers

Wisconsin State Journal
Capital Times
Milwaukee Journal Sentinel
New York Times
Wall Street Journal

Magazines

U.S. News and World Reports
World Future Society

Riverside Publishing - Wintergreen/Orchard House Publications

National 4-year and 2-year college data are purchased. Riverside is one of two or three providers of national collegiate data in the United States. Institutions offering programs of study from short-term through bachelor's degrees are included. Master's and Doctoral programs are not provided. The national data is merged with regional data collected annually by Wisconsin Careers.

Direct Surveys of Wisconsin and Regional Institutions

Wisconsin Careers directly surveys institutions in Wisconsin and selected institutions in Illinois, Indiana, Iowa, Michigan, and Minnesota. Data elements from the regional surveys match those of the national database.

WEAC (Wisconsin Educational Association Council)

Provides current salary contract information for some teaching positions.

Referenced Internet Sites

Note: Because of the dynamic nature of the Internet, Wisconsin Careers maintains links to appropriate Internet sites by running Internet site checking programs on a regular basis. In addition, a special program has been created to check all linked sites for unacceptable content. Sites tagged by this program are visually inspected to determine the possible problem and eliminated when necessary.

Associations (Internet Sites)

Over 400 Internet sites related to specific occupations are used to verify and enhance occupational data. These sites are directly linked to appropriate occupations.

Institutional Internet Sites

Over 10,000 links to University and College Internet sites are located and maintained. Links include home pages, on-line application pages, virtual campus tours, campus maps, etc.

Best Internet Sites

This wide array of sites includes military resources, occupational information, labor market information, specific links, trends, and international, state, and national data.

College Master's and PhD Programs

The links to this site are maintained continuously. The links are from occupations to appropriate master's and Ph.D. programs of study.

Wisconsin Careers Privacy Policy

Introduction

Our ultimate purpose is to provide a productive career development experience to all users of our site. We provide access to personal information if it will enhance that experience. Wisconsin Careers adheres to guidelines created by the Children's On-Line Privacy Protection Act of 1998 and the Family Educational Rights and Privacy Act of 1996. In addition, Wisconsin Careers believes in full disclosure of any use made of personal information entered into the Internet site.

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Information You Enter About Yourself

In order to use our site effectively, it is necessary that you enter information about yourself, your interests, your desires, assessments you have taken, and other personal data. Except as stated herein, this information is not disclosed to any other group or agency for any purpose, nor, except as necessary to correct system problems, is individual information looked at by staff of Wisconsin Careers.

General Information Use for Internet Site Improvement

In general, we gather information about all of our users collectively, such as areas users visit most frequently and services users access the most. We look at the profiles individual users enter into assessments, however, never in conjunction with data that identify the individual. We may also use individually entered data for demonstration purposes but only if it is impossible to identify its source.

Typically, we only use data anonymously and in the aggregate. This information helps us determine what is most beneficial for our users, and how we can continually create a better overall experience for them. We may share this information with others, but only in the aggregate, so that they too may understand how Wisconsin Careers users interact with our site.

As mentioned earlier, we may look at individual information if it is essential to site operation, error correction, and maintenance; however, if possible, our staff does not look at information that can be related to any individual.

Professional Users

Information entered by those designated as "professional users" of the Wisconsin Careers Internet site is accessible as noted above. In addition, for professional users who access classroom activities, their first and last names (as entered during registration) are linked to any activity that they access as a PDF file. The purpose of this link is to allow other professionals to know if another individual at their site might have used an activity in which they have interest.

Aggregated Reports and Use of Aggregate Data

Institutions or agencies that make the Wisconsin Careers Internet site available to their students, customers, or clients can receive aggregated information in the form of various reports. However, except as noted, these reports are designed to ensure that individuals cannot be associated with the data. These reports serve a variety of purposes for the institution including enhancing their ability to provide specific services to their users.

Wisconsin Careers also reserves the right to use aggregate information (which does not allow identification of individuals) for research on student or adult preferences and for Internet site improvement.

Access to Personal Information at K-12 Institutions

K-12 institutions are covered by the Family Educational Rights and Privacy Act of 1996 or FERPA. Additionally, the Wisconsin Careers Internet site is designed in accord with the Children's On-Line Privacy Protection Act of 1998.

FERPA includes many specific provisions that are reflected in the way the Wisconsin Careers Internet site operates in K-12 institutions. First, all student Lockers at a site are accessible to the Site Administrator (generally, a counselor or teacher associated with the site) for the Internet site and to designees of the Site Administrator. However, under FERPA, the Administrator and/or the designees must have a "legitimate interest" to look at material in a student's Locker. Second, a record is kept of any user who accesses the Locker of a student; an individual is required to agree that he/she has a legitimate interest in accessing the Locker. Third, the student (or parent of a student under 18) can request a report that shows any access made to the student's Locker. Fourth, access to Lockers is in "read-only" mode. And, fifth, a parent can obtain access to her/his child's Locker (student under 18) by requesting access through the Site Administrator.

K-12 Site Administrators or their designees can also list, by occupation or institution, the names of students who have accessed information on each occupation or institution. These lists can be used to inform students of opportunities that the school makes available to students interested in a particular occupation or institution.

Access to Personal Information in Adult and Other Settings

In adult settings, access to individual Lockers is contingent upon the wishes of the user. A Site Administrator can activate the site to permit him/herself and other professionals to directly access the information in users' Lockers. This access might be desired if the professionals involved with the site had ongoing counseling relationships with certain users.

However, when the user accesses the Locker portion of the Wisconsin Careers site, any professional having permission to access the Locker will be identified. If the user wishes, she/he can prevent access by all of the professionals listed.

Cookies and IP Addresses

A "cookie" is a small file that is saved on your computer's hard drive which contains nonpersonal information. Because of our use of cookies, we can deliver faster service, consistently updated results, and a more personalized site experience. In some cases, such as in our assessments, cookies are essential to their use. You have the option of setting your browser to reject cookies. However, doing this will prevent you from using the Wisconsin Careers Internet site.

For administrative purposes, we collect IP addresses, which is the automatic number assigned to your computer when you surf the Web. The IP address allows us to accurately count the total number of uses of our sites. Your IP address is connected to personally identifiable or on-line contact information; however, after you log-off, this relationship is erased.

Linked Sites

Wisconsin Careers has identified many other Internet sites that provide potentially valuable information. However, by linking to a site, Wisconsin Careers does not endorse the site or the information provided by the site.

Disclaimer

The material on this Internet site could include technical inaccuracies or other errors. Your use and browsing of the site is at your risk. Wisconsin Careers shall not be liable for any direct, incidental, consequential, indirect, or punitive damages arising out of your access to, or use of, the Wisconsin Careers Internet site. Wisconsin Careers does not warrant that the functional aspects of the site will be uninterrupted or error free or that this site or the server that makes it available are free of viruses or other harmful components. Without limiting the foregoing, everything on the Wisconsin Careers Internet site is provided to you "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. Please note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to you. Wisconsin Careers reserves the right to make changes to the Wisconsin Careers Internet site at any time without notice.