

## LABOR MARKET RESEARCH WORKSHEET

**Occupation(s):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Last 4 digits of Job Seeker ID#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requirement:** One of your mandatory tasks as part of your Review is to conduct labor market research on your current career field and in the geographic location in which you are seeking employment. You will be required to complete this Labor Market Worksheet for your Review appointment. If you choose to use TORQ for your labor market research, you may provide a copy of your TORQ Report.

**Goal:** Labor market research is a tool to help you make decisions about your job search. As discussed in the orientation, this research is critical to understanding if there are employers seeking your skills in your labor market area. Completing this worksheet should help you make employment decisions about your current skills and industry.

**Sources:** There are various sources of labor market information listed below. Please check all of the sources you used for your research. If you printed reports from a website or copied articles, ads, etc from a hard-copy publication, please attach them to this worksheet.

**Websites:**

Check which source(s) you used; fill out the back of this worksheet **OR** bring a printout from the website with the required information:

- |  |  |
|--|--|
| <input type="checkbox"/> Mass Career Information System:       | <a href="http://masscis.intocareers.org/">http://masscis.intocareers.org/</a>  |
| <input type="checkbox"/> O*Net:                                | <a href="http://www.onetonline.org/">www.onetonline.org/</a>                   |
| <input type="checkbox"/> America's Career Information Network: | <a href="http://www.acinet.org/occ_intro.asp">www.acinet.org/occ_intro.asp</a> |
| <input type="checkbox"/> US Bureau of Labor & Statistics:      | <a href="http://www.bls.gov/">www.bls.gov/</a>                                 |
| <input type="checkbox"/> My Skills My Future:                  | <a href="http://www.myskillsmyfuture.org/">www.myskillsmyfuture.org/</a>       |
| <input type="checkbox"/> My Next Move:                         | <a href="http://www.mynextmove.org">www.mynextmove.org</a>                     |
| <input type="checkbox"/> TORQ                                  | Access through Job Quest – bring completed TORQ Personal Employment Plan (PEP) |

Other website: \_\_\_\_\_

Other website: \_\_\_\_\_

**Other:**

Check which source(s) you used; fill out the back of this worksheet **AND** bring the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Newspapers:                     | Minimum of 3 articles used for research  |
| <input type="checkbox"/> Job Ads:                        | Minimum of 5 job ads for your occupation   |
| <input type="checkbox"/> Trade Magazines / Publications: | Minimum of 3 articles used for research  |
| <input type="checkbox"/> Informational Interviews        | Name, company & telephone number of 3 employers you interviewed (or 1 if combined with other research) |
| <input type="checkbox"/> Career Exploration workshops:   | Printed results of your research from the workshop   |
| <input type="checkbox"/> Networking:                     | Name, company & telephone number of 3 employers you interviewed (or 1 if combined with other research) |

Other resource: \_\_\_\_\_

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Occupation(s): \_\_\_\_\_

Fill in the information below based on your research. Items marked with an asterisk (\*) are mandatory.

1. Primary Occupation Title: \_\_\_\_\_

2. What is the salary range? \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per hour / annual (circle one)

3. Are opportunities in this occupation for the state and/or local market:

increasing / decreasing (circle one)

3a. By what percent? \_\_\_\_\_%

4. How many jobs are available annually in your occupation: \_\_\_\_\_

5. Based on your research, do you possess the appropriate certifications, licenses, or credentials for this occupation:

5a. If you answered NO to question 5, what certification, licenses, or credentials do you lack to be reemployed in this field?

6: Why do you think you have been unable to become reemployed in your occupation?

7. Other information: