

3 Fundamental Concepts

BRAND



RESOURCES

Referrals and Retention

Report employee retention and turnover is their biggest challenge.



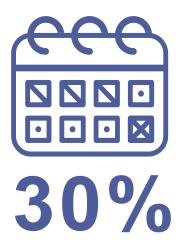
48% of BUSINESSES

Claim that their best hires come from employee referrals

30 in 3



of recruiters have reported that **culture fit** has become a key factor when hiring.



of new hires resign in the first three months of employment.

Know the Need

WHILE 72%
OF HIRING MANAGERS
CLAIM TO WRITE CLEAR &
INFORMATIVE JOB
DESCRIPTIONS





ONLY 36%
OF JOB CANDIDATES
AGREE WITH THIS
ASSESSMENT

Why Is Analyzing A Job Posting Important?

- 1. Uncovers tasks
- 2. Makes a connection
- 3. Identifies additional requirements
- 4. Helps you write STAR statements
- 5. Provides exact wording





It's Finally About You!

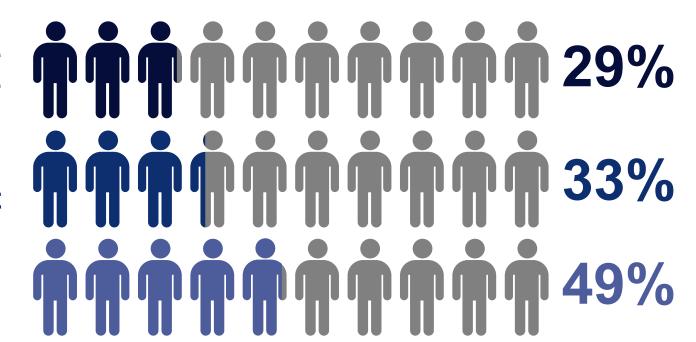
MOST IMPORTANT FACTORS FOR CANDIDATES TO ACCEPT A JOB OFFER

% of Candidates Who Find it Important

Work/Life Balance

Professional Development

Compensation



Historic Market

Unemployment Rate below 3.5%

As of January 2023, the preliminary unemployment rates for states, including the District of Columbia, was **3.4**%

Unemployment Rates for States (bls.gov)



Why is Labor Market Information Important?

Market Value Statement

Market value can be defined as the price "your" knowledge, skills, and abilities would bring based upon the industry and location of the position.

Market Value Formula

$$K+S+A = VALUE$$

Market Values

Real-Time Intelligence 9,091 JOB POSTS

Certifications

SECRET Clearance 1,166 Active Job Ads

Hard Skills

MS Office Sales Computer Languages

Soft Skills

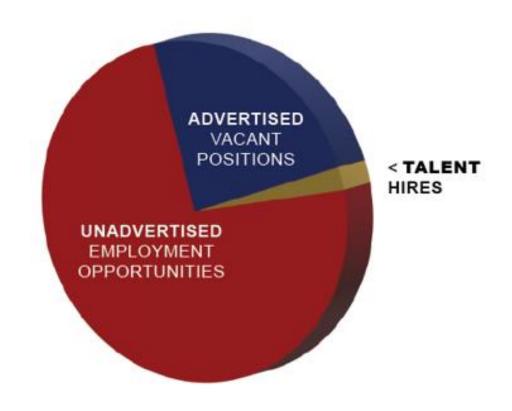
Communication (Verbal and Written) Cooperative Team Player

How Hiring Occurs

Advertised

Unadvertised

Talent Hire





Veteran Ready Employers

USAJOBS





Employment Wages









- U.S. Bureau of Labor Statistics https://www.bls.gov/oes/home.htm
- Salary.com https://www.salary.com/
- Glassdoor.com https://www.glassdoor.com/Salaries/know- your-worth.htm
- Calculator.net https://www.calculator.net/salary-calculator.html

Cost of Living Calculators

- Numbeo.com https://www.numbeo.com/cost-of-living/
- Bankrate.com https://www.bankrate.com/calculators/savings/moving-cost-of-livingcalculator.aspx
- SmartAsset.com https://smartasset.com/mortgage/cost-of-livingcalculator









Activities and Workshop Materials



Access the Workshop Materials, dol.gov/EFCTmaterials

Participant Guide

Worksheet

Resource Guide





AJCs offer training referrals, career counseling, job listings, and other employment-related resources.

For more information, visit CareerOneStop.org



With over 2,400 centers nationwide, the AJC serves almost **one million** veterans each year.

For more information, visit CareerOneStop.org

What is CareerOneStop?



https://www.careeronestop.org/



careersourceokaloosawalton.com

Veteran Services













409 Racetrack Road Fort Walton Beach 850.833.7587

761 North 20th Street **DeFuniak Springs** 850. 892.1240 ext. 5167

















What do you want to do for a living?

•





"I want to be a ..."

"I'll know it when I see it."

"I liked my last job."



Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses



Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services



Find careers like your military job.

Enter the name or code of your military classification. We'll suggest civilian careers with similar work.

Select a branch:

Examples: 0963, radio chief



Go to http://www.onetonline.org

Under "Occupation Quick Search", enter keyword(s) of occupation title and then

either press "enter" or click the arrow immediately to the right.

For this example we want to find Aircraft Mechanics, so the keyword

"Aircraft Mechanic" was entered.



Occupation Quick Search:

Q Aircraft Mechanic

Help

Find Occupations

Advanced Search

Crosswalks

Share

)*NET Sites

In the list of returns, find the link that most closely matches your interest.

For this example "Aircraft Mechanics and Service Technicians" is our best

match; click the link.

We will use this title when we perform our search on the FREIDA website later.



In the list of returns, find the link that most closely matches your interest.

Quick Search for: Aircraft Mechanic

For this example "Aircraft Mechanics and Service Technicians" is our best

match; click the link.

Showing top 20 occupations for Aircraft Mechanic. Closest matches are shown first.

How do they match?	Code	Occupation
	49-3011.00	Aircraft Mechanics and Service Technicians
	51-2011.00	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
	53-6051.01	Aviation Inspectors
	49-2091.00	Avionics Technicians
	53-1011.00	Aircraft Cargo Handling Supervisors
	53-2012.00	Commercial Pilots
	55-3012.00	Aircraft Launch and Recovery Specialists
	17-3024.00	Electro-Mechanical Technicians
	53-2011.00	Airline Pilots, Copilots, and Flight Engineers
	17-2011.00	Aerospace Engineers 🗸
	53-2022.00	Airfield Operations Specialists
	55-3011.00	Air Crew Members
	55-3014.00	Artillery and Missile Crew Members
	49-1011.00	First-Line Supervisors of Mechanics, Installers, and Repairers
	49-9061.00	Camera and Photographic Equipment Repairers
	51-4041.00	Machinists .
	55-1012.00	Aircraft Launch and Recovery Officers
	53-2021.00	Air Traffic Controllers
	49-9043.00	Maintenance Workers, Machinery
	49-2094.00	Electrical and Electronics Repairers, Commercial and Industrial Equipment



Under "Sources of Additional Information", click on the occupational link ("Aircraft Mechanics and Service Technicians" for this example)

Sources of Additional Information



Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

Aircraft and avionics equipment mechanics and technicians . Bureau of Labor Statistics, U.S. Department of Labor. Occupational Outlook

This will open a Bureau of Labor Statistics link summary page, providing National

"Quick Facts" about the selected vocation. After reviewing the information, click on

"How to Become One" to learn about the Education, Training, Licenses,

Certifications, Registrations, Etc. requirements specific to that vocation.

Bureau of Labor Statistics > Publications > Occupational Outlook Handbook > Installation, Maintenance, and Repair

OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook

Go

Aircraft and Avionics Equipment Mechanics and Technicians

PRINTER FRIENDLY

Summary What They Do Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info

Summary

Quick Facts: Aircraft and Avionics Equipment Mechanics and Technicians						
2021 Median Pay 👔	\$65,550 per year \$31.52 per hour					
Typical Entry-Level Education 🕜	See How to Become One					
Work Experience in a Related Occupation 🕜	None					
On-the-job Training 🕡	None					
Number of Jobs, 2021 🕜	151,400					
Job Outlook, 2021-31 🕡	6% (As fast as average)					
Employment Change, 2021-31 🕡	9,000					



What Aircraft and Avionics Equipment Mechanics and Technicians Do

Aircraft and avionics equipment mechanics and technicians repair and perform scheduled maintenance on aircraft.

Work Environment

Aircraft and avionics equipment mechanics and technicians work in hangars, in repair stations, or on airfields. The environment can be loud because of aircraft engines and equipment.

How to Become an Aircraft and Avionics Equipment Mechanic or Technician

Most aircraft and avionics equipment mechanics and technicians learn their trade at an <u>Federal Aviation Administration</u> (FAA)-approved aviation maintenance technician school or on the job. Some learn through training received in the military.



Below is an excerpt from the "How to Become One" for Aircraft and Avionics

Equipment Mechanics and Technicians.

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Aircraft and Avionics Equipment Mechanics and Technicians

Summary What They Do Work Environment

How to Become One

ay Job Outlook

State & Area Data

Similar Occupations

More Info

About this section @

EN ESPAÑOL PRINTER-FRIENDLY

How to Become an Aircraft and Avionics Equipment Mechanic or Technician

Many aircraft and avionics equipment mechanics and technicians learn their trade at an FAA-approved aviation maintenance technician school. Others enter with a high school education or equivalent and are trained on the job. Some workers enter the occupation after getting training in the military. Aircraft mechanics and avionics technicians typically are certified by the FAA. See <u>Title 14 of the Code of Federal Regulations (14 CFR) part 65</u> 图, subparts D and E, for the most current requirements for becoming a certified mechanic.

Education and Training

Aircraft mechanics and service technicians often enter the occupation after attending a Part 147 FAAapproved aviation maintenance technician school. These schools award a certificate of completion that the FAA recognizes as an alternative to the experience requirements stated in regulations. The schools also grant holders the right to take the relevant FAA exams.

Some aircraft mechanics and service technicians enter the occupation with a high school diploma or equivalent and receive on-the-job training to learn their skills and to be able to pass the FAA exams.

Other workers enter the occupation after getting training in the military. Aviation maintenance personnel who are not certified by the FAA work under supervision until they have enough experience and knowledge and become certified.

Aircraft mechanics and avionics technicians are able to specialize in a wide range of systems, in maintenance, alterations, or inspections.

Avionics technicians typically earn an associate's degree before entering the occupation. Aircraft controls, systems, and flight instruments have become increasingly digital and computerized. Maintenance workers who have the proper background in aviation flight instruments or computer repair are needed to maintain these complex systems.



Licenses, Certifications, and Registrations

Although aircraft and avionics equipment mechanics and technicians are not required to get licenses or certifications, most do, because these credentials often improve a mechanic's wages and chances for employment. The FAA requires that aircraft maintenance be done either by a certified mechanic with the appropriate ratings or authorizations or under the supervision of such a mechanic.

The FAA offers separate certifications for bodywork (Airframe mechanics, or "A") and engine work (Powerplant mechanics, or "P"), but employers may prefer to hire mechanics who have both Airframe and Powerplant (A&P) ratings. The A&P ratings generally certify that aviation mechanics meet basic knowledge and ability standards.

Mechanics must be at least 18 years of age, be fluent in English, and have 30 months of experience to qualify for either the A or the P rating or both (the A&P rating). If only one rating is sought by the mechanic, 18 months' experience is required to take either the Airframe or the Powerplant exam. However, completion of a program at a Part 147 FAA-approved aviation maintenance technician school can substitute for the experience requirement and shorten the time requirements for becoming eligible to take the FAA exams.

Applicants must pass written, oral, and practical exams that demonstrate the required skills. Candidates must pass all the tests within a timeframe of 2 years.

To keep their certification, mechanics must have completed relevant repair or maintenance work within the previous 24 months. To fulfill this requirement, mechanics may take classes from their employer, a school, or an aircraft manufacturer.

Avionics technicians typically are certified through a repair station for the specific work being done, or else they hold the Airframe rating to work on an aircraft's electronic and flight instrument systems. An Aircraft Electronics Technician (AET) certification is available through the National Center for Aerospace & Transportation Technologies (NCATT) . It certifies that aviation mechanics have a basic level of knowledge in the subject area, but it is not required by the FAA for any specific tasks. Avionics technicians who work on communications equipment may need to have the proper radiotelephone operator certification issued by the Federal Communications Commission (FCC).

Other licenses and certifications are available to mechanics who wish to increase their skill set or advance their careers. The Inspection Authorization (IA) is available to mechanics who have had their A&P ratings for at least 3 years and meet other requirements. These mechanics are able to sign off on many major repairs and alterations. Mechanics can get numerous other certifications, such as Repairmen of light-sport aircraft and Designated Airworthiness Representative (DAR).

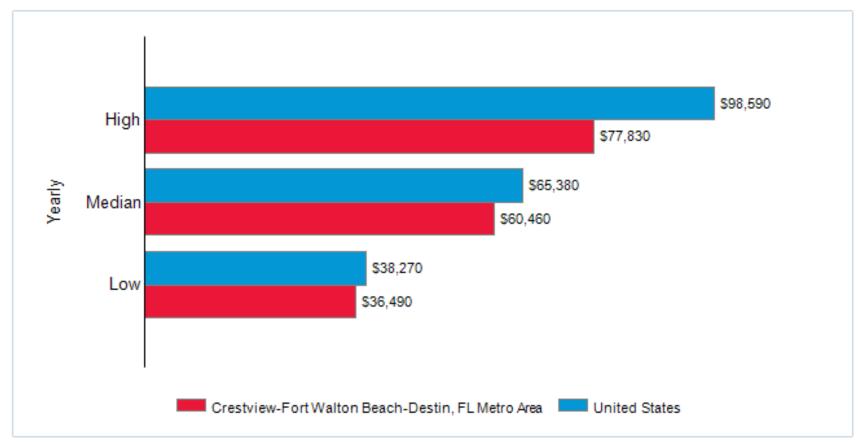


From the previous O*NET page, under the "Wages & Employment Trends"

heading and to the right of "State wages" click on "Local Salary Info"

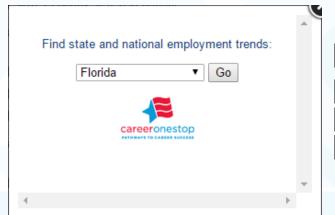
Wages for Aircraft Mechanics and Service Technicians in 32547

<u>View Hourly Wages</u> <u>View Table</u>: View Chart: <u>View Map</u>





A Popup will appear; utilize the pull down menu to select "Florida" then click "Go".



This will return "State and National Trends" for the occupation selected.

Note: Do not trust percentages alone; look at the actual number of jobs. In the

example below a +10% growth rate is projected for Florida, suggesting 410 more

jobs will be added per year.

State and National Trends

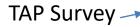
United States	Employment		Percent	Projected Annual Job	
Officed States	2014	2024	Change	Openings 1	
Aircraft Mechanics and Service Technicians	119,900	121,500	+1%	3,010	
Florida	Employment		Percent	Projected Annual Job	
riorida	2012	2022	Change	Openings 1	
Aircraft Mechanics and Service Technicians	10,110	11,140	+10%	410	

¹Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable.

The projections period for state data is 2012-2022, while the projections period for national data is 2014-2024.









- 1. You've started it's a process
- 2. CONNECT
- 3. Use your resources

CAREERSOURCEOKALOOSAWALTON.COM

<u>CareerOneStop.org</u> – Nationwide

FILE FOR ASSISTANCE – FLORIDAJOBS.ORG







Connect with CareerSource

CareerSource maintains personal and professional relationships with your community's business leaders, hiring managers, and HR Pros. We provide resume assistance, mock interviews, and business intelligence. We open doors. We get military hired. You'll receive the service you've earned and deserve.

Ken Wallace: 850-865-0250 (text/call)

kwallace@careersourceow.com

Real-Time Intelligence

- Okaloosa County (Word / Excel)
- Santa Rosa County (Word / Excel)

Resources

- Managing Your Transition Timeline (MYTT)
- TCPI Remote Work List
- PreSep TAP 1 Page Handout
- Transitioning Service Members Cheatology Links
- TSM Cheat Sheet from a Transitioning Service Member
- LinkedIn Cheat Sheet Mike Quinn
- DoD SkillBridge
- TeCMEN Directory
- Top 100 Requested Certifications
- Jobs Report Last 30 Days
- One Okaloosa EDC Top Employer List
- Resume Basics pdf
- Resume Detailed Slides
- Resume Handout
- Jobs Email Subscription
- Linkedin for Beginners

Northwest Florida Military Outreach Collaboration – Get There Faster Grant

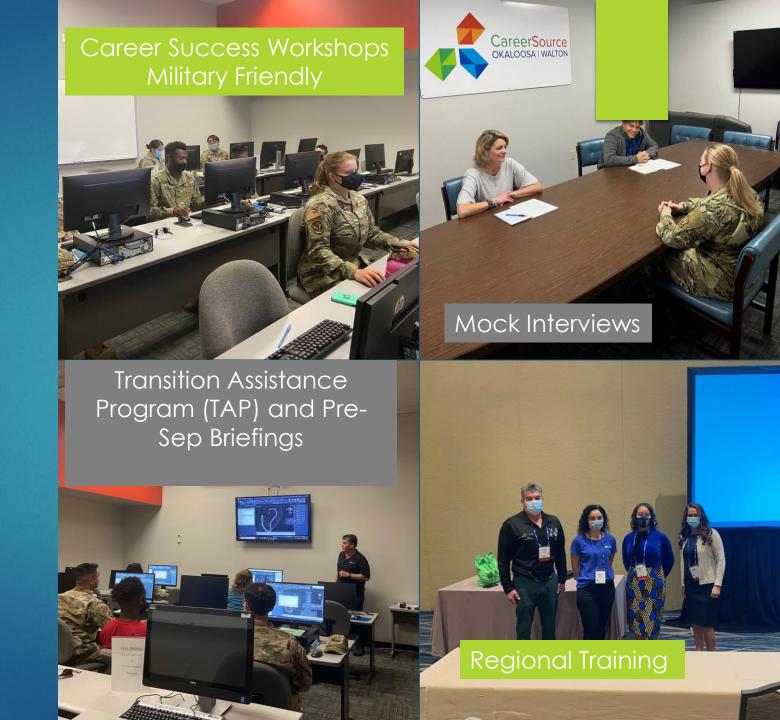
- CareerSource Escarosa
- CareerSource Okaloosa Walton
- CareerSource Chipola
- CareerSource Gulf Coast



Provides a regional approach to employment and training services for veterans, transitioning military and military spouses throughout the twelve counties that comprise Northwest Florida.

Program Design

- Spectrum of "Light Touch" to More In-Depth, Individualized Career Services
- Referral to Community Resources, Labor Market Info, Career Assessments, Resume Development, Interviewing Skills, Supportive Services, On the Job and/or Occupational Skills Training
- Seamless with Existing Programs Disabled Veterans Outreach and Military Family Employment Advocacy Programs
- Military Career Assistance Navigator
- "Red Velvet Rope" Approach to Welcoming and Serving Veterans/ Welcome Desk



Program Outreach

- Veterans Stand Down, County Veteran Treatment Court and Military Family Day
- Connecting veterans, transitioning military and spouses with work-based training, which will include On the Job Training (OJT), Apprenticeships, Internships, and Employed Worker Training
- Industry sectors: Construction; Healthcare and Social Assistance; Manufacturing; Professional, Technical and Scientific Services; Public Administration; and Transportation and Warehousing.









The 3 Fundamentals



How you present yourself, your skills, and your experience.



Apply this employer-focused lens to every aspect of your job search.



Resources include online tools, websites, organizations, and follow-on services.



