

Follow our Step-by-Step Plan to Employment

1. Register in Employ Florida

2. Assess Yourself

If you're uncertain about your career goals and objectives, consider completing a few career assessments that will help you identify your top skills, motivators and career preferences. Explore careers based on occupation, industry and your interests at <u>My Next Move</u>. Visit your local CareerSource Okaloosa Walton center to take an in-depth computer-based career interest and aptitude test.

3. Assessment Tools and Resources

- The Skills Matcher identifies your skills and matches them to jobs
- The Interest Profiler identifies broad interest areas
- The Work Importance Locator identifies job features important to you

4. Research Labor Market Information

5. Write Your Resume

Ready to create a brand-new resume? Need to update your old resume? Check your local CareerSource Okaloosa Walton centers for resume workshop dates and times. The <u>Career Resume Guide</u> will help you create a resume that will stand out in today's job market.

6. Network

Experts estimate that more than 80% of all positions are filled through networking contacts. Are you working your network to your best advantage? Check this <u>article</u> for tips of how to successfully network to find your next job.

7. Interview

Interviews are very important. Employers interview candidates to find a good fit for their business. An interview is your opportunity to learn more about an employer and the available job(s). The most important thing you can do to increase your chances of landing a job is to <u>prepare for the interview</u>. Check your local CareerSource Okaloosa Walton centers for interview preparation workshop dates and times.