

Career Building & Changes

Table of Contents

Changing Careers.....	2
Career Key – http://www.careerkey.org	2
Getting the Skills.....	9
Skills Profilers – http://www.acinet.org/acinet/skills_home.asp	9
LearnATest – http://www.mel.org	12
On-Line Resources.....	14

Changing Careers

Finding the right career isn't the easiest task and it certainly won't be completed covered in the class, but we'll look at some tools to guide and help you to make the right choices when it comes to your career.

There are many reasons why an individual may choose to change their career, it could be family related or possibly they are stuck in a dead-end position wishing to make a change. There are too many reasons to mention today, but we'll focus on tools that can help you whatever the reason.

Career Key – <http://www.careerkey.org>

Career Key will help you in your career planning process by measuring your skills, abilities, talents, values and interested in a short quiz. This way, you will be able to identify promising jobs and get accurate career information.

Best yet, it's a **FREE** service.

Click Continue to start the career key



Click here to start the quiz



Fill in your name

which jobs interest you?

Forty-two jobs are listed below. Click the button next to each of the jobs that **interest** you -- jobs that **attract you in some way**. **Do not** click any job that you are undecided about, that does not sound interesting to you, or that you would dislike.

Name:

<input type="checkbox"/> Bus Driver	<input checked="" type="checkbox"/> Actor/Actress	<input type="checkbox"/> Physical Therapist
<input type="checkbox"/> Biologist	<input type="checkbox"/> Carpenter	<input type="checkbox"/> Sales Manager
<input type="checkbox"/> Lawyer	<input type="checkbox"/> Dancer	<input type="checkbox"/> Bank Examiner
<input checked="" type="checkbox"/> Librarian	<input type="checkbox"/> Farmer	<input type="checkbox"/> Truck Mechanic
<input type="checkbox"/> Apartment Manager	<input type="checkbox"/> Electrical Engineer	<input type="checkbox"/> Astronomer
<input checked="" type="checkbox"/> Teacher	<input type="checkbox"/> Clothes Designer	<input checked="" type="checkbox"/> Artist
<input type="checkbox"/> Insurance Clerk	<input type="checkbox"/> Salesperson	<input type="checkbox"/> Counselor
<input type="checkbox"/> Nurse	<input type="checkbox"/> Chemist	<input checked="" type="checkbox"/> Business Teacher
<input type="checkbox"/> Novelist	<input type="checkbox"/> Airplane Pilot	<input type="checkbox"/> Insurance Sales Agent
<input checked="" type="checkbox"/> Musician	<input type="checkbox"/> Laboratory Technician	<input type="checkbox"/> Speech Therapist
<input type="checkbox"/> Tax Expert	<input checked="" type="checkbox"/> Bookkeeper	<input type="checkbox"/> Radio/TV Announcer
<input checked="" type="checkbox"/> Social Worker	<input type="checkbox"/> Research Scientist	<input type="checkbox"/> Court Stenographer
<input type="checkbox"/> Fish & Game Warden	<input type="checkbox"/> Mechanical Engineer	
<input type="checkbox"/> Bank Teller	<input type="checkbox"/> Mechanical Technician	
<input type="checkbox"/> Restaurant Manager	<input checked="" type="checkbox"/> Singer	

Select only those jobs that attract you in some way. Don't click on a job that doesn't interest you!

Click to continue

what do you like to do?

Six activities are described below. Read each statement and decide if it describes you. If the statement is "true", click the button for "true". If it is "mostly true", click that button. If the statement is "not true" at all for you, click that button. When you are done, continue on to the next section of the career key by pressing the continue button at the bottom of the page.

- I like to work with animals, tools, or machines.
 True Mostly True Not True
- I like to study and solve math or science problems.
 True Mostly True Not True
- I like to do creative activities like art, drama, crafts, dance, music, or creative writing.
 True Mostly True Not True
- I like to do things where I can help people -- like, teaching, first aid, or giving information.
 True Mostly True Not True
- I like to lead and persuade people, and to sell things and ideas.
 True Mostly True Not True
- I like to work with numbers, records, or machines in a set, orderly way.
 True Mostly True Not True

Answer these six questions as they relate to you in what you like to do. Click true if always true, mostly true if you like it sometimes and not true if you don't like it at all.

Click to continue

what are your abilities?

Six kinds of abilities are described here. Read each statement and decide if it describes you, when compared with other persons your age. If the statement is "true", click the button for "true". If it is "mostly true", click that button. If the statement is "not true" at all for you, click that button. When you are done, continue on to the next section of the career key by pressing the continue button at the bottom of the page.

1. I have good skills in working with tools, mechanical drawings, machines, or animals.
 - True
 - Mostly True
 - Not True
2. I am good at understanding and solving science and math problems.
 - True
 - Mostly True
 - Not True
3. I have good artistic abilities -- in creative writing, drama, crafts, music, or art.
 - True
 - Mostly True
 - Not True
4. I am good at teaching, counseling, nursing, or giving information.
 - True
 - Mostly True
 - Not True
5. I am good at leading people and selling things or ideas.
 - True
 - Mostly True
 - Not True
6. I am good at working with written records and numbers in a systematic, orderly way.
 - True
 - Mostly True
 - Not True

Click to continue

Answer these six questions as they relate to you in your abilities. Click true if always true, mostly true if you have the ability sometimes and not true if you don't have the ability at all.

how do you see yourself?

Read each statement and decide if it describes you. If the statement is "true", click the button for "true". If it is "mostly true", click that button. If the statement is "not true" at all for you, click that button. When you are done, continue on to the next section of the career key by pressing the continue button at the bottom of the page.

1. I am practical, mechanical, and realistic.
 - True
 - Mostly True
 - Not True
2. I am precise, scientific, and intellectual.
 - True
 - Mostly True
 - Not True
3. I am artistic, imaginative, original, and independent.
 - True
 - Mostly True
 - Not True
4. I am helpful, friendly, and trustworthy.
 - True
 - Mostly True
 - Not True
5. I am energetic, ambitious, and sociable.
 - True
 - Mostly True
 - Not True
6. I am orderly, and good at following a set plan.
 - True
 - Mostly True
 - Not True

Click to continue

Answer these six questions as they relate to you in how you see yourself. Click true if always true, mostly true if you are like it sometimes and not true if you never like it.

what do you value?

Read each statement and decide if it describes you. If the statement is "true", click the button for "true". If it is "mostly true", click that button. If the statement is "not true" at all for you, click that button. When you are done, continue on to the next section of the career key by pressing the continue button at the bottom of the page.

- I value practical things you can see and touch like plants and animals you can grow, or things you can build or make better.
 - True
 - Mostly True
 - Not True
- I value science.
 - True
 - Mostly True
 - Not True
- I value the creative arts -- like drama, music, art, or the works of creative writers.
 - True
 - Mostly True
 - Not True
- I value helping people and solving social problems.
 - True
 - Mostly True
 - Not True
- I value success in politics, leadership, or business.
 - True
 - Mostly True
 - Not True
- I value success in business.
 - True
 - Mostly True
 - Not True

Answer these six questions as they relate to what you value. Click true if always true, mostly true if you value it sometimes and not true if you never value it.

Click to continue

Amanda Kim's career key test scores

The Career Key measures how similar you are to six basic types of people. The higher your score, the more you are like that type. For example, if your highest score is on the "Artistic" scale, that means you are most like the Artistic personality type.

Here are your scores:

realistic = 7	investigative = 10	artistic = 14
social = 14	enterprising = 6	conventional = 12

[home](#) | [you](#) | [us](#)

Here are the results of the quiz. The Career key breaks you down into 6 basic types of people. The higher the score, the more you like that type of person.

Click to continue

Using the results of the Career Key quiz, you will naturally see which job best suits your personality type. Generally, you will be happiest in a job which matches your personality type. Look at jobs which match your 2 or 3 top personality types. In this case, Amanda would look at social, artistic and conventional.

Amanda Kim's career key test scores



Read through these steps and then start:

1. Identify the personality type for which you received the highest score.
2. Click on its name below. When you do, all of the jobs for that type will be listed.
3. Click each of those jobs that interest you.
4. Then, do the same thing for the "type" that you got the second highest score. You may also want to do this for your third highest score.

Here are your scores:

realistic = 7
investigative = 10
artistic = 14
social = 14
enterprising = 6
conventional = 12

NOTE: bookmarking this page will allow you to save your test scores for future reference.

[home](#) | [you](#) | [us](#) | [others](#)

This is the final page of your quiz. Here you can click on the various personality types to learn more about jobs which will suit that type of person.

Personality Type	Description
Artistic	<ul style="list-style-type: none"> • Likes to do creative activities such as art, drama, crafts, dance, music or creative writing • Generally avoids highly ordered or repetitive activities • Good artistic abilities - in creative writing, drama, crafts, music or art • Values the creative arts - like drama, music, art, or the works of creative writers • Sees self as expressive, original, and independent
Conventional	<ul style="list-style-type: none"> • Likes to work with numbers, records or machines in a set, orderly way • Generally avoids ambiguous, unstructured activities • Good at working with written records and numbers in a systematic, orderly way • Values success in business • Sees self as orderly, and good at following a set plan
Enterprising	<ul style="list-style-type: none"> • Likes to lead and persuade people, and to sell things and ideas • Generally avoids activities that require careful observation and scientific, analytical thinking • Good at leading people and selling things or ideas • Values success in politics, leadership, or business • Sees self as energetic, ambitious, and sociable
Investigative	<ul style="list-style-type: none"> • Likes to study and solve math or science problems • Generally avoids leading, selling, or persuading people • Good skills at understanding and solving science and math problems • Values science • Sees self as precise, scientific, and intellectual
Realistic	<ul style="list-style-type: none"> • Likes to work with animals, tools, or machines • Generally avoids social activities like teaching, counseling, nursing, and informing others • Good skills in working with tools, mechanical drawings, machines or

Personality Type	Description
Realistic (cont'd)	<ul style="list-style-type: none"> animals Values practical things you can see and touch -- like plants and animals you can grow, or things you can build or make better Sees self as practical, mechanical, and realistic
Social	<ul style="list-style-type: none"> Likes to do things to help people - like teaching, counseling, nursing, or giving information Generally avoids using machines, tools, or animals to achieve a goal Good skills at teaching, counseling, nursing, or giving information Values helping people and solving social problems Sees self as helpful, friendly, and trustworthy

Amanda may choose to dig further in the artistic arena.

There are four groups of these jobs. They are called "work groups." The first one, for example, is called "Literary Arts." Click each job that interests you, including those you would like to know more about. Each of these will be put on your Personal Job Options list that you will see when you are done.

<p>Literary Arts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Biographer <input type="checkbox"/> Editor <input type="checkbox"/> Editorial Writer <input type="checkbox"/> Playwright <input type="checkbox"/> Poet <input type="checkbox"/> Writer <p>Visual Arts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Architect <input type="checkbox"/> Cartoonist <input type="checkbox"/> Commercial Designer <input type="checkbox"/> Desktop Publisher <input type="checkbox"/> Graphic Designer <input type="checkbox"/> Illustrator <input type="checkbox"/> Industrial Designer <input type="checkbox"/> Interior Designer <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Painter or Sculptor <input type="checkbox"/> Photographer <input type="checkbox"/> Television and Video Camera Operator or Editor 	<p>Drama and Dance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Actor/Actress <input type="checkbox"/> Choreographer <input type="checkbox"/> Dancer <input type="checkbox"/> Director <input type="checkbox"/> Disk Jockey <input type="checkbox"/> Producer <input type="checkbox"/> Radio and Television Announcer <p>Music</p> <ul style="list-style-type: none"> <input type="checkbox"/> Composer <input type="checkbox"/> Choral Director <input type="checkbox"/> Musician <input type="checkbox"/> Orchestra Conductor <input type="checkbox"/> Singer
---	--

These are the jobs which match closest to the Artistic personality trait. The jobs are broken into "work groups" Click on a job that interests you and it will be added to your personal job options.

It is easy to move from one trait to another by clicking on the buttons found at the bottom of the page.

To list and choose jobs for another personality type, click on the desired type below. If you are done and would like to see your personal job options list, click the done button.

Click the done button when you've completed looking at all the personality traits and selecting jobs that sound interesting.

realistic = 7	investigative = 10	artistic = 14
		<ul style="list-style-type: none"> + Writer + Photographer + Television and Video Camera Operator or Editor + Director + Disk Jockey + Producer + Choral Director + Musician + Singer
social = 14	enterprising = 6	conventional = 12
<ul style="list-style-type: none"> + Clinical or Counseling Psychologist + Counselor + Employment Counselor + School Counselor + School Psychologist + Social and Human Service Assistant + Social Worker + Childcare Worker + Adult Education Teacher 		<ul style="list-style-type: none"> + Office Manager + Secretary or Administrative Assistant + Accounting Clerk + Bill and Account Collector + Billing Clerk + Bookkeeper + Payroll and Timekeeping Clerk + Bank Teller + Customer Service Representative

Those jobs that interested you are listed underneath the appropriate personality trait. These jobs are described further if you click on one of them.

See what happens when I click on singer...

The screenshot shows the U.S. Department of Labor Bureau of Labor Statistics website. The main heading is "Musicians, Singers, and Related Workers". Below the heading, there are links for "Nature of the Work", "Working Conditions", "Employment", "Training, Other Qualifications, and Advancement", "Job Outlook", "Earnings", "Related Occupations", and "Sources of Additional Information". A "SIGNIFICANT POINTS" section lists three bullet points: "Part-time schedules and intermittent unemployment are common; many musicians supplement their income with earnings from other sources.", "Aspiring musicians begin studying an instrument or training their voices at an early age.", and "Competition for jobs is keen; those who can play several instruments and perform a wide range of music styles should enjoy the best job prospects." There is also a "NATURE OF THE WORK" section with a link to "[About this section]" and a "Back to Top" button. A sidebar on the right contains a navigation menu with categories like "Management and Professional and Related Service", "Sales", "Administrative Support", "Farming and Related Construction", "Installation and Related", "Production", "Transportation", "Job Opportunities in the Armed Forces", "Tomorrow's Jobs", "OOH Reprints", and "Other OOH Info".

US Department of Labor web site pops up. Details about the job, nature of the work, working conditions, employment, training, job outlook, earnings, related occupations and much more are available. Closing this window brings us back to the list where you can learn about another job.

Getting the Skills

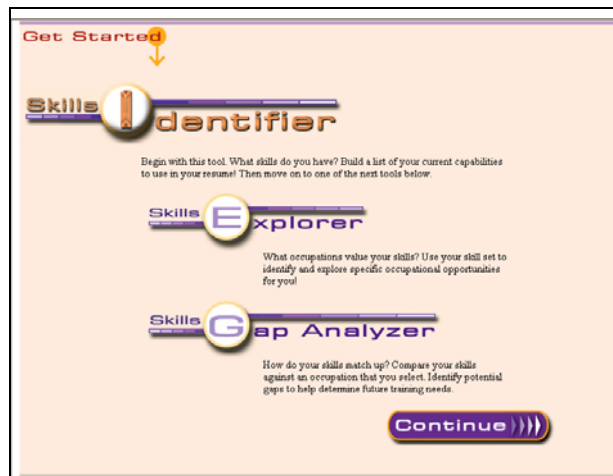
Once you've found the jobs which are most interesting to you, it's time to find out if there are skills you need to work on and also to emphasize on your resume.

There are many skills assessment tools available and you can even do this on your own. One we'll focus on is the Skills Profiler offered by America's Career Infonet

Skills Profilers – http://www.acinet.org/acinet/skills_home.asp

This skills profiler will help you narrow down from a group of possible careers as well as guiding you on what skills you are lacking and need to strengthen.

First, you'll need to create a list of job by identifying your skills using the Skills Identifier. After identifying your skills, use the Skills Explorer to see what occupations value your skills and then the Skills Gap Analyzer to compare your skills and identify gaps to determine any training you may wish to receive.



There are five steps to this process. First, but selecting one or more occupations you've held in the past, second, by selecting skills, third by selecting your skill level, fourth by selecting detailed work activities performed and finally, a view of the final report.

Select Your Occupation

Select an occupation to begin creating your list of skills. After selecting an occupation, you will then have an opportunity to select specific skills from a list organized by skill type, such as basic skills, social skills, etc.

Select Occupation

Three Ways To Begin

- 1 Keyword Search**
Enter a word, phrase, or title to search for an occupation:
Machine Operator
- 2 Menu Search**
You can also conduct a [Menu Search](#).
- 3 Proceed Without An Occupation**
You can go to the Skills selection page [without an occupation](#). However, users are encouraged to start with either option 1 or 2 unless you have never held a job.

[Restart Skills Profiler](#)

The first step is to select your occupation. Here you want to select an occupation which you have had in the past, not an occupation which you have never held. Because, you need to match your skills sets with another occupation which is similar. It is recommended to select at least one or two occupations at this step.

Skills Identifier Step 1 2 3 4 5

Select Your Occupation

Your search for **Machine Operator** returned the following occupational title(s). The search results are listed in a ranked order that is calculated on the relevance of the occupational title, description, skills, and tasks associated with the keyword you entered. Note that these may differ from the keyword you entered. After determining which description best describes your occupation, click on its title.

Relevance (Percent)	Title	Description
100%	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	Set up, operate, or tend continuous flow or vat-type equipment, filter presses, shaker screens, centrifuges, condensers, tubes, precipitating, fermenting, or evaporating tanks, scrubbing towers, or batch stills. These machines extract, sort, or separate liquids, gases, or solids from other materials to recover a refined product. Includes dairy processing equipment operators.
100%	Coating, Finishing, and Spraying Machine Operators and Tenders	Coating Machine Operators and Tenders: Operate or tend machines to coat any of a wide variety of items: Coating food products with sugar, chocolate, or batter; coat paper and paper products with chemical solutions, wax, or glazes, or coat fabric with rubber or plastic. Painting and Spraying Machine Operators and Tenders: Operate or tend machines to spray or paint decorative, protective, or other coating or finish, such as adhesive, lacquer, paint, stain, latex, preservative, oil, or other solutions. May apply coating or finish to any of a wide variety of items or materials, such as wood and wood products, ceramics, and glass. Includes workers who apply coating or finish to materials preparatory to further processing or to consumer use.
92%	Duplicating Machine Operators	Operate one of a variety of office machines such as photocopying, photographic, mimeograph, and duplicating machines to make copies.
92%	Food Cooking Machine Operators and Tenders	Operate or tend cooking equipment, such as steam cooking vats, deep fry cookers, pressure cookers, kettles, and boilers, to prepare food products.
92%	Tentile Knitting and Weaving Machine Setters, Operators, and Tenders	Set up, operate, or tend machines that knit, loop, weave, or draw in tentiles.
92%	Cutting and Slitting Machine Operators and Tenders	Operate or tend machines to cut or slice any of a wide variety of products or materials, such as tobacco, food, paper, roofing slats, glass, stone, rubber, cork, and insulating material.

You can find an occupation by either using the Keyword Search and receiving a list of occupations or by using the Menu search and manually finding occupations which match.

Select your skills from the lists below. Those skills considered important for **Extruding, Forming, Pressing, and Compacting Machine Operators and Tenders** have a checkmark in the column "Important for Occupation." Skills not considered important for your selected occupation(s) are listed under "Other Skill." Note: Some occupations may not have many skills available as "important." To select your skills, click on the box to the left of the list. To choose a different occupation, use the back button to return to the previous page.

Basic Skills		Developed capacities that facilitate learning or the more rapid acquisition of knowledge	
Important for Occupation	Other Skill	Skill	Skill Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<input type="checkbox"/>	<input type="checkbox"/>	Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<input type="checkbox"/>	<input type="checkbox"/>	Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mathematics	Using mathematics to solve problems.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reading Comprehension	Understanding written sentences and paragraphs in work-related documents.
<input type="checkbox"/>	<input type="checkbox"/>	Science	Using scientific rules and methods to solve problems.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Speaking	Talking to others to convey information effectively.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills		Developed capacities used to work with people to achieve goals	
Important for Occupation	Other Skill	Skill	Skill Description

Next, based on the occupation(s) selected, you will need to mark the skills which you have. Carefully read the description to gain a better understanding of the skill required.

Skills (on a seven point scale) include:

<p>Active Learning</p> <p><input type="radio"/> 1.60 - Average for selected occupations</p>	<p>Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p><input type="radio"/> 7 -</p> <p><input type="radio"/> 6 - Identify the implications of a new scientific theory for product design</p> <p><input type="radio"/> 5 -</p> <p><input type="radio"/> 4 - Determine the impact of new menu changes on a restaurant's purchasing requirements</p> <p><input type="radio"/> 3 -</p> <p><input type="radio"/> 2 - Think about the implications of a newspaper article for job opportunities</p> <p><input type="radio"/> 1 -</p>
<p>Active Listening</p> <p><input type="radio"/> 1.60 - Average for selected occupations</p>	<p>Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p><input type="radio"/> 7 -</p> <p><input type="radio"/> 6 - Preside as judge in a complex legal disagreement</p> <p><input type="radio"/> 5 -</p> <p><input type="radio"/> 4 - Answer inquiries regarding credit references</p> <p><input type="radio"/> 3 -</p> <p><input type="radio"/> 2 - Take a customer's order</p> <p><input type="radio"/> 1 -</p>
<p>Mathematics</p> <p><input type="radio"/> 2.40 - Average for selected occupations</p>	<p>Using mathematics to solve problems.</p> <p><input type="radio"/> 7 -</p> <p><input type="radio"/> 6 - Develop a mathematical model to simulate and resolve an engineering problem</p> <p><input type="radio"/> 5 -</p> <p><input type="radio"/> 4 - Calculate the square footage of a new home under construction</p> <p><input type="radio"/> 3 -</p> <p><input type="radio"/> 2 - Count the amount of change to be given to a customer</p> <p><input type="radio"/> 1 -</p>

Next, based on a seven point scale, rate your skill level with each skill. An average is automatically selected, but if you feel you are above or below average, it's fine to change and select from the scale.

Skills Identifier Step 1 2 3 4 5

Select Detailed Work Activities

Select detailed work activities from the list of those associated with **Extruding, Forming, Pressing, and Compacting Machine Operators and Tenders**. Detailed work activities provide additional information about your selected occupation(s). You may wish to include them as part of your list of capabilities.

Detailed Work Activities

- adjust production equipment/machinery setup
- clean equipment or machinery
- convey loads to destination
- examine products or work to verify conformance to specifications
- install equipment or attachments on machinery or related structures
- load or unload material or workpiece into machinery
- load, unload, or stack containers, materials, or products
- maintain consistent production quality
- maintain or repair industrial or related equipment/machinery
- maintain production or work records
- measure, weigh, or count products or materials
- mix paint, ingredients, or chemicals, according to specifications
- monitor production machinery/equipment operation to detect problems
- operate chemical processing equipment
- operate food processing production equipment/machinery
- operate glass or stone working equipment/machinery

Finally, step 4 allows you to select Detailed Work Activities which you have performed. Only select those activities you have done in the past, not something you wish you had done or had done only once.

Final Report

Below is your Skills Profile derived from your selected skills for **Extruding, Forming, Pressing, and Compacting Machine Operators and Tenders**. Skills are scored on a seven-point scale.

- [Save your Skills Profile](#) by bookmarking this page on your browser.
- [Modify your Skills Profile](#)
- [Find answers](#) to your questions on the Skills Profiler
- [Skills Explorer](#): Use this Skills Profile to identify and explore occupations.
- [Skills Gap Analyzer](#): Compare your skills from this Skills Profile in occupations to determine potential training needs.
- [Determine where do you want to go next.](#)

[Go to Printer-Friendly Version](#)

Skills Include:	Score	Description
Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.	3.00	
Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	4.00	
Mathematics - Using mathematics to solve problems.	4.00	
Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	2.00	
Reading Comprehension - Understanding written sentences and paragraphs in work related documents.	2.80	
Speaking - Talking to others to convey information effectively.	1.40	

The final report shows your skill level for each skill required by the occupation(s) you had selected originally. From here, it's a good idea to go to the Skill Explorer to identify other occupations which may be of interest to you. Once you select another occupation, you may wish to visit the Skill Gap Analyzer which can give you ideas of what training you may need to receive.

LearnATest – <http://www.mel.org>

Using the Michigan Electronic Library, or MEL, you can access a variety of tests which can help you gain skills and to receive certification in a specific field. All this can help you to transform your career or change careers.

MEL is available to the general public, but there is one area only available to Michigan residents, which includes the LearnATest program.

It is possible to access this from outside the library if you have a Michigan driver's license or Michigan State ID.

From here you can login from outside the library system. If you're at the library, click on the other link.

MeL Magazines, Newspapers and more - Subscription resources purchased for Michigan residents only.

Connect below for \$3.6 million of resources including magazine and newspaper articles, electronic books, practice tests, special information resources for children and more. These are subscription only resources that have been purchased by the Library of Michigan for Michigan residents. Because access to these resources is restricted to Michigan residents, you will need to logon from home or work using a Michigan driver's license or state ID number. You can also access these resources at most Michigan libraries without needing to use your driver's license.

[Log on at home or work](#)
(Requires a Michigan driver's license or state ID)

[Log on in your library or school](#)

MeL Internet Collection
Connect here for Internet resources selected by librarians who are experts in their fields. Find [MeL Pathfinders](#) here also. MeL Internet has been a trusted resource since 1992.

[About the New MeL Internet](#) [About MeL Pathfinders](#)

About the Michigan eLibrary (MeL)
Brought to you by the [Library of Michigan](#), the Michigan eLibrary is an anywhere, anytime information gateway to selected Internet resources, full-text magazines, newspapers, electronic books, online practice tests and more. The Library of Michigan has purchased more than \$3.6 million in resources for Michigan with funding from the State of Michigan and a Library Services and Technology Act grant from the Institute of Museum and Library Services.

This service is funded in part by the State of Michigan through the [Library of Michigan](#).

Enter your Michigan Driver's License or State ID number to log into the system.

Michigan residents connect here for articles from over 1600 popular, business and health magazines and newspapers. Also read over 10,000 ebooks on many topics. Over \$3.6 million dollars of resources have been purchased for Michigan residents by the Library of Michigan with funding from the State of Michigan and the federal LSTA program.

To access these resources from your home or office, please enter your driver's license or [state ID number](#). (If you are at a Michigan library, click [here](#).) Be sure to include all letters and numbers. You do not need to use spaces.

Michigan Driver's License or State Identification Number:

You must be a Michigan resident to use this service. Your driver's license or state identification number will only be used to show that you are a Michigan resident. Children can use the license number of a parent or guardian. If you do not have a Michigan driver's license or state ID card, you may use this service at your local Michigan library.

In keeping with the State of Michigan [Privacy Policy](#), this logon process uses session-only cookies to allow access to the MeL databases. These cookies are erased either during web browser operations or after your web browser is shut down.

[About MeL Services](#)

This service is funded in part by the State of Michigan through the [Library of Michigan](#). Additional project support comes from the federal Library Services and Technology Act (LSTA).

MeL offers a variety of resources, but the focus on this will be the LearnATest.

MeL Databases by Topic

To search for magazine or newspaper articles, click on one of the collections below. A new browser window will open. To return to this page after searching the collection, close that window.

- eBooks**
[MeL eBooks from netLibrary](#) All netLibrary titles are protected by copyright. You may not download entire ebooks or large portions of ebooks.
- Practice Tests**
[LearnATest](#) Practice tests such as the ACT, ASVAB, SAT, & Civil Service
- General Interest**
[ArticleFirst](#) Index of many topics
[Custom Newspapers](#) Over 100 Full text newspapers from the US and abroad
[Electronic Collections Online](#) Indexed eJournals
[Expanded Academic ASAP with Ingenta](#) Full text
[General Reference Center Gold](#) Full text
[Michigan Newspapers](#) Full text
[InfoTrac OneFile with Ingenta](#) Full text
[netLibrary eBooks](#)
[What do I read next](#)
[WilsonSelect Plus](#) Full text for many topics
[World Almanac](#) Full text
- Business**
[General Business File ASAP](#) Full text
[visit MeL Business](#) Best of the Internet
- Education**
[ERIC](#) Educational Resources Information Center
[InfoTrac K12 Professional Collection](#) Full text
[visit MeL Education](#) Best of the Internet
- Genealogy**
[visit MeL Genealogy](#) Best of the Internet
- Health**
[CINAHL](#) Nursing and Allied Health Literature - Some Full text
[Health and Wellness Resource Center](#) Full text
[Health Reference Center Academic](#) Full text
[MEDLINE](#) All areas of medicine, including

LearningExpressLibrary.com Sign In Help

Library Program

Welcome to Michigan eLibrary!

LearningExpress Library provides a completely interactive online learning platform of practice tests and tutorial course series designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results. Click on a category to the right so that you can start on your path to success right now.

Please Sign In

[New User](#)

[Returning User](#)

Librarians:
 If your library does not subscribe to LearningExpressLibrary.com, and you would like a free, 30-day trial, please click here.

Online Test and Course Resources

- Advanced Placement
- Civil Service
- College Entrance Exams
- Cosmetology
- Elementary School Skills Improvement
- EMS
- Firefighter
- GED
- Graduate School Entrance Exams
- High School Skills Improvement
- Law Enforcement
- Math Skills Improvement
- Middle School Skills Improvement
- Military
- Nursing
- Reading Skills Improvement
- Real Estate
- Skills Improvement Courses (Adult Learner)
- Skills Improvement With Spanish Instructions
- Teaching
- TOEFL
- U.S. Citizenship
- Writing Skills Improvement

If this is the first time you are using this service, click on the New User link to create a sign on and password.

This is a listing of all the practice tests available to take.

These are free and the results can be printed at the end of the test.

Welcome to Michigan eLibrary!

Choose a Subject

Select a subject below to view the test preparation materials available for that category.

<p>Advanced Placement</p> <p>Biology Practice Tests, Calculus Practice Tests, English Literature and Composition Practice Tests, U.S. History Practice Tests</p>	<p>Middle School Skills Improvement</p> <p>Algebra & Patterns, Catholic High School Entrance Practice Tests, Data Analysis, Probability, & Statistics, Geometry & Measurement, Math Course Series, Math Practice Tests, Number Sense & Operations, NY Specialized High School Practice Tests, Reading Comprehension, Reading Comprehension Course Series, Writing Course Series</p>
<p>Civil Service</p> <p>Civil Service Practice Tests, Federal Clerical Worker Practice Tests, Postal Worker Practice Tests</p>	<p>Military</p> <p>ASVAB Practice Tests (Military Entrance)</p>
<p>College Entrance Exams</p> <p>ACT Practice Tests, CUNY Practice Tests, SAT Exam Success Course Series, SAT II Writing, SAT Practice Tests, THEA Practice Tests</p>	<p>Nursing</p> <p>Nurse Aide/Nursing Assistant Practice Tests</p>
<p>Cosmetology</p> <p>Cosmetology</p>	<p>Reading Skills Improvement</p> <p>Reading Comprehension, Vocabulary & Spelling Course Series (Spanish)</p>
<p>Elementary School Skills Improvement</p> <p>4th Grade Math Practice Tests, 4th Grade Reading Practice Tests, 5th Grade Math Practice Tests</p>	<p>Real Estate</p> <p>Real Estate Broker Practice Tests, Real Estate Salesperson Practice Tests</p>
<p>EMS</p>	<p>Skills Improvement Courses</p>

On-Line Resources

Web Site Address	Description
http://www.mel.org	Michigan eLibrary offering a variety of on-line resources as well as magazines, newspapers and more for Michigan residents for FREE .
http://www.nycareerzone.org/	Project from New York designed to provide information on a wide variety of careers in New York State, but offers a great program to show you jobs which match your personality profile. It is also available for FREE .
http://online.onetcenter.org/	Put together by the US Department of Labor this is a comprehensive database of worker attributes and job characteristics. With over 950 occupations available this will help you to uncover skills, abilities, knowledge, work activities and interests associated with a particular occupation. This is also a FREE resource.