

## Introduction to Occupations

### Using the Using "America's Job Bank"

#### A. Introduction:

1. This site will list job openings that you could apply for NOW, if you were looking for a job.
2. Employers use this site to connect with job seekers.
3. Job seekers use this site to search for jobs and send their resume to prospective employers.

#### B. Procedure:

1. Log on to the NYS Department of Labor site: <http://www.ajb.org/>
2. We will be working with the blue box in the bottom left-hand corner of the page.
3. Click – Quick Search
4. Enter your zip code.
5. Select a Job Title / Category, then click SEARCH
6.
  - a. The results that you will now get are actual job listings posted with this site.
  - b. You will now be able to select particular job postings.
  - c. Follow the instructions for finding out specific information about a particular job listing.
  - d. Research the available positions that look interesting to you
  - e. Record the following information for your two top job selections.

#### Job #1

a. JOB ORDER	_____	f. REQUIRED DEGREE	_____
b. JOB ORDER	_____	g. REQUIRED LICENSES	_____
c. TITLE	_____	h. EXPERIENCE	_____
d. SALARY	_____	i. HOURS	_____
e. EDUCATION	_____		

#### Job #2

a. JOB ORDER	_____	f. REQUIRED DEGREE	_____
b. JOB ORDER	_____	g. REQUIRED LICENSES	_____
c. TITLE	_____	h. EXPERIENCE	_____
d. SALARY	_____	i. HOURS	_____
e. EDUCATION	_____		