

Welcome to

Job & Career

Accelerator™



www.learningexpressllc.com

(800) 295-9556

Welcome to LearningExpress Job & Career Accelerator

Job & Career Accelerator is the most comprehensive and easy-to-use job search application on the market. It integrates everything a patron needs to conduct a successful job search. Interactive wizards guide patrons through each step of the search process in a personalized manner, from recommending occupations to fetching up-to-the-minute job postings that are based on each user's career preferences. It is also fully integrated with the LearningExpress Library platform, allowing it to provide users with recommended skills improvement courses and occupational practice tests that are based on an individual's work preferences and goals.

With Job & Career Accelerator, your patrons can:

- Explore over 1,000 detailed occupation profiles and learn about typical wages, tasks and activities, responsibilities, and requirements for each
- Take the Occupation Matcher assessment and get matched with occupations that best meet their backgrounds and interests
- Search available jobs from over 5 million job postings, which have been aggregated from major job boards, online classifieds, corporate websites, and more
- Get recommended skills improvement courses and occupational practice tests from LearningExpress Library
- Create professional, tailored resumes and cover letters
- Master interviewing and networking skills
- Get expert tips, advice, and checklists for a more effective job search
- Organize and track their entire job search progress

The screenshot displays the 'Job & Career Accelerator' interface. At the top, there's a navigation bar with 'My Accelerator', 'GET STARTED', 'EXPLORE OCCUPATIONS', 'SEARCH FOR JOBS', and 'TOOLS TO GET HIRED'. Below this, a 'quick CARD LINK' dropdown is set to 'Choose a Saved Card', and the 'Occupation Card' is titled 'Emergency Medical Technicians and Paramedics'. The main content area is divided into several sections:

- Summary, Wages, and Trends:** A sidebar menu with links to Knowledge, Skills, and Abilities; Tasks and Activities; Tools and Technology; Education and Training; Related Occupations; Web Resources; Recommended Occupation Practice Tests; Recommended Skills Improvement; View Available Jobs; and Saved Jobs.
- Occupation Description:** A text block describing the role: 'Assess injuries, administer emergency medical care, and stabilize trapped individuals. Transport injured or sick persons to medical facilities.'
- Wages and Trends:** A table showing salary and job openings data for the United States and New York.
- My Dashboard:** A sidebar on the right showing '104 Occupation Matches', '0 Saved Occupations', '0 Tests and Courses', and '1 Resumes 0 Cover Letters'. It also includes a 'Tip Wizard' section with 'Remember!' advice.

	Average Salary	Number Employed	Projected Growth	Job Openings
United States	\$29,330	201,000	+19.2% ▲	6,000
New York	\$37,900	13,380	+13.4% ▲	320

Change State:

Projected Growth is based on period 2006-2016.
Job Openings refer to the average annual job openings due to growth and net replacement.
Source: Bureau of Labor Statistics and state governments.

Access and Linking Instructions for Job & Career Accelerator

There are two ways to access Job & Career Accelerator. The first is through LearningExpress Library. The second is direct access to Job & Career Accelerator. This is specifically designed in the event that you want to link from your Job & Career Resources section of your website or promote Job & Career Accelerator separately from LearningExpress Library. In either case, patrons can use their existing LearningExpress Library account or register as a new user. The usernames and passwords are the same for both LearningExpress Library and Job & Career Accelerator.

Access through the LearningExpress Library website:

To provide your patrons with access to Job & Career accelerator via the LearningExpress Library site, you do not need to make any modifications to your existing linking structure. Links to Job & Career Accelerator will appear on the LearningExpress homepage.

Direct access to Job & Career Accelerator:

You can provide direct access to Job & Career Accelerator in addition to your standard links to LearningExpress Library by modifying a portion of the URL that you normally use to access LearningExpress Library. This is especially helpful when linking from Job specific areas of your site.

Please note: If you use a proxy server or RPA, please contact our customer service department at (800) 295-9556 ext. 2 to obtain instructions to configure Job & Career Accelerator based on your specific proxy settings.

Referring URL authentication:

If you are currently accessing LearningExpress Library via:

<http://www.LearningExpressLibrary.com?HR=http://www.librarydomainname.org>

or

<http://www.learnatest.com/lel?HR=http://www.librarydomainname.org>

Use the following to access Job & Career Accelerator directly:

<http://jca.learnatest.com/lel?HR=http://www.librarydomainname.org>

Codabar Authentication:

If you are currently accessing LearningExpress Library via:

<http://www.LearningExpressLibrary.com>

or

<http://www.learnatest.com/lel>

Use the following to access Job & Career Accelerator directly:

<http://jca.learnatest.com/lel>

If you use IP Authentication:

If you are currently accessing LearningExpress Library via:

<http://www.LearningExpressLibrary.com>

or

<http://www.learnatest.com>

Use the following to access Job & Career Accelerator directly:

<http://jca.learnatest.com/lel>

You do not have to resubmit your IP ranges.

Marketing Job & Career Accelerator

Job & Career Accelerator is a valuable resource for your patrons. Help them find it easily by promoting it within your library, in your community, and on your website. We have provided logos and recommended text below for your website. In addition, a press release template will be provided or create your own to send to your community's newspapers, television stations, and other news related outlets, to show how your library is supporting the community, especially in tough economic times.

Website Instructions:

Homepage:

Do you have a “What’s New” section on your library’s home page? Here are some sample headlines you can use:

- Jumpstart your job search with Job & Career Accelerator!
- Take your job search to the next level with expert advice and step-by-step guidance!
- Attention job seekers: A revolutionary new job search tool is now available!

You can then link to a page with more information or directly to Job & Career Accelerator.

On your Job & Career Resources Page

We recommend you display the Job & Career Accelerator logo along with the following text so that your patrons can easily access this valuable new tool. When linking from your Job & Career Resources page, you may want to take advantage of the direct access links to Job and Career Accelerator, mentioned in the previous section for job search help. For practice tests and skills improvement, you can still provide the link to LearningExpress Library.

Example 1 – Full Description:

 **Job & Career Accelerator™** Start Your Job Search Now!

LearningExpress Job & Career Accelerator™ provides personalized, step-by-step job search assistance—from exploring and matching suitable occupations from over 1,000 detailed occupation profiles to finding available jobs from a database of over 5 million up-to-date job postings. With Job & Career Accelerator, you can easily create professional and effective resumes and cover letters, master interviewing and networking techniques, improve your work skills, and prepare for occupation-related exams. It also helps you plan, tailor, and track your progress for multiple job searches while providing expert advice and tips at every step of the way.

Example 2: Brief Description

 **Job & Career Accelerator™** Start Your Job Search Now!

Get detailed information on occupations that suit your interests. Access current job listings from over 5 million job postings, which are collected from all major job boards. Create professional resumes and cover letters, master interviewing and networking techniques, and more. Job & Career Accelerator is your guide to getting hired!

Example 3: Headline



Update to Your Current LearningExpress Library Listings

Don't forget to update any existing listing you have about LearningExpress library to include specific information about Job & Career Accelerator. If you have LearningExpress Library listed in your Jobs and Careers Resources section, you can display Job & Career Accelerator separately or combine with information about LearningExpress Library. Remember, Job & Career Accelerator is much more than a database. It is an interactive online tool that offers step-by-step guidance in the job search process, as well as access to current job listings and tools that are essential to getting hired, such as an expert resume builder.

Example:

LearningExpress Library, along with Job & Career Accelerator, offers step-by-step job search assistance—from researching occupations to viewing and applying to available jobs. You can create effective resumes and cover letters, track your job search, prepare for interviews, and more. This valuable online resource also features test preparation for licensing and certification exams as well as interactive skills improvement in areas like reading, writing, and math.

Upload the MARC records file

Make sure to upload the MARC records file so your patrons can find Job & Career Accelerator in searches. The MARC records file was sent as an email attachment in the Welcome Kit.

The file name is "jcamarc.mrk"