

# Career Kōkua

The Hawai'i Career Information Delivery System

## 2015-2016 PRICE SCHEDULE

Career Kōkua, the Hawai'i Career Information Delivery System, provides a comprehensive and state-based resource to help Hawai'i's workers and students learn about careers, their skills, training and educational options, how to connect education to work, and how to make successful career decisions and transitions throughout their lifetime. Since 1980 Career Kōkua's mission is to have a positive effect on the career decision making process by:

- ✦ Providing accurate, up-to-date local and national occupational and related educational information;
- ✦ Collecting current labor market and educational information and developing it into usable formats;
- ✦ Consulting with workforce and career development agencies and schools on the use of career information in counseling, instructional, and job placement programs;
- ✦ Developing and managing delivery systems.

Career Kōkua is used in workforce and counseling agencies, schools, colleges, and other settings to support the career development of their clients and students. Career Kōkua's experience and focus on information quality for over 30 years makes it the preferred tool for career development, career assessment, and career information in Hawai'i.

### Career Kōkua Fact #1 Did you know . . .

Career Kōkua provides an excellent start in planning one's life work. Using Career Kōkua provides users with a better sense of self, career goals, and the decisions affecting the achievement of those goals.



### Site/Program Licenses:

The Career Kōkua license provides an account for an agency or school. For agencies that have offices or units at various locations, each office/unit requires a separate site license.

### Terms and Conditions:

Career Kōkua access is for authorized subscribing sites' personnel and clientele only.

### Career Kōkua Fact #2

#### Did you know . . .

A person may change careers 3-5 times during their lifetime. Using Career Kōkua can help with assessing one's skills and with exploring new career options.



*For more information, contact:*

Career Kōkua

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Web site: <https://careerkokua.hawaii.gov>





Internet Career Kōkua (ICK) is a comprehensive system that provides seamless movement between self-information to information about occupations and training options for career decision making, planning, and career management. It includes:

Career Assessments

- ✦ **Work Importance Locator (WIL)** - An assessment and prioritization process of 20 work values which are useful when exploring careers because occupations that meet a person’s values are more likely to be satisfying and rewarding, as compared to occupations that do not.
- ✦ **RIASEC** - A guidance activity that matches six personality types to occupations. A unique pattern of interests and preferences is summarized into a RIASEC code which is then used to get a list of occupations for exploration.
- ✦ **SKILLS** - A process for identifying 72 transferrable skills and the local occupations that use those skills. Skills will help users identify skills they used in past experiences, evaluate the skills they enjoy using and the skills that they want to use in future employment situations. It also links these past experiences to relevant occupational choices.
- ✦ **Interest Profiler** - A self-directed assessment of 180 interests and activities that can help one learn information about self when exploring careers. Interest Profiler will help users identify what is important to them in the world of work, learn what they can do well, and ascertain what they would like to do.



License Fees:

✦ ICK annual fee	
ICK1 .....	\$480.00

**Related Occupations.** Related occupations, the related Hawai‘i career pathways, occupational interest codes, and the related USDOE occupational areas

**Interests.** Values people in the occupation say are important for them and the overall interest areas people in this occupation tend to prefer  
**Skills and Abilities.** Skills workers need to do and the skills that employers look for when hiring for the occupation

**Working Conditions.** Conditions and settings for workers in the occupation and the characteristics that workers need to do well in the occupation

Career Exploration Information

- ✦ **Occupations.** Information on 534 local occupations which includes the following:
  - At a Glance.** The characteristics and information that sets the occupation apart from other occupations
  - Overview.** What workers in the occupation do including the workers’ main tasks including “green” tasks if any
  - Specific Work Activities.** Work activities performed by workers in the occupation
  - Common Work Activities.** Activities that are common to work in other occupations

Career Kōkua Fact #3

Did you know . . .

Career Kōkua’s Occupations file provides up-to-date information on over 90% of all of the employment found in Hawai‘i.





**Physical Demands.** Physical activities that workers frequently do on the job

**Current Employment.** The number of jobs in the occupation at both the national and state levels

**Wages.** The latest information on how much workers in the occupation in Hawai‘i earn, the wage value for workers nationally, and how workers are paid

**Knowledge.** Areas of experience and training needed for the occupation

**Helpful High School Courses.** High school courses that help in preparing for work or additional training

**Licensing/Certification/Designation/Registration.** Requirements that applicants must meet for the occupation and how to acquire a license or certificate.

**Preparation.** Education, training, and experience needed to prepare for work in the occupation

**Related Educational Programs.** Related local educational programs

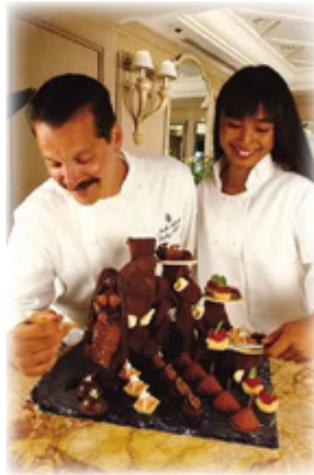
**Outlook.** Estimates on how rapidly the occupation is expected to grow

**Community Resources.** Links to organizations that can provide first-hand information about the occupation.

**Military Careers.** Links to the military counterparts, if any, for the occupation.

**Career Videos.** Videos that depict workers on the job

**Jobs.** Links to current job openings for the occupation in Hawai‘i



✦ **Industries** - Information on 30 local industries:  
**Description.** Services and products provided by businesses in the industry.

**Size.** The number of establishments and employment in Hawai‘i.

**Work Setting.** Information on work schedules and other working conditions for the industry.

**Earnings.** Average earnings for persons employed in the industry.

**Benefits.** Benefits offered to persons employed in the industry.

**Current Market.** Current economic conditions affecting the industry.

**Outlook.** Events and trends that may affect the industry and its jobs in Hawai‘i.

**Occupations.** Occupations employed in the industry.

**Employers.** Telephone Book Yellow Page headings that can lead to employers in Hawai‘i.

### Military Information

Information to help students, parents/families, and educators learn about military career opportunities.

✦ **Military Careers.** 140 military occupational specialties

✦ **Military Employment.** The unique aspects of the military as an employer including qualifications, pay, and benefits.

✦ **Self-Employment** - Information about entrepreneurship, being self-employed, setting up a business, and financial considerations.

**Is Self-Employment Right for You?** The essential qualities for self-employment, rewards and costs of working for oneself, and even an entrepreneurial career assessment.

**Self-Employment Opportunities.** Types of self-employment opportunities.

**Deciding to Go into Business for Yourself.** Information on starting a business, brainstorming business ideas, forms of business ownership, and creating a business plan.

### Career Kōkua Fact #4

### Did you know . . .

The Programs of Study and Training are linked to the Occupations information making it easy for users to locate local training programs and training providers for specific occupations.





### Education & Training Information

- ✦ **Programs of Study & Training** - Information on approximately 140 local training and education programs  
**Description.** Purpose and intent of the program.  
**Course Work.** Course work generally included and the length of the program.  
**Schools.** The schools in Hawai‘i offering certificate and degree programs in this particular field.
- ✦ **Local Schools** - Detailed information on about 100 licensed and accredited postsecondary schools and training agencies in Hawai‘i such as Introduction and Deadlines, School Visits, Admissions, Steps for Applying, Costs and Refund Policies, Financial Aid, and Services for All Students
- ✦ **National Schools** - College searches and information on thousands of 2-year and 4-year colleges, universities, and graduate schools in the United States



**Things to Take on a Job Hunt.** A list of materials applicants may need for job interviews  
**Things to Do Before the Interview.** Tips on how to prepare oneself to make a good impression  
**Interviewing Hints.** Helpful tips on what to do during an for interview  
**After the Interview.** What to do after an interview and how to keep track of employment contacts

- ✦ **Job Success** - Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.  
**Good Job Habits.** Information to keep you employed, attitude and respect, and ways to keep your job performance at a high level  
**Dealing With Your Supervisor.** How to treat your supervisor and information about their responsibilities including training, oversight, and evaluation  
**Dealing With Your Coworkers.** How to treat your coworkers with respect and good attitudes such as cooperation, courtesy and teamwork to get your job done well  
**Improving Yourself.** How learning takes place at work and how fellow employees, your supervisor, and trainer, who are all experts in their own fields can help you with your career goals and promotions  
**Working With Your Employer.** Tips that can help you succeed in your current job and in your career goals if you know your employer’s industry and organization  
**If You Have Problems.** What to do if your job just doesn’t seem to be working out including how to assess your situation, the grievance procedure, and how to deal with harassment

### Financial Aid Resources

- ✦ **Scholarship Search** - Search and information on billions in financial aid and scholarship funds
- ✦ **FAFSA OnLine** - The on-line application for government financial aid

### Job Strategies

- ✦ **Job Search Aids** - Tips and suggestions on how to seek employment and apply for jobs.  
**Where to Look for Jobs.** Job leads and agencies providing job referral and placement services.  
**How to Fill Out a Job Application Form.** Instructions and tips on how to fill out a job application form correctly  
**Sample Job Application Form.** A standard application form which can be used for practice. A completed form is a handy reference.  
**Cover Letter.** Instructions on how to prepare a cover letter.  
**How to Prepare Your Resume.** Outlines the parts of a resume and provides instructions on how to prepare a resume  
**Sample Resumes.** Examples of how job seekers may summarize their skills and qualifications

Career Kōkua Fact #5

**Did you know . . .**

Career Kōkua describes over 800 degree and certificate programs offered in Hawai‘i by licensed and accredited schools and training providers.



### Resources for Educators, Students, Parents and Families

- ✦ **Activities** - Lesson plans, worksheets, activity scripts and program implementation strategies. The activities are grouped by the three domains of the National Career Development Guidelines (NCDG) which are Personal Social Development (PS), Educational Achievement and Lifelong Learning (ED) and Career Management (CM). The NCDG is a framework for thinking about the knowledge and skills young people and adults need to manage their careers effectively, from decisions about school to that first job and beyond.
- ✦ **Parent Guides** - Information to help parents with their children’s career development and planning
  - ✦ **Parent’s Guide to Career Planning for Middle and High School Students**
  - ✦ **Parent’s Guide to Financial Aid**
  - ✦ **Parent Involvement Guide**



- ✦ **Community Resources** - A directory of over 200 employers, professional organizations, and resource persons who are willing to provide first-hand career information and career exploration activities such as Career shadowing experiences, Tours and field trips, Speakers and participation in career fairs and other career activities.

#### Career Kōkua Fact #6

#### Did you know . . .

A parent is the most influential person in their child’s career decisions! Numerous studies demonstrate the significance of parents’ involvement. Career Kōkua can help parents learn about career and educational planning and the positive roles they can play in supporting their children. It is designed to provide information and tools that parents can use to act effectively on behalf of their children.



#### Career Kōkua Fact #7

#### Did you know . . .

The community plays an important role in forming one’s identity, beliefs and attitudes. It can influence the lifestyle one wants to aspire towards, the work one chooses, the life roles one takes on and what one values about oneself.





Work Importance Locator Cards & Sorting Sheets<sup>1</sup> - provide a process to help users think about and rate the importance of twenty work aspects. The Work Importance Locator (WIL) was designed for use with a wide variety of users such as workers in transition, unemployed workers, and high school and college students.



Skills Cards<sup>1</sup> - provide a hands-on sorting process for the Skills Inventory. The cards provide a visual and experiential process that will help anyone

- Identify skills used in past experiences
- Evaluate the skills they enjoy using and want to use in future employment situations
- Link their past experiences to relevant occupational choices.

User Handbook<sup>2</sup> - introduces users to Career Kōkua and its access strategies and information files.

- Information and instructions for all of the Career Kōkua channels and modules
- Questions and instructions for the career assessments
- Indices for the Career Kōkua information files

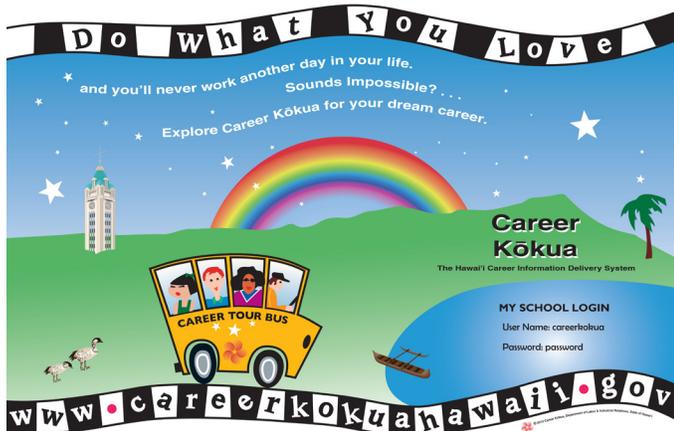
Career Kōkua Do What You Love Poster<sup>1</sup> - (11"x17") provides a great way to advertise your Career Kōkua services (see the sample below right- actual poster may differ slightly).

Fees:

WIL Cards* P14	.....	\$3.00
Skills Cards* P13	.....	\$.50
<i>(cardstock only)</i>		
Skills Cards* P13(L)	.....	\$13.00
<i>(laminated)</i>		
User Handbook annual fee		
<i>(printed books) P1</i>	.....	\$3.00
Do What You Love Poster* P15	.....	\$5.00

<sup>1</sup>First-time subscribers receive one set of the Work Importance Locator (WIL) Cards/Sorting Sheet, and one set of the Skills Cards as part of their materials, and one poster. The fees listed here are for new or additional purchases of the WIL and Skills Cards and poster.

<sup>2</sup>Subscribers receive 20 User Handbooks each year as part of their materials. The fees listed here are for new or additional subscriptions for the User Handbook.



Career Kōkua Fact #8

Many of the skills employers want are needed in all types of jobs. Career Kōkua can help users discover the types of employability and occupational skills employers are looking for. The skills assessment helps users think about skills gained from experiences and about new skills that can transfer to new opportunities.





Career Kōkua  
2015-2016 Order Form *for New User Sites*

School/Agency \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Quantity	Career Kōkua Product		Unit Cost	Total
<b>🌸 Internet Career Kōkua</b>				
	ICK	Internet Career Kōkua	480.00	
<b>🌸 User Materials</b>				
	P1	User Handbook annual fee	3.00	
	P13*	NEW Skills Cards (cardstock only)	5.00	
	P13(L)*	NEW Skills Cards (laminated)	13.00	
	P14*	NEW Work Importance Locator (WIL) Cards	3.00	
	P15*	“Do What You Love” Career Poster	5.00	

**Special Instructions** (If delivery or billing address differs from above, specify in space below.)

**Total Amount Due to Career Kōkua for 2015-2016** —

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*All Career Kōkua products require an annual license fee except for these items.*