

Career Kōkua  
COORDINATOR NOTEBOOK  
2013 – 2014

Career Kōkua

The Hawai'i Career Information Delivery System

State of Hawai'i

Department of Labor and Industrial Relations

Research and Statistics Office

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**Prepared by**

Career Kōkua  
The Hawai‘i Career Information Delivery System

State of Hawai‘i  
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Career Kōkua  
**2013 - 2014 Initial Training Agenda**

<u>Time</u>	<u>Agenda</u>
8:00 - 8:15 a.m.	I. Introduction A. Opening Activity B. Overview of the Career Kōkua System
8:15 - 8:30 a.m.	II. System Instructions
8:30 - 9:15 a.m.	III. Work Importance Locator A. Work Values B. Hands-On C. Score Reports and Interpretation of Results
9:15 - 10:00 a.m.	IV. RIASEC A. The Party Activity B. Hands-On C. Theory of John Holland
10:00 - 10:15 a.m.	B R E A K
10:15 - 11:30 a.m.	V. SKILLS A. The SKILLS Inventory B. Hands-On C. Interpreting SKILLS Printouts
11:30 - 12:00 noon	VI. INTEREST PROFILER A. The INTEREST PROFILER Instrument B. Hands-On C. Interpreting PROFILER Score Reports
12:00 - 12:45 p.m.	L U N C H
12:45 - 1:00 p.m.	VIII. Access Strategies Review

Career Kōkua  
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<u>Time</u>	<u>Agenda</u>
1:00 – 2:00 p.m.	IX. Information Files <ul style="list-style-type: none"><li>A. Occupations</li><li>B. Self-employment</li><li>C. Military Information<ul style="list-style-type: none"><li>1. Basic Information</li><li>2. Military Careers</li></ul></li><li>D. Hawai‘i Career Pathways</li><li>E. US DOE Career Clusters</li><li>F. Career of the Week Archives</li><li>G. Industries</li><li>H. Career Exploration Links</li><li>I. Programs of Study and Training</li><li>J. Local Schools</li><li>K. Job Search Aids</li></ul> <p>L. Job Success</p>
2:00 - 2:15 p.m.	X. Information Files Review
2:15 – 3:00 p.m.	XI. Resources <ul style="list-style-type: none"><li>A. For Coordinators<ul style="list-style-type: none"><li>1. Activities Handbook</li><li>2. Community Resources Directory</li><li>3. System Evaluation<ul style="list-style-type: none"><li>a. User Survey</li><li>b. Statistical Report</li></ul></li><li>4. Administrative Documents<ul style="list-style-type: none"><li>a. Price Schedule</li><li>b. Newsletters/Training Schedule</li></ul></li></ul></li><li>B. For Parents</li></ul>
3:00 - 3:15 p.m.	XII. Site Coordination <ul style="list-style-type: none"><li>A. Selection and Role of Site Coordinator</li><li>B. Career Kōkua Standards</li></ul>
3:15 – 4:00 p.m.	XIII. Workshop Evaluation

## Program Rationale

Prior to Career Kōkua, if a person in Hawai‘i wished to choose a career based on careful consideration of his/her own skills, aptitudes and training in relation to the available range of occupations, an immense, individual research effort would have been required to provide even a partial amount of the information needed. Such information was available only in the most scattered fashion even to professionals in the field of career guidance.

Meanwhile, rapid and continuous advances in technology began to profoundly alter the nature of available occupations, compounding the difficulty of making informed career decisions. Yet inadequate knowledge of occupations and their requirements meant a workforce less adequately trained and suited to the needs of the labor market.

Recognizing the importance of informed career decision-making both for the individual and the economy, the Hawai‘i State Department of Labor and Industrial Relations (DLIR) undertook the development and administration of a comprehensive career information delivery system which would meet the needs of the people of Hawai‘i.

## Program History

A consortium of public and private agencies and individuals in Hawai‘i was brought together by the DLIR to work as a steering committee to develop a comprehensive up-to-date career information delivery system for Hawai‘i. People and programs that use career and occupational information were surveyed and detailed needs were assessed. Types of information files needed were ranked in order of preference. Governor’s Grant funds were committed to get the system implemented. A National Occupational Information Coordinating Committee (NOICC) grant award and matching state funds made it possible to put Hawai‘i’s career information delivery system into operation. This program, known as Career Kōkua, began providing services to two pilot sites in 1979 and rapidly expanded to meet burgeoning requests for service. From July 1981 State funds were authorized for maintenance, further program development, and expansion of user sites. In 1983 the State Legislature passed House Bill 809 which provided Career Kōkua with statutory authorization. With the Governor’s signature on June 6, 1983, Act 193 was established making Career Kōkua a permanent, statutorily authorized state program. Since then Career Kōkua has annually served over 230,000 users at over 200 agencies and educational institutions in Hawai‘i.



# Career Kōkua is a comprehensive computerized system of up-to-date occupational and educational information.

**Decision-Making**  
Use self-reported preferences to obtain lists of options for exploration.



**WORK**  
**IMPORTANCE LOCATOR**  
**PERSONALITY TYPES**  
**SKILLS**  
**INTEREST PROFILER**

**Self-Employment**  
Information on self-employment and entrepreneurship

- Essential qualities
- Career opportunities
- Entrepreneurial Assessment
- Deciding to go into business
- Resources



**Programs of Study and Training**  
Descriptions of 140 programs of study and training and about 800 degree and certificate programs.

- Intent
- Coursework
- Related occupations
- Local schools



**Resources for Educators**  
Activities Handbook - Lesson plans, activity ideas and worksheets



Community Resources - a directory of 200 businesses and organizations willing to provide tours/field trips, career speakers, and career shadowing experiences

Career Kōkua has

- 4 Career Assessments
- 530 local Occupational descriptions, preparation, outlook, and wage information
- Self employment information
- 140 Military specialties
- 6 Hawai'i Career Pathways
- 16 Career Clusters
- 30 Hawai'i Industries
- 800 Hawai'i Programs of Study and Training
- 100 Hawai'i Schools and Training Providers
- Job Search Aids
- Keeping Your Job information
- 165 Activities and Lesson Plans
- 200 Community Career Resources
- Parent Guides
- Resources for Teachers and Counselors
- Career Exploration Links
- Training and User Support

**Occupations**  
Information on 530 occupations describing 90% of Hawai'i's labor force.



Overview/At-a-Glance  
Specific and Common Work Activities  
Skills and Abilities  
Working Conditions  
Physical Demands  
Knowledge  
Interests  
Wages  
Current Employment  
Outlook  
Helpful High School Courses  
Preparation  
Related Training Programs  
Hiring Practices  
Licensing/Certification  
Advancement Opportunities  
Additional Sources of Information  
Career Videos



**Local Schools**  
Information on about 100 licensed and accredited postsecondary schools in Hawai'i.

- Introduction and deadlines
- Admission requirements
- Housing
- Costs
- Financial aid
- Student services



Implementation and usage information for counselors and teachers

**National Career Development Guidelines - a framework for building comprehensive career development programs for youth and adults**

Career Exploration Links - Links to related sources of career, education, training, and labor market information



**Industries**  
Information on 30 local industries.

- Services and Products
- Employment Size
- Working in the industry
- Current Market Outlook
- Occupations
- Employers



**Job Search Aids**  
Tips on how to look and apply for jobs

- Sample application form
- Resume writing tips
- Interviewing hints



**Job Success**  
Tips on how to deal with coworkers develop good job habits

- Good job habits
- Supervisors and coworkers
- Improving yourself
- Know your employer

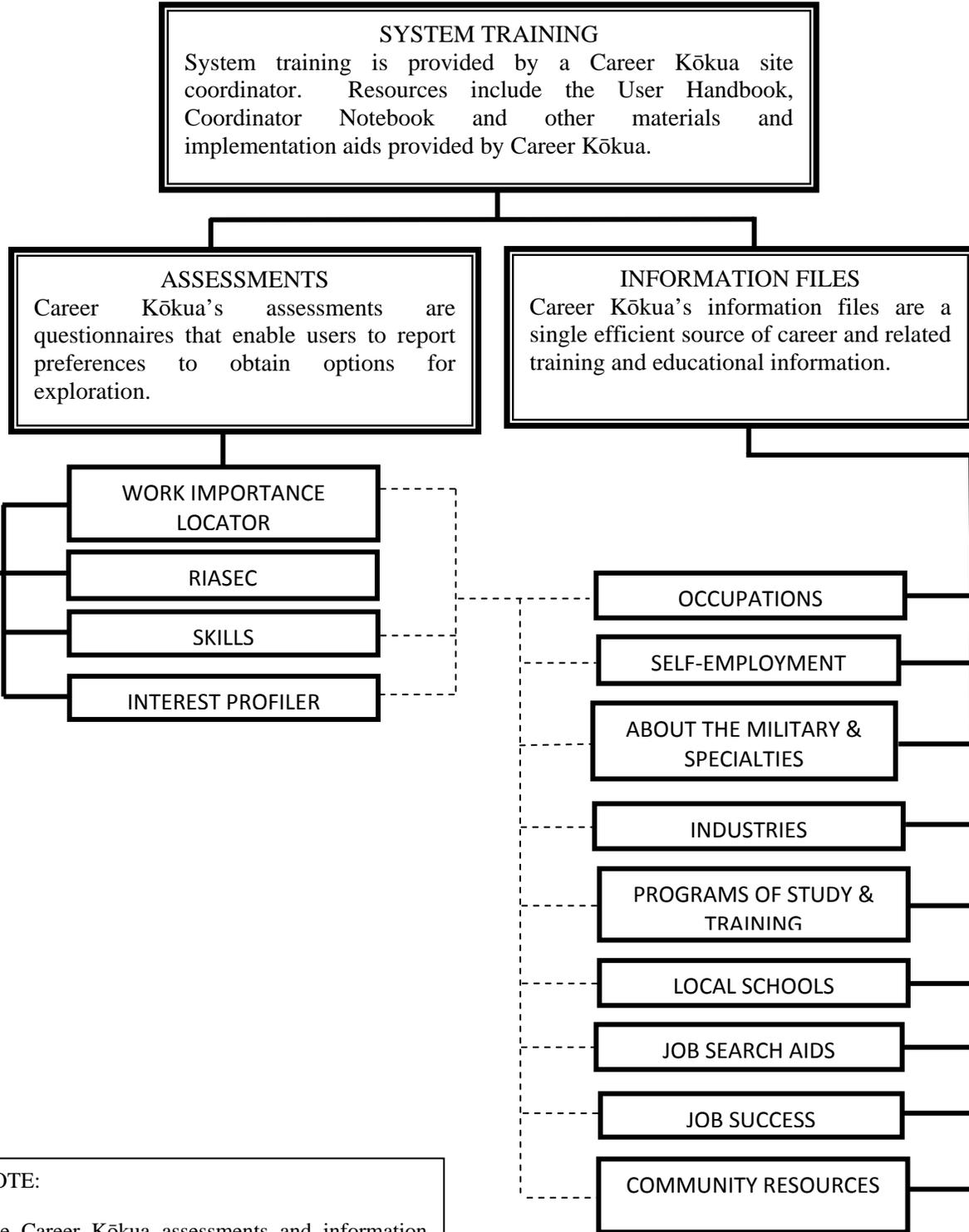
**Resources for Parents and Families**

Information for parents to help with their children's career development and planning

- Career planning guide
- Financial aid guide
- Parent Involvement guide



# Career Kōkua System



**NOTE:**

The Career Kōkua assessments and information files may be used in any sequence. Solid lines lead to the system components which may be selected by users. Dotted lines show the linkages between components.

## Understanding the Career Kōkua System

The chart on the previous page represents the general structure and sequence of use of the Career Kōkua System. While the sequence of use of the system components depends on user needs, most first-time users follow the sequence outlined in the chart. This enables them to learn about the program, to specify desired characteristics and then to get related information. The information files are linked to facilitate other sequences of use and to further information exploration.

### System Training:

**Site Coordinator.** Professional staff member designated and trained to implement the Career Kōkua program, including user orientation and system training, at the user site.

**Coordinator Notebook.** Guide for the Site Coordinator to implementation techniques, ideas, system information, and references for use in serving users and for in-servicing others at their sites.

**Activities Handbook.** Curriculum guide for the Site Coordinator to activities, lesson plans, and worksheets for use with the Career Kōkua system.

**User Handbook.** Guide for the user which includes assessments, questionnaires, system instructions, directions for computer access, and information indices.

### Assessments:

**WORK IMPORTANCE LOCATOR.** A 20-item self-assessment career exploration tool of work values that allows users to focus on what is important to them in a job.

**RIASEC.** An option for the user to link a personality type to Career Kōkua occupations.

**SKILLS.** A 72-item inventory designed to help the user identify and prioritize skills and find matching occupations.

**INTEREST PROFILER.** A 180-item inventory designed to help the user identify their work-related interests.

## Information Files:

**Occupations.** Information on 530 local occupations which includes the following:

**At A Glance.** A summary of the occupation including the characteristics and information that sets the occupation apart from other occupations

**Overview.** Describes what workers in the occupation do including the workers' main tasks

**Specific Work Activities.** Lists work activities performed by workers in the occupation

**Common Work Activities.** Lists activities that are common to work in other occupations

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

**Skills and Abilities.** Lists the skills workers need to do and the skills that employers look for when hiring for the occupation

**Working Conditions.** Describes the conditions and settings that workers in the occupation are exposed to. Also included are the characteristics that a worker needs to do well in the occupation

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

**Knowledge.** Lists the areas of experience and training needed for the occupation

**Interests.** Lists the values people in the occupation say are important for them and the overall interest areas people in this occupation tend to prefer

**Wages.** Provides 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

**Current Employment.** Provides information on the number of jobs in the occupation for both the national and state levels

**Outlook.** Provides estimates on how rapidly the occupation is expected to grow in comparison to all other occupations

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

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

**Related Educational Programs.** Lists related educational programs available locally

**Hiring Practices.** Describes what employers prefer or require when hiring someone for the occupation including the formal training or licensure required

**Licensing/Certification/Designation/Registration.** Describes the requirements that applicants must meet such as licensing, certification, or registration. Information on how to acquire the license or certificate is also provided.

**Advancement Opportunities.** Provides information about where most people in the occupation start and what positions one may advance to with more training or more experience

**Additional Sources of Information.** Lists free or low-cost publications that have information about careers, reference books found in schools or libraries, and publications available on the Internet

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

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

**HireNetHawaii.** Links to job listings, if available, for the occupation in Hawai'i

**Career Videos.** Plays career videos that depict workers on the job

**Compare Occupation.** Plays career videos that depict workers on the job

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

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

**Self-Employment Opportunities.** Looks at the types of self-employment opportunities available.

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

**Resources.** Lists resources for starting your own business, business.

**Military Information.** Basic information about the military and information on 140 military occupations.

### About the Military Information

About the Military

Quick Facts

Branches of Service

Enlisted Personnel

Commissioned Officers

Education

Diversity

Joining the Military

Military Life

Leaving the Military

For Parents

Sources

### Military Career Information

**Background.** Provides information about the military occupation

**What they do.** Describes the main work activities performed by workers.

**Physical demands.** Describes physical attributes required for the occupational specialty

**Special requirements.** Describes requirements, such as courses, helpful for the occupation

**Helpful attributes.** Lists interests, helpful school subjects and other personal characteristics helpful for training and working in the occupation

**Work environment.** Describes the typical work settings and conditions

**Hiring practices.** Describes citizenship and enlistment requirements and standards

**Wages.** Explains the basis for pay such as rank or grade as well as length of service. Also describes the different types of bonuses and situations that affect pay.

**Training provided.** Describes the job training provided including classroom and on-the-job training.

**Civilian counterparts.** Lists civilian occupations that are comparable.

**Opportunities.** Provides information on the number of personnel working in the occupation, the average annual need for new personnel, and career advancement.

**Military occupational specialties.** Lists the various occupational specialties for the various service branches.

**Industries.** Descriptions of 30 local industries which includes the following:

**Description.** Describes the services and products provided by the businesses in the industry.

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

**Related Industries.** Lists the related Career Kōkua industries.

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

**Earnings.** Describes the average earnings for persons employed in the industry.

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

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

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

**Occupations.** Lists the occupations employed in the industry.

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

**Programs of Study and Training.** Descriptions of approximately 140 local training and education programs which includes the following:

**Description.** Describes the purpose and intent of the program.

**Course Work.** Summarizes the course work generally included and the length of the program.

**Related Occupations.** Lists Career Kōkua related occupations.

**Cross References.** Links to related Career Kōkua information files.

**Related Programs.** Lists Career Kōkua related programs.

**Schools.** Lists the schools in Hawai‘i offering certificate and degree programs in this particular field.

**Local Schools.** Detailed information on about 100 licensed or accredited postsecondary schools and training agencies in Hawai‘i. The information includes the following topics of information:

Contact Information

Introduction and Deadlines

Average Enrollment Per Term

School and Class Schedule

Special Instructional and Alternative Credit Programs

Library Availability

Programs of Study and Training Offered

Bus/Parking

School Visits

New Student Admissions

Transfer Admission

Steps for Applying

Graduate School

Housing

How to Apply for On-Campus Housing

Average Full-Time Costs

Average Part-Time Costs

Refund Policy

Tuition Exemptions

Types of Financial Aid Offered

How to Apply for Financial Aid

Services for All Students

**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. The information includes the following:

Career shadowing

Tours and field trips

Speakers and participation in career fairs and other career activities

Resource materials

Advisors for career clubs

Interviews with employees and employers

Workplace mentors

Career information and technical assistance for teachers and counselors

Work-study

Internships

Volunteer work experiences

Part-time employment

Scholarships

**Job Strategies.** Two modules that provide job seeking and job keeping tips.

**Job Search Aids (JSA)** provides tips and suggestions on how to seek work and apply for jobs.

**Where to Look for Jobs.** Sources of job leads and agencies providing job referral and placement services. Additional resources which complement the Career Kōkua JSA information are also listed.

**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.** A sample cover letter for resumes and job applications. Included are 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

**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 for interviews

**After the Interview.** Information on 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 on job habits to keep you employed, attitude and respect, and ways to keep your job performance at a high level

**Dealing With Your Supervisor.** Tips on how to treat your supervisor and information about their responsibilities including training, oversight, and evaluation of how well you do your job duties. Also includes information about getting a raise.

**Dealing With Your Coworkers.** Information on how to treat your coworkers with respect and good attitudes such as cooperation, courtesy and teamwork to get your job done well

**Improving Yourself.** Information on 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.** Information on 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

**Publications.** Resources and publications with information that can help you assess your skills and goals, stay employed or transition to work after high school, college, or the military

# System Instructions

<b>Instructions.....</b>	<b>2</b>
<b>Computer Options .....</b>	<b>4</b>

## GETTING STARTED INSTRUCTIONS

### Career Kōkua System

Career Kōkua provides fast and easy access to current information about Hawai‘i occupations, industries, training and education programs, local schools, national schools, financial aid sources, and job strategies. The career assessments match users’ interests, personal preferences, and skills to occupations. College and financial aid searches are also provided. The Career Kōkua web site also has additional options to help students, parents, and other system users with career planning and career decision making.

**Step 1.** Go to the Career Kōkua web site located at [www.careerkokua.org](http://www.careerkokua.org).

You will get the Career Kōkua home page.

The screenshot shows the Career Kōkua home page. At the top left is the State of Hawaii Department of Labor and Industrial Relations logo. At the top right is the Career Kōkua logo with the tagline 'The Hawai'i Career Information Delivery System'. A navigation bar in the center contains links for Home, Career Assessment, Career Exploration, Education and Training, Financial Aid, Job Strategies, and Resources. Below the navigation bar is a user greeting: 'Welcome Career Koku Coordinator' with a 'Sign Out' option. To the right, there is a 'User Survey - Contact Us' link and the date 'Tuesday, November 19, 2013'. The main content area starts with a 'Welcome to Career Koku' message and a paragraph about the system. Below this is a 'Career Koku News' section with several articles, each with a title, a brief description, and a 'Posted' date and time. The first article is 'Outlook Quick Look Up', the second is 'Fall 2013 Update', the third is 'College Degrees that Earn the Most Money', the fourth is 'Skills to Pay the Bills', the fifth is 'University of Hawaii at Manoa's High School Direct Entry in Nursing', the sixth is 'Green Videos', and the seventh is 'What is Green?'. On the right side of the page, there is a 'Career of the Week' section presented by MidWeek, featuring 'STEM' (Science, Technology, Engineering, Math) and 'Saluting Women With STEM Success'. Below this is a 'Related Occupations' list: Surgeons, Architects, Urban and Regional Planners, Business Executives, and General and Operations Managers. Further down is 'Today's Occupational Highlights' featuring 'Movie Projectionists'. At the bottom right is 'Most Viewed Occupations' with a list: Accountants and Auditors, Registered Nurses, Chefs and Dinner Cooks, Psychologists, Actors, Nursing Assistants, Pediatricians, Lawyers, Architects, and Automobile Mechanics.

*Getting Started Instructions (continued)*

The Navigation bar consists of the following channel markers:

- Career Assessments
  - Career Exploration
  - Education & Training
  - Financial Aid
  - Job Strategies
  - Resources
- 
- The ‘News’ section has announcements and noteworthy items of interest to students, educators, and other users.
  - ‘Career of the Week’ features a different person and their personal story each week.
  - ‘Today’s Occupational Highlights’ features a different occupation each day.
  - ‘Most Viewed Occupations’ lists the occupations most requested by Career Kōkua web site visitors.

**Step 2.** Log in by using the login information given to you by your teacher or counselor.

**Step 3.** Click on a channel marker on the Navigation bar. You will get a menu of options.

Once you are in a program module or information file, specific instructions and prompts will be provided to guide you. Instructions for each of the career assessments and information files are provided in this Notebook.

## Career Kōkua System OPTIONS

Channels & Options	Description
<b>Career Assessments</b>	
WORK IMPORTANCE LOCATOR	A career exploration tool that allows users to focus on what's important to them in a job and uses those work values to list occupations.
RIASEC	An activity that relates the user's personality type to Career Kōkua occupations
SKILLS	A process for identifying skills, the skills one enjoys using, and the occupations that use those skills
INTEREST PROFILER	An assessment that lets users indicate their interests and then relates those interests to occupations
Assessment Forms	Printable versions of the Work Importance Locator cards and card sorting sheet, the RIASEC "Party" and "Island" activity sheets, the SKILLS Inventory worksheet, and the Interest Profiler Questions.
<b>Career Exploration</b>	
Occupations	Current information on 530 occupations which cover over 90% of the occupations found in Hawai'i
Industries	Information on Hawai'i's 30 industries
Self-Employment	Information about entrepreneurship and being self-employed including setting up a business, keeping records, and financial considerations.
Military Information	Basic information about the military as an employer and information on 140 military occupational specialties.
Career Pathways	Information on the six Hawai'i Career Pathways and links to related occupations and programs of study and training
Career Clusters	Information on the 16 US DOE career clusters and links to related occupations
Career of the Week Archives	A module containing all of the 'Career of the Week' articles
Career Information Links	Related career information resources on the World Wide Web
<b>Education and Training</b>	
Programs of Study & Training	Information on about 140 licensed, accredited, or government-approved training programs in Hawai'i
Local Schools	Information on over 90 licensed and accredited schools offering training programs in Hawai'i
National Schools	A module containing easy-to-use college search strategies and information on colleges and universities in the U.S.
Kumu A'ō, the Hawai'i CRCS	The Hawai'i Consumer Report Card System web site which provides information on local WIA (Workforce Investment Act) eligible training providers and training programs
Testing and Education Reference Center	Links to the Hawai'i State Library System's Learning databases

<b>Channels &amp; Options</b>	<b>Description</b>
<b>Financial Aid</b>	
Scholarship Search FAFSA	A search and database of financial aid resources, scholarships, and grants A link to the web site for Government Sponsored Financial Aid. FAFSA opens the door to the federal aid process so students can learn what to expect from beginning to end and get the documents they need.
<b>Job Strategies</b>	
Job Search Aids Job Success	Tips and ideas on how to look for work and how to apply for jobs Information about dealing with co-workers and supervisors, good job habits, and how to handle problems at work.
<b>Resources</b>	
For Coordinators	
Activities Handbook	A curriculum guide with activities, tips, lesson plans, and worksheets. A master index helps with locating appropriate activities quickly.
Community Resources Directory	A directory of businesses, agencies, and organizations that provide first-hand career information and services
National Career Development Guidelines	
For Parents	
Planning Guide for Middle & High School Students	Provides information for parents and families to help with their children's career development and planning.
Guide to Financial Aid	Provides information on sources of financial aid, where to get financial aid information, and answers to some frequently asked questions about financial aid.
Parent Involvement Guide	Provides parents and families with information and resources to help their children succeed. It also serves career development professionals by showing them how to involve parents in career decision-making and educational planning from the earliest stages of their child's development.
Price Schedule	The Career Kōkua Price Schedule including product descriptions and system requirements.
User Survey	An on-line survey used to gather input from users on the usefulness of the Career Kōkua system