Using OMJ for Career Planning
OhioMeansJobs (OMJ) understands that sometimes it’s hard to know where to go next, which is why we’ve created the “Career Planning” tool. Use career planning to “Explore”, “Plan”, “Fund” and “Find” your new profession.

Step 1: Go to https://ohiomeansjobs.com

Step 2: Select “Individuals - Get Started”.

![OhioMeansJobs website screenshot](image-url)
Step 3: Next Select “Career Planning”.

OhioMeansJobs can help guide your career search if you tell us a little more about yourself. Are you a:

- Veteran
- K-12 Student
- Individual with a Disability
- College Student
- Unemployment Compensation Claimant
- Job and Family Services Customer

Click on me to see a video to learn more about OhioMeansJobs.

Search Jobs

GET STARTED

Ready to explore on your own

GET STARTED

In-Demand Careers
Internship
Online Training
Career Planning
Employment Programs
OhioMeansJobs Centers
Events
Career Pathways
Budget Calculator
Occupational Search
Career Profile
Step 4: Login.
Step 5: Here you can search for an occupation that interests you through the Industry Search drop-down and then selecting the radio button next to the desired Search Results, or choose an occupation that you have already saved to your profile. Once you’ve found the occupation, select “Create Plan” to begin the “Career Planning”.

![Image of the Ohio Means Jobs website with a search for an occupation and options to create a career plan.]
Step 6: Once you’ve selected your occupation and selected “Create Plan”, you will be directed to the screen below. This is where you can begin your official “Career Plan”. First, you will use the “Explore It” section where you can research the profession, but this section is mainly centered on exploring your skills and traits to ensure that it is a good match for you. Use the check box next to a task to indicate that you want to add it to your career plan.
Step 7: Once you’ve finished the “Explore It” section, select the “Save and Continue” button to continue forward.
Step 8: Next begin working on the “Plan It” section of your “Career Plan”. This section of the career plan is intended to help you recognize resources at your disposal as you plan to begin a new occupation.

Transition to the “Fund It” section by selecting the “Save and Continue” button.
Step 9: The “Fund It” section is in place to help you make sure that you can continue to support yourself as well as pay for your education and training that will help you pursue your new occupation. Once you’ve finished the recommended activities for the “Fund It”, move on to the final section, titled “Find It” by selecting the “Save and Continue” button.
Step 10: The “Find It” section is all about creating the best presentation for employers. Improving your resume and cover letter, along with attending job fairs, improving interviewing skills and more will all help you find a job. Once you’ve finished the “Find It” section, select the “Save and Continue” button to advance to your “Set Deadlines” screen.
Step 11: The “Set Deadlines” screen, allows you to mark a task “Completed” or “Not Completed” and use it as a check list for the tasks you are still working on. Switch between “Completed” and “Not Completed” tasks by clicking the “Show Completed” link. You can also Edit the task or Delete it. Once you’ve finished on the “Set Deadlines” page, select the “Finish” button to be directed your Backpack, or select “Finish and Search Jobs” to be directed to the “Search Jobs” page where you can continue your job search.
Step 12: After selecting “Finish”, you will be directed to the screen below which shows you your progress and allows you to return to your selected career plan to continue working.

The Career Planning tool is here to make your desires a reality. Whether you’re looking to join the workforce or change professions, the Career Planning tool will help get you to where you want to be!