Using Your OMJ Backpack
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OhioMeansJobs (OMJ) is a multi-faceted resource for the successful job seeker. On OMJ you have the ability to create a career profile, post your resume, take skills assessments, save jobs to your profile, and much more. OMJ knows that at times it can be difficult to keep track of your progress in all of these different tasks, which is why we have created the OhioMeansJobs “Backpack”. Your Backpack is your one stop shop for anything and everything concerning your OMJ profile. Follow the steps below to learn how to fully utilize your OMJ backpack.

Step 1: Go to https://ohiomeansjobs.com
Step 2: Click on “Backpack”.
Step 3: Login.
Step 4: You will be directed to your personalized Backpack, housing your career profile, resume, careers, schools and programs of interest, career plans, and more. The Backpack is your one stop shop for exploring, maintaining, and improving your profile on OhioMeansJobs.
Step 5: Notice that you have the ability to edit your account settings directly from your Backpack. Simply select the “Edit Your Account” link and edit any section of your account necessary.
Step 6: Next, you can start a Career Plan by selecting the “Create a New Career Plan” button.
Step 7: Select an occupation by Industry Search or Keyword Search. The search results will show occupation matches. Select the radio button for an occupation of interest and press “Create Plan”.

![Image of a webpage showing the process of selecting an occupation.](image)
Step 8: Next you will be taken through several pages of recommended activities to make up your Career Plan. Select the items you feel your plan needs and select “Save and Continue”.

Electronic Drafters

Explore This Career
The first step on your career path is learning about the job itself. Do your research, talk to an expert, and find out what it’s like to be in this field. Select an activity from the suggested list below to add it to your plan.

Recommended Activities

- Explore OhioMeansJobs. Discover all OhioMeansJobs has to offer! Find out how you can get online training, build a resume, find financial assistance, and get in touch with potential employers. Make sure you explore additional resources available to you.

- Research this occupation.
  Know the stuff! Watch an occupational video, learn about typical job responsibilities, education levels, salaries, and more by performing an occupation search.

- Take the Career Profile interest assessment.
  Align your interests with potential careers by answering some questions about yourself. We’ll find you occupations you might want to explore that match your interests.

Great! Looks like you’ve already finished this activity. You’ll add this to your career plan to show what you’ve done already. Add this to your career plan to ensure you finish it.

- Investigative 21
- Social 21
- Conventional 21

View / Edit Results

- Determine your skill levels.
  Visit OMU’s Assessment and Training Center to assess your current skills, find your strengths, and see what may skills need improvement.

- Find a professional organization.
  A professional community can offer networking events, workshops, and can put you in touch with someone who can help you understand this occupation. Find a way to get involved today!

- Find events near you.
  Find and register for career fairs and networking events in your area by checking out the Events page and adding them to your Calendar.
Step 9: When finished selecting your recommended activities, click “Finish” to add this career to your Career Plans section.
Step 10: Now you have the ability to view your progress, and continue with your Career Plan. To continue your progress, select the title.
Step 11: This displays the status of your career plan tasks as well as completed activities.

Note: Whenever you would like to return to the Backpack, just select the Backpack button that is displayed in the upper right corner.
Step 12: Using the Backpack, you also have quick access to your OhioMeansJobs Calendar that will automatically add any OMJ event that you register for. You can also add personal and miscellaneous events. Select the “View Calendar” button.
Step 13: Here you can use the calendar to keep track of your daily events, sorting by personal events, career plan activities, and events you have used OMJ to register for.
Step 14: After returning to the Backpack homepage, you will have the ability to view the status and access your Core assessments, other assessments, and training available on OhioMeansJobs. To access these assessments, select “View Tests”.

Assessments and Training

<table>
<thead>
<tr>
<th>COMPLETED ASSESSMENTS</th>
<th>SCORE</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkKeys® Applied Mathematics Practice Test 1</td>
<td>7/33</td>
<td>9/18/2015</td>
</tr>
<tr>
<td>WorkKeys® Locating Information Practice Test 1</td>
<td>--</td>
<td>Not Completed</td>
</tr>
<tr>
<td>WorkKeys® Reading for Information Practice Test 1</td>
<td>--</td>
<td>Not Completed</td>
</tr>
<tr>
<td>Computer Basics 2: Personal Computer Fundamentals</td>
<td>--</td>
<td>Not Completed</td>
</tr>
</tbody>
</table>

VIEW TESTS
Step 15: Here, you have the ability to “Launch” or retake any of the core practice assessments by selecting the corresponding “Action” link. You also have the ability to access our “Online Training Center” by selecting the “Visit Online Training Center” button.

Assessments and Training

VISIT ONLINE TRAINING CENTER

Core Practice Assessments
These job skill assessment tests are used to measure real-world skills. Complete the following training tests so you and potential employers can find careers best suited to your skills.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkKeys® Applied Mathematics Practice Test 1</td>
<td>Completed 9/18/2015 View Certificate</td>
<td>7/33</td>
<td>RETAKE</td>
</tr>
<tr>
<td>WorkKeys® Locating Information Practice Test 1</td>
<td>Not Completed</td>
<td>--</td>
<td>LAUNCH</td>
</tr>
<tr>
<td>WorkKeys® Reading for Information Practice Test 1</td>
<td>Not Completed</td>
<td>--</td>
<td>LAUNCH</td>
</tr>
<tr>
<td>Computer Basics 2: Personal Computer Fundamentals</td>
<td>Not Completed</td>
<td>--</td>
<td>LAUNCH</td>
</tr>
</tbody>
</table>

Non-Core Tests
Are you looking to improve your computer skills? Preparing to take the GED®? Or just want to brush up on business skills like math, writing, and public speaking? Visit our Online Training Center to see what else OhioMeansJobs has to offer to help you get the skills you need to land the job you want.

VISIT MY ASSESSMENTS PAGE
Step 16: From the Backpack, you will have the option to “Manage Resumes”. This gives you quick and easy access to your OMJ Resumes. To view, edit and/or add resumes just select “Manage Resumes”.

![Image of the Backpack section of the OhioMeansJobs.com platform, showing Career Plans, Assessments and Training, and a section for managing resumes.]
Step 17: Here you have the ability to edit your current resume, upload or create a new resume, and view sample resumes if you’re interested in how to make yours stand out.
Step 18: Once you have returned to your Backpack, you will have the ability to search occupations and select careers you are interested in via the “Search Occupations” button.

Step 19: The “Search Occupations” button will take you to a page where you can search by various methods.
Step 20: The occupation search will then display matches for the criteria you entered. Select an occupation to view details about it.
Step 21: After reviewing the occupation, you can select “Save” to store it in the “Careers I’m Interested In” list. This can be done for up to 10 careers.

Avionics Technicians

Install, inspect, test, adjust, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space vehicles.


Industries: Transportation & Storage, Manufacturing, Government

Work Activities
- Set up and operate ground support and test equipment to perform functional flight tests of electrical and electronic systems.
- Test and troubleshoot instruments, components, and assemblies, using circuit testers, oscilloscopes, or voltmeters.
- Keep records of maintenance and repair work.
- Lay out installation of aircraft assemblies and systems, following documentation such as blueprints, manuals, and wiring diagrams.
- Coordinate work with that of engineers, technicians, and other aircraft maintenance personnel.
- Interpret flight test data to diagnose malfunctions and systemic performance problems.
- Install electrical and electronic components, assemblies, and systems in aircraft, using hand tools, power tools, or soldering irons.
- Adjust, repair, or replace malfunctioning components or assemblies, using hand tools or soldering irons.
- Connect components to assemblies such as radio systems, instruments, magneto, invertors, and inflight refueling systems, using hand tools and soldering irons.
- Assemble prototypes or models of circuits, instruments, and systems for use in testing.
- Assemble components such as switches, electrical controls, and junction boxes, using hand tools or soldering irons.
- Fabricate parts and test aids as required.
- Operate computer-aided drafting and design applications to design avionics system modifications.
Step 22: Once you’ve returned to your Backpack, you will have the ability to view and compare the careers that you are interested in. To compare, just select two careers and select the “Compare” button.
Step 23: Things like salary, skill levels, and education will be displayed for comparison.

### COMPARE OCCUPATIONS

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Electronic Drafters</th>
<th>Avionics Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAY &amp; EDUCATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay</td>
<td>Ohio Annual Salary: $60,840/y</td>
<td>Ohio Annual Salary: $57,400/y</td>
</tr>
<tr>
<td></td>
<td>Ohio Hourly Wage: $34.44/hr</td>
<td>Ohio Hourly Wage: $32.60/hr</td>
</tr>
<tr>
<td>Training</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Certificates</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Education</td>
<td>Associate’s degree</td>
<td>Associate’s degree</td>
</tr>
<tr>
<td>Experience</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Licenses</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### SKILL LEVEL REQUIREMENTS

Every occupation requires a specific set of skills. The following chart shows different skill levels required for these occupations.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Electronic Drafters</th>
<th>Avionics Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairing</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Quality Control Analysis</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Operation Monitoring</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Administration and Management</td>
<td>Very Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Customer and Personal Service</td>
<td>Low</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### SKILL OVERLAPS

The following skills are commonly used in both of these occupations:
- Active Listening
- Engineering and Technology
- Mathematics
- Computers and Electronics
- Critical Thinking
- Writing
- Monitoring
- Complex Problem Solving
- Education and Training
- Coordination

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Step 24: Next you have the ability to check your saved searches. These are searches you’ve conducted for different jobs, and saved requesting notifications for new openings. To view these searches, select “View Searches”.

Step 25: Here you have the ability to view your searches, review and change how often you receive email notifications of new openings, and remove openings that are no longer priorities to you.
Step 26: Once you’ve returned to the Backpack, you have the ability to view the job postings that you have saved. To access these postings, select “View Jobs”. Below saved jobs, are jobs for which you’ve applied. To view and edit those postings, select the “View Jobs” button under “Jobs I’ve Applied To”.

Step 27: You will be directed to the page below, separated by jobs that you have saved to your account and jobs that you have applied for. Use the “Jobs I’ve Saved” postings to apply for open positions or to learn more about the job itself. Once you’ve applied, you can change the status of the posting from “Saved” to “Applied” by selecting the pencil icon under the “Edit” heading. You can also use the “Jobs I’ve Applied To” postings to keep track of your progress.
Step 28: Also from the Backpack, you have the ability to find and view Ohio-based employment programs. You can look through the programs that interest you and save them to your profile. Select “View All Programs” to search for and save programs in your Backpack.
Step 29: You will be directed to the “Programs I’m Interested In” page, which lists your saved programs. Click on the title of any program to see more details or select “Search Programs” for an expansive list.
Step 30: The “Search Programs” button displays a list of available Ohio-Based Employment Programs. Use the filters on the right of the display to narrow your search according to your specifications. Once you find a program that interests you, select the title to learn more about it.
Step 31: Once you have selected a program, you can find specific services offered, a general overview of the program and contact information if you wish to continue. You can also save it to your Backpack to review later, by selecting the “Save” button.
Step 32: From the Backpack, you can view up to 15 documents that you have uploaded to OhioMeansJobs for quick access. This is helpful if you are not on the computer where your resume or cover letter is saved, allowing you the ability to store and retrieve it from OhioMeansJobs anywhere. Select “View All Documents” to upload, view, or download your documents.
Step 33: From “View All Documents” you can upload documents to your profile, download them as needed, or delete them if no longer relevant.

Step 34: Once you return to the Backpack, you have the ability to access and edit your target salary through our Budget Calculator. The Budget Calculator allows you to input your monthly expenses and gives you a target salary based on those expenses. Select “View/Edit Expenses” to view the Budget Calculator.
Step 35: Here you can view and/or edit your target salary and view jobs based off of your target salary.
Step 36: Once you return to your Backpack, you have the ability to save educational and training programs that are pertinent to the occupations you are interested in. Select “Search Occupations” to begin your search or click the title of an already saved school or program to view that information.

Step 37: Search on criteria of interest. In this example we will search Industries:
Step 38: After selecting an industry, a summary of that industry is displayed. Select the “Industry Careers” link to see a list of careers.
Step 39: The “Industry Careers” link displays a list of matches, displaying those in high demand, as indicated by the orange thumbs-up, first.
Step 40: Once a career is selected, a “One Sheeter” is displayed with details for the selected career.
Step 41: Scroll down to the section labeled “Typical Education” and select the “Education and Training Opportunities” link.
Step 42: The “Education and Training Opportunities” pop-up allows you the opportunity to save selected education and training programs to your profile for further review. To do this, select the green “Save” button next to program of interest.
Step 43: Once you return to your Backpack, you have the ability to view saved scholarships that are pertinent to your occupations of interest. Select “View Scholarships”.

Step 44: Once you select “View Scholarships”, you can view, edit or delete them from your Backpack.
Step 45: Lastly, the Backpack allows you to view and edit your career profile. To do this, select “View/Edit Results”.

Step 46: You will be directed to your Career Profile questionnaire of 60 questions to help establish some occupations that you could succeed in based on your responses.

Once you are comfortable with your answers, select the “Next” button in the bottom left corner. Continue reviewing/changing all three pages. On the final page, select “Get Score”.
Step 47: You will then be directed to your Career Profile results, which will give you an evaluation based on your responses and occupations to view.

Congratulations!

We've got your Career Profile scores, as well as an explanation of what they mean.

People with Artistic interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.

People with Conventional interests like work that follows set procedures and routines. They prefer working with information and paying attention to details rather than working with ideas. They like working with clear rules and following a strong leader.

People with Investigative interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like searching for facts and figuring out problems.

People with Social interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.

People with Realistic interests like work that includes practical, hands-on problems and answers. Often people with Realistic interests do not like careers that involve paperwork or working closely with others. They like working with plants and animals, real-world materials like wood, tools, and machinery, and outside work.

People with Enterprising interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profits.

We found career options that match your interests. Click View Occupations to see them now!

VIEW OCCUPATIONS

Your OhioMeansJobs Backpack is your one stop shop for anything and everything to help you succeed in finding the occupation you’ve been looking for.