

## WorkOne <br> Northern Indiana

## our New Civilian Joł



## Steps you should Take for

 an effective Transition:- Gather the information and records you need in order to create a resume
- Deal effectively with the strengths and challenges arising from military experience
- Identify your military transferable skills that can be used in a variety of jobs



## Top Ten Reasons to Hire a US Military Veteran (Source: HireVetsFirst.gov)

1. Accelerated Learning Curve
2. Leadership
3. Teamwork
4. Diversity and Inclusion in action
5. Efficient Performance Under Pressure
6. Respect for Procedures
7. Technology and Globalization
8. Integrity
9. Health and safety Standards
10.Triumph over Diversity


## What do Veterans Bring to the Table

- Know How to Learn
- Work Within a Diverse Team
- Flexible Attitude
- Effectively Communicate
- Set Priorities
- Work Well Within the Established System
- Show Discipline
- Problem Solve
- Make Decisions
- Effectively Negotiate
- Use Good Listening Skills
- Display Enthusiasm



## What are transferable skills?

- Skills that can transfer from one job or occupation to another
- Critical for job seekers to evaluate how their skills transfer into other opportunities
- Skills you have acquired during any activity in your life
- Virtually anything - is applicable to what you want to do in your next job


## Common Transferable Skills

- Verbal, written, and interpersonal communication
- Ability to listen and follow instructions
- Willingness and ability to work with others
- Team work
- Administrative/comput er skills
- Time management
- Personal Management skills
- Problem solving skills
- Able to find and use information


## Veterans' Employment

SNRENGTHS

* Leadership* Discipline* Training* Accountability / Recordkeeping* Teamwork* Work with Diverse Groups* Work Under Pressure
\& Plan Systematically



## Veterans' Employment

## SNRENGTHS

* Safety
* Follow Directions

备 Drug Free

* Maturity
* Security Clearance
* Initiative
* Problem Solving

* Work with Minimal Supervision


## Veterans' Employment

## CHAMTENGES

■ Communication
■ Stereotypes
■ Unrealistic Expectations

- Credentials


## Your Accomplishments

## Improved Safety

## Increased Performance

## Improved Processing Time

## Improved Service Delivery

## Improved Administration

## Created a Program

Increased Retention

Reengineered Equipment

Solved Long-Term Problems

Reduced Management

## Truck Mechanic

GOOD - Basic skill / Task description

- Repaired and maintained trucks.


## BETTER - More details

- Performed $90 \%$ of all truck repairs within 24 hours to assure maximum availability.
- Supervised 15 mechanics who repaired and maintained a 30 truck fleet.
BEST - Accomplishment / Outstanding result
- Saved \$30,000 annually by re-designing a truck part that had a high failure rate.
- Reduced motor pool service turnaround time $25 \%$ by creating a "fast track" team for easy repair jobs and routine services.


## O*NET Resource Center

## About O*NET

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors.. Information
from this database forms the heart of O*NET OnLine, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.

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| $\square$ All PPT Slides AVTI Home Page (2) WorkOne Northern Indiana .. ... 8 USAJOBS - The Federal Gov... ${ }^{\text {arnet }} \mathrm{O}^{*} \mathrm{NET}$ OnLine |  |  |  |  |  |  |
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## Military Crosswalk Search


Help Find Occupations Advanced Search Crosswalks

Send comments or questions to O*NET Info.


## O*NET OnLine

A proud partner of the americanjobcenter network

## Help Find Occupations Advanced Search Crosswalks

## Military Crosswalk Search for: <br> 91B

Search again: | Army (MOS $)$ | $\vee 1 \mathrm{~B}$ |
| :--- | :--- |

1 code matching "91B" in Military Occupational Classification (MOC)

91B Wheeled Vehicle Repairer (Army - Enlisted)
49-3023.01 Automotive Master Mechanics Bright Outlook
49-3023.02 Automotive Specialty Technicians 0 Green

The following military titles are no longer in active use:

91B Medical Specialist (Army - Enlisted)
29-2041.00 Emergency Medical Technicians and Paramedics
91B Maintenance Management (Army - Commissioned Officer only) 13-1081.00 Logisticians

E 49-3023.01 - Automotive Master Mechanics - Windows Internet Explorer


## O*NET OnLine

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## 49-3023.01 - Automotive Master Mechanics

Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the tra
Sample of reported job titles: Automotive Technician, Mechanic, Automotive Service Technician, Auto Technician, Shop Foreman, Automotive Technician (Certified Automotive Service Excellence Master Automotive Technician), Master Technician, Automobile Tech Technician, Truck Technician

View report: |  | Summary | Details |
| :--- | :--- | :--- |

Tasks | Tools \& Technology | Knowledqe | Skills | Abilities | Work Activities | Work Context | Job Zone | Education | Interests | Work Styles | Work Values | Related | Additional Information

## Tasks

- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauge diagnostic devices.
- Examine vehicles to determine extent of damage or malfunctions.
- Repair, reline, replace, and adjust brakes.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fi and other potentially troublesome areas.
- Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirt


| e 49-3023.01-Automotive Master Mechanics - Windows Internet Explorer |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Skills |  |  |  |  |  |  |  |  |  |  |  |  |  |

Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is Repairing - Repairing machines or systems using the needed tools.

Troubleshooting - Determining causes of operating errors and deciding what to do about it.
Equipment Selection - Determining the kind of tools and equipment needed to do a job.
Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performanc
Operation and Control - Controlling operations of equipment or systems.
Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.
Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or app
Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking q and not interrupting at inappropriate times.

Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and
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Abilities


Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand Control Precision - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, objects.

Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, ol problem.

Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipula


Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanizt forklifts, passenger vehicles, aircraft, or water craft.
Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve pl
Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving par operate primarily on the basis of mechanical (not electronic) principles.

Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or
Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or proce computers or vehicles).

Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarit in circumstances or events.

Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write softwe data, or process information

Repairing and Maintaining Electronic Equipment - Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines that operate primarily on the basis of electrical or electronic (not mechanical) principles.
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## Work Context

Exposed to Contaminants - How often does this job require working exposed to contaminants (such as pollutants, gases, dust or In an Enclosed Vehicle or Equipment - How often does this job require working in a closed vehicle or equipment (e.g., car)?

Spend Time Standing - How much does this job require standing?


Title Job Zone Three: Medium Preparation Needed
Education Most occupations in this zone require training in vocational schools, related on-the-job experience, c
Related Experience Previous work-related skill, knowledge, or experience is required for these occupations. For example completed three or four years of apprenticeship or several years of vocational training, and often mt exam, in order to perform the job.

Job Training Employees in these occupations usually need one or two years of training involving both on-the-job training with experienced workers. A recognized apprenticeship program may be associated with the
Job Zone Examples These occupations usually involve using communication and organizational skills to coordinate, supt others to accomplish goals. Examples include food service managers, electricians, agricultural techn interviewers, and insurance sales agents.

SVP Range ( 6.0 to $<7.0$ )
There are 5 recognized apprenticeable specialties associated with this occupation:
Automobile Mechanic; Auto, Truck and Trailer Repair Mechanic; Carpenter; Transmission Mechanic; Repairer, Heavy
To learn about specific apprenticeship opportunities, please consult the U.S. Department of Labor State Apprenticeship Information ${ }^{(6)}$
For general information about apprenticeships, training, and partnerships with business, visit the U.S. Department of Labor Office of $A$ back to top

## Education



| Percentage of Respondents |  |
| :---: | :--- |
|  | Sducation Level Required |
| Some college, no degree |  |
| High school diploma or equivalent |  |
| Associate's degree |  |



Independence - Occupations that satisfy this work value allow employees to work on their own and make decisions. Correspondin Responsibility and Autonomy.
Support - Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding net Supervision: Human Relations and Supervision: Technical.

Working Conditions - Occupations that satisfy this work value offer job security and good working conditions. Corresponding neel Compensation, Independence, Security, Variety and Working Conditions.
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## Wages \& Employment Trends

## National

Median wages data collected from Automotive Service Technicians and Mechanics
Employment data collected from Automotive Service Technicians and Mechanics. Industry data collected from Automotive Service Technicians and Mechanics.

Median wages (2011) \$17.39 hourly, \$36,180 annual
Employment (2010) 723,000 employees


Projected growth (2010-2020) mnn Average (10\% to 19\%)
Projected job openings (2010-2020) 311,700
Top industries (2010) Retail Trade Other Services (Except Public Administration)

## State \& National

Source: Bureau of Labor Statistics 2011 wage data and 2010-2020 employment projections "Projected growth" represents the estimated change in total employment ovt "Projected job openings" represent openings due to growth and replacement.
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## Sources of Additional Information

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Inter your convenience and do not constitute an endorsement.

- Automotive Service Technicians and Mechanics 図. Bureau of Labor Statistics, U.S. Department of Labor. Occupational Outlooh Edition.


## Translate Military Training into Civilian Careers

- http://www.military.com/skills-translator/mostranslator
- Find equivalent civilian occupations
- Explore education opportunities to extend your skills
- Learn from veterans with your specialty
- Apply for jobs that match your skills
- Identify civilian terminology for your resume
- Identify the hot career options for your specialty





## Millearycom | monster Veteran Employment Center

Home | Benefits | News | Off Duty | Join the Military | Education Veteran Jobs Money | Deals | Military Fam
Job Search \| Security Clearance Jobs \| Skills Translator \| Resume Builder \| Career Advice \| Job Fairs \| Veteran Career Network

## AS START-UP COMPANIES GO,

THEIRS REALLY TOOK OFF. $\rightarrow$ READ HOW TWO BROTHERS HELPED 20M CENTURY INNOVATION TAKE FLIGHT.

LOCKHEED MARTIN
$? \begin{aligned} & \text { YEARS of } \\ & \text { ACCELERATING }\end{aligned}$
ACCELERATING
TOMORROW
TOMORROW

## MILITARY EXPERIENCE

Translate your military skills, experience and training to find career opportunities that best align with your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the jobs available to you.

Search Military Job Title by Service

|  | Select Your Service: | Army |
| :--- | :--- | :--- |
|  |  |  |
| Select Your Pay Grade: | E-7 | $\vee$ |

Enter Military Job Title:

- 63B Wheel Vehicle Mechanic (Army - Enlisted)



EQUIVALENT CIVILIAN OPENINGS

31 matching jobs | 1-20 displayed | Sort by: Relevance | Job Title | Company

| Refine by keywords: | Location: | 46516 | Within: | 50 Miles | $\checkmark$ | Re |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Job Title | Empan | Name |  | Location |  |  |
| Mechanical Maintenance Technician | Dana Limited |  |  | Fort Wayne, IN |  |  |
| Maintenance Technician | Herman \& Kittle Properties |  |  | Warsaw, IN |  |  |
| Maintenance Technician | Modineer |  |  | Niles, MI |  |  |
| Body Shop Tech |  |  |  | Fort Wayne |  |  |
| Service Tech |  |  |  |  | Wayne |  |
| Maintenance Supervisor | Dabe \& Company, Inc. |  |  | Auburn, IN |  |  |
| Quality Senior Engineer II | Zimmer |  |  | Warsaw, IN |  |  |
| Quality Senior Engineer II | Zimmer |  |  | Warsaw, IN |  |  |

IndianaCAREERConnect.com is the \#1 source of job openings in the State of Indiana. And best of all - it's FREE!
Individuals:
Find a career, close to home that matches your skills and experience.
Explore training opportunities to help you get the job you want.

## Employers:

Free job postings and access to thousands of Hoosier job candidates.
Free customized searches allow you to find candiates with the skills and qualifications that fit your needs.


## a better career

En Español

SIGN IN
Forgot Username or Password?

Individuals
$\square$ Find a Career
$\square$ Create a Resumé
$\square$ Explore a Career
$\square$ Research the Job Market

## Employers

$\square$ Find a Candidate
$\square$ Post a Job

- Research Candidate Trends
$\square$ General Labor Market Information


EMPLOYERS
FIND A CANDIDATE

## Search for a Job

Enter a keyword and/or zip code and radius to search for jobs in your area.

| Keyword (e.g. Accountant) | Zip Code | Radius |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Accountant |  | 5 miles | $\checkmark$ | SEARCH |

IndianaCAREERConnect.com is the \#1 source of job openings in the State of Indiana. And best of all - it's FREE!

Individuals:



## Veterans Services

Services that are provided to qualified veterans at your local Workone include:

- Face-to-face orientation of the WorkOne Center and services provided
- Face-to-face review of IndianaCAREERConnect.com, the largest source of job openings in the state
- Direct referral to jobs (Both established jobs and job development)
- Assistance looking for a job, developing a resume and preparing for an interview
- Referral to other federal, state and local agencies
- Information on veteran's rights and employment benefits
- Assistance transitioning into civilian employment
- Training incentives and grants
- Veterans' newsletter
- Guidance finding vocational training
- Post-employment counseling
- Occupational skills assessment


## WorkOne

## Veteran Staif

## Elkhart/Warsaw:

Sean Chernis<br>DVOP<br>574- 295-0105 x-216<br>schernis@gotoworkone.com

LVER -Vacant
South Bend/Plymouth:
John Mappes
DVOP
574-237-9675 x
jmappes@gotoworkone.com
Michael Patton
LVER
574-237-9675 x 1040

## Veterans' Representatives LVER

## Local Veterans Employment Representative:

Conduct outreach to employers and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and generally assist veterans to gain and retain employment.

## WorkOne <br> Nortben Indiana

## Veterans' Representatives DVOP

## Disabled Veterans Outreach Program:

Provides intensive services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans with barriers to employment.

## WorkOne <br> Northern Indlana

## Veterans Retraining Assistance Program

- VRAP offers up to 12 months of training assistance to unemployed Veterans.
- The Department of Veterans Affairs (VA) and the Department of Labor (DOL) Program.


## ELIGIBILITY

- Be at least 35 but no more than 60 years old
- Be unemployed
- Have an other than dishonorable discharge
- Not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI
- Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Not be in receipt of VA compensation due to unemployability
- Not be enrolled in a Federal or state job training program
- http://benefits.va.gov/vow/education.htm




## Questions

## Comments?

