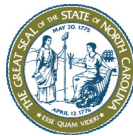


North Carolina's Re-Entry Career Exploration Guide



Career clusters, pathways, and
occupations to help guide your future
as you re-enter the workforce.





NORTH CAROLINA
DEPARTMENT of
COMMERCE



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Employment is an important component of the process.

Even more than a steady source of income, jobs can provide a sense of structure and responsibility to help you reintegrate into society after release. Statistics show that an employed individual is **three times less likely to return to prison** than one who is unemployed. This guide can lead you through the initial process of exploring careers and planning your educational and workforce future:



I. Explore Your Interests.

Discover your interest areas using the Interest Finder on **page 2**, then fill in the Career Cluster Match on **page 4** to identify Career Clusters that are most likely to appeal to you.



II. Explore Career Clusters

Pair your Career Cluster Match results with the corresponding Career Cluster using the chart on **page 7**. Then use your Interest Profile score to identify occupations within that cluster that correspond to your interests in the Career Cluster Matrix on **page 8**.



III. Know Your Options

Starting on **page 10**, explore a sample of career opportunities sorted by cluster.



IV. Get Experience

Whether you're building your resume, want to experience a job before working, or still in school, explore ways to gain work experience on **page 17**.



V. Prepare for Work

Useful links and tips to find your perfect job on **page 18**.

Visit [NCcareers.org](https://www.nccareers.org) for digital tools, job search advice, career and educational resources, and more.



Before You Search

Having a criminal record is a barrier you can overcome. If you have been out of the workforce for a long time, you may lack the steady work history employers look for and have to start at an entry level job with a lower salary. Job searches take time and consistency, but don't get discouraged. You can begin to build a good work history and reputation. By showing up on-time every day and doing your job well, you will demonstrate to employers that you are responsible and worthy of taking on more responsibilities.

I. Explore Your Interests

Interest Finder

The Interest Finder is designed to help you identify your interests and translate them into occupations. *Don't worry if you don't have enough education or training to do the work or how much money you would make.* Check the boxes of activities you think you may like doing if you were skilled and able to do so. Add up the checked boxes for each row.

Scan this QR code to access the online Interest Finder:



nccareers.org/find-career/interest-finder

REALISTIC	<input type="checkbox"/> Build kitchen cabinets <input type="checkbox"/> Lay brick or tile <input type="checkbox"/> Repair household appliances <input type="checkbox"/> Raise fish in a fish hatchery <input type="checkbox"/> Assemble electronic parts	<input type="checkbox"/> Drive a package delivery truck <input type="checkbox"/> Test the quality of parts before shipment <input type="checkbox"/> Repair & install locks <input type="checkbox"/> Set up & run machines to make products <input type="checkbox"/> Put out forest fires	<hr/> Total REALISTIC Checks
INVESTIGATIVE	<input type="checkbox"/> Develop a new medicine <input type="checkbox"/> Study ways to reduce water pollution <input type="checkbox"/> Conduct chemical experiments <input type="checkbox"/> Study the movement of planets <input type="checkbox"/> Examine blood with a microscope	<input type="checkbox"/> Investigate the cause of a fire <input type="checkbox"/> Develop a better way to predict weather <input type="checkbox"/> Work in a biology lab <input type="checkbox"/> Invent a replacement for sugar <input type="checkbox"/> Do laboratory tests to identify diseases	<hr/> Total INVESTIGATIVE Checks
ARTISTIC	<input type="checkbox"/> Write books or plays <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Compose or arrange music <input type="checkbox"/> Draw pictures <input type="checkbox"/> Create special effects for movies	<input type="checkbox"/> Paint sets for plays <input type="checkbox"/> Write scripts for movies or TV. <input type="checkbox"/> Perform jazz or tap dance <input type="checkbox"/> Sing in a band <input type="checkbox"/> Edit movies	<hr/> Total ARTISTIC Checks
SOCIAL	<input type="checkbox"/> Teach an individual an exercise routine <input type="checkbox"/> Help people with personal or emotional problems <input type="checkbox"/> Give career guidance to people <input type="checkbox"/> Take care of children at a day-care center <input type="checkbox"/> Teach a high-school class	<input type="checkbox"/> Teach children how to play sports <input type="checkbox"/> Teach sign language to people who are deaf or hard of hearing <input type="checkbox"/> Help conduct a group therapy session <input type="checkbox"/> Perform rehabilitation therapy <input type="checkbox"/> Do volunteer work at a non-profit	<hr/> Total SOCIAL Checks
ENTERPRISING	<input type="checkbox"/> Buy & sell stocks & bonds <input type="checkbox"/> Manage a retail store <input type="checkbox"/> Operate a beauty salon or barber shop <input type="checkbox"/> Manage a large company department <input type="checkbox"/> Start your own business	<input type="checkbox"/> Negotiate business contracts <input type="checkbox"/> Represent a client in a lawsuit <input type="checkbox"/> Market a new line of clothing <input type="checkbox"/> Sell merchandise at a department store <input type="checkbox"/> Manage a clothing store	<hr/> Total ENTERPRISING Checks
CONVENTIONAL	<input type="checkbox"/> Develop spreadsheets <input type="checkbox"/> Proofread records or forms <input type="checkbox"/> Install software across computers on a large network <input type="checkbox"/> Keep inventory records <input type="checkbox"/> Stamp, sort & distribute a company's mail	<input type="checkbox"/> Calculate the wages of employees <input type="checkbox"/> Inventory supplies using a computer <input type="checkbox"/> Record rent payments <input type="checkbox"/> Operate a calculator <input type="checkbox"/> Keep shipping & receiving records	<hr/> Total CONVENTIONAL Checks

In the spaces below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

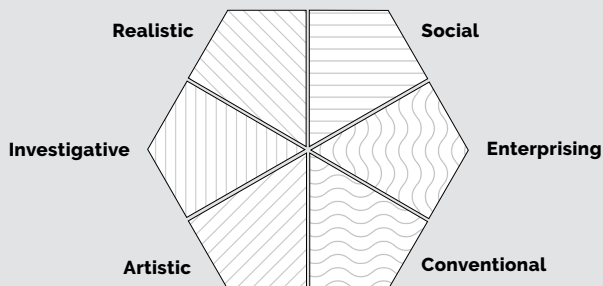
FIRST

SECOND

THIRD

What Your Interest Areas Mean

Which occupations match your interests? Explore occupations that include your first interest area. Most people will have interests in several of the interest categories. If you have two area scores that are the same, consider using them both. Use your second and third interest areas to explore additional careers.



Realistic: The "Doers"

Enjoy working on practical, hands-on problems and solutions, and real-world materials like wood, tools, and machinery. They often enjoy outside work, but do not like occupations that mainly involve paperwork or working closely with others.

Investigative: The "Thinkers"

Enjoy working with ideas and thinking more than with physical activity. They prefer to search for facts and figure out problems rather than persuade or lead people.

Artistic: The "Creators"

Appreciate the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.

Social: The "Helpers"

Like to assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, give advice, help, or otherwise be of service to people.

Enterprising: The "Persuaders"

Enjoy starting and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They enjoy taking risks for profit. These people prefer action rather than thought.

Conventional: The "Organizers"

Like following procedures and maintaining accurate business records. They prefer working in structured settings where roles and tasks are clearly defined.

Career Cluster Match

Scan this QR code to access the online Career Cluster Match:



nccareers.org/find-career/career-cluster-match

Career Clusters are groups of occupations in the same field of work that require similar skills or knowledge.

Identify the clusters most interesting to you by placing a check mark in the space next to the items that best describe you. Then add the number of checks in each row. Enter that number in the Total Checked column. The row with the most checks corresponds to the Career Cluster that is most likely to interest you.

Identify the clusters most interesting to you by placing a check mark in the space next to the items that best describe you. Then add the number of checks in each row. Enter that number in the Total Checked column. The row with the most checks corresponds to the Career Cluster that is most likely to interest you.

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW A	<input type="checkbox"/> Learn how things grow and stay alive <input type="checkbox"/> Make the best use of the earth's natural resources <input type="checkbox"/> Hunt and/or fish <input type="checkbox"/> Protect the environment <input type="checkbox"/> Be outdoors in all kinds of weather <input type="checkbox"/> Plan, budget, and keep records <input type="checkbox"/> Operate machines and keep them in good repair	<input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	_____
ROW B	<input type="checkbox"/> Read and follow blueprints and/or instructions <input type="checkbox"/> Picture in my mind what a finished product looks like <input type="checkbox"/> Work with my hands <input type="checkbox"/> Perform work that requires precise results <input type="checkbox"/> Solve technical problems <input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings <input type="checkbox"/> Follow logical, step-by-step procedures	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to details <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Construction <input type="checkbox"/> Electrical/Heat, Air Conditioning and Refrigeration/Tech Education	_____
ROW C	<input type="checkbox"/> Use my imagination to communicate new information to others <input type="checkbox"/> Perform in front of others <input type="checkbox"/> Read and write <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Perform creative, artistic activities <input type="checkbox"/> Use video and recording technology <input type="checkbox"/> Design brochures and posters	<input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator, good vocabulary <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious	<input type="checkbox"/> Art/Graphic Design <input type="checkbox"/> Music <input type="checkbox"/> Speech & Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual Technologies	_____
ROW D	<input type="checkbox"/> Perform routine, organized activities, but can be flexible <input type="checkbox"/> Work with numbers and detailed information <input type="checkbox"/> Be the leader in a group <input type="checkbox"/> Make business contact with people <input type="checkbox"/> Work with computer programs <input type="checkbox"/> Create reports and communicate ideas <input type="checkbox"/> Plan my work and follow instructions without close supervision	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Computer Applications/Business and Information Technology <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Economics	_____
ROW E	<input type="checkbox"/> Communicate with different types of people <input type="checkbox"/> Help others with their homework or to learn new things <input type="checkbox"/> Go to school <input type="checkbox"/> Direct and plan activities for others <input type="checkbox"/> Handle several responsibilities at once <input type="checkbox"/> Acquire new information <input type="checkbox"/> Help people overcome their challenges	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW F	<input type="checkbox"/> Work with numbers <input type="checkbox"/> Work to meet a deadline <input type="checkbox"/> Make predications based on existing facts <input type="checkbox"/> Have a framework of rules by which to operate <input type="checkbox"/> Analyze financial information and interpret it to others <input type="checkbox"/> Handle money with accuracy and reliability <input type="checkbox"/> Take pride in the way I dress and look	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Finance <input type="checkbox"/> Business Law	_____
ROW G	<input type="checkbox"/> Be involved in politics <input type="checkbox"/> Negotiate, defend, and debate ideas and topics <input type="checkbox"/> Plan activities and work cooperatively with others <input type="checkbox"/> Work with details <input type="checkbox"/> Perform a variety of duties that may change often <input type="checkbox"/> Analyze information & interpret it to others <input type="checkbox"/> Travel and see things that are new to me	<input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service minded <input type="checkbox"/> Well organized <input type="checkbox"/> Problem solver	<input type="checkbox"/> Government <input type="checkbox"/> Language Arts <input type="checkbox"/> History <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	_____
ROW H	<input type="checkbox"/> Work under pressure <input type="checkbox"/> Help sick people and animals <input type="checkbox"/> Make decisions based on logic and info <input type="checkbox"/> Participate in health and science classes <input type="checkbox"/> Respond quickly and calmly in emergencies <input type="checkbox"/> Work as a member of a team <input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy	<input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious & careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Health Science <input type="checkbox"/> Language Arts	_____
ROW I	<input type="checkbox"/> Investigate new places and activities <input type="checkbox"/> Work with all ages and types of people <input type="checkbox"/> Organize activities in which other people enjoy themselves <input type="checkbox"/> Have a flexible schedule <input type="checkbox"/> Help people make up their minds <input type="checkbox"/> Communicate easily, tactfully, courteously <input type="checkbox"/> Learn about other cultures	<input type="checkbox"/> Tactful <input type="checkbox"/> Self-motivated <input type="checkbox"/> Works well with others <input type="checkbox"/> Outgoing <input type="checkbox"/> Slow to anger	<input type="checkbox"/> Language Arts/ Speech <input type="checkbox"/> Foreign Language <input type="checkbox"/> Social Sciences <input type="checkbox"/> Marketing <input type="checkbox"/> Food Services	_____
ROW J	<input type="checkbox"/> Care about people's needs and problems <input type="checkbox"/> Participate in community services and/or volunteering <input type="checkbox"/> Listen to other people's viewpoints <input type="checkbox"/> Help people be at their best <input type="checkbox"/> Work with people from preschool age to old age <input type="checkbox"/> Think of new ways to do things <input type="checkbox"/> Make friends with different kinds of people	<input type="checkbox"/> Good communicator, good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Uses intuition & logic <input type="checkbox"/> Non-judgmental	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/ Sociology <input type="checkbox"/> Family & Consumer Sciences <input type="checkbox"/> Finance <input type="checkbox"/> Foreign Language	_____
ROW K	<input type="checkbox"/> Work with computers <input type="checkbox"/> Reason clearly and logically to solve complex problems <input type="checkbox"/> Use machines, techniques, and processes <input type="checkbox"/> Read technical materials and diagrams and solve technical problems <input type="checkbox"/> Adapt to change <input type="checkbox"/> Play video games and figure out how they work <input type="checkbox"/> Concentrate for long periods without being distracted	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> Sees details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Computer Tech/ Apps <input type="checkbox"/> Communications <input type="checkbox"/> Graphic Design	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW L	<input type="checkbox"/> Work under pressure or in the face of danger <input type="checkbox"/> Make decisions based on my own observations <input type="checkbox"/> Interact with other people <input type="checkbox"/> Be in positions of authority <input type="checkbox"/> Respect rules and regulations <input type="checkbox"/> Debate and win arguments <input type="checkbox"/> Observe and analyze people's behavior	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Government/History <input type="checkbox"/> Law Enforcement <input type="checkbox"/> EMT/Health Science	_____
ROW M	<input type="checkbox"/> Work with my hands, and learn best that way <input type="checkbox"/> Put things together <input type="checkbox"/> Do routine, organized, and accurate work <input type="checkbox"/> Perform activities that produce tangible results <input type="checkbox"/> Apply math to work out solutions <input type="checkbox"/> Use hand and power tools and operate equipment/machinery <input type="checkbox"/> Visualize objects in three dimensions from flat drawings	<input type="checkbox"/> Practical <input type="checkbox"/> Observant <input type="checkbox"/> Physically active <input type="checkbox"/> Step-by-step thinker <input type="checkbox"/> Coordinated	<input type="checkbox"/> Math-Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physics <input type="checkbox"/> Language Arts	_____
ROW N	<input type="checkbox"/> Shop and go to the mall <input type="checkbox"/> Be in charge <input type="checkbox"/> Make displays and promote ideas <input type="checkbox"/> Give presentations and enjoy public speaking <input type="checkbox"/> Persuade people to buy products or to participate in activities <input type="checkbox"/> Communicate my ideas to other people <input type="checkbox"/> Take advantage of opportunities to make extra money	<input type="checkbox"/> Enthusiastic <input type="checkbox"/> Competitive <input type="checkbox"/> Creative <input type="checkbox"/> Self-motivated <input type="checkbox"/> Persuasive	<input type="checkbox"/> Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Business Ed/Marketing <input type="checkbox"/> Economics <input type="checkbox"/> Computer Applications	_____
ROW O	<input type="checkbox"/> Interpret formulas <input type="checkbox"/> Find the answers to questions <input type="checkbox"/> Work in a laboratory <input type="checkbox"/> Figure out how things work and investigate new things <input type="checkbox"/> Explore new technology <input type="checkbox"/> Experiment to find the best way to do something <input type="checkbox"/> Pay attention to details and help things be precise	<input type="checkbox"/> Detail oriented <input type="checkbox"/> Inquisitive <input type="checkbox"/> Objective <input type="checkbox"/> Methodical <input type="checkbox"/> Mechanically inclined	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Drafting/Computer-aided drafting <input type="checkbox"/> Electronics/Computer Networking <input type="checkbox"/> Technical classes, Technology Education	_____
ROW P	<input type="checkbox"/> Travel <input type="checkbox"/> See well and have quick reflexes <input type="checkbox"/> Solve mechanical problems <input type="checkbox"/> Design efficient processes <input type="checkbox"/> Anticipate needs and prepare to meet them <input type="checkbox"/> Drive or ride <input type="checkbox"/> Move things from one place to another	<input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<input type="checkbox"/> Math <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	_____

List the letters of your top 3 scoring rows and use the table on page 7 to match rows to the Career Cluster.

Row Letters: _____

















Cluster Names: _____

The Career Cluster Match is reproduced with permission of the Career Academic Connections Div. of the Oklahoma Dept. of Career Tech.

II. Explore Career Clusters

How to Use Career Clusters

Career Clusters help you sort through more than 900 careers. Connect your Interest Finder results with your identified clusters to discover occupations that most closely match your work interests.

ROW	CAREER CLUSTER		DESCRIPTION
A		Agriculture, Food, & Natural Resources	Producing, processing, distributing, financing, and marketing of agricultural products including food, plants, fiber, animals, wood, and other plant and animal resources.
B		Architecture & Construction	Designing, planning, managing, building, and maintaining the built environment.
C		Arts, Audio/Video Technology, & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
D		Business Management & Administration	Planning, directing, and evaluating business functions essential to effective and productive business operations.
E		Education & Training	Planning, managing, and providing education and training services and related learning support services, including administration and library services.
F		Finance	Financial and investment planning, banking, insurance, and business financial management.
G		Government & Public Administration	Planning and providing government services at the federal, state, and local levels, including services related to national security, legislation, foreign service, revenue and taxation, and regulations.
H		Health Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnological research and development.
I		Hospitality & Tourism	Managing, marketing, and operating of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
J		Human Services	Providing family and individual services such as counseling and mental health, personal care, and consumer advice.
K		Information Technology	Designing, developing, supporting, and managing of hardware, software, Internet, multimedia, and systems integration services.
L		Law, Public Safety, Corrections & Security	Planning, managing, and providing legal, public safety, corrections, protective services, and homeland security, including professional and technical support.
M		Manufacturing	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities.
N		Marketing	Planning, managing, and performing marketing activities to reach organizational objectives.
O		Science, Technology, Engineering & Mathematics	Planning, managing, and providing scientific research and professional and technical services, including laboratory and testing services, and research and development services.
P		Transportation, Distribution & Logistics	Planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water.

Using the Career Clusters Matrix

On the next two pages are examples of occupations organized by **interest** (top) and **career cluster** (left). Occupations listed under your highest interest areas may appeal to you. If a cell is empty, there are no relevant occupations for that combination.

	REALISTIC	INVESTIGATIVE	ARTISTIC	
 Agriculture, Food & Natural Resources	Pest Control Workers; Logging Equipment Operators	Zoologists & Wildlife Biologists; Animal Scientists	-	
 Architecture & Construction	Construction Laborers; Roofers; Sheet Metal Workers	Landscape Architects; Civil Engineers	Interior Designers; Architects	
 Arts, Audio/Video Technology & Communications	Telecommunications Line Installers; Craft Artists	Telecommunications Equipment Repairers	Art Directors; Editors; Photographers	
 Business Management & Administration	Postal Service Mail Carriers; Library Assistants; Clerical	Management Analysts; Operations Research Analysts	Fundraisers; Training & Development Specialists	
 Education & Training	Vocational Education Teachers; Museum Technicians	College Economics Teachers; Health Specialties Teachers	Interpreters & Translators; Preschool Teachers	
 Finance	Auto Insurance Appraisers	Financial Analysts; Risk Management Specialists; Insurance Underwriters	-	
 Government & Public Administration	Agricultural Inspectors; Transportation Security Screeners	Occupational Health & Safety Specialists	Urban & Regional Planners	
 Health Science	Veterinary Assistants; Medical Equipment Preparers	Surgeons; Podiatrists; Pharmacists	Recreational Therapists; Psychiatrists	
 Hospitality & Tourism	Dishwashers; Bakers; Maids & Housekeeping Cleaners	-	Chefs & Head Cooks; Recreation Workers;	
 Human Services	Tailors; Massage Therapists; Shampooers	Healthcare Social Workers; Marriage & Family Therapists	Cosmetologists; Childcare Workers	
 Information Technology	Computer User Support Specialists; Software Developers	Software Quality Assurance Engineers & Testers	Video Game Designers; Web Developers	
 Law, Public Safety, Corrections & Security	Bailiffs; Forest Fire Inspectors & Prevention Specialists	Forensic Science Technicians; Fish & Game Wardens	Forensic Artists	
 Manufacturing	Dental Laboratory Technicians;	Industrial Engineering Technicians	Stone Cutters & Carvers; Glass Blowers	
 Marketing	Demonstrators & Product Promoters	Market Research Analysts & Marketing Specialists	Public Relations Specialists; Models	
 Science, Technology, Engineering & Mathematics	Mechanical Engineers; Chemical Engineers; Electrical Engineers	Microbiologists; Materials Scientists; Chemists	Mathematicians, Biochemists & Biophysicists, Sociologists	
 Transportation, Distribution & Logistics	Automotive Body Repairers; Commercial Pilots	Traffic Technicians; Avionics Technicians	-	

Remember: the occupations in this matrix are only a few examples. Visit tools.nccareers.org/starjobs to find more.

	SOCIAL	ENTERPRISING	CONVENTIONAL
	Farm Labor Contractors	Natural Sciences Managers; Agricultural Engineers	Environmental Science & Protection Technicians
	—	Construction Managers; Cost Estimators	Crane & Tower Operators; Highway Maintenance Workers; Electricians
	Broadcast News Analysts; Choreographers	Agents of Artists, Performers & Athletes; Musicians & Singers	Broadcast Technicians; Technical Writers
	Customer Service Representatives; Human Resources Specialists	Industrial Production Managers; Chief Executives	Auditors; Compensation, Benefits, & Job Analysis Specialists
	Special Education Teachers; School Counselors	Preschool Education Administrators; Curators	Librarians; Teacher Assistants; College Education Administrators
	Insurance Sales Agents; Personal Financial Advisors	Loan Interviewers & Clerks; Brokerage Clerks; Credit Analysts	Bill & Account Collectors; Loan Officers; Tellers
	Emergency Management Directors; Eligibility Interviewers; Legislators	Equal Opportunity Representatives & Officers; Tax Examiners & Collectors; Financial Examiners	Court Clerks; Transportation Inspectors; Assessors
	Nurse Practitioners; Respiratory Therapy Technicians	Opticians, Dispensing; Psychiatric Technicians	Dental Assistants; Pharmacy Technicians
	Tour Guides & Escorts; Waiters & Waitresses; Concierges	Lodging Managers; Umpires & Referees; Bartenders	Hotel Desk Clerks; Reservation & Transportation Ticket Agents
	Clergy; Rehabilitation Counselors; Personal Care Aides	Skincare Specialists; Manicurists & Pedicurists; Credit Counselors	Barbers; Social & Human Service Assistants
	Informatics Nurse Specialists	Computer Network Support Specialists	Computer Network Architects; Web Administrators
	Crossing Guards; Animal Control Workers	Lawyers; Sheriffs & Deputy Sheriffs	Paralegals & Legal Assistants; Security Guards
	Medical Appliance Technicians	Supervisors of Production & Operating Workers	Purchasing Agents; Machinists
	Supervisors of Retail & Non-Retail Sales Workers	Real Estate Brokers; Wholesale & Retail Buyers	Real Estate Sales Agents; Cashiers
	Political Scientists	Industrial Engineers; Economists	Social Science Research Assistants; Statisticians
	Bus Drivers; Flight Attendants	Aircraft Cargo Handling Supervisors; Logisticians	Air Traffic Controllers; Cargo & Freight Agents

III. Know Your Options

Samples of Promising Careers by Cluster

The list of occupations shows typical jobs in career clusters. It is compiled to help you understand opportunities and think about what kind of job you wish to pursue. Refer to the **resources on pages 17 through 19** for assistance to help guide you through the job search process.

Research shows that former offenders have experienced more success getting work in Administrative and Support Services, Food Services & Drinking Places, Specialty Trade Contractors and Food Manufacturing positions and less success obtaining work in Health Sciences, IT and Sales/Marketing positions. Despite this data, many employers report evaluating hires on an individual basis, so pursue opportunities that interest you.

Also note that even after your case is settled, state statutes and regulations require or authorize further civil actions called collateral consequences that can hinder or prevent you from performing elements of a job. Consult the Collateral Consequences Assessment Tool, ccat.sog.unc.edu, to better understand any collateral consequences for your situation and potential career path.

What is a Job Zone?

A job zone is a way to group occupations that have similar characteristics; specifically how much education, how much related experience and how much on the job training is required to perform the work. There are five job zones:

- Job Zone 1** ■ Minimal education and work experience
- Job Zone 2** ■ ■ Some education (most likely a HS Diploma or equal) and some work experience
- Job Zone 3** ■ ■ ■ Additional education (associates degree or vocational school) and some work experience
- Job Zone 4** ■ ■ ■ ■ Most likely requires a bachelors and several years of work experience
- Job Zone 5** ■ ■ ■ ■ ■ Extensive education (master's or a Ph.D.) and extensive work experience

More detailed information about Job Zones and their meanings can be found at onetonline.org/help/online/zones.

AGRICULTURE, FOOD, & NATURAL RESOURCES

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Agricultural Equipment Operators	\$11.22 / \$18.16	■	R
Animal Caretakers	\$10.60 / \$13.89	■ ■	RC
Fallers (Tree Cutter, Logger)	\$20.61 / \$22.68	■	RC
Farm Equipment Mechanics and Service Technicians	\$16.75 / \$23.51	■ ■ ■	RCI
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	\$11.10 / \$14.94	■	RC
Farmworkers, Farm, Ranch, and Aquacultural Animals	\$11.80 / \$15.05	■ ■	R
Graders and Sorters, Agricultural Products	\$9.66 / \$15.42	■	RC
Hazardous Materials Removal Workers	\$15.23 / \$18.84	■ ■ ■	RC
Logging Equipment Operators	\$15.04 / \$19.90	■	RIC
Pest Control Workers	\$13.75 / \$17.86	■ ■	RC

ARCHITECTURE & CONSTRUCTION

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Brickmasons and Blockmasons	\$17.36 / \$22.85	■ ■	RCI
Carpenters	\$16.07 / \$22.23	■ ■	RCI
Carpet Installers	\$8.50 / \$16.77	■ ■	RE
Cement Masons and Concrete Finishers	\$17.40 / \$22.19	■	RE
Construction Laborers	\$14.20 / \$18.53	■ ■	RC
Conveyor Operators and Tenders	\$14.27 / \$15.73	■	RC
Drywall and Ceiling Tile Installers	\$15.39 / \$23.56	■ ■	RC
Electrical Power-Line Installers and Repairers	\$23.18 / \$36.16	■ ■	RIC
Electricians	\$18.42 / \$24.49	■ ■ ■	RIC
Floor Sanders and Finishers	\$14.36 / \$17.67	■	R
Glaziers (Glass Installer)	\$15.91 / \$19.98	■ ■	RC
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$17.79 / \$24.33	■ ■ ■	RCI
Landscaping and Groundskeeping Workers	\$13.57 / \$17.15	■	RC
Riggers (Ship Rigger, Heavy Lift Rigger)	\$20.85 / \$25.00	■ ■	RCI
Roofers (Gutter Installer, Roofing Technician)	\$16.02 / \$22.46	■ ■	RC
Septic Tank Servicers and Sewer Pipe Cleaners	\$14.77 / \$19.41	■	R
Sheet Metal Workers	\$18.12 / \$23.9	■ ■	R
Solar Photovoltaic Installers	\$15.62 / \$18.93	■ ■	RC
Stonemasons (Stone Setter, Material Applicator)	\$16.50 / \$18.95	■ ■ ■	R
Structural Iron and Steel Workers	\$19.06 / \$24.68	■ ■	RIC
Tile and Stone Setters	\$16.93 / \$22.17	■ ■	RCA

ARTS, AUDIO/VIDEO TECHNOLOGY, & COMMUNICATIONS

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Audio and Video Technicians	\$14.57 / \$20.30	■ ■ ■	RIC
Broadcast Technicians	\$13.76 / \$21.22	■ ■ ■	RCI
Camera Operators, Television, Video, and Film	\$15.55 / \$30.01	■ ■ ■	RA
Photographers	\$13.75 / \$18.14	■ ■	AR
Telecommunications Line Installers and Repairers (Cable Technician)	\$19.42 / \$27.11	■ ■	RE

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Wage Source: 2018 Occupational Employment Statistics, NC Department of Commerce, LEAD. View more occupations and data on job openings, growth and wages in your area at NCcareers.org.



BUSINESS MANAGEMENT & ADMINISTRATION

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Bookkeeping, Accounting, and Auditing Clerks	\$14.55 / \$21.76	■ ■ ■	CE
Customer Service Representatives	\$13.56 / \$18.39	■ ■	ESC
File Clerks	\$11.15 / \$17.84	■ ■	CRE
Human Resources Assistants, Except Payroll and Timekeeping	\$15.36 / \$21.13	■ ■ ■	CES
Office Clerks, General	\$12.25 / \$17.84	■ ■	CER
Payroll and Timekeeping Clerks	\$16.14 / \$23.63	■ ■ ■	CE
Receptionists and Information Clerks	\$11.25 / \$16.7	■ ■	CES
Shipping, Receiving, and Inventory Clerks	\$14.04 / \$18.04	■ ■	CRE



EDUCATION & TRAINING

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Library Technicians	\$15.72 / \$21.48	■ ■ ■	CSE
Preschool Teachers	\$11.60 / \$16.34	■ ■ ■	SA
Self-Enrichment Teachers (Music Teacher, Dance Instructor, etc.)	\$10.93 / \$18.82	■ ■ ■	SAE
Teaching Assistants, Except Postsecondary	\$21.570 / \$24.070*	■ ■	SC
Tutors	\$12.30 / \$18.49	■ ■ ■	SI

*This occupation is only has an annual salary and not hourly pay.



FINANCE

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Bill and Account Collectors	\$14.44 / \$20.71	■ ■	CE
Insurance Appraisers, Auto Damage	\$29.06 / \$35.50	■ ■ ■	ECS
Insurance Claims and Policy Processing Clerks	\$17.55 / \$22.60	■ ■	CE
Loan Interviewers and Clerks	\$17.22 / \$24.26	■ ■ ■	CE
Tax Preparers	\$12.66 / \$24.22	■ ■ ■	EC



GOVERNMENT & PUBLIC ADMINISTRATION

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Court, Municipal, and License Clerks	\$15.68 / \$20.46	■ ■	CES
Eligibility Interviewers, Government Programs (Enrollment Coordinator)	\$16.61 / \$20.31	■ ■ ■	SCE
Occupational Health and Safety Technicians	\$22.75 / \$26.75	■ ■ ■	CR
Transportation Security Screeners	\$17.65 / \$21.71	■ ■	REC

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Dental Assistants	\$1769 / \$22.60	■ ■ ■	CRS
Licensed Practical and Licensed Vocational Nurses	\$22.66 / \$28.17	■ ■ ■	SR
Magnetic Resonance Imaging (MRI) Technologists	\$30.60 / \$39.01	■ ■ ■	RCS
Medical Assistants	\$16.07 / \$19.32	■ ■ ■	SCR
Medical Equipment Preparers	\$15.62 / \$19.95	■ ■	RCI
Medical Transcriptionists	\$10.69 / \$13.53	■ ■ ■	CR
Nursing Assistants	\$13.28 / \$17.31	■ ■ ■	SCR
Occupational Therapy Aides	\$15.25 / \$33.38	■ ■ ■	SR
Orderlies (Patient Transporter)	\$14.59 / \$17.58	■ ■	CRS
Pharmacy Technicians	\$15.68 / \$18.61	■ ■ ■	CR
Phlebotomists	\$15.25 / \$18.86	■ ■ ■	CRI
Physical Therapist Aides	\$11.71 / \$15.25	■ ■	SR
Surgical Assistants	\$17.94 / \$30.00	■ ■ ■	CSR
Veterinary Assistants and Laboratory Animal Caretakers	\$12.06 / \$17.24	■ ■	RSI


HOSPITALITY & TOURISM

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Amusement and Recreation Attendants	\$8.53 / \$11.01	■	ECR
Animal Trainers	\$12.67 / \$19.56	■ ■	R
Baggage Porters and Bellhops	\$9.98 / \$12.8	■ ■	RC
Bakers	\$10.00 / \$13.57	■ ■	RC
Chefs and Head Cooks	\$18.73 / \$27.86	■ ■ ■	ERA
Concierges	\$12.99 / \$13.89	■ ■ ■	SE
Fast Food and Counter Workers	\$10.00 / \$13.46	■	RCS
First-Line Supervisors of Food Preparation and Serving Workers	\$13.52 / \$18.51	■ ■	ECR
Food Preparation Workers	\$9.67 / \$13.37	■	RC
Food Servers, Nonrestaurant	\$10.85 / \$14.15	■ ■	SRE
Food Service Managers	\$22.53 / \$31.52	■ ■	ECR
Hotel, Motel, and Resort Desk Clerks	\$10.53 / \$13.98	■ ■	CES
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$11.01 / \$14.32	■ ■	RC
Reservation and Transportation Ticket Agents and Travel Clerks	\$15.10 / \$24.10	■ ■	CES
Travel Agents	\$12.78 / \$22.52	■ ■ ■	EC

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HUMAN SERVICES

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Barbers	\$8.14 / \$22.73	■ ■ ■	REC
Childcare Workers	\$10.38 / \$13.99	■ ■	SA
Exercise Trainers and Group Fitness Instructors	\$12.33 / \$22.17	■ ■ ■	SRE
First-line Supervisors of Personal Service Workers	\$14.56 / \$20.88	■ ■ ■	ECS
Funeral Attendants	\$11.30 / \$15.00	■ ■	SER
Hairdressers, Hairstylists, and Cosmetologists	\$10.96 / \$17.32	■ ■ ■	AES
Home Health and Personal Care Aides	\$10.80 / \$13.81	■ ■	SR
Locker Room, Coatroom, and Dressing Room Attendants	\$10.82 / \$16.35	■ ■	SEC
Manicurists and Pedicurists	\$8.43 / \$14.23	■ ■	RES
Massage Therapists	\$17.66 / \$29.60	■ ■ ■	SR
Residential Advisors	\$10.78 / \$16.45	■ ■ ■	SEC
Skincare Specialists	\$13.13 / \$23.21	■ ■ ■	ESR
Tailors, Dressmakers, and Custom Sewers	\$10.91 / \$16.77	■ ■	RAE


INFORMATION TECHNOLOGY

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Computer Network Support Specialists	\$22.28 / \$37.28	■ ■ ■ ■	REC
Computer User Support Specialists	\$17.69 / \$27.40	■ ■ ■	REC
Web Developers	\$21.82 / \$36.79	■ ■ ■	CIR


LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Animal Control Workers	\$15.43 / \$19.15	■ ■	RSC
Crossing Guards and Flaggers	\$12.00 / \$15.22	■ ■	SER
Emergency Medical Technicians	\$14.30 / \$18.61	■ ■ ■	SIR
Firefighters	\$13.62 / \$17.14	■ ■ ■	RSE
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	\$9.75 / \$12.84	■ ■	RS
Paralegals and Legal Assistants	\$18.10 / \$25.00	■ ■ ■	CIE
Paramedics	\$18.61 / \$23.16	■ ■ ■	SIR
Public Safety Telecommunicators	\$16.16 / \$19.46	■ ■	CRE
Security Guards	\$11.84 / \$16.13	■ ■	RCE

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Audiovisual Equipment Installers and Repairers	\$14.19 / \$19.35	■ ■ ■	RC
Butchers and Meat Cutters	\$12.68 / \$17.54	■ ■	RCE
Cabinetmakers and Bench Carpenters	\$13.24 / \$17.82	■ ■	RC
Calibration Technologists and Technicians	\$21.66 / \$34.56	■ ■ ■	RI
Chemical Technicians	\$18.90 / \$26.40	■ ■ ■	IRC
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	\$14.88 / \$21.41	■ ■	RCI
Computer Numerically Controlled Tool Operators	\$17.29 / \$24.27	■ ■ ■	RC
Electrical and Electronics Drafters (Electrical Designer)	\$17.93 / \$32.22	■ ■ ■	RCI
Electric Motor, Power Tool, and Related Repairers	\$17.19 / \$21.67	■ ■ ■	RC
Engine and Other Machine Assemblers	\$21.72 / \$27.09	■ ■	RC
Etchers and Engravers	\$10.51 / \$24.36	■ ■	RC
Fiberglass Laminators and Fabricators	\$14.48 / \$18.83	■ ■	RCI
Food Batchmakers	\$11.00 / \$17.26	■ ■	RC
Furniture Finishers	\$14.36 / \$17.78	■ ■	RA
General Maintenance and Repair Workers	\$14.58 / \$21.71	■ ■ ■	RCI
Home Appliance Repairers	\$12.72 / \$18.8	■ ■	RCI
Inspectors, Testers, Sorters, Samplers, and Weighers	\$14.09 / \$19.37	■ ■	CR
Machinists	\$17.29 / \$23.99	■ ■ ■	RCI
Medical Equipment Repairers	\$19.23 / \$30.20	■ ■ ■	RIC
Outdoor Power Equipment and Other Small Engine Mechanics	\$14.32 / \$20.41	■ ■	RC
Radio, Cellular, and Tower Equipment Installers and Repairers	\$17.07 / \$24.36	■ ■	RC
Slaughterers and Meat Packers	\$14.30 / \$17.76	■ ■	RC
Tool and Die Makers (Tool Repairer)	\$18.27 / \$28.18	■ ■ ■	RIC
Upholsterers (Furniture Upholsterer, Trimmer)	\$15.07 / \$23.3	■ ■	R
Wind Turbine Service Technicians (Power Plant Operators)	\$31.97 / \$34.35	■ ■ ■	RC

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MARKETING

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Advertising Sales Agents	\$14.93 / \$24.06	■ ■ ■ ■	ECA
Cashiers	\$10.21 / \$13.00	■ ■	CE
Counter and Rental Clerks	\$10.78 / \$17.77	■ ■	CE
Driver/Sales Workers	\$8.21 / \$10.00	■ ■	RE
First-Line Supervisors of Retail Sales Workers	\$13.88 / \$22.15	■ ■	ECS
Merchandise Displayers and Window Trimmers	\$13.55 / \$15.56	■ ■ ■	AER
Parts Salespersons	\$11.01 / \$16.05	■ ■	ECR
Retail Salespersons	\$10.59 / \$14.38	■ ■	EC
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	\$17.12 / \$29.88	■ ■	EC
Telemarketers	\$11.70 / \$14.48	■ ■	EC


TRANSPORTATION, DISTRIBUTION, & LOGISTICS

OCCUPATION	ENTRY HOURLY / MEDIAN WAGES	JOB ZONE <i>Prep. Required</i>	INTEREST AREAS
Aircraft Cargo Handling Supervisors	\$25.34 / \$31.33	■ ■	ER
Aircraft Mechanics and Service Technicians	\$21.93 / \$31.19	■ ■ ■	RCI
Aircraft Service Attendants	\$15.00 / \$16.63	■ ■	RC
Ambulance Drivers and Attendants, Except Emergency Medical Technicians	\$10.81 / \$14.81	■ ■	RS
Automotive Body and Related Repairers	\$17.01 / \$23.43	■ ■	R
Automotive Service Technicians and Mechanics	\$14.06 / \$22.39	■ ■ ■	RIC
Bicycle Repairers	\$12.72 / \$17.95	■ ■	RCI
Bus Drivers, Transit and Intercity	\$13.98 / \$18.77	■ ■	RS
Bus and Truck Mechanics and Diesel Engine Specialists	\$18.00 / \$25.28	■ ■ ■	RC
Cleaners of Vehicles and Equipment	\$9.01 / \$13.95	■ ■	RC
Couriers and Messengers	\$11.13 / \$16.72	■ ■	RCE
Electronic Equipment Installers and Repairers, Motor Vehicles	\$17.19 / \$18.85	■ ■ ■	RIC
Heavy and Tractor-Trailer Truck Drivers	\$17.82 / \$23.60	■ ■	RC
Industrial Truck and Tractor Operators	\$15.80 / \$18.84	■ ■	RC
Light Truck Drivers	\$11.26 / \$17.99	■ ■	RC
Traffic Technicians	\$15.32 / \$21.13	■ ■ ■	RIE
Transportation, Storage, and Distribution Managers	\$28.07 / \$47.36	■ ■ ■ ■	EC

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IV. Get Experience

Earn While You Study

Work-based learning gives you the edge when applying for new jobs.

North Carolina offers employers valuable resources to train you as part of their incoming workforce. You'll gain valuable work experience and meet people who can be your best resource for finding a future job and connecting with potential employers. These experiences can also improve the quality of your resume!

If you're already taking classes, you can jump start your future career by "trying out" an occupation through work-based learning programs like those listed below. Your local school or college will offer some of these programs, and you can also seek out these opportunities online and by contacting the local NCWorks Career Center as well as community businesses and organizations.

JOB SHADOWING

Job Shadowing programs usually involve going to work for one or several days with someone whose career interests you. You can observe tasks and skills required for the job, experience the work environment, and interact with people who currently work in your potential career field.

INTERNSHIPS AND COOPERATIVE EDUCATION

These experiences usually last from a couple of weeks to several months. You observe individuals in your career field of interest while performing some of the job's tasks and duties. **Internships and Cooperative Education** include mentoring by an experienced career professional who can discuss your career decisions and goals. Internships can be paid or unpaid, but Cooperative Education must provide pay. Either program may be eligible for academic credit at a high school or college.

WORK RELEASE PROGRAM

The Work Release Program provides selected offenders the opportunity for employment in the community during imprisonment. It addresses the transitional needs of soon-to-be-released offenders by providing an opportunity to support their families and to reduce the economic costs of imprisonment.

APPRENTICESHIPS

Apprenticeships offer combined academic instruction, structured training, and paid work experience that usually lasts for three to four years. Employers offer these programs in collaboration with the North Carolina Community College System.

SERVICE LEARNING

Service Learning can be a great way to learn about a career and help your community while developing new skills or applying existing skills. You will see how the services you provide connect with what you've learned in classes.

BUSINESS/INDUSTRY FIELD TRIPS

Business/Industry Field Trips are opportunities to leave the classroom to see how what you've learned applies in workplaces. You can observe and investigate activities that relate to a specific school subject and to your career plans.

Barbering Program at Harnett Correctional Institute

A collaboration between the NC Department of Public Safety, NC Board of Barber Examiners and Central Carolina Community College provides real life job skills and a pathway to a license, which may not have been considered previously, for offenders with certain qualifications in NC Correctional Facilities. The two-year program held at Harnett Correctional Institute accepts 20 individuals per cohort and provides more than 1,500 hours of classroom work and practical instruction under the guidance of a Licensed Barber Instructor. Upon graduation offenders are assigned to work in one of 12 licensed prison barber shops under a NC Board of Barber Examiners Provisional License where they work until release. Prior to release, offenders are presented to the NC Board of Barber Examiners to obtain a full Barber License.

V. Prepare for Work

Your Job Search To-Do List

Understanding what employers look for in candidates is useful when exploring career options and entering the job market. To best position yourself to land that job, do some research and prepare yourself to understand both the job and employer requirements.

Much of this research can be done over the internet. If you don't have access to the internet at home, free public internet access is usually available at a NCWorks Career Center or the public library.

READ JOB POSTINGS

Go online and search what jobs are available. Helpful websites include: NCWorks.gov, Indeed.com and LinkedIn.com/jobs.

VISIT A LOCAL NCWORKS CAREER CENTER

NC Works Career Centers have career counselors who specialize in working with re-entry candidates and can help guide you to the best opportunities. Employers have noted that a reference from a workforce development agency, such as NCWorks, is viewed positively when reviewing candidates.

RESEARCH THE OCCUPATION

NCcareers.org is your one stop shop for information on more than 800 occupations. The information you can access for each occupation includes description and duties, occupational outlook, wages, knowledge and skills needed as well as educational requirements. Visit the "Explore Occupations" section to access this information and learn more.

RESEARCH THE INDUSTRY THAT INTERESTS YOU

Through web searches and industry associations you can learn about industries and occupations. This will help prepare you for an interview or to better understand opportunities and challenges in a field: Is it growing? Are technological changes likely to affect future opportunities?

FIND LOCAL EMPLOYERS

A job posting search will help identify local employers but remember not all local employers are hiring at the same time and some will not post jobs online. Other ways to find local employers is through web searches for your town or city or to use CareerOneStop's Employer Locator Tool, careeronestop.org/toolkit/jobs/find-businesses.aspx. Limiting your search to industries (advertising, machine shops, medical clinics) may be more helpful than searching for occupations (nurse, media specialist, welder).

RESEARCH THE COMPANY

Before you contact a potential employer, do some homework to learn what the company does. Knowing about the business will impress employers. A good place to start is on the company's online and social media presence. A Google news search is also a good place to gather information.

ASK FOR AN INFORMATIONAL INTERVIEW

Talking with someone in the company is the best way to learn about a business and what they look for in new employees. Ask your friends and family if they know anyone at the company you are interested in and see if they can help set a meeting. If you don't have a direct link, make a call to the company and explain that you are interested in working for them as employers will schedule a brief meeting to talk with someone interested in learning about opportunities. During the meeting, don't ask for a job, instead be prepared with questions and be respectful of their time. You can find interviewing tips and conducting an informational interview at careeronestop.org/jobsearch/network/form-a-network.aspx.

UNDERSTAND EMPLOYER BENEFITS

Benefits are available to employers who have a "fair chance" hiring policy. Be aware and prepared to tell employers about them.

- **Work Opportunity Tax Credit (WOTC)**

WOTC provides up to a \$2,400 tax credit for each qualified individual hired. To qualify, the employer must hire an individual who has been convicted of a felony or released from prison within the last 12 months. Information on the WOTC is available at nccommerce.com/grants-incentives/workforce-grants/work-opportunity-tax-credit.

- **Federal Bonding Program**

Provides free insurance starting at \$5,000 for any "at risk" job seeker employed, including individuals with a history of arrest or conviction. More information is available at bonds4jobs.com.

Generate Additional Income

Some will need to close the gap between their expenses and what they earn at a traditional job through "Gig Work". This type of work is about completing small tasks for individuals or organizations.

A Few Things to Know

- You might find jobs through online platforms or apps that link you with clients. You get to pick when you work, but demand for your services isn't in your control.
- While many people associate gig work with hands-on tasks, like deliveries or home repairs, there's a wide range of jobs available. You can find gigs in fields like accounting, computer programming, and more.
- Lots of folks see gig work as a side job rather than a main source of income. Less than half of gig workers rely on it full-time.
- Gig work is usually based on either hourly rates or completion of tasks, rather than a set salary.

Background Check

If you're considering gig work, you may need to go through a background check. Many companies use third-party services for this. While they generally prefer clean backgrounds, some still hire folks with criminal histories, depending on the job and circumstances. Your case manager could help you find gig opportunities that fit your situation. Gig work can offer flexibility and a chance to earn extra cash, but it's good to weigh the pros and cons before diving in. Your case manager can provide guidance and support as you explore your options.

You can find resources, like gigworker.com, on the internet that explain the different companies and opportunities for "Gig Work." Prior to providing any personal information or signing up for services, be sure that the site is legitimate.

Don't go it alone!

NCWorks offers services to individuals with criminal backgrounds.

Each NCWorks Career Center provides services to individuals with criminal records. Career center staff ensure those job seekers have the necessary resources to conduct an effective job search. In addition to the services provided to all job seekers, individuals with a criminal record have access to the following:

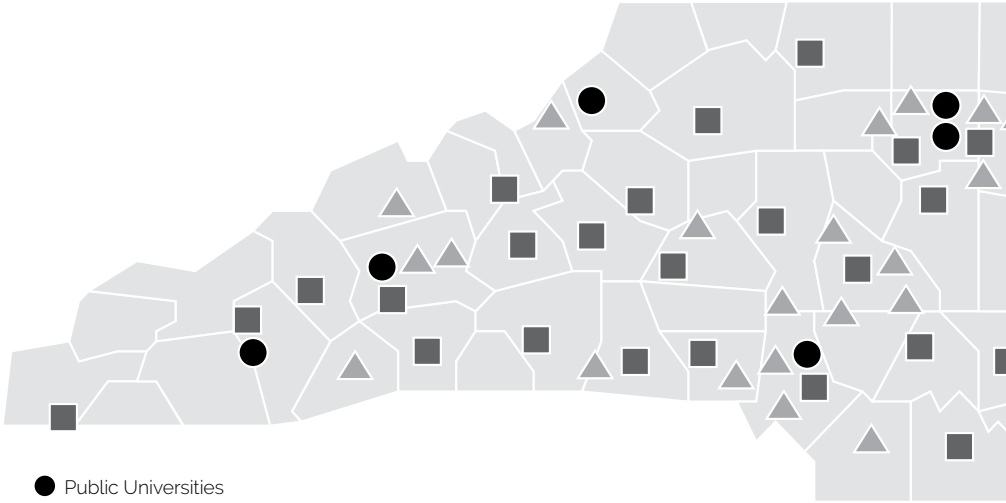


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network

- Help with writing resumes and a "letter of explanation" detailing their criminal record and/or incarceration and indicating rehabilitative efforts.
- Knowledge about employers' policies concerning hiring individuals with a criminal record.
- Workshops specific to addressing concerns of individuals with criminal records.
- Referrals to community organizations that assist individuals with criminal records.
- Information on Federal Bonding and the Work Opportunity Tax Credit.
- Career centers also work with federal, state, and local providers of reentry services, including community- and faith-based organizations, and vocational rehabilitation centers.

Visit NCWorks.gov or call 1-855-629-6757 to find the NCWorks Career Center that can serve you.

With over 110 Public & Private Colleges and Universities, there's something for everyone in North Carolina.



- Public Universities
- North Carolina Community College System
- ▲ Independent Colleges and Universities

Career and Educational Resources

NCcareers.org
DREAM IT, PLAN IT, BE IT.
nccareers.org

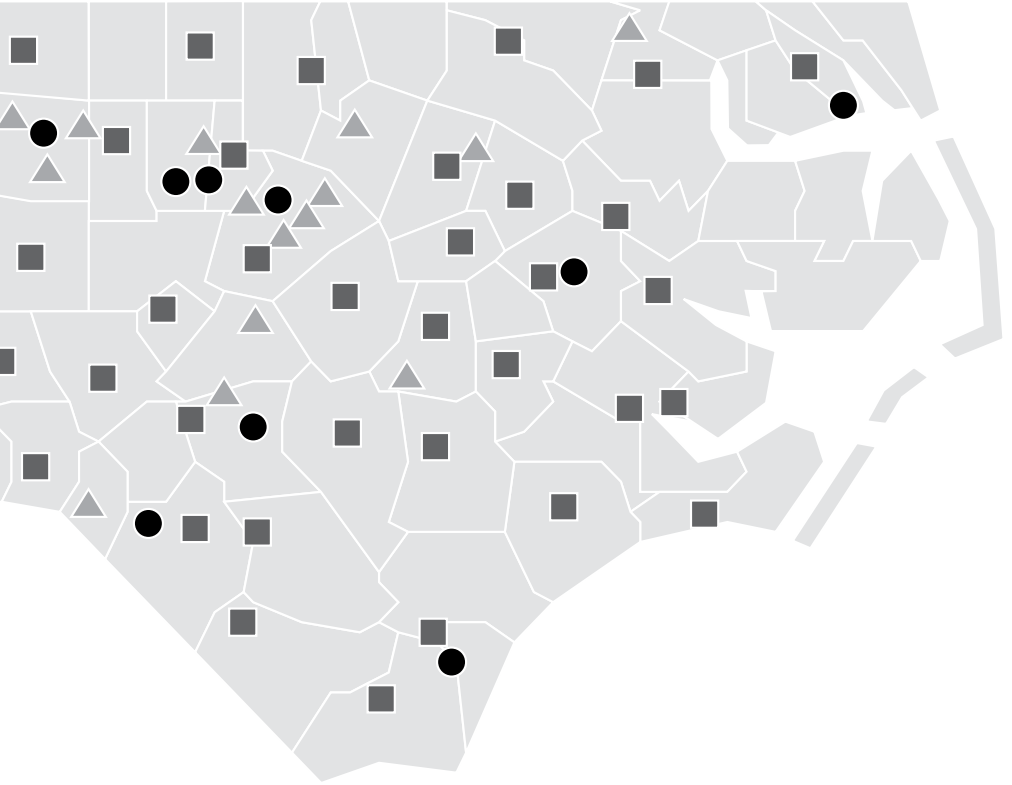
REALITY CHECK
nccareers.org/find-career/reality-check

College Foundation
of North Carolina
cfnc.org

careeronestop
PATHWAYS TO CAREER SUCCESS
careeronestop.org

NC works
ncworks.gov

Go to <https://www2.cfnc.org/college-search> to access an interactive searchable table and map of NC Community Colleges, Public Universities, and Independent Colleges & Universities with information including costs, certificates, and degree programs to help you prepare for your education and career.



Additional Resources



bonds4jobs.com



legallaidnc.org



ccat.sog.unc.edu



doleta.gov

Search:
[Worker Opportunity Tax Credit](#)



nccourts.gov

Search:
[Expunctions](#)
[Certificate of Relief](#)



ncjustice.org

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NCcareers.org

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To continue exploring & building your career online, visit:

nccareers.org

nccommunitycolleges.edu

ncworks.gov