

When does fall begin?

Fall equinox -- September 22 **A**

Meteorological Fall -- September 1 **B**

When the kids go back to school **C**

When football starts **D**

Doesn't matter **E**

The presentation about Career Exploration!

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Are you familiar with NCcareers.org?

Very, I use it with my clients **A**

Yes, I have visited the website before **B**

Sort of, I have seen a presentation and talked about it with my colleagues **C**

No. **D**

Career Exploring and Planning

... a series of steps to help clarify and determine short- and long-term career goals.



Reasons to Explore & Plan

- Provides flexibility, motivation and accountability.
- Prepare to take advantage of an opportunity.
- Understand Options.
- Something to refer to when a setback occurs.

Excuses not to Explore & Plan

- I don't have time.
- I know what I want to do.
- That's for students? I am in the workforce!
- I want to be able to take advantage of any opportunities that arise.
- I don't know how.

Tips for effective career exploration

1. Don't get overwhelmed!
2. Get assessed
3. Think long term
4. Consider the place
5. Be flexible
6. Don't be alone

Your career, your future.



Find My Interests



Explore Occupations



Plan My Career



Education & Training



Job Search



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Governance Committee



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

NORTH CAROLINA INDEPENDENT COLLEGES & UNIVERSITIES



Advisory Board



Landing Page

Site Navigation
direction to main pages

Invite to Explore Occupations
sample of data available

Quick Connections
to Education & Workforce info & resources

The screenshot shows the NCcareers.org landing page. At the top, there is a navigation bar with the NCcareers logo, a search icon, a flag icon, and a 'Sign In' button. Below the navigation bar is a hero section with the headline 'Your career, your future.' and five icons representing different career paths: 'Find My Interests', 'Explore Occupations', 'Plan My Career', 'Education & Training', and 'Job Search'. Below this is a row of three featured cards: 'REALITY' (Make budget choices and get a summary of state or county costs), 'MY FINDER' (What kind of person are you? Are you a realist? A dreamer?), and 'CHECK YOUR MATCH' (Discover which Career Clusters match your combination of traits, apt and academic interests). Below the featured cards is a 'SPOTLIGHT' section with tabs for 'Building Inspectors', 'Environmental Engineers', 'Social Workers', and 'HR Managers'. The 'Building Inspectors' tab is selected, showing a detailed view of the occupation with a 5-star rating, a description, and a 'Learn More' button. Below the description is a 'RELATED OCCUPATIONS' section with a search bar. At the bottom, there is an 'EXPLORE' section with tabs for 'Further Education', 'Change Careers', 'Remove Barriers', and 'Prepare for Work'. Below this are three 'Quick Connections' cards: 'Career And College Promise: Two Schools For The Price Of None', 'NC 4-Year Colleges: Making College Affordable in NC', and 'Department of Public Instruction: Exploring Careers for Students (K-12th)'. Each card has a 'LEARN MORE' button.



Sign In

Why create a free account?

Not required for access!

CFNC

College
Foundation
of North Carolina

Save assessments

Assessments

Saved Items

My Profile

Summary >

Reality Check >

Interest Finder >

Career Cluster Match >

Be Your Own Boss >

Skills Matcher >

Work Values Sorter >



Interest Finder

Skills Matcher

Reality Check

Career Cluster Match

Work Values Sorter

Be Your Own Boss



Total Monthly Cost
\$2,410/Month
Minimum Household Income
\$28,920/Year



Please complete this assessment to view results.
Click on [Interest Finder](#).



- Finance
- Marketing
- Business, Management and Administration



Please complete this assessment to view results.
Click on [Be Your Own Boss](#).



Please complete this assessment to view results.
Click on [Skills Matcher](#).



Please complete this assessment to view results.
Click on [Work Values Sorter](#).

Save favorite occupations and more

Assessments

Saved Items

My Profile

Occupations/Job Searches >

Programs/Institutions >

Next Step/First Step >

Bookmarks/Resources >

Occupations/Job Searches

Saved Job Searches

Insurance Sales Agents - North Carolina

Personal Financial Advisors - Charlotte

Saved Occupations

	MEDIAN ANNUAL WAGE	ANNUAL GROWTH RATE	
 Personal Financial Advisors Star Rating: ★★★★★ Education: Bachelor's degree North Carolina	\$97,960 (\$47.10/hr)	 Very Strong Growth 2.00%	
 Financial Managers Star Rating: ★★★★★ Education: Bachelor's degree North Carolina	\$131,610 (\$63.28/hr)	 Very Strong Growth 2.10%	
 Sales Managers Star Rating: ★★★★★ Education: Bachelor's degree North Carolina	\$131,600 (\$63.27/hr)	 Strong Growth 1.00%	
 Insurance Sales Agents Star Rating: ★★★★★ Education: High school diploma or equivalent North Carolina	\$49,440 (\$23.77/hr)	 Very Strong Growth 1.40%	
 Wholesale and Manufacturing Sales Representatives Star Rating: ★★★★★ Education: High school diploma or equivalent North Carolina	\$59,920 (\$28.81/hr)	 Average Growth 0.90%	
 Technical and Scientific Product Wholesale and Manufacturing Sales Representatives Star Rating: ★★★★★ Education: Bachelor's degree North Carolina	\$87,110 (\$41.88/hr)	 Strong Growth 1.20%	

Your career, your future.



Find My
Interests



Explore
Occupations



Plan My
Career



Education &
Training



Job
Search



CAREER CLUSTER
MATCH



SKILLS
MATCHER



SMALL BUSINESS/ENTREPRENEUR
READINESS SURVEY



INTEREST
FINDER



WORK VALUES
SORTER

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Training



Job
Search



Explore Occupations Table

793 Occupations

Occupations

Search for an occupation from nearly 800 job titles or browse the fastest growing jobs in North Carolina. Filter and sort results by: location, career cluster, star rating (a composite rating of occupations computed by LEAD), salary range, education level, interests and/or abilities.

Type in Occupation Name or Job Title

793 matching occupations found Clear Filter(s)

SORT BY		Median Annual Wage	Annual Growth Rate	Avg. Annual Openings
	Statisticians Star Rating: ★★★★★ Education: Master's degree	\$96,290 (\$46.29/hr)	Very Strong Growth 3.1%	Average Opportunity 199
	Information Security Analysts Star Rating: ★★★★★ Education: Bachelor's degree	\$103,470 (\$49.74/hr)	Very Strong Growth 3.1%	Strong Opportunity 438
	Solar Photovoltaic Installers Star Rating: ★★★★☆ Education: High school diploma or equivalent	\$33,040 (\$15.89/hr)	Very Strong Growth 3.0%	Average Opportunity 95
	Physician Assistants Star Rating: ★★★★★ Education: Master's degree	\$102,180 (\$49.13/hr)	Very Strong Growth 2.9%	Strong Opportunity 498
	Nurse Practitioners Star Rating: ★★★★★ Education: Master's degree	\$101,540 (\$48.82/hr)	Very Strong Growth 2.7%	Strong Opportunity 441
	Genetic Counselors Star Rating: ★★★★☆ Education: Master's degree	\$72,030 (\$34.63/hr)	Very Strong Growth 2.7%	Rare Opportunity 13

Occupation Profile Page

- Heart of the site
- All data in one place
- Links to additional information
- Can mark as a favorite or print
- Can change geography

Paralegals and Legal Assistants ★★★★★

History

1 Low, Public Safety, Corrections and Security

2 Annual Salary (Wages)

Lower End Wage (10th Percentile)
\$24,427 (\$12.72/hr)

Middle Wage (50th Percentile)
\$24,542 (\$12.77/hr)

Higher End Wage (90th Percentile)
\$27,224 (\$17.22/hr)

Paralegals and legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting documents.

What do they typically do

- Investigate the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for the attorney's review and case preparation
- Write reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Draft affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts

3 Ratings

Wage (5/5)

Job Openings (4/5)

Job Growth Rate (4/5)

Experience Level (3/5)

4 Common Job Titles

- Certified Paralegal
- Contract Preparer

[More](#)

5 Similar Occupations

Human Resources Assistants
 Claims Adjusters, Examiners, and Investigators

[More](#)

6 Occupation Code

230211 - Paralegals and Legal Assistants

7 Pathway

Legal Services

8 NCDPI Career Pathways

Identify the High School Classes that can help start preparing you for a chosen career.

[Find classes](#)

9 Number of Jobs

Average Annual Job Growth +1.3%

Job Opening 24

10 Education & Training

Education
 Most occupations require training in vocational schools, related on-the-job experience, or an associated degree.

Associated Programs or Majors
[Paralegal Technology](#)

Licenses
[Certified Paralegal](#)

Private Training Programs

11 Job Listings

Select a region/location in North Carolina to begin your search.

[View available jobs](#)

12 First Step

Find out where to start your new journey.

[Get started](#)

13 Next Step

Find out what's next in line on your career journey.

[Get started](#)

14 Work Place

Paralegals do most of their work in offices and law libraries. Occasionally, they travel to gather information and do other tasks. Most paralegals and legal assistants work full time.

15 Top Skills & Abilities

Writing things for co-workers or customers

Listening to others, not interrupting, and asking good questions

Reading work-related information

[More](#)

16 Knowledge/Specialties

Clerical

Computers and Electronics

Customer and Personal Service

English Language

Law and Government

17 Experience

Previous work-related skill, knowledge, or experience is required.

18 Training

Usually one or two years of training involving both on-the-job experience and informal training with experienced workers - an apprenticeship may be available.

19 Interests

Conventional, Enterprising, Investigative

20 Video: Paralegals and Legal Assistants

Video provided CareerOneStop. CareerOneStop is sponsored by the U.S. Department of Labor, Employment and Training Administration and the Minnesota Department of Employment & Economic Development.

Your career, your future.



Find My
Interests



Explore
Occupations



Plan My
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Education &
Training



Job
Search



First Step

Find out where to start your new journey.

[Get Started](#)



Next Step

Find out what's next in line on your career journey.

[Get Started](#)

- Answer questions like:
 - What is an advancement opportunity?
 - How do I gain experience?
 - Where should I start?
- Can see side by side comparison of options

What can I do with my Education?

- Match education to jobs
- Answer questions like:
 - What Occupations should I consider?
 - What can I do with my degree?

Your career, your future.



Find My
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Explore
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Education &
Training



Job
Search

Find Higher Education & training opportunities

- Higher Education Degrees
 - NC Public Universities
 - NC Private Colleges & Universities
 - NC Community Colleges
- Certificates
 - NC Community Colleges
 - Private Training Providers





**How does NCcareers.org
work with NCWorks.gov?**

Your career, your future.



Find My
Interests



Explore
Occupations



Plan My
Career



Education &
Training



Job
Search

Start a job search by entering an occupation name or job title and then select a location. Select from Region (this includes State-wide), City, County or Zip Code and then select options (Region) or type ahead (City, County, Zip Code). You may need to disable your browser's pop-up blocker.

Select a region/location in North Carolina to begin your search.

Current Job Listings

Search for current job openings by Occupation Name and Location



Occupation

 

Search Type

Region

City

County

Zip Code

Location 

SEARCH

State Government Job Listings can be found [here](#)

[Search for a Job](#)

[Find a Career Advisor](#)

[Workers with Disabilities](#)

[Tips & Tools](#)

[Apprenticeship](#)



NCWorks Career Centers



Counseling and tools available for those trying to find a job, improve their skills and prepare for interviews. Career Centers are located across the state.

Disability Job Services



Professionals across NC with the Divisions of Vocational Rehabilitation and Services for the Blind advise and assist individuals in find jobs and manage their careers.

Middle and High Schools



Career Development Coordinators (CDCs) within the Career and Technical Education (CTE) Department and School Counselors within Student Services are available to help Middle and High School...

University Career Centers



NC's Colleges and Universities have experienced counselors and advisors to help with a job search and career exploration. Visit the career center or search the website for more information.

Community College Career Guidance



NC's 58 Community Colleges have resources they offer to students and alumni. Find out what is offered at your school.

[Search for a Job](#)

[Find a Career Advisor](#)

[Workers with Disabilities](#)

[Tips & Tools](#)

[Apprenticeship](#)



How to start a job search



A job search is challenging but being organized and having a plan can help move the process along and relieve stress. Find some tips and items to gather.

Where to find jobs



Once you are organized, understanding the different methods of searching for a job is important. A mixture of methods is sometimes needed to achieve the best outcome.

Applications, resumes. Help!



Once you identify interesting positions, you will need to indicate interest in the position through submitting a resume or an application. Learn what should be included.

Impress in a job interview



Congrats! You have an interview and are one of a select number of candidates to be considered. There are many things you can do in an interview to enhance your chance of being hired.

Additions coming soon

- Updated Home Page
- Lesson Plans
 - Late Elementary/Middle School
 - High School
 - Post Secondary Education
- Additional articles and information
- Updated Data
- Single-sign on with NCWorks (Proposed)

Need Help or Have Ideas?



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NCcareers@nccommerce.com

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Which section of the site would you like to hear an in-depth presentation on?

Find My Interests -- Assessments **A**

Explore Occupations -- Occupational
Labor Market Information **B**

Plan My Career -- Next/First Step & What
Can I do with my Education? **C**

Education and Training -- How to identify
the education required for an occupation **D**

I think I can take it from here **E**

DREAM IT. PLAN IT. BE IT.

NCCareers.org

