

## **Using the Self-Directed Search & My Next Move for Veterans:**

*A Way to Home in on Your Veteran Clients'  
Civilian Occupations*

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## Summary

*For military service members, transitioning to civilian life can be especially challenging. With unique skill sets that may not obviously correspond to private sector careers, veterans need access to tools that can help them discover careers that best match their skills, experience, and personality. The **Self-Directed Search (SDS)** has been used by more than 35 million people worldwide to discover the careers and fields of study that are likely to be a good fit for their interests and skills. In 2017, the SDS was revised to include online reports tailored to specific populations. One of these reports is the **VeteranSDS**, designed to help veterans and active-duty military personnel discover careers that best match their skills and interests. Another valuable tool for veterans is **My Next Move for Veterans**, a website developed by the Occupational Information Network (O\*NET). This white paper will demonstrate how the VeteranSDS can be used in conjunction with My Next Move for Veterans to establish a successful framework that can help military personnel successfully transition into civilian careers by exploring skills and experiences that can be matched to existing private sector occupations.*

## Introduction

Veterans and military personnel often have difficulty transitioning back to the civilian world. In particular, finding a civilian job can be especially difficult, as veterans face unique career challenges. Two important tools are available that can help career professionals address this situation.

The [Self Directed Search \(SDS\)](#) is a career assessment and exploration tool that uses John Holland's RIASEC theory to classify individuals according to six basic types.

[My Next Move for Veterans](#), initiated by the Occupational Information Network (O\*NET), is an online crosswalk between military occupational specialty (MOS) titles and civilian occupations.

### The purpose of this white paper is to:

- a. Discuss the challenges facing veterans re-entering the work force.
- b. Demonstrate via a case example how to use the SDS and My Next Move to help veterans make smoother transitions into occupations that best match their military experience and personality.

## Veterans by the Numbers

There are currently 20.4 million men and women who are veterans. This represents 8% of the U.S. adult population.

Of veterans who have served since 2001, 18% are women, 16% are African American, and 14% are Hispanic.<sup>1</sup> At least 70% have some postsecondary education.<sup>1</sup> This demonstrates a base of veterans that is increasingly more diverse in terms of gender, race, and ethnicity and is also well educated.

Unemployment is declining among veterans, down to 3.7 percent.<sup>1</sup> However, this still means that more than 370,000 veterans remain jobless. Of those, 63% are ages 18 to 54 years,<sup>1</sup> which are considered prime working years.

## Career Challenges Facing Veterans

Veterans face four main career challenges returning to the work force.<sup>2</sup> Culture shock is often cited as the most difficult of these challenges.

### Culture shock

- Transition from regimented culture to a more unstructured environment
- Subtle nuances in conversations and workplace lingo may be unfamiliar
- Grief over the loss of military identity

<sup>1</sup>Bureau of Labor Statistics, U.S. Department of Labor. *Employment Situation of Veterans, 2017*. <https://www.bls.gov/news.release/vet.nr0.htm>

<sup>2</sup>Simpson, A., & Armstrong, S. (2009). From the military to the civilian work force: Addressing veteran career development concerns. *Career Planning & Adult Development Journal*, 25(1).

### Transferable skills

- Identifying and describing in civilian terms

### Job preparation and job search

- May have never interviewed for a civilian job or created a résumé
- May have unrealistic expectations about salary and time-frame for job hunting

### Financial concerns

- Frustration over living expenses

## Tools to Help Serve Veterans

### Self-Directed Search

The [Self-Directed Search \(SDS\)](#), is a self-administered, self-scored, and self-interpreted career counseling tool. It was originally developed by John Holland, and is based on his theory that individuals can be classified according to one of six basic types: **Realistic, Investigative, Artistic, Social, Enterprising, and Conventional**. This is more commonly referred to as the **RIASEC** model. The theory is based on the idea that if your personality type matches your work environment type, you are more likely to find job fulfillment and career satisfaction.

The SDS asks questions about aspirations, activities, competencies, and level of interest in a variety of occupations. It is composed of sections that cover activities that might typically occur during a career counseling or advising session. The test produces a three-letter Summary Code that helps individuals find educational and occupational matches to their personality type. This Summary Code can then be matched to three-letter Holland Codes, which have been assigned to various occupations. By finding a career that matches an individual's personality, the person is more likely to experience fulfillment in their work.

The SDS contains both printed materials (available on [parinc.com](#)) and an interactive, online report (available at [self-directed-search.com](#)). The use and interpretation of the SDS is fully described in the Professional Manual.<sup>3</sup>

### SDS Printed Materials

The printed materials include the:

- [Assessment Booklet](#)
- [Occupations Finder](#)
- [Educational Opportunities Finder](#)
- [You and Your Career Workbook](#)

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<sup>3</sup>Holland, J. L., & Messer, M. A. (2013). *Self-Directed Search: Form R* (5th ed.) *Professional Manual*. Lutz, FL: PAR.

**Assessment Booklet**—contains the SDS questions and scoring sheet to provide a Summary Code.

## How To Organize Your Answers

Start on page 3. Find the totals for each **L** (Like) or **Y** (Yes) column. Record the total for each group of Activities, Competencies, and Occupations in the boxes below. Then go to page 12. Find the numbers circled for each of the Self-Estimates and record the numbers in the boxes below.

	<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>
<b>Activities</b> (pp. 3-5)	<input type="text"/>					
<b>Competencies</b> (pp. 6-8)	<input type="text"/>					
<b>Occupations</b> (pp. 9-11)	<input type="text"/>					
<b>Self-Estimates Part 1</b> (p. 12)	<input type="text"/>					
<b>Self-Estimates Part 2</b> (p. 12)	<input type="text"/>					

<b>Summary scores</b> (Add the five R scores, the five I scores, the five A scores, etc.)	<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



The letters with the three highest numbers indicate your Summary Code. Write your Summary Code below. If two scores are the same or tied, put both letters in the same circle.

**Summary Code**

1st      2nd      3rd

Your Summary Code can help you search for occupational options. To fully explore these options, use the **StandardSDS Occupations Finder** and the **StandardSDS You and Your Career Workbook**.

## What Your Summary Code Means

Your Summary Code is a simple way of organizing information about people and occupations. It can be used to discover how your special pattern of interests, self-estimates, and competencies resembles the patterns of interests and competencies that many occupations demand. In this way, your Summary Code locates suitable groups of occupations for you to consider. If you have access to the **StandardSDS You and Your Career Workbook**, you can skip the next two pages and begin completing the activities. If not, continue with the remaining two pages in this booklet.

Search the **StandardSDS Occupations Finder** for every possible ordering of your three-letter code. For example, if your Summary Code is ESC, search for **ESC, ECS, SEC, SCE, CES,** and **CSE** occupations by completing Steps 1 and 2 below.



Find the occupations with codes that are **identical** to yours, and list those occupations that are of interest to you. For instance, if your code is **SEI**, only occupations with the code of **SEI** are identical. Next, go to Step 2, even if you did not find an occupation with a code identical to yours.

**Summary Code**

Occupation	Education	Occupation	Education



Make a list of occupations with codes that resemble yours. Search the **StandardSDS Occupations Finder** for the five other arrangements of your code. For example, if your code is **IRE**, search for occupations with codes of **IER, RIE, REI, EIR,** and **ERI**. Start by writing down the five possible letter arrangements of your Summary Code. If your Summary Code includes a tie such as **RIEA**, look up all possible letter combinations and their arrangements.

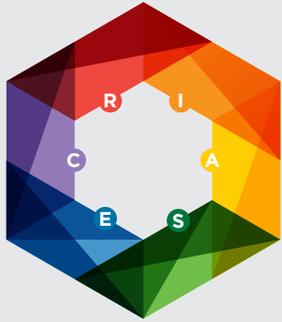
**Similar Codes**

<input type="text"/>							
<input type="text"/>							

Occupation	Education	Occupation	Education

**Occupations Finder**—Includes over 1,400 occupations, each linked to a Holland Code, education level, and career cluster. Icons indicate rapid growth and new and emerging occupations. Occupations are sorted alphabetically and also by Holland Code.

## Alphabetized Index



### Alphabetized Index

Use this list to look up the jobs you listed in the Occupational Daydreams section of the **StandardSDS Assessment Booklet** or simply to explore jobs further.

★ New and Emerging  
 † Rapid Growth

Occupation	O*NET	HOC	ED
<b>A</b>			
Abstractor	23-2093.00	CSI	2
Academic Advisor	21-1012.00	SEC	4
Account Executive	11-2011.00	AES	4
Accountant	13-2011.01	CSI	4
Accountant, Cost	13-2011.01	CIE	4
Accountant, Property	13-2011.01	CER	4
Accountant, Systems	13-2011.01	CSE	4
Accountant, Tax	13-2011.01	ECS	4
Accounting Clerk	43-3031.00	CSR	2
Acquisitions Librarian	25-4021.00	SAI	5
Acrobat	27-2011.00	AER	2
Actor	27-2011.00	AES	1
† Actuary	15-2011.00	ISE	4
Acupressurist	29-1199.00	ISR	5
★ Acupuncturist	29-1199.01	IRE	5
★ Adapted Physical Education Specialist	25-2059.01	SRE	4
Adhesive Bonding Machine Operator	51-9191.00	RCS	2
Administrative Assistant	43-6011.00	ESC	3
† Administrator, Health Care Facility	11-9111.00	SER	5
Advertising Sales Agent	41-3011.00	ERS	3
Agent, Artists	13-1011.00	ESA	4
Agent, Athletes	13-1011.00	ESR	4
Agricultural Inspector	45-2011.00	RIC	2
Agronomist	19-1013.00	IRS	5
Air Analyst	17-3025.00	IRS	4
Air Traffic Control Specialist	53-2021.00	SCE	4
Aircraft Mechanic, Electrical and Radio	49-2091.00	RIE	3
Airfield Operations Specialist	53-2022.00	RES	3
Airframe and Power Plant Mechanic	49-3011.00	RIE	3
Airline Radio Operator	27-4013.00	CRE	2

Occupation	O*NET	HOC	ED
<b>A (continued)</b>			
Airplane Inspector	53-6051.01	RES	3
Airport Maintenance Chief	49-1011.00	ERS	2
Airport Manager	11-3071.01	ESR	4
Airport Utility Worker	53-6099.00	RCI	2
★ Allergist/Immunologist	29-1069.01	ISE	5
Amusement Park Worker	39-3091.00	SRE	1
★ Analyst, Management	13-1111.00	ICR	4
† Anesthesiologist	29-1061.00	IRS	5
★ Anesthesiologist Assistant	29-1071.01	RSI	5
Animal Breeder	45-2021.00	RES	2
Animal Nursery Worker	39-2021.00	RCI	1
Animal Scientist	19-1011.00	IRS	5
Animal Trainer	39-2011.00	RES	2
Announcer, Amusement and Recreation	27-3012.00	ESR	2
Announcer, Radio and TV Broadcasting	27-3011.00	SCE	4
Anthropologist	19-3091.01	IRE	5
Appeals Referee	23-1021.00	SCE	5
Appliance Repairer	49-9031.00	RIE	3
Appliance Service Supervisor	49-1011.00	ERS	2
Appraiser	41-9099.00	CIR	4
Appraiser, Governmental Services	13-2021.01	IES	3
Appraiser, Real Estate	13-2021.02	ECR	4
Arbitrator	23-1022.00	SEA	4
Archeologist	19-3091.02	IRE	5
Architect	17-1011.00	AIR	5
Architect, Marine	17-2121.02	IRE	5
Archivist	25-4011.00	AES	5
Art Appraiser	27-1019.00	IAS	4
Art Director	27-1011.00	AES	4
★ Art Therapist	29-1125.01	SAI	4

(continued)

## Holland Occupational Code Index



### Realistic Occupations



**Description** Includes skilled trades, technical occupations, and some service occupations.

**Skills** Manual and mechanical skills using machines, tools, and objects.

**Activities** Physical or hands-on activity; use of machines, tools, and materials and outdoor work.

★ New and Emerging  
 † Rapid Growth

Occupation	O*NET	ED	CLU
<b>RIA</b>			
Audio and Video Equipment Technician	27-4011.00	3	ART
Television Technician	27-4012.00	3	ART
<b>Also see occupations listed under codes IRA, IAR, ARI, and AIR</b>			
<b>RIS</b>			
Engineer, Electronics	17-2072.00	4	STM
Engineer, Mechanical	17-2141.00	4	STM
Forester	19-1032.00	4	AGR
Pilot, Helicopter	53-2012.00	4	TRA
Prospector	19-2042.00	4	STM
Tool Designer	17-2141.00	4	STM
Farmer, General	11-9013.02	3	AGR
Nuclear Medicine Technologist	29-2033.00	3	HEA
† Radiation Therapy Technologist	29-1124.00	3	HEA
Repairer, Electronics and Computers	49-2011.00	3	MAN
Telecommunications Technician	49-2022.00	3	ART
Welder	51-4121.06	3	MAN
Cabinetmaker	51-7011.00	2	MAN
Chemical Equipment Operator	51-9011.00	2	MAN
Dockworker	53-7041.00	2	MAN
Elevator Technician	47-4021.00	2	A/C
Engine Tester	51-9061.00	2	MAN
Engineer, Operating	47-2073.00	2	A/C
Iron and Steel Worker	47-2221.00	2	A/C
Manager of Mechanics, Installers, and Repairers	49-1011.00	2	MAN
Multiple Machine Operator	51-4081.00	2	MAN
Structural Metal Fabricator and Fitter	51-2041.00	2	MAN
Substation Operator, Utilities	51-8012.00	2	MAN
Landscape Gardener	37-3011.00	1	AGR

Occupation	O*NET	ED	CLU
<b>RIE</b>			
★ Engineer, Automotive	17-2141.02	4	STM
Engineer, Computer Systems Hardware	17-2061.00	4	IT
Engineer, Petroleum	17-2171.00	4	STM
Engineer, Plant	11-9041.00	4	STM
Geologist, Petroleum	19-2042.00	4	STM
Materials Scientist	19-2032.00	4	STM
Pilot, Commercial Airplane	53-2012.00	4	TRA
Pilot, Executive	53-2011.00	4	TRA
Aircraft Mechanic, Electrical and Radio	49-2091.00	3	TRA
Airframe and Power Plant Mechanic	49-3011.00	3	TRA
Appliance Repairer	49-9031.00	3	MAN
Die Maker, Jewelry	51-4111.00	3	MAN
Drafter, Detail	17-3013.00	3	A/C
Electric Motor Repairer	49-2092.00	3	MAN
Electrical Technician	17-3023.03	3	STM
† Electrician	47-2111.00	3	A/C
Electro-Mechanical Technician	17-3024.00	3	STM
Laboratory Technician	19-4031.00	3	STM
Machinist	51-4041.00	3	MAN
★ Manager, Hydroelectric Production	11-3051.06	3	BUS
Motorcycle Mechanic	49-3052.00	3	TRA
Prosthetics Technician	51-9082.00	3	HEA
Sound Technician	49-2022.00	3	ART
Weather Observer	19-4099.00	3	STM
Automobile Body Repairer	49-3021.00	2	TRA
Biomedical Equipment Technician	49-9062.00	2	MAN
Blaster	47-5031.00	2	AGR
Farm Machine Operator	45-2091.00	2	AGR
Film Projectionist	39-3021.00	2	HOS
Gunsmith	51-4081.00	2	MAN

(continued)

**Educational Opportunities Finder**—includes over 1,000 programs of study, each linked to a Holland Code, a Classification of Instructional Programs (CIP) code, and an overarching category.

# Investigative



## Investigative Programs of Study

Investigative programs of study prepare individuals for Investigative occupations.

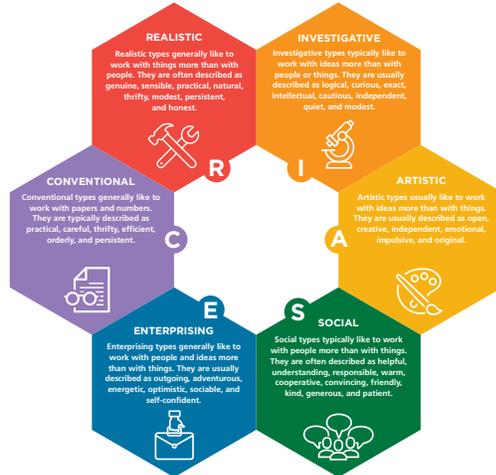
- Description** Includes scientific occupations and some technical occupations.
- Skills** Problem solving, scientific, writing, or verbal skills.
- Activities** Analytical or intellectual activity aimed at troubleshooting or creation and use of knowledge.

Program of study	CIP	Category
<b>IRA</b>		
Biopsychology	30.1001	Interdisciplinary Studies
<b>Also see fields of study listed under IAR, AIR, ARI</b>		
<b>IRS</b>		
Aerospace Physiology and Medicine	26.0912	Biological Sciences
Agricultural and Horticultural Plant Breeding	01.1104	Agriculture
Agriculture	01.0000	Agriculture
Agroecology and Sustainable Agriculture	01.0308	Agriculture
Agronomy and Crop Science	01.1102	Agriculture
Anesthesiology	60.0403	Residency Programs
Atmospheric Chemistry and Climatology	40.0402	Physical Sciences
Atmospheric Sciences and Meteorology	40.0401	Physical Sciences
Automation Engineer Technology/Technician	15.0406	Engineering Technologies
Biochemistry	26.0202	Biological Sciences
Biological and Physical Sciences	30.0101	Interdisciplinary Studies
Biomedical Sciences	26.0102	Biological Sciences
Botany/Plant Biology	26.0301	Biological Sciences
Chemical Process Technology	41.0303	Science Technologies
Chemical Technology/Technician	41.0301	Science Technologies
Computational Biology	26.1104	Biological Sciences
Computational Science	30.3001	Interdisciplinary Studies
Dairy Science	01.0905	Agriculture
Electromechanical and Instrumentation and Maintenance Technology/Technician	15.0499	Engineering Technologies
Electromechanical Technology/Electromechanical Engineering Technology	15.0403	Engineering Technologies
Endodontics/Endodontology	51.0506	Health Services
Environmental Engineering Technology/Environmental Technology	15.0507	Engineering Technologies
Evolutionary Biology	26.1303	Biological Sciences
Forest Management/Forest Resources Management	03.0506	Natural Resources

(continued)

**You and Your Career Workbook**—includes reflective activities and exercises to engage users in the career exploration process. It helps the user understand his or her code and how to use it in conjunction with the Occupations Finder and Educational Opportunities Finder.

## Overview



The six-sided figures above, called hexagons, show the similarities and differences between the six types of people. Types that are next to each other are the most similar, while types that are far away or across from each other are the most different. For example, Realistic and Investigative types tend to have similar interests. However, Realistic and Social types tend to be more different.

The SDS uses information you provide about yourself to generate a valid and reliable three-letter code that helps with self-understanding, exploring potential occupations, and analyzing your current job satisfaction or dissatisfaction.

### Exercise

The hexagon can be used to estimate the degree of fit between a person and an occupation. On the figure above, circle the words that correspond to the letters in your Summary Code.

To estimate your compatibility with an occupation, find the distance between the first letter of your Summary Code and the first code letter of the occupation you have in mind. (Refer to My Daydream Occupations on page 2 of the **StandardSDS Assessment Booklet** or My Occupational List on page 5.) The smaller the distance, the closer the fit between you and the occupation. For more comprehensive and precise estimates of the degree of fit or compatibility between your three-letter Summary Code and any occupation, talk with a career counselor, career practitioner, or other professional.

## Exploring Occupations

# Exploring Occupations

Depending on where you are in your educational, occupational, and personal life, the steps for making a career decision can vary. What follows are some activities that may help you make sense of your career and educational opportunities.

### Exercise

To help you in making a career decision, search the Holland Occupational Code Index of the **StandardSDS Occupations Finder** for every possible ordering of your three-letter Summary Code to ensure full exploration. For example, if your code is **ESC**, search for all the **ESC, ECS, SEC, SCE, CES, and CSE** occupations. Next, identify occupations that you want to learn more about. Then record the occupations, O\*NET codes, Holland Occupational Codes, education required, and career clusters in the table on the next page. Be sure to note whether the occupation is designated as New and Emerging  or Rapid Growth  by circling the appropriate icon in the table. See the example below.

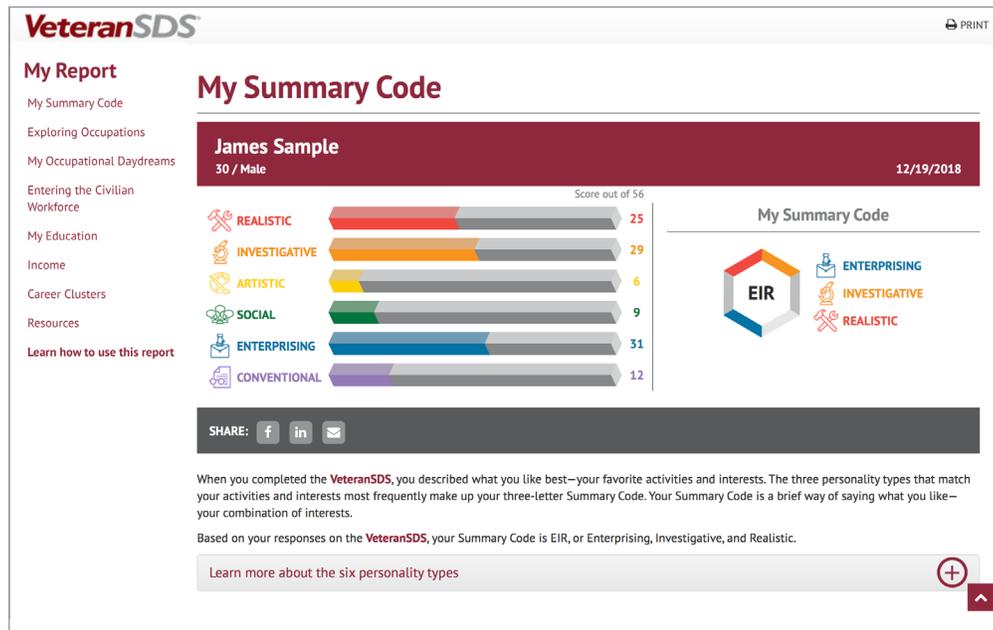
<b>Top Picks</b> Fill in the heart next to your favorite occupations.	<b>Holland Occupational Code (HOC)</b> The three-letter code associated with the occupation.	<b>Career Cluster (CLU)</b> Career clusters are groups of jobs that are generally in the same field and require similar skills.	<b>Salary Data</b> Record the average salary for each occupation provided in the Wages & Employment section on the O*NET Web site at <a href="http://www.onetonline.org">www.onetonline.org</a> .
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TOP PICKS	OCCUPATION	O*NET CODE	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY DATA
	Nurse (RN)	29-1141.00	SIA	3	Health Services	 	\$67,490 annually

<b>O*NET Code (O*NET)</b> Use this eight-digit code to get more information about a job on the O*NET Web site at <a href="http://www.onetonline.org">www.onetonline.org</a> .	<b>Education Required (ED)</b> Describes how much education is typically needed for a job. <b>Level of training required</b>	<b>Outlook</b>  <b>New and Emerging:</b> This job is new and emerging in a high-growth industry.  <b>Rapid Growth:</b> This job is projected to grow much faster than average jobs in the coming years.												
	<table border="1"> <tr> <th>ED</th> <th>Level of training required</th> </tr> <tr> <td>5</td> <td>Advanced degree (e.g., graduate school)</td> </tr> <tr> <td>4</td> <td>College degree (e.g., a 4-year BA or BS)</td> </tr> <tr> <td>3</td> <td>Some college, technical, vocational, or business training</td> </tr> <tr> <td>2</td> <td>High school diploma or GED</td> </tr> <tr> <td>1</td> <td>No special training is required</td> </tr> </table>	ED	Level of training required	5	Advanced degree (e.g., graduate school)	4	College degree (e.g., a 4-year BA or BS)	3	Some college, technical, vocational, or business training	2	High school diploma or GED	1	No special training is required	
ED	Level of training required													
5	Advanced degree (e.g., graduate school)													
4	College degree (e.g., a 4-year BA or BS)													
3	Some college, technical, vocational, or business training													
2	High school diploma or GED													
1	No special training is required													

## Online VeteranSDS Report

After a veteran or service member completes the SDS at [self-directed-search.com](http://self-directed-search.com), an online VeteranSDS Report is generated. The report provides the person taking the test with his or her three letter Summary Code as well as several personalized lists of matching occupations based on his or her code.



The user can click on the occupation name to obtain further information about the job from O\*NET. The list also has columns that provide education requirements, career clusters, outlook, salary information, and any related job listings on Indeed.com. Many of these columns can be sorted and filtered to narrow the search.

**My Occupational List** PRINT

TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
▼	Medical Laboratory Assistant	IRE	Some college	☞	↕	\$ Salary Data	📦 Indeed
♥	Medical Scientist	IER	Advanced degree	☞	↕	\$ Salary Data	📦 Indeed
♥	Medical Technologist, Chief	IER	College degree	☞	↕	\$ Salary Data	📦 Indeed
♥	Optical Technician	REI	High School/GED	☞	↕	\$ Salary Data	📦 Indeed
♥	Pathologist	IRE	Advanced degree	☞	↕ ⭐	\$ Salary Data	📦 Indeed
♥	Periodontist	IRE	Advanced degree	☞	↕	\$ Salary Data	📦 Indeed
♥	Pharmacologist	IRE	Advanced degree	☞	↕	\$ Salary Data	📦 Indeed

**Rapid Growth** **New and emerging**

The VeteranSDS Report also provides the user with civilian occupations related to their military occupation as well as provides Holland Codes for military occupations, allowing users to directly see the relationship between their military occupation and their personality (via their Summary Code).

A Civilian Occupation Related to My Military Job 							
TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
	Logistician	ECS	College degree			\$ Salary Data	 Indeed

### My Next Move for Veterans

This [online resource](#) is designed to help veterans learn about their career options as they transition to civilian life. It features three key career search options: by key words, browsing by industry, and careers that are similar to the jobs they held in the military. Occupations can also be searched by the six Holland code types (R, I, A, S, E, C) by clicking “Interests.”

## MY NEXT MOVE

★ FOR VETERANS ★



 HOME
  SEARCH
  INDUSTRIES
  MILITARY

You've served your country. Now you're ready for a new challenge.

# What do you want to do for a living?



"I want to be a ..."

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search 

"I'll know it when I see it."

Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Examples: doctor, build houses

Browse 

"I liked my last job."

Find careers like your military job.

Enter the name or code of your military classification. We'll suggest civilian careers with similar work.

Select a branch:

Examples: 0963, radio chief

Find 

Want more options? Check out careers in these groups:

Bright Outlook

Interests

Job Prep

Still not sure? The **O\*NET Interest Profiler** suggests careers based on the type of work you enjoy doing.



Need veterans' assistance?

Get help from these partner sites. [Learn more](#)



## Career Exploration Steps

The SDS and My Next Move for Veterans can be used to help veterans and transitioning military personnel identify potential civilian jobs. Specifically, a four step approach can be used to generate a list of occupations to explore with your military clients. A similar approach can be used for programs of study, if desired.

**Step 1.** Summary Code



**Step 2.** Occupational Daydreams

**Step 3.** Job History

**Step 4.** Career Cluster/Job Industry

## Case Study—James

### Background

Recently separated from the Army after serving eight years as a logistics officer, James, a 30-year-old college graduate, is looking for a civilian career that would use many of the same skills he developed in the military. As James was leaving the military, his transition officer suggested he work with a career counselor and take the SDS.

### Career Exploration with James

Next, we follow James as he searches for a civilian occupation that matches his previous military work experience and his personality. Within each career exploration step, we will demonstrate how the SDS printed materials, the VeteranSDS online report, and My Next Move for Veterans can be used for each step. Though James has access to all of these resources, when working with your veteran clients, you may use these resources together or individually, depending on the needs of your client.

As James explored his options using these steps, he recorded his occupational list in his You and Your Career workbook. His occupational list is presented in [Appendix A](#). James' full VeteranSDS Report is provided [here](#).



### My Summary Code



 ENTERPRISING  
 INVESTIGATIVE  
 REALISTIC

## Step 1: Summary Code

After completing the SDS, James learns that his Summary Code is **EIR**. This is a relatively uncommon code, with only 10 occupation codes. Therefore, exploring all combinations of his code is especially encouraged. Looking at the similar codes (EIR, ERI, IER, IRE, RIE, and REI) produces a total of 191 occupations to explore. James identifies **Operations Research Analyst** as an occupation that he'd like to explore further and adds it to his [occupational list](#).

### Using Print SDS Materials

- Search the **Occupations Finder** for all combinations of EIR.
- Add occupations to My Occupational List (page 5 of You and Your Career workbook).

- My Occupational List includes occupations with all combinations of EIR.
- Click the heart in the Top Picks column. Filter by the Top Picks column to print a list of just favorite occupations.

### Using VeteranSDS Online Report

My Occupational List 							
TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
	Operations Research Analyst	IRE	Advanced degree			\$ Salary Data	 Indeed

### Using My Next Move for Veterans

- Explore Enterprising occupations within the [Interests tab](#) (occupations are listed by RIASEC type, not by three-letter code).

## Step 2: Occupational Daydreams

James and his career counselor explore occupations associated with the code for each of his occupational daydreams. They also search by the Aspirations Summary Code (average code of all daydream occupations). James identifies **Airport Manager** as a potential possibility and adds it to his [occupational list](#) along with his occupational daydreams.

- Record daydreams on page 6 of **You and Your Career** workbook.

# Your Occupational Daydreams



From time to time, people have probably asked you about your occupational daydreams.

On page 2 of the **StandardSDS Assessment Booklet**, you listed occupations you have dreamed about and recorded the three-letter codes for those jobs using the **StandardSDS Occupations Finder**. If you haven't completed this section, do so now before continuing on in this workbook. You can also record this information in the spaces provided below.

**My Daydream Occupations**

	Code
1. <u>Logistician</u>	E C S
2. <u>Manager, Warehouse</u>	E S R
3. <u>Distribution Manager</u>	E C I

- Calculate Aspirations Summary Code (see SDS Professional Manual for details).
- Search the **Occupations Finder** for all combinations of ECS, ESR, and ECI.
- Add occupations to My Occupational List (page 5 of **You and Your Career** workbook).

(continued)

## Step 2: Occupational Daydreams (continued)

- My Daydream Occupations listed, along with Aspirations Summary Code.

My Daydream Occupations	
ASPIRATION ENTERED	HOLLAND CODE
Logistician	ECS
Manager, Warehouse	ESR
Distribution Manager	ECI

 <b>ASPIRATIONS SUMMARY CODE</b>	
---	---

- Occupations Based on My Aspirations Summary Code List includes occupations associated with all combinations of ECS.
- Click the heart in the Top Picks column. Filter by Top Picks column to print a list of just favorite occupations.

### Using VeteranSDS Online Report

- Explore Enterprising occupations within the [Interests tab](#) (occupations are listed by RIASEC type, not by three-letter code).

### Using My Next Move for Veterans

## Step 3a: Civilian Job History

Looking at a person's civilian job history can sometimes generate additional occupational alternatives by using a Holland Code associated with a past job the individual enjoyed.

James worked during college, but he has no interest in returning to those occupations, so he decides not to explore those codes.

- Search the **Occupations Finder** for occupations associated with the codes of past civilian jobs (ECS, RCS).



### Person–Job Fit

It is possible that you may already have a job history. By examining the Holland Occupational Code associated with jobs you have had, you may learn more about your likes and dislikes for future careers.

 **Exercise**

In the table below, list your last three jobs (if applicable), starting with your current, or most recent, occupation. Next, use the **StandardSDS Occupations Finder** to locate the three-letter code for each of the occupations and write the code in the spaces provided. If you can't find the exact occupation, use the occupation that seems most similar.

**My Job History**

	Code
1. <u>waiter</u>	<u>E</u> <u>C</u> <u>S</u>
2. <u>construction worker</u>	<u>R</u> <u>C</u> <u>S</u>

### Using Print SDS Materials

#### Using VeteranSDS Online Report

- Explore occupations associated with the codes of past civilian jobs (ECS, RCS).

#### Using My Next Move for Veterans

- Explore Enterprising and Realistic occupations within the [Interests](#) tab (occupations are listed by RIASEC type, not by three-letter code).

(continued)

## Step 3b: Military Job History

Next, James explores his military job history. James' past military occupation is Logistics, which has a Holland Code of EC. Therefore, he explores occupations associated with EC and CE. He sees **Budget Analyst** under CER and adds this to his [occupational list](#). The VeteranSDS Report also lists any occupations similar to the user's listed military occupation. In this instance, logistician is listed for James, and this is already on James' list as an occupational daydream, so seeing this verifies he is going in the right direction.

### Using Print SDS Materials

- Explore occupations associated with the codes of past military jobs (EC).
- Use the **Veterans and Military Occupations Finder\*** to find the Summary Code\*\* associated with Army Logistics.
- Search the **Occupations Finder** for occupations associated with EC and CE.
- Use the **Veterans and Military Occupations Finder\*** to find the civilian job related to Army Logistics.

- Explore occupations associated with the codes of past military jobs (EC).
- Summary Code\*\* provided for military occupation.

### Interests

Earlier in this report you were provided information on your Summary Code of EIR and given a list of occupations associated with the code. When beginning the **VeteranSDS**, you were asked to report your job history.

**You reported the following military occupation:**

JOB ENTERED	HOLLAND CODE
Logistics [90A]	EC

**My Summary Code**



**ENTERPRISING**

**INVESTIGATIVE**

**REALISTIC**

### Using VeteranSDS Online Report

- Occupations Based on My Military Job list includes occupations associated with EC and CE.

Occupations Based on My Military Job ⓘ							
TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
	Budget Analyst	CER	College degree			\$ Salary Data	Indeed

(continued)

## Step 3b: Military Job History (continued)

- Civilian Occupations Related to My Military Job list includes civilian occupations related to Army Logistics.

### Using VeteranSDS Online Report (continued)

#### Skills

While in the Army, you gained useful skills and training. However, it may be challenging to translate those into terms that civilian employers or recruiters understand. One way to do that is to examine civilian positions that are most related to your military job.

The table below provides a civilian occupation that have similar required skills and abilities to your military job. By clicking on the occupation, you can review a more detailed list of skills. This information can be used in several ways.

1. There may be occupations listed that you are interested in and want to consider.
2. By exploring the skills related to these occupations, you may find useful terminology that can be used when describing your military position to civilians.

#### A Civilian Occupation Related to My Military Job

TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
	Logistician	ECS	College degree			\$ Salary Data	 Indeed

- Select Army in the Branch dropdown menu and search for Logistics.
- Civilian job(s) related to Logistics are displayed at the top of the search results page.

### Using My Next Move for Veterans



The screenshot shows the 'MY NEXT MOVE FOR VETERANS' website interface. The search results for 'logistics' are displayed, with '90A Logistics (Commissioned Officer only)' highlighted in a red box. Below the search results, there is a section titled 'Where in the Army?' with 'Logisticians' highlighted in a red box. The interface includes navigation links for HOME, SEARCH, INDUSTRIES, and MILITARY, as well as a search bar and a 'Print' button.

\*For the most recent military occupation information, refer to the VeteranSDS Report.

\*\*Summary Codes are only provided if information about the specific job duties could be obtained. Therefore, not all military occupations have an associated Summary Code.

## Step 4a: Career Clusters

Career clusters are simply groups of occupations that are generally in the same field and require similar skills. They provide another way to identify areas of focus in career planning. The clusters are grouped by the six Holland code types (R, I, A, S, E, and C).

James is interested in exploring the Transportation cluster, as this relates to his military occupation. James sees that **Logistician**, one of his occupational daydream choices, is also listed in the Transportation cluster. He decides to explore similar options listed in this cluster, such as Transportation Planner, and adds it to his [occupational list](#).

### Using Print SDS Materials

- Search the **Occupations Finder** to review occupations in the Transportation career cluster.

- Use the Career Clusters section to review occupations in the Transportation career cluster.



### Transportation, Distribution, and Logistics

**Description:**  
Manage and provide transportation and logistics services and facility maintenance.

**Common Code:** Realistic

⬆

TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
♥	Transportation Planner	ICR	College degree	★	\$ Salary Data	📁 Indeed
♥	Transportation Manager	ERA	College degree		\$ Salary Data	📁 Indeed
♥	Transportation Inspector	CRS	Some college		\$ Salary Data	📁 Indeed
♥	Transportation Director	ESR	College degree		\$ Salary Data	📁 Indeed
♥	Train Dispatcher	ECS	High School/GED		\$ Salary Data	📁 Indeed
♥	Traffic Technician	REI	College degree		\$ Salary Data	📁 Indeed
♥	Traffic Manager	ESR	College degree		\$ Salary Data	📁 Indeed

### Using VeteranSDS Online Report

- N/A

### Using My Next Move for Veterans

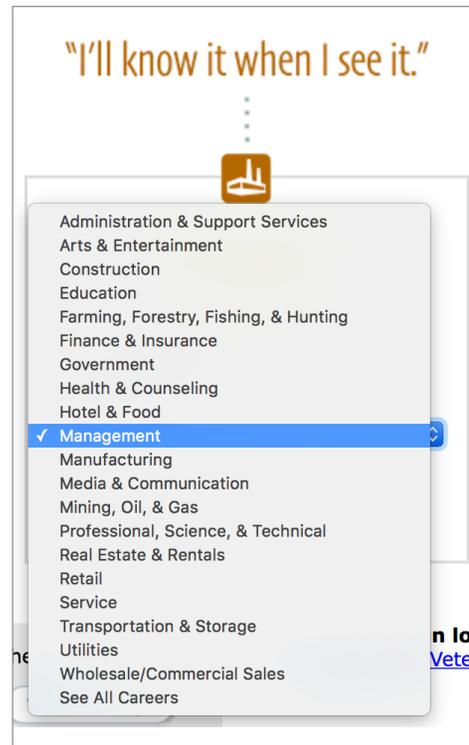
## Step 4b: Careers by Industry

James is interested in management positions, so he explores the Management industry on My Next Move, then adds **Purchasing Manager** to his [occupational list](#).

Using Print SDS Materials • N/A

Using VeteranSDS  
Online Report • N/A

- Search within Management industry.



Using My Next Move  
for Veterans

## Researching Occupations

Occupational research can begin at any point in the list generation process, depending on the needs of the client.

### Using the SDS/VeteranSDS

After generating his [occupational list](#), James uses the VeteranSDS report and My Next Move for Veterans to jump start his occupational research. After narrowing down the possibilities, James decides to pursue opportunities as a Distribution Manager (ECI) and Budget Analyst (CER). These occupations most closely matched the skills he developed in the military as well as his personality (EIR). A similar approach can be used to generate a list of potential programs of study for those interested in pursuing an educational program. For instance, James could consider obtaining a master's degree by using his GI Bill benefits.

When researching occupations, the digital VeteranSDS Report offers several important features.

The screenshot shows a table titled "My Occupational List" with the following data:

TOP PICKS	OCCUPATION	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY INFORMATION	RELATED JOB LISTINGS
♥	Director, Information Resources	IER	College degree	☒		\$ Salary Data	📄 Indeed
♥	Internet Consultant	IER	College degree	☒	↑	\$ Salary Data	📄 Indeed
♥	Manager, Computer and Information Systems	IER	College degree	☒	↑	\$ Salary Data	📄 Indeed
♥	Systems Analyst	IER	College degree	☒	↑	\$ Salary Data	📄 Indeed
♥	Web Administrator	IER	College degree	☒	★	\$ Salary Data	📄 Indeed
♥	Engineer, Chief	IER	College degree	☒		\$ Salary Data	📄 Indeed

Other report features:

- Filter and sort**—Quickly focus your search by using the filter and sort options to narrow your list to more specific areas of interest. For example, James only wants to see jobs requiring a college degree.
- Portability**—Your report can be accessed via e-mail from any device.

Additional features shown in the interface include:

- Use icons to easily save, sort, and filter your results
- Link to occupational information on the Department of Labor's Occupational Information Network (O\*NET)
- Icons indicate New & Emerging and Rapid Growth occupations
- Print results
- Filter by education level required
- Save favorite occupations
- Explore occupations by Holland Occupational Code
- Explore occupations within similar fields
- Link to current salary information
- Link to local job openings

The "Salary Data" popup shows:

<b>Salary Data</b>	
Occupation: Budget Analysts	Salary Range: \$60,200 - \$96,000

The "Indeed Jobs" popup shows:

- Warehouse Manager** - CPIGroup - Tampa, FL - 8 days ago
- Supply Chain & Logistics Manager** - Hiller Carbon, LLC - Tampa, FL - 21 hours ago
- Warehouse Manager - Day Shift \$50-\$55k+bonus** - Core-Mark International, Inc. - Tampa, FL - 22 days ago

Other features of the VeteranSDS online report include an “Entering the Civilian Workforce” section that provides a transition planning checklist with links to other online resources.

## Transition Planning Checklist

- Take interest assessment
- Develop your **Individual Transition Plan (ITP)**
- Review benefits (GI Bill, Tuition Assistance)
- Find a **mentor**.
- Review your budget and begin planning for changes in your **financial situation**.
- Consider **educational opportunities**.
- Research job potential and **career outlook**.
- Develop a **resume**.
- Begin searching for jobs based on your **interests**.
- Learn more about your interests as they relate to your military occupation.**

## Using My Next Move for Veterans

The [My Next Move for Veterans website](#) features comprehensive occupation pages that provide users with detailed information about careers. Included in the information provided are:

- An overview of job duties.
- A summary of knowledge, skills, and abilities desired for the position.
- Personality traits typically found in people who perform this job.
- Technology and education requirements.
- Job outlook that includes salary information and links to current openings.
- Links to additional resources.









[Print](#) [Share](#)

### Storage & Distribution Managers

**Also called:** Distribution Center Manager, Distribution Manager, Terminal Manager, Warehouse Manager

**In the military:** see titles from the [Air Force](#), [Army](#), [Coast Guard](#), [Marine Corps](#), or [Navy](#).

**What they do:**  
Plan, direct, or coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing materials or products.

**On the job, you would:**

- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Plan, develop, or implement warehouse safety and security programs and activities.
- Inspect physical conditions of warehouses, vehicle fleets, or equipment and order testing, maintenance, repairs, or replacements.

#### KNOWLEDGE

- Transportation**
  - movement of people or goods by air, rail, sea, or road
- Business**
  - customer service
  - management
- Arts and Humanities**
  - English language
- Math and Science**
  - arithmetic, algebra, geometry, calculus, or statistics

#### SKILLS

- Basic Skills**
  - keeping track of how well people and/or groups are doing in order to make improvements
  - thinking about the pros and cons of different ways to solve a problem
- Problem Solving**
  - noticing a problem and figuring out the best way to solve it
- Resource Management**
  - selecting and managing the best workers for a job
  - making spending decisions and keeping track of what is spent

#### ABILITIES

- Verbal**
  - read and understand what is written
  - communicate by speaking
- Ideas and Logic**
  - notice when problems happen
  - order or arrange things

#### PERSONALITY

People interested in this work like activities that include **leading**, **making decisions**, and **business**.

They do well at jobs that need:

- Dependability**
- Integrity**
- Attention to Detail**
- Leadership**
- Stress Tolerance**
- Adaptability/Flexibility**

#### TECHNOLOGY

You might use software like this on the job:

- Materials requirements planning logistics and supply chain software**
  - Catalyst International CatalystConnect
  - IBM i2 Transportation Manager
- Inventory management software**
  - Aljex Inventory
  - Iptor Supply Chain
- Analytical or scientific software**
  - Integrated Decision Support Netwise Enterprise
  - Integrated Decision Support Netwise Frontline

#### EDUCATION

 **bachelor's degree** usually needed

Get started on your career:

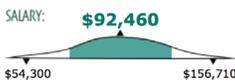
[Find Training](#)
[Find Certifications](#)

[Find Licenses](#)
[APPRENTICESHIP.GOV](#)

#### JOB OUTLOOK

 **Average** New job opportunities are **likely** in the future.

**SALARY:** **\$92,460**



[Check out my state](#) [Local Salary Info](#)

[Find Jobs](#)

 **green**

#### EXPLORE MORE

- [First-Line Supervisors of Helpers, Laborers, & Material Movers, Hand](#)
- [First-Line Supervisors of Transportation & Material-Moving Machine & Vehicle Operators](#)
- [Logistics Analysts](#)
- [Logistics Managers](#)
- [Transportation Managers](#)

You might like a career in one of these industries:

- [Transportation & Storage](#)
- [Wholesale/Commercial Sales](#)
- [Government](#)
- [Manufacturing](#)

[See more details at O\\*NET OnLine](#) about storage and distribution managers.

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Site updated February 26, 2019

## Resources

Provided here are additional resources to help your veteran clients. This list is not exhaustive but intended to introduce some common veterans' resources.

Printable overview for your clients of the content and search features on My Next Move

[https://www.onetcenter.org/dl\\_files/mnm\\_vets\\_deskaid.pdf](https://www.onetcenter.org/dl_files/mnm_vets_deskaid.pdf)

Military-civilian occupations crosswalk available for download

<https://www.onetcenter.org/crosswalks.html>



**O\*NET Resource Center**

U.S. Department of Labor's Office of Apprenticeship

U.S. DEPARTMENT OF LABOR



**APPRENTICESHIP.GOV**

<https://www.apprenticeship.gov/become-apprentice>

U.S. Department of Labor's Veterans Employment Resources

**VETERANS.GOV**

<https://www.veterans.gov/>

CareerOneStop Veteran and Military Transition Center



careeronestop

Veteran and Military Transition Center

<https://www.careeronestop.org/Veterans/default.aspx>

National Resource Directory



<https://nrd.gov/>

eBenefits



<https://www.ebenefits.va.gov/ebenefits/homepage>

eBenefits Veterans Employment Center



<https://www.vets.gov/careers-employment/>

## Appendix A

James' Occupational List in the You and Your Career Workbook.

### My Occupational List

TOP PICKS	OCCUPATION	O*NET CODE	HOLLAND CODE	EDUCATION REQUIRED	CAREER CLUSTER	OUTLOOK	SALARY DATA
♡	Operations Research Manager	15.2031.00	IRE	Advanced degree	Business	★ ↗	\$52,300-\$86,300
♡	Logistician	13.1081.00	ECS	College	Transportation	★ ↗	\$53,600-\$91,400
♡	Manager, Warehouse	11.3071.02	ESR	College	Transportation	★ ↗	\$71,100-\$117,400
♡	Distribution Manager	11.3071.02	ECI	College	Transportation	★ ↗	\$71,100-\$117,400
♡	Airport Manager	11.3071.01	ESR	College	Transportation	★ ↗	\$71,100-\$117,400
♡	Budget Analyst	13.2031.00	CER	College	Business	★ ↗	\$60,200-\$96,000
♡	Transportation Planner	19.3079.01	ICR	College	Transportation	★ ↗	\$63,500-\$103,000
♡	Purchasing Manager	11.3061.00	ECS	College	Business	★ ↗	\$75,500-\$128,200
♡						★ ↗	
♡						★ ↗	
♡						★ ↗	
♡						★ ↗	
♡						★ ↗	
♡						★ ↗	



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