

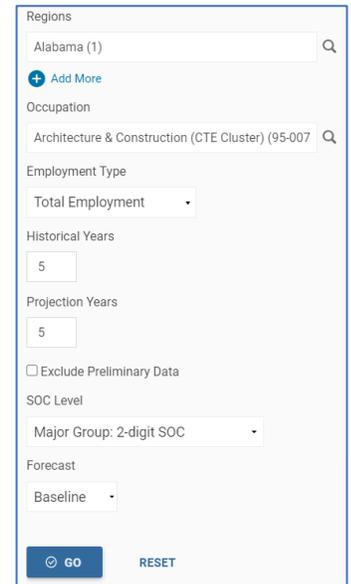
# CLNA Through JobsEQ

## WEBSITE

Log into JobsEQ - <https://jobseq.eqsuite.com/Account/Login?ReturnUrl=%2f>

## CREATE PROGRAM GROUP

1. Click "Occupation Snapshot"
2. Click on the Hamburger Menu → 
3. Choose Alabama as the Region
4. Choose your CTE Cluster as the Occupation (type 'CTE' in the field)
5. Historical Years = 5
6. Projection Years = 5
7. Click "Go"
8. Check the Occupations that align with your program area
9. Click "Create Group"



		CURRENT						5-YEAR HISTORY			1-YEAR FORECAST				
<input type="checkbox"/>	SOC	Occupation	Empl	Avg Ann Wages <sup>2</sup>	LQ	Unempl	Unempl Rate	Online Job Ads <sup>3</sup>	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
<input checked="" type="checkbox"/>	43-0000	Office and Administrative Support Occupations	268,988	\$36,100	0.98	6,549	2.4%	5,848	3,479	0.3%	28,548	12,772	17,626	-1,850	-0.7%
<input type="checkbox"/>	41-0000	Sales and Related Occupations	220,936	\$37,100	1.05	7,821	3.5%	16,143	2,748	0.3%	30,154	12,247	18,656	-750	-0.3%
<input type="checkbox"/>	51-0000	Production Occupations	208,750	\$36,500	1.63	7,164	3.3%	2,946	6,471	0.6%	21,968	7,925	15,713	-1,670	-0.8%
<input checked="" type="checkbox"/>	95-0000	Food Preparation and Serving Related Occupations	190,595	\$21,700	1.03	9,201	4.6%	11,433	15,070	1.7%	34,944	13,533	19,958	1,452	0.8%
<input type="checkbox"/>	53-0000	Transportation and Material Moving Occupations	178,289	\$33,200	1.00	7,353	4.0%	9,407	12,416	1.5%	22,321	8,182	14,268	-129	-0.1%
<input checked="" type="checkbox"/>	29-0000	Healthcare Practitioners and Technical Occupations	135,446	\$70,300	1.10	1,547	1.1%	8,778	12,986	2.0%	8,773	3,649	4,239	885	0.7%
<input type="checkbox"/>	11-0000	Management Occupations	120,255	\$101,700	0.86	1,407	1.2%	4,505	9,999	1.8%	10,622	3,372	6,859	391	0.3%
<input checked="" type="checkbox"/>	23-0000	Educational Instruction and Library Occupations	109,083	\$48,500	0.89	2,394	2.1%	3,089	1,549	0.3%	9,811	4,384	5,266	161	0.1%
<input type="checkbox"/>	47-0000	Construction and Extraction Occupations	101,928	\$42,500	1.02	3,997	3.9%	1,764	6,773	1.4%	12,194	3,344	8,198	651	0.6%

- Name your group "Program-System-Month-Year". Example Automotive-PikeCounty-July-2020  
Use any other unique identifiers if necessary. It is important to be detailed because data changes.

## ESTABLISH BASELINES (High-Wage / High-Demand)

- Click “Occupation Snapshot”
- Click on the Hamburger Menu → 
- Choose Alabama as the Region
- Choose your Customized Program Group (see above steps)
- Historical Years = 5
- Projection Years = 5
- Click “Go”
- You will get an Occupation Report but we will extract the baseline data from your Custom Program Group line near the bottom

□	SOC	Occupation	Empl	Avg Ann Wages <sup>2</sup>	LQ	Unempl	Unempl Rate	Online Job Ads <sup>3</sup>	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
		Custom Program Group	980,630	\$41,500	1.00	26,099	2.6%	39,642	55,284	1.2%	575,454	233,963	329,933	11,558	0.2%

- The “High-Wage” will be the “Avg Ann Wages”. In this example it is \$41,500. Any Occupation that is at or above that wage will be considered “High-Wage”.
- The “High-Demand” will be (“Total Demand” / “Empl”). In this example  $575,454/980,630 = 58.6\%$ . For “High-Demand” you will need to calculate “High-Demand” for each Occupation in your program group. Any that are at or above the baseline will be considered “High-Demand”.
- You may use either “High-Wage” OR “High-Demand” for each program.
- It is strongly recommended you save your reports and print them out.

### **DETERMINE OCCUPATIONS – STATE LEVEL (High-Wage / High-Demand)**

1. Click “Occupation Snapshot”
2. Click on the Hamburger Menu → 
3. Choose Alabama as the Region
4. Choose your Customized Program Group (see above steps)
5. Historical Years = 5
6. Projection Years = 5
7. Click “Go”
8. For “High-Wage” figures, click on “Avg Ann Wages” to sort the wages. Fill out the CLNA with the top 5 that are at or above your established baseline.

For “High-Demand”, either calculate each occupation by hand (Total Demand / Empl) and select the top 5 that are above the baseline OR export the document to Excel and use a spreadsheet.

### **DETERMINE OCCUPATIONS – REGION LEVEL (High-Wage / High-Demand)**

1. Click “Occupation Snapshot”
2. Click on the Hamburger Menu → 
3. Choose your selected or custom Region, as the Region
4. Choose your Customized Program Group (see above steps)
5. Historical Years = 5
6. Projection Years = 5
7. Click “Go”
8. For “High-Wage” figures, click on “Avg Ann Wages” to sort the wages. Fill out the CLNA with the top 5 that are at or above your established baseline.

For “High-Demand”, either calculate each occupation by hand (Total Demand / Empl) and select the top 5 that are above the baseline OR export the document to Excel and use a spreadsheet.

## CREATE CUSTOM REGION

- Under “Settings” on the right, choose “Region”
- At the Top, click “Create New Region”
- Name your Region
- Choose either “County” or “ZCTA”  
(County selects areas by county boundaries while ZCTA = Zipcode)



- Here are the controls you can use on the map (Don't forget to Save!!!)

