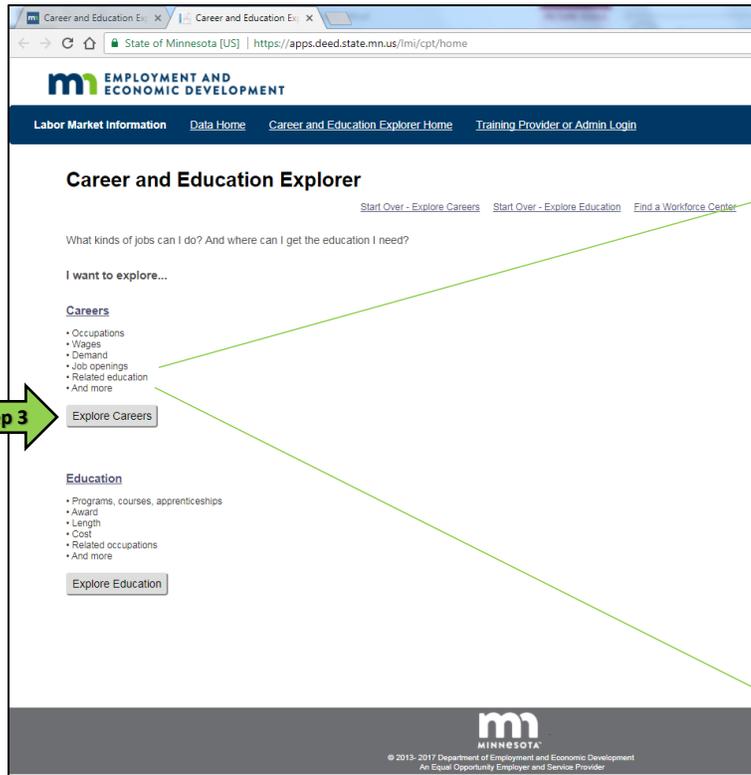


DEED's Career & Education Explorer Tool Tutorial

Step 1: Go to <https://mn.gov/deed/data/data-tools/career-education-explorer/>

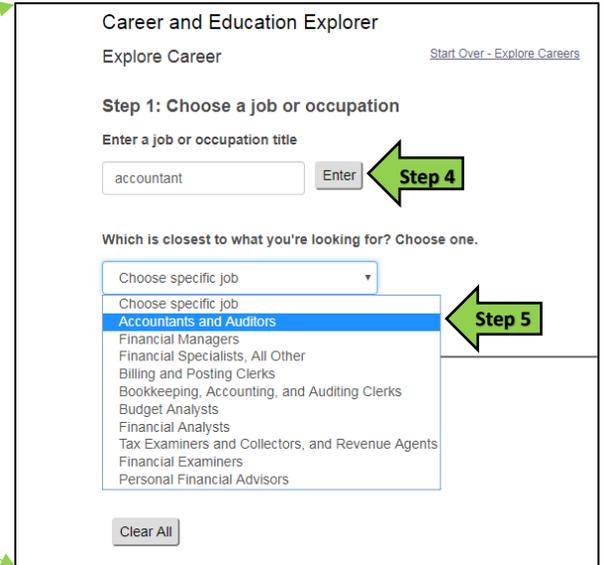
Step 2: Click on  "Use the data tool" (<https://apps.deed.state.mn.us/lmi/cpt/home>)



Step 3: Click on "Explore Careers".

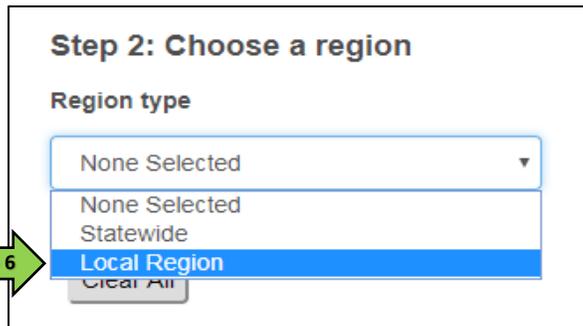
Step 4: Type a job title into the text box, click "Enter".

Step 5: Select a job title from the dropdown menu.



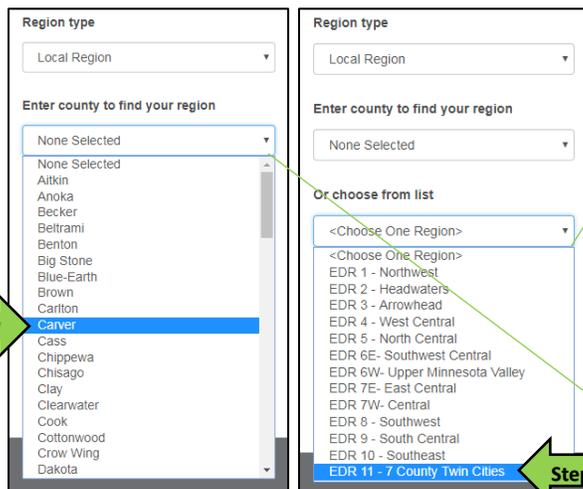
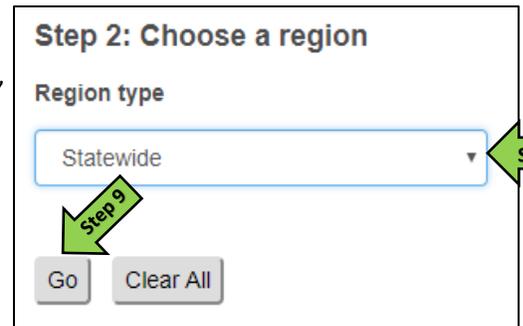
Step 6: Select a "Region type" from the dropdown.

menu

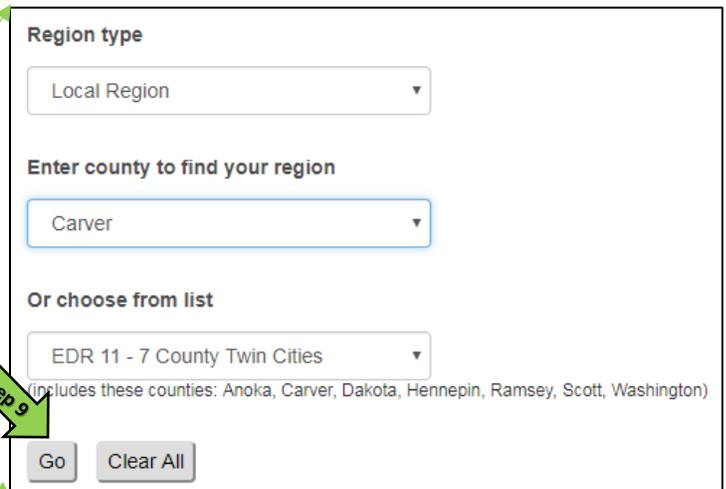


Step 7: If you select "Local Region", you then must select your "County" from a dropdown menu, or select your "Region" from a dropdown menu.

Step 8: Or you can select "Statewide".



Step 9: Click "Go".



Step 10: The Explore Careers “Overview” includes the SOC Code, a brief occupational description, a list of typical job titles, wage guidelines from DEED’s [Occupational Employment Statistics](#) tool, current demand from DEED’s [Occupations in Demand](#) tool, typical wages by industry, typical education needed to get the job from DEED’s [Educational Requirements for Occupations](#) data, and a list of related education programs from DEED’s [Education Explorer](#) tool.

Step 11: “Explore Careers - Wages” shows hourly wage percentiles for the region, state, and U.S.; wage offers for openings; and Cost of Living data.

Region	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
EDR 11 - 7 County Twin Cities	\$21.99/hr	\$26.74/hr	\$32.38/hr	\$40.46/hr	\$52.74/hr
Minnesota	\$21.30/hr	\$26.02/hr	\$31.47/hr	\$39.36/hr	\$51.19/hr
U S	\$20.67/hr	\$26.12/hr	\$33.43/hr	\$44.48/hr	\$59.32/hr

Region	Median Wage Offer
EDR 11 - 7 County Twin Cities	\$26.01/hr
Minnesota	\$23.68/hr

Region	Yearly per Family	Hourly per Worker
EDR 11 - 7 County Twin Cities	\$60,072	\$19.25/hr
Minnesota	\$54,604	\$17.57/hr

Step 12: “Explore Careers - Demand” shows current and future demand for the region, state.

Region	Projected Employment - 2015	1-Year Openings	10-Year Growth	10-Year Openings
EDR 11 - 7 County Twin Cities	N/A	N/A	6.7%	6,930
Minnesota	1.6%	1,273	7.0%	9,260

Step 13: “Explore Careers - Education” education requirements and attainment; certifications and licensing requirements.

Less than High school or equivalent	High school diploma or equivalent	Some college, no degree	Associate's degree	Bachelor's degree	Master's degree	Doctoral or professional degree
0.1%	4.5%	13.9%	14.4%	57.9%	10.9%	1.8%

Step 14: “Explore Careers - On the Job” includes a list of typical tasks, working conditions, abilities; similar careers.

Typical tasks

- Supervise a group of employees and determine scope of instruction required.
- Examine records and financial records to ensure accuracy of transactions and compliance with laws and regulations.
- Prepare reports, or analyze accounting records, financial statements, or other financial records to assess activity, performance, and compliance in meeting and controlling costs.
- Examine records and financial systems to ensure accuracy of transactions and compliance with laws and regulations.
- Establish tables of amounts and assignments for proper records.
- Carry out research, research, and account bookkeeping and auditing systems, using all current computer technology.
- Prepare detailed reports on audit findings.
- Carry out a study of management and business issues of management required.
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Step 15: “Apply for Jobs” links to a list of jobs currently posted on various job boards.

Job Title	Company	Location	Date Posted
Accountant	Circle K Services, LP	Minneapolis, Minnesota	09/21/2017
Accountant	U.S. Bank	Minneapolis, Minnesota	09/21/2017
Accountant	H & P Ulvick Company	Vadnais Heights, Minnesota	09/21/2017

For additional help, contact your DEED Regional Analyst: <http://mn.gov/deed/data/regional-lmi/index.jsp>