# New York State Department of Labor Scavenger Hunt

ANSWER KEY

Welcome to your exploration of the New York State Department of Labor website! This scavenger hunt will help you discover important information about preparing for your future career.

**Ready?**

**Let's Get Started!**

1. **Mission Possible:** What are three **minimum wage** rates in effect for different age groups in New York State (as of today's date)? (Hint: Look under "Wage Laws")

<https://www.ny.gov/new-york-states-minimum-wage/new-york-states-minimum-wage>

1. **Career Cruising:** Imagine your dream job! Search for it on the website. What is the **average annual wage** for this position in New York State? (Hint: Use the "CareerZone" tool)

<https://careerzone.labor.ny.gov/jz/views/careerzone/index.jsf>

1. **Safety First!** Teenagers sometimes face unique workplace hazards. List two examples of industries where there might be specific safety regulations for young workers. (Hint: Search for "Teen Labor Laws")

<https://dol.ny.gov/youth>

<https://dol.ny.gov/system/files/documents/2024/05/p882-5-24.pdf>

1. **Education Highway:** Not all careers require a four-year college degree. Research **two** different **apprenticeship programs** offered in New York State. What are the names of the programs and what trades do they cover? (Hint: Look under "Apprenticeship")

<https://dol.ny.gov/apprenticeship/overview>

1. **Job Hunting Jungle:** Feeling lost in the job search? The NYS Department of Labor offers resources to help! What is the name of their **job search** program and how can you access it? (Hint: Look under "Job Seekers")

<https://dol.ny.gov/jobzone>

<https://jobzone.labor.ny.gov/jz/views/jobzone/guest.jsf>

1. **Building Your Skills:** Apprenticeships offer both on-the-job training and classroom instruction. Find an apprenticeship program and list the **required educational background** for someone interested in applying. (Hint: Look under the "Apprenticeship" section for program descriptions. Pay attention to any prerequisites or requirements.)

<https://dol.ny.gov/apprenticeship/apprenticeship-trades>

1. **Networking 101:** The NYS Department of Labor website offers resources for building your professional network. What are **two tips** they suggest for successful networking? (Hint: Look for resources under "Job Seekers" or "Career Development" related to networking or building professional connections.

<https://dol.ny.gov/job-search-and-networking>

1. **Crafting Your Story:** A strong resume is key to landing an interview. What are **four essential sections** every resume should include according to the website? (Hint: Look for resume writing tips under "Job Seekers" or "Career Development" sections.)

<https://dol.ny.gov/resumes-cover-letters-and-job-applications>

1. **Practice Makes Perfect!** Nervous about job interviews? The Department of Labor offers resources to help you prepare. Describe **one strategy** they suggest for practicing your interview skills. (Hint: Look for resources under "Job Seekers" or "Career Development" related to job interview preparation.)

<https://dol.ny.gov/interviewing>

1. **Cool Influencers**: Go to the [DOL YouTube Page](https://youtube.com/@nyslabor?si=UxA8GNblSdfg60A0). Watch **one** video from the “This is Why” playlist and **one** video from the “Cool Jobs” playlist. **Describe the path to succeed** in the career you chose to learn about.

**Bonus Round!**

Feeling ambitious?

* Research the difference between a **salary** and an **hourly wage (Does not need to be from DOL website)**.

<https://dol.ny.gov/wage-and-hour-laws>

* Explore the "**Labor Market Information**" section. What are some of the fastest-growing occupations in New York State?

<https://dol.ny.gov/labor-market-analysts>

# Turning Your Scavenger Hunt Findings into a Google Sheet

Now that you've explored the NYS Department of Labor website, let's organize your findings in a Google Sheet!

[Example Spreadsheet](https://docs.google.com/spreadsheets/d/1jt9iU43nD11ZT9PAptmJCiGX3gZEe6tplNYdGM_45TI/edit?usp=sharing)

**Here's how to get started:**

1. **Open a new Google Sheet:** Go to <sheets.new> to create a new blank spreadsheet.
2. **Create Column Titles:**
   * Click on cell A1 and type "**Question**". This will be the title for your first column.
   * In cell B1, type "**Answer**". This will be the title for the second column.
   * You can customize the font size and style for these titles by highlighting both cells (A1 and B1), then clicking on the font size and style options in the toolbar at the top.
3. **Fill in Your Findings:**
   * Starting from row 2 (cell A2), copy and paste each question from your scavenger hunt into column A.
   * In the corresponding cell in column B (starting from cell B2), type in the answer you found on the NYS Department of Labor website.
4. **Adding Links:**
   * If you found a helpful webpage on the NYS Department of Labor website for a specific question, you can create a link in your answer column.
   * To do this, type in your answer text in cell B2 (or the appropriate cell).
   * Then, highlight the text you want to turn into a link.
   * Click on the "Insert" menu in the toolbar at the top and select "Link".
   * In the pop-up window, paste the URL of the webpage you found helpful. Click "OK" and your answer text will now be a clickable link.
5. **Adding a Drop-Down Menu:**
   * Let's say you want to add a drop-down menu to categorize your findings by topic (e.g., Apprenticeships, Job Search, etc.).
   * Here's how:
     + Create a new column (let's say column C) with a title like "Category".
     + In the first cell of this column (cell C1), type the title "Category".
     + Now, in cell C2, click on the down arrow and select "Data validation" from the menu.
     + In the "Data validation rules" window, under "Criteria," choose "Dropdown from a range".
     + In the "Data range" section, click on the "Sheet" dropdown menu and select the sheet where you have your category options listed.
     + (Here's the trick: you'll need to create a separate list of categories somewhere else in your spreadsheet. For example, in cells A10:A13, you could type in "Apprenticeships", "Job Search", "Resume", and "Interview" as your category options.)
     + Once you've selected the range of your category options, click "Save".
     + Now, a drop-down menu will appear in cell C2. You can choose the appropriate category for your first question and answer.
     + You can repeat this process (selecting cells C3, C4, etc.) to add the drop-down menu to each row where you want to categorize your findings.

**Need more help with Sheets?**

[**Sheets 4 Students**](https://youtu.be/_Pg4sKDovFo?si=MCWz9hk6UY9PjqZr)