# A Student's Guide to Using O\*NET



The University of Oklahoma

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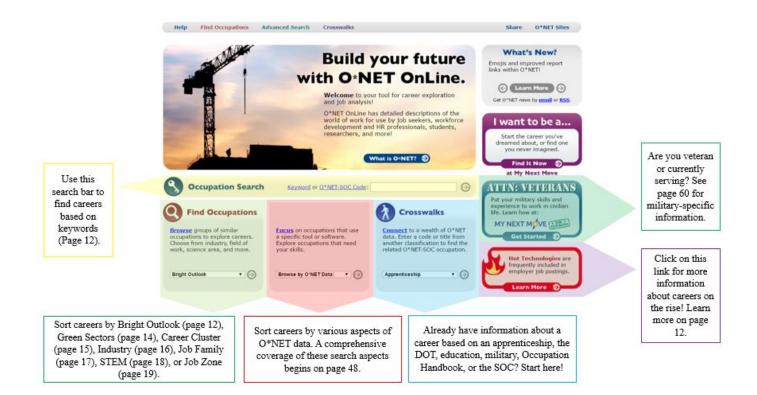
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## O\*NET Homepage

#### www.onetonline.org

Start your journey into O\*NET here! This homepage will provide you links to more specific areas of the O\*NET webpage. This is a great place to begin your search for a future career. The homepage will also keep you informed about any updates to the O\*NET system.



#### **Key O\*NET Terms**

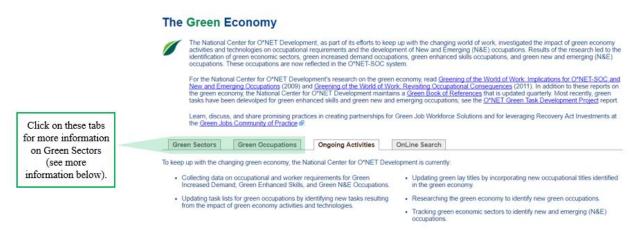
#### Bright Outlook - <a href="https://www.onetonline.org/help/bright/">https://www.onetonline.org/help/bright/</a>

Occupations that have a bright outlook are expected to grow rapidly in the next few years, will have large number of job openings, or are new or emerging occupations. Bright Outlook occupations are always denoted with a sun icon.



#### The Green Economy - https://www.onetcenter.org/green.html

As the workplace changes, O\*NET makes an effort to adapt its system to reflect the changes in what is important to workers when choosing their occupations. As a result of the increased efforts to be environmentally friendly, O\*NET has begun to identify jobs with what they define "The Green Economy," defined as "economic activity related to the use of fossil fuels, decreasing pollution and greenhouse gas emissions, increasing the efficiency of energy use, recycling materials, and developing and adopting renewable energy sources." Seen below are some of the ways that O\*NET identifies and tracks occupations that may qualify as being "green."



Occupations that are considered to be green are marked with a leaf icon, seen below.



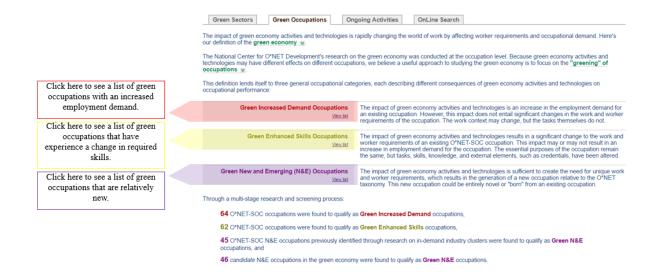
#### Green Sectors

Workplace activities that are considered "green" have been categorized by O\*NET into twelve different sectors. Clicking the "Green Sectors" tab provides a list of all of the green sectors, along with descriptions of each.



#### Green Occupations

O\*NET divides green occupations into three different categories: those with increased demand, those with enhanced skills that differ drastically from those used in the occupation in the past, and those that are new and emerging. Use this tab to find links to lists of green occupations that fall under those categories.



#### **Career Clusters -** https://www.onetonline.org/help/online/browse\_career

Career Clusters are groups of occupations that are in the same field and require similar skills. There are currently 16 Career Clusters. Career Clusters themselves may be further broken down into Career Pathways, which share common skills, knowledge, and interests. Listed below are all of the Career Clusters, along with their Career Pathways.

Agriculture, Food, and Natural Resources – Agribusiness Systems; Animal Systems; Environmental Services Systems; Food Products and Processing Systems; Natural Resources Systems; Plant Systems; Power, Structural, and Technical Systems

*Architecture and Construction* – Construction; Design and Pre-Construction; Maintenance and Operations

Arts, Audio/Video Technology, and Communications – Audio and Video Technology and Film; Journalism and Broadcasting; Performing Arts; Printing Technology; Telecommunications; Visual Arts

Business Management, and Administration – Administrative Support; Business Information Management; General Management; Human Resources Management; Operations Management

Education and Training – Administration and Administrative Support; Professional Support Services; Teaching and Training

Finance – Accounting; Banking Services; Business Finance; Insurance; Securities and Investments

Government and Public Administration – Foreign Service; Governance; National Security; Planning; Public Management and Administration; Regulation; Revenue and Taxation

*Health Science* – Biotechnology Research and Development; Diagnostic Services; Health Information; Support Services; Therapeutic Services

*Hospitality and Tourism* – Lodging; Recreation, Amusements, and Attractions; Restaurants and Food and Beverage Services; Travel and Tourism

*Human Services* – Consumer Services; Counseling and Mental Health Services; Early Childhood Development and Services; Family and Community Services; Personal Care Services

*Information Technology* – Information Support and Services; Network Systems; Programming and Software Development; Web and Digital Communication

Law, Public Safety, Corrections, and Security – Correction Services; Emergency and Fire Management Services; Law Enforcement Services; Legal Services; Security and Protective Services

Manufacturing – Health, Safety, and Environmental Assurance; Logistics and Inventory Control; Maintenance, Installation, and Repair; Manufacturing Production Process Development; Production; Quality Assurance

*Marketing* – Marketing Communications; Marketing Management; Market Research; Merchandising; Professional Sales

Science, Technology, Engineering, and Mathematics – Engineering and Technology; Science and Mathematics

*Transportation, Distribution, and Logistics* – Facility and Mobile Equipment Maintenance; Health, Safety, and Environmental Management; Logistics Planning and Management Services; Sales and Service; Transportation Operations; Transportation Systems/Infrastructure Planning, Management, and Regulation; Warehousing and Distribution Center Operations.

## Industries - https://www.onetonline.org/help/online/browse\_ind

O\*NET also divides occupations by industries. Industries are "broad groups of businesses or organizations with similar activities, products, or services." There are 21 total industries, listed below.

-Accommoc	lation	and F	Food	Services
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-Administrative and Support Services

-Agriculture, Forestry, Fishing, and Hunting

-Arts, Entertainment, and Recreation

-Construction

-Educational Services

-Finance and Insurance

-Government

-Health Care and Social Assistance

-Information

-Management of Companies and Enterprises

-Manufacturing

-Mining, Quarrying, and Oil and Gas

Extraction

-Other Services (Except Public

Administration)

-Professional, Scientific, and Technical

Services

-Real Estate and Rental and Leasing

-Retail Trade

-Self-Employed

-Transportation and Warehousing

-Utilities

-Wholesale Trade

#### Job Families - https://www.onetonline.org/help/online/browse\_family

Job Families are "groups of occupations based upon work performed, skills, education, training, and credentials." O\*NET divides occupations into 23 Job Families, listed below.

-Architecture and Engineering -Healthcare Support

-Arts, Design, Entertainment, Sports, and -Installation, Maintenance, and Repair

-Legal

Media

-Building and Grounds Cleaning and
-Life, Physical, and Social Science

Maintenance

-Business and Financial Operations

-Management

-Community and Social Services -Military Specific

-Computer and Mathematical -Office and Administrative Support

-Construction and Extraction -Personal Care and Service

-Education, Training, and Library -Production

-Farming, Fishing, and Forestry -Protective Service

-Food Preparation and Serving Related -Sales and Related

-Healthcare Practitioners and Technical -Transportation and Material Moving

#### **STEM Occupations -** https://www.onetonline.org/help/online/browse\_stem

O\*NET identifies occupations which qualify as STEM (Science, Technology, Engineering, and Mathematics). There are five (5) STEM disciplines within O\*NET, some of which contain subdisciplines. A complete list of STEM disciplines can be seen below.

- Managerial
- Postsecondary Teaching
- Research, Development, Design, and Practitioners
  - o Architecture and Engineering
  - o Computer and Mathematical
  - Healthcare Practitioners and Technical
  - o Life, Physical, and Social Science
- Sales
- Technologists and Technicians
  - o Architecture and Engineering
  - Computer and Mathematical
  - Healthcare Practitioners and Technical
  - o Life, Physical, and Social Science

## Job Zones - <a href="https://www.onetonline.org/help/online/zones">https://www.onetonline.org/help/online/zones</a>

Job Zones divide occupations based on the amount of education, experience, and on-the-job training needed to successfully perform in that occupation. There are five (5) Job Zones.

## Job Zone One: Little or No Preparation Needed

Job Zone One may require a high school diploma or a GED certificate. There is little need for previous work-related skill, knowledge, or experience. Training may last from a few days to a few months, and may be conducted by an experienced worker already employed in the occupation.

Examples – baristas, dishwashers, taxi drivers, food servers

#### Job Zone Two: Some Preparation Needed

Job Zone Two almost always requires a high school diploma. Some previous experience is usually needed. Training may last up to a year, for example, during an apprenticeship.

Examples – bartenders, firefighters, truck drivers, manicurists

## Job Zone Three: Medium Preparation Needed

Job Zone Three requires training from a vocation school, on-the-job experience, or an associate's degree. Previous work-related skill, knowledge, and experience is a requirement for these occupations. Training may last up to two years.

Examples – barbers, dental hygienists, flight attendants, paralegals

#### Job Zone Four: Considerable Preparation Needed

Job Zone Four usually requires a bachelor's degree (though not always). A considerable amount of previous work-related skill, knowledge, and experience is required, as well as several years of training and/or work-related experience.

Examples – accountants, biomedical engineers, editors, video game designers

#### Job Zone Five: Extensive Preparation Needed

Job Zone Five almost always requires a graduate degree (master's, Ph.D., M.D., J.D., etc.). Extensive work-related skill, knowledge, and experience is required. Most training will occur before beginning the occupation (i.e. during school).

Examples – anesthesiologists, clinical psychologists, microbiologists, pharmacists

#### **Basic Search for Occupations in O\*NET**

## https://www.onetonline.org/

O\*NET gives you the option to search by any of the key terms previously listed. With the exception of the keyword search, all searches can be started in the "Find Occupations" box on the homepage, highlighted below. A keyword search can begin in the search bar, also highlighted below.



(page 15), Industry (page 16), Job Family (page 17), STEM (page 18), or Job Zone (page 19).

#### By Keyword - https://www.onetonline.org/help/online/search#keyword

Typing in your keyword into the search bar will bring you to a list containing all the occupations that match your keyword, listed with closest matches shown first. Clicking on any occupation name will bring you to a page with more information about that occupation. There are also icons that denote whether the occupation has a Bright Outlook or is in a green industry.



#### By Bright Outlook - https://www.onetonline.org/find/bright

Clicking on the Bright Outlook search will bring you to the page below. This page will give you the option to search by Rapid Growth, Job Openings, or New and Emerging, defined on the following page.



Rapid Growth – Between 2014 and 2024, these occupations are projected to have an employment increase of 14% or more (faster growth than average)

*Numerous Job Openings* – Between 2014 and 2024, these occupations are projected to have 100,000 plus job openings

New and Emerging – Occupations in high growth industries.

All Bright Outlook Occupations – Any occupation that matches one or more of the three categories listed previously.



Searching by one of the four categories provided will return a list of every occupation that falls into that specific category. An example of the first 15 occupations for "Numerous Job Openings" is shown above. Occupations are automatically listed in alphabetical order.

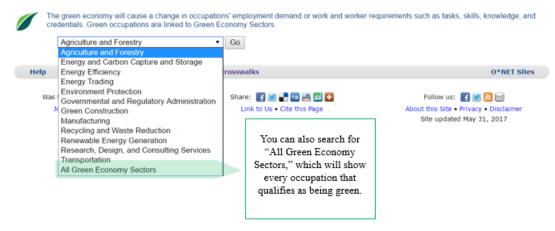
Searching "All Bright Outlook Occupations" will return every occupation that qualifies into any of the three categories. The right-hand column of this output will note which category(ies) into which the occupation falls.



## By Green Sectors - https://www.onetonline.org/find/green

Clicking on the Green Economy Sector search will bring you to the page below. This page will give you the option to search by each of the green sectors in O\*NET.

#### **Browse by Green Economy Sector**

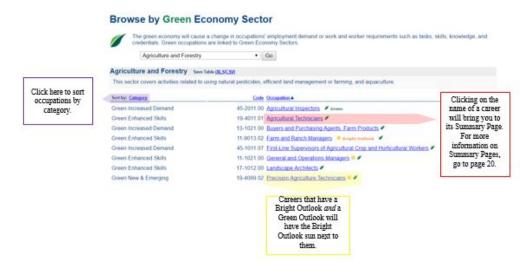


#### Green sectors include:

- *Agriculture and Forestry*
- Energy and Carbon Capture and Storage
- Energy Efficiency
- Energy Trading
- Environment Protection
- Governmental and Regulatory
  Administration

- Green Construction
- Manufacturing
- Recycling and Waste Reduction
- Renewable Energy Generation
- Research, Design, and Consulting Services
- Transportation

A search of any of the sectors will provide you a list of all occupations within that sector. An example from Agriculture and Forestry is provided below.

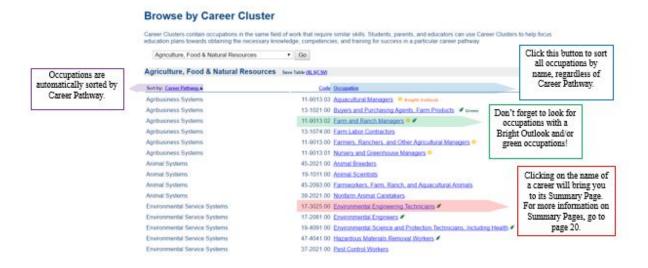


## By Career Clusters - <a href="https://www.onetonline.org/find/career">https://www.onetonline.org/find/career</a>

Clicking on the Career Clusters search will bring you to the page below. This page will give you the option to search by any of the 16 Career Clusters.



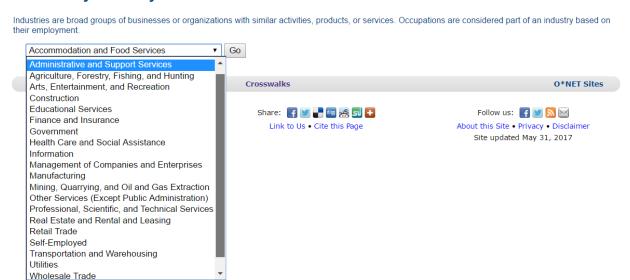
A search of any of the Career Clusters will provide you a list of all occupations within that cluster. An example from Agriculture, Food & Natural Resources is provided below.



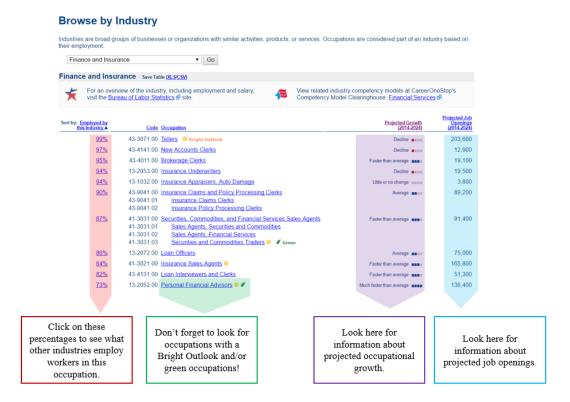
## By Industry - <a href="https://www.onetonline.org/find/industry">https://www.onetonline.org/find/industry</a>

Clicking on the industry search will bring you to the page below. This page will give you the option to search by any of the 21 industries.

#### **Browse by Industry**



A search of any of the industries will provide you a list of all occupations within that industry. An example from Finance and Insurance is provided below, along with a description of the information provided by this search provided on the following page.



*Industry Employment* – The far-left column provides information about the percentage of workers in the occupation that are employed in the industry for which you are doing the search. An occupation may fall under more than one industry. Clicking on that percentage will bring you to a page that lists all the industries that employ that occupation.

*Projected Growth* – The second-to-the-right column provides information about the projected growth of the occupation (through 2024). Occupations may be sorted by this category by clicking on the heading "Projected Growth" at the top of the column. Occupations may be labeled as having growth in decline, having little or no change in growth, growing slower than average, growing at an average pace, growing faster than average, or growing much faster than average.

*Projected Job Openings* – The far-right column lists the number of projected job openings for that occupation through 2024. Occupations with a high number of job openings will be less competitive than those with a low number of job openings.

#### By Job Family - <a href="https://www.onetonline.org/find/family">https://www.onetonline.org/find/family</a>

Clicking on the Job Family search will bring you to the page below. This page will give you the option to search by any of the 23 Job Families.



## **Browse by Job Family**

Personal Care and Service

Production

A search of any of the Job Families will provide you a list of all occupations within that Job Family. An example search of the Architecture and Engineering Job Family is shown on the following page.

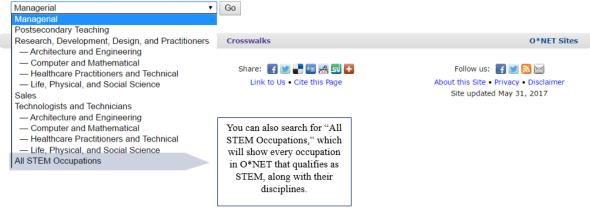


By STEM Occupations - <a href="https://www.onetonline.org/find/stem">https://www.onetonline.org/find/stem</a>

Clicking on the STEM search will bring you to the page below. This page will give you the option to search by any of the five STEM disciplines or a specific sub-discipline

#### **Browse STEM Occupations**

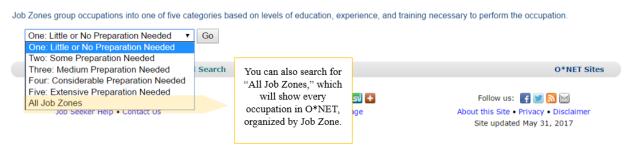




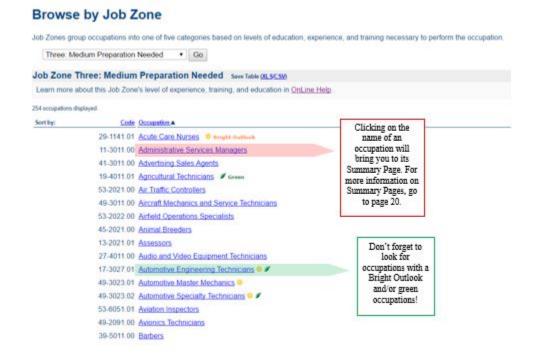
## By Job Zone - <a href="https://www.onetonline.org/find/zone">https://www.onetonline.org/find/zone</a>

Clicking on the Job Zone search will bring you to the page below. This page will give you the option to search by any of the five Job Zones.

## Browse by Job Zone



A search of any of the Job Zones will provide you a list of all occupations within that Job Zone. An example search of Job Zone Three (Medium Preparation Needed) is shown below.



## **Summary Reports**

## https://www.onetonline.org/help/online/summary

Each occupation in O\*NET has its own summary report page. Summary report pages provides a glimpse into the occupation, giving you information such as

- Occupation Title
- Occupation Definition
- Alternative Job Titles
- Tasks
- Technology Skills
- Tools Used
- Knowledge
- Skills
- Abilities
- Work Activities
- Work Context
- Job Zone
- Education
- Credentials
- Interests
- Work Styles
- Work Values
- Related Occupations
- Wages & Employment
- Job Openings

The following pages will walk you through an example summary page and give you more details on how to read and use the information provided.

#### Occupation Title, Definition, and Alternative Job Titles

The first information you will encounter on a summary report is the very basic information needed to know to understand what the occupation is all about. This includes the occupation title, which is the most common title used for that occupation. It also includes a short definition of the occupation. This definition provides a basic outline of the occupation, as well as a one sentence summation of the daily tasks completed while on the job. Alternate job titles are examples of other names by which that occupation is known.

The top of the summary report will also have icons reporting whether the occupation has a Bright Outlook or is a green economy. Don't forget to look for these icons in the top right corner!

The header of the summary report will contain the occupation title, followed by a short description of the occupation.

Summary Report for: 19-3031.02 - Clinical Psychologists Don't forget to look for occupations with a Bright Outlook and/or green occupations!

Updated 2018 Bright Outlook

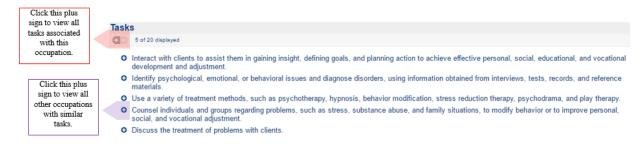
Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer

Sample of reported job titles: Child Psychologist, Clinical Director, Clinical Psychologist, Clinical Therapist, Forensic Psychologist, Licensed Clinical Psychologist, Licensed Psychologist, Licensed Psychologist Manager, Pediatric Psychologist, Psychologist

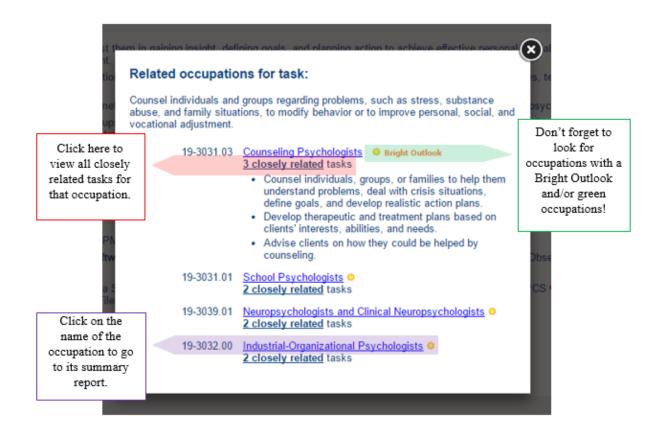
The occupation title you may be familiar with may not be the official occupation title. If the occupation title seems unfamiliar, check here for a more familiar title to make sure you are on the correct summary page!

#### **Tasks**

Tasks are specific work activities that are unique to each occupation. This section will give you insight on the daily responsibilities of someone working in that occupation. Clicking on the plus symbol directly below the header "Tasks" will show all tasks related to that occupation.

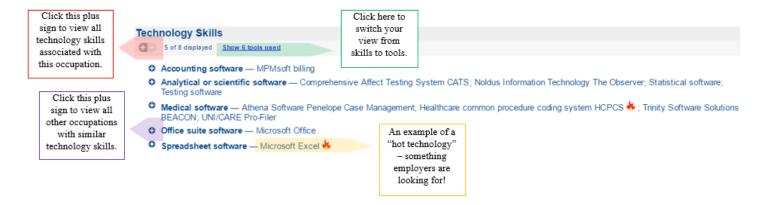


Clicking on a plus symbol next to a specific task will bring you to a pop-up page (shown below) that lists occupations with similar tasks to the one selected. This is a useful tool if you like some of the tasks associated with an occupation, but not all, and want to find related careers.



#### **Technology Skills**

Technology skills will include information on the types of software that may be used in that specific occupation. Clicking on the plus symbol directly below the header "Technology Skills" will show all technology skills related to that occupation. Similar to tasks, you may also click on the plus icon next to a technology skill to see a pop-up that lists other occupations that also use that skill.



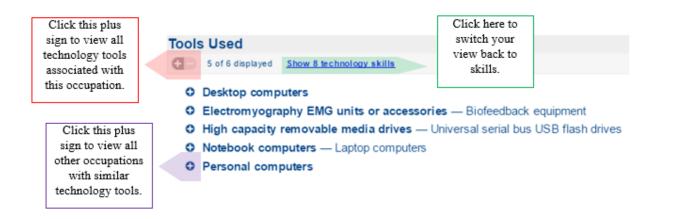
#### Hot Technology

Hot technology icons indicate preferred technology skills that are frequently mentioned in job postings. Look for the fire icon (shown below), for technology skills that are in high demand!



#### **Technology Tools**

This section allows you to view both skills used and the tools used to perform those skills. Clicking on the "Show tools used" link below the header "Technology Skills" will switch your view into the "Technology Tools" heading. An example is shown below.



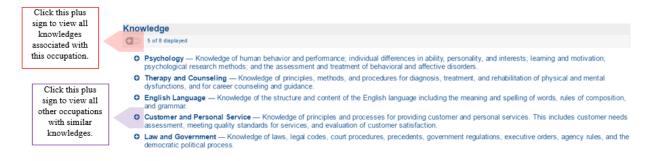
## Knowledge

-Geography

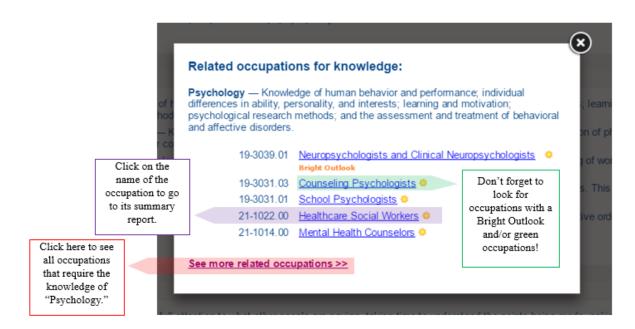
Knowledges are principles and facts associated with an occupation. Knowledges are organized sets, and can be applied to a wide range of occupations. O\*NET defines 33 different knowledge sets, listed below.

-Administration and Management	-History and Archeology
-Biology	-Law and Government
-Building and Construction	-Mathematics
-Chemistry	-Mechanical
-Clerical	-Medicine and Dentistry
-Communications and Media	-Personnel and Human Resources
-Computers and Electronics	-Philosophy and Theology
-Customer and Personal Service	-Physics
-Design	-Production and Processing
-Economics and Accounting	-Psychology
-Education and Training	-Public Safety and Security
-Engineering and Technology	-Sales and Marketing
-English Language	-Sociology and Anthropology
-Fine Arts	-Telecommunications
-Food Production	-Therapy and Counseling
-Foreign Language	-Transportation

In the summary report, each knowledge displayed will be followed by a short description of the information included in that knowledge set.



As with other portions of the summary report, you may click on the plus symbol next to a knowledge to view a pop-up page with other occupations that require the same knowledge. This can be a quick and easy way to see how an undergraduate degree may apply to different occupations.



#### **Skills**

Skills are capacities that are developed through experience on the job. They aide in learning and performance of activities that occur across many jobs. O\*NET categories skills into six different sets, each with several elements. These sets and elements are listed below.

**Basic Skills** - Skills that facilitate learning. Includes the following elements:

-Active Learning -Monitoring

-Active Listening -Reading Comprehension

-Critical Thinking -Science

-Learning Strategies -Speaking

-Mathematics -Writing

<u>Complex Problem Solving Skills</u> - Skills used to solve complex problems in real-word situations. Includes only one element:

-Complex Problem Solving

<u>Social Skills</u> - Skills used to work with other people in order to achieve goals. Includes the following elements:

-Coordination -Persuasion

-Instructing -Service Orientation

-Negotiation -Social Perceptiveness

**Resource Management Skills** - Skills used to allocate resources. Includes the following elements:

-Management of Financial Resources -Management of Personnel Resources

-Management of Material Resources -Time Management

<u>Technical Skills</u> - Skills used to design, operate, and solve problems regarding machines or technology. Includes the following elements:

-Equipment Maintenance -Programming

-Equipment Selection -Quality Control Analysis

-Installation -Repairing

-Operation and Control -Technology Design

-Operation Monitoring -Troubleshooting

-Operations Analysis

<u>Systems Skills</u> - Skills used to understand and improve socio-technical systems. Includes the following elements:

-Judgement and Decision Making -Systems Evaluation

-Systems Analysis

In the summary report, each listed skill will be followed by a short definition.





Skills
5 of 19 displayed

- Active Listening Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- O Social Perceptiveness Being aware of others' reactions and understanding why they react as they do.
- O Speaking Talking to others to convey information effectively.
- Occupies Problem Solving Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- O Critical Thinking Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

#### **Abilities**

Abilities are attributes of a person that influence performance. These attributes are enduring, meaning that they are considered to be relatively stable across the lifetime. O\*NET classifies four categories of abilities, each containing several elements. These categories and elements are listed below.

<u>Cognitive Abilities</u> - Abilities that involve the learning and applying of knowledge in problem solving. Includes the following elements:

-Category Flexibility -Originality

-Deductive Reasoning -Perceptual Speed

-Flexibility of Closure -Problem Sensitivity

-Fluency of Ideas -Selective Attention

-Inductive Reasoning -Spatial Orientation

-Information Ordering -Speed of Closure

-Mathematical Reasoning -Time Sharing

-Memorization -Visualization

-Number Facility -Written Comprehension

-Oral Comprehension -Written Expression

-Oral Expression

<u>Physical Abilities</u> - Abilities that involve strength, endurance, flexibility, balance, and coordination. Includes the following elements:

-Dynamic Flexibility -Gross Body Equilibrium

-Dynamic Strength -Stamina

-Explosive Strength -Static Strength

-Extent Flexibility -Trunk Strength

-Gross Body Coordination

<u>Psychomotor Abilities</u> - Abilities that involve the manipulation and control of object. Includes the following elements (continued on the next page):

-Arm-Hand Steadiness -Rate Control

-Control Precision -Reaction Time

-Finger Dexterity -Response Orientation

-Manual Dexterity -Speed of Limb Movement

-Multilimb Coordination -Wrist-Finger Speed

<u>Sensory Abilities</u> - Abilities that involve visual, auditory, and speech perception. Includes the following elements:

-Auditory Attention -Night Vision

-Depth Perception -Peripheral Vision

-Far Vision -Sound Localization

-Glare Sensitivity -Speed Clarity

-Hearing Sensitivity -Speech Recognition

-Near Vision -Visual Color Discrimination

In the summary report, each listed ability will be followed by a short definition.

Click this plus sign to view all abilities associated with this occupation.

> Click this plus sign to view all other occupations that require similar abilities.

Abilities



- Problem Sensitivity The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression The ability to communicate information and ideas in speaking so others will understand.
- O Written Comprehension The ability to read and understand information and ideas presented in writing.
- O Deductive Reasoning The ability to apply general rules to specific problems to produce answers that make sense.

#### Skills & Abilities – Related Occupations

Again, for both skills and abilities you may click on the plus sign next to each item to view occupations that also require that skill/ability. This may be a useful tool for someone who is looking for a career change but does not want to go back for continued education. Rather, he or she could look for an occupation that utilizes skills and abilities that he or she already possesses.

#### **Work Activities**

Work activities are job behaviors that may occur across multiple jobs. They can be divided into four main categories, which are then divided further into elements.

<u>Information Input</u> – Includes work activities related to the gaining of information and data needed to perform the job. Includes the following elements:

-Estimating the Quantifiable Characteristics of Products, Events, or Information

-Inspecting Equipment, Structures, or Materials

-Getting Information

-Monitor Processes, Materials, or Surroundings

-Identifying Objects, Actions, and Events

<u>Interacting with Others</u> – Includes work activities related to interacting with or supervising people. Includes the following elements (continued on next page):

-Assisting and Caring for Others

-Coaching and Developing Others

-Communicating with Persons Outside Organization

-Communicating with Supervisors, Peers, or Subordinates

-Coordinating the Work and Activities of Others

-Developing and Building Teams

-Establishing and Maintaining Interpersonal Relationships

-Guiding, Directing, and Motiving Subordinates -Interpreting the Meaning of Information for Others

-Monitoring and Controlling Resources

-Performing Administrative Activities

-Performing for or Working Directly with the Public

-Provide Consultation and Advice to Others

-Resolving Conflicts and Negotiating with Others

-Selling or Influencing Others

-Staffing Organizational Units

-Training and Teaching Others

<u>Mental Processes</u> – Includes work activities that involve processing, planning, problem-solving, decision-making, and innovation. Includes the following elements:

-Analyzing Data or Information

-Developing Objectives and Strategies

-Evaluating Information to Determine Compliance with Standards

-Judging the Qualities of Things, Services, or People

-Making Decisions and Solving Problems

-Organizing, Planning, and Prioritizing Work

-Processing Information

-Scheduling Work and Activities

-Thinking Creatively

-Updating and Using Relevant Knowledge

<u>Work Output</u> – Includes work activities that are physical in nature, including equipment and vehicles operated/controlled and other complex/technical activities. Includes the following elements:

-Controlling Machines and Processes

-Documenting/Recording Information

-Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

-Handling and Moving Objects

-Interacting with Computers

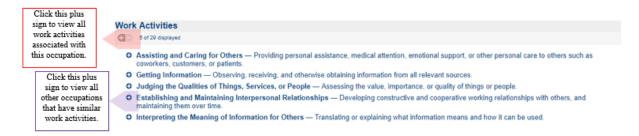
-Operating Vehicles, Mechanized Devices, or Equipment

-Performing General Physical Activities

-Repairing and Maintaining Electronic Equipment

-Repairing and Maintaining Mechanical Equipment

General Work Activities can be found for each occupation on the Occupation Summary page.



Clicking on the plus sign next to the work activity will give you more information about the work activity itself, along with other occupations that also use that work activity (see example below).

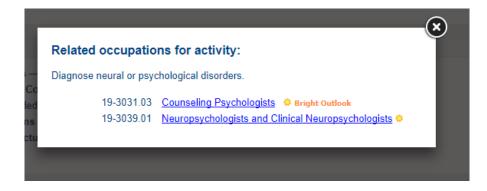


## **Detailed Work Activities**

Work Activities are designed to be able to encompass a large number of occupations. Detailed work activities, on the other hand, are more specific work activities that only apply to a small number of occupations, usually ones that are closely related.



When clicking on the plus sign next to a detailed work activity, you will notice that there are significantly less occupations that share the same detailed work activity. Often times, such as the example below, there will only be a couple occupations that share that same work activity, with no option to view any other related occupations.



#### **Work Context**

Work Context includes information on the physical and social factors that influence the nature of the occupation. It includes three categories, each of which has several elements.

<u>Interpersonal Relationships</u> – Describes the occupational context in terms of human interaction processes. Includes elements:

-Contact with Others	-Frequency of Conflict Situations
Comaci with Others	I requere y of conflict billianons

-Coordinate or Lead Others	-Letters and Memos
-Comanae or read Omers	-Leners and Memos

<u>Physical Work Conditions</u> – Describes the occupational context in terms of the physical environment. Includes the following elements (continued on next page):

-Exposed to Disease or Infections -Sounds, Noise Levels are Distracting of	or
--	----

Esposed to Hazardons Equipment	
-Exposed to High Places	-Spend Time Climbing Ladders, Scaffolds, or Poles

-Exposed to Minor Burns, Cuts, Bites, or	-Spend Time Keeping or Regaining Balance
Stings	Spena Time Reeping of Regaining Batance

3111185	
F 1 4 - D - 1; -4;	-Spend Time Kneeling, Crouching, Stooping,

-Exposed to Radiation or Crawling
-Exposed to Whole Body Vibration

-Spend Time Making Repetitive Motions

-Extremely Bright or Inadequate Lighting -Spend Time Sitting

-In an Enclosed Vehicle or Equipment -Spend Time Standing

-In an Open Vehicle or Equipment
-Spend Time Using Your Hands to Handle,
-Indoors, Environmentally Controlled
-Control, or Feel Objects/Tools/Controls

-Indoors, Not Environmentally Controlled -Spend Time Walking and Running

-Outdoors, Exposed to Weather -Very Hot or Cold Temperatures

-Wear Common Protective or Safety Equipment (Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets) -Wear Specialized Protective or Safety Equipment (Breathing Apparatus, Safety Harness, Full Protection Suits, or Radiation Protection)

<u>Structural Job Characteristics</u> – Describes the occupational context in terms of structural characteristics. Includes the following elements:

-Consequence of Error -Importance of Being Exact or Accurate

-Degree of Automation -Importance of Repeating Same Tasks

-Duration of Typical Work Week -Level of Competition

-Freedom to Make Decisions -Pace Determined by Speed of Equipment

-Frequency of Decision Making -Structured versus Unstructured Work

-Impact of Decisions on Co-Workers or -Time Pressure Company Results

-Work Schedules

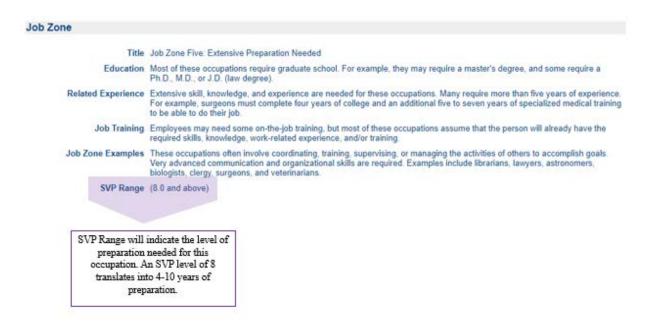
Unlike other categories, which score the items on terms of importance, the scoring of these items will depend on the type of item. For example, as seen below, an item such as "Face-to-Face Discussions" will have information regarding the *frequency* that the item occurs (from "never" to "every day"). Other items, such as "Freedom to Make Decisions," will have information regarding the *quantity* of that specific item (from "no freedom" to "a lot of freedom"). For this reason, it is important to closely look at the wording following each item, as it will provide you with information on how that specific item is measured.



#### Job Zone

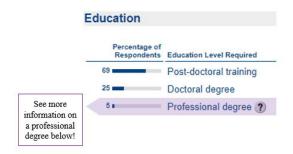
The Job Zone section provides information regarding the level of education needed in order to obtain a position within a certain occupation. Information included in this section includes:

- -Title: The Job Zone title (5 possible)
- *-Education*: Level of education *usually* required (can be various levels)
- -Related Experience: Amount of experience required for success in occupation
- -Job Training: Amount of on-the-job training expected
- -Job Zone Examples: Examples of other occupations within said Job Zone
- -SVP Range: Level of time required for vocational preparation (ranges from 1 to 9)



#### **Education**

The education section will provide information on the types of degrees that current workers in this occupation hold. On the left-hand side, you will see the percentage of respondents that hold each type of degree that is sufficient for said occupation.



*Professional Degree* – A professional degree provides the academic requirements to begin an occupation. It requires at least two years of college education before entering the professional degree program, and a subsequent total of six years of academic work for completion.

#### **Credentials**

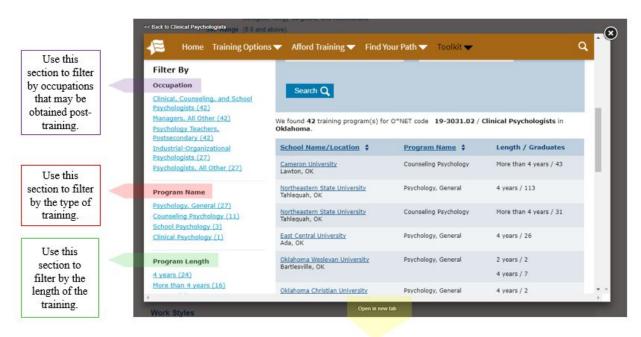
The credentials section will provide links to more information on training programs, certifications, and licenses.



Clicking on one of the links shown above will lead you to a drop-down box that allows you to choose a state.

#### Find Training

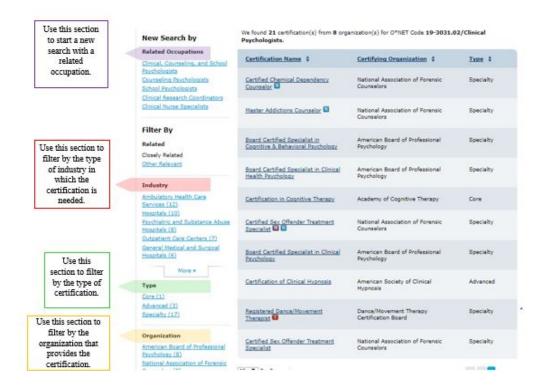
A search for training programs will provide you information about different educational programs in the selected state. See the example of clinical psychology programs provided on the next page.



Click here to open the same information in a full webpage rather than a pop-up.

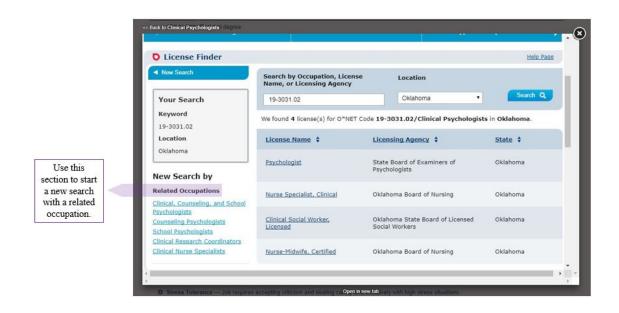
#### Find Certification

A search for certifications will provide you information about different certifications required in the selected state.



#### Find Licenses

A search for licenses will provide you information about different licenses required in the selected state.



#### **Interests**

O\*NET defines interests as "preferences for work environments and outcomes." It defines six different interests: realistic, investigative, artistic, social, enterprising, and conventional, discussed in detail below.

*Realistic*- Occupations that are classified as realistic include practical work that is hands-on. People in these occupations often work with plants, animals, wood, tool, machinery, and the like. Often, these occupations require working outdoors, and are not as likely to require paperwork or interpersonal relationships.

*Investigative*- Occupations that are high in the investigative interest often include working with abstract ideas, and require a large amount of critical thinking. These occupations often involve solving problems mentally and searching for facts.

*Artistic*- Artistic occupations often involve work that requires the use of forms, design, and/or patterns. There is not a clear set of rules with artistic occupations, and they often are considered to be high in self-expression.

*Social*- Social occupations involve interpersonal relationships, communication, and teaching others. These occupations often involve helping others and are service-oriented.

*Enterprising*- Occupations that are high in the enterprising interest often require starting and carrying out various projects, which often involves leading other people and making decisions for others. These occupations may also require a high level of risk taking.

Conventional- Occupations that are classified as conventional involve following a set procedure or daily routine, often working with data, facts, and details. In these occupations, there is usually an authority that takes the lead.

O\*NET provides an interest code for each occupation, which is comprised of the three most relevant interests to that occupation. For example, for the occupation of clinical psychologist, the interest code is "ISA," which stands for investigative, social, and artistic. Interest codes reflect the fact that a person may have more than one strong interest when searching for an occupation.



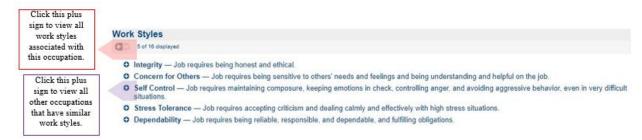
For more information about how to determine your own interests, see the Interest Profiler section of this document.

## **Work Styles**

Work styles describe personal characteristics that may affect how well someone could perform in a certain occupation. O\*NET has created 16 different work styles, listed below. Similar to interests, a person may have a combination of several different work styles.

-Achievement/Effort -Initiative -Adaptability/Flexibility -Innovation -Analytical Thinking -Integrity -Attention to Detail -Leadership -Concern for Others -Persistence -Cooperation -Self Control -Dependability -Social Orientation -Independence -Stress Tolerance

Often, every type of work style is involved in an occupation in some way, so make sure to pay attention to the top work styles given.



#### **Work Values**

Work values are aspects of an occupation that are important to the person who is working said occupation. The meeting of these values will promote satisfaction in that occupation. O\*NET defines six different work values, each of which corresponds to several different needs. Each of these are listed below.

Achievement- Needs include ability utilization, and achievement.

*Independence*- Needs include creativity, responsibility, and autonomy.

Recognition- Needs include advancement, authority, recognition, and social status.

Relationships- Needs include co-workers, moral values, and social service.

Support- Needs include company policies and supervision (both human relations and technical)

Working Conditions- Needs include activity, compensation, independence, security, variety, and working conditions.

The following is an example of work values in a clinical psychologist occupation.



# **Related Occupations**

Look to this section to find occupations that are closely related to occupation currently being described.



#### **Wages and Employment Trends**

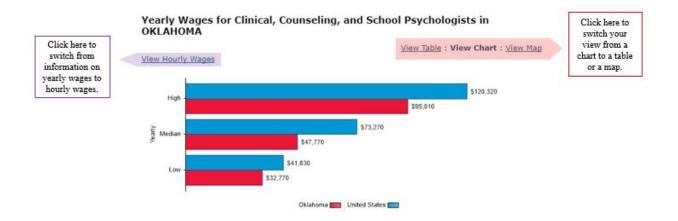
This section describes wages, current employment, and projections for growth and job openings. Wage and trend information may also be narrowed down specifically by state. Remember that occupations with a high percentage of projected growth are more likely to have job openings in the future.



# State Wages

When examining wages by state, you may view information in three different ways (chart, table, or map).

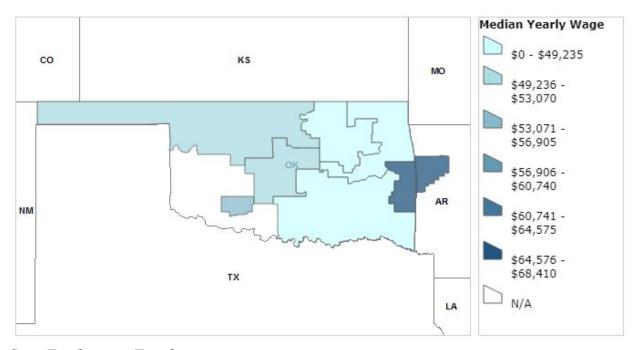
*Chart-* An example of a chart is shown below. Wages are sorted into three levels, high, median (middle), and low, with a comparison made between the chosen state and the country as a whole.



*Table*- The table view will provide information on wages sorted into percentiles, specifically the 10<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup> (median), 75<sup>th</sup>, and 90<sup>th</sup> percentiles. Information is provided on the national level, state level, and for larger areas of the state itself. An example can be seen below (table is not shown in full).

w National Data				View Ta	ble : <u>View Cha</u>	rt : View Ma	
Location	Pay Period	2016					
		10%	25%	Median	75%	90%	
United States	Hourly	\$20.11	\$26.47	\$35.23	\$46.11	\$57.8	
	Yearly	\$41,830	\$55,050	\$73,270	\$95,910	\$120,32	
Oklahoma	Hourly	\$15.75	\$19.42	\$22.97	\$29.21	\$45.6	
	Yearly	\$32,770	\$40,390	\$47,770	\$60,760	\$95,01	
Fort Smith, AR-OK MSA	Hourly	\$20.23	\$23.17	\$32.89	\$44.12	\$89.3	
	Yearly	\$42.090	\$48.190	\$68.400	\$91.760	\$185.74	

*Map*- Map view will provide salary information separated by geographical location of the chosen state. A key will be provided on the right hand side. Locations without data will be marked in white (see example below).



## State Employment Trends

As with state wages, state employment trends may be viewed in a chart, table, or map.

*Chart*- Unlike state wages, the chart for state employment trends will contain information on all states, rather than just the state selected. Information may be viewed by projected job openings, current job openings, or percent change.

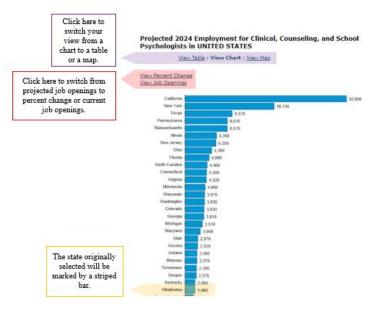
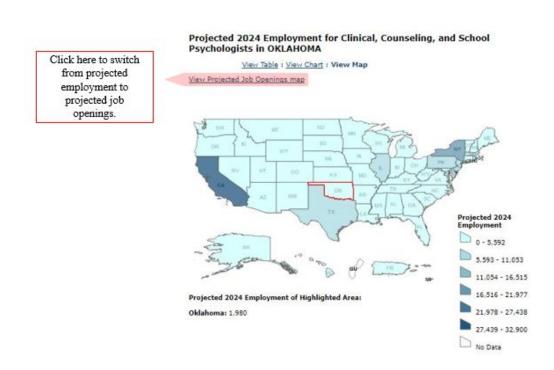


Table- Table view presents data on current employment, projected employment, percent change, and projected annual job openings. Like the chart view, the table includes data from all states, as well as national data. However, clicking on "View Local Data" in the top left corner will bring you to a table with data only from the national level and the state which was originally selected. An incomplete example of the full table is shown below.

table comparing only the state originally selected to national data.	View Local Data	View Table : View Chart : View Ma				
	National	Employment		Percent Change	Projected Annual	
		2014	2024		Openings*	
	United States	155,300	185,900	20%	6,380	
Click on the name of a state	State	Employment		Percent Change	Projected Annual	
		2014	2024		Job Openings*	
to view a table comparing only	California	27,100	32,900	+21%	1,160	
that state to national data.	New York	15,450	18,130	+17%	600	
	Texas	7,920	9,570	+21%	340	

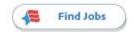
*Map*- Map view will provide employment information separated by geographical location. Unlike the wage data, employment data will be given at a state-level and the entire country will be shown at once (rather than focusing on a single state). A key will be provided on the right hand side. Locations without data will be marked in white (see example below).



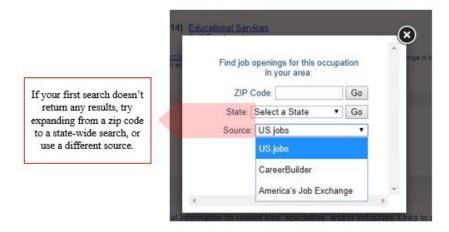
# Job Openings on the Web

This portion of the summary page will provide a direct link to actual, current job openings.

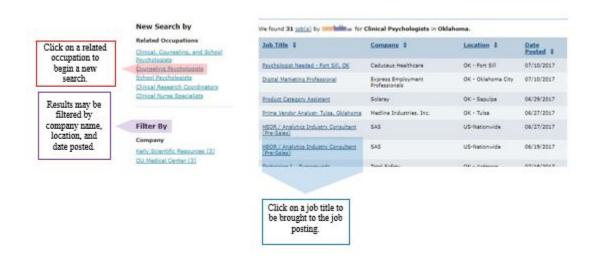
# Job Openings on the Web



Start your job search by clicking on the button shown above, which will bring you to the pop-up shown on the following page. Your area may be selected either by zip code or state. O\*NET is linked to three different job posting websites, each of which are given as an option for searching.



Job postings will be given in a table, with information on job title, company, location, and the date the job was originally posted.



#### **Sources of Additional Information**

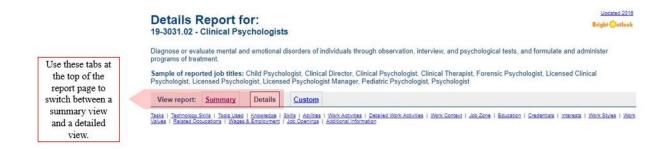
Look here for links that will provide more information on the selected occupation.



## **Detailed Reports**

## https://www.onetonline.org/help/online/details

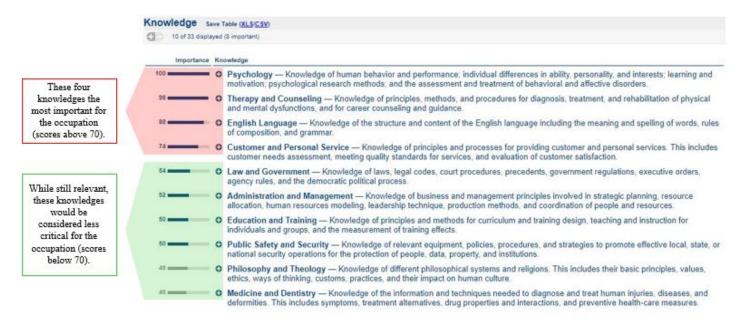
With many occupations, there is an extensive list of potential skills, tasks, work styles, etc. that may fit the description or requirements of that occupation. However, some items will be more important to success than others. In order to differentiate between items that are more and less critical to the occupation, O\*NET uses several different rating scales to help rank items in terms of their importance, relevance, and frequency. To see the ranking each item carries for a specific occupation, view the occupational report under "detailed view," as seen in the image below.



## **Importance Scores -** https://www.onetonline.org/help/online/scales

Importance scores are given for tasks, knowledges, skills, abilities, work activities, and work styles. An importance score reflects the degree of importance a particular item has to a specific occupation, ranging from not important to extremely important.

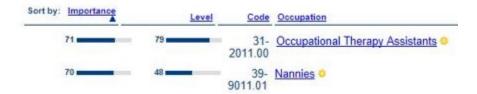
Items with an importance score of 70 or higher are considered to be the most important and critical items to that occupation. While items that score less than a 70 may still be useful in that occupation, they are most likely not important on a day-to-day basis. An example of this is shown below, from the occupation of Clinical Psychologist.



## Level Scores - https://www.onetonline.org/help/online/scales

Just because a task is important, does not mean that someone needs to be advanced to the highest skill level to perform that task. Level scores help users know the amount of skill needed in an occupation. It is used with knowledges, skills, abilities, and work activities.

For example, the occupations of Occupational Therapy Assistant and Nanny both have relatively high importance scores for the knowledge of Psychology, at 71 and 70. However, the level of knowledge of Psychology must be much higher when performing the occupation of Occupational Therapy Assistant than it does to be a successful Nanny. This is indicated through each occupations level score in the knowledge of Psychology, with Occupational Therapy Assistant scoring a 79 and Nanny scoring a 48.



# Relevance Scores - <a href="https://www.onetonline.org/help/online/scales">https://www.onetonline.org/help/online/scales</a>

Relevance scores are provided only for tasks. Relevance scores reflect the percentage of people who are currently working in an occupation (job incumbents) who believe that the task is relevant to his or her current job. These scores help users understand which tasks are considered "core" tasks to the occupation, and which tasks are "supplemental." For example, the task of "Discuss the treatment of problems with clients is considered a core task to the occupation of Clinical Psychologist (with a relevance score of 100), while the task of "Plan, supervise, and conduct psychological research and write papers describing research results" is considered supplemental, with a relevance score of 33.



This means that 100% of current Clinical Psychologists surveyed believe that the first task is relevant to their job, while only 33% believe the second task is relevant.

# Frequency Scores - <a href="https://www.onetonline.org/help/online/scales">https://www.onetonline.org/help/online/scales</a>

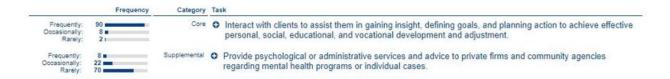
Frequency scores are also used for tasks. Frequency scores will provide information on how often a task occurs during a specific time period. Scores are provided on the following scale:

Frequently – Tasks are performed daily, multiple times a day, by the hour, etc.

Occasionally – Tasks are performed on a monthly or weekly basis.

Rarely – Tasks are performed less than once a month, potentially as little as once a year.

This measurement is formed in the same fashion as relevance scores; job incumbents are asked how often they perform specific tasks on the job and their responses are turned into percentages to be reported on O\*NET. An example of two tasks from the occupation Clinical Psychologist, one that occurs frequently and one that occurs rarely, is shown below.



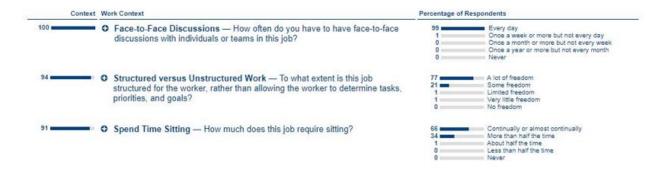
# Extent Scores - <a href="https://www.onetonline.org/help/online/scales">https://www.onetonline.org/help/online/scales</a>

Extent scores are given for work values and work needs. These scores reflect the amount that a certain work value or need affects the nature of the occupation itself. If a certain work value or need must be met in order for you to enjoy your chosen occupation, look for an occupation that has a high extent score for that value or need. An example of the extent scores for the work values in the occupation Clinical Psychologist is shown below.



## **Context Scores -** https://www.onetonline.org/help/online/scales

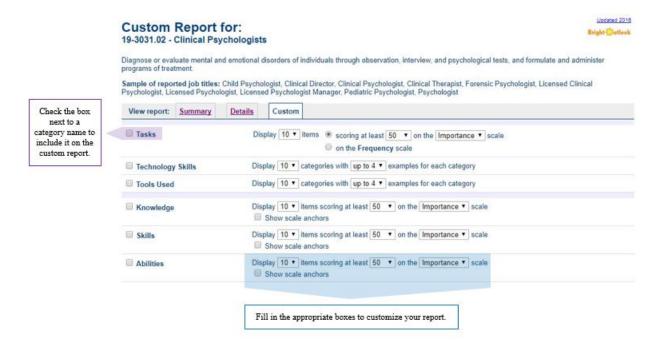
Context scores are given for work context items to provide more information on the physical and social factors that influence an occupation. Unlike previous scales, context score scales will vary depending on the wording of the item. An example of several different context scales and scores is provided below.



# **Custom Reports**

#### https://www.onetonline.org/help/online/custom

A custom report allows you to select what type of information you would like to see for each category. It allows you to select how many items shown with each category, along with a cut off score for the selected scale. A custom report will look similar to a detailed report, but will show only the items and categories that match the selected criteria. An example of the beginning of a custom report is shown on the following page.



**Advanced Search for Occupations in O\*NET** 

https://www.onetonline.org/help/online/browse desc

The information provided on a summary report may also be used as the basis for an occupational search. Searches by categories such as abilities, interests, knowledge, skills, work activities, work context, work styles, and work values can be started using the "Advanced Search" box on the homepage, highlighted below.



Interests, knowledges, work styles, and work values are all categories in O\*NET that do not have a multitude of elements. Rather, they consist of several broad subdivision. Starting a search by interest, knowledge, work styles, or work values will bring you to a page that lists the main categories of the selected search criteria. For example, the image below shows the starting page for a search by interests.



Clicking on the same of a category will bring you to a page that lists all occupations relevant to that category. Each search criteria will show you slightly different information, as shown in the examples below.

# By Interest or Work Values

A search by interest or work values will allow you to sort all occupations for a given interest by Job Zone. An example is given below from the interest category "Realistic."



# By Knowledge or Work Styles

A search by knowledge or work style will allow you to see the importance and level scores for each occupation given. An example is given below from the knowledge "English Language."



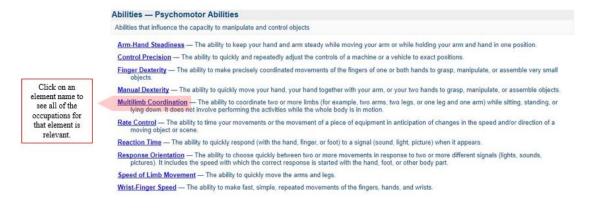
## **By Categories with Elements**

Some categories, specifically abilities, work activities, and work context, have sub-categories that are comprised of several elements. These elements add one additional step to the search process.

Starting a search by one of these categories will bring you to a page that lists all sub-categories. For example, the image below shows all the categories of abilities.



Clicking on a sub-category will bring you to a page that lists all the elements in that category.



From here, you may choose a specific element in order to view all occupations for which it is useful. The importance, level, and/or context scores for each occupation will be shown.



# By Multiple Items

O\*NET allows you to search for occupations that match multiple items for both the interest criteria and the work values criteria. Upon following the same steps previously listed, the option to search for multiple criteria should be provided at the top of the occupational selection page (after searching for a single criterion).



O\*NET will give you the option to search for one, two, or three items at a time. The more items included in your search, the more specific and tailored your results will be.

This type of search can be especially useful once you know your three-letter interest code. For more information on how to obtain your interest code, see the Interest Profiler section below.

## **O\*NET Resource Center**

## https://www.onetcenter.org

For information on how O\*NET can be applied directly to career planning, visit the O\*NET Resource Center. This section of O\*NET is dedicated to practical sources of information that can aide people in the job hunt. Some of the most relevant tools on this website for college students are discussed below.

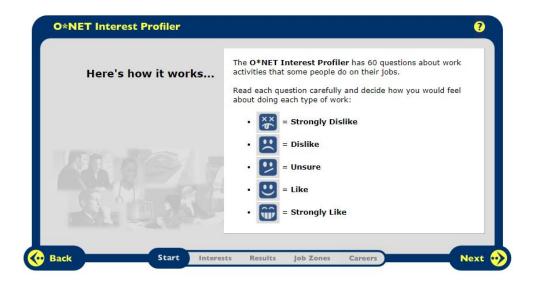
## O\*NET Interest Profiler - <a href="https://www.mynextmove.org/explore/ip">https://www.mynextmove.org/explore/ip</a>

The O\*NET Interest Profiler is a tool that can help aid in occupational selection. This short 60-question survey will ask about your likes and dislikes, and will narrow down your specific interests into the top three. The six possible interests are realistic, investigative, artistic, social, enterprising, and conventional.

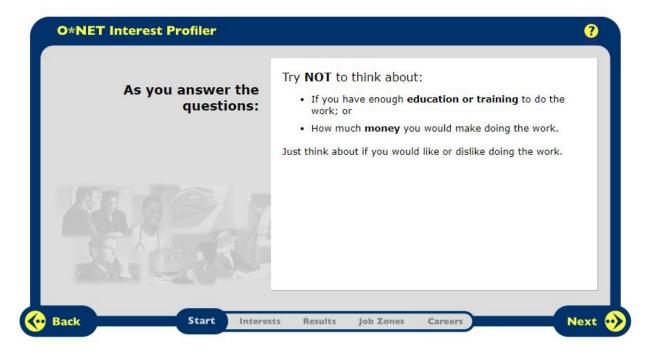
To begin the interest profiler, follow the link listed at the start of this section, which will bring you to the page shown below.



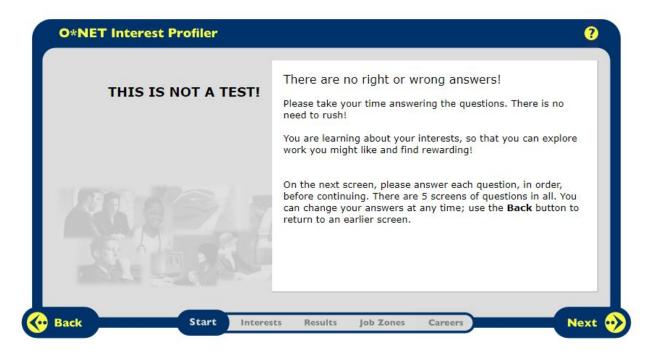
The Interest Profiler will give 60 work activities, to which you respond on a scale of like to dislike. Icons depicting each point on the scale are used as a visual aide.



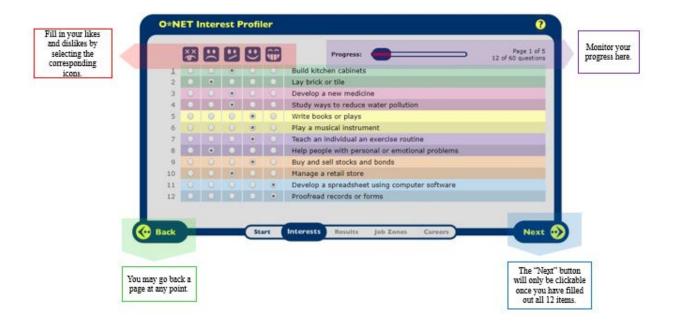
It is important to remember that the Interest Profiler is measuring your *interests*, not your work style or needs. So try your best to focus on if you would find a task interesting, not what the corresponding salary would be for that occupation.



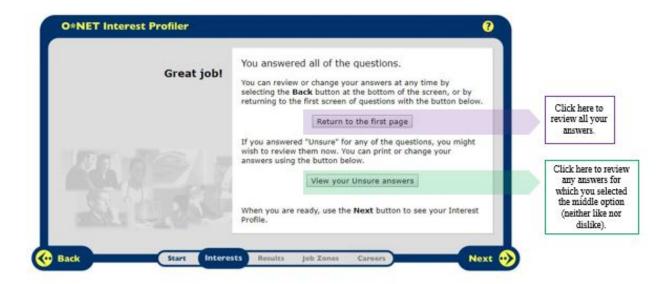
Another important thing to remember is that this is based on your preferences – there are no right or wrong answers. Take your time and answer honestly.



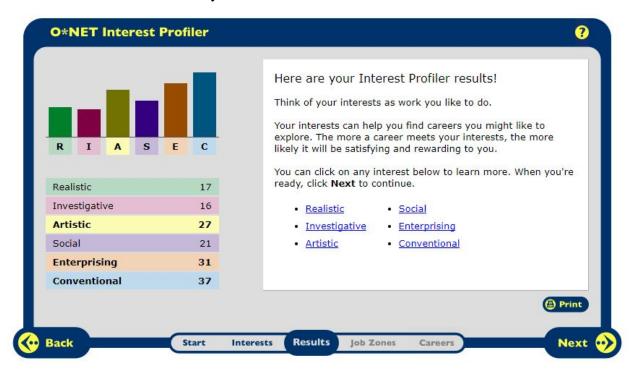
The next page will be the beginning of the Interest Profiler. Complete the Interest Profiler by selecting your level of like/dislike of each item, following the icons at the top of the page. An example of the first page is shown below.



Once completed, O\*NET will give you the option to review all your answers, or to review the answers for which you answered "unsure" (the middle option of the five options). It is ok to leave some of the items as "unsure," but it never hurts to review those items after completing your profiler. The more specific your answers, the more accurate your results.



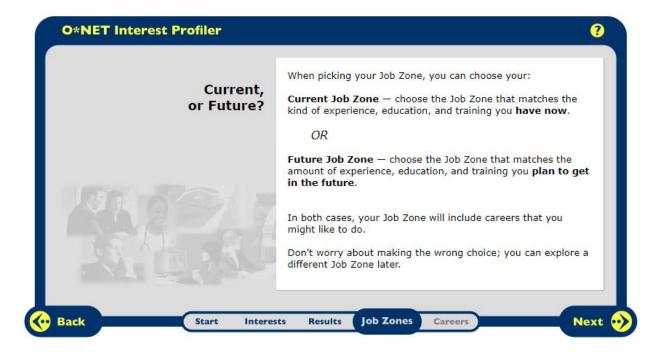
Composite scores will be given for all six types of interests. Your top three interests will be bolded. Click on the name of any of the interests to see more information.



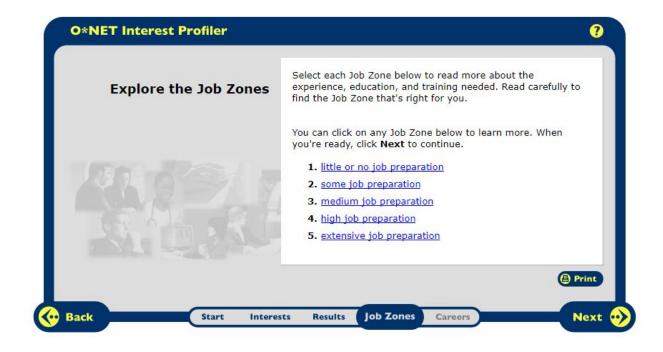
Rather than provide a list of every occupation that matches your interests (which may be extensive and overwhelming), the Interest Profiler will next prompt you to select a Job Zone in which you see yourself falling.



You may either select the zone for which you currently qualify, or the zone in which you see yourself after finishing all of your educational goals.



Select a Job Zone on the page below for a refresher on what each zone entails, including the level of education, training, and experience, along with some example occupations.



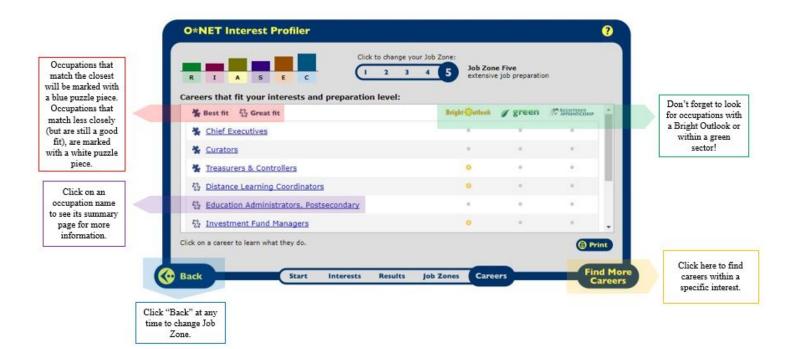
Choose a Job Zone to view a list of occupations within that zone that also match your interests. Don't forget – you can always use the back button to select a different zone later!



O\*NET will quickly review your scores and your Job Zone selection before providing a list of occupations that match both.



O\*NET will provide a list of occupations that match both your interests and your chosen Job Zone. This is a great way to begin exploring potential career occupations if you are unsure of your direction.



If you do not see an occupation on this list that catches your interest, that is ok! Remember, success in an occupation is made up of many different facets, not just interests.

#### Interest Code

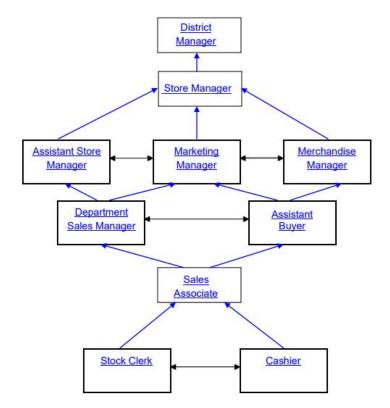
Your three highest scores make up your interest code (from highest to lowest). For example, the interest code from the results previously shown would be CEA (Conventional, Enterprising, Artistic).

This interest code can be used to search O\*NET for occupations that match your interests. For a refresher on how to search for occupations that meet multiple interests, see "Advanced Search – By Multiple Items" (page 51).

## Career Ladders and Lattices - <a href="https://www.onetcenter.org/ladders.html">https://www.onetcenter.org/ladders.html</a>

Career ladders and lattices can help you visualize how your current occupation or an entry-level position can eventually lead to your dream occupation. They are a visual representation of a career progression.

Career ladders display only vertical movement between jobs (such as promotions). Career lattices display both vertical and lateral movement between jobs. Lateral movement may be a switch to a different company, or to a different occupation within the same department. An example of a career lattice showing the progression from stock clerk or cashier to district manager is shown below.



Explore links between occupations by clicking the plus symbol next to tasks, skills, knowledges, etc. while on an occupation's summary page. This will give you a list of occupations that share the same tasks, skills, or knowledges. Often times, occupations that are linked on a career ladder or lattice will share some of the same items, but they will differ in terms of their importance or level scores.

# Resume Building - <a href="https://www.onetcenter.org/resume.html">https://www.onetcenter.org/resume.html</a>

O\*NET is also a great resource when it comes to building your resume. Use the summary page for your current occupation to find knowledges, skills, and abilities that you already possess. You may also use a skills or knowledge search to find occupations for which you are qualified to apply.

# Using O\*NET as a Veteran

## https://www.mynextmove.org/vets/

O\*NET provides resources similar to those listed above that are specifically aimed toward those who served or are currently serving in the armed forces. This portion of the O\*NET website can assist you in finding civilian careers using skills or knowledges that you may have gained during your time in the armed forces.

On this page, you have the option to search for occupations by keyword or by industry. Civilian occupations that have a matching occupation in your selected military branch (Air Force, Army, Coast Guard, Marine Corps, or Navy) will be denoted with a blue star icon (shown below).



You may also enter the name of your military classification or occupation and O\*NET will suggest civilian occupations that are similar.