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How can I find jobs that fit my interests and skills?

1. Type the url: online.onetcenter.org

Click on skills search.
2. You get the following screen.
3. Choose the appropriate skills. Click on the skills (circled below) that you possess and are interested in utilizing.
4. Press ‘Go’
5. You will find a list of occupation categories that match your skills and interests. Click on a category such as “Nuclear Engineers.”
6. A summary report of the selected job category is displayed.

It tells you:

- Tasks and major daily work activities you would be likely to perform in the job
- Tools and technology you would be likely to use
- Knowledge, skills, and abilities you will need for this job
- Training and experience usually required to be hired (Job Zone)
- The Holland Interest Code that matches this job
- Attributes (Work Styles) that will lead to success in the job
- Job Satisfaction criteria (Work Values) that this job offers
- Other similar occupations
- Salary for this job, with an option to compare salaries by state.

Note that there are other tabs. They are ‘Details’ and ‘Custom’. ‘Details’ provides slightly more information and ‘Custom’ allows you to get a customized report that shows only the details you want.
How can I use the latest available labor market data to understand trends in any chosen profession?

Example A: Compare the current market trends (esp. wages) for a Sales Manager all over the country.

1. Type the url: online.onetcenter.org

Click on “Related Sites” on the top left hand corner.
2. You get this screen.

Click on the link – “U.S. Department of Labor, Bureau of Labor Statistics.”
3. You get the following screen.

Click on “Bureau of Labor Statistics (BLS).”
4. You will see the following page.

Click on “JOBSEEKERS,” towards the bottom left.
5. You get the following screen.

Scroll down further in the same page.
6. Click on “Occupational Employment and wages by area.”
7. You will get the following screen.
Choose “One occupation for multiple industries” and click on “Continue.”
8. You get the following screen. Choose “Sales Managers” and click on “Continue.”
9. In the following screen, we choose “All Sectors in the list” and press “Continue.”
10. In the following screen, we choose “All industries in this list” and press “continue” (one can be specific here as well).
11. Select the following for the output format and press “continue.”
12. You get the following report.

This report gives a good amount of employment wage information for a sales manager across different industries. One can scroll down the page, to get a full glimpse of the report. This can be handy for anyone who is flexible to work across industries as a sales manager.
Example B: Compare 10 year projected job growth by profession

1. Type the url: online.onetcenter.org

Click on “Related Sites” on the top left hand corner.
2. You get this screen.

Click on the link – “U.S. Department of Labor, Bureau of Labor Statistics.”
3. You get the following screen.

Click on “Bureau of Labor Statistics (BLS).”
4. You will see the following page.

Click on “JOBSEEKERS,” towards the bottom left.
5. You get the following screen.

Click on “Occupational Outlook Handbook.”
6. You get the following screen. Reach the index (from A to Z) of occupations as circled below.

Say, you want to find out the job projections for a “Radiation Therapist”. Click on the index R.
7. The following screen shows up. Click on “Radiation therapists.”
8. You get the following screen.

Click on “Projections Data” as shown above.
9. You get the following information where the ten year projections of the chosen job are displayed.

One can use this information to understand the future employment trends of a specific job.
How do I need to prepare to get my dream job?
(See also Section 5).

1. Type the url: online.onetcenter.org

Click on “Find Occupations.”
2. You get the following screen.
3. In the search by “Keyword or O*NET-SOC code”, type in the name of “counselor” for example and press “Go.”
4. O*NET pulls up the following screen with a list of occupation categories of counselors.

Click on “Mental Health Counselors” or whatever other category appeals to you the most.
5. O*NET then pulls up the summary report for mental health counselors. (See section 1 for a description of summary reports).

Review the “knowledge”, “Abilities”, “Job Zone”, and “Education” sections to preview the skills and requirements for this profession.
How can I find out if I’m likely to be satisfied in a particular job?

Job satisfaction largely stems from a work environment that is harmonious with your core values. Take the Work Importance Locator assessment for a list of occupations that are linked to your core values.

1. Type the url: www.onetcenter.org

Click on “Career Exploration Tools” as shown above.
2. You get the following screen.
3. Click on the drop down list menu as shown below.

Then, select “Work Importance Locator” as highlighted and click.
4. You get the following screen.

Click on “Demo.”
5. The following screen is displayed.

Click on the link “Work Importance Locator Online Demo.”

This opens up in a new window with a tutorial that explains how to use the Work Importance Locator tool and lists the jobs that are best aligned with your core values.
6. On the same page, the “Download” section provides the required files to download and print the actual Work Importance Locator instrument and related materials. You can explore the various links provided in this section.

The files below are provided to enable users to download and print the O*NET Work Importance Locator Instrument and related materials (e.g., score report, user guide, occupational lists). Two types of files have been produced: 1) PDF files for “Desktop” viewing and printing, and 2) PDF “Print Shop” files that can be used by programs/organizations with access to professional printing equipment. Summary descriptions of the files are provided below. A more detailed description of the files and their contents is available below for download.

**Download**

**Desktop**

This format is useful for those persons interested in producing single copies or for small-volume duplication, where print quality is not a significant issue. These files are intended for desktop-viewing and printing. [Note: This format should be used only for viewing or demonstrating the Work Importance Locator instrument, not when it is administered as a client assessment.]

- Work Importance Locator Instrument (PDF - 316 KB)
- Work Value Cards (PDF - 11 KB)
- Work Value Card Scoring Sheet (PDF - 12 KB)
- Score Report (PDF - 218 KB)
- User’s Guide (PDF - 264 KB)
- O*NET Occupations Master List (PDF - 209 KB)
- O*NET Occupations Combined List: Interests and Work Values (PDF - 710 KB)

or:

Download all materials at once:

- First Importance Locator Desktop (ZIP - 894 KB)

**Print Shop**

The files below are provided to enable private or public mass printing services to mass produce the O*NET Work Importance Locator Instrument and its associated documents to mirror those available for purchase. They are suitable for generating print film and for reproduction using professional printing equipment.

- First Importance Locator Instrument (ZIP - 950 KB)
What does it take to be successful in any given occupation?

1. Type the url: online.onetcenter.org

Click on “Related Sites” on the top left hand corner.
2. You get this screen.

Click on the link – “U.S. Department of Labor, Bureau of Labor Statistics.”
3. You get the following screen.

Click on “Occupational Outlook Handbook.”
4. We get the following screen. Scroll down.
5. Scroll down to reach the index (from A to Z) of occupations as you circled below.

Say, you want to know how to do well and be successful as a journalist. Click on the index J. Click on the first letter of the occupation you are interested in, such as “J” for “Journalists.”
6. The following screen shows up.

Click on “Journalists.”
7. You get the following screen. The job title “Journalist” is described under the occupation categories of “News Analysts”, “Reporters”, and “Correspondents” (in a more specific way).

Click on “Training, Other qualifications, and Advancement”, “Job Outlook”, “Projections Data”, and “Earnings”, you will get a clearer picture of the work-world and success strategies for your chosen profession.
An Introduction to O-Net academy, the online O-Net tutorial.

1. Type the url: www.onetacademy.com.

Click on “Register” at the top right hand corner.
2. Fill in the required details to create a new account.
3. Press “Register Now.”

O-Net will email a request to confirm your new account. When confirmed, you become a registered user of onetacademy.
4. Once you are registered, go to www.onetacademy.com and then click the LOGIN tab. You will get the following screen.

Fill in the user name (email address) and password. Then, click login.
5. This brings you to this page where you find live and recorded webinars, podcasts and online courses.

Scroll down further.
6. You see the following page.

There are podcasts, and then beneath that, there are tabs for upcoming webinars, webinar recordings and online courses. Click the tab for “Online Courses.”
7. The page expands to list the online courses available in O-Net Academy.
8. On scrolling down, you find the “Value of O*NET section.”

You can click on any of these, such as “Value of O*NET for Students.”
9. You get the following online self paced learning tutorial.

Other online tutorials, webinars, and podcasts can also be accessed from this great resource site.