

DESK AID: Coding Jobs with O*NET OnLine



Use this guide to identify and code occupations using O*NET OnLine.

The screenshot shows the O*NET OnLine homepage. At the top is the navigation bar with links: Help, Find Occupations, Advanced Searches, O*NET Data, Crosswalks, Share, and Sites. Below the navigation bar is the 'Coding Jobs with O*NET OnLine' section. It includes a 'Contents' table with four items: 1. Pick your path to find an occupation, 2. Open and verify the occupation report, 3. Export occupation data, and 4. Can't find a match?. To the right of the table is a button that says 'Get the printable, two-page quick reference guide'.

1. Pick your path to find an occupation

Read through the options below, and start your search or browse using the boxes on the right. All of these links are on the [home page](#) or from the menu bar at the top of every page.

Quickest option: search with title, code, or phrase

In the **Occupation Keyword Search** box, type a job title (e.g., "dental assistant") or an O*NET-SOC code (full or partial). As you type, your desired occupation may show up in the popup menu; you can click on it to go directly to the occupation report. Or you can click **Search O*NET-SOC occupations** to view more search results.

You can also enter a short task statement or descriptive phrase for the occupation, if you don't have a specific or helpful job title. The search results will show you occupations which match key words from your phrase, with the closest matches displayed first. To discover why an occupation matched your search, click the **How do they match?** button above the results, and then click the question icon next to the occupation of interest.

If you prefer listings: browse occupation groups

In the **Find Occupations** box, you can select a specific list of occupations, and read through it to find a match. Choices include:

- **Industry** — grouped by top-level NAICS sectors, based on percentage of workers employed in that industry
- **Job Family** — grouped by 2-digit SOC families
- **Job Zone** — grouped by amount of job preparation needed (education, experience, training)
- **All Occupations** — every O*NET-SOC occupation on one page; the list can also be downloaded as XLSX or CSV

When titles are fuzzy: search by skills

In the **Advanced Searches** box, you can use a job's skill set to identify occupations when a title or keyword search does not produce relevant results:

- **Soft Skills** — select the interpersonal and thinking skills needed for a job to find occupations across industries and preparation levels.
- **Technology Skills** — search for a software product or category to find occupations where workers might use that software on the job.

To transition from another system: search by external code or title

In the **Crosswalks** box, you can convert a code or title from the MOC (military), CIP (education), OOH, SOC, DOT, RAPIDS, or ESCO systems into matching O*NET-SOC occupations.

KEYWORD OR TASK SEARCH

The screenshot shows the 'Occupation Keyword Search' box. It has a search input field with the text 'dental assistant'. Below the input field are examples: '25-1011.00, dental assistant'. At the bottom is a button that says 'Search O*NET-SOC occupations'.

BROWSE OCCUPATIONS

The screenshot shows the 'Find Occupations' box. It has a list of categories: Bright Outlook, Career Cluster, Hot Technology, Industry, Job Family, Job Zone, STEM, and All Occupations. The 'All Occupations' category is selected.

SKILL SEARCHES

The screenshot shows the 'Advanced Searches' box. It has a list of categories: Job Duties, Professional Associations, Related Activities, Soft Skills, and Technology Skills. The 'Soft Skills' category is selected.

SYSTEM SEARCHES

The screenshot shows the 'Crosswalks' box. It has a list of categories: Military, Education, and Occupation Handbook. The 'Occupation Handbook' category is selected.

Pick Path



Verify Report



Export Data



Request Help



1. Pick Your Path to Find an Occupation

- ✦ **Keyword or Task Search** — enter a job title or short task phrase (e.g., "dental assistant"). Select your match or view all results.
- ✦ **Browse Occupations** — filter by Industry, Job Family, or Job Zone.
- ✦ **Skill Searches** — find matches by Soft Skills or Technology Skills.
- ✦ **System Searches** — enter Military, Education, or Apprenticeship codes and more.

To discover why an occupation matched your search, click the **How do they match?** button above the results, and then click the question icon next to the occupation of interest.

Click the ? icon next to an occupation to see how it matched your search.

The screenshot shows the 'Occupation Keyword Search' results page. The search input field contains 'dental assistant'. Below the input field are buttons for 'Show matches: Closest', 'All', and 'How do they match?'. The 'How do they match?' button is highlighted. Below the buttons is a list of occupations matching the search. The first occupation is 'Dental Assistants' with code 31-9091.00. To the right of the list is a popup titled 'How do they match: Dental Assistants'. The popup shows a list of categories: 1. O*NET-SOC Title, 25. Alternate Search Titles, O*NET-SOC Description, 8. Tasks, and 3. Detailed Work Activities.

TIP: Use the available interactive coding guide (oneline.org/help/job_coding).

Dental Assistants

31-9091.00

RECORD THE CODE

Bright Outlook Updated 2025

Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

Sample of reported job titles: Certified Dental Assistant (CDA), Certified Registered Dental Assistant, Dental Assistant (DA), Expanded Dental Assistant, Expanded Duty Dental Assistant (EDDA), Expanded Functions Dental Assistant (EFDA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Registered Dental Assistant (RDA), Surgical Dental Assistant

Summary Details Custom Easy Read Veterans Español

Contents

Occupation-Specific Information

Tasks

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- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Record treatment information in patient records.
- Assist dentist in management of medical or dental emergencies.
- Order and monitor dental supplies and equipment inventory.
- Expose dental diagnostic x-rays.

Technology Skills

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Contents

Occupation-Specific Information

Tasks

Save Table: XLSX CSV

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EXPORT DATA

Occupation-Specific Information

Tasks

Save Table: XLSX CSV

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Importance	Category	Task
95	Core	Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
94	Core	Record treatment information in patient records.
92	Core	Assist dentist in management of medical or dental emergencies.
90	Core	Order and monitor dental supplies and equipment inventory.
90	Core	Expose dental diagnostic x-rays.

2. Open and Verify the Occupation Report

- Review the **Summary Page** for the O*NET-SOC code, title, and alternative titles.
- Compare Description, Tasks, Knowledge, and Skills to verify accuracy.
- Record the code (e.g., "15-1252.00") once confirmed.**

3. Export Occupation Data (Optional)

- Use the **Details** tab to Save Table and export as CSV or Excel.
- Download the full list via **See All Occupations** (onetonline.org/find/all).

4. Can't Find a Match?

- Request assistance through the **Occupational Code Assignment (OCA)** process after a thorough search (onetcenter.org/coding.html).

Quick Reference Summary

TASK	WHERE TO GO	NOTES
Find by title/task/code	Occupation Keyword Search	Fastest and easiest method
Browse occupations	Find Occupations	Explore industries, job families, or prep levels
Find by skills	Advanced Searches	Match based on soft or tech skills
Convert from another system	Crosswalks	Translate codes from MOC, CIP, OOH, SOC, DOT, RAPIDS, ESCO
Verify & record code	Occupation Report	Confirm match, capture code
Export data	Details tab	Save CSV/Excel files
Need help?	OCA process	For unresolved job titles

