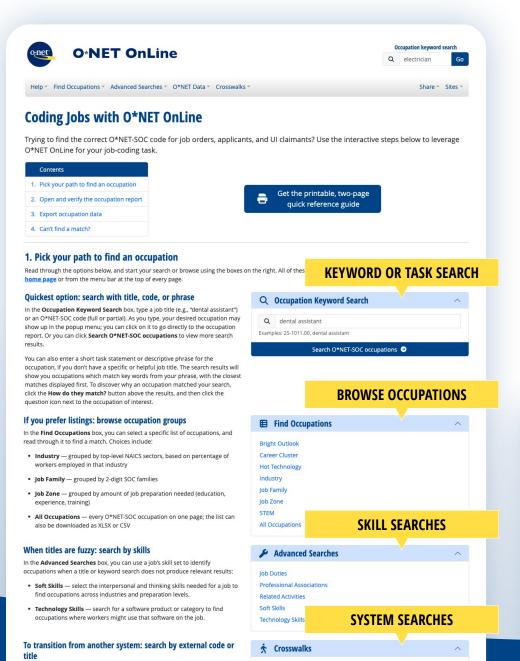
DESK AID: Coding Jobs with O*NET OnLine



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



Occupation Handbook

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.

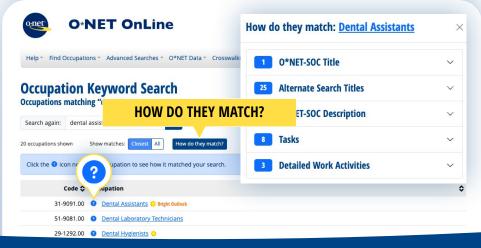


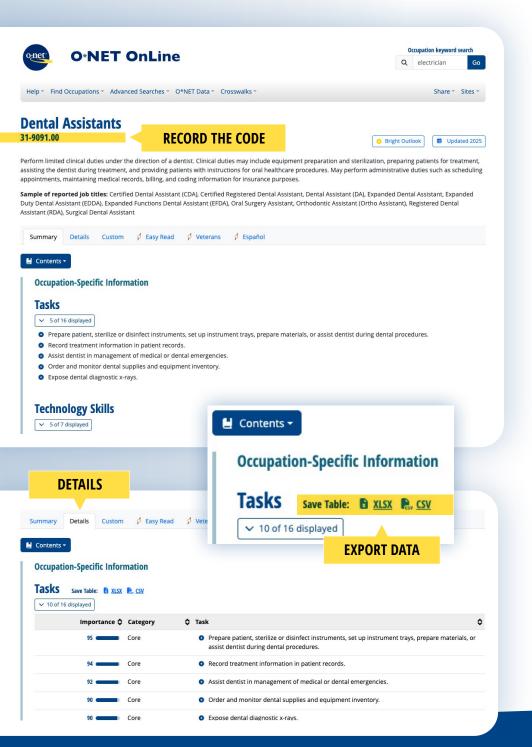
1. Pick Your Path to Find an Occupation

- **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.





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 (<u>onetcenter.org/coding.html</u>).

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

