toolkit for business

O*NET OnLine Guided Tour
Using O*NET OnLine

The O*NET database houses the occupational descriptors and data that can be accessed through O*NET OnLine. O*NET OnLine is a convenient and easy-to-use interface to the O*NET database.

Logging onto O*NET OnLine

This guided tour is most helpful if you log onto O*NET OnLine at https://www.onetonline.org and follow this map to get familiar with its functions and features. Or you may select O*NET OnLine from the O*NET Home Page (https://www.onetcenter.org) to reach O*NET OnLine.
Getting Oriented to O*NET OnLine

O*NET OnLine is designed to be intuitive. It’s easy to navigate through the web site and easy to search the database. But because there are several different levels and types of information provided, it’s helpful to get a sense of what each category of information is and how it can be used.

O*NET OnLine home page overview

This home page is largely dedicated to O*NET OnLine’s search options. The other key information available here includes:

- **OnLine Help**: Assistance for navigating, searching, and retrieving information from O*NET
- **What’s New**: Link to other O*NET products and tools
- **What is O*NET**: Link to information about O*NET data, applications, and research
- **My Next Move**: A web-based interactive tool for new job seekers, students, and other career explorers to learn more about their career options. Provides the O*NET Interest Profiler, a tool that offers customized career suggestions based on a person’s interests and level of education and work experience.
- **Hot Technologies**: Search occupations using important technologies frequently included in employer job postings
- An email link for your comments and suggestions for O*NET
About O*NET OnLine search options

O*NET OnLine offers four easy search functions.

- **Occupation Quick Search** provides quick access to finding occupations by keyword or code.
- **Find Occupations** allows you to search for occupations by entering a title, phrase or code into the Keyword search box, or by using one of the “Browse by” options: Bright Outlook, Career Cluster, Green Economy Sector, Industry, Job Family, Job Zone, and STEM Discipline (Science, Technology, Engineering and Mathematics disciplines).
- **Advanced Search** lets you “Browse by” O*NET Data to find occupations by many different descriptors; lets you find Occupations using Skills you have or plan to acquire; lets you use specific Tools or Technology to find high demand occupations; lets you use Detailed Work Activities and Tasks to find similar occupations.
- **Crosswalks** lets you search for an O*NET-SOC occupation by entering a code from one of several other occupational classification systems.
Using Find Occupations

Users can search for occupations by:
- Keyword or O*NET-SOC code
- Browsing by Bright Outlook
- Browsing by Career Cluster
- Browsing by Green Economy Sector
- Browsing by Industry
- Browsing a list of Job Families
- Browsing by Job Zone levels
- Browsing by STEM educational area (Science, Technology, Engineering and Mathematics)

Results for a Quick (Art Directors) Search are listed in a rank order that is calculated on the relevance of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the word or words you entered.

Clicking on How Do They Match and then clicking on the key symbol shows which key words were matched for each occupation. Click on one of these icons to bring up a list of the alternate titles, tasks, and work activities matching your search query. The words of the search query are highlighted, to easily see where a match occurs.
Understanding Summary, Details, and Custom Reports

When you search for occupational information, O*NET lets you review information at a variety of levels. The sections below illustrate these different options by showing a sample of O*NET data retrieved for a search of the occupational title “Art Directors.”

▼ Summary

Summary Reports are displayed when first selecting an occupation. They provide up to five descriptors rated 50% or higher on the Importance scale for each occupational and worker characteristic.

Summary Example:

For Art Directors, two Interests categories received high importance ratings.

▼ Details

The Details Reports option provides complete information, including ratings of relative importance, on all the occupational and worker descriptors. This information is useful for in-depth analysis and for comparing occupations.

Details Example:

Details reports on all six Interests categories, including importance ratings. When the “+” icon appears next to an item, you can click it to see a list of related occupations with this same Interest, Skill, etc... For example, selecting the “+” icon next to Artistic occupations shows occupations where that skill is an important part of the work. Click on any listed occupation to see its full Summary report.
Custom

Custom allows the user to select the descriptors of interest as well as the scale (Importance or Level of expertise) and minimum ratings desired for a customized report.

- **Importance** ranks the relative importance of an attribute for a particular occupation.
- **Level** is an indicator of the relative level of expertise required for a skill, knowledge area, or ability.

While the same skill can be important to a number of different occupations, the skill level needed for each occupation may be different. For example, critical thinking ranks as Important for both Art Directors and Craft Artists. But the Level rating for critical thinking for Art Directors (57 on the Level scale) is higher than for Craft Artists (45 on the Level scale).

**O*NET Rating Scales**

O*NET descriptors are rated on several different numeric rating scales, which all range from 0 to 100.

The Importance and Level scales are applied to Skills, Knowledge, Ability, and Work Activities descriptors. In some domains additional scales are also used.

Users can also choose to include the scale anchors used in the O*NET Questionnaires, as well as Detailed Work Activities.

Detailed Work Activities provide information on the common work activities required across occupations. These cross-occupational descriptors are less specific than Tasks, which are occupationally specific. They are provided within each of the more general Work Activities with which they are associated. In the Work Activities Outline view, an occupation’s hierarchy of generalized, intermediate, and detailed work activities, and occupation-specific task statements is shown.

For Example: Checking **Skills** at a minimum Level of expertise of 50 and **Work Activities** at a minimum Importance rating of 90, along with scale anchors and Detailed Work Activities, generates the report on the next page.
Custom Report Example

At the bottom of Summary and Details reports is a list of Related Occupations. In Custom reports, you may choose to view Related Occupations as well as occupations that Crosswalk with the selected occupation.

Related Occupations for Art Directors

- 11-2011.00 Advertising and Promotions Managers
- 27-1011.00 Art Directors
- 27-1014.00 Multimedia Artists and Animators
- 27-1022.00 Fashion Designers
- 27-1024.00 Graphic Designers
- 27-1025.00 Interior Designers
- 27-2012.01 Producers
- 27-2012.02 Directors, Stage, Motion Pictures, Television, and Radio
- 27-2012.03 Program Directors
- 27-3043.04 Copy Writers
- 27-4032.00 Film and Video Editors

Bright Outlook
Wages and Employment Information

O*NET OnLine provides national wage and employment information at the bottom of each Summary or Details Report. In addition, the user can select to be taken to CareerOneStop for state wage and trends information.

Performing a Skills Search

Skills Search lets a user identify occupations that utilize specific skills. This search strategy could help employees locate other positions within an organization or help an HR professional develop career ladders within a company. When you select Skills Search, a screen displays definitions for six broad skill categories:

- Basic Skills
- Complex Problem Solving Skills
- Resource Management Skills
- Social Skills
- Systems Skills
- Technical Skills

Under each skill category, you can select any number of the more specific skills listed. Then click Go at the bottom of the page. The Skills Search Results page will display a list of occupations that match the selected skills, along with a count of the skills matched.
Using O*NET Crosswalks

**Crosswalk Search** lets you search for related O*NET-SOC occupations using codes or titles from other classification systems:

- RAPIDS – Registered Apprenticeship Partners Information Data System (RAPIDS)
- DOT – Dictionary of Occupational Titles
- Education – Classification of Instructional Programs (CIP)
- Military – Military Occupational Classification (MOC)
- SOC – Standard Occupational Classification

![Crosswalk Search](image)

**Search Technology Skills & Tools**

The user of the Technology Skills & Tools Search enters the name of a specific tool or software product to find occupations which may use that tool. For example, the following is a partial list of the results for “Tax software”:

- 13-2011.01 Accountants
- 13-2021.01 Assessors
- 13-2082.00 Tax Preparers

![Technology Skills & Tools Search](image)

**Saving O*NET Information**

You can print and save any information retrieved from O*NET Details and Custom Reports.

- See Save Table and click on XLS or CSV at the top of any table of information.
- These links let you view or download the data as an XLS (Excel) or CSV (Comma-Separated Values) file.