**O*NET® OnLine Desk Aid**

**O*NET OnLine** is the Occupational Information Network’s free tool for career exploration and job analysis! It provides easy access to information on 900+ occupations for use by job seekers, workforce development and HR professionals, students, developers, researchers, and more!

### Occupation Search Options:

- **A** Keywords
- **B** Categories of occupations
- **C** Information about yourself
- **D** Types of data
- **E** Other systems

### Steps for Exploring Occupations:

1. **Select a search option** based on your goals and needs.
2. **Choose an occupation** from the list presented.
3. **View a summary or detailed report**. Use the Contents button to see what information is available. Or, create your own custom report.
4. **Start a new search** seamlessly using the gray menu bar at the top of each page.

**O*NET OnLine** is mobile-friendly!

You can easily access information from your phone and other devices.

Take advantage of customized **OnLine Help** available throughout the site to get answers to questions about content and use of features.

**Looking for more?** Find audience-specific exploration sites. Or, use the O*NET information portal to get data and technical information.

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**Need additional assistance?** Email O*NET Customer Service: onet@onetcenter.org
Pick the Report that Meets Your Needs!

1. **Summary Report** provides an overview, focusing on the most important items.
2. **Details Report** displays all items, including ratings on the importance of each item.
3. **Custom Report** lets you choose the categories of information displayed. Filter items based on level, importance, or frequency ratings.

**O*NET Summary Report**

Use the Contents button to see available information and to navigate to a specific area of the report.

The **Summary Report** includes:

- Occupation Code, Title, and Definition
- Sample of Reported Job Titles
- Occupation-Specific Information (Tasks and Technology Skills)
- Occupational Requirements (Work Activities, Detailed Work Activities, and Work Context)
- Experience Requirements (Job Zone, Training & Credentials, and Apprenticeship)
- Worker Requirements (Skills, Knowledge, and Education)
- Worker Characteristics (Abilities, Interests, Work Values, and Work Styles)
- Workforce Characteristics (Wages & Employment Trends and Job Openings)
- More Information (Related Occupations and Professional Associations)

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