

**Using O'NET as a Human Resources Tool for  
Business**

**Recruiting-Job Descriptions  
Performance Management  
Compensation  
Employee Development  
Career Pathing**

**For additional information on using O'NET for  
business, contact the Office of Workforce Investment  
Skills Assessment Team at 202-693-3660**



## New – Search by Knowledge, Skills, Abilities O\*NET Descriptors

### The O\*NET® System

O\*NET®, the Occupational Information Network, is a database of occupational information that contains “descriptors,” or key skills, abilities, knowledge, and other characteristics associated with over 900 occupations. Its online application, O\*NET OnLine, provides easy public access to the database. Using O\*NET OnLine, students, job seekers and workforce, business, and human resource professionals can: (1) find occupations to explore, (2) search for occupations that use designated skills, (3) look at related occupations, (4) view occupation summaries and details, (5) use crosswalks to find corresponding occupations in other classification systems, (6) create and print customized reports outlining their O\*NET search results, (7) connect to other online career information resources, and (8) access comprehensive help programs.

Get started by going to [online.onetcenter.org](http://online.onetcenter.org) for the O\*NET Welcome screen. On that page you will see three main paths you can follow to access the O\*NET database using O\*NET OnLine. Use the columns on the right side of this sheet to guide you through each path.

#### ➤ Find Occupations

Find occupations using keywords or O\*NET-SOC codes, browsing by Job Families, or browsing by O\*NET Descriptor.

1. Click on [Find Occupations](#) on the O\*NET Welcome screen.
2. On the [Find Occupations](#) screen, search for an occupation by:
  - **Quick Search** Typing in a keyword, phrase, title or O\*NET-SOC Code and clicking “go,” or
  - **Browse Job Family** Scrolling down to select a job family or the “all occupations” option and clicking “go.”
  - **Browse O\*NET Descriptor** Clicking on a descriptor and then a sub-descriptor to display a list of occupations. You can sort the results by importance or level of each descriptor.
3. On the [Search Results](#) screen, click on the occupation that interests you to see a [Summary report](#), and then choose a [Details](#) or [Custom report](#).

#### ➤ Skills Search

Use a list of your skills to find matching O\*NET-SOC occupations.

1. Click on [Skills Search](#) on the O\*NET Welcome screen.
2. On the [Skills Search](#) screen, check the boxes next to the skills you have or plan to acquire.
  - Select the most significant of your skills. When satisfied with skills selection, click “go,” (at bottom of screen).
3. On the [Search Results](#) screen, find the occupation that interests you. The occupations that require a higher number of your skills are listed first. Click on the “number” of skills to view what skills are required beyond those chosen. Click on the occupation to get a [Summary report](#), and then choose a [Details](#) or [Custom report](#).

#### ➤ Crosswalk Search

Enter a code or title from the DOT, MOC, RAIS, or SOC to find matching O\*NET-SOC occupations.

1. Click on [Crosswalk](#) on the O\*NET Welcome screen.
2. On the [Crosswalk](#) screen, enter a code, partial code, or title for one of the listed classification systems and then click “go.”
3. The [Search Results](#) screen either identifies a unique occupation or lists all the occupations in that classification system related to your entry. Once you have identified the related O\*NET occupation that interests you, click on the occupation to get a [Summary report](#), and then choose a [Details](#) or [Custom report](#).



## Welcome to O\*NET™ OnLine!

Making occupational information interactive and accessible for all...

[About New Data in OnLine](#)

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The Occupational Information Network (O\*NET) and O\*NET OnLine were developed for the US Department of Labor by the National O\*NET Consortium. For more information about O\*NET and the O\*NET Consortium, please visit the [O\\*NET Consortium Website](#).



### O\*NET OnLine Welcome Screen

### O\*NET OnLine Reports – Summary, Details and Custom Formats

- **Summary, Details and Custom Reports** list and define the O\*NET descriptors for your selected occupation, including the tasks, knowledge, skills, abilities, work activities, work context, job zone, job interests, work values and work needs. (Turn this page over for more information about these O\*NET descriptors.)
- **Inside each Report, scroll down to Related Occupations** to see a list of occupations related to your selected occupation. View a report for a related occupation by clicking on Summary, Details or Custom report.
- **Save any table** in the Details or Custom Report by clicking on “save table” above each table of descriptors.
- **Details Reports** list the O\*NET descriptors in the order of their importance to the occupation, based on the *scale* associated with each descriptor. (Turn this page over for more about *descriptor scales*.)
- **On the Custom Reports Screen**, check the boxes for the descriptors you want included in your report and select your desired display cutoff levels. (Turn this page over for definitions of the O\*NET “descriptors” and information about the descriptor scales that determine display cutoff levels.) Scroll down near the end of the Custom Report and click on “crosswalk” to *identify corresponding occupations in other classification systems*, including the Dictionary of Occupational Titles, Military Occupational Classification, Registered Apprenticeship Information System, and Standard Occupational Classification.
- **Easy-to-read reports.** The Details and Custom reports include a new graphic display of the importance and level ratings for the O\*NET variables for every occupation.

### Special Feature --- ACINet Wages and Employment Link

Each occupational report ends with a direct link to national and state information on salaries and employment outlook for the occupation selected. Scroll down to the end of each report, select the state you are interested in and click “go.”





**New – Search by Knowledge, Skills, Abilities O\*NET Descriptors**

**O\*NET “Descriptors” Listed in Summary, Details and Custom Reports**

- **Tasks (new and revised for 664 occupations):** Work activities that are specific to each occupation, such as “analyzing and testing computer programs or systems to identify errors.”
- **Knowledge:** Organized sets of principles and facts that apply to a wide range of situations, such as knowledge of “mathematics.”
- **Skills:** Developed capacities, that apply to multiple jobs, that facilitate learning and the performance of activities, such as “reading comprehension.”
- **Abilities:** Enduring attributes of an individual that influence performance, such as “deductive reasoning.”
- **Work Activities:** Tasks that may be performed across multiple occupations, like “thinking creatively.”
- **Work Context:** Physical and social factors that influence the nature of work, such as “the amount of time spent sitting.”
- **Interests:** Preferences for work environments and outcomes. For example, an interest in “investigative occupations” signals an interest in working with ideas and thinking.
- **Work Values:** Global aspects of work that are important to a person's satisfaction, like “independence.”
- **Work Needs:** More specific aspects of work that are important to a person's satisfaction, such as “employment security” (steady employment).
- **Related Occupations:** Occupations similar to the selected occupation regarding required knowledge areas, skills, abilities, work environment, and work activities.
- **Wages and Employment Link** – Wage information and employment prospects, by state, for your selected occupation. This information is provided through a link to America’s Career InfoNet (ACINet).
- See **O\*NET 7.0 Database** and **O\*NET OnLine 7.0**, below-center, for a description of the new O\*NET Descriptors.

**Descriptor Scales:** O\*NET descriptors have an associated scale, such as Importance, Level, Frequency or Extent, against which the requirements of an occupation are rated. All scales range from 0-100.

**Job Zone**

Each occupation is assigned an O\*NET Job Zone (Levels 1 – 5) that distinguishes the overall experience, education, and on-the-job training required. For example, jobs in Job Zone One may require minimal experience and possibly a high school diploma or GED; jobs in Job Zone Three may require some vocational training and/or on-the-job experience or an associate’s degree or possibly a bachelor’s degree. The table below outlines the 5 job zones used in O\*NET (and provides the equivalent Specific Vocational Preparation rating).

JOB ZONE NUMBER	EDUCATION	EQUIVALENT SPECIFIC VOCATIONAL PREPARATION (SVP)
1	May require high school diploma or GED	Below 4
2	High school diploma and may require some vocational training or job-related course work	4 to fewer than 6
3	Training in vocational schools, related on-the-job experience, or an associate’s degree. Some may require a bachelor’s degree.	6 to fewer than 7
4	Four-year bachelor’s degree and/or 2-4 years of work experience	7 to fewer than 8
5	Bachelor’s degree and/or graduate school plus experience	8 and above

**More about O\*NET OnLine and O\*NET Resources**

**OnLine Help** provides user-friendly information about all aspects of using O\*NET OnLine. OnLine help can be accessed from any screen by clicking on “OnLine Help,” which takes the user directly to the topic of that screen.

**Resources for Persons with Disabilities**  
O\*NET OnLine offers universal accessibility through a single online site. Bobby approved and 508 compliant, O\*NET has screen reader compatibility built in. If a search identifies skills or abilities that may pose difficulties for persons with health problems or disabilities, links to the [Job Accommodation Network](#) and the [Searchable Online Accommodation Resource](#) are available.

**O\*NET Code Connector** is a tool that helps workforce professionals code jobs. It uses the O\*NET database in a sophisticated search engine to determine the correct occupational code for any particular occupational title ([www.onetcodeconnector.org](http://www.onetcodeconnector.org)).

**Download Desk Aid for O\*NET 7.0** at [www.workforceaguirre.org](http://www.workforceaguirre.org). Click on “O\*NET Materials” at the top of the page, then click on “Desk Aid for O\*NET” to download the PDF.

The **O\*NET 7.0 Database** and **O\*NET OnLine 7.0** represent major milestones for the O\*NET project. New occupational data collected directly from job incumbents, combined with the December 2004 developer’s release 7.0 of the O\*NET database, provides a significant update.

- Highlights include:
- For **all O\*NET occupations:**
    - Detailed work activities (**902 occupations**) added under the general work activities
    - A new graphic display of importance and level ratings for the O\*NET variables under **Details** reports.
  - For **664 occupations:**
    - New and revised task statements included.
  - For **280 occupations** - complete update of all information:
    - All attributes updated
    - Task statement ratings (importance and frequency) and identification of core and supplemental tasks
    - Addition of training, work experience, and education data.
  - Information included in upper right hand corner of each report on whether data are: **Updated 2003 or 2004, Partially Updated 2003 or 2004, or Legacy Analyst Data.** Click on this link and details are provided on the source and date of the updates.

**O\*NET® Career Exploration Tools** are a set of career exploration and assessment tools that help individuals (workers and students) identify occupations that match their work-related interests and abilities, and what they consider important on the job. The Career Exploration Tools include: O\*NET™ Interest Profiler (computerized and hard-copy versions), O\*NET™ Work Importance Locator and Work Importance Profiler (computerized and hard-copy versions), and O\*NET™ Ability Profiler (hard-copy only).

The link to **O\*NET® Career Exploration Tools** for free downloading is [www.onetcenter.org](http://www.onetcenter.org).

**O\*NET® in Action** is a set of examples of how O\*NET is being used by businesses and many state and local workforce development programs with extraordinary success. Find the link to **O\*NET® in Action** on [www.onetcenter.org](http://www.onetcenter.org) and [www.workforceaguirre.org](http://www.workforceaguirre.org)

**For more information** about the O\*NET system, products and resources, and downloadable data files, visit [www.onetcenter.org](http://www.onetcenter.org), or call 202-693-3660.

