



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

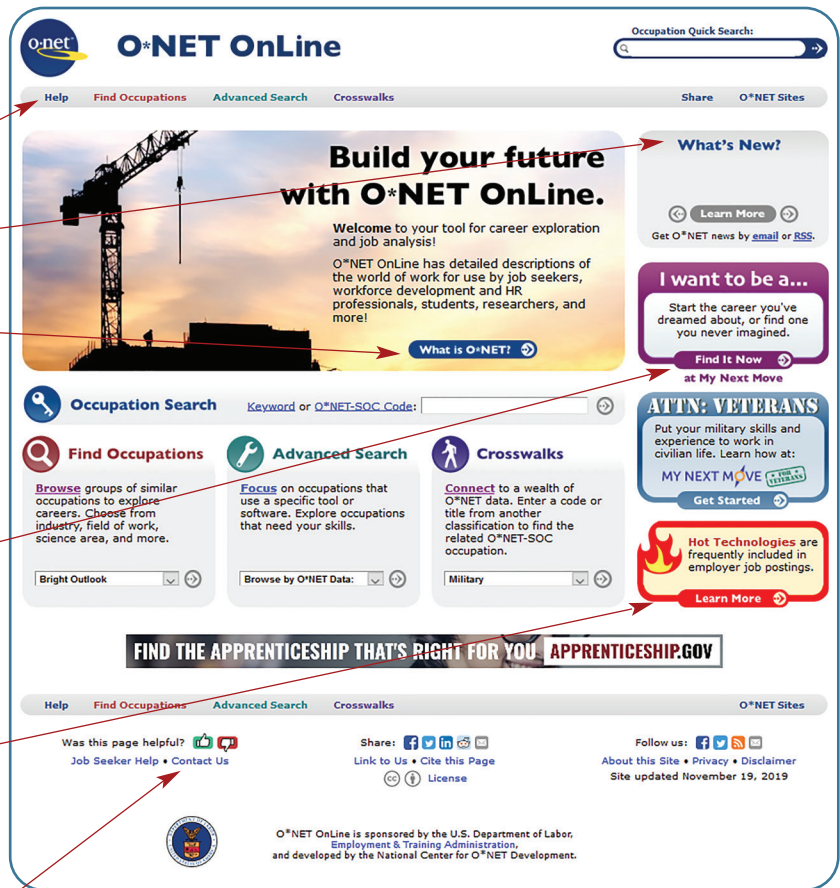
What's New: Link to other O*NET products and tools

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



The screenshot shows the O*NET OnLine homepage with the following elements:

- Header:** O*NET OnLine logo, navigation menu (Help, Find Occupations, Advanced Search, Crosswalks), and an Occupation Quick Search bar.
- Main Banner:** "Build your future with O*NET OnLine." with a background image of a construction crane. Includes a "What is O*NET?" button.
- Search Section:** "Occupation Search" with a search bar for "Keyword or O*NET-SOC Code". Below are three search options: "Find Occupations" (Browse groups of similar occupations), "Advanced Search" (Focus on occupations that use a specific tool or software), and "Crosswalks" (Connect to a wealth of O*NET data).
- Right Column:** "What's New?" with a "Learn More" button and "Get O*NET news by email or RSS". "I want to be a..." with a "Find It Now" button. "ATTN: VETERANS" with a "Get Started" button. "Hot Technologies are frequently included in employer job postings." with a "Learn More" button.
- Footer:** "FIND THE APPRENTICESHIP THAT'S RIGHT FOR YOU APPRENTICESHIP.GOV", social media links, and site information (last updated November 19, 2019).

▼ About O*NET OnLine search options

Occupation Quick Search provides quick access to finding occupations by keyword or code.

O*NET OnLine offers four easy search functions.

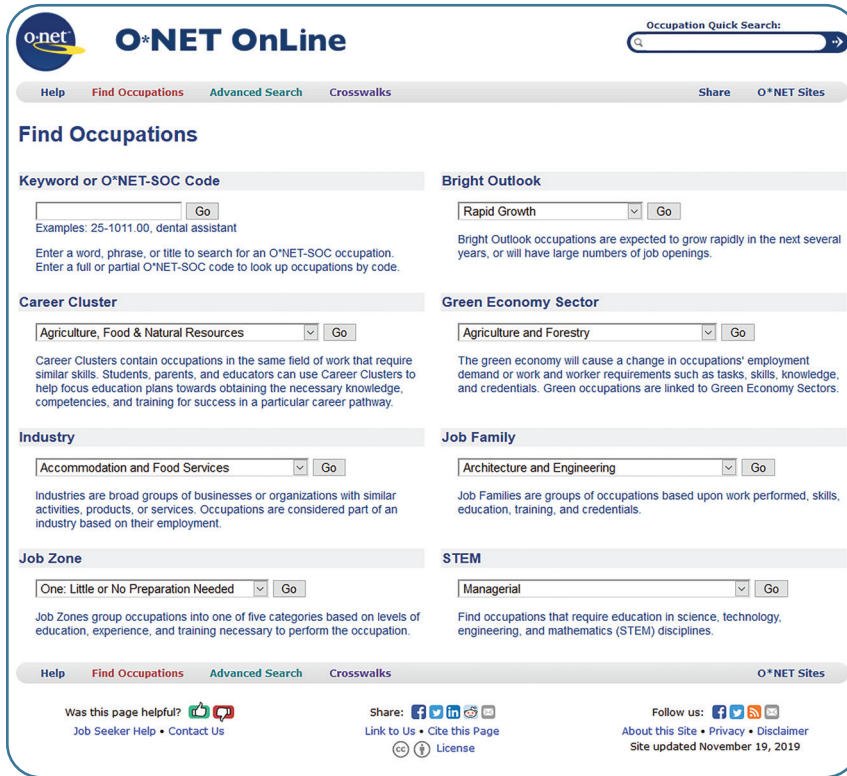
The screenshot shows the O*NET OnLine website. At the top left is the O*NET logo. The main header reads "O*NET OnLine". To the right is a search bar labeled "Occupation Quick Search:". Below the header are navigation links: "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O*NET Sites". The main content area features a large banner with a construction crane and the text "Build your future with O*NET OnLine." Below this is a "What is O*NET?" button. To the right of the banner is a "What's New?" section with a "Learn More" button and a note about getting news by email or RSS. Below the banner is a "Keyword or O*NET-SOC Code:" search box. Underneath are three main search categories: "Find Occupations" (Browse groups of similar occupations), "Advanced Search" (Focus on occupations that use a specific tool or software), and "Crosswalks" (Connect to a wealth of O*NET data). Each category has a "Browse by" dropdown menu. To the right of these categories are three promotional boxes: "I want to be a..." (Start the career you've dreamed about), "ATTN: VETERANS" (Put your military skills and experience to work in civilian life), and "Hot Technologies" (Hot Technologies are frequently included in employer job postings).

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



The screenshot shows the O*NET OnLine 'Find Occupations' page. It features a search bar at the top right labeled 'Occupation Quick Search:'. Below the search bar are navigation links: 'Help', 'Find Occupations', 'Advanced Search', and 'Crosswalks'. The main content area is titled 'Find Occupations' and contains several search filters, each with a dropdown menu and a 'Go' button:

- Keyword or O*NET-SOC Code:** Includes an input field and a 'Go' button. Examples: 25-1011.00, dental assistant.
- Bright Outlook:** A dropdown menu set to 'Rapid Growth' and a 'Go' button. Description: Bright Outlook occupations are expected to grow rapidly in the next several years, or will have large numbers of job openings.
- Career Cluster:** A dropdown menu set to 'Agriculture, Food & Natural Resources' and a 'Go' button.
- Green Economy Sector:** A dropdown menu set to 'Agriculture and Forestry' and a 'Go' button.
- Industry:** A dropdown menu set to 'Accommodation and Food Services' and a 'Go' button.
- Job Family:** A dropdown menu set to 'Architecture and Engineering' and a 'Go' button.
- Job Zone:** A dropdown menu set to 'One: Little or No Preparation Needed' and a 'Go' button.
- STEM:** A dropdown menu set to 'Managerial' and a 'Go' button.

At the bottom of the page, there are social media links, a 'Was this page helpful?' section, and a 'Share' section with icons for Facebook, Twitter, LinkedIn, and YouTube. The page is updated as of November 19, 2019.

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

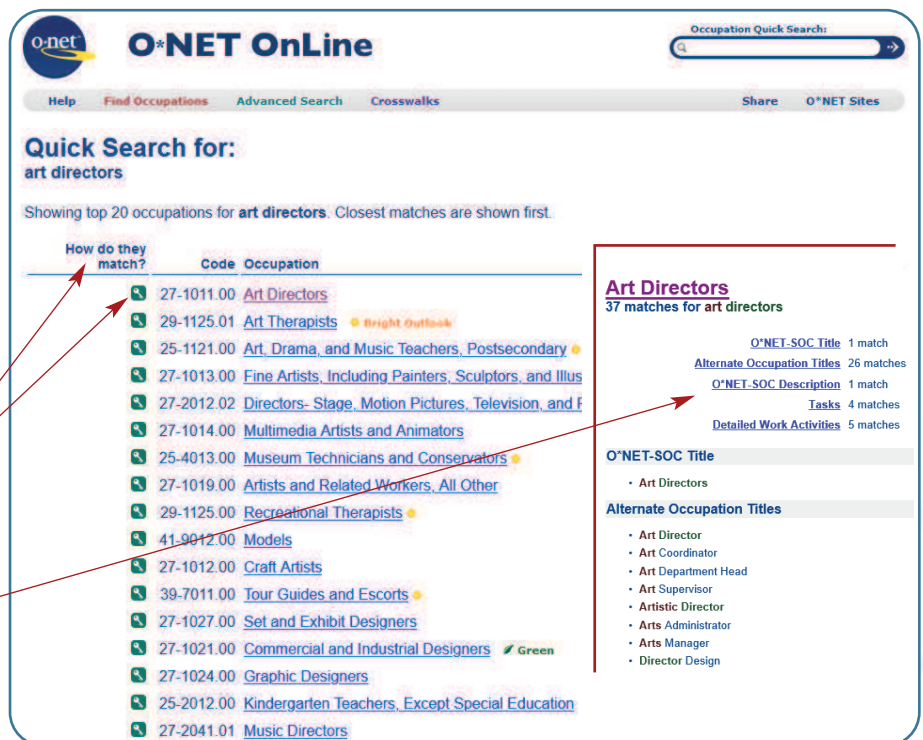
Browsing a list of Job Families

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.



The screenshot shows the search results for 'art directors'. The search bar at the top contains 'art directors'. Below the search bar, it says 'Showing top 20 occupations for art directors. Closest matches are shown first.'

How do they match?	Code	Occupation
	27-1011.00	Art Directors
	29-1125.01	Art Therapists ● Bright Outlook
	25-1121.00	Art, Drama, and Music Teachers, Postsecondary ●
	27-1013.00	Fine Artists, Including Painters, Sculptors, and Illus
	27-2012.02	Directors- Stage, Motion Pictures, Television, and F
	27-1014.00	Multimedia Artists and Animators
	25-4013.00	Museum Technicians and Conservators ●
	27-1019.00	Artists and Related Workers, All Other
	29-1125.00	Recreational Therapists ●
	41-9012.00	Models
	27-1012.00	Craft Artists
	39-7011.00	Tour Guides and Escorts ●
	27-1027.00	Set and Exhibit Designers
	27-1021.00	Commercial and Industrial Designers ✔ Green
	27-1024.00	Graphic Designers
	25-2012.00	Kindergarten Teachers, Except Special Education
	27-2041.01	Music Directors

On the right side of the results, there is a sidebar titled 'Art Directors' with 37 matches. It includes a summary of matches for O*NET-SOC Title (1), Alternate Occupation Titles (26), O*NET-SOC Description (1), Tasks (4), and Detailed Work Activities (5). Below this, there is a list of O*NET-SOC Title and Alternate Occupation Titles.

Understanding Summary, Details, and Custom Reports

Summary Report for:
27-1011.00 - Art Directors

Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

Sample of reported job titles: Art Director; Art Supervisor; Creative Director; Creative Guru; Design Director; Designer; Director of Creative Services, Consumer Products; Group Art Supervisor; Production Manager; Senior Art Director

View report: **Summary** | Details | Custom

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.

Interests
All 2 displayed

Interest code: **AE** Want to discover your interests? Take the [O*NET Interest Profiler](#) at My Next Move.

- Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

▼ 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.

Interests Save Table (XLS/CSV)
All 6 displayed (2 important)

Occupational Interest	Interest
100	Artistic — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
89	Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
33	Conventional — Conventional occupations can include working with data and details m
33	Realistic — Realistic occupations frequent solutions. They often deal with plants, anim occupations require working outside, and o
22	Social — Social occupations frequently inv often involve helping or providing service to
6	Investigative — Investigative occupations thinking. These occupations can involve se

Related occupations for interest:

- Artistic — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- 41-9012.00 [Models](#)
- 27-2011.00 [Actors](#)
- 27-1023.00 [Floral Designers](#)
- 35-2013.00 [Cooks, Private Household](#)
- 27-1012.00 [Craft Artists](#)

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.

The screenshot shows the O*NET OnLine interface for a Custom Report for occupation 27-1011.00 - Art Directors. The report is configured with the following settings:

- Tasks:** Display 10 items, scoring at least 50 on the Importance scale.
- Technology Skills:** Display 10 categories with up to 4 examples for each category.
- Tools Used:** Display 10 categories with up to 4 examples for each category.
- Knowledge:** Display 10 items scoring at least 50 on the Importance scale.
- Skills:** Display 10 items scoring at least 50 on the Level scale. Show scale anchors.
- Abilities:** Display 10 items scoring at least 50 on the Importance scale.
- Work Activities:** Display 10 items scoring at least 90 on the Importance scale. Show scale anchors.
- Detailed Work Activities:** Display 10 items.
- Work Activities Outline:** Show generalized work activities, Show intermediate work activities, Show detailed work activities, Show task statements.
- Work Context:** Display 10 items scoring at least 50 on the Context scale.
- Job Zone:**
- Education:**
- Credentials:**
- Interests:** Display all items scoring at least 50 on the Occupational Interest scale.
- Work Styles:** Display 10 items scoring at least 50 on the Importance scale.
- Work Values:** Display all items scoring at least 50 on the Extent scale.
- Related Occupations:**
- Crosswalk:** Display 10 items from the Classification of Instructional Programs (CIP).
- Wages & Employment:**
- Job Openings:**
- Additional Information:** Display 10 items.

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

o-net **NET OnLine** Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [Share](#) [O*NET Sites](#) Updated 2019

Custom Report for: 27-1011.00 - Art Directors

Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.

Sample of reported job titles: Art Director; Art Supervisor; Creative Director; Creative Guru; Design Director; Designer; Director of Creative Services; Consumer Products; Group Art Supervisor; Production Manager; Senior Art Director

View report: [Summary](#) [Details](#) [Custom](#)

[Skills](#) | [Work Activities](#) | [Detailed Work Activities](#)

Skills

Save Table (XLS/CSV)
10 of 16 displayed

Level	Skill
59	Coordination — Adjusting actions in relation to others' actions. Schedule appointments for a medical clinic Work with others to put a new roof on a house Work as director of a consulting project calling for interaction with multiple subcontractors
57	Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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Work Activities

Save Table (XLS/CSV)
All 2 displayed

Importance	Work Activity
98	Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. Not Important Somewhat Important Important Very Important Extremely Important
95	Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Not Important Somewhat Important Important Very Important Extremely Important

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Detailed Work Activities

Save Table (XLS/CSV)
10 of 18 displayed

- Design layout of art or product exhibits, displays, or promotional materials.
- Determine technical requirements of productions or projects.
- Manage operations of artistic or entertainment departments or organizations.
- Coordinate artistic activities.
- Present work to clients for approval.
- Design layouts for print publications.
- Write informational material.

Related Occupations

Related Occupations

Save Table (XLS/CSV)
All 10 displayed

- 11-2011.00 [Advertising and Promotions Managers](#)
- 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

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](#)



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.

Wages & Employment Trends

Median wages (2018) \$44.60 hourly, \$92,780 annual

State wages [Local Salary Info](#)

Employment (2018) 101,000 employees

Projected growth (2018-2028) Little or no change (-1% to 1%)

Projected job openings (2018-2028) 11,100

State trends [Employment Trends](#)

Top industries (2018) [Professional, Scientific, and Technical Services Information \(10%\)](#)
([see all industries](#))


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.

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O*NET OnLine

Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [Share](#) [O*NET Sites](#)

Browse by O*NET Data

O*NET Data descriptors are categories of occupational information collected and available for O*NET-SOC occupations. Each descriptor contains more specific elements with data ratings.

Skills — Basic Skills

Developed capacities that facilitate learning or the more rapid acquisition of knowledge

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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
- ▶ **Occupation Handbook** – Occupational Outlook Handbook

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](#)

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.



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