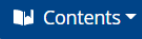# O*NET® OnLine Desk Aid

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   **D** Types of data

B Categories of occupations   **E** Other systems

C Information about yourself

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 📘 Contents ▾ 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.

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 [Contents ▼] 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 and Training & Credentials)
- **Worker Requirements** (Skills, Knowledge, and Education)
- **Worker Characteristics** (Abilities, Interests, Work Values, and Work Styles)
- **Workforce Characteristics** (Wages & Employment Trends and Job Openings)
- **Sources of Additional Information**
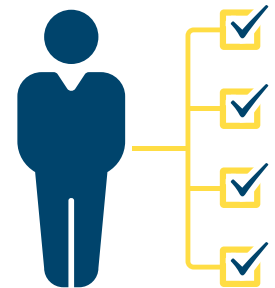
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