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 950 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 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.

O*NET OnLine Welcome Screen

Welcome to O*NET™ OnLine!
Making occupational information interactive and accessible for all...

About New Data in OnLine

1. Click on Find Occupations on the O*NET Welcome screen.
2. On the Find Occupations screen, search for an occupation by:
   - Typing in a keyword, phrase or title and clicking "go," or
   - Typing in an O*NET-SOC Code and clicking "go," or
   - Scrolling down to select a job family or the "all occupations" option and clicking "go."
3. On the Search Results screen, find the occupation that interests you and click on the type of report you would like about the occupation--Summary, Details or Custom.

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 Summary, Details or Custom Report by clicking on “save table” above each table.
- **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."

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

- **Tasks (new and revised for 524 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.
- **See O*NET 5.1 Database and O*NET OnLine 5.1, 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.

**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 "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).

**Download Desk Aid for O*NET 5.1** at 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 5.1 Database and O*NET OnLine 5.1 represent major milestones for the O*NET project. New occupational data collected directly from job incumbents, combined with the April 2003 developer’s release 5.0 of the O*NET database, provides a significant update.

Highlights include:

- **For all O*NET occupations:**
  - Detailed work activities added under the general work activities
  - A new graphic display of importance level and ratings for the O*NET variables under Details reports.
- **For 470 occupations:**
  - New and revised task statements included.
- **For 54 occupations - complete update of all information:**
  - All attributes updated
  - Task statements 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, Partially Updated 2003, or Legacy Data. Click on this link and details are provided on the source and date of the updates.
- **For developers:**
  - Addition of emerging task statements in supplemental database
  - Addition of metadata in the file to specify source and date of update.

**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.

**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 and www.workforceaguirre.org.

**For more information** about the O*NET system, products and resources, and downloadable data files, visit www.onetcenter.org or call 202-693-3660.