

Job Seekers Guide to O*NET

Not sure what you want to do next? Or what types of occupations can best use your transferable skills? Take a look at the Occupational Information Network (O*NET®) created by the Department of Labor. O*NET OnLine is a powerful website that can offer you direction and exploration tools to search over 900 occupations. The database and its comprehensive listing has occupational-specific attributes such the tasks, skills, knowledge, and education or training needed for the job. You can use the information on O*NET OnLine to:

- Explore and plan career options and occupational details.
- Investigate career ladders and lattices to understand the steps to reach your goals.
- Assess your personal skills and preferences.
- Research job characteristics, wages and labor market trends.
- Write a competitive resume and cover letter.

www.onetonline.org www.onetacademy.org www.mynextmove.org www.careeronestop.org

Here are some of the activities and information you can find on O*NET websites:

- 1. Career Exploration Tools:** O*NET provides information that can help you in your search for your first job, a new job or a better job.
 - **Ability Profiler:** The results of the Ability Profiler can help to identify your strengths and occupations that fit those strengths. Use it also to find areas for which you might want more training.
 - **Interest Profiler:** These results help you discover the type of work activities and occupations that you might enjoy and find interesting. Use it to help identify and learn about broad interest areas relevant to you.
 - **Work Importance Profiler:** This tool pinpoints what is important to you in a job. It then suggests occupations you might find satisfying based on those values.
- 2. Career OneStop:** (careeronestop.org) Find information on jobs, resume tips, workforce services locations, training options, occupational licenses and data.
 - **Career InfoNet:** This area provides information on wages and employment trends, occupational requirements and labor market conditions. There is also an extensive career resource library.
 - **Job Bank:** Search jobs and post your resume. You can search for opportunities by location. Since this is a national site, you can search in other areas of the country as well.
 - **Service Locator:** (servicelocator.org) Find your local career center, such as the Tri-Valley One-Stop.
- 3. My Next Move:** (mynextmove.org). In addition to the career exploration tools, you can find information here on industries, specific occupations, the job outlook and education or training needed. There is a Spanish version, as well as a version specifically for Veterans that translates military occupational codes into corresponding civilian jobs.
- 4. Podcasts:** Job seekers and employers alike can benefit from O*NET's podcasts that use stories and examples to help in a variety of ways.

