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Employers'
Quick Reference Guide to O*NET

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Why Should You Use O*NET?

O*NET is a free, easy-to-use occupational information system that can help your company save time and effort by leveraging its human resource capabilities. From start-up to Fortune 500, every business faces challenges in defining job requirements, developing accurate job descriptions, and implementing effective personnel development strategies. In a technology-driven, highly competitive, and rapidly evolving marketplace, human resource professionals, line managers, and decision-makers all need current, accurate occupational intelligence.

Key O*NET Business Benefits

Time savings: Developing job descriptions can be time- and labor-intensive. O*NET OnLine puts current, searchable information on hundreds of occupations at your fingertips, including education and experience, apprenticeable specialties, work activities and typical tasks, as well as knowledge, skills, and abilities. You can easily copy O*NET information and tailor it to your company's specific needs—letting you develop quality job descriptions in a fraction of the time. Developers can integrate O*NET tools into their own website or web-enabled application using O*NET Web Services (services.onetcenter.org).

Efficiency: O*NET data is easy to find, easy to search, and easy to understand—giving you meaningful occupational information and analytical support instantly. This means that you can address a wider range of human resources issues in less time, with less effort.

Consistency: O*NET standardized occupational descriptors make it much easier to compare work across a broad range of functions and levels.

Effectiveness: O*NET provides comprehensive and current information for a wide range of occupations. This translates into better targeted recruiting efforts, more effective training, and better defined career paths.

Added Value: O*NET standardized descriptors create a common language that is an applicable tool for a mobile and rapidly changing world of work. O*NET descriptions are based on rigorous research and the input of industry experts.

Cost Savings: Tracking down all the information you need for Human Resource planning can be expensive. O*NET OnLine brings together occupational information with links to additional resources, such as employment outlook, wages, and other labor market information. All the data is available 24 hours a day, seven days a week, with no fee for use.

To take advantage of O*NET information, use the quick reference information on the next few pages—or see the O*NET OnLine Guided Tour for more in-depth information, tips, and techniques for getting the most from O*NET OnLine. For a more detailed description of the O*NET information, see the Content Model Reference Card.

This *Guided Tour* is designed to help you use O*NET® OnLine more efficiently. While O*NET OnLine has a friendly, easy-to-use interface, this guide and reference tool may speed the learning curve for site navigation and search strategy.

About the O*NET Database and O*NET OnLine

O*NET (the Occupational Information Network) OnLine is a centralized online resource that enables you to access occupational information in the O*NET database. O*NET OnLine offers links to other valuable online occupational resources, including federal agencies and programs.

The O*NET database is the nation's primary source for occupational information. It offers:

- A common language and consistent descriptors for both worker and occupational information. Because O*NET information is regularly updated and is based on careful research and analysis of "real world" occupational data, it is a useful tool for a wide array of management and human resource activities.

- A unique approach to organizing and presenting occupational information. The O*NET "Content Model" gives employers convenient ways to hone in on information specific to a particular occupation, yet also lets them compare occupations using common skills, job attributes, and worker attributes.

- A helpful analysis and decision support system for many key business functions. Human resource professionals, business forecasters, industry analysts, organizational consultants, and line managers find O*NET information valuable in achieving objectives such as:

  - ▶ **Efficiently developing accurate job descriptions**

  - ▶ **Developing more targeted and effective employee development programs**

  - ▶ **Aligning organizational development initiatives with identified workplace needs**

  - ▶ **Defining recruitment goals**

  - ▶ **Expanding the pool of quality candidates for open positions**

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Reference Card
the O*NET Content Model
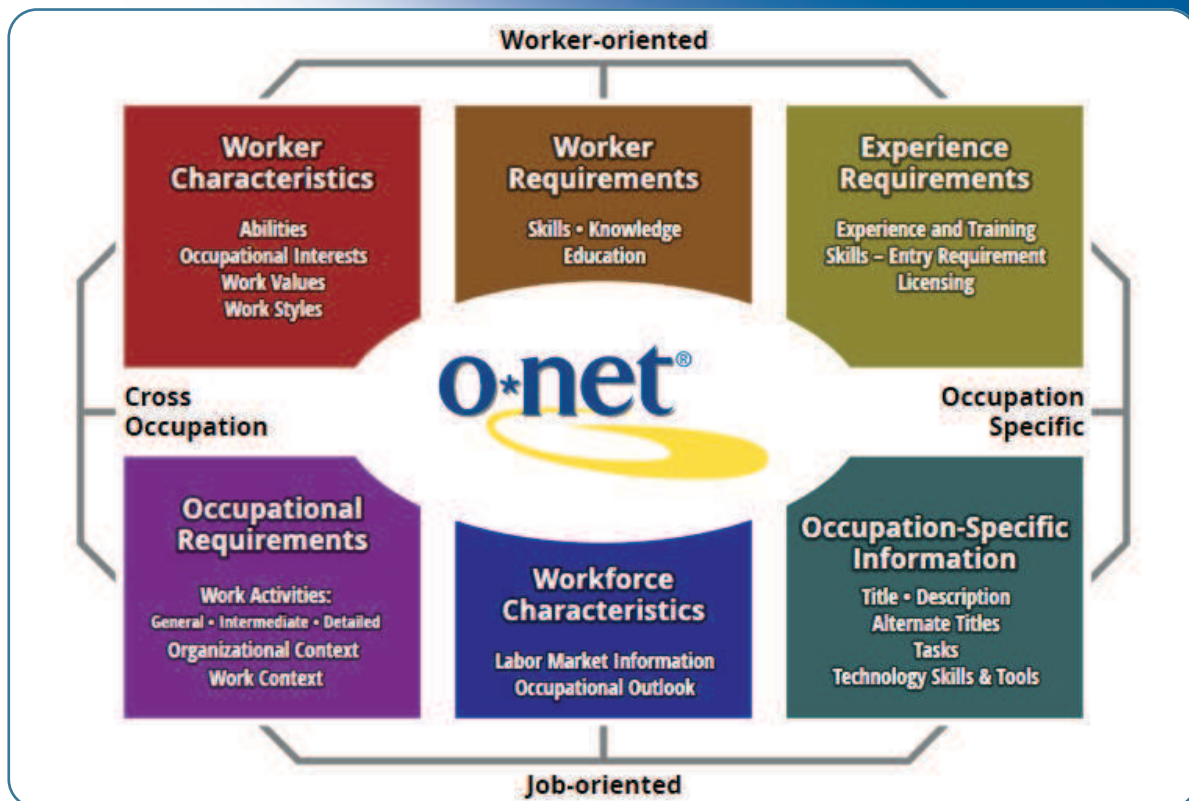
The O*NET® Content Model is the conceptual framework underlying the database. It identifies the structure and types of information contained in the O*NET Database. The O*NET Content Model provides data categories that allow you to review information from the standpoint of occupations (via job-oriented descriptors) and people (via worker-oriented descriptors).

O*NET's Content Model clusters information into six broad categories, called domains:

▶ **Worker Characteristics:** enduring characteristics such as abilities, interests, and work styles, that might influence both a worker's performance and the capacity to acquire knowledge and skills required for effective work performance.

▶ **Worker Requirements:** work-related attributes acquired and/or developed through experience and education related to the occupation. *Knowledge* refers to acquired facts and principles pertinent to a job. *Skills* are the application of knowledge in a work setting and may be divided into basic skills (such as reading, which facilitates the acquisition of new knowledge) and *cross-functional skills* (such as problem solving, which extends across several domains of activities).

▶ **Experience Requirements:** qualities related to previous activities and specific types of work activities. This category includes information about the typical experiential backgrounds of workers in an occupation or group of occupations, as well as certification, licensure, and training.

▶ **Occupational Requirements:** O*NET identifies generalized work activities and detailed work activities that may be performed within multiple occupations. Using this framework, a single set of descriptors can be used to describe many occupations. Work context descriptors (the physical, social, or structural context of work) that may impose specific demands on workers are also included in this category.

▶ **Occupation-Specific Information:** descriptors that apply to a single occupation or a narrowly defined job family. This information includes occupation-specific tasks and machines, tools and software—referred to as Technology Skills and Tools. This category is particularly important for specific human resource applications, such as training, developing job descriptions, or redefining jobs.

▶ **Workforce Characteristics:** general characteristics of occupations that may influence occupational requirements, including the occupation's social and economic contexts. Labor market information defined by industry or occupation also falls within this category. O*NET provides this information through links from O*NET OnLine to statistical labor market information including compensation and wage data, employment outlook, and industry size information. Much of this information is collected outside of O*NET by organizations such as the U.S. Department of Labor's Bureau of Labor Statistics, the Department of Commerce, the Department of Defense, and the Census Bureau. An interactive version of the O*NET Content Model is available from the O*NET Resource Center home page at https://www.onetcenter.org/.

A closer look at the Content Model.

Each information category (or domain) in the O*NET Content Model contains subcategories or subdomains, which further define each category. For example, the Worker Characteristics domain includes additional subdomains: Abilities, Interests, and Work Styles.

Level 1: Worker Characteristics
Level 2: Abilities
    Level 3: Cognitive
        Physical
        Sensory
        Psychomotor
Level 2: Interests
    Level 3: Realistic
        Investigative
        Artistic
        Social
        Enterprising
        Conventional
Level 2: Work Styles
    Level 3: Achievement Orientation
        Social Influence
        Interpersonal Orientation
        Adjustment
        Conscientiousness
        Independence
        Practical Intelligence