How to Conduct an Occupation Search

1. Introduction

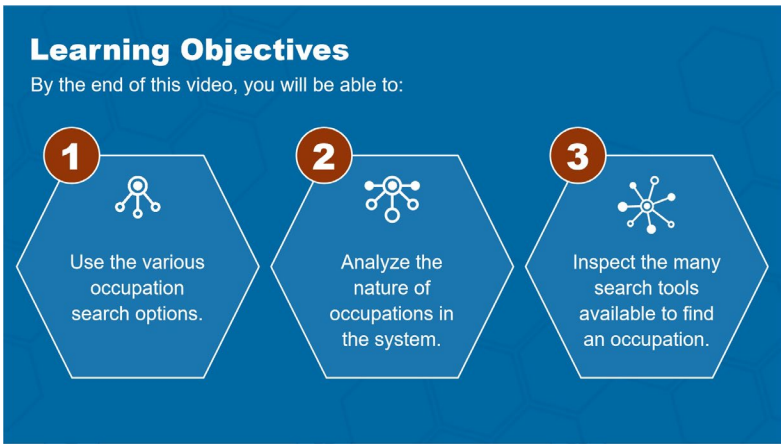
1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how to conduct an occupation search. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives

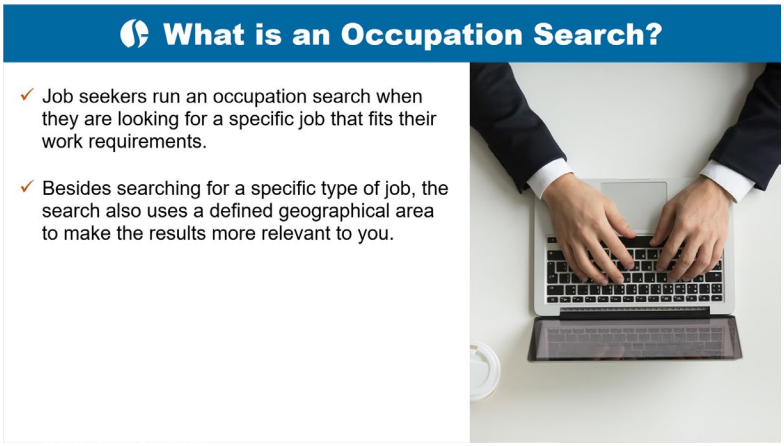


Notes:

By the end of this video, you will be able to:

Use the various occupation search options.
Analyze the nature of occupations in the system.
Inspect the many search tools available to find an occupation.

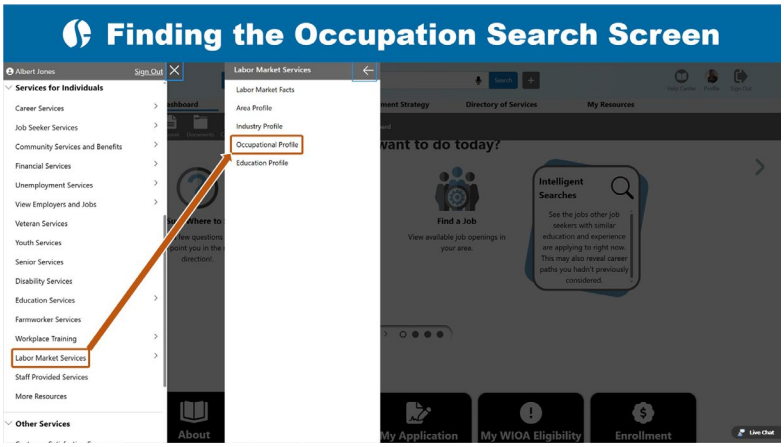
1.3 What is an Occupation Search?



Notes:

Job seekers run an occupation search when they are looking for a specific job that fits their work requirements. Besides searching for a specific type of job, the search also uses a defined geographical area to make the results more relevant to you.

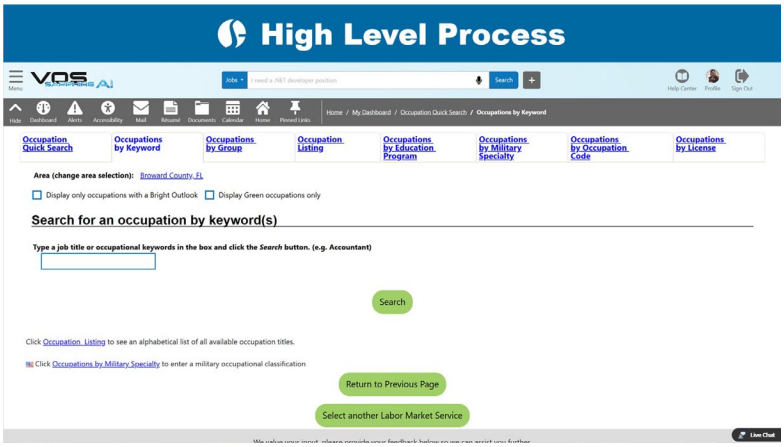
1.4 Finding the Occupation Search Screen



Notes:

There are many ways to navigate to the “Select an Occupation” screen. One way to navigate is from the “Services for Individuals” menu. Select the Labor Market Services menu, and then Occupational Profile.

1.5 High Level Process



Notes:

Once you have navigated to the Occupation Profile page, select the search option tab you want to use, define the occupation, and then review the details.

2. Occupation Search

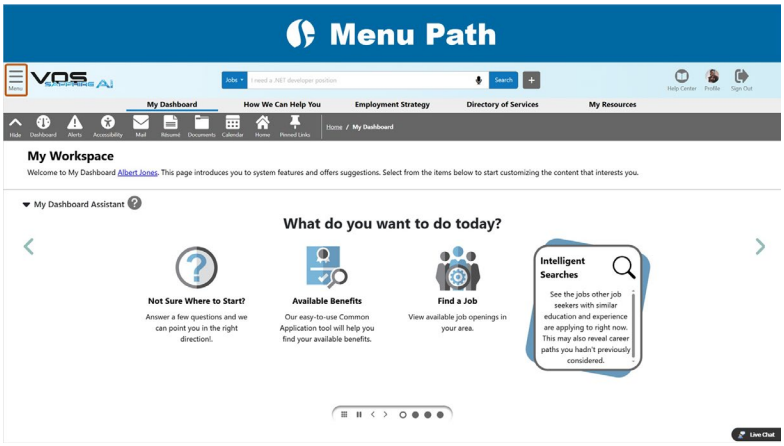
2.1 Walk-through



Notes:

Let’s now take a more detailed overview of occupation searches in the system.

2.2 Menu Path

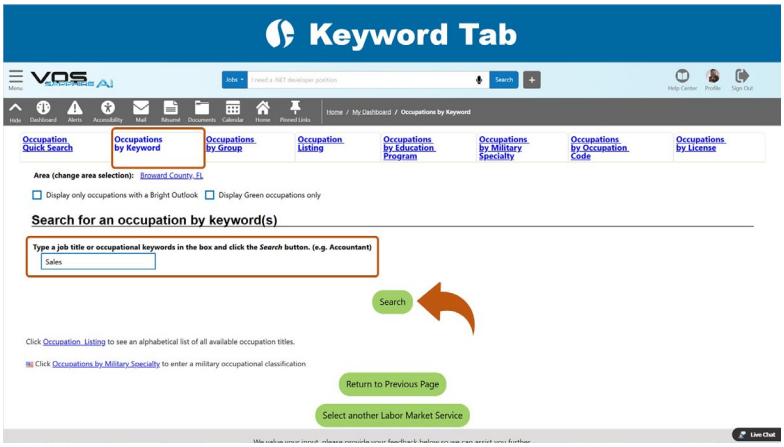


Notes:

Open the Left Navigation menu and click Labor Market Services. Then click Occupational Profile. The occupation search screen is organized by tabs. They represent the ways you can define the occupation you are researching.

The first option is the Occupation Quick Search Tab. Here you can quickly search for an occupation by keyword and review the sub-results of each occupation area.

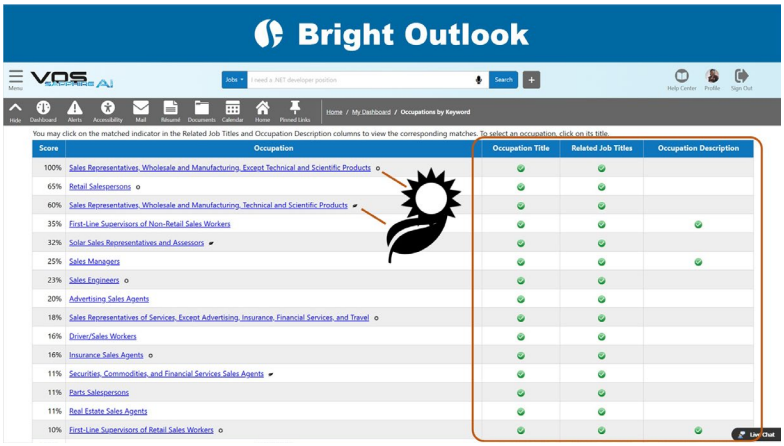
2.3 Keyword Tab



Notes:

Let's review the other various search options, starting with the "Occupations by Keyword" Tab. Enter the desired occupation title and click the Search button.

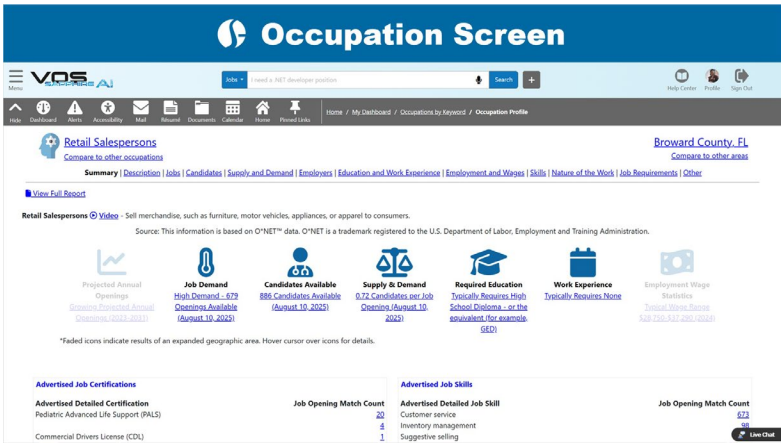
2.4 Bright Outlook



Notes:

The occupations in the search results are scored based on how well they matched the keyword. The results indicate whether the keyword was found in the occupation title, related job titles, or occupation description.
Occupations noted as being “Bright Outlook”, indicated by the sunburst icon, are those occupations which are considered desirable in the Marketplace, nationally and or statewide. Green occupations, indicated by the leaf icon, are generally found in those industries involved in energy or environmental efficiency and renewal.
You can narrow the search results to display only those that have a Bright Outlook or are considered Green.
Select your desired Occupation link to view the details.

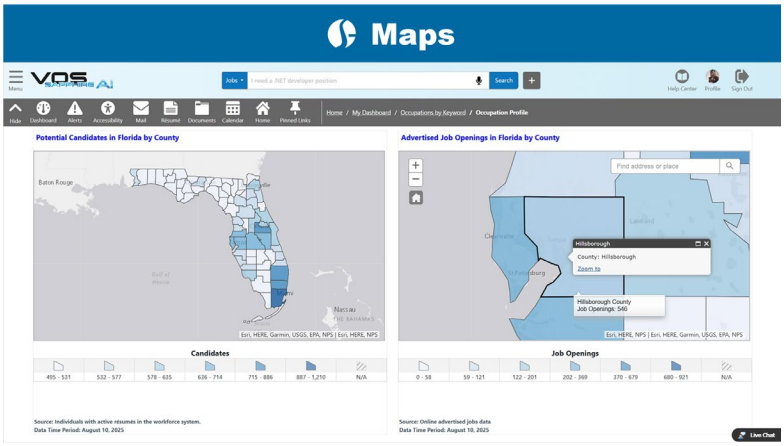
2.5 Occupation Screen



Notes:

The occupation screen shows a variety of information you can use to learn more about the occupation. This first page is the summary view. It contains information such as advertised job skills, top employers, supply and demand and typical wages. Some have video links to help define the roles and responsibilities.

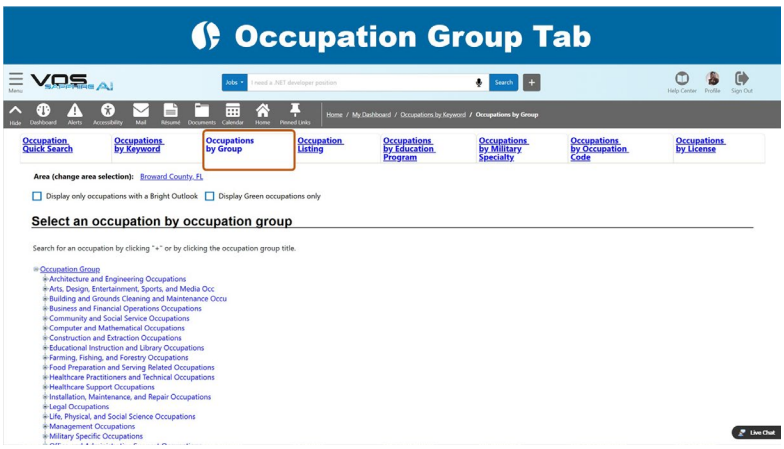
2.6 Maps



Notes:

Maps are available which show the number of potential candidates as well as the number of job openings in specific areas of your state. Click on a region to zoom in. Other information such as Knowledge Required, Abilities Required, Skills and Education Requirements give you a well-rounded view of the occupation.

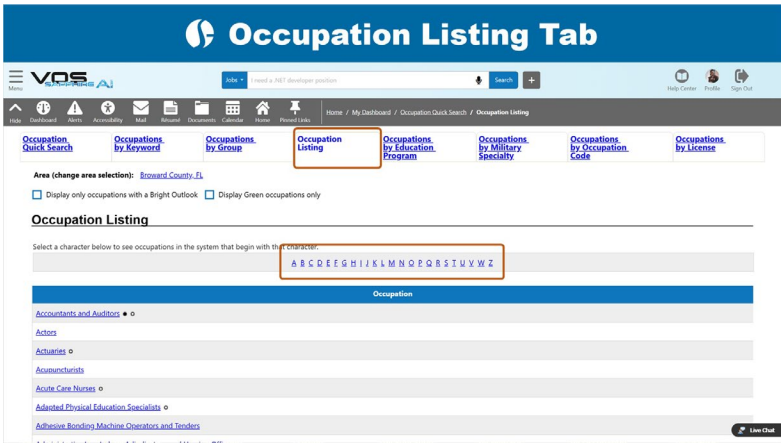
2.7 Occupation Group Tab



Notes:

The Occupations by Group tab allows you to find an occupation by first selecting a more general occupation group. Click the plus icon to expand the occupation and view occupations in that group. A list of occupation titles become available for the selection. Select an occupation title to view the occupation details.

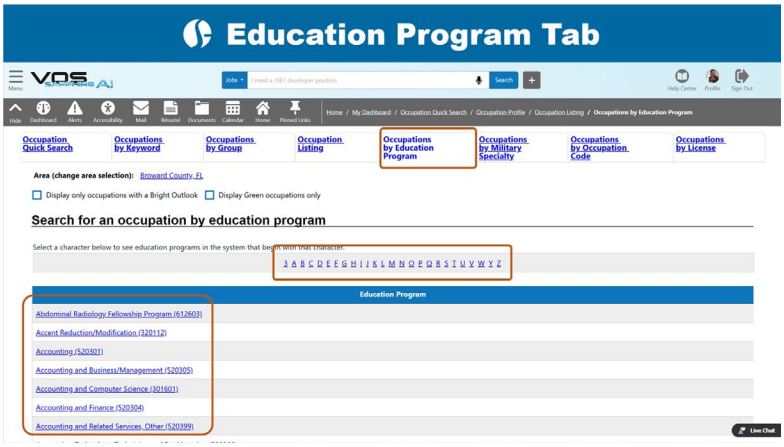
2.8 Occupation Listing Tab



Notes:

Here, on the Occupation Listing tab, the system displays an alphabetized list of occupation titles. Click a letter to see occupations that begin with that letter. From the list displayed, click your desired occupation title link.

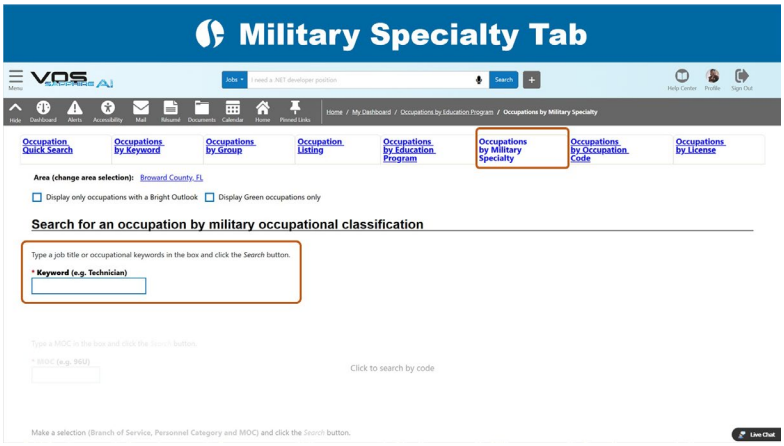
2.9 Education Program Tab



Notes:

To select an occupation by education program, click a letter to see a list of education program titles. Click the program title. From the match list displayed, click the desired occupation.

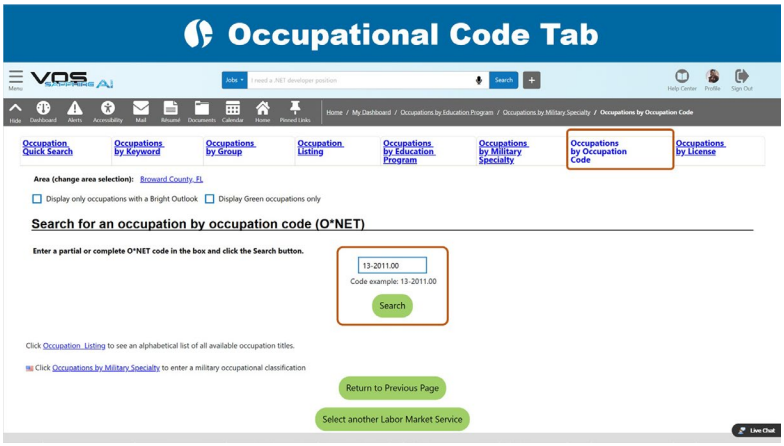
2.10 Military Specialty Tab



Notes:

For the benefit of military personnel, you can covert a military occupational specialty code into a civilian code.
You have the option to search by Keyword or MOC Code.
You can also use the Military Occupational Specialty option drop down lists.
Select a response for the following fields: Branch of Service, Personnel Category, and MOC Code. Then click the Search button.
From the match list displayed, select the desired occupation title link.

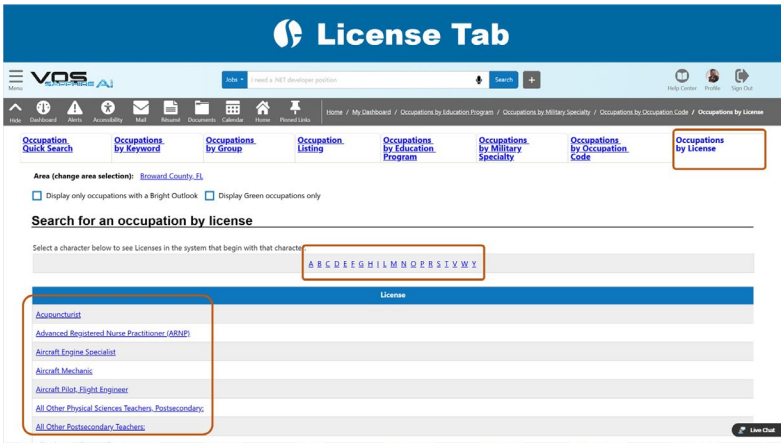
2.11 Occupational Code Tab



Notes:

For users familiar with O*NET codes, they can use this approach to select the appropriate occupation. The O*NET program is the nation's primary source of occupational information. Enter a whole or partial O*NET code and click Search. From the match list displayed, click the desired occupational title link.

2.12 License Tab



Notes:

Another way to search is to choose occupations by license. Click a letter to see a list of occupations by license titles. From the list displayed, click an occupation. A list of jobs that match your criteria will be displayed. Select the desired occupation from the list.

This concludes our tour of How to Conduct an Occupation Search.

3. Conclusion

3.1 Survey

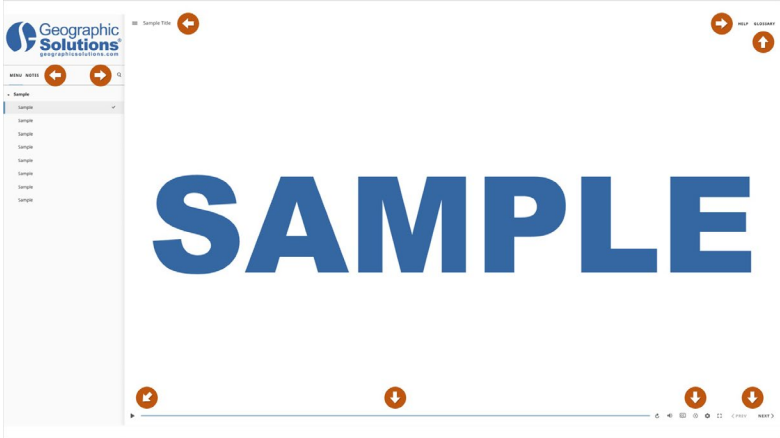


Notes:

You've completed: How to Conduct an Occupation Search. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. Thanks for watching!

4. Help

4.1 Help



Notes: