

Learning Center Transcript

How to Conduct an Occupation Search

Description: Learn how to search for and select a desired occupation. The system uses the O*NET program, the nation's primary source of detailed occupational information.

1. How to Conduct an Occupation Search

Welcome to the Learning Center. In this training segment, we will demonstrate how you can search for and select a desired occupation.

At the conclusion of this video, you will be able to use the various occupational search options available to find an occupation.

Your actual system settings and options may differ from those shown in the video.

Let's get started.

2. Occupation by Keyword Tab

There are many ways to navigate to the "Select an Occupation Screen". One way is from the through the "Services for Individuals" menu, selecting the Labor Market Services menu, and then Occupational Profile.

This is a sample Select an Occupation Screen.

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

The system will display a list of matching title in rank order, and indicate which occupations are considered "Bright Outlook" and "Green Occupations".

Occupations noted as being "Bright Outlook" are those occupations which are considered desirable in the Marketplace, nationally and/or statewide.

Green occupations are generally found in those industries involved in energy or environmental efficiency and renewal.

You can narrow search results to display only those that have a Bright Outlook or are considered Green.

Select the **Occupational Title** link.

3. Occupations by Group Tab

The Occupations by Group tab allows you to find an occupation by first selecting a more general occupation group. Again, you have the option to display only occupations designated as a Bright Outlook or Green occupation.

From the Occupations Groups, select the occupation group link.

A list of occupation titles becomes available for the selection.

Click the desired occupation title.

4. Occupation Listing Tab

Here, on the Occupation Listing tab, the system displays an alphabetized list of occupation titles. Again, you have the option to display only occupations designated as a Bright Outlook or Green occupation. Click the desired letter to see occupations that begin with that letter. From the list displayed, click your desired occupation title link.

5. Occupation by Education Program Tab

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

6. Military Occupations Specialty Code Search Option

For the benefit of military personnel, you can convert a military occupational specialty code into a civilian code.

On the Military Occupational Specialty option drop down lists, select a response for the following fields: Branch of Service, Personnel Category and MOS Code. Then click the **Search** button.

From the match list displayed, select the desired occupation title link.

You also have the option to search by MOS Code, Keyword, or Branch of Service.

7. Occupation by Occupation Code Tab

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.

8. Occupations by License

Another way to search is to choose an occupational license in the detailed list and click the Continue button. A list of jobs that match your criteria will be displayed.

9. You have successfully completed this web-based training

You have successfully completed this training demonstration.

Be sure to check out other training videos within this series.