# **O\*NET Resource Center**



# The University of Oklahoma

## **Table of Contents**

O*NET Resource Center	
O*NET Interest Profiler	3
Career Ladders and Lattices	10
Resume Building	11
Using O*NET as a Veteran	11

### **O\*NET Resource Center**

#### https://www.onetcenter.org

For information on how O\*NET can be applied directly to career planning, visit the O\*NET Resource Center. This section of O\*NET is dedicated to practical sources of information that can aide people in the job hunt. Some of the most relevant tools on this website for college students are discussed below.

#### O\*NET Interest Profiler - https://www.mynextmove.org/explore/ip

The O\*NET Interest Profiler is a tool that can help aid in occupational selection. This short 60question survey will ask about your likes and dislikes, and will narrow down your specific interests into the top three. The six possible interests are realistic, investigative, artistic, social, enterprising, and conventional.

To begin the interest profiler, follow the link listed at the start of this section, which will bring you to the page shown below.



The Interest Profiler will give 60 work activities, to which you respond on a scale of like to dislike. Icons depicting each point on the scale are used as a visual aide.



It is important to remember that the Interest Profiler is measuring your *interests*, not your work style or needs. So try your best to focus on if you would find a task interesting, not what the corresponding salary would be for that occupation.



Another important thing to remember is that this is based on your preferences – there are no right or wrong answers. Take your time and answer honestly.



The next page will be the beginning of the Interest Profiler. Complete the Interest Profiler by selecting your level of like/dislike of each item, following the icons at the top of the page. An example of the first page is shown below.



Once completed, O\*NET will give you the option to review all your answers, or to review the answers for which you answered "unsure" (the middle option of the five options). It is ok to leave some of the items as "unsure," but it never hurts to review those items after completing your profiler. The more specific your answers, the more accurate your results.

Great job!	You answered all of the questions. You can review or change your answers at any time by selecting the <b>Back</b> button at the bottom of the screen, or by returning to the first screen of questions with the button below.	Click here to
	Return to the first page	review all your answers.
	wish to review them now. You can print or change your answers using the button below.	Click here to re
	View your Unsure answers	any answers which you sele the middle op
	When you are ready, use the Next button to see your Interest Profile.	(neither like) dislike).

Composite scores will be given for all six types of interests. Your top three interests will be bolded. Click on the name of any of the interests to see more information.

R I A S	E C	Here are your Interest Profiler results! Think of your interests as work you like to do. Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.
Realistic	17	You can click on any interest below to learn more. When you're ready, click <b>Next</b> to continue.
nvestigative	16	• <u>Realistic</u> • <u>Social</u>
Artistic	27	Investigative     Enterprising
Social	21	<u>Artistic</u> <u>Conventional</u>
Interprising	31	
Conventional	37	
		() Pris

Rather than provide a list of every occupation that matches your interests (which may be extensive and overwhelming), the Interest Profiler will next prompt you to select a Job Zone in which you see yourself falling.

Interests + Job Zones Careers	To focus your search, think about the following question: How much education, training, and experience do I need to do the job?
Careers	Each O*NET career is in one of five <b>Job Zones</b> , which are groups of careers that need the same level of <b>experience</b> , <b>education</b> , and <b>training</b> .
	Different careers need different amounts of preparation. You will be asked to pick a Job Zone. Using your Job Zone and your interests, the Interest Profiler will help you identify and explore careers that might be right for you.

You may either select the zone for which you currently qualify, or the zone in which you see yourself after finishing all of your educational goals.



Select a Job Zone on the page below for a refresher on what each zone entails, including the level of education, training, and experience, along with some example occupations.



Choose a Job Zone to view a list of occupations within that zone that also match your interests. Don't forget – you can always use the back button to select a different zone later!



O\*NET will quickly review your scores and your Job Zone selection before providing a list of occupations that match both.

ur interest results:	Your Job Zon	Your Job Zone:		
R I A S	C Job Zo Extens	2 3 4 5 one Five ive Preparation Needed		
Realistic	17 On the next your Interes	screen, you will see careers related to t Profile in your chosen Job Zone.		
Artistic	Click the Ne	xt button to continue.		
Social	21			
Enterprising	31			
Conventional	37			

O\*NET will provide a list of occupations that match both your interests and your chosen Job Zone. This is a great way to begin exploring potential career occupations if you are unsure of your direction.

blue puzzle piece. Occupations that		Careers that fit your interests and preparatio	n level:			dh kuraumaro		Don't forget to look
match less closely		Se Best fit 55 Great fit		Bright Coullook	y green	W APPENDICEMP		a Bright Outlook or
fit), are marked	_	Curators						within a green sector!
piece.		* Treasurers & Controllers						
Click on an		登 Distance Learning Coordinators		•				
occupation name		移 Education Administrators, Postsecondary						
page for more		终 Investment Fund Managers		0			-	
information.		Click on a career to learn what they do.				@ Pri	int	-
						File	d More	Click here to find

If you do not see an occupation on this list that catches your interest, that is ok! Remember, success in an occupation is made up of many different facets, not just interests.

#### Interest Code

Your three highest scores make up your interest code (from highest to lowest). For example, the interest code from the results previously shown would be CEA (Conventional, Enterprising, Artistic).

This interest code can be used to search O\*NET for occupations that match your interests. For a refresher on how to search for occupations that meet multiple interests, see "Advanced Search – By Multiple Items" in the document "Searching in O\*NET."

#### Career Ladders and Lattices - https://www.onetcenter.org/ladders.html

Career ladders and lattices can help you visualize how your current occupation or an entry-level position can eventually lead to your dream occupation. They are a visual representation of a career progression.

Career ladders display only vertical movement between jobs (such as promotions). Career lattices display both vertical and lateral movement between jobs. Lateral movement may be a switch to a different company, or to a different occupation within the same department. An example of a career lattice showing the progression from stock clerk or cashier to district manager is shown below.



Explore links between occupations by clicking the plus symbol next to tasks, skills, knowledges, etc. while on an occupation's summary page. This will give you a list of occupations that share the same tasks, skills, or knowledges. Often times, occupations that are linked on a career ladder or lattice will share some of the same items, but they will differ in terms of their importance or level scores.

### Resume Building - https://www.onetcenter.org/resume.html

O\*NET is also a great resource when it comes to building your resume. Use the summary page for your current occupation to find knowledges, skills, and abilities that you already possess. You may also use a skills or knowledge search to find occupations for which you are qualified to apply.

#### Using O\*NET as a Veteran

#### https://www.mynextmove.org/vets/

O\*NET provides resources similar to those listed above that are specifically aimed toward those who served or are currently serving in the armed forces. This portion of the O\*NET website can assist you in finding civilian careers using skills or knowledges that you may have gained during your time in the armed forces.

On this page, you have the option to search for occupations by keyword or by industry. Civilian occupations that have a matching occupation in your selected military branch (Air Force, Army, Coast Guard, Marine Corps, or Navy) will be denoted with a blue star icon (shown below).



You may also enter the name of your military classification or occupation and O\*NET will suggest civilian occupations that are similar.