Discovering Potential Jobs Using O*Net

Career Planning for Employees

What is O*NET?

O*NET is the nation's primary source of occupational information and is a tool that you can use to explore career options around the world and here at the university. The website contains detailed descriptions of jobs, including typical tasks, tools and technology and related occupations for each position.

Why would you use O*NET?

O*NET classifies jobs in a variety of ways and can help you explore job opportunities as well as new career ideas in a way that works for you.

How do you use O*NET?

When exploring jobs on O*NET, there are a couple of strategies you can use to help make sense of the large amount of information. Visit O*NET by following this link:
https://www.onetonline.org/

1. Look up your current job:

    You can look up information on your current job. This strategy can be helpful if you like your current job and want to be in a position that is similar but perhaps a different level of responsibility. O*NET can make recommendations for similar positions. It can also be helpful to compare information on your job to other jobs that interest you. Finally, it can help you find related jobs that you may not have considered previously.

    Once on your occupation's main page, you can view any one of the following information regarding your job:
    - Tasks
    - Tools and technology that applies to your position
    - Knowledge, skills and abilities
    - Typical work activities
    - Work context
    - Job zone (e.g. how much experience and education the position requires), education, and credentials
    - Interests, work styles and values
    - Other related occupations
    - Wages and employment trends

2. Search more broadly:

Start with a broad search of different jobs, which you can do in several ways, including:

- Click on Browse under Find Occupations on the homepage. This gives you the opportunity to explore jobs in many classifications, including by career cluster, industry, job family and bright outlook.
    - * Bright outlook means that job openings within this field are increasing more rapidly than average
- Click on Focus under Advanced Search to find jobs by classifications such as knowledge, skills, abilities and technology.
- Click on My Next Move, which allows you to search careers in several ways, including doing a work values self-assessment. This strategy can help you if you're unclear on what exact job you would like to have.

3. Look up an aspirational job

Look up a job you aspire to have one day. Doing so will give you a realistic picture of what that job entails and what knowledge, skills and abilities you will need to develop. Using the Job Code Detail website, you can find job codes within the university that you are interested in. If you are interested in attaining a certain position within the university, look up that SOC job code and type it into the O*Net search to get a realistic picture of what the job entails.

Look up SOC job codes by following this link:
https://compsearch.umsystem.edu/apps/hr/compensation/detail/compSearch/