Labor Market Information (LMI) for Career Planning and Assessing Skills

Module 3

south dakota department of labor and regulation

Your workforce experts.

U.S. Department of Labor
Employment & Training Administration

U.S. Department of Labor—Employment & Training Administration
Labor Market Information Center | South Dakota Department of Labor and Regulation

LMI for Career Planning and Assessing Skills – Technical Notes

1. This is a self-paced training module.

2. Hit Enter or Page Up/Page Down to navigate through the presentation at your own pace.

3. Some slides have embedded links which allow you to access Internet sites.

4. There may be supplemental PDFs attached within this PDF. To view the attachments:

   - You will be prompted to click on an image or icon to access the Attachment panel and referenced files. Note, if the Attachment panel is already open, clicking on the image/icon will close it. Just click again to reopen.

   - Alternatively, click on the Attachments button (looks like a paperclip) in the left side navigation panel of the main window to open a panel on the left side with the list of attachments.

Today's Lesson

Module 3:

Labor Market Information (LMI) for Career Planning and Assessing Skills
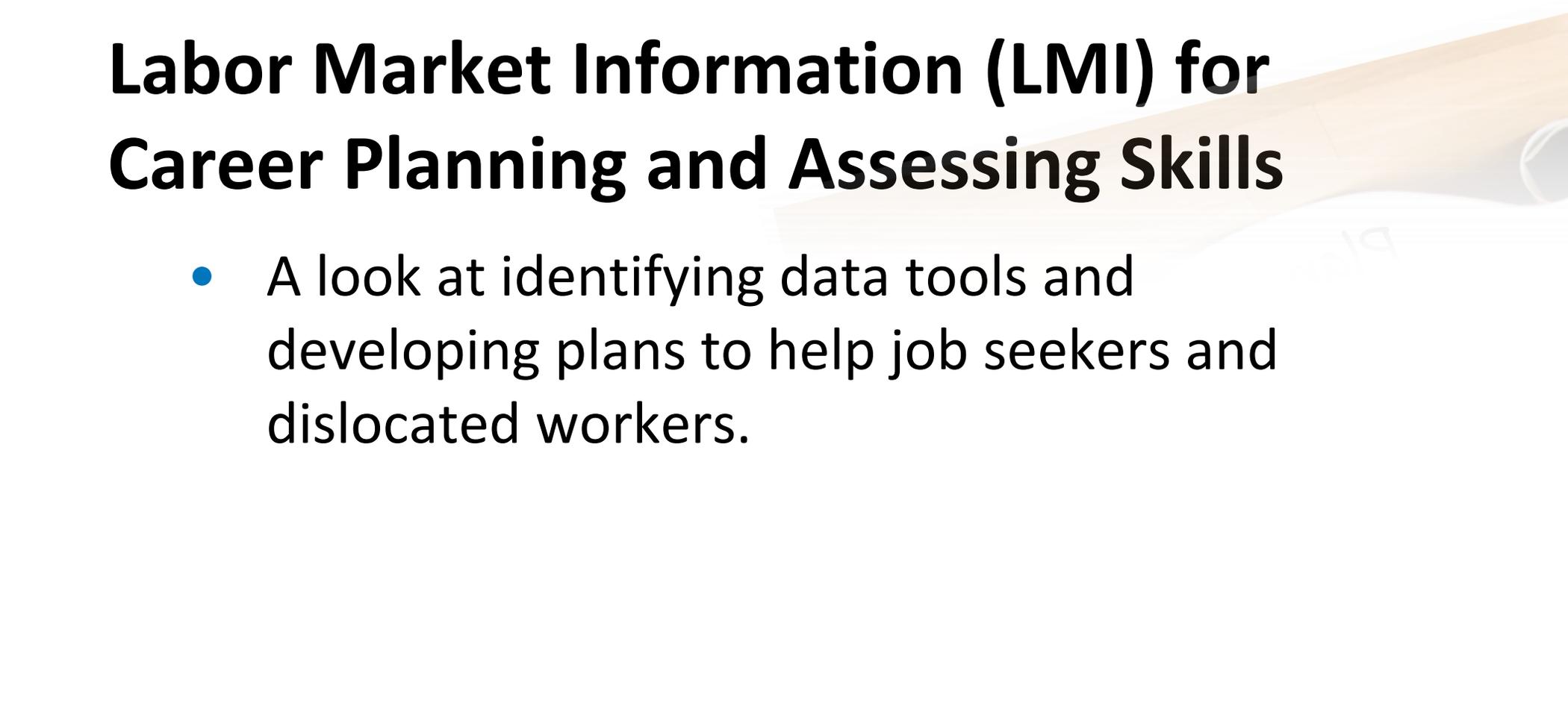
- A look at identifying data tools and developing plans to help job seekers and dislocated workers.

The Fundamentals of LMI

modules

1 **Labor Market Information Basics**
(prerequisite for modules 2 through 5)

2 **Helping Job Seekers with Labor Market Information**

3 **Labor Market Information for Career Planning and Assessing Skills**

4 **Labor Market Information for Re-employment**

5 **Labor Market Information's Value to Businesses**

You should have already completed the first two modules.

This is Module 3 in the Fundamentals of LMI series.

The More You Know ...

Do you know...

- how to conduct a skill assessment for a job seeker?

- which industries employ a certain occupation?

- how to help a job seeker plan a career path?

What's in it for Me?

- A primary objective is to place people in meaningful jobs.

- Discover how to match a job seeker's or dislocated worker's **k**nowledge, **s**kills and **a**bilities (KSAs) to available jobs with LMI.

- You can better serve the customers who come to you for help when their careers are at a crossroads.

THE BOTTOM LINE

Why would you NOT want to learn how to make your job easier?

Objective

Objective:
Use LMI to help a job seeker find work through skills assessment
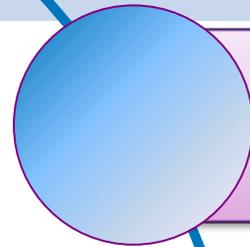
Assessing the Situation
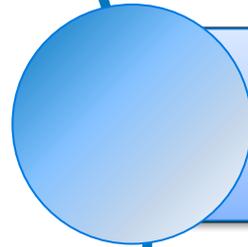
Using the Data Tools Checklist
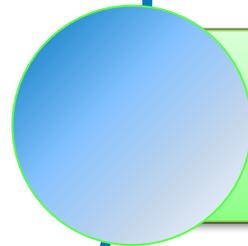
The Four-Step Process
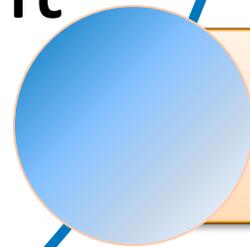
Job Search Databases

Goals

- Use available tools to conduct job seeker skill assessments.

- Begin the process of career path planning in the context of available LMI.

- Decide which tools are most effective in given situations.

- Know where to find additional resources that aid in the job placement process.

I want to help my customers with their career planning. Where do we start?
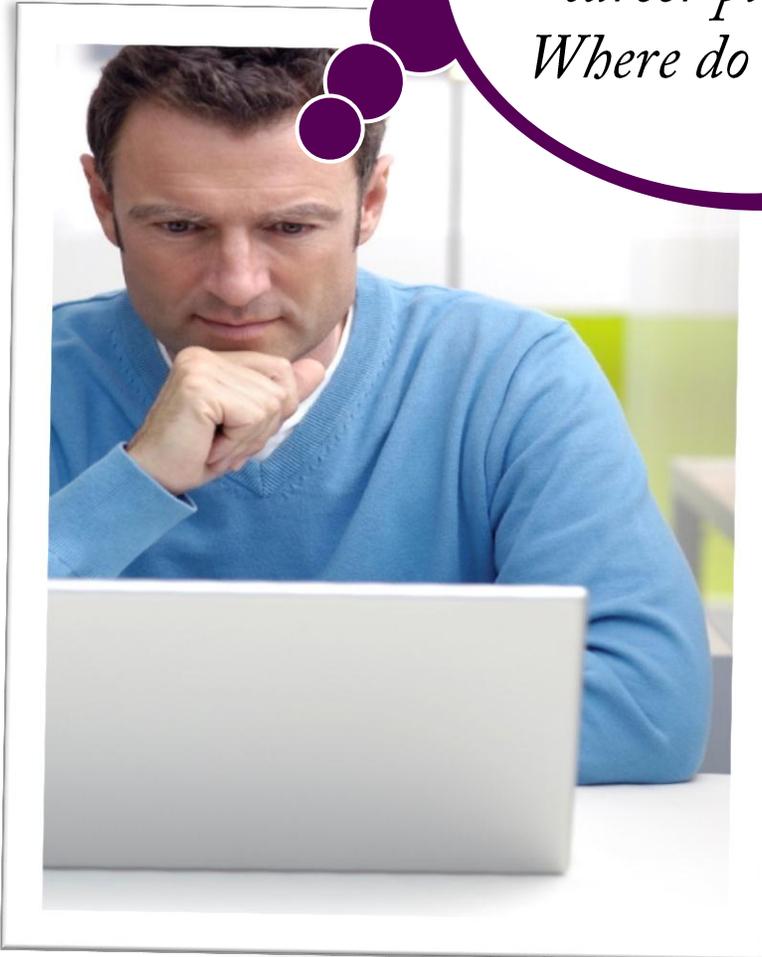
Let's meet our job seeker, Rosa.

Wanted: Work

Meet the Job Seeker

Rosa

Age 32, female

Single mother, high-school graduate

Legally migrated to the United States with family at age 12 – fluent in Spanish and English.

Laid off from job at meat packing and processing plant

Wants a career change

Rosa Stops at Your Office

Hi, I'm Ben, your vocational counselor. How can I help you?

I'm Rosa. I need a job with a better future.

What's your first step?

Gather All the Facts

Ben has completed Module 2! He knows to start by filling out this document.

Click on gold button for access to Job Seeker Infosheet PDF (opens attachment list).

Job Seeker Information	
Job Seeker Summary	**Questions for Job Seeker**
• Female, age 32 • Worked as a meat packer • Laid off • Single mother • Career change desired • Bilingual	• Child care issues? • Can she work nights? • Willing to train? • Any particular goals? • Wage desired?

Data Brainstorming		
What do I need?	**Where do I find it?**	**How do I get there?**
• Info on related jobs • KSA analysis • Wage data • Staffing patterns	• O*NET Online • Career InfoNet • LMIC website • BLS website	Use Data Tools Checklist

What's a _Data Tools Checklist_?
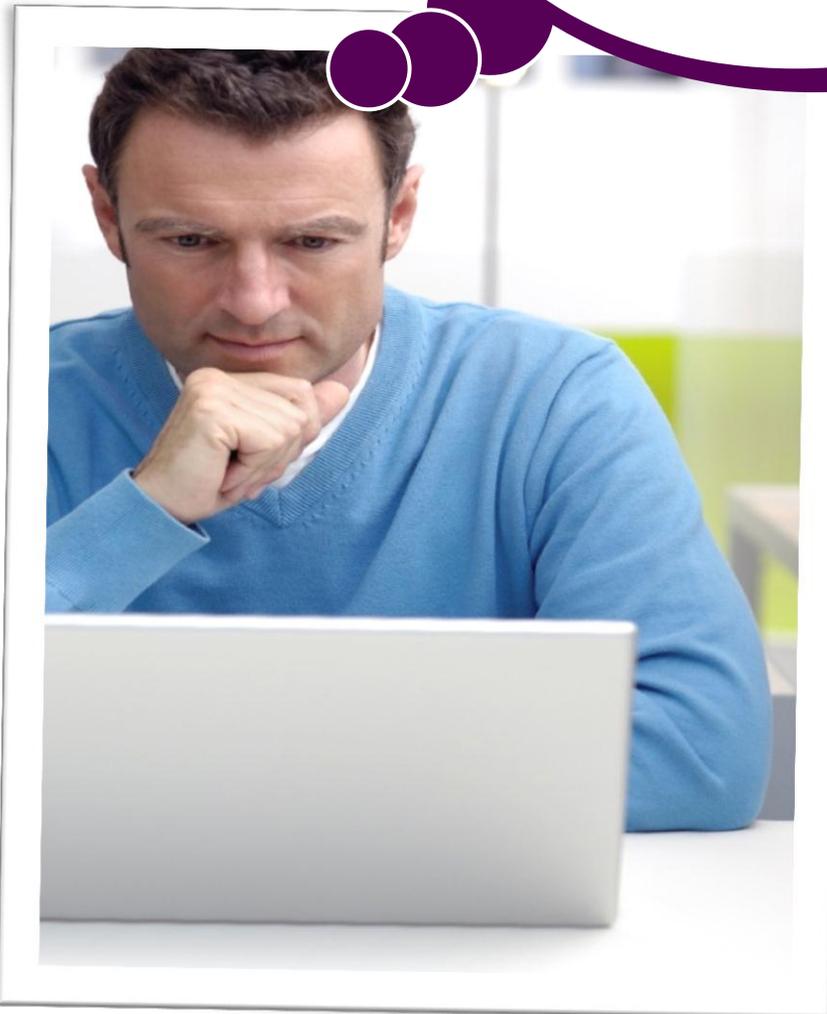
It helps evaluate a job seeker's strengths and weaknesses.

Click on the gold button to download. It's a good idea to print out a couple for use during this module.

Click for access to the Data Tools Checklist PDF (opens attachment list).

Data Tools Checklist

(Stand-alone PDF contains clickable links.)

Tool	Description	Where to Find It
Skills Profiler	Identifies individual or occupational skills.	www.careerinfonet.org/skills/default.aspx
O*Net Interest Profiler	A self-assessment career exploration tool that can help people discover the type of work activities and occupations they would like and find exciting.	http://www.onetcenter.org/CIP.html Note: You must download software from O*Net center.org to run this program
O*Net Work Importance Profiler	A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.	http://www.onetcenter.org/WIP.html Note: You must download software from O*Net center.org to run this program
National Employment Matrix	Industry staffing patterns, shows occupational distribution within industry sectors.	http://data.bls.gov/oep/nioem/empiohm.jsp
Job Search Databases	Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.	SDWORKS - www.sdjobs.org www.careerbuilder.com www.us.jobs www.dice.com www.americasjobexchange.com www.monster.com

These three three help you find job seekers' abilities, interest and work values.

This one shows occupational distribution within an industry or vice versa.

This one offers alternatives for career paths and job searches.

A primary goal is helping job seekers find new employment that puts their **k**nowledge, **s**kills and **a**bilities (**KSA**s) to best use.

To do this, you must help job seekers develop a *career path*.

Career Path Planning – KSA Analysis

Ben's first task is to analyze the

knowledge,

skills and

abilities

of the job seeker.

KSA analysis lets Ben know Rosa's starting point for training, education and job experience.

Steps to help a job seeker establish a career path

KSA Analysis

Interest & Work Values Analysis

Gap Analysis

Map Out Career Pathway

KSA Analysis

A job seeker's profile consists of the knowledge, skills and abilities they possess.

Knowledge

- Educational assessments
- Knowledge levels

Skills

- Career InfoNet's Skill Profiler
- Skill lists

Abilities

- O*Net Career Exploration Tools
- Job interests
- Work values
- Current job zones

KSA Analysis

KSA analysis combined with a person's interests and work values, offers you a nearly complete picture of a jobseeker.

Data Tools Checklist – Skills Profiler

Tool	Description	Where to Find It
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		from O*Net center.org to run this program
O*Net Work Importance Profiler	A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.	http://www.onetcenter.org/WIP.html Note: You must download software from O*Net center.org to run this program
National Employment Matrix	Industry staffing patterns, shows occupational distribution within industry sectors.	http://data.bls.gov/oep/nioem/empiohm.jsp
Job Search Databases	Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.	SDWORKS - www.sdjobs.org www.careerbuilder.com www.us.jobs www.dice.com www.americasjobexchange.com www.monster.com

www.careerinfonet.org/skills/default.aspx

Use the Skills Profiler to help identify Rosa's skills & abilities. Whenever feasible, JOB SEEKERS should do this themselves. They should know their skills, knowledge and abilities better than you.

Data Tools Checklist – Skills Profiler

www.careerinfonet.org/skills/default.aspx

Start by typing in Rosa's most recent occupation. Click continue.

Data Tools Checklist – Skills Profiler

Explore Careers : Salary + Benefits : Education + Training : Job Search : Resumes + Interviews : People + Places to Help

browse occupations : explore green careers : help a job seeker : salary info : write job descriptions : military transition : disaster recovery services

Explore Careers

Home > Career InfoNet > Career Tools > Skills Profiler
America's Career InfoNet

Skills Profiler

continue >

1 Start Over

2 Select Activities

3 Select Skills

4 Rate Skills

5 Your Skills Profile

6 Next Steps

relatedlinks:

Skills Profiler Help
Skill and Ability Videos

Skills Profiler: Keyword Search Results

Choose one of the following keyword matches:

Relevance (Percent), Occupation
100%, Slaughterers and Meat Packers
20%, Packers and Packagers, Hand

Select the closest match to Rosa's occupation. Click continue.

continue >

Data Tools Checklist – Skills Profiler

Skills Profiler

1 Start Over

2 Select Activities

3 Select Skills

4 Rate Skills

5 Your Skills Profile

6 Next Steps

relatedlinks:

Skills Profiler Help
Skill and Ability Videos

< go back   continue >

Skills Profiler: Select Activities

Work activities for **Slaughterers and Meat Packers** are listed below. Select any activities you've done in the past. The ones you select will be included on your Skills Profile.

Detailed Work Activities

☑ Cut, trim, or clean meat, or carcasses

☐ Grind meats, such as beef, pork, poultry or fish

☑ Identify cut or grade of meat

☑ Inspect meat or meat products

☑ Measure, weigh, or count products or materials

☑ Operate food processing production equipment/machinery

☐ Slaughter animals, fish, or poultry

☑ Use hand or power tools

☐ Use knives

☑ Wrap products

< go back   continue >

Have Rosa select all the tasks she did when employed as a meat packer. Click continue.

Data Tools Checklist – Skills Profiler

1 ~~Start Over~~

2 **Select Activities**

3 **Select Skills**

4 **Rate Skills**

5 **Your Skills Profile**

6 **Next Steps**

Select all the skills Rosa believes she has. These are NOT specific to her meat packer occupation. They include skills she may use for any occupation.

Skills Profiler: Select Skills

The table below contains a list of skills useful in many occupations. The skills important for **Slaughterers and Meat Packers** are marked with an asterisk [*].

Select any skills that you have. When you are finished selecting skills, click CONTINUE. You will then be able to rate your ability in each of the skills you selected.

Basic Skills

☑ **Active Learning**
Understanding the implications of new information for both current and future problem-solving and decision-making.

☑ * **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

☐ **Critical Thinking**
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

☐ **Learning Strategies**
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

☐ **Mathematics**
Using mathematics to solve problems.

☑ **Monitoring**
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Data Tools Checklist – Skills Profiler

Rate Rosa's skill levels for all the skills she selected on the previous screen. The rating phase gives insight into how the job seeker perceives strengths and weaknesses.

Data Tools Checklist – Skills Profiler

The Skills Profiler produces two lists.

The first shows jobs that match Rosa's **SKILLS**.

The second list shows jobs that match her previous **WORK ACTIVITIES**.

Job types that are a good match for your skills	Page 1 of 3	Show All
These job types match your skills (and skills level)		
▼ Narrow this list by education, job growth and hourly wage.		

Job Type	Your skills match
Camera Operators, Television, Video, and Motion Picture	30.0% (6 of 20 skills)
Forest Fire Fighting and Prevention Supervisors	23.1% (6 of 26 skills)
Aircraft Mechanics and Service Technicians	22.2% (6 of 27 skills)
Industrial Production Managers	22.2% (6 of 27 skills)
Medical and Clinical Laboratory Technologists	22.2% (6 of 27 skills)
Respiratory Therapy Technicians	22.2% (6 of 27 skills)
Sound Engineering Technicians	22.2% (6 of 27 skills)
Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	21.4% (6 of 28 skills)
Forest Fire Fighters	21.4% (6 of 28 skills)
Aviation Inspectors	20.7% (6 of 29 skills)

1 2 3   next >   last >>

Job types that are a good match for your work activities	Page 1 of 30	Show All
These job types match activities you have done in the past		
▼ Narrow this list by education, job growth and hourly wage.		

Job type	Your skills match
Slaughterers and Meat Packers	80.0% (8 of 10 skills)
Meat, Poultry, and Fish Cutters and Trimmers	46.7% (7 of 15 skills)
Butchers and Meat Cutters	36.4% (8 of 22 skills)

More than Skills Needed

Now that we know her skills, we need to pinpoint her **INTERESTS** and **WORK VALUES**.
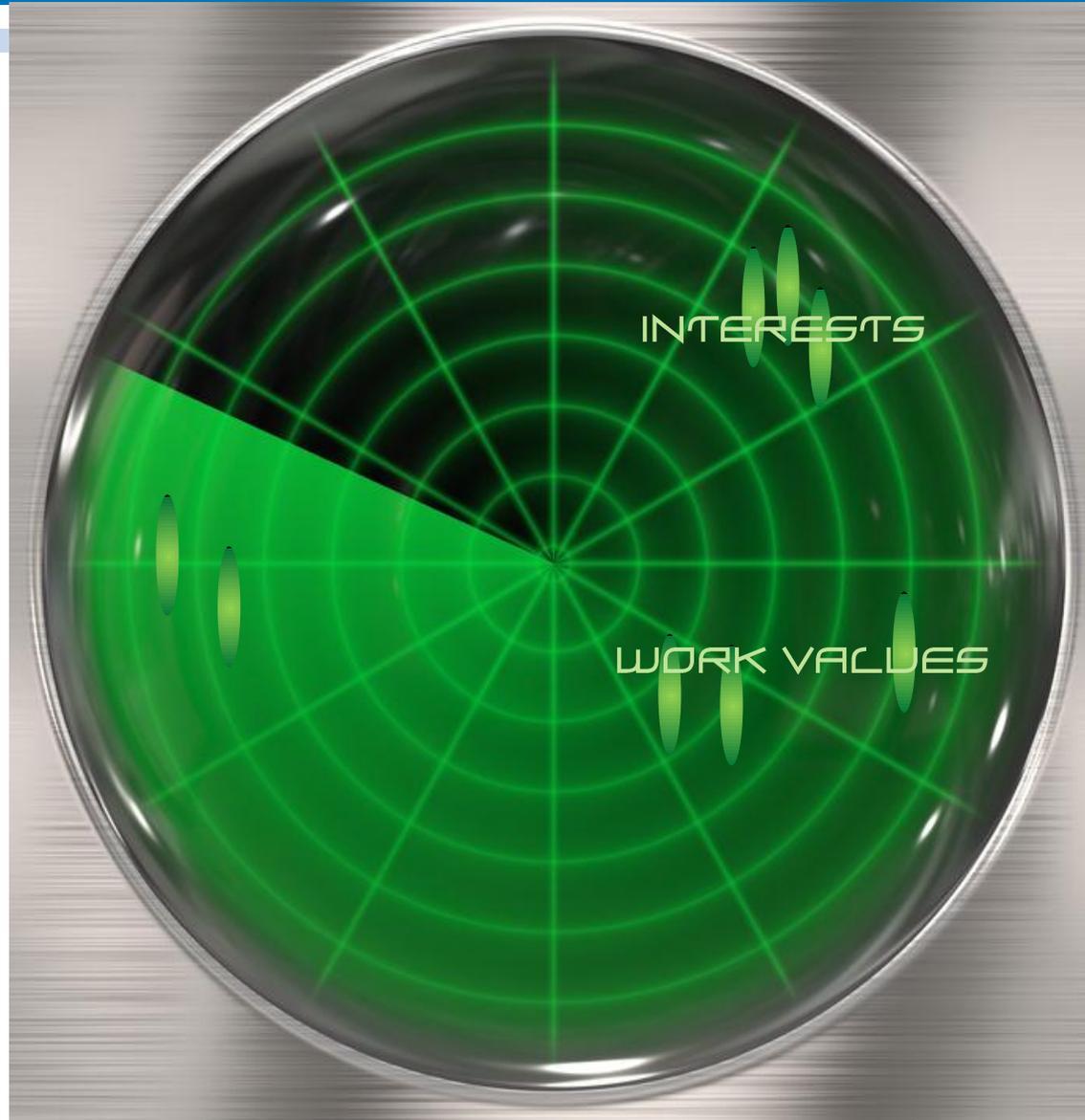
Career Path Planning – Interest & Work Values Analysis

Moving on to step two, we'll use two more tools to help evaluate Rosa's interests and work values. This lets you incorporate a job seeker's interests and work values into your analysis.

**Pull out your
Data Tools Checklist.**

Steps to help a job seeker establish a career path
KSA Analysis
Interest & Work Values Analysis
Gap Analysis
Map Out Career Pathway

Data Tools Checklist

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National Employment Matrix	Industry staffing patterns, shows occupational distribution within industry sectors.	http://data.bls.gov/oep/nioem/empiohm.jsp
Job Search Databases	Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.	SDWORKS - www.sdjobs.org www.careerbuilder.com www.us.jobs www.dice.com www.americasjobexchange.com www.monster.com

http://www.onetcenter.org/CIP.html

This time we'll use O*Net to profile Rosa's interests.
NOTE: This tool is not available online, but can be downloaded for free. We'll show you how.

O*Net Interest Profiler

http://www.onetcenter.org/CIP.html

o·net

O·NET Resource Center

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O*NET® Computerized Interest Profiler™

Select: [Computerized Interest Profiler ▾]

The O*NET Computerized Interest Profiler (CIP) is a vocational interest assessment instrument administered by computer. Users receive an accurate, reliable profile of their vocational interests that:

1. provides valuable self-knowledge about their vocational interests,
2. fosters career awareness, and
3. provides a window to the entire world of work vi...

| Overview | Features | **Software** |

The files for the Computerized Interest Profiler software and CIP User's Guide are provided below to enable users to download and use the O*NET Computerized Interest Profiler software. For questions regarding installation, refer to the installation instructions contained in the O*NET Computerized Interest Profiler User's Guide. (As a convenience, the Work Importance Profiler (WIP) software and demonstration versions for a quick view are also included as a part of this download.)

Download:
CIP — Software (ZIP - 7.3 MB)
CIP — User's Guide (PDF - 2.4 MB)

> After accessing this Web page, left click on the Software tab.

> Then point and click on links to download. It should give you the option to download the Work Importance Profiler at the same time.

O*Net Interest Profiler

The software is user friendly. It begins with some preliminary questions and leads you to a list of likes and dislikes.

L = Like ? = Unsure D = Dislike

=> L ? D 169. Set up and operate machines to make products

L ? D 170. Put out forest fires

L ? D 171. Do laboratory tests to identify diseases

L ? D 172. Study weather conditions

L ? D 173. Edit movies

L ? D 174. Pose for a photographer

L ? D 175. Provide physical therapy to people recovering from an injury

L ? D 176. Teach a high-school class

L ? D 177. Sell restaurant franchises to individuals

L ? D 178. Sell computer equipment in a store

L ? D 179. Stamp, sort, and distribute mail for an organization

L ? D 180. Handle customers' bank transactions

o·net in·it STOP

O*Net Interest Profiler

Once you've completed the profiler, the program will calculate your results.

L = Like	**?** = Unsure	**D** = Dislike

L ? D 169. Set up and operate machines to make products

L ? D 170. Put out forest fires

L ? D 171. Do laboratory tests to identify diseases

L ? D 172. Study weather conditions

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L ? D 178. Sell computer equipment in a store

L ? D 179. Stamp, sort, and distribute mail for an organization

L ? D 180. Handle customers' bank transactions

Here are your Interest Profiler Results!

Realistic- 15
Investigative- 2
Artistic- 3
Social- 8
Enterprising- 1
Conventional- 16

Rosa scored very high in Realistic and Conventional interests.

You can think about your interests as work activities you like to do.

Your interests can help you find occupations you might like to explore. The more an occupation meets your interests, the more likely it is to be satisfying and rewarding to you.

Read on to find out more about your results.

O*Net Interest Profiler

O*NET™ Interest Profiler Occupations Report

Rosa Ramirez

Date: 07-10-2009

Realistic - 15   Social - 8   Conventional - 16
Investigative - 2   Artistic - 3   Enterprising - 1

Switch to Job Zone: 1 2 3 4 5 Job Zone 2: Some Preparation

O*NET-SOC   Title   120 occupations

33-2021.01 »Fire Inspectors
35-2012.00 »Cooks, Institution and Cafeteria
53-4041.00 »Subway and Streetcar Operators
43-5032.00 »Dispatchers, Except Police, Fire, and Ambulance
43-5081.03 »Stock Clerks- Stockroom, Warehouse, or Storage Yard
43-5051.00 »Postal Service Clerks
43-9021.00 »Data Entry Keyers
53-6051.06 »Freight Inspectors
51-5022.12 »Typesetting and Composing Machine Operators and

You can narrow or broaden the list by choosing a Job Zone that matches your needs.

Next, it displays a list of occupations that match Rosa's interests. Often the list is quite different from the skills list.

Skills & Interest Comparison

Job types that are a good match for your skills
These job types match your skills (and skills level)

Page 1 of 11   Show All

▽ Narrow this list by education, job growth and hourly wage.

Job Type

Mine Cutting and Channeling Machine Operators

Furnace, Kiln, Oven, Drier, and Kettle Operators a

Logging Equipment Operators

Machine Feeders and Offbearers

Food and Tobacco Roasting, Baking, and Drying

Packaging and Filling Machine Operators and Te

Railroad Brake, Signal, and Switch Operators

Couriers and Messengers

Extruding and Forming Machine Setters, Operato

Refuse and Recyclable Material Collectors

O*NET™ Interest Profiler Occupations Report

Rosa Ramirez

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43-5051.00	»Postal Service Clerks
43-9021.00	»Data Entry Keyers
53-6051.06	»Freight Inspectors
51-5022.12	»Typesetting and Composing Machine Operators and Tenders

Next, compare the two lists. Notice that no occupation appears on both lists. This is not unusual. Acquired skills and interests are often unrelated.

No matches. All that work for nothing.
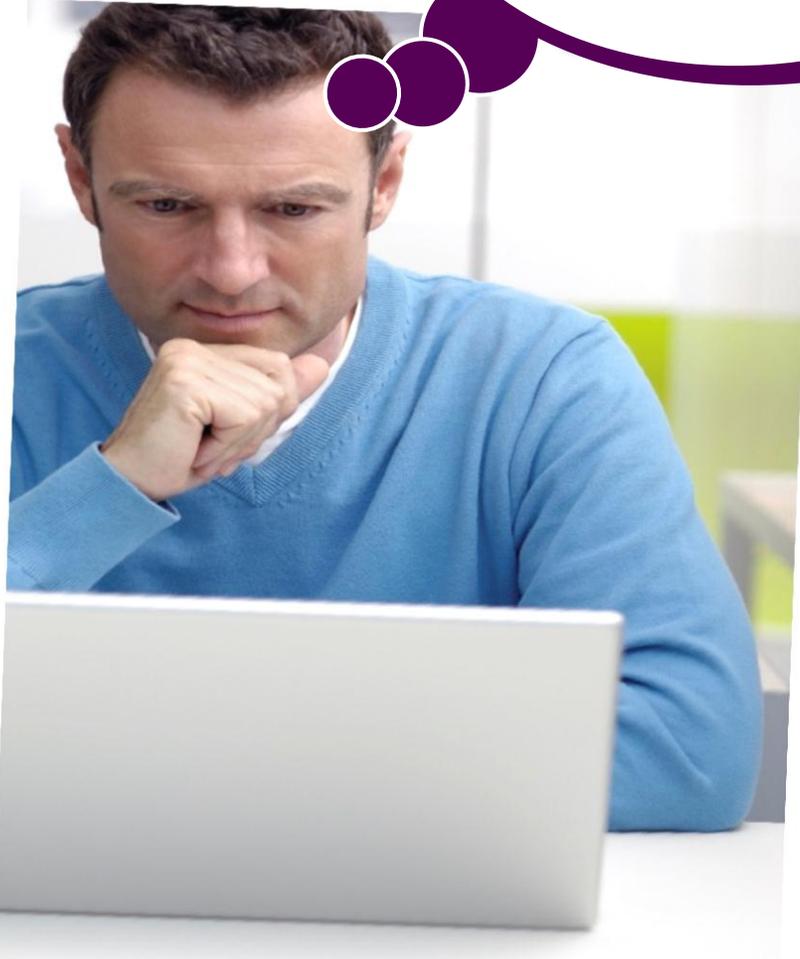
Don't be tempted to give up if there are no initial job matches. There is one more step in the process.

Pull out your Data Tools Checklist again.

Data Tools Checklist

Tool	Description	Where to Find It
Skills Profiler	Identifies individual or occupational skills.	www.careerinfonet.org/skills/default.aspx
O*Net Interest Profiler	A self-assessment career exploration tool that can help people discover the type of work activities and occupations they would like and find exciting.	http://www.onetcenter.org/CIP.html Note: You must download software from O*Net center.org to run this program
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		m/empiohm.jsp
Job Search Databases	Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.	SDWORKS - www.sdjobs.org www.careerbuilder.com www.us.jobs www.dice.com www.americasjobexchange.com www.monster.com

http://www.onetcenter.org/WIP.html

This time we'll use O*Net's Work Importance Profiler.
This software can be downloaded at the same time as the Interest Profiler.

O*Net Work Importance Profiler

Ranking Phase

Your rankings are all done. Click on the FORWARD button to move to the next screen, or click on the BACK button to move to the previous screen, or click on Choice 5 to modify your selections.

On my IDEAL JOB it is important that...   Screen 21 of 21

1	I have supervisors who train their workers well.
2	I would never be pressured to do things that go against my sense of right and wrong.
3	my co-workers would be easy to get along with.
4	I could try out my own ideas.
5	I could receive recognition for the work

Ranking Phase

⦿ Y ◯ N	On my IDEAL job, it is important that I make use of my abilities.	⦿ Y ◯ N On my IDEAL job, it is important that my co-workers would be easy to get along with.
⦿ Y ◯ N	On my IDEAL job, it is important that the work could give me a feeling of accomplishment.	◯ Y ⦿ N On my IDEAL job, it is important that I could try out my own ideas.
⦿ Y ◯ N	On my IDEAL job, it is important that I could be busy all the time.	◯ Y ⦿ N On my IDEAL job, it is important that I could work alone.
⦿ Y	On my IDEAL job, it is important that the job would	⦿ Y On my IDEAL job, it is important that I would never to do things that sense of right and wrong.

Rating Phase

There are two parts to the Work Importance Profiler:
a **RANKING PHASE** and a **RATING PHASE**.

O*Net Work Importance Profiler

Work Importance Profiler

Your work values are listed in order of their importance to you. Your most important work values are printed in **red**.

Support

Relationships

Click to learn more about your work values

Working Conditions

Achievement

Independence

Recognition

Click on the button below to print out a copy of your WIP Work Values Score Summary.

[Print Work Values Score Summary]

Once Rosa completes the process, it ranks her values. Her work values fall mostly in areas of support and relationships. She wants to know her job is secure, her supervisors will back her up and train her well, and she will be working with co-workers she likes.

O*Net Work Importance Profiler

O*NET Work Importance Profiler Occupations Report

Rosa Ramirez

Date: 07-10-2009

Support	Relationships	Working Conditions
Achievement	Independence	Recognition

Switch to Job Zone: 1 2 3 4 5 Job Zone 2: Some Preparation

O*NET-SOC	Title	16 occupations

```
43-4061.01 »Claims Takers, Unemployment Benefits
43-4061.02 »Welfare Eligibility Workers and
            Interviewers
39-9021.00 »Personal and Home Care Aides
13-2082.00 »Tax Preparers
43-5031.00 »Police, Fire, and Ambulance Dispatchers
33-9011.00 »Animal Control Workers
43-4031.03 »License Clerks
39-6031.00 »Flight Attendants
43-4181.01  Travel Clerks
```

These are the occupations Rosa might like based on her work values. Let's compare these to the ones that would be a good fit based on her skills and interests.

Skills, Interests & Values Comparison

Job types that are a good match for your skills
These job types match your skills (and skills level).
Narrow this list by education, job growth and hourly wage.

Page 1 of 11 | of 18

Job Type	Your skills match
Mine Cutting and Channeling Machine Operators	40.0% (6 of 15 skills)
Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	38.9% (7 of 18 skills)
Logging Equipment Operators	38.5% (5 of 13 skills)
Machine Feeders and Offbearers	38.1% (8 of 21 skills)
Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	37.5% (6 of 16 skills)
Packaging and Filling Machine Operators and Tenders	36.8% (7 of 19 skills)
Railroad Brake, Signal, and Switch Operators	35.3% (6 of 17 skills)
Couriers and Messengers	33.3% (6 of 18 skills)
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers	33.3% (7 of 21 skills)
Refuse and Recyclable Material Collectors	33.3% (6 of 18 skills)

These jobs were selected from Zone 2 (Rosa's current Job Zone). She could have looked at higher zoned jobs, but chose to remain at her current level.

O*NET Work Importance Profiler Occupations Report

Rosa Ramirez
Date: 07-10-2009

Support	Relationships	Working Conditions
Achievement	Independence	Recognition

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Rosa Ramirez
Date: 07-10-2009

Realistic - 15   Social - 8   Conventional - 16
Investigative - 2   Artistic - 3   Enterprising - 1

Switch to Job Zone: 1 2 3 4 5 Job Zone 2: Some Preparation

O*NET-SOC   Title   120 occupations
```
33-2021.01 »Fire Inspectors
35-2012.00 »Cooks, Institution and Cafeteria
53-4041.00 »Subway and Streetcar Operators
43-5032.00 »Dispatchers, Except Police, Fire, and Ambulance
43-5081.03 »Stock Clerks- Stockroom, Warehouse, or Storage Yard
43-5051.00 »Postal Service Clerks
43-9021.00 »Data Entry Keyers
53-6051.06 »Freight Inspectors
51-5022.12 »Typesetting and Composing Machine Operators and
            Tenders
```

Skills, Interests & Values Comparison

O*NET™ Interest Profiler Occupations Report

Rosa Ramirez

Date: 07-10-2009

| Realistic - 15 | Social - 8 | Conventional - 16 |
| Investigative - 2 | Artistic - 3 | Enterprising - 1 |

Switch to Job Zone: 1 2 3 4 5 Job Zone 2: Some

O*NET-SOC	Title
33-2021.01	»Fire Inspectors
35-2012.00	»Cooks, Institution and Cafeter.
53-4041.00	»Subway and Streetcar Operators
43-5032.00	»Dispatchers, Except Police, Fi
43-5081.03	»Stock Clerks- Stockroom, Wareh
43-5051.00	»Postal Service Clerks
43-9021.00	»Data Entry Keyers
53-6051.06	»Freight Inspectors
51-5022.12	»Typesetting and Composing Mach. Tenders

O*NET Work Importance Profiler Occupations Report

Rosa Ramirez

Date: 07-10-2009

| Support | Relationships | Working Conditions |
| Achievement | Independence | Recognition |

Switch to Job Zone: 1 2 3 4 5 Job Zone 2: Some Preparation

O*NET-SOC	Title	16 occupations
43-4061.01	»Claims Takers, Unemployment Benefits	
43-4061.02	»Welfare Eligibility Workers and Interviewers	
39-9021.00	»Personal and Home Care Aides	
13-2082.00	»Tax Preparers	
43-5031.00	»Police, Fire, and Ambulance Dispatchers	
33-9011.00	»Animal Control Workers	
43-4031.03	»License Clerks	
39-6031.00	»Flight Attendants	
43-4181.01	Travel Clerks	

At first glance, there appear to be no matches. A closer look reveals two closely related occupations.

Rosa Returns

My profile says I could be a police or fire dispatcher. Is that possible?

I don't know. Let's see what it would take

What's the next step?

Career Path Planning – Gap Analysis

That brings us to step 3, Gap Analysis.

Gap Analysis allows Ben to compare the skills Rosa currently possesses with the skills required for a dispatcher.

Steps to help a job seeker establish a career path

KSA Analysis

Interest & Work Values Analysis

Gap Analysis

Map Out Career Pathway

Skills Gap Analysis

Ben uses O*Net to pull up the skills needed to be a police or fire dispatcher.

Updated 2008
InDemand

Custom Report for:
43-5031.00 - Police, Fire, and Ambulance Dispatchers

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Sample of reported job titles: Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Police Dispatcher, Telecommunicator, Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency Communications Dispatcher

View report: | Summary | Details | Custom

Skills Save Table (XLS/CSV)

Importance	Skill
81	**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
78	**Speaking** — Talking to others to convey information effectively.
63	**Coordination** — Adjusting actions in relation to others' actions.
63	**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
63	**Service Orientation** — Actively looking for ways to help people.
63	60 **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
60	56 **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
	56 **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
	56 **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
	53 **Time Management** — Managing one's own time and the time of others.
	53 **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
	50 **Instructing** — Teaching others how to do something.

Good news, this occupation is in demand!

Skills Gap Analysis

Custom Report for:
43-5031.00 - Police, Fire, and Ambulance Dispatchers

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Sample of reported job titles: Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Public Safety Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency Communications Dispatcher

Updated 2008
InDemand

View report: **Summary** **Details** **Custom**

Skills Save Table (XLS/CSV)

Importance	Skill
81	**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
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63	**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
63	**Service Orientation** — Actively looking for ways to help people.
63	**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
60	**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take...
60	**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
56	**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
56	**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
56	**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
53	**Time Management** — ...
53	**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
50	**Instructing** — Teaching others how to do something.

> Ben and Rosa see several required skills she currently does not have.

> It's important to know the required skills she is lacking, but it should not discourage her from investigating more.

Skills Gap Analysis

Custom Report for:

43-5031.00 - Police, Fire, and Ambulance Dispatchers

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Sample of reported job titles: Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Police Dispatcher, Telecommunicator, Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency

View report: **Summary** **Details** **Custom**

Skills   Save Table (XLS/CSV)

> However, she does possess the three most important skills, plus three others. That is likely enough to make this a possible option for Rosa.

Importance	Skill
81	**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
78	**Speaking** — Talking to others to convey information effectively.
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53	**Time Management** — Managing one's own time and the time of others.
53	**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
50	**Instructing** — Teaching others how to do something.

Updated 2008

InDemand

First thing to do:
find out about
training
requirements for
the occupation.

Ben uses O*Net to
do this.

O*Net Summary Report

http://www.onetonline.org/

Ben already knows the SOC code for dispatchers (it was on the profile report) and enters it. He could also search by keyword.

43-5031

O*Net Summary Report

http://www.onetonline.org/

Click on occupation to bring up Summary Report page.

O*Net Summary Report

O•NET OnLine

Occupation Quick Search:

Help   Find Occupations   Advanced Search   Crosswalks   O*NET Sites

Updated 2010

Summary Report for:

43-5031.00 - Police, Fire, and Ambulance Dispatchers

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Sample of reported job titles: Dispatcher, Communications Operator, Public Safety Dispatcher, Communications Officer, Police Dispatcher, Telecommunicator, Communications Specialist, 911 Dispatcher, Communications Supervisor, Emergency Communications Dispatcher

| View report: | Summary | Ben clicks on the Job Zone or Education links for desired information. |

Tasks | Tools & Technology | Knowledge | Skills | Abilities | Work Activities | Work Context | Job Zone | Education | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Additional Information

Tasks

- Question callers to determine their locations, and the nature of their problems to determine type of response needed.

- Receive incoming telephone or alarm system calls regarding emergency and non-emergency police and fire service, emergency ambulance service, information and after hours calls for departments within a city.

- Determine response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.

- Record details of calls, dispatches, and messages

O*Net Summary Report

Required training and education match Rosa's needs. As a single mother, she cannot afford to pursue a degree.

Job Zone

Title	Job Zone Two: Some Preparation Needed
Education	These occupations usually require a high school diploma.
Related Experience	Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.
Job Training	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations often involve using your knowledge and skills to help others. Examples include sheet metal workers, forest fire fighters, customer service representatives, physical therapist aides, salespersons (retail), and tellers.

The main concern here is the usual need for related experience, which she doesn't have.

~~Alarm Operator; Telecommunicator~~ ...ociated with this occupation:

To learn about specific apprenticeship opportunities, please consult the U.S. Department of Labor State Apprenticeship Information ⬀ website.

For general information about apprenticeships, training, and partnerships with business, visit the U.S. Department of Labor Office of Apprenticeship ⬀ website.

back to top

Education

O*Net Summary Report

Wages & Employment Trends

National

Median wages (2012) $17.45 hourly, $36,300 annual

Employment (2010) 100,000 employees

Projected growth (2010-2020) ▪▪▫▫ Average (10% to 19%)

Projected job openings (2010-2020) 30,700

Top industries (2010) Government

State & National

Select a State ▾ Go

careeronestop
PATHWAYS TO CAREER SUCCESS

Source: Bureau of Labor Statistics 2012 wage data and 2010-2020 employment projections. "Projected growth" represents the estimated change in total employment over the projections period (2010-2020). "Projected job openings" represent openings due to growth and replacement.

back to top

> Ben scrolls to the Wage & Employment section. The national wages appear adequate for Rosa. The projected growth is above average.

> He also sees the top industry employing this occupation is government.

Next, Ben checks the LMIC website to see if there's more localized data.

Data Source: LMIC Website

www.sdjobs.org/lmic

Labor Market Information Center (LMIC)
www.sdjobs.org/lmic

Let's look at Career InSite. This should be familiar if you've completed Module 2 (Utilizing LMI to Serve Job Seekers).

Data Source: LMIC Website

This link will take you to this page, where you can click on the link Career InSite.

Or just click on the link under Tools & Resources.

Data Source: Career InSite

Occupational Search

Explore occupational info including detailed job descriptions, projected employment, wage information, working conditions, training requirements and more.

Direct link to bookmark: www.sdjobs.org/careerinsite

Data Source: Career InSite

The most common way to explore occupations is to type in a portion of the title in the Keyword box. In Rosa's case, Ben could enter dispatcher.

Thanks to earlier research, Ben has the SOC code, so this time he'll use that to search.

Click the corresponding Go button.

south dakota department of
labor and regulation

LMIC Career InSite - Search

Career InSite
Helping bring career dreams into focus

Welcome
Who Am I?
Occupational Search
SD Reality Check
Resources
Related Links
Training Providers & Programs
Feedback
Tutorial

If you have questions or need more information, contact us at the Labor Market Information Center at 605.626.2314 or 1.800.592.1881, or e-mail us.

Open Help

By Keyword (Enter a word, phrase, or title, to search for an O*Net-SOC Occupation.):

[   ] **Go**

By O*Net-SOC Code:

43-5031   **Go**

By Interest Area:

Artistic ▼   **Go**

State Home Page::DLR Home::Accessibility Policy::Disclaimer::Privacy Policy::About Us::LMIC

Data Source: Career InSite

Police, Fire, and Ambulance Dispatchers

Grow about as fast as average (13-16%)

SD Change Rating
2010 Current Employment 390
2020 Projected Employment 450
10% Start Wage $12.17
25% Start Wage $13.08
Average Wage $15.12
* Wages Updated to Quarter Ending September 2012

Hover over the SD Change Rating icon to reveal the expected growth.
Dispatcher growth is expected to be between 13 to 16 percent.
While less than national, wages are still in an acceptable range.

Work Place Examples: Top South Dakota industries in which you can find employment for this occupation.

1. Local Government
2. State Government
3. State Government educational services
4. Other ambulatory health care services
5. Colleges and universities

Top industries for dispatchers in SD.

Skills: Skills required for success in this occupation!

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** - Talking to others to convey information effectively.
- **Service Orientation** - Actively looking for ways to help people.
- **Judgement and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Operation and Control** - Controlling operations of equipment or systems.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Instructing** - Teaching others how to do something
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

Training Qualifications: For training related information such as where you can go to receive training and programs offered in South Dakota, please click on the Training Providers & Programs link on the menu to the right.

Hiring Preference - High school diploma or equivalent
Training Requirement - Moderate-Term Training lasting more than one month but less than one year

People considering careers as emergency dispatchers should be pleasant and courteous, enjoy serving the public, and should not mind sitting for long periods of time. Good hearing and a clear voice are important for this occupation. It is also extremely important that they be able to remain calm in emergency situations and have a calming effect on others.

Training requirements seem to fit.

Interest Areas: These are the interest areas for this occupation! You may wish to check out other occupations that match your interests. If you haven't tried it yet, you might want to take the built-in interest surveys under the section entitled Examine Your Possiblities.

1. **Social** - "Helper" These individuals like to work with other people. They enjoy teaching, helping and curing people. They are good with words.
2. **Conventional** - "Organizer" These individuals are detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.
3. **Realistic** - "Doer" These individuals prefer to work with objects, things, machines, tools, plants, or animals. They have mechanical ability, enjoy being outdoors, and working with their hands.

Page also has links to SDWORKS (job listings), O*Net and career videos.

Skills and interest areas.

Data source: LMIC Website

www.sdjobs.org/lmic

Labor Market Information Center (LMIC)

www.sdjobs.org/lmic

Get more detail on demand/projections or find mean and average wages for more specific areas on LMIC's website.

Both of these topics are covered in Module 2 (Utilizing LMI to Serve Job Seekers).

Data Tools Checklist

Tool	Description	Where to Find It
Skills Profiler	Identifies individual or occupational skills.	www.careerinfonet.org/skills/default.aspx
O*Net Interest Profiler	A self-assessment career exploration tool that can help people discover the type of work activities and occupations they would like and find exciting.	http://www.onetcenter.org/CIP.html Note: You must download software from O*Net center.org to run this program
O*Net Work Importance Profiler	A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.	http://www.onetcenter.org/WIP.html Note: You must download software from O*Net center.org to run this program
National Employment Matrix	Industry staffing patterns, shows occupational distribution within industry sectors.	http://data.bls.gov/oep/nioem/empiohm.jsp

http://data.bls.gov/oep/nioem/empiohm.jsp

This link would also lead Ben to a way to find out which industries employed this occupation nationally. This site shows occupational distribution within industry sectors and vice versa. This tool will be covered in greater detail in Module 4 (LMI for Re-employment).

Quiz

Let's see how much you've learned.

Quiz

Match the item on the left to its description.

Skills Profiler

Identifies individual or occupational skills.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

CLICK HERE TO REVEAL ANSWER

Quiz

Match the item on the left to its description.

National Employment Matrix

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

Identifies individual or occupational skills.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

CLICK HERE TO REVEAL ANSWER

Quiz

Match the item on the left to its description.

O*Net Work Importance Profiler

Identifies individual or occupational skills.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

CLICK HERE TO REVEAL ANSWER

Quiz

Match the item on the left to its description.

O*Net Interest Profiler

Identifies individual or occupational skills.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

CLICK HERE TO REVEAL ANSWER

Quiz

Match the item on the left to its description.

Job Search Databases

Identifies individual or occupational skills.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

CLICK HERE TO REVEAL ANSWER

Quiz Results

How did you do?

If you missed any, you might want to go back and review the previous slides before moving on.

If you're happy with your results, let's move on!

What We Know

The Facts So Far:

- Rosa has at least some of the skills required.

- Wages and demand are good.

- Most of these jobs are found in government.

- Rosa lacks related experience.

- Rosa cannot afford long-term formal training.

With these facts, Ben & Rosa can begin mapping out a career path.

Career Path Planning – Map out Career Pathway

No two career paths are ever exactly the same. Each must be tailored to fit the individual.

A Career Path Planner helps develop and map out the possibilities along a job seeker's path. See the example on the next few slides.

Steps to help a job seeker establish a career path
KSA Analysis
Interest & Work Values Analysis
Gap Analysis
Map Out Career Pathway

Career Path Planner

Occupation change

- Similar occupation in same industry
- Similar occupation in different industry
- New occupation in different industry

Learning while earning

- OJT
- Apprenticeship
- Industry-sponsored training

Job Seeker

Innovative

- Open a business
- Volunteer to gain new KSAs

Education

- Advanced degree
- College degree
- Technical degree or certification
- Online classes
- Associate's degree
- GED credential

This generic Career Path Planner contains the most common choices a person might make when pursuing a career path.

Pathways would be different for job seekers going from veterinary assistant to lab technician or from truck driver to tour guide.

Let's see how this would work for Rosa.

Career Path Planner

This generic Career Path Planner can be used to help any job seeker develop a plan. It contains the most common choices a person might make as he or she pursues a career path.

For example, pathways would be totally different for job seekers going from veterinary assistant to lab technician or from truck driver to tour guide.

Occupation change
- Similar occupation in same industry
- Similar occupation in different industry
- New occupation in different industry

Learning while earning
- On-the-job training (OJT)
- Apprenticeship
- Industry-sponsored training

Innovative
- Open a business
- Volunteer to gain Knowledge, Skills and Abilities (KSAs)

Education
- Advanced degree
- College degree
- Technical degree or certification
- Online classes
- Associate's degree
- GED credential

d.L south dakota department of labor and regulation
Labor Market Information Center
www.sdjobs.org/lmic

(Access a PDF of the Career Path Planner by clicking on the image.)

Career Path Planner

Rosa decides what new career to pursue.

Rosa chooses the last option.

Occupation change

Similar occupation in same industry

Similar occupation in different industry

New occupation in different industry

Learning while earning

OJT

Apprenticeship

Industry-sponsored training

Job Seeker

Innovative

Open a business

Volunteer to gain new KSAs

Education

Advanced degree

College degree

Technical degree or certification

Online classes

Associate's degree

GED credential

Career Path Planner

Occupation change

Similar occupation in same industry

Similar occupation in different industry

New occupation in different industry

Learning while earning

OJT

Apprenticeship

Industry-sponsored training

Job Seeker

Innovative

Open a business

Volunteer to gain new KSAs

Education

Advanced degree

College degree

Technical degree or certification

Online classes

Associate's degree

GED credential

Rosa could opt to pick up some additional skills on her own or even open a business.

The new career she chose does not make either of these choices viable.

Career Path Planner

Occupation change

Similar occupation in same industry

Similar occupation in different industry

New occupation in different industry

Learning while earning

OJT

Apprenticeship

Industry-sponsored training

Job Seeker

Innovative

Open a business

Volunteer to gain new KSAs

Education

Advanced degree

College degree

Technical degree or certification

Online classes

Associate's degree

GED credential

Based on Ben's analysis, Rosa knows she lacks some skills required for her new career. She must decide between some type of formal training and other alternatives.

In her case, none of these were available. She has to pursue other options.

Career Path Planner

In Rosa's case, **on the job training (OJT) or industry-sponsored training** is probably her best choice. This is a common way to gain skills when the occupation does not require extensive training. In more skilled trades, formal apprenticeships might be available.

Occupation change

Similar occupation in same industry

Similar occupation in different industry

New occupation in different industry

Learning while earning

OJT

Apprenticeship

Industry-sponsored training

Job Seeker

Innovative

Open a business

Volunteer to gain new KSAs

Education

Advanced degree

College degree

Technical degree or certification

Online classes

Associate's degree

GED credential

Pathways

Every pathway will differ.
It all depends on where the job seeker is
and where he/she wants to go.
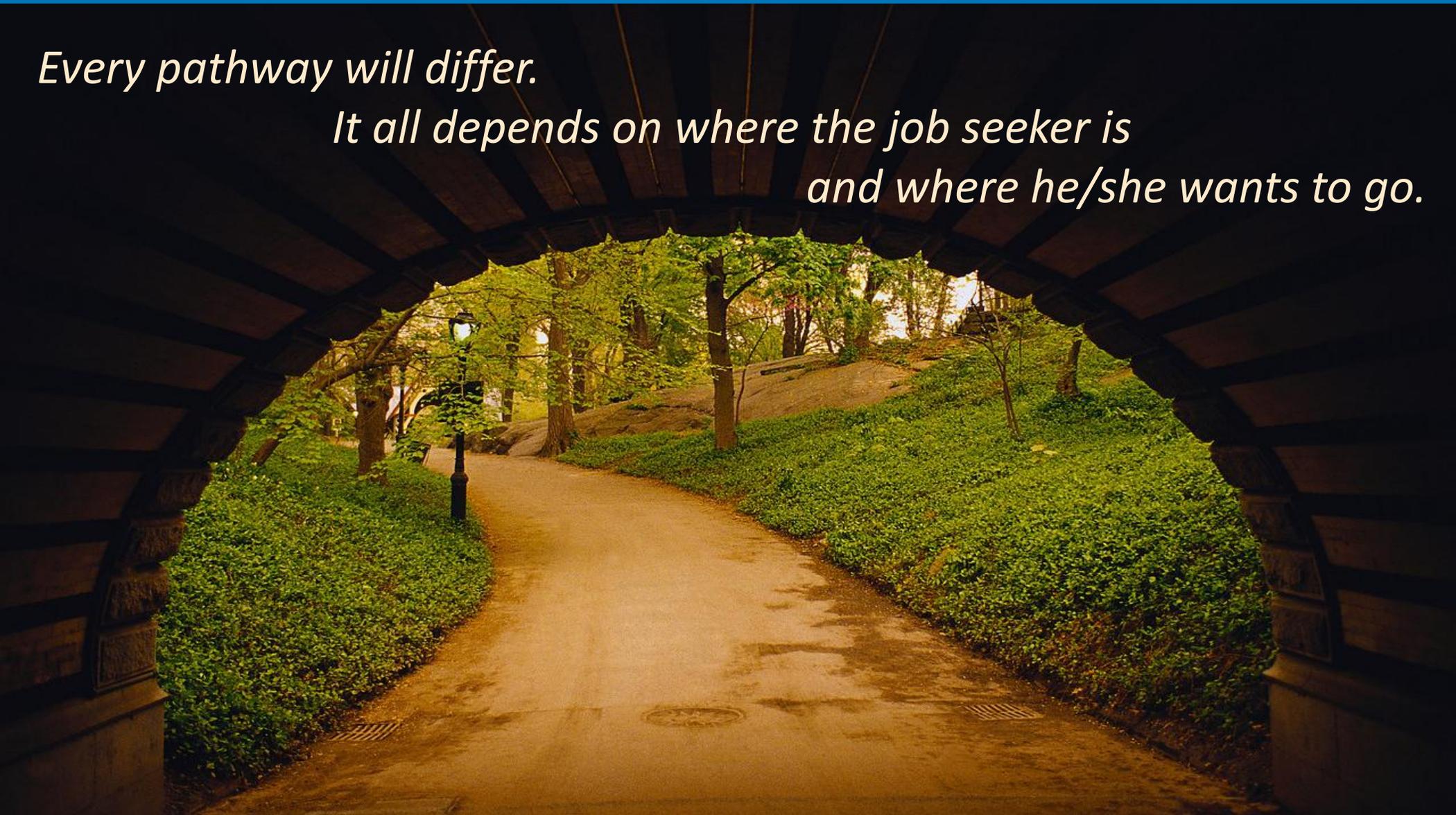
The Plan is Coming Together

I feel better now that I have a goal in mind. Thanks for your help, Ben.

My pleasure. Let me check around for possibilities.

Ben starts looking for job possibilities. In the meantime, he gives her a list of some other resources to try.

Job Search Databases:

www.sdjobs.org (SDWORKS)

www.careerbuilder.com

http://us.jobs/

www.simplyhired.com

www.dice.com

www.americasjobexchange.com

www.monster.com

The Job Search Databases PDF can be accessed by clicking on this image.

You can also use an Internet search to find job search databases in your area.
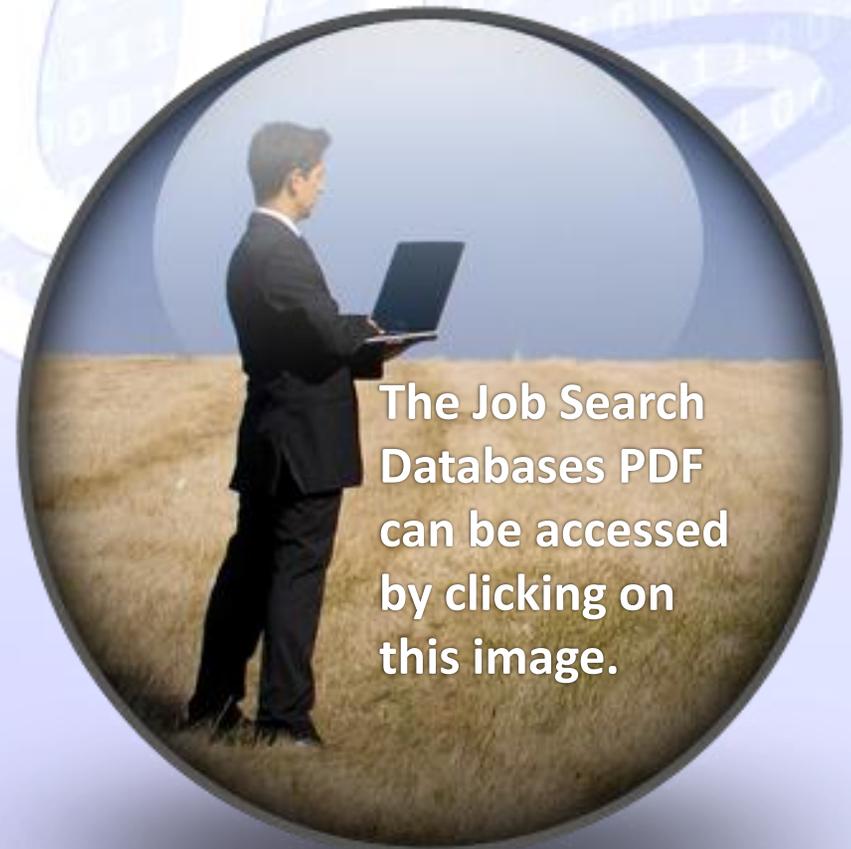
What Ben Finds

Ben checks several job listing sites over the next few days with no luck.

After a week he uncovers a listing with the sheriff's office in a neighboring county for a dispatcher trainee.

He contacts the potential employer and lays out Rosa's qualifications.

The contact is not thrilled with her lack of office experience … until the employer finds out Rosa is bilingual. A sharp increase in their Hispanic population has created a need for a Spanish speaking person on the 911 emergency line.

Ben gets the details on what Rosa must do and calls her back to the office.

Explaining Rosa's Options

I may have something, but there are a few things you have to do first.

I'm game for most anything right now. Tell me about it.

Explaining Rosa's Options

1. The Sheriff's Office in Lincoln County needs a bilingual dispatcher on the 911 line.

2. You would have to agree to attend a 4-week course in basic office procedures which they will pay for.

3. After that, you would train on the job for one month at minimum wage.

4. If you successfully complete the training, your pay will increase to $12 an hour, plus benefits.

5. You also have to be able to work any shift.

Rosa's Response

1. Lincoln County isn't too far.

2. I can continue to live on my unemployment benefits while I take the 4-week course.

3. Minimum wage for a month will be tough, but I can do it.

4. Twelve bucks an hour is close to what I had been making, and the benefits might be better.

5. I live with my Mom. She can watch my son if I have to work late.

6. **I'll take it!**

Success! Don't you just love a happy ending?
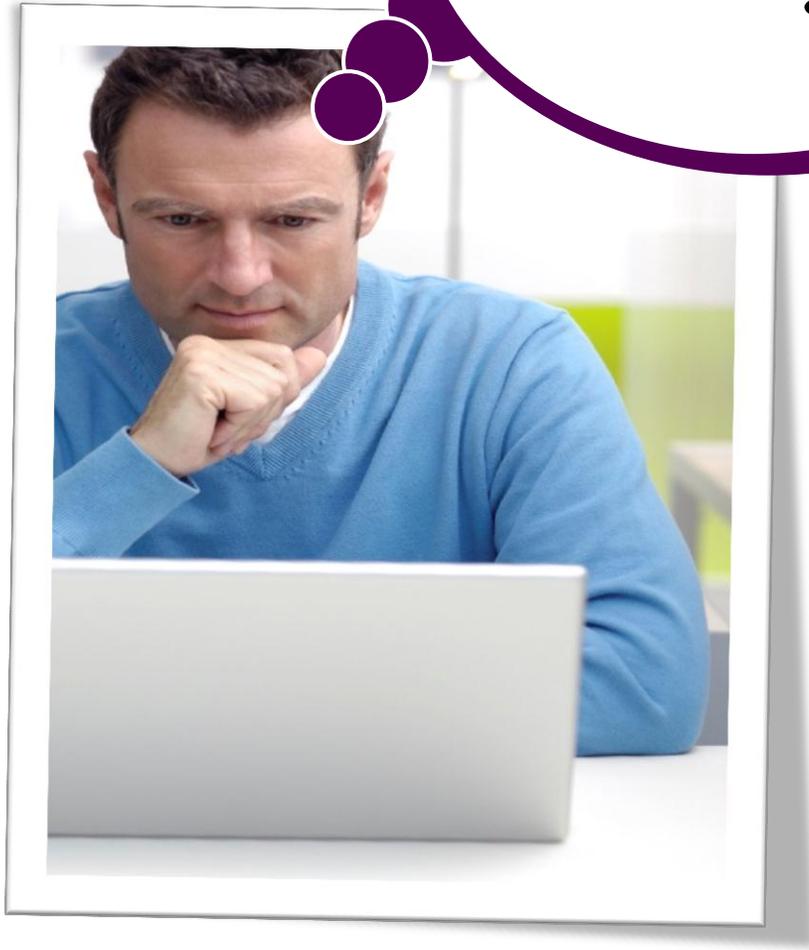
Sure do. Ben and Rosa put in a lot of hard work. Hope you see how using all the LMI tools available helped.

Final Thoughts

Conducting job seeker skill assessment and career path planning in the context of available LMI is important.

The ability to identify available tools, such as a skill assessment, is beneficial for job seekers looking for meaningful employment.

Go beyond identifying these tools – understanding which ones are most effective in given situations generally leads to more focused and successful searches.

Knowing how to match a job seeker's knowledge, skills and abilities to available jobs with LMI helps you better serve those who are looking for guidance.

Skill assessments and competency analysis can be time consuming, but very effective in providing quality service.

CONGRATULATIONS!

Congratulations on adding to your LMI knowledge! Interested in learning more about **LMI for re-employment** after major layoffs or disasters or **LMI for businesses**? Check out the final two modules in the series.

Answer
pages

Answer: Quiz (page 60)

Match the item on the left to its description.

Skills Profiler

Identifies individual or occupational skills.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

Click here to advance to next slide

(page 61)

Answer: Quiz (page 61)

Match the item on the left to its description.

National Employment Matrix

A self-assessment career exploration tool , that can help people discover the type of work activities and occupations that they would like and find exciting.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

Identifies individual or occupational skills.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

Click here to advance to next slide

(page 62)

Answer: Quiz (page 62)

Match the item on the left to its description.

O*Net Work Importance Profiler

Identifies individual or occupational skills.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

Click here to advance to next slide

(page 63)

Answer: Quiz (page 63)

Match the item on the left to its description.

O*Net Interest Profiler

Identifies individual or occupational skills.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

A computerized self-assessment career exploration
tool that allows people to focus on what is important to them in a job.

Click here to advance to next slide

(page 64)

Answer: Quiz (page 64)

Job Search Databases

Identifies individual or occupational skills.

A computerized self-assessment career exploration tool that allows people to focus on what is important to them in a job.

A self-assessment career exploration tool that can help people discover the type of work activities and occupations that they would like and find exciting.

Industry staffing patterns - shows occupational distribution within industry sectors and vice versa.

Allows users to search for jobs using many search criteria, including occupation, location, desired salary, etc.

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