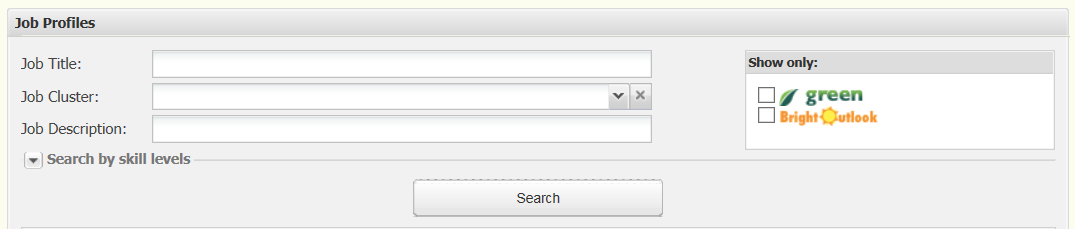
**NCRC Occupation Investigation**

Access the ACT Occupational Database at <http://profiles.keytrain.com>

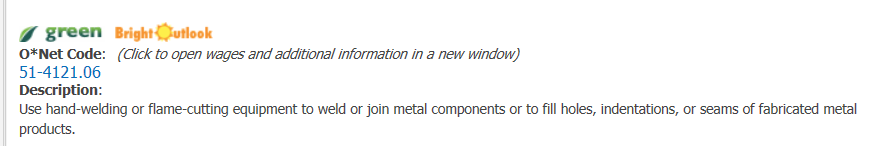
1. Use the *Job Title* function to search for a job you are currently interested in pursuing, and choose the best fit from the results:



1. Complete the table

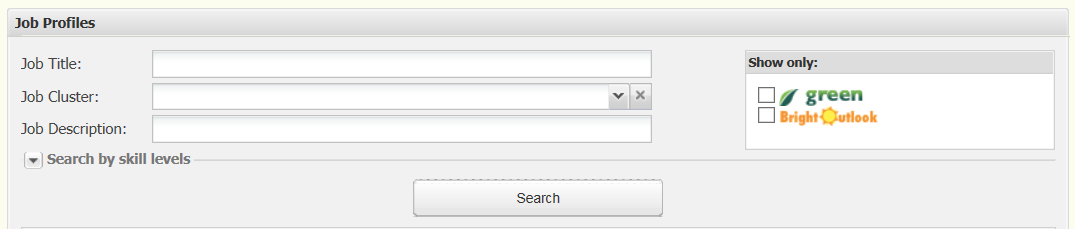
|  |  |  |  |
| --- | --- | --- | --- |
|  | **Median skill level needed for the job** | **Your current skill level** | **Are there gaps between your skills and what you need?** |
| Applied math |  |  | Y/N |
| Graphic Literacy |  |  | Y/N |
| Workplace Documents |  |  | Y/N |

1. Is the job green? Yes No
2. Does the job have a bright outlook? Yes No
3. Click on the blue ONET code



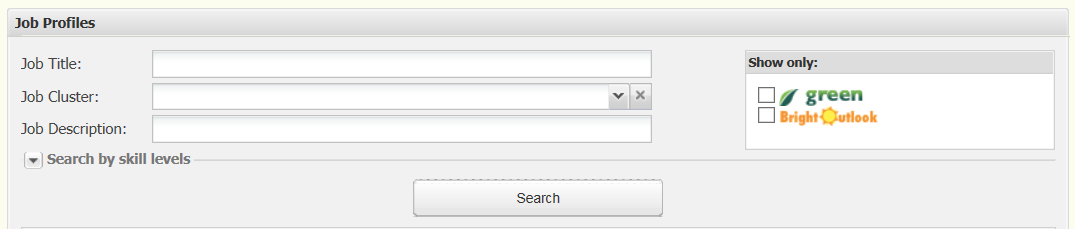
* Explore skills, abilities, education requirements, interests, wages and employment trends.

1. Use the *Find Jobs* tab to search for jobs in South Dakota.
2. Close the job window, and this time use the *Job Cluster* to search by a general area you might be interested in pursuing.



* 1. List two jobs you haven’t considered before but might take the time to explore.
     1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Clear the *Job Cluster* search, and use the dropdown arrow beside *Search by skill levels*.



* 1. Enter the scores you earned in each area, and list two jobs you have not previously considered that match those levels.
     1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Continue exploring!