Step by Step Instructions for Finding Labor Market Information for Career Interest Research

Section 1: National Information on Career Choices 1, 2 and 3

1. Using the Occupational Outlook Handbook (published by the U.S. Department of Labor), type the first few characters of each of your career choices into the “Search Handbook” field, then click on the Go button.

   In the example below, we typed in “elect” to search for Electrician, then clicked on the Go button.

2. You should see a list of possible matches, as shown in the example below. Click on the occupational title you feel is the best match. In this example, we clicked on the last option shown in the screen shot below, “Electricians.”
3. Once you have selected a specific occupation from the options available, you should see a screen of information on the occupation as shown in the example below.

4. Much of the information you need to fill in on Form 27B for each Career Choice will be displayed on that first screen of information for the occupation. For example, “What they do” is the first section on the page, as shown in the example below.
5. For the “Typical Education Needed” and “Typical On-the-Job Training Needed” sections of the form, click on the “How to Become One” tab at the top.

6. Read through the information provided under “Education” to determine what to write on Form 27B for “Typical Education Needed.”
7. Use the information under “Training” to determine what to write on Form 27B for “Typical On-the-Job Training Needed.”

8. Click on the “Job Outlook” tab to help identify which Job Outlook (“Bright,” “Average” or “Below Average” on Form 27B is the most appropriate to circle.
If the Job Outlook section on the screen does not include one of those phrases to describe job outlook, instead write in the projected employment growth.

9. Click on the “Pay” tab at the top of the screen for the information to write on Form 27B for “Salary (U.S.).

10. Complete the “Why I like it” and “Concerns” sections on your own, based on the information you have learned about the Career Choice.
11. Repeat steps one through 10 above for Career Choice #2 and Career Choice #3.
Section 2: South Dakota-specific information on Career Choices 1, 2 and 3

“Current Supply & Demand” section of Form 27B

12. While on LMIC’s homepage dlr.sd.gov/lmic, from the left-hand menu, choose “Virtual Labor Market Data System.”

13. Within the virtual labor market data system, from the left-hand menu, you will want to use the second section down, the “Labor Market Profiles” section. (If the left-hand menu is not displayed, click on the three bars in the upper left-hand corner to access it.)
14. Hover your mouse over the “Occupation Profile” option to get another menu that expands to the right.
15. Click on “Occupational Comparison.”
16. From the next screen that appears, choose the first option, “Compare multiple occupations in an area.”

![Screen shot example showing compare multiple occupations in an area]

17. If “South Dakota” is not already set as the Area, you will need to click on the Area that appears (it will be underlined). As shown in the screen shot example below, you would click on “Hughes County, SD” to change the area. *Please note: anytime text is underlined in the virtual system, it means it is a clickable item that you can click to see other options.*

![Screen shot example showing underlined text]

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18. You should then see an “Area Type” drop-down box. Click on the down arrow to the right of that drop-down box to see the options for Area Type.

19. From the list of Area Type options, choose the last one, “State.”
20. Now you are ready to search for the first occupation (“Career Choice #1” on Form 27B). You will see several options across the top for ways to find an occupation in the virtual system: by Keyword, by Group, by Occupation Listing, etc. Use your preferred method to find the occupation. Keyword search may be the easiest to use, entering the first few letters of the occupation.

In the example below, the keyword search was used, and “plumb” was entered to search for the plumber occupation. As you begin typing, you may see a list of matching occupational titles pop up. If the occupation you are searching for appears in that pop-up list, you may click it there.

21. If you choose to search by **key word**, **military specialty** or **occupational code**, you will also need to press the gold “Search” button to perform the actual search. **If you choose one of the other search options, you may skip this step.**
22. Whichever search method you chose to use, you will likely be presented with a list of possible matching occupational titles. Click on the occupational title you feel is the best match to what you are looking for. Using the example above (searching for “plumber”), you would click on the second option, “Plumbers.”

![Image of a search for an occupation by keyword(s)]

*Please note: If you cannot find the occupation you are looking for, contact LMIC at 605.626.2314; they will be happy to help you.*
23. You should then be presented with various labor market information for the occupation you selected, including most of the information to be included on Form 27B.

**Before proceeding**, however, please note a quick way to view the same information for the second occupation (Career Choice #2 on Form 27B) is to click on the “Compare” option appearing directly below the title of the occupation for which you are currently viewing labor market information.
24. By clicking on the “Compare” option, you will be presented with a list of related occupations to compare. In the example below, we see a list of occupations related to Plumbers. **If the second occupation you are interested in (Career Choice #2) appears in the list,** click in the small box to the left of that occupational title. Then you will need to scroll down the page and press the gold “Continue” button. You may skip step 14.

Select related occupations or **choose other occupations to compare** with Plumbers.

- Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
- Animal Trainers
- Automotive Master Mechanics
- Boilermakers
- Commercial Divers
- Construction Carpenters
- Control and Valve Installers and Repairers, Except Mechanical Door
- Drywall and Ceiling Tile Installers
- Electrical Power-Line Installers and Repairers
- Electricians
- Elevator Installers and Repairers
- First-Line Supervisors of Construction Trades and Extraction Workers
- Forest and Conservation Technicians

Continue
25. If the second occupation you are interested in (Career Choice #2) does NOT appear in the list, click where it says, “choose other occupations to compare” in the text above the list.

You will then again see the screen in Step 20 above, presenting several options for searching for another occupation. Choose the option you prefer, following the instructions in Steps 20 through 22 above, as needed.

For this example, we chose to use the key word search option again for the second occupation, searching for “carpenter.”
From the list of matching occupations that appeared as shown below, “Construction Carpenters” was selected.

<table>
<thead>
<tr>
<th>Score</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Construction Carpenters</td>
</tr>
<tr>
<td>52%</td>
<td>Rough Carpenters</td>
</tr>
<tr>
<td>51%</td>
<td>Helpers--Carpenters</td>
</tr>
<tr>
<td>21%</td>
<td>First-Line Supervisors of Construction Trades and Extraction Workers</td>
</tr>
<tr>
<td>15%</td>
<td>Cabinetmakers and Bench Carpenters</td>
</tr>
<tr>
<td>8%</td>
<td>Drywall and Ceiling Tile Installers</td>
</tr>
</tbody>
</table>
26. Once you have selected both occupations, you should see a screen of labor market information for each of the occupations, side by side.

27. For the first item of South Dakota-specific information on Form 27B, “Mean (average) Wage,” see the “Typical Wages” information for each occupation.

28. For the second item, “Annual Average Percent Employment Change Projected,” see the options running across the top of the screen and click on the “Employment and Wages” option (as shown below).

29. Scroll down to the fourth table of information presented on the screen, to the table with the heading “Occupational Employment & Future Employment Outlook.”
30. Use the data in the last row of that table, labeled “Annual Avg. Percent Change” to enter on Form 27B for Career Choice #1 and Career Choice #2.

31. Now scroll down further on the screen, to the section labeled, “Projected Annual Openings,” for the next item on Form 27B, the “Projected Annual Openings.”

32. Write the numbers in the top row of the table, labeled “Annual Openings” for each of the occupations on Form 27B.
“Current Supply & Demand” section of Form 27B

33. Scroll back up to the top of the screen until you again see the options running across the screen, as shown in the screen shot below. Click on the “Jobs” option.

34. The first information displayed, “Jobs Available” can be entered on Form 27B as the “Current Job Openings” for each of the occupations.

35. Refer again to the options across the top of the screen and click on “Candidates.”

36. Enter on Form 27B the number of candidates for each of the occupations.
37. For the “SD Hot Career (yes or no)” item on Form 27B, return to the LMIC homepage dlr.sd.gov/lmic. (Unless you closed that window, it should still be open in your browser.)

38. This time, from the left-hand menu of the LMIC homepage (dlr.sd.gov/lmic), click on the down-pointing arrow next to the third item down, Career Exploration & Planning.” From the additional options that appear, choose “Hot Careers,” the second option from the bottom.
40. The table of employment projections and wage data you will see has each of the Hot Careers listed in alphabetical order. Check the occupational titles in the second column of the table for the occupations you chose as Career Choice #1 and Career Choice #2 on Form 27B. If the occupation appears in this table, it is a Hot Career, and you may indicate “Yes” on Form 27B. If it does not appear in the table, you may indicate “No” on Form 27B.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>Occupational Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0000</td>
<td>Total, All Occupations</td>
</tr>
<tr>
<td>13-2011</td>
<td>Accountants and Auditors</td>
</tr>
<tr>
<td>49-3023</td>
<td>Automotive Service Technicians and Mechanics</td>
</tr>
<tr>
<td>47-2031</td>
<td>Carpenters</td>
</tr>
<tr>
<td>47-2051</td>
<td>Cement Masons and Concrete Finishers</td>
</tr>
<tr>
<td>21-1021</td>
<td>Child, Family, and School Social Workers</td>
</tr>
<tr>
<td>21-2011</td>
<td>Clergy</td>
</tr>
<tr>
<td>27-2022</td>
<td>Coaches and Scouts</td>
</tr>
<tr>
<td>47-2111</td>
<td>Electricians</td>
</tr>
<tr>
<td>25-2021</td>
<td>Elementary School Teachers, Except Special Education</td>
</tr>
<tr>
<td>47-1011</td>
<td>First-Line Supervisors of Construction Trades and Extraction Workers</td>
</tr>
<tr>
<td>35-1012</td>
<td>First-Line Supervisors of Food Preparation and Serving Workers</td>
</tr>
<tr>
<td>43-1011</td>
<td>First-Line Supervisors of Office and Administrative Support Workers</td>
</tr>
<tr>
<td>41-1011</td>
<td>First-Line Supervisors of Retail Sales Workers</td>
</tr>
</tbody>
</table>
41. To complete the information on Career Choice #3 on Form 27B, repeat steps 1 through 23, then 27 through 40 above. (The only steps you will be skipping are those involved in selecting a second occupation to compare, since you need information on just one additional occupation for Form 27B).

If you have questions or need assistance with these instructions, please contact the Labor Market Information Center at 605.626.2314.