All About O*Net

https://www.onetonline.org/

A quick guide to some of the resources O*Net offers for career information and exploration.

What is O*Net?

It is a website dedicated to career information sponsered by the U.S. Department of Labor/Employment and Training Administration.



O*Net Assessments

There are different assessments that tie into each career so you can see how your skills, values, and interests match for



O*Net Home Page

This page directs users to many resources. One resource to point out is an occupational quick search in the top right hand corner and in the middle of the page. Type in the career you are looking for and it will take you to a list of search results for that career.



https://www.onetonline.org/

Work Importance Locator

This is a paper and pencil self-assessment



each one.

Interest Profiler

This computer selfassessment takes about 5-10 minutes and can help you connect your interests to potential careers.

<u>https://www.mynextmove.org/</u> <u>explore/ip</u>



that takes about 20–30 minutes to complete and help students pinpoint underlying values you may have in finding a good fit for a job.

<u>https://www.onetcenter.org/WIL.ht</u> <u>ml#paper-pencil</u>

My Next Move

My Next Move is designed to help look for careers through a quick search option, browsing different industries, or directing you to the O*Net Profiler. There is also an option specifically designed for Veterans.

https://www.mynextmove.org/



Skills Search

This self-report computerized skills assessment helps students match current or predicted skills to careers that would be a good fit.

<u>https://www.onetonline.org/s</u> <u>kills/</u>



Step 1. Use the Occupation quick search https://www.onetonline.org/help/online/summary Source to type in a career you are interested in exploring. A results page will offer Occupation Quick Search: **O***NET OnLine o∙net multiple suggestions for your search. When you click on a Job Title you would like to explore more you will be directed **Find Occupations** Crosswalks Advanced Search Share **O*NET Sites** to a summary report page. Updated 2021 Summary Report for: This sun symbol 11-2021.00 - Marketing Managers Here is a brief overview of means that this career the career and sample job has a "bright outlook" Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are titles that could be found so it is predicted to satisfied. Oversee product development or monitor trends that indicate the need for new products and services. have projected growth when searching for this Sample of reported job titles: Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines in the future. career. Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager View report: Summary **Details** Custom Easy Read Veterans Here are different ways that you Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Credentials Values | Related Occupations | Wages & Employment | Job Openings | Additional Information can view this information Interests | Work Styles | Work Make sure to press the "+" to through My Next Move. expand all of the displayed Tasks items. a 5 of 17 displayed Identify, develop, or evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors. O Formulate, direct, or coordinate marketing activities or policies to promote products or services, working with advertising or promotion managers. O Evaluate the financial aspects of product development, such as budgets, expenditures, research and development appropriations, or return-on-investment and profit-loss projections These are specific tasks that O Develop pricing strategies, balancing firm objectives and customer satisfaction may be unique to this career. Compile lists describing product or service offerings. back to top Technology Skills The fire symbols mean that 5 of 42 displayed Show 8 tools used this technology is heavily O Customer relationship management CRM software — Blackbaud The Raiser's Edge; Oracle Eloqua; QAD Marketing Automation; Salesforce software These are different types of used in this career. technologies that may be 🔮 Data base management system software — Apache Hive 🖖 ; Elasticsearch 🖖 ; NoSQL 🖖 ; Oracle PL/SQL 🚸 used in this career. 🔮 Data base user interface and query software — Airtable; Amazon Redshift 🚸 ; Amazon Web Services AWS software 🚸 ; MySQL 🚸 Recognizing and being 🔮 Graphics or photo imaging software — Adobe Systems Adobe Creative Cloud 🚸 ; Adobe Systems Adobe Illustrator 🚸 ; JamBoard; SmugMug Flickr 🚸 familiar with them could be 🔮 Web platform development software — Cascading Style Sheets CSS 🚸 ; Drupal 🚸 ; Oracle JavaServer Pages JSP 🚸 ; Ruby on Rails 🚸 beneficial. 🖶 Hot Technology — a technology requirement frequently included in employer job postings back to top Knowledge 5 of 11 displayed Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, Knowledge is general principles and gramma O Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. O Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs. assessment, meeting quality standards for services, and evaluation of customer satisfaction. Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. back to top CONNECTED TO Skills

and facts about the job that can apply to a wide range of situations.

> ASSESSMENT **<----**

These are enduring skills that an individual possesses that may help them in each specific career.

5 of 21 displayed O 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. O Reading Comprehension — Understanding written sentences and paragraphs in work related documents. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. 5 of 18 displayed • Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. Oral Expression — The ability to communicate information and ideas in speaking so others will understand. O Written Comprehension — The ability to read and understand information and ideas presented in writing. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. Written Expression — The ability to communicate information and ideas in writing so others will understand. Work Activities 5 of 28 displayed Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time. Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

- O Making Decisions and Solving Problems Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work Developing specific goals and plans to prioritize, organize, and accomplish your work.

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Abilities

Detailed Work Activities

5 of 19 displayed

- Develop marketing plans or strategies.
- Evaluate program effectiveness.
- Direct sales, marketing, or customer service activities
- Analyze data to inform operational decisions or activities.
- Estimate cost or material requirements

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Work Context

This section includes survey responses that indicate important day-to-day aspects of the job.

- 5 of 21 displayed
- O Electronic Mail 100% responded "Every day."
- Telephone 92% responded "Every day."
- Face-to-Face Discussions 79% responded "Every day."
- O Work With Work Group or Team 70% responded "Extremely important."
- O Structured versus Unstructured Work 64% responded "A lot of freedom."

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your results from the Skills Search assessment match with this career. Check

Here you can see how

out which skills you already have and if there are any skills you would like to strengthen.

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Work Activities offer potential day-to-day • tasks that can be expected in a variety of occupations. Detailed Work Activities narrow down to more specific tasks that can be expected in this career.

In O*Net, different work experience, education, or career preparation are grouped together to indicate the appropriate "job zone" of each specific career.

To learn more about job zones go to: <u>https://www.onetonline</u> .org/help/online/zones

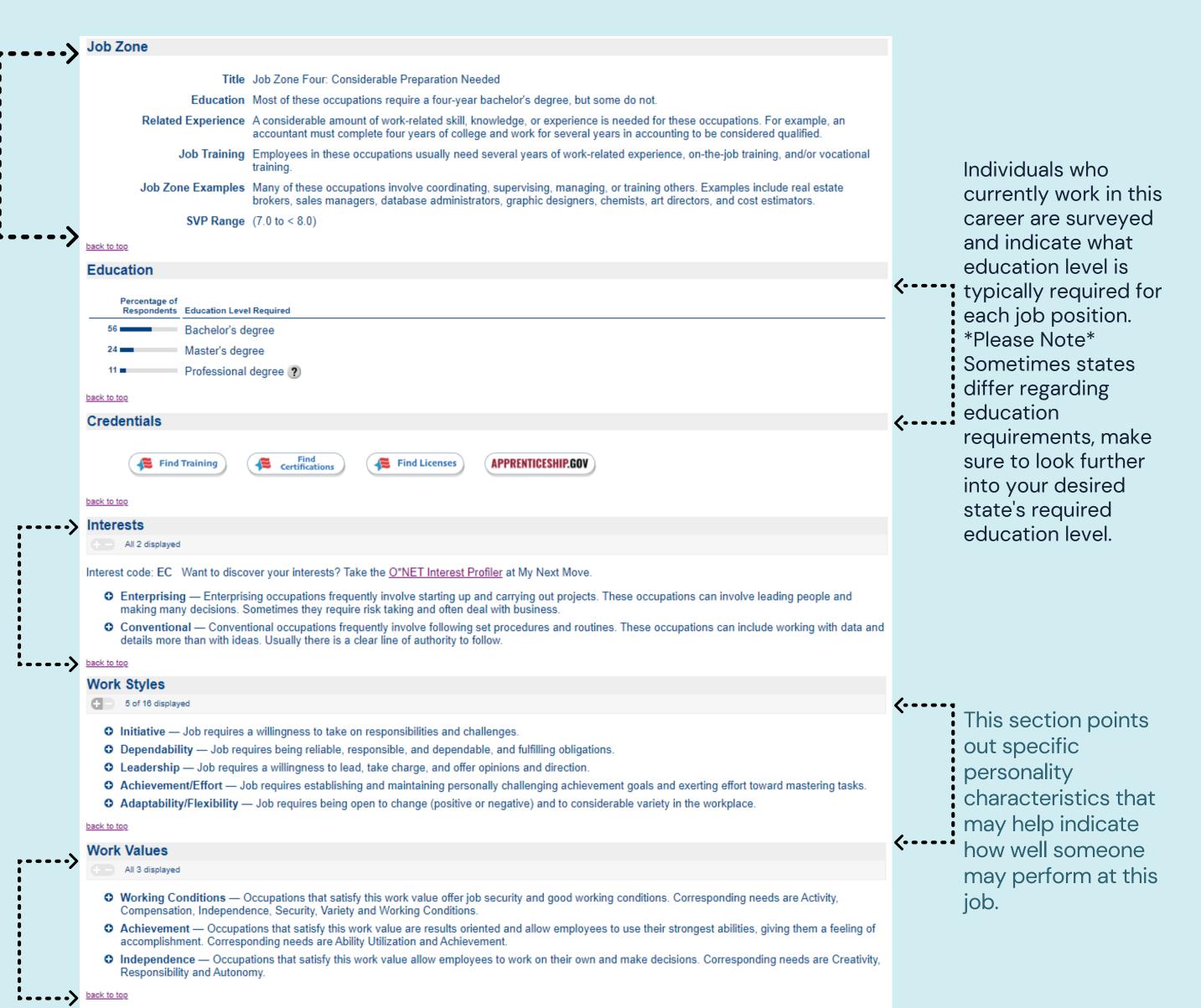
CONNECTED TO AN ASSESSMENT

Here you can see how your results to the Interest Profiler match with this career. **Just because your interests may not match up does not mean that this would not be a good fit for you, take it all in context!**

CONNECTED TO AN ASSESSMENT

Here you can see how your results to the Work Importance Locator match with this career.

**AGAIN, just because your results don't match does not mean that this



Related Occupations would not be a good fit 5 of 9 displayed <---of a career for you, it is all Check out related Advertising and Promotions Managers in context** 11-2011.00 Sales Managers 11-2022.00 occupations for 13-1111.00 Management Analysts 🌣 continued Market Research Analysts and Marketing Specialists 🧳 Bright Outlook 13-1161.00 Public Relations Specialists 🗢 27-3031.00 exploration. back to top <----The salary option allows Wages & Employment Trends you to check trends both Median wages (2020) \$68.35 hourly, \$142,170 annual national and state specific. It offers salary State wages Select a State ✓ Go information by the zip Go Local wages ZIP Code: code as well. Employment (2019) 286,300 employees **It is important to Projected growth (2019-2029) Faster than average (5% to 7%) remember that different **<---**· - - - - - > This section Projected job openings (2019-2029) 24,600 states have different tells you the State trends Select a State ✓ Go costs of living so make current trends sure to keep this in mind Top industries (2019) Professional, Scientific, and Technical Services Management of Companies and Enterprises when exploring salaries.** and projected Source: Bureau of Labor Statistics 2020 wage data 🖾 and 2019-2029 employment projections 🖾 . "Projected growth" represents the estimated change in total employment over the projections period (2019job growth <----i 2029). "Projected job openings" represent openings due to growth and replacemen available back to top Job Openings on the Web through national and Find Jobs state data.. back to top Sources of Additional Information 10 of 13 displayed Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement. These links will bring American Marketing Association ₽ you to websites with Association of Sales and Marketing Companies Provide the Sales and Provide the Sales an Business Marketing Association ^{III} more information DMN № regarding further career and industry specific Insights Association Occupational Outlook Handbook: Advertising, promotions, and marketing managers IP information. • Public Relations Society of America @ back to top **Find Occupations** Advanced Search Crosswalks **O*NET Sites** Help