

Employer Guide to O*NET

We all need current, accurate occupational information. No matter what size, every business faces the challenge of defining job responsibilities, developing accurate job descriptions and implementing effective staff development strategies. In this highly competitive, rapidly evolving marketplace with ever-changing technology, it can be hard to keep up with the changes.

To help with these challenges, the Department of Labor developed the Occupational Information Network (O*NET®). It is an easily searchable online database that provides detailed information on over 900 occupations representing the entire U. S. economy. O*NET is an up to date, flexible, and streamlined resource for accessing information relevant to many human resource, organizational development, and workforce development functions.

www.onetonline.org

www.onetcenter.org

O*NET is designed to be the nation's most comprehensive resource of occupational information, with a database system that includes 275 descriptors about each occupation. This in-depth data is available at O*NET OnLine, a web-based application that provides user-friendly access to the O*NET database of occupational information. You can use the information in O*NET OnLine to:

- develop effective job descriptions quickly and easily
- expand the pool of quality candidates for open positions
- define employee and/or job-specific success factors
- align organizational development with workplace needs
- refine recruitment and training goals
- design competitive compensation and promotion systems

The O*NET database provides occupational information within the following categories:

- **Worker Characteristics:** abilities, interests, work values and work styles
- **Worker Requirements:** skills, knowledge and education
- **Experience Requirements:** experience, training, skills and licensing requirements
- **Occupation Specific Information:** titles, alternate titles, tasks, and tools and technology
- **Occupation Requirements:** general & detailed work activities, organizational context, and work context
- **Workforce Characteristics:** Links to labor market information, occupational outlook and wage data



Visit the O*NET Resource Center to download a free Toolkit for Business.

www.onetcenter.org/toolkit.html

