

Generating Occupational Information from the O*NET

The O*NET (pronounced OH net) <http://online.onetcenter.org> is the occupational information system of the U.S. Department of Labor. The O*NET replaces the *Dictionary of Occupational Titles* (DOT) that was last revised in 1991.

Clicking <http://online.onetcenter.org> points to the opening page of the O*NET below (as of November 11, 2009):

The screenshot shows the O*NET OnLine homepage. At the top left is the O*NET logo. To its right is the text "O*NET OnLine". Further right is a search box labeled "Occupation Quick Search:". Below this is a navigation bar with links: "Help", "Find Occupations", "Advanced Search", "Crosswalks", and "O*NET Sites". The main content area features a large banner with a construction crane image and the text "Build your future with O*NET OnLine." Below the banner is a "What is O*NET?" button. To the right of the banner is a "What's New?" section with a "Learn More" button. Below the banner are three search options: "Find Occupations" (Browse groups of similar occupations), "Advanced Search" (Focus on occupations that use a specific tool or software), and "Crosswalks" (Connect to a wealth of O*NET data). A "green occupations" section highlights the green economy. At the bottom, there is a footer with the U.S. Department of Labor logo, a copyright notice, and the ETARECOVERY logo.

To generate an example of O*NET information, consider a situation in which an Accounting Clerk lost her sitting tolerance to chronic low back pain and needed to change occupations. On a search for jobs that require only half as much sitting as Accounting Clerk, a WRQ report listed Mail Clerk. To generate occupational information on that Clerk job from the O*NET, enter “mail clerk” in the data blank in **Occupation Search** on the opening screen of the O*NET above. Clicking on the **Search** button, points to the **Quick Search for: Mail Clerk**, below:



O*NET OnLine

Occupation Quick Search: 

[Help](#)
[Find Occupations](#)
[Advanced Search](#)
[Crosswalks](#)
[O*NET Sites](#)

Quick Search for:
mail clerk

Occupations matching "mail clerk"

The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Select the **Relevance Score** to view the specific items matched by your search within the occupation.

Relevance Score	Code	Occupation
100	43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service
97	43-5051.00	Postal Service Clerks
94	43-9071.00	Office Machine Operators, Except Computer
84	43-5052.00	Postal Service Mail Carriers
84	43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators
49	11-9131.00	Postmasters and Mail Superintendents
41	43-5021.00	Couriers and Messengers
41	43-4021.00	Correspondence Clerks
41	43-4151.00	Order Clerks
37	43-3071.00	Tellers <small>InDemand</small>
32	43-1011.00	First-Line Supervisors/Managers of Office and Administrative Support Workers <small>InDemand</small>
32	43-9199.00	Office and Administrative Support Workers, All Other
32	53-7062.00	Laborers and Freight, Stock, and Material Movers, Hand <small>InDemand</small> ✓
31	43-9061.00	Office Clerks, General <small>InDemand</small>
29	43-4031.03	License Clerks
24	15-1071.00	Network and Computer Systems Administrators <small>InDemand</small>
24	43-3011.00	Bill and Account Collectors <small>InDemand</small>

The first job listed on the screen above is **Mail Clerks and Mail Machine Operators, Except Postal Service**. Clicking that hotlink points to occupational information on that classification, as shown below:

The screenshot shows the O*NET OnLine interface. At the top left is the O*NET logo. To its right is the text "O*NET OnLine". Further right is an "Occupation Quick Search" input field with a search button. Below this is a navigation bar with links: "Help", "Find Occupations", "Advanced Search", "Crosswalks", and "O*NET Sites". A "Updated 2008" link is also present. The main heading is "Summary Report for: 43-9051.00 - Mail Clerks and Mail Machine Operators, Except Postal Service". Below this is a brief description of the occupation's duties. A "Sample of reported job titles" is listed. There are three tabs: "View report:", "Summary" (selected), "Details", and "Custom". A horizontal menu of hotlinks includes: "Tasks", "Knowledge", "Skills", "Abilities", "Work Activities", "Work Context", "Job Zone", "Interests", "Work Styles", "Work Values", "Related Occupations", and "Wages & Employment". The "Tasks" section is expanded, showing a list of 10 tasks such as "Seal or open envelopes, by hand or by using machines." and "Affix postage to packages or letters by hand, or stamp materials, using postage meters."

The first of the two most important elements on the page above to notice are the **View report** tabs: **Summary**, **Details** and **Custom**. **Summary** reports convey occupational information in words (rather than numbers), and as their name implies, are useful for giving an overall view of an occupation. **Details** reports are quantitative, and are pitched at just the right level for comparing characteristics of occupations with those of individuals. As can be expected, **Summary** reports are much shorter than **Details** reports.

The other important element to notice on page above are hotlinks to **Tasks, Knowledge, Skills, Abilities, Work Activities, Work Context, Job Zone, Interests, Work Styles, Work Values, Related Occupations, and Wages and Employment**. Except for **Tasks**, which are particular to each occupation, elements of all the other hotlinks in the **Details** reports are reported for every occupation, even those that are unimportant to the occupation. It is useful to think of the names of the elements within each hotlink as the names of rows in a database. The names of the occupations are the names of columns. Quantitative entries in the cells represent the importance of the job element to the occupation.

The O*NET offers rich occupational information and hotlinks to other information beyond that. However, it does not provide a method for searching occupational information adjusted for disability or functional limitation. It takes the WRQ to do that. The WRQ generates lists of jobs that take disability into account. Jobs listed on WRQ reports by DOT codes and titles can be used to enter into O*NET **Occupation Search** function to generate information on occupations that should be within the capabilities and tolerances of a person with a disability.

To get a sense of the broad scope covered by PAQ/WRQ job elements, consider this list of [150 job elements](#) and their PAQ ratings on one of the jobs in the database. Each PAQ/WRQ job element has its own [detailed definition](#) that standardizes what the item measures and how its rating scale behaves across all jobs in the database. It may be useful to print these definitions one to a page and spirally bind them.