

# Guided Study

## O\*Net

For information about job tasks/activities/skills/knowledge, tools/technology used, work styles/interests/values, education requirements, estimated wages, state job growth rates, and estimated annual openings by state:

1. Go to

[www.onetonline.org](http://www.onetonline.org)

O\*NET OnLine is the Occupational Information Network's free Web site for easy access to information on over 900 occupations. View data on tasks, skills, knowledge, abilities, job zones, tools and technology, interests, work styles, work values, and work context. ([onetonline.org](http://onetonline.org))

The screenshot shows the O\*NET OnLine homepage with several callout boxes explaining search functions:

- Online Help** provides answers to questions about the content and use of O\*NET OnLine. Each page links to Help topics specific to that page.
- Use "drop-down" menus in the headers of every page to easily navigate to any of the OnLine searches (Find Occupations, Advanced Search, or Crosswalks).
- Find Occupations related by Industry (e.g., Health Care, Energy), training time (choose from 5 Job Zones), or other occupational groups (e.g., Green Economy, Bright Outlook).
- Use **Advanced Search** to explore occupations that relate to your interests, use your skills, or require certain abilities. Search for occupations that use a specific tool or software.
- Use **Crosswalks** to identify O\*NET occupations matched to other classifications (e.g., MOC, CIP, SOC).
- Use **Quick Search** (located at the top of each page) to find occupations fast using keywords, titles, or codes.
- Learn more about the latest O\*NET products by following "What's New?"
- Go to **My Next Move** for a quick, easy to use Web site to explore careers through a keyword search, by browsing industries, or through the shortened 60 item version of the O\*NET Interest Profiler.
- My Next Move for Veterans** provides the added benefit of helping veterans learn about civilian careers that are similar to their job in the military.
- Learn about the **Green Economy** and search for one or more of over 100 occupations going green.

### Steps for exploring occupations:

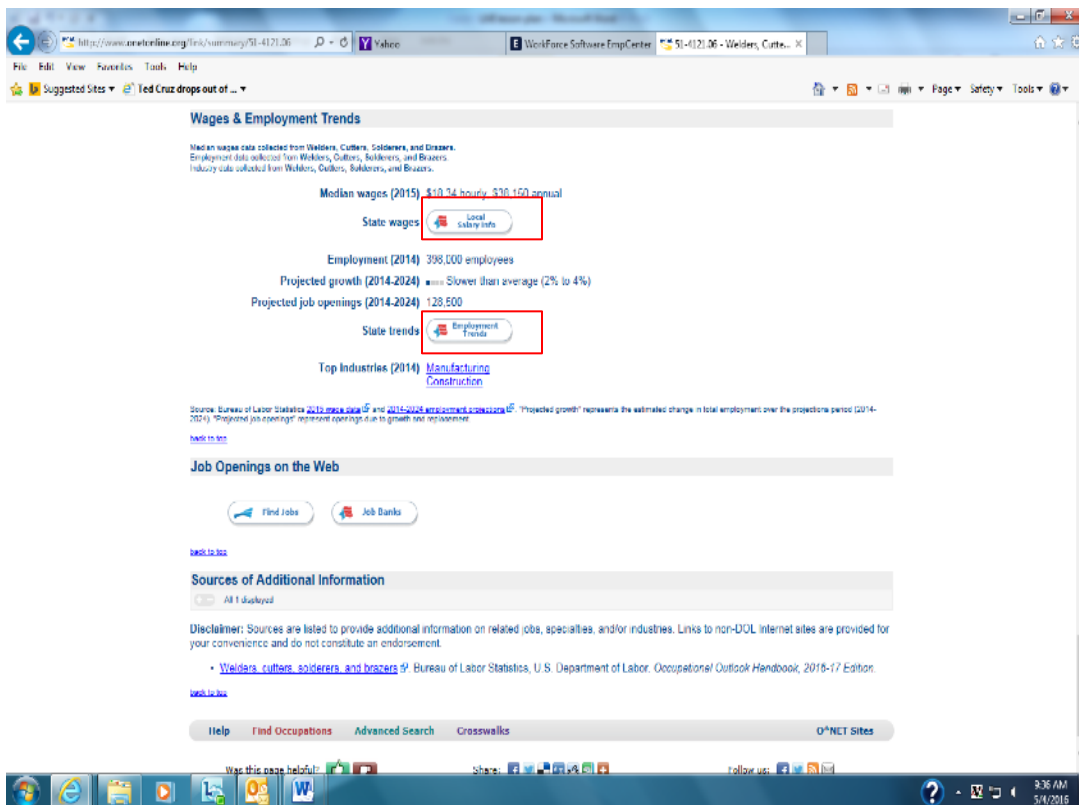


1. Use one of the search functions (Quick Search, Find Occupations, Advanced Search, Crosswalks, Green) to find your occupation of interest.
2. Select an occupation from the list presented.
3. View the occupation's information (e.g., Tasks, Knowledge, Skills, Abilities, Education and Training) in a Summary or Details Report or create your own Custom Report.

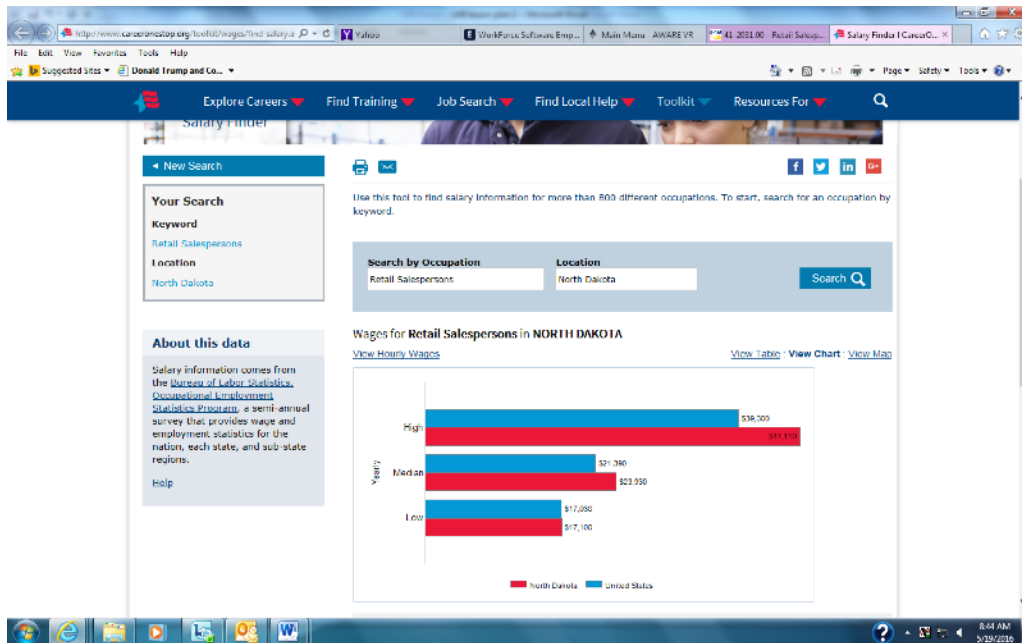
2. Type in the name of the career for which you would like to know LMI in the space at the top of the page that says Occupation Quick Search
3. Select a specific career from the list from this page. There may be several careers related to the one you entered. You will be directed to Summary Report page.



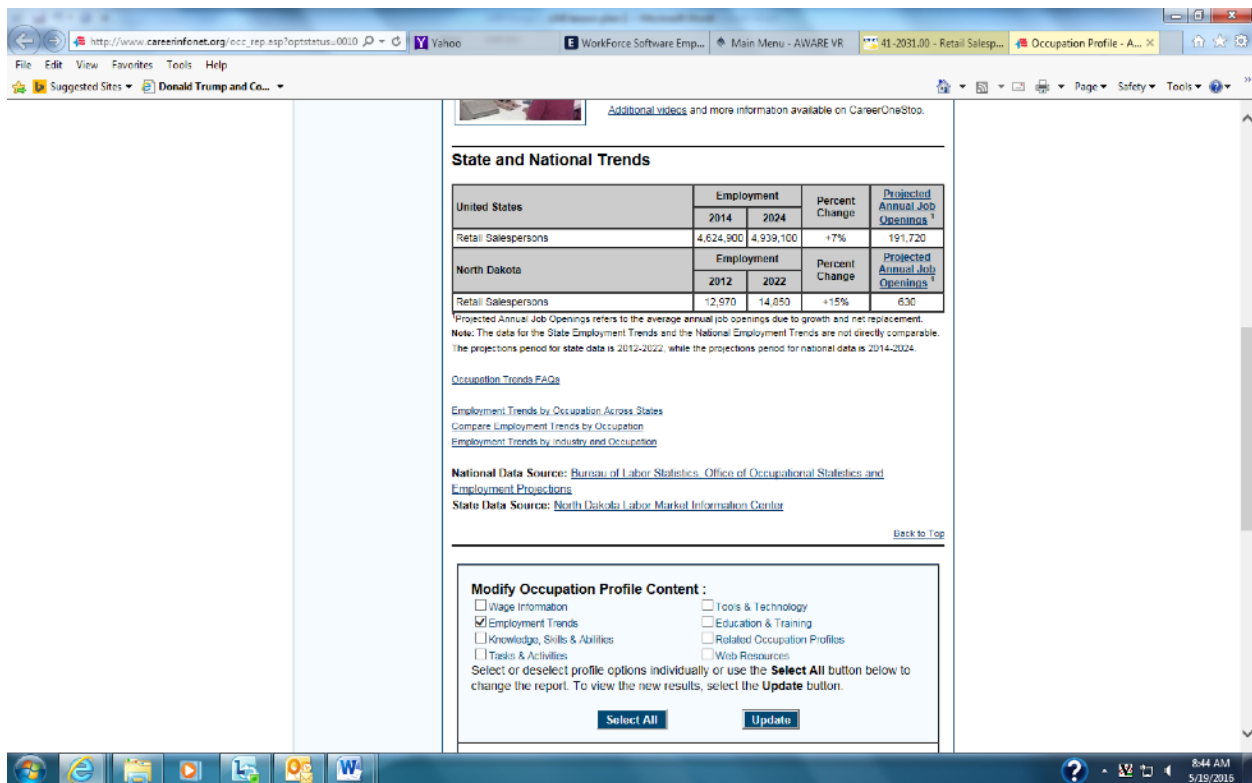
4. Scroll down the report to view the various aspects about the occupation of interest as well as LMI
5. Look for the heading “Wages & Employment Trends” (near the bottom)
6. You will find two buttons (combo boxes), they are “Local Salary Info” and “Employment Trends”



7. If you choose the salary information box, you will be then be asked to identify a state. Choose the state in which you live or plan on moving to and you will be directed to a page on the CareerOneStop site that will give you wage information in a number of formats.



- If you choose the employment trends box, you will again be asked to identify a state and then you will be directed to the CareerOneStop page that provides an “Occupation Profile”.



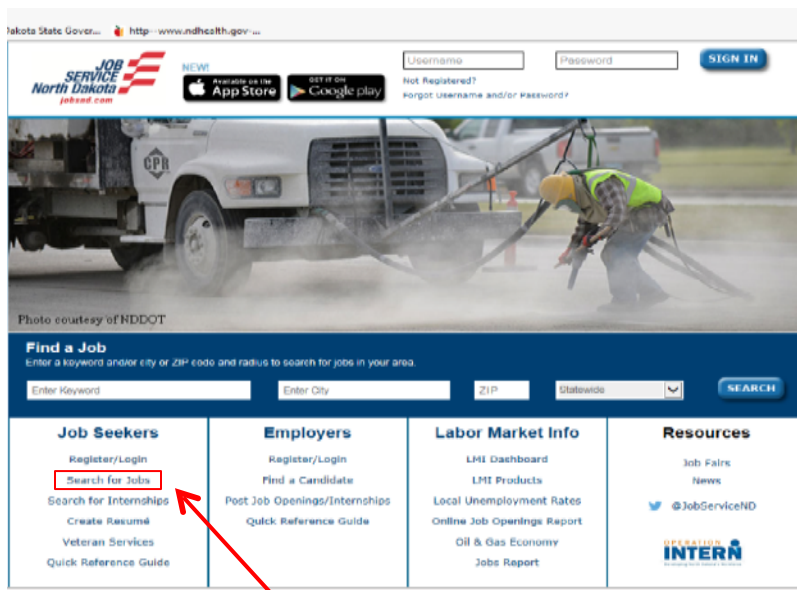
- On this page you will be able to compare state and national employment trends for your career interest. You may also have the option to select a link that will contain a video portraying more about that career interest or, select the “Compare Employment Trends by Occupations” link to see how your career choice compares to related occupations.

10. If you would like to learn about more various features of this occupation, you can scroll to the heading “Modify Occupation Profile Content.” Check the boxes in this section to choose more specific LMI such as wage information, education & training, etc. Choose which ones you would like to see more information about.

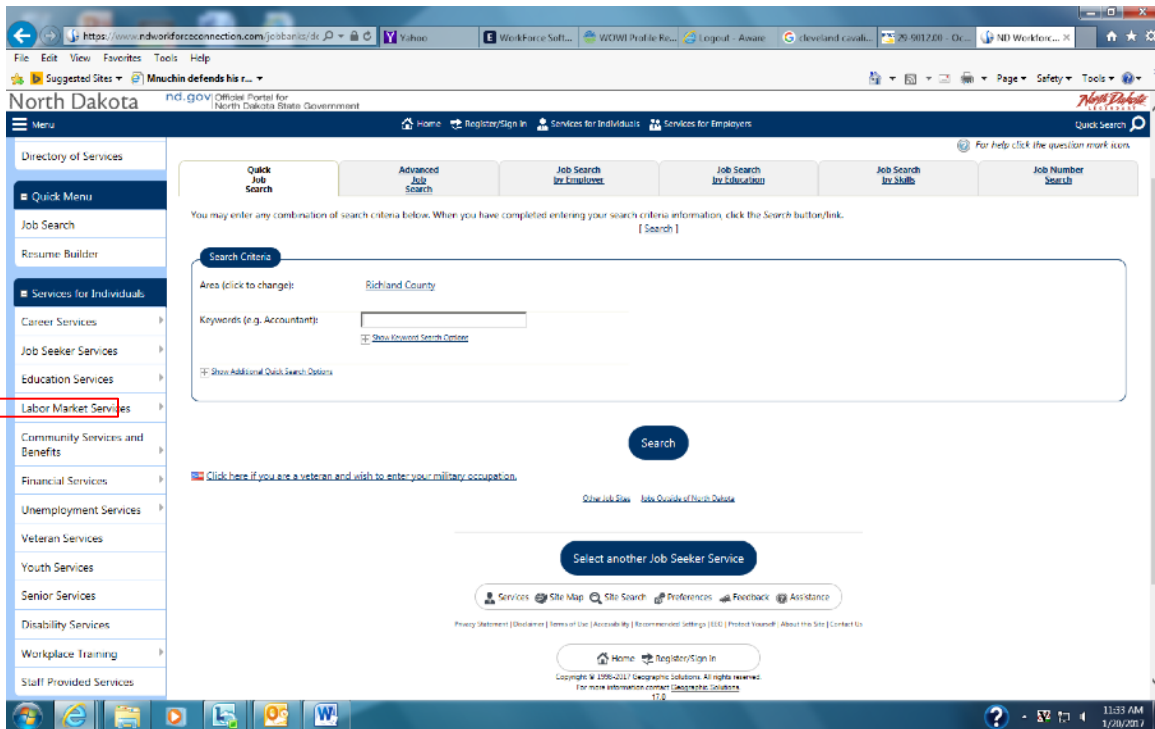
## Job Service

For information about job duties, number of jobs available, number of potential candidates for a particular job, estimated wages, education requirements, and work experience requirements:

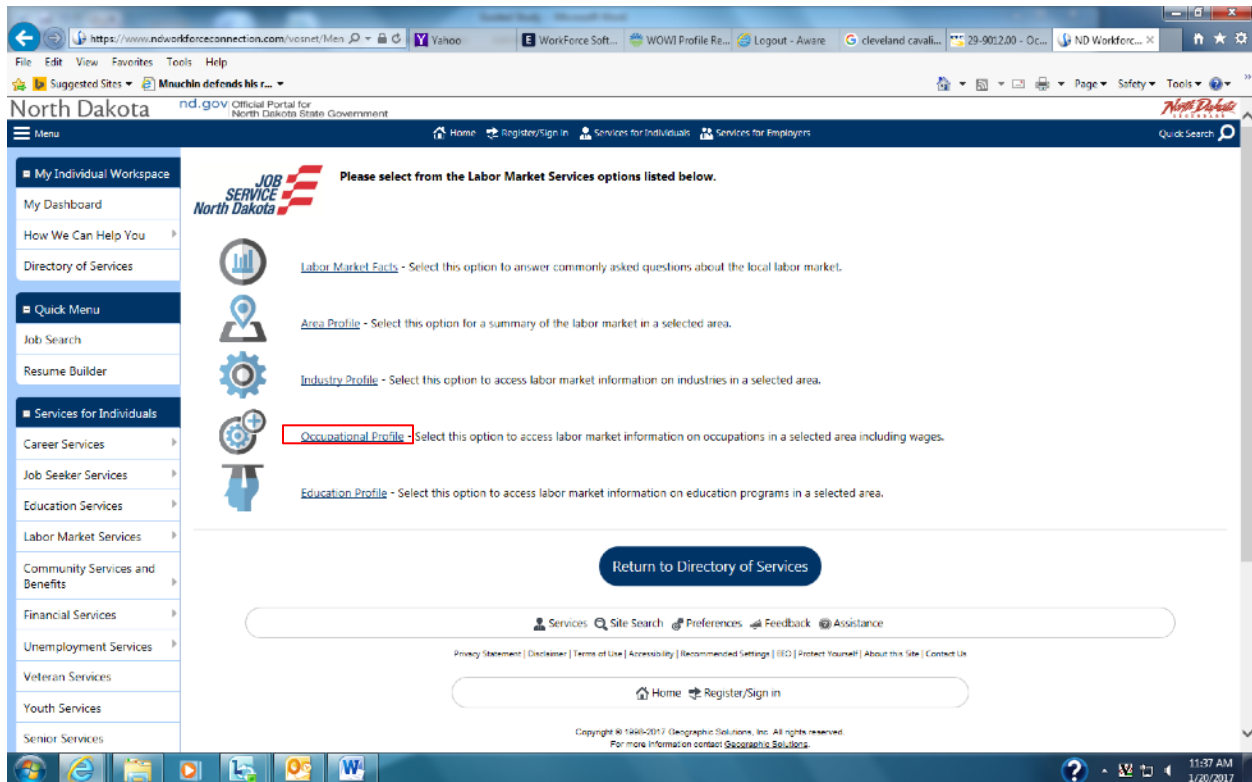
1. Go to [www.ndworkforceconnection.com](http://www.ndworkforceconnection.com)



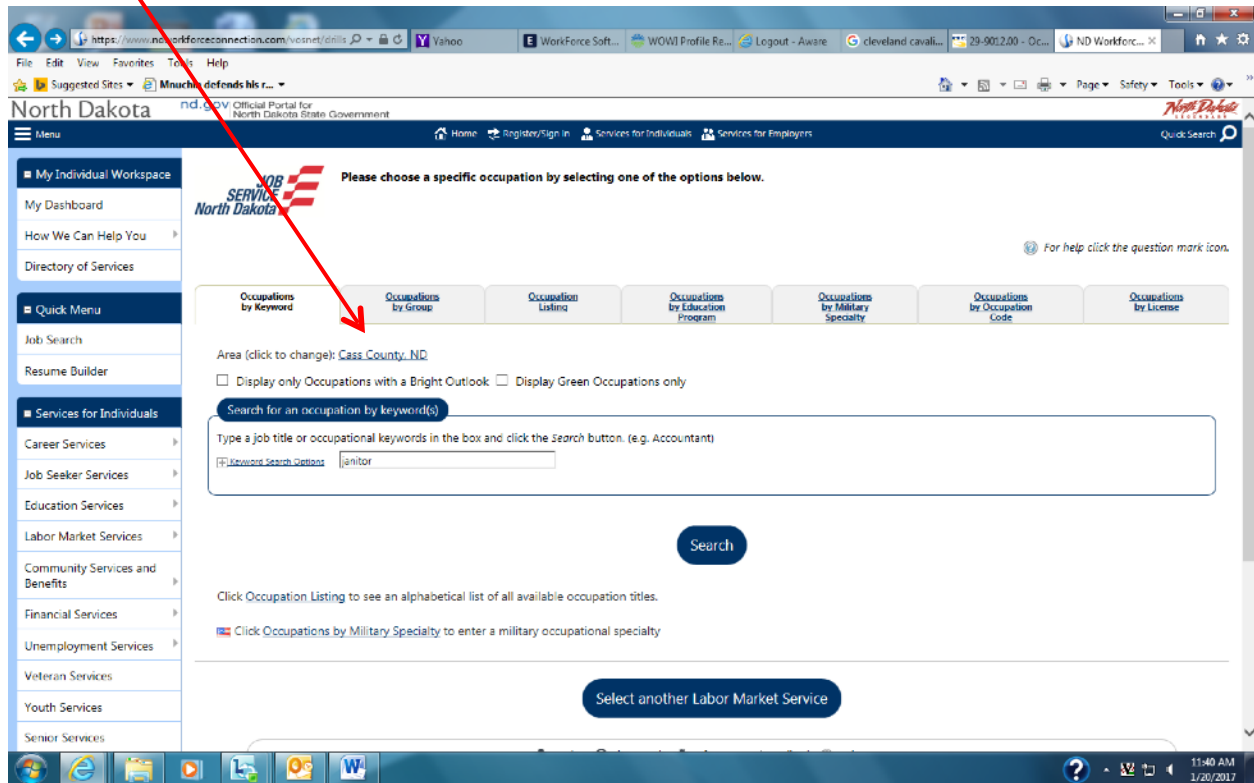
2. Click on **Search for Jobs** under the heading “Job Seekers”
3. Click on “Labor Market Services”



4. Click on “Occupational Profile”



5. On this page, you can change the area in which you are searching where it says “Area (click to change)”. Type in the name of the career for which you are searching underneath the heading “Search for an occupation by keyword(s)”. You may have to choose the correct one from the options given.



6. You can now scroll down to view a summary of LMI about your chosen career. The Occupation Narrative and Occupation Details tabs provide the same LMI in different formats and the Occupation Comparisons tab describes careers related to the one you searched.

Browser tabs: https://www.ndworkforceconnection.com/voanet/limit... | Yahoo | WorkForce Soft... | WOW! Profile Re... | Logout - Aware | cleveland.cavall... | 29-9012.00 - Oc... | ND Workforc... x

Menu: Home | Register/Sign in | Services for Individuals | Services for Employers

North Dakota nd.gov Official Portal for North Dakota State Government

My Individual Workspace

- My Dashboard
- How We Can Help You
- Directory of Services
- Quick Menu
  - Job Search
  - Resume Builder
- Services for Individuals
  - Career Services
  - Job Seeker Services
  - Education Services
  - Labor Market Services
  - Community Services and Benefits
  - Financial Services
  - Unemployment Services
  - Veteran Services
  - Youth Services
  - Senior Services

Here is a summary of the current labor market for Janitors and Cleaners, Except Maids and Housekeeping Cleaners in Cass County, North Dakota.

For help click the question mark icon.

Occupation Summary | Occupation Narrative | Occupation Details | Occupation Comparison

Occupation Summary Configuration Options

- Show Display Options (includes maps and graphs)
- Show Data Categories (display more information)

Occupational Profile for Janitors and Cleaners, Except Maids and Housekeeping Cleaners in Cass County, North Dakota.

Quick Reference

The information below outlines key characteristics of the current labor market for Janitors and Cleaners, Except Maids and Housekeeping Cleaners in Cass County, North Dakota.

\* Faded icons indicate results of an expanded geographic area. Hover cursor over icons for details.

[ Top | Bottom ]

Summary of Job Duties

System tray: 11:42 AM 1/20/2017