

Document Purpose

This document contains information on how to use the ACT Occupational Profile Database. The Database allows users to search for careers. If the users have taken the WorkKeys tests, they can compare the WorkKeys scores needed for those jobs to their WorkKeys scores.

Prerequisites

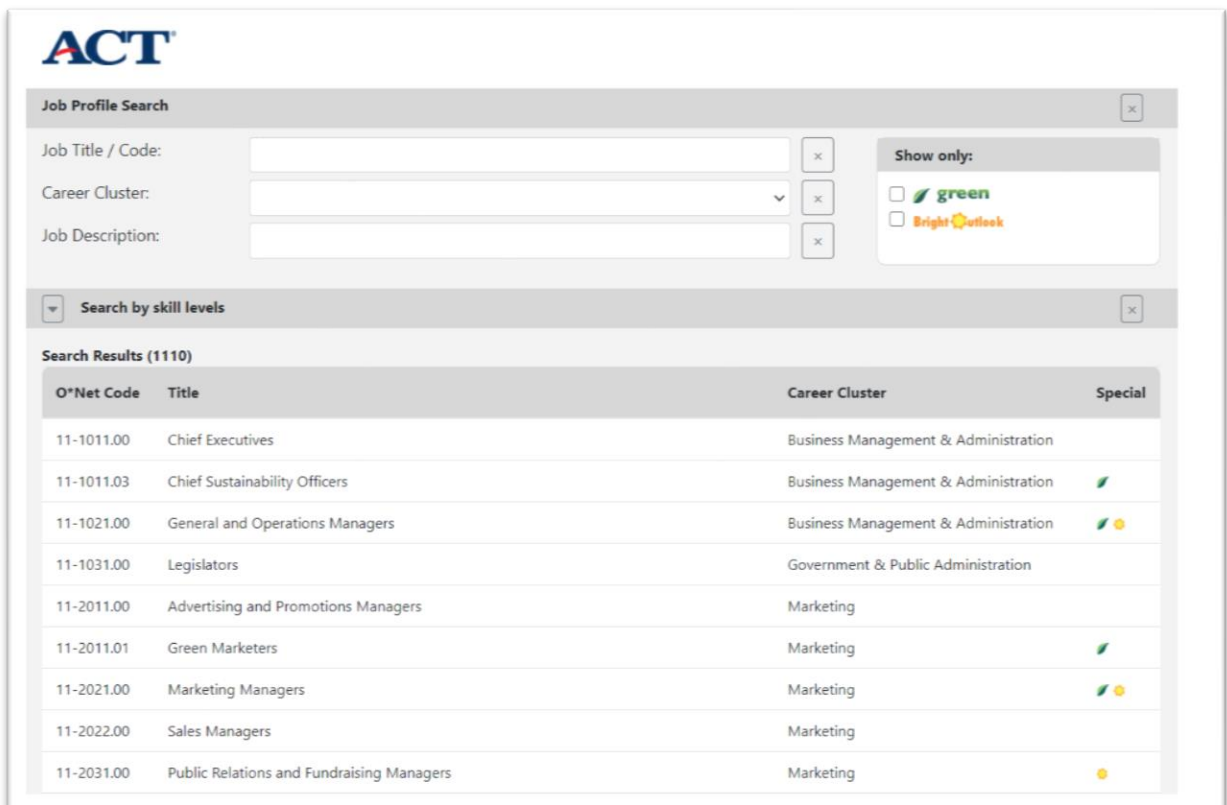
To perform this task, you must:

- Have job titles for the three occupations you identified as your top career choices
- Have access to a computer with internet access

Procedure 1: Using the Occupational Profile Database

Go to jobprofiles.act.org. This will take you to the Occupational Profile Database and the search screen below.

1. This will open the search screen seen below.



The screenshot shows the ACT Job Profile Search interface. At the top left is the ACT logo. Below it is a search bar with three input fields: "Job Title / Code:", "Career Cluster:", and "Job Description:". To the right of these fields are three "x" buttons. Below the search bar is a "Show only:" section with two checkboxes: "green" (checked) and "Bright Outlook" (unchecked). Below this is a "Search by skill levels" dropdown menu. The main section is titled "Search Results (1110)" and contains a table with the following columns: O*Net Code, Title, Career Cluster, and Special. The table lists several job titles and their corresponding career clusters and special status indicators.

O*Net Code	Title	Career Cluster	Special
11-1011.00	Chief Executives	Business Management & Administration	
11-1011.03	Chief Sustainability Officers	Business Management & Administration	🌿
11-1021.00	General and Operations Managers	Business Management & Administration	🌿🟡
11-1031.00	Legislators	Government & Public Administration	
11-2011.00	Advertising and Promotions Managers	Marketing	
11-2011.01	Green Marketers	Marketing	🌿
11-2021.00	Marketing Managers	Marketing	🌿🟡
11-2022.00	Sales Managers	Marketing	
11-2031.00	Public Relations and Fundraising Managers	Marketing	🟡

2. Three types of Basic Searches are shown (Job Title, Career Cluster and Job Description). You can also choose to display only jobs that have been identified as green (occupations in the Green Economy) and/or Bright Outlook (jobs expected to grow rapidly) by checking the appropriate box.
 - a. Use the Job Title field to type in a keyword that matches your first career choice. It is better to not be too specific in your keyword.
 - b. For example, if you type in “automobile mechanic”, the database will not find a job title that matches those exact words as shown.
 - c. But typing “auto” in the job title keyword field gives the following search results:

The screenshot shows the 'Job Profile Search' interface. The 'Job Title / Code' field contains the keyword 'auto'. The 'Show only' section has checkboxes for 'green' and 'Bright Outlook', both of which are unchecked. A red arrow points from the 'Bright Outlook' checkbox to the 'Special' column header in the search results table.

O*Net Code	Title	Career Cluster	Special
13-1032.00	Insurance Appraisers, Auto Damage	Finance	
17-2141.02	Automotive Engineers	Science, Technology, Engineering & Mathematics	green
17-3027.01	Automotive Engineering Technicians	Manufacturing	green
49-2011.00	Computer, Automated Teller, and Office Machine Repairers	Manufacturing	
49-3021.00	Automotive Body and Related Repairers	Transportation, Distribution & Logistics	
49-3022.00	Automotive Glass Installers and Repairers	Transportation, Distribution & Logistics	
49-3023.00	Automotive Service Technicians and Mechanics	Transportation, Distribution & Logistics	
49-3023.01	Automotive Master Mechanics	Transportation, Distribution & Logistics	
49-3023.02	Automotive Specialty Technicians	Transportation, Distribution & Logistics	green
53-6031.00	Automotive and Watercraft Service Attendants	Transportation, Distribution & Logistics	

Click on a profile to learn more about it.

- d. Ten job titles with the letters “auto” are found. Several of these are related to automobile repair and mechanics, but some are not.
3. As you type in your Job Title keyword, the search results will be auto-populate below.

- a. Here is an example of the search results based on the job title keyword “computer.” The Department of Labor O*Net Code, job title, career cluster(s), and green job or bright outlook designation are shown.

The screenshot shows the ACT WorkKeys Job Profile Search interface. The search criteria are: Job Title / Code: computer, Career Cluster: (empty), and Job Description: (empty). The search results are displayed in a table with 18 results. The table has columns for O*Net Code, Title, Career Cluster, and Special. The results are as follows:

O*Net Code	Title	Career Cluster	Special
11-3021.00	Computer and Information Systems Managers	Business Management & Administration	●
15-1111.00	Computer and Information Research Scientists	Science, Technology, Engineering & Mathematics	●
15-1121.00	Computer Systems Analysts	Information Technology	●
15-1131.00	Computer Programmers	Information Technology	
15-1142.00	Network and Computer Systems Administrators	Information Technology	
15-1143.00	Computer Network Architects	Information Technology	
15-1151.00	Computer User Support Specialists	Information Technology	●
15-1152.00	Computer Network Support Specialists	Information Technology	
15-1199.00	Computer Occupations, All Other	Information Technology	●

- b. Eighteen occupations have the keyword “computer” in their job title. Use the scroll bar to see all of jobs. To learn more about a specific occupation, click on the job title.
- i. For example, if you are interested in the Computer User Support Specialists occupation, clicking that title displays the information. The results for Computer User Support Specialists include:
- Links to the O*NET job page where you can find more information
 - The career clusters associated with the occupation
 - A short description of the job
 - A table that shows the median WorkKeys skills needed to learn and perform job tasks, and the skill levels for the job
 - A list of sample job tasks for the occupation

O*Net Code	Title	Career Cluster	Special
11-3021.00	Computer and Information Systems Managers	Business Management & Administration	●
15-1111.00	Computer and Information Research Scientists	Science, Technology, Engineering & Mathematics	●
15-1121.00	Computer Systems Analysts	Information Technology	●
15-1131.00	Computer Programmers	Information Technology	●
15-1142.00	Network and Computer Systems Administrators	Information Technology	●
15-1143.00	Computer Network Architects	Information Technology	●
15-1151.00	Computer User Support Specialists	Information Technology	●
15-1152.00	Computer Network Support Specialists	Information Technology	●

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	4	3	6
Workplace Documents	4	3	6

- c. You can view the information on other jobs in the list of search results by clicking the next or previous arrows near the job title.
4. After you find a profile for the occupation you are interested in, you can complete the information on the **Job Profile Search Summary form** at the end of these instructions.
5. Repeat steps 1 – 4 for your other two career choices.

Procedure 2: Searching using the Career Cluster Field

The Career Cluster field allows you to browse careers in an area that you may have interest.

1. Click on the down arrow in the Career Cluster field and select a career cluster that would be likely to include the occupation you are interested in.
 - a. This example shows a search selection of the Business, Management & Administration job cluster.
 - b. A search of this job family gives the results shown below. There are 78 jobs in the Business, Management & Administration career cluster.

Job Profile Search

Job Title / Code:

Career Cluster: Business Management & Administration

Job Description:

Search by skill levels

Search Results (78)

O*Net Code	Title	Career Cluster	Special
11-1011.00	Chief Executives	Business Management & Administration	
11-1011.03	Chief Sustainability Officers	Business Management & Administration	🌱
11-1021.00	General and Operations Managers	Business Management & Administration	🌱🟡
11-3011.00	Administrative Services Managers	Business Management & Administration	🟡
11-3021.00	Computer and Information Systems Managers	Business Management & Administration	🟡
11-3051.00	Industrial Production Managers	Business Management & Administration	🌱
11-3051.01	Quality Control Systems Managers	Business Management & Administration	
11-3051.02	Geothermal Production Managers	Business Management & Administration	🌱
11-3051.03	Biofuels Production Managers	Business Management & Administration	🌱

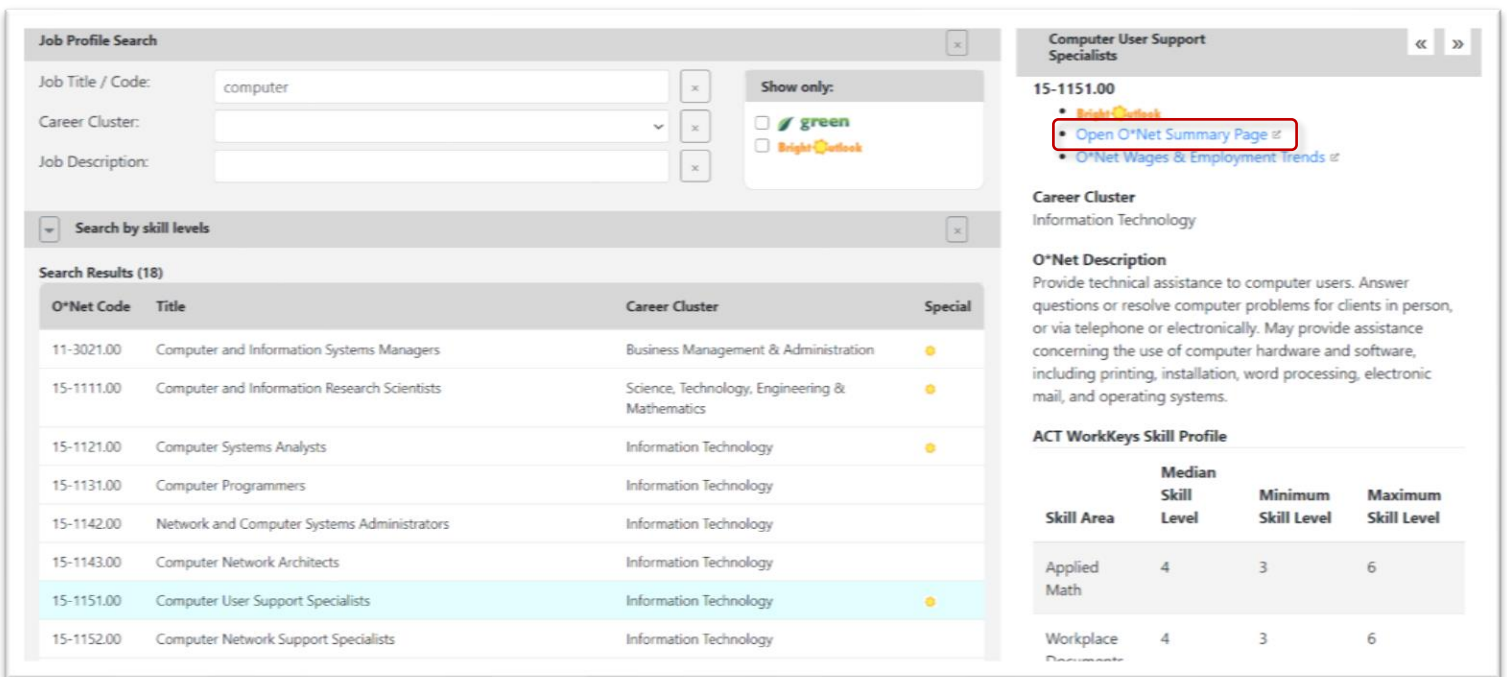
- If you find a job title that is similar to your career choice, click on the job title to display the information about that occupation. If none of the occupations match your job interest, select another Job Cluster.

Note: If you have trouble finding a match for you of your career choices, ask your counselor or teacher for assistance.

Procedure 3: Learning about Occupations using O*Net

O*Net stands for Occupational Information Network and is the nation’s primary source of occupational information. It is developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA). The Occupational Profile Database links to the O*Net website to allow you to learn more information about your career choices.

1. Here is the Computer User Support Specialist occupation we found earlier. Click on the Open O*Net Summary Page link.



The screenshot shows the ACT WorkKeys Job Profile Search interface. On the left, the 'Job Profile Search' section includes input fields for 'Job Title / Code' (containing 'computer'), 'Career Cluster', and 'Job Description'. Below these is a 'Search by skill levels' section. The 'Search Results (18)' table lists various occupations, with '15-1151.00 Computer User Support Specialists' highlighted in light blue. On the right, the 'Computer User Support Specialists' profile is displayed, featuring a list of links where 'Open O*Net Summary Page' is circled in red. Below this is the 'Career Cluster' (Information Technology), an 'O*Net Description', and an 'ACT WorkKeys Skill Profile' table.

O*Net Code	Title	Career Cluster	Special
11-3021.00	Computer and Information Systems Managers	Business Management & Administration	●
15-1111.00	Computer and Information Research Scientists	Science, Technology, Engineering & Mathematics	●
15-1121.00	Computer Systems Analysts	Information Technology	●
15-1131.00	Computer Programmers	Information Technology	
15-1142.00	Network and Computer Systems Administrators	Information Technology	
15-1143.00	Computer Network Architects	Information Technology	
15-1151.00	Computer User Support Specialists	Information Technology	●
15-1152.00	Computer Network Support Specialists	Information Technology	

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	4	3	6
Workplace Documents	4	3	6

2. This will open a new browser window that takes you to the O*Net website. Here you can find all available information about the job. The links on the page are shortcuts to various sections of one large page. The Wages and Employment section may be of interest.

o-net **O*NET OnLine**
A proud partner of the **americanjobcenter** network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for:
15-1151.00 - Computer User Support Specialists Updated 2010
Bright Outlook

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

The occupation code you requested, 15-1041.00 (Computer Support Specialists), is no longer in use. In the future, please use 15-1151.00 (Computer User Support Specialists) instead.

Sample of reported job titles: Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Specialist, Electronic Data Processing Auditor (EDP Auditor), Network Technician, Computer Specialist

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

Tasks

- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Develop training materials and procedures, or train users in the proper use of hardware or software.
- Confer with staff, users, and management to establish requirements for new systems or modifications.

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Activity: Comparing Careers and WorkKeys Skill Levels

The worksheet below will allow you to compare 3 selected career choices with each other, as well as allow you to compare the careers' WorkKeys skill levels with your own, if applicable.

Instructions:

1. Write the job title of the profile in the Occupation Title space.
2. Enter the O*NET Code for the occupation.
3. Enter the median wage information as well as the projected job growth or decline.
4. Find the column for Median Skill Level in the job profile report and write the level for each profiled skill in the Median WorkKeys Skill Level column.
5. If you have taken WorkKeys assessments, write your score for each skill in the My WorkKeys Skill Level column.

