Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work
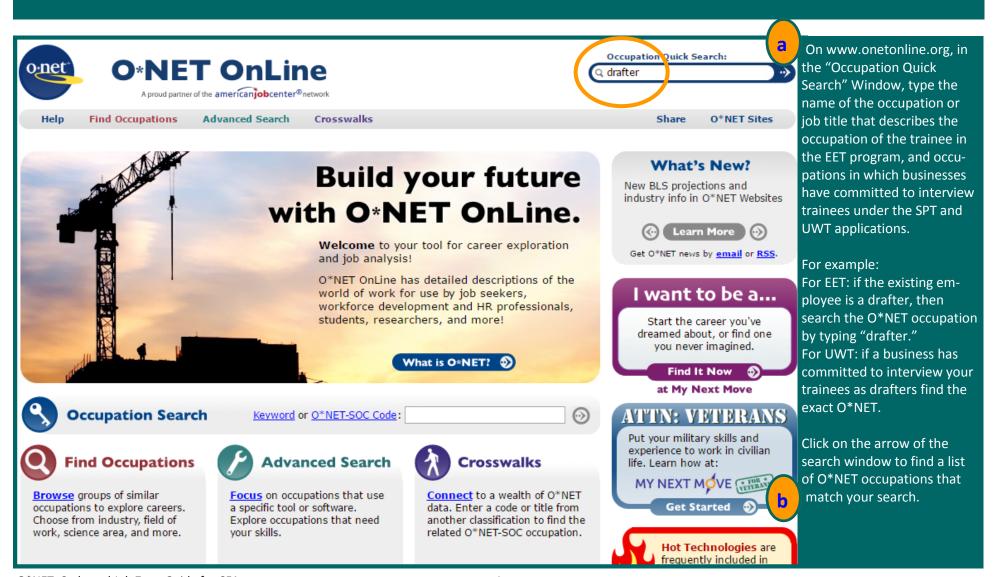
This guide will help Existing Employee Training (EET) Program applicants complete the Master List of Trainees Attachment.
Unemployed Worker Training (UWT) Program applicants will find this informational attachment helpful for completing the Business Commitment Attachment.

Step 1: Enter the occupational title

a On www.onetonline.org, in the "Occupation Quick Search" Window, type the name of the occupation or job title that describes the occupation of the trainee in the EET program, and occupations in which businesses have committed to interview trainees under the SPT and UWT applications.

For example:
For EET: if the existing employee is a drafter, then search the O*NET occupation by typing "drafter."
For UWT: if a business has committed to interview your trainees as drafters find the exact O*NET.

b Click on the arrow of the search window to find a list of O*NET occupations that match your search.

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Step 2: Review the list of occupational titles to find the appropriate occupational title

You will see a list of occupations that match the occupational title you entered.

Click on the occupational title that is most applicable to review the summary report of that occupation.

For example:
For drafter, 20 O*NET occupations were found. If Electrical Drafters was most applicable to the trainee positions, click on it to view the next screen detailing the tasks typically performed by an Electrical Drafter.

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Step 3: Confirm that the O*NET occupation you selected is applicable to the trainee

Review the Summary Report of the O*NET occupation to decide if the tasks performed by the worker match the occupation relevant to your trainees.

If the O*NET occupation is not applicable, go back to the previous screen by clicking the back arrow from the browser window to find the appropriate occupation and repeat step 3(a).

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Step 4: Obtain the O*NET code of the applicable occupation

For the EET Program, skip this step (4 (a) and (b)) and follow step 5 after finding the applicable occupation.

For the UWT Pro-grams: If the searched O*NET occupation is applicable, enter the O*NET code of that occupation in the Business Commitment Attachment. For example: If Electrical Drafters is the applicable occupation, enter O*NET code 17-3012.02 and the occupational title "Electrical Drafters" in the Business Commitment Attach-ment.

Repeat steps 1-4 to find all O*NET codes applicable to oc-cupations for which businesses have committed to interview your trainees.

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Steps 5-7 in the guide are only applicable to the Existing Employee Training Program RFP
Step 5: Click on the Job Zone link of the applicable O*NET occupation

If the O*NET occupation is applicable based on the tasks performed by your prospective trainees, click on "Job Zone" to identify if the occupation is a low, middle, or high-skills occupation.

For example: If Electrical Drafter is the applicable occupation, click on "Job Zone" to determine the level of preparation needed to work as an Electrical Drafter.

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Steps 5-7 in in the guide are only applicable to the Existing Employee Training Program RFP
Step 6: Click on the Job Zone link of the applicable O*NET occupation

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Job Zone

(a)

Title	Job Zone Three, Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, occupational therapy assistants, and medical assistants.
SVP Range	(6.0 to < 7.0)

(b)

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Education

Percentage of Respondents	Education Level Required
30	Post-secondary certificate ?
21	Bachelor's degree
19	Associate's degree

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> You may want to view and/or educate your trainees on the credentials and certifications applicable to the occupation by clicking this link.

Credentials

(*)

Find Training   Find Certifications   Find Licenses   Find Apprenticeships

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(a) After clicking on "Job Zone" you will see the Job Zone of the occupation. If the Job Zone is 1, 2 or 3, the employee in this occupation is in low or middle-skills occupations and is eligible for training under the EET RFP.

Enter the appropriate Job Zone (1, 2, or 3) in the Master List of Existing Employee Attachment.

If the Job Zone is 4 or 5, the trainee in this occupation is not eligible to receive funding under the EET RFP.

(b) Click "back to top" to view the top of the Summary Report of the occupation to determine the O*NET code.

For example: Electrical Draft-ers has a Job Zone of 3, and is therefore considered a middle-skills occupation and eligible for training under this RFP.

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Steps 5-7 in the guide are only applicable to the Existing Employee Training Program RFP
Step 7: Enter the O*NET Code of the Applicable Occupation in the Master List of Trainees Attachment

If the Job Zone of the occupation is 1, 2 or 3, enter the O*NET code of that occupation in Column E of the Master List of Trainees Attachment.

For example: If Electrical Drafter is the applicable trainee occupation, enter O*NET code 17-3012.02 in Column E of the Master List of Trainees.

Repeat steps 1-6 to find all the Job Zones and O*NET codes applicable to your trainees and only enter information for trainees in Job Zones 1, 2, or 3 in the Master List of Trainees.