

# TIP SHEET

## RESEARCHING OCCUPATIONS

Researching occupations is the **external search** through current labor market information for what occupations are available and growing in each locale, the level of education required, the average salary, and required skills and abilities. Here are some tips and sources for finding the information you need to set an achievable employment goal.

1. **Labor Market Information** is thoroughly and systematically collected on all types of jobs found. It will include job definitions, education and certification requirements, knowledge, skills, and abilities, growth trends, salary information, and tasks performed during an average day. Keep in mind this is generic information - not information about a specific job in a specific company.
2. In Minnesota the best local source of occupational information is found on the website **www.iseek.org**. Go to the **Explore Careers** tab for a rich collection of data. You will have two choices to **Find Careers**, or **Find Industries**.
3. There are many industries that are usually summarized into a few categories such as:
  - Agriculture and Natural Resources
  - Arts and Humanities
  - Business and Administration
  - Engineering and Technology
  - Health Services
  - Human Services

Many occupations can be found in all of these industries. For example, accounting, information technology, human resources, managerial, and clerical occupations can be found in any industry. Even nurses can practice in a wide variety of settings, from hospitals and clinics to schools. In the beginning, search broadly to make sure you find a stable or growing industry that is the best fit for you.

4. Another useful Minnesota information source is the book, MnCareers, for the current year. If you are a dislocated worker in one of our projects, contact us for a copy. The information is also available on the web at: **www.mncareers.org**.
5. Minnesota's Department of Employment and Economic Development (DEED) has a section on their website (**http://www.deed.state.mn.us/lmi/Home.htm**) devoted to Labor Market Information. This is where you can find the "Job Vacancy Survey," which shows what industries and occupations have vacant jobs in all regions of Minnesota. Remember, this is not specific companies, but data that is summarized from all surveyed companies.
6. Nationally, the best source of information is the Occupational Network called O\*NET ONLINE at: **http://online.onetcenter.org**. This contains valuable information and a powerful set of tools. It includes an assessment to identify your occupational skills and link them to potential occupations that might be a good fit. It may help you uncover a variation on your occupational interest that you hadn't thought of before. Near the bottom of each occupational profile it will list hotlinks to "related occupations" to explore.
7. Another rich source of occupation information is America's Career InfoNet (**www.acinet.org/acinet**). They have information at the national level, but they also link back to information for your state.
8. The old standby for many years has been the Department of Labor's Occupational Outlook Handbook. This information is also online at: **www.bls.gov/oco**, and it includes a search box for quick searches as well as links back to information on each state.
9. If you need help in finding or interpreting information you find, don't hesitate to call your counselor.