The Occupational Outlook Handbook: Walk-Through

What is the Occupational Outlook Handbook?

The Occupational Outlook Handbook (OOH) is provided by the United States Department of Labor on a Web site managed by the U.S. Bureau of Labor Statistics. The site offers information on careers including duties, education, training, pay, and the outlook for careers and occupations.

The *Occupational Outlook Handbook's* information comes from the U.S. Bureau of Labor Statistic's monitoring of labor trends throughout the United States.

How can you use the *Occupational Outlook Handbook*? The OOH is a great tool to use throughout your time at AIU and as you move into your career field. The OOH gives you a clear snapshot of not only what a specific career field entails but also the education and training you will need for it. This gives you a chance to see how your course work is preparing you for your career field.

Getting Started

For the Unit 3 assignment on Digital Literacy, you will search a career field using the *Occupational Outlook Handbook* Web site.

To get started, navigate to the Occupational Outlook Handbook Web site.

Remember, this is part of the U. S. Bureau of Labor Statistics Web site, and you will see the Bureau of Labor Statistics banner.



Searching

Now examine the Web site. Before you begin to search, let's talk more about the basic navigation of the site.

On the top navigation bar, you will see the OOH Home tab, Occupation Finder, OOH FAQ, OOH Glossary, A–Z Index, OOH Site Map, and En Español (Spanish version). To the far right, you have the Search tool for the site.



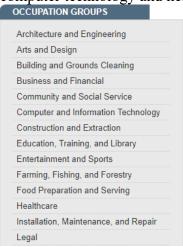
To explore the Web site, consider using the Occupation Finder tab, where you can choose specific elements such as education and pay to sort over 800 occupations. You could also alphabetically search all occupations listed in the A–Z Index.

These tabs are your guides on the site. Use them to access the site information based on your needs. For instance, if you are not sure about a specific job requirement, you may click on the OOH Glossary to see what that requirement means. If you want to browse all careers on the site, you may want to click on A–Z Index.

Left Navigation

Next, let's take a look at the left navigation on the site.

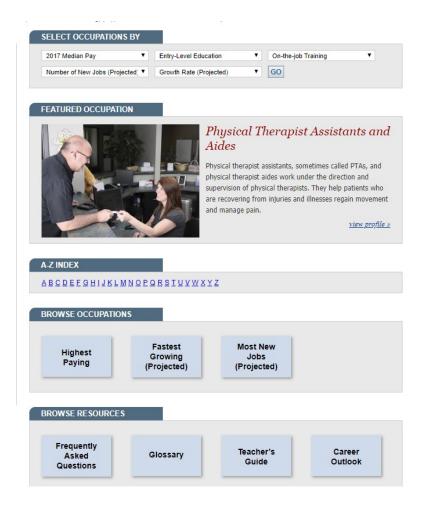
To the far left, you have Occupation Groups. This list is sorted by broad career fields such as computer technology and health care.



The Occupation Groups link is a great way to start your search from a broad view. If you are interested in Art and Design but are not sure of the jobs in that field, you would click "Occupation Groups," "Arts and Design," to explore specific jobs within that field. Occupation Groups is a great way for you to start a search when you are not sure of the specific job you are looking for.

Middle Navigation

The middle navigation has a lot of tools and may seem overwhelming. Keep in mind that this area is mostly a repeat of the tabs at the top of the page.



One of the most powerful tools in the middle navigation, however, is Select Occupations By. This tab allows you to choose from five different filters such as pay and education. You can use this section when you want to know what the top jobs are by pay, education, training, projected jobs, and growth rate. This gives you a broad view of a variety of jobs, sorted by the five filters that include pay and education.

The second tool is Featured Occupation. In this frame, you can to see a new occupation each time you land on the OOH Home page. This is a great way to learn about a featured job without searching.

The final three tabs are repeats of tabs that you find on the top navigation bar (such as the A–Z Index).

Unit Three Assignment

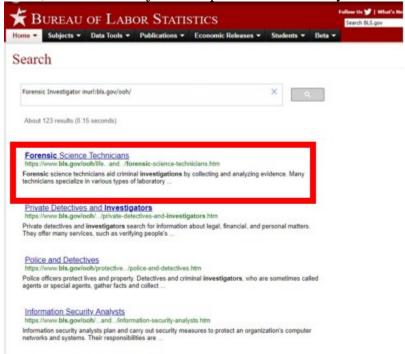
Now that you know how to find your way around this Web site, let's get started on how to use the *Occupational Outlook Handbook* for your Unit 3 assignment!

First, enter the keyword for your career. Remember, the keyword search is in the upper right-hand corner of the page. For instance, you may be interested in researching a career as a Forensic Investigator. Type "Forensic Investigator" as your search phrase.



Search Results

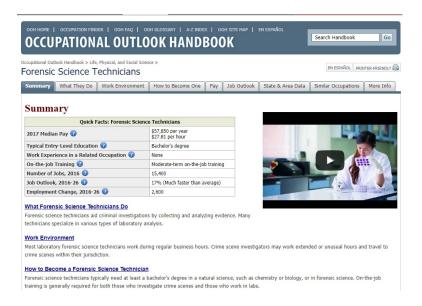
Once you click "Enter," your page will open to the search results. Click on the relevant career field, and review the job description for the career you have searched.



Exploring Results

When you click on the career field result, a new page opens with the outlook for that specific career.

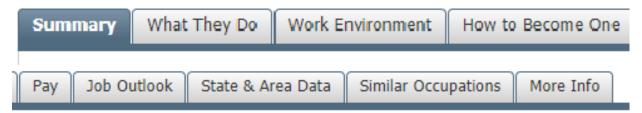
The page provides a summary overview of the career field as a default.



Using the Tabs

On the Summary page, you are able to review a lot of information!

For instance, you will have access to these tabs: Summary, What They Do, Work Environment, How to Become One, Pay, Job Outlook, State & Area Data, Similar Occupations, and More Info.



Each of these tabs will allow you to access more information about the career you are reviewing.

If you notice, the tabs are also explained under the Summary. The titles are hyper-linked and will take you to the same page as the corresponding tab title.

Conclusion

Now you are ready to complete your Unit 3 assignment! Please remember to click on the "Assignment Directions" and follow the steps for the assignment in order! Your first step will be to download your TRAP worksheet. Use the search you conducted on your choice of a profession from the *Occupational Outlook Handbook* to help you complete each question on the worksheet.

Please reach out to your instructor if you have any questions.