

Overview

Career Exploration Tool

May 2009

What kinds of jobs are available in my area? How much do they pay? What training do they require? Where can I find training programs?

The Career Exploration Tool helps answer these questions and explores different occupations and training & education programs in your region. It has links to additional sources of career and job information and can launch job searches on OhioMeansJobs.com.

How to Begin

The information on the Career Exploration Tool is displayed by region to give a better picture of local labor markets.

1. Select an Area of Interest

To get started, select an area by entering a ZIP code in the box or select one of 12 regions by clicking on the Ohio map icon. Some ZIP codes cross county and regional boundaries, so you may be asked to select a specific county for your search. During your search, you can change regions by using the *Change Target Area* button at the top of most pages.

2. Select Type of Search

After you select a region, you can choose among three search options. All three search types provide occupational information and allow you to launch a job search or explore occupational training options.

- [Search All Occupations](#) allows you to search for a specific occupation or browse through of list of all occupations. Please see page 2 for instructions.
- [Search by Occupational Group](#) allows you to explore groups of occupations in the same industries, although the individual occupations may be very different. For example, the Healthcare Practitioners and Technical Occupations group includes occupations as diverse as registered nurses and veterinarians. Please see page 4 for instructions.
- [Search High Employment Prospect Occupations](#) limits your exploration to a smaller group of occupations that tend to have higher than average pay and are expected to be in demand across Ohio. Please see page 6 for instructions.

Type of Search: ***Search All Occupations***

This option allows you to search for a specific occupation by name or to browse through a list of all occupations. To search for a specific occupation, enter a word (or phrase) from the occupational title in the *Enter keyword* area, and then click on the *Search* button. The occupation titles used here are from the Standard Occupational Code (SOC), so search terms must match those in the occupation titles. The second way to find an occupation is to scroll through the list of occupations. Once you identify an occupation using either of these methods, click on the occupation title to highlight it, and then click the *Continue* button. This will take you to the *View Wages, Projected Openings, Summaries, Job Postings and Training Options* page. The occupation you selected will be near top of the page.

Occupational Group List page

The occupation you selected will be listed at the top of the page. Other occupations in the same Occupational Group are listed on the page as well. An Occupational Group is made of occupations that are common to several related industries. Occupations with titles and red and labeled “High Employment Prospect” pay above the state median annual wage (\$14.85 per hour or about \$30,888 annually for a full-time job) and are expected to have more than 175 annual openings across the state.

From this page you may:

- Click the *Go Back* button to return to the previous page.
- Click the *Start Over* button to return to the start page.
- Click the *Change Target Area* button to change your target area.
- Click the *Download to Excel* button to download occupation titles and wage and annual openings information to an Excel spreadsheet.
- Click the *Up* or *Down* arrows to change the occupational sort order.
- Click the *Related Occupations* link to open a page of occupations that have similar job duties and skills, but are in different occupational groups. The information on this page is displayed the same way as on the *View Wages, Projected Openings, Summaries, Job Postings and Training Options* page.
- Click the *View Occupational Summary* link to open O*NET in a new window. O*NET provides more information about that occupation such as common job tasks, knowledge and skills required, and education requirements. O*NET is an interactive occupational information source at <http://online.onetcenter.org>.
- Click the *View Job Postings in Selected Area* link to activate a job search on OhioMeansJobs.com for jobs in the selected occupation. Search criteria such as job title, keywords, location, and the size of the search area can be changed to fit your needs
- Click the *Training Options* link to open a *School List--Career Training Options* page (see page 7).

Displayed on the View Wages, Projected Openings, Summaries, Job Postings and Training Options page, you also will find Average Wages and Average Openings.

Average Wages. The Average Wages columns display the average occupational wages for Ohio and the selected region. Actual wages for an occupation can vary widely depending on factors such as location, employer, and worker experience. Average wages are reported here as a way to compare occupations. Three dots indicate that an average wage estimate is not available. The wages displayed here are from May 2007 and were mathematically “aged” to November 2008 wages using information about changes in wages over time.

Annual Openings. The Annual Openings columns provide the projected number of annual openings for Ohio and the selected region. The projected number of annual openings is an estimate of the number of individuals expected to enter an occupation each year from 2004 to 2014. The actual number of job postings for an occupation may be much higher. Three dots indicate that the estimate of annual openings is not available. The projected number of annual openings is based on information available when the projections were made; changes in the economy that occur after the projections were made may affect the availability of jobs.

Type of Search: ***Search by Occupational Group***

This option displays a list of Occupational Groups or Families. These are occupations that are common to several related industries. To the right of each Occupational Group title is a general description of the duties of the occupations in the group.

From this page you may:

- Click the *Start Over* button to return to the start page.
- Click the *Change Target Area* button to change your target area.
- Click the *Click to Search for an Occupation* button to display the Search All Occupations page.
- Click *View Summary* to open O*NET in a new window. O*NET lists all of the occupations in that group. Clicking on an occupational title in the O*NET window gives more information about that occupation including its common job tasks, knowledge & skills, and education requirements for the occupation. O*NET is an interactive occupational information source at <http://online.onetcenter.org>.
- Click on an *Occupational Group* title to take you to the *View Wages, Projected Openings, Summaries, Job Postings and Training Options* page, which lists the occupations in that group.

Occupational Group List page

Occupations in the same Occupational Group are listed on this page. An Occupational Group is made of occupations that are common to several related industries. Occupations with titles in red and labeled “High Employment Prospect” pay above the state median annual wage (\$14.85 per hour or about \$30,888 annually for a full-time job) and are expected to have more than 175 annual openings across the state.

From this page you may:

- Click the *Go Back* button to return to the previous page.
- Click the *Start Over* button to return to the start page.
- Click the *Change Target Area* button to change your target area.
- Click the *Download to Excel* button to download occupation titles and wage and annual openings information in an Excel spreadsheet.
- Click the *Up* or *Down* arrows to change the occupational sort order.
- Click the *Related Occupations* link to open a page of occupations that have similar job duties and skills, but are in different occupational groups. The information on this page is displayed the same way as on the *View Wages, Projected Openings, Summaries, Job Postings and Training Options* page (see page 2).
- Click the *View Occupational Summary* link to open O*NET in a new window. O*NET provides more information about that occupation such as common job tasks, knowledge & skills required, and education requirements. O*NET is an interactive occupational information source at <http://online.onetcenter.org>.
- Click the *View Job Postings in Selected Area* link to activate a job search on OhioMeansJobs.com for jobs in the selected occupation. Search criteria such as job title, keywords, location, and the size of the search area can be changed to fit your needs.

- Click the *Training Options* link to open a *School List--Career Training Options* page (see page 6).

Also displayed on the View Wages, Projected Openings, Summaries, Job Postings and Training Options page you will find Average Wages and Average Openings.

Average Wages. The Average Wages columns display the average occupational wages for Ohio and the selected region. Actual wages for an occupation can vary widely depending on factors such as location, employer, and worker experience. Average wages are reported here as a way to compare occupations. Three dots indicate that an average wage estimate is not available. The wages displayed here are from May 2007 and were mathematically “aged” to November 2008 using information about changes in wages over time.

Annual Openings. The Annual Openings columns provide the projected number of annual openings for Ohio and the selected region. The projected number of annual openings is an estimate of the number of individuals expected to enter an occupation each year from 2004 to 2014. The actual number of job postings for an occupation may be much higher. Three dots indicate that the estimate of annual openings is not available. The projected number of annual openings is based on information available when the projections were made; changes in the economy that have occurred after the projections were made may affect the availability of jobs.

Type of Search: ***Search High Employment Prospect Occupations***

The High Employment Prospect Occupations page displays occupations that tend to have above average pay and are expected to have a large number of job openings. High Employment Prospect Occupations pay above the state median wage of \$14.85 per hour in the specified region (about \$30,888 a year for a full-time job) and are expected to have more than 175 annual openings statewide.

Employment prospect occupations are displayed in alphabetical order. This page has a column that shows the usual training and education level for each occupation. The training and education categories range from moderate-term on-the-job training (from one to twelve months of training and job experience) to a first professional degree (which is an advanced degree beyond a bachelor's degree). The page can be sorted by training and education level to allow you to explore occupations that fit your time-line and budget for training and education.

Navigation options on this page are:

- Click the *Start Over* button to return to the start page.
- Click the *Change Target Area* button to change your target area.
- Click the *Download to Excel* button to download occupation titles and wage and annual openings information in an Excel spreadsheet.
- Click the *Up* or *Down* arrows to change the sort order.
- Click the *Related Occupations* link to open a page of occupations that have similar job duties and skills, but are in different occupational groups. The information on this page is displayed the same way as on the *Occupational Group List* page. (see page 3).
- Click the *View Occupational Summary* link to open O*NET in a new window. O*NET provides more information about that occupation such as common job tasks, knowledge and skills required, and education requirements. O*NET is an interactive occupational information source at <http://online.onetcenter.org>.
- Click the *Training Options* link to open a *School List--Career Training Options* page (see page 7);
- Click the *View Job Postings in Selected Area* link to activate a job search on OhioMeansJobs.com for jobs in the selected occupation. Search criteria such as job title, keywords, location, and the size of the search area can be changed to fit your needs.

School List -- Career Training Options page

This page displays the different training and education programs for groups of associated occupations. Associated occupations have similar training and education requirements. In some cases, several occupations may share several different training and education programs. In other cases, a single occupation may have a single training and education program. Some occupations do not have any formal training and education programs associated with them. Although employers may desire workers who have completed a training and education program related to an occupation, such training may not be an absolute job requirement.

Not all types of training programs are available in every region. To view programs and schools in regions near your selected area or for all of Ohio, click on the links “*View Surrounding Areas*” or “*View Entire State.*” These links are found near the top of the Training Program list.

Navigation options on this page are:

- Click the *Go Back* button to return to the previous page.
- Click the *Start Over* button to return to the start page;

Training Program Title. Clicking on the name of a training program opens a new window with information about that type of training program. Information about training programs comes from the Occupational Supply Demand System (<http://www.occsupplydemand.org>).

School Name. Under each training and education program are the names of schools in that region that provide that type of program. The name of each school is linked to the College Navigator site (<http://nces.ed.gov/collegenavigator>), which provides general information about the school and contact information including a link to the school’s website.

2007 Completers for Region and Ohio. These columns display the number of persons who completed the designated training program and school in 2007. This information may be useful in comparing programs based on their relative sizes. Also displayed at the bottom of the table are the total number of persons who completed the designated program for the region and the state.

Completers/Annual Openings Information. Near the top of the page is summary of Projected Annual Openings for all of the *associated occupations* in the group and number of Completers for all of the programs in the group. If the number of Program Completers for an occupation is much larger (particularly 2 or 3 times) than Projected Openings, the occupation may be highly competitive. Keep in mind that training programs are not the only source of workers. This is especially true for occupations that require only a few hours of training or those with no certification or licensure. Finally, actual annual openings may vary in any given year from the Projected Annual Openings depending on the business cycle (recession/expansion).