

# Onet my nest move analysis



**ASSIGN  
BUSTER**

Week 3 Assignment 1. The occupation I researched was in the field of corrections. Finding specific information on this occupation using O\*NET was not difficult at all. For this assignment I was provided with step-by-step instructions on how to get to the “ My Next Move” page where a person can type in keywords to research careers. At first glance the site can look intimidating but like any other site if you read the information provided the page will help guide you in the right direction.

I feel that a person navigating through the site can still reach the locations they desire if they familiarize themselves with the page and once again, read the information given. As I began reading information I noticed that each heading or subtitle was followed with examples or descriptions on what to do or how to operate the function and I like how they incorporate links to reach the next page in the description as they guide you on where to go. They couldn't make using the site any easier other than typing and doing the research for you.

The page itself reads like a job analysis the way it defines and tells duties of a job. I was impressed by the information on the page in particular two areas, the heading under education where it tells you what kind of education is associated with the field of occupation and the heading under job outlook where it tells you average salary per year for that job but also allows a person quick access to view job opportunities in each state, view local job opportunities, and/or find a job throughout the U. S. 2. The correction officer occupation I am preparing for was not listed as part of my matching skills, on the opening page.

But as I explored different links I found that my match was listed on those pages as related matches. In my opinion attaching fields that are closely related along with the initial search add value to the site by giving the researcher access to explore other occupations that the he or she may never have thought of before. I feel that the information on the page, in particular defining the skills, education, and abilities for the job will direct the right applicant by discouraging those who already know they don't fit the bill from wasting company time and expense well as their own time.

What continues to impress me is not all the information provided on a page, even though it is more helpful than just reading about the job description, but that it is the right information along with helpful tools like links to help you locate jobs and apprenticeships. Overall I like how O\*NET matches occupations to your skill and provides related suggestions because I felt as though it help open my mind to new ideas as it broadened the range of consideration for job enquiries. 3.

O\*NET is a very good tool for conducting a job analysis because it already provides a lot of information about many occupations, “ the O\*NET database contains information on hundreds of careers, and is continually updated and provided online at no cost” (O\*NET, 2010). If it had not already been done I would conduct a job analysis of the company using one or a combination of the traditional job analysis methods. Once the data was a collected, organized, and compiled into useful information I would then utilize the O\*NET database for comparing information.

With O\*NET's extensive database HR can locate exact occupations and use the information to see just how well their companies job analysis measures

nationwide. Available tools on the site can assist on changing or fine-tuning an analysis. One tool that can quickly become an HR's number one asset is The Toolkit for Business function that “ helps business professionals who want to make the most of the information in O\*NET” (O\*NET, 2010). This function goes further with assisting by giving examples and “ easy to follow steps for creating accurate job descriptions” (O\*NET, 2010). The material describes how to effectively use O\*NET Online to aid in HR planning and employee reskilling and retention” (O\*NET, 2010). Another function I think many HRM will find may come in handy is located under the developers tab. The Spanish version database “ maintains the same format and file structure as the English 4. 0 version. This can be a pretty accurate tool to answer questions HR may have involving language barriers and a good format for Spanish speaking “ job seekers, students, and othercareerexplorers” (O\*NET, 2010) to utilize the same wealth of information. . I would most certainly have my staff use this site for several reasons. As mentioned earlier, this site contains so much information and different helpful tools to assist with HRM I think a company would do itself an injustice not utilizing all that it has to offer. Consistently updated information, easy to read instructions, examples, and point and click functions available at no cost all wrapped up in a complete package make this at tool HR should not be without. I would have my staff use this site to keep our job analysis up to date and accurate.

When seeking potential employees it is in the interest of the company as well as the applicant that the job seeker understands exactly what the company is in search of and what they expect from them. Since the company web site has become the most popular recruiting method it is that much

more important that job listing be accurate with the job specifications that “state the minimum acceptable qualifications that the incumbent must possess to perform the job successfully” (DeCenzo, Robbins, 2012).

The job specifications provide information on “knowledge, skills, education, experience, certification, and abilities” (DeCenzo, Robbins, 2012) required for the position. Another reason to have my staff use the O\*NET site is for the testing and assessment consumer guide. There are three different guides HR can use to fit the appropriate application.

Testing and Assessment helps with workforce development, Test and Other Assessments “focus towards clients of workforce development” (O\*NET, 2010), and another Testing and Assessment guide “can help managers with and workforce development professionals understand and use employment testing and assessment practices to meet their organization’s human resource goals” (O\*NET, 2010). References D. DeCenzo, S. Robbins 2012 Fundamentals of Human Resource Management. John Wiley and Sons, Hoboken NJ O\*NET (2010). Retrieved from <http://www.mynextmove.org> O\*NET (2010). Retrieved from <http://www.onetcenter.org>