

NCRC Occupation Investigation

Access the ACT Occupational Database at <http://profiles.keytrain.com>

1. Use the *Job Title* function to search for a job you are currently interested in pursuing, and choose the best fit from the results:

- a. Complete the table

	Median skill level needed for the job	Your current skill level	Are there gaps between your skills and what you need?
Applied math			Y/N
Graphic Literacy			Y/N
Workplace Documents			Y/N

b. Is the job green? Yes No

c. Does the job have a bright outlook? Yes No

- d. Click on the blue ONET code

- Explore skills, abilities, education requirements, interests, wages and employment trends.

- e. Use the *Find Jobs* tab to search for jobs in South Dakota.

2. Close the job window, and this time use the *Job Cluster* to search by a general area you might be interested in pursuing.

The screenshot shows a search interface titled "Job Profiles". It includes three input fields: "Job Title:", "Job Cluster:", and "Job Description:". The "Job Cluster:" field is circled in red. Below these fields is a dropdown menu labeled "Search by skill levels" and a "Search" button. On the right side, there is a "Show only:" section with two checkboxes: "green" and "Bright Outlook".

- a. List two jobs you haven't considered before but might take the time to explore.

- i. _____
ii. _____

3. Clear the *Job Cluster* search, and use the dropdown arrow beside *Search by skill levels*.

The screenshot shows the same "Job Profiles" search interface. The "Job Cluster:" field is now empty. The "Search by skill levels" dropdown menu is circled in red. The "Search" button and the "Show only:" section with "green" and "Bright Outlook" checkboxes are also visible.

- b. Enter the scores you earned in each area, and list two jobs you have not previously considered that match those levels.

- i. _____
ii. _____

4. Continue exploring!