



## EXPLORING O\*NET JOBS

Exploring Jobs

### OVERVIEW:

**Exploring Jobs** is the only exploration system that can take an individual from exploring careers or job options to the ability to apply online for a local job. Exploring Jobs allows individuals to search using the following criteria:

1. Job Title
2. Job Family (16)
3. Job zones (5)
4. Interest Categories (6)
5. Work Value Preferences (6)
6. Average Required Education Level (12)
7. Average Related Work Experience (11)
8. Average On-The-Job Training (9)
9. Average On-Site or In-Plant Training (9)
10. Job Video availability (400+)
11. Any combination of the above criteria

Once a job are located using one of the searches, detailed information about the job is displayed. In numerous instances a short video describing the job is available. Additional in-depth information can be easily obtained.

The program is offered to individuals on a per person charge or institutions on a site-license arrangement.. In either case, individuals are given an access code and self-enroll.

Exploring Jobs is an Internet-based self-directed approach to learning about more than 950 jobs and their requirements, characteristics, labor market projections, salaries, tasks, and duties. Includes the ability to apply online to local jobs.



### THE O\*NET DATABASE

O\*NET is the Department of Labor's language for describing and profiling jobs in the US. The Department of Labor has spent the last 10 years developing this system.



These requirements are generic and transferable and have become a "common language" for all jobs.

The O\*NET was used to identify the requirements of more than 950 US jobs. Each job was rated by a subject matter expert in up to six categories.

## WHO CAN BENEFIT FROM EXPLORING JOBS?

Exploring Jobs is for **All Individuals** that need or want to find out more about job requirements so they are equipped with the knowledge needed to select a job that matches their preferences..



Students as young as **Junior High School** have to begin familiarize themselves with jobs so they can make important decisions about their future. Knowing about the requirements of

the jobs in the economy will assist them is selecting options for their future.



Many **College Students** enter college with out the vaguest idea of what they are going to do with their lives. They waste time, money, & energy simply because they are unaware of all the options available

to them. Exploring Jobs will help students learn more about jobs so they can make informed choices about their future.



**High School** students are faced with many options relative to career or job choices. To make these choices uninformed could results in long term consequences such as ending up in a dead-end career or a major that leads to a

career with little potential for growth. It is not likely that students are going to have the opportunity to experience many job opportunities so they will have to rely on up-to-date, relevant information about the world of work.



**Career Changers** need a way to see what other jobs are like before they make the move. Exploring Jobs allows individuals to see what jobs are available with their education, training and experience levels. In addition, they can explore jobs that require more education and training. This can help individuals prepare to make a job or career change.

# Exploring Jobs - Discovering & Deciding on a Job or Career Path

After logging into the program at ExploringJobs.com, the user is given some basic instructions on where to start.

**Exploring Jobs**

Welcome [Edit Account](#) [Log Out](#)

**Sort by:** Job Title **Search:**

Job Title	Job Family	Job Zone	Interest	Work Value	Multiple Criteria
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**Introduction:**  
Exploring Jobs can assist you in searching for a job and/or career. Since it is impractical to have first hand experiences with the many job options, it becomes critical that you invest the time to explore as many options as possible.

The content is based on years of research conducted by the U.S. Department of Labor. All of the content has been validated and is continuously updated which assures you that information presented will be based on the current status of the world of work in the US.

**How Do I Get Started?**

- If you are familiar with the **names of jobs and careers** you're interested in, explore the **Job Title List**.
- If you have an idea about the **area or types of jobs you'd like** (i.e. Finance), explore the **Job Family List**.
- If you have an idea about the **amount of education you have or intend to have**, explore the **Job Zone List**.
- If you have an idea about your **areas of interest**, explore the **Interest List**.
- If you have preferences for your **work environment or work outcomes**, explore the **Work Values List**.
- If you would like to **search using one or more criteria**, select the **Search** option.

**Content:**  
Once you find one of the 950+ jobs that you'd like to explore, click on the name of the job title for:  
• Job Video (available for more than 400 jobs)  
• Job Description, Job Family, Interest Area, Job Zone, Work Value and more.  
• Additional information about the jobs including labor market information (O\*NET link )

Individuals can search by one or more criteria.

**Sort by:** Job Title **Search:**

Job Title	Job Family	Job Zone	Interest	Work Value	Multiple Criteria
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Job Family [?] [v]  
Job Zone [?] [v]  
Top Interest Level [?] [v]  
Top Work Value Level [?] [v]  
Average Required Level of Education [?] [v]  
Average Related Work Experience [?] [v]  
Average On-the-Job Training [?] [v]  
Average On-Site or In-Plant Training [?] [v]  
Videos [?] [v]

[Search] [Reset] Search Help: [?]

Basic information is available for 900+ jobs.

**Bill and Account Collectors**

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection and status of accounts.

O\*NET [?] : 43-3011.00

Job Family [?] : Business, Management & Administration

Job Zone [?] : Medium Preparation Needed

Interest [?] : 1. Conventional 2. Enterprising

Work Values [?] : 1. Support 2. Working Conditions 3. Independence

Required Level of Education [?] : High School Diploma (or equivalent)

Related Work Experience [?] : Over 1 year, up to & including 2 years

On-the-Job Training [?] : Beyond short demonstration, up to & including 1 month

On-Site or In-Plant Training [?] : Up to & including 1 month

Video will play automatically.

Detailed job information is available.

**Summary Report for:** [update 2003](#)  
**43-3011.00 - Bill and Account Collectors** [InDemand](#)

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection and status of accounts.

**Sample of reported job titles:** Collector, Collections Manager, Credit Clerk, Patient Access Specialist, Patient Account Representative, Biller, Credit Collections Manager, Account Resolution Analyst, Accounting Technician, Billing Manager

View report: [Summary](#) [Details](#) [Custom](#)

[Table](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#)

**Tasks**

- Receive payments and post amounts paid to customer accounts.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Record information about financial status of customers and status of collection efforts.
- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment.
- Confer with customers by telephone or in person to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts.
- Advise customers of necessary actions and strategies for debt repayment.

## FREE TRIAL OFFER

For a free demo of Exploring Jobs call TBS at 215-579-0901 and ask for the demo. The demo will allow you full access to the program for 5 days.

A User's Guide is available for individuals who need guidance through the exploration process.

TBS

Technology Based Solutions

504 Floral Vale Blvd.  
Fax: 215.579.0904

Yardley, PA 19067  
www.askTBS.com

Phone: 888.783.2283  
info@asktbs.com

Visit [asktbs.com/tour](http://asktbs.com/tour)  
for more information