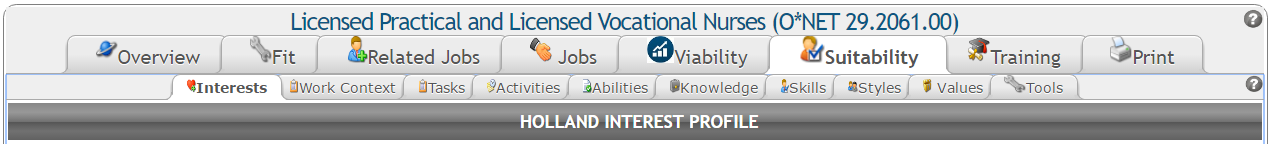
Quick Reference Card: Suitability

# Suitability



The **Suitability** tab allows you to evaluate an occupation in terms of a large number of occupational characteristics gleaned from the O\*NET database. With each sub-tab, you can hone in on a specific area of interest to you.

## Interests

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Interests sub-tab is selected.

The **Interests** sub-tab displays the occupation’s Holland Interest Profile, followed by lists of similar occupations with the same and similar interest profiles. The Holland Profiles consist of the following six interest areas: Realistic (Doer), Investigative (Thinker), Artistic (Creator), Social (Helper), Enterprising (Persuader), and Conventional (Organizer).

## Work Context

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Work Context sub-tab is selected.

The **Work Context** sub-tab contains a number of categorized factors that influence the nature of work. This includes elements related to interpersonal relationships, physical work conditions, and structural job characteristics. Under the Description column, hover over an item to see the O\*NET survey question related to the item. The **Most Common Answer** is provided next to each item.

## Tasks

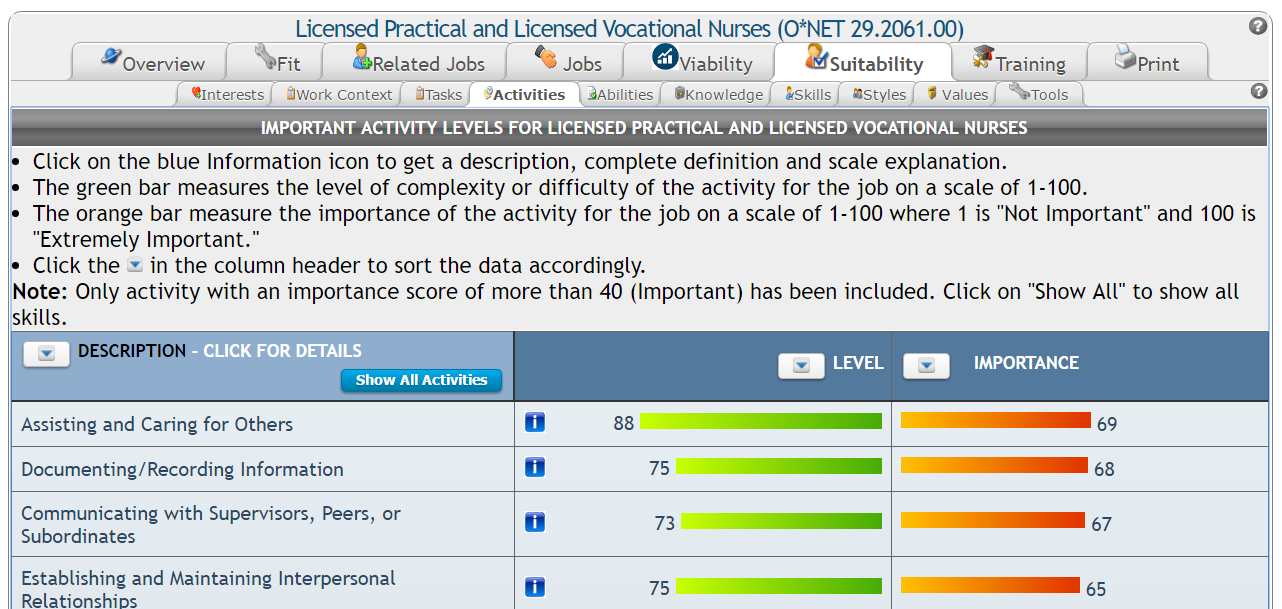
Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Tasks sub-tab is selected.

The **Tasks** sub-tab contains core and supplemental tasks for the selected occupation, along with the most common frequency, relevance to the occupation, and importance of each task. Next to each task, the **Relevant to Occ** column (with green bars) shows the percentage of employers who rated the task as relevant to the job. The **Importance** column (with orange bars) shows task importance on a scale from 1 to 100 (see table below).

Table 1: Importance Ratings

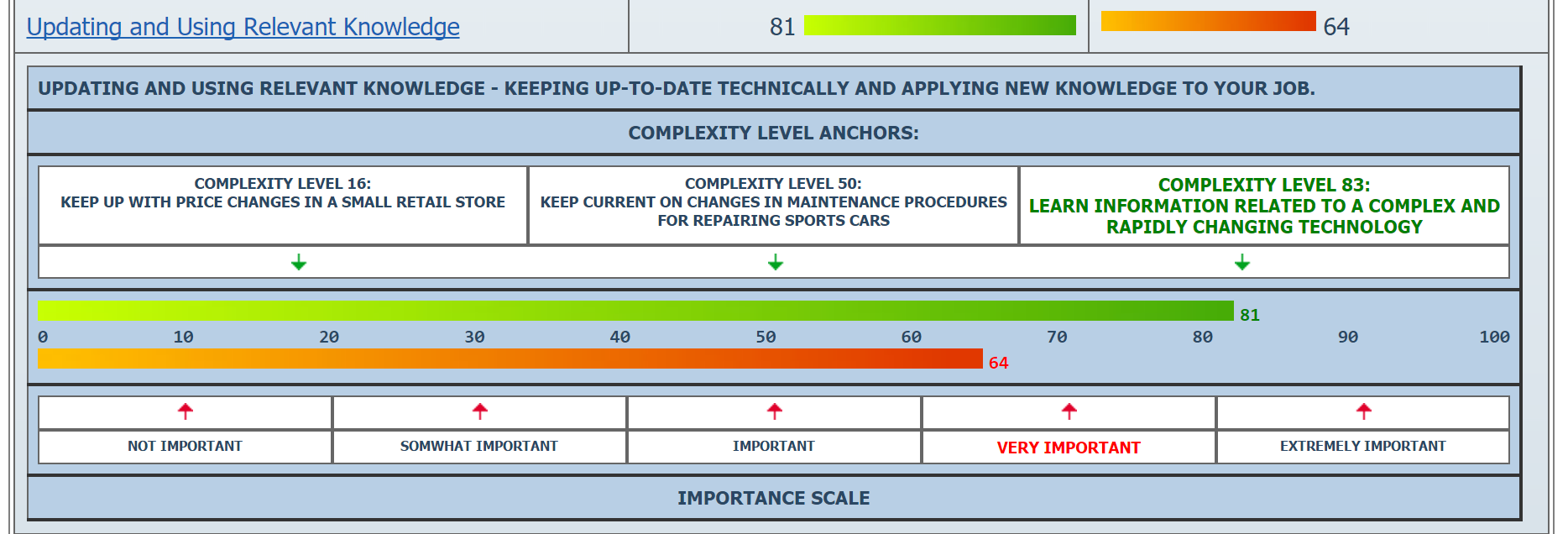
| **Rating** | **Importance** |
| --- | --- |
| 0-20 | Not important |
| 21-40 | Somewhat important |
| 41-60 | Important |
| 61-80 | Very important |
| 81-100 | Extremely important |

## Activities



**Note:** The Activities, Abilities, Knowledge, and Skills tabs all work the same way.

The **Activities** sub-tab contains a **Description** of work activities, along with level of complexity/difficulty, and importance for each. Next to each activity, the **Level** column (with green bars) shows the level of complexity on a scale of 1 to 100. The **Importance** column (with orange bars) shows activity importance on a scale from 1 to 100 (see *Table 1: Importance Ratings*, on page 2). Activities are listed in order of importance, and may be sorted differently by column heading. To view activities with an importance score below 40, click **Show All** **Activities** at the top of the **Description** column.



Click on the blue Information icon for its definition and additional information about the complexity levels and importance scales. Click on the blue information icon again to hide this information.

## Abilities

**Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Abilities sub-tab is selected.**

The **Abilities** sub-tab contains enduring attributes of the individual that influence performance. There are four O\*NET categories of abilities, which are described in the following table.

| **Category** | **Description** |
| --- | --- |
| Cognitive | Abilities that influence the acquisition and application of knowledge in problem solving |
| Physical | Abilities that influence strength, endurance, flexibility, balance, and coordination |
| Psychomotor | Abilities that influence the capacity to manipulate and control objects |
| Sensory | Abilities that influence visual, auditory, and speech perception |

Next to each ability, the **Level** column (with green bars) shows the level of complexity on a scale of 1 to 100. The **Importance** column (with orange bars) shows ability importance on a scale from 1 to 100 (see *Table 1: Importance Ratings*, above).

Abilities are listed in order of importance, and may be sorted differently by column heading. To view abilities with an importance score below 40, click **Show All** **Abilities** at the top of the **Description** column.

## Knowledge

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Knowledge sub-tab is selected.

The **Knowledge** sub-tab describes the type of knowledge required for the occupation. Next to each type of knowledge, the **Level** column (with green bars) shows the level of complexity on a scale of 1 to 100. The **Importance** column (with orange bars) shows knowledge type importance on a scale from 1 to 100 (see *Table 1: Importance Ratings*, above).

Knowledge types are listed in order of importance, and may be sorted differently by column heading. To view items with an importance score below 40, click **Show All** **Knowledge** at the top of the **Description** column.

## Skills

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Skills sub-tab is selected.

The **Skills** sub-tab contains required skills for the occupation. Next to each skill, the **Level** column (with green bars) shows the level of complexity on a scale of 1 to 100. The **Importance** column (with orange bars) shows skill importance on a scale from 1 to 100 (see *Table 1: Importance Ratings*, above). Skills are listed in order of importance, and may be sorted differently by column heading. To view skills with an importance score below 40, click **Show All** **Skills** at the top of the **Description** column.

## Styles

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Styles sub-tab is selected.

The **Styles** sub-tab contains personal characteristics that can effect how well someone performs a job. Hover over a work style for a definition of the item. The **Importance** column (with orange bars) shows work style importance on a scale from 1 to 100 (see *Table 1: Importance Ratings*, above).

## Values

**Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Values sub-tab is selected.**

The **Values** sub-tab contains global aspects of work that are important to a person’s satisfaction. Hover over a value for a definition of the item. The **Level** column (with orange bars) shows how much the value affects the nature of the job on a scale from 1 to 100 (see *Table 1: Importance Ratings*, above).

## Tools

Tabs under the O*NET Job Family Information screen include, from left to right, Overview, Fit, Related Jobs, Jobs, Jobs, Viability, Suitability, Training, and Print. The Suitability tab is selected. Sub-tabs under the Suitability tab include, from left to right, Interests, Work Context, Tasks, Activities, Abilities, Knowledge, Skills, Styles, Values, and Tools. The Tools sub-tab is selected.

The **Tools** sub-tab lists the tools and technology (with examples) typically used on the job.