

October 2, 2001

Invalid O*Net Codes on Job Orders

During recent testing, America's Job Bank discovered some incorrect O*Net codes on Wisconsin job orders. The orders with incorrect codes are identified on the attached list. **Please check the list for orders belonging to your office and update the O*Net/SOC Code field with the correct code.**

A couple of tips about entering the O*Net code on the job order:

- The O*Net code must be formatted as shown directly to the right of the O*Net/SOC Code field on the job order.
- O*Net codes ending '00' are a broad listing - not a valid code. The '00' indicates that the category is further broken down. The detailed O*Net codes are the valid codes. The following URL explains O*Net codes:
http://www.onetcenter.org/pdf/3_1Intro.pdf

If you have any questions, please contact Linda Williamson by telephone at 608-264-8167 or by email at willili@dwd.state.wi.us.

(attachment)