

O*NET AutoCoder Instructions

What is the O*NET AutoCoder?

AutoCoder is a server that provides accurate O*NET-SOC coding based on a job title and/or job description. In Wisconsin we are using it to assign O*NET-SOC occupation codes to jobs orders.

How to use O*NET AutoCoder:

The Description Tab on the job order has been updated to incorporate O*NET AutoCoder:

The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are buttons for 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. Below these is a tabbed interface with tabs for 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', 'Details', and 'Job Order Management'. The 'Description' tab is active, showing fields for 'Number of Openings', 'Job Title', and 'O*NET/SOC Code'. A red bullet point indicates to 'Enter a job title and press the "tab" key.' Below these fields is a large text area for 'Duties and Responsibilities of Job:' with a 'More Information' button. At the bottom, there are checkboxes for 'Military Recruitment', 'Labor Dispute', and 'Native American Tribal Business', each with a brief description. The bottom of the form also features the same set of buttons as the top: 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
*	Number of Openings:	<input type="text"/>			
*	Job Title:	<input type="text"/>			
	• Enter a job title and press the "tab" key.				
*	O*NET/SOC Code:	<input type="text"/>	[##-#### ##]		
*	Duties and Responsibilities of Job:				<input type="button" value="More Information"/>
<input type="text"/>					
Text Limit: 1500 Text Entered: 0					
<input type="checkbox"/> Military Recruitment This position requires enlistment in the Armed Forces of the United States.					
<input type="checkbox"/> Labor Dispute This position is with a company currently involved with a labor dispute. This position is NOT part of the dispute and the person hired will NOT be replacing an employee involved with the labor dispute.					
<input type="checkbox"/> Native American Tribal Business This job is with a Native American tribal business or is located on tribally owned lands. Laws governing employment may differ from the State of Wisconsin's. You may wish to discuss this with the employer before accepting the position.					

- Enter the number of openings.
- Enter the job title and press the Tab key. (You may press the Enter key instead. Using the Enter key will save the order as incomplete and return you to the Company Info Tab.)

Two additional fields - Occupational Category and O*NET/SOC Code, appear:

The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are buttons for 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. Below these are tabs for 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', 'Details', and 'Job Order Management'. The 'Description' tab is active, showing the following fields:

- Number of Openings:** A text input field containing the number '1'.
- Job Title:** A text input field containing 'Janitor'. Below it is a red instruction: '• Enter a job title and press the "tab" key.'
- Occupational Category:** A dropdown menu with the text 'Please select an Occupational Category.' and a downward arrow.
- O*NET/SOC Code:** A text input field with a placeholder pattern '[#-###-##]'.
- Duties and Responsibilities of Job:** A large text area with a 'More Information' button to its right. Below the text area, it says 'Text Limit: 1500 | Text Entered: 0'.

- Review the selections (up to 5 matching selections will be listed) and determine which Occupational Category best matches the job title. (If you do not think that any of the items is the best match, try changing the job title.)

The O*NET/SOC Code field now appears on the Description Tab, instead of the Job Order Management Tab.

When an item is selected from the Occupational Category drop-down menu, it populates the O*NET/SOC Code field and a Sample Occupation Description appears.

JobNet Business - Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
* Number of Openings: <input type="text" value="1"/>					
* Job Title: <input type="text" value="Janitor"/>					
<ul style="list-style-type: none">• Enter a job title and press the "tab" key.• The Sample Occupation Description can be copied to the Duties and Responsibilities					
* Occupational Category: <input type="text" value="Janitors and Cleaners, Except Maids and Housekeeping Cleaners"/>					
* O*NET/SOC Code: <input type="text" value="37-2011.00"/> [##-####-##]					
Sample Occupation Description:					
<input type="text" value="Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk."/>					
* Duties and Responsibilities of Job: <input type="text"/>					
Text Limit: 1500 Text Entered: 0					

The text in the Sample Occupation Description text field can be copied and pasted into the Duties and Responsibilities field. The copied text can then be used as is, or revised to fit the needs of the employer.

JobNet Business - Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
* Number of Openings:	<input type="text" value="1"/>				
* Job Title:	<input type="text" value="Janitor"/>				
	<ul style="list-style-type: none"> • Enter a job title and press the "tab" key. • The Sample Occupation Description can be copied to the Duties and Responsibilities 				
* Occupational Category:	<input type="text" value="Janitors and Cleaners, Except Maids and Housekeeping Cleaners"/>				
* O*NET/SOC Code:	<input type="text" value="37-2011.00"/> [##-#### ##]				
Sample Occupation Description:					
<input type="text" value="Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk."/>					
* Duties and Responsibilities of Job:	<input type="text" value="Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Will also set up and break down of tables. Must keep bathrooms clean and orderly. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk."/>				
Text Limit: 1500 Text Entered: 400					

When O*NET AutoCoder doesn't find any matches for a job title, the following text will be displayed in the Occupational Category drop-down menu:

* Occupational Category:

* O*NET/SOC Code: [##-#### ##]

When you see this message, or when you don't get a good match in the drop-down menu, try changing the Job Title or using a keyword in the Job Title field.

For example, the employer's janitorial staff are called "Facility Maintainers". When you enter that in the Job Title field and press the Tab key, you don't get an accurate match. Try changing the job title or using a keyword, such as "janitor", then press the Tab key.

The employer may wish to use the company's job title, instead of what O*NET AutoCoder uses. Be sure to check the Comments to Job Center Staff field on the bottom of the Job Order Management tab for notes from the employer about the preferred job title. Employers have been instructed to list their preferred job title here, to alert you to their preference.

Veteran's Priority:

Normal Veterans Priority (24 hours)

Extended Veterans Priority (more than 24 hours)

Comments to Staff: Please use Facility Maintainer as the job title.

Staff Comments:

Text Limit: 1000 | Text Entered: 0

Save - Incomplete Save - Complete Abandon Changes Delete

Preview Email Preview Event History

Changing the Job Title after Selecting an Occupational Category

There may be occasions where you need to use a certain Occupational Category or O*NET/SOC Code because it fits the duties of the job, yet the employer wants to use his own job title. For example, the job description the employer gave you indicates this is a Customer Service Representative opening, but the employer wants to use Enhanced Experience Associate as the job title.

To use the Occupational Category for Customer Service Representative, and use the employer's job title, do the following:

- Enter the job title that ***fits the duties of the job*** in the Job Title field.
- Press the Tab key.
- Select the best match from the Occupational Category drop-down menu.
- If you will be using part or all of the Sample Occupation Description text, copy and paste it into the Duties and Responsibilities text field.
- Copy the O*NET/SOC Code.
- Click on the Save-Incomplete button.

The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are buttons for 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. Below these are tabs for 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', 'Details', and 'Job Order Management'. The 'Description' tab is active, showing the following fields:

- * Number of Openings: 10
- * Job Title: Customer Service Representative (highlighted in yellow)
- * Occupational Category: Customer Service Representatives (dropdown menu)
- * O*NET/SOC Code: 43-4051.00 [##-###-##]

Below these fields is a 'Sample Occupation Description' text area containing the text: 'Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.'

At the bottom, there is a 'Duties and Responsibilities of Job:' section with a 'More Information' button and a large empty text area. At the very bottom, it says 'Text Limit: 1500 | Text Entered: 0'.

- Change the Job Title to Enhanced Experience Associate and press the Tab key.

JobNet Business - Job Order

Job Order Number: 0222607

Job Order Status: STAFF INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

Save - Incomplete Save - Complete Abandon Changes Delete

Preview Email Preview Event History

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
*	Number of Openings:	<input type="text" value="10"/>			
*	Job Title:	<input type="text" value="Enhanced Experience Associate"/>			
*	Occupational Category:	<input type="text" value="Please select an Occupational Category."/>			
*	O*NET/SOC Code:	<input type="text" value=""/> [##-####-##]			
*	Duties and Responsibilities of Job:				<input type="button" value="More Information"/>
	<input type="text" value="Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints."/>				
	Text Limit: 1500 Text Entered: 137				

- Paste the copied O*NET/SOC Code into the O*NET/SOC Code field and press the Tab key.

The following text will appear in the Occupational Category drop-down menu:

JobNet Business - Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
*	Number of Openings:	<input type="text" value="10"/>			
*	Job Title:	<input type="text" value="Enhanced Experience Associate"/>			
*	Occupational Category:	<input type="text" value="Update will show new Occupational Category"/>			
*	O*NET/SOC Code:	<input type="text" value="43-4051.00"/> [##-####-##]			
*	Duties and Responsibilities of Job:				<input type="button" value="More Information"/>
	<input type="text" value="Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints."/>				
	Text Limit: 1500 Text Entered: 137				

- Click the Save-Incomplete button.

The job order now shows the employer's job title, and the correct Occupational Category and O*NET/SOC Code.

JobNet Business - Job Order

Job Order Number: 0222608

Job Order Status: STAFF INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
*	Number of Openings:	<input type="text" value="10"/>			
*	Job Title:	<input type="text" value="Enhanced Experience Associate"/>			
*	Occupational Category:	<input type="text" value="Customer Service Representatives"/>			
*	O*NET/SOC Code:	<input type="text" value="43-4051.00"/> [##.#### ##]			
*	Duties and Responsibilities of Job:	<input type="button" value="More Information"/>			
	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.				

Text Limit: 1500 | Text Entered: 137