



O*NET JOB ANALYSIS & INDIVIDUAL PROFILING

Part of the i-Match Process

OVERVIEW:

The O*NET Job Analysis and Individual Profiling System is based on the data and research associated with the O*NET system. TBS has developed an on-line process that uses the O*NET as the underlying infrastructure to accomplish the following:



Identify Individual's Assets

An individual can identify his/her assets in 6 O*NET categories. The individual assets can be printed in a format that helps the individual identify, catalog, and organize their job related, strengths and assets using a generic and transferable language. (*Competency Portfolio*)

Identify Job Requirements

A supervisor or subject matter expert can analyze ANY local job to identify the job requirements in 6 O*NET categories. The job requirements can be printed in a format that shows the top requirements for a job. (*Job Description*)

Match Individuals to Jobs

Using the collected information, i-Match can find the BEST job for an individual and the BEST individual for a job.

- Best Job for an Individual -
- Best Individual for a Job -



APPLICATIONS FOR PUBLIC AND PRIVATE SECTOR:

The Job Analysis Client assessment can be used for a broad array of applications and clients such as:

- Hiring the BEST Candidates
- Develop job descriptions and prerequisites
- Develop "Competency Portfolios"
- Create skills-match profiles & Gaps
- Improve vocational and career counseling efforts
- Create occupational clusters using the 6 dimensions
- Structure compensation reward systems
- Evaluate and forecast human resource requirements
- Facilitate employee training & development initiatives
- Target recruitment efforts to maximize person-job fit
- Identify criteria to establish performance appraisal systems
- Development of effective Job Orders

An Internet-based Job Analysis and Individual Profiling system based on the 6 O*NET Dimensions that is designed to match individuals to local jobs and over 950 O*NET 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 research falls into the following 6 categories:

- Knowledge
- Skills
- Abilities
- Work Activities
- Work Environment
- Work Styles

Within these categories, there are more than 200 job related statements. In addition, each statement is accompanied by 2 additional qualifiers or descriptors; Competency Level and Importance.

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.

TARGET AUDIENCES:

- Career Counselors
- One-Stop Operators
- Interviewers
- Rehab Counselors
- Veterans' Representatives
- Training Providers
- Individuals/Job Seekers
- Job Developers
- Business Services
- School-To-Work



Job Analysis & Client Profiling— The Process & The Reports

JOB ANALYSIS USING THE SIX O*NET DIMENSIONS:

All analysis begins with a worker or subject-matter expert from the organization. The person completing the analysis is referred to as the "job evaluator." The job analysis may be used to create a job description or to fill a vacancy.



Step 1. The job evaluator decides which of the six dimensions are relevant to the position.

Name	Est. Time	% Complete
Knowledge	10	0 %
Skills	10	0 %
Abilities	12	0 %
Work Activities	10	0 %
Work Environment	13	0 %
Work Styles	5	0 %

Step 2. The job evaluator selects the assessment and responds to the importance level of the job requirement then to the performance level. The following example is for the knowledge dimension.

Sample Job - Knowledge (1 of 33)

Indicate how important knowledge in this area is to this job, and then select the level which is required for the job. You will see three levels of knowledge below in increasing order of complexity.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

How important is ADMINISTRATION AND MANAGEMENT to the performance of this job?

Unanswered
 Not Important
 Somewhat Important
 Important
 Very Important
 Extremely Important

What level of ADMINISTRATION AND MANAGEMENT is required for this job?

Unanswered
 Level 1 - Lowest Level
 Level 2 - Sign a pay voucher
 Level 3
 Level 4 - Monitor progress of a project to ensure timely completion
 Level 5
 Level 6 - Manage a \$10 million company
 Level 7 - Highest Level

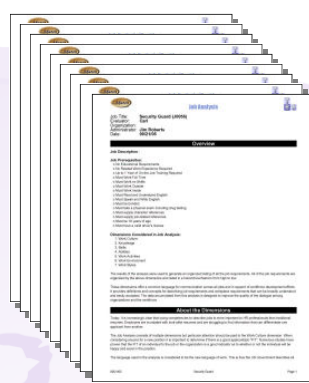
Next Previous First Last Quit Help

Which is the most difficult level at which you can perform?

Unanswered
 Level 1 - Lowest Level
 Level 2 - Process customer dry-cleaning drop off
 Level 3
 Level 4 - Work as a day care aide supervising 10 children
 Level 5
 Level 6 - Respond to a citizen's request for assistance after a major disaster
 Level 7 - Highest Level

Next Previous First Last Quit Help

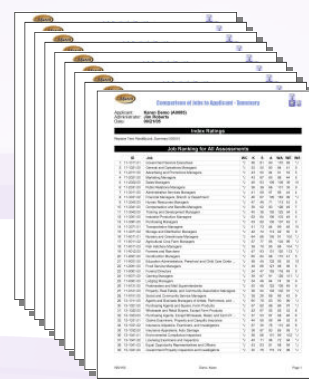
JOB ANALYSIS



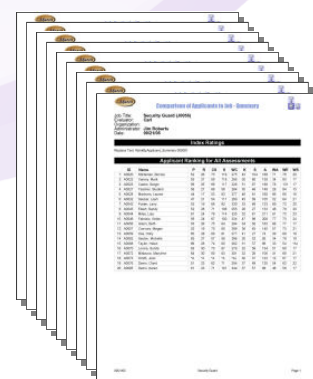
COMPETENCY PORTFOLIO



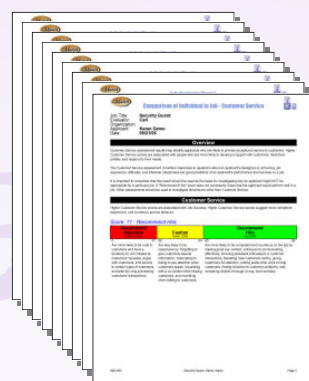
COMPARISON OF JOBS TO APPLICANTS



COMPARISON OF APPLICANTS TO JOB



DETAIL COMPARISON



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