



OCCUPATIONAL OUTLOOK HANDBOOK

The Occupational Outlook Handbook (OOH) is an online publication that has information on hundreds of occupations in the United States. The OOH is a rich resource for those seeking career guidance. Using the OOH, you can explore different aspects of occupations by clicking on the following tabs:

- What workers do on the job
- Work environment
- Education, training, and other qualifications needed to enter the occupation
- Pay
- Projected employment change and job prospects
- State and area data
- Similar occupations
- Contacts for more information

We will use this website as the primary source to inform the Labor Market Analysis Report. The data presented on the site are credible, officially published by the US Government. Use this tool to extensively as you formulate the report, mindful of the intended audience.

Navigating the OOH Homepage

There are several ways to find career information about a detailed occupation:

1. **Occupation Group Search.** The OOH is divided into clusters of similar occupations. To find an occupation, you should browse the occupational group of interest on the left-hand side of the homepage. Clicking on a group results in a landing page of similar occupations together with their respective job summaries, typical entry-level education, and median pay. Typical entry-level education and median pay can be quickly sorted by clicking the arrows at the top of each column.
2. **Occupation Finder.** The occupation finder (located towards the top of the homepage) makes it easy to search for occupations by typical entry-level education, on-the-job training requirements, projected number of new jobs, projected employment growth rate, or median pay, or a combination of any of these five characteristics. For example, a student who wants to learn which occupations typically require a bachelor's degree and pay an annual salary of \$75,000 or more can use the drop-down menus to narrow down the occupations using those two criteria.
3. **Search Box.** You may also search for occupations by entering a title into the "Search Handbook" box at the top right side of the homepage.
4. **A-Z Index Search.** Students may use the alphabetical index to look for an occupation. For example, someone looking for "Accountants" would click on "A" and then on "Accountants" in the A-Z index search. The student would then be directed to the occupational profile on accountants and auditors.
5. **Browse Occupations.** Clicking on these buttons takes you to four distinct pages: highest paying occupations, occupations projected to be the fastest growing, occupations projected to have the most new jobs created, and occupations by academic field of degree (FOD).
6. **Featured Occupation.** With each visit to the OOH homepage, a different occupation will be featured that students can click on and explore.
7. **OOH Glossary.** The OOH Glossary includes terms often used in the occupational profiles and related pages, including general economic concepts, such as seasonal employment and the labor force; definitions of BLS resources, such as surveys and classification systems; and terms particular to the OOH, such as education and training categories.
8. **Question Mark (?).** Certain terms in the profiles have question marks next to them. Users can click on the question mark to read the definition of a term or about the section.

About the Information in Each Profile

Each occupational profile in the OOH is made up of nine separate "tabs" or pages. The Summary tab highlights key characteristics of the occupation, and the remaining tabs offer more detailed information:

1. Summary

- Quick-facts table; this feature summarizes key information about the occupation, including:
- Median pay
- Entry-level education
- Work experience in a related occupation
- On-the-job training
- Number of jobs in the base year
- Job outlook
- Employment change
- Career videos have been added to some occupational profiles. The videos, produced by [CareerOneStop](#), give a brief overview of the occupation.
- Summary information describes each occupation by basic characteristics (See items 2–9)

2. What They Do

- Definition of the occupation
- Typical duties
- Specialties within the occupation

3. Work Environment

- Number of jobs in the base year
- Work setting, including potential hazards and physical, emotional, or mental demands
- Employment by largest industries

- Work schedules, including information on hours worked and seasonality of work
- Injuries and illnesses (if relevant)

4. How to Become One

- Typical entry-level education requirements
- Important qualities that are helpful in performing the work
- Typical on-the-job training needed to attain competency in the occupation (if relevant)
- Licenses, certifications, and registrations (if relevant)
- Work experience in a related occupation (if relevant)
- Other experience (if relevant)
- Advancement (if relevant)



5. Pay

- Median annual or hourly wages
 - Top 10 percent in wages earned
 - Bottom 10 percent in wages earned
 - Wages earned in top-employing industries
- Chart showing median annual or hourly wages in the occupation in comparison with median annual or hourly wage for all occupations
- Work schedules

6. Job Outlook

- Projected change in level and percentage of employment, including a discussion of the following factors affecting occupational employment change:
 - Industry growth or decline
 - Technological change
 - Demand for a product or service
 - Demographic change
 - Change in business patterns
- Chart showing projected rate of employment growth in the occupation in comparison with the projected rate of growth for all occupations
- Job prospects
 - Number of openings in the occupation projected each year, on average, over the decade. Some occupational openings result from employment growth, but many openings are expected to result from the need to replace workers who exit the labor force, such as to retire, and from the need to replace workers who transfer to different occupations.
 - Expected level of competition (if applicable): number of applicants versus number of positions available
 - Factors that may improve job prospects
- Table showing employment projections data for the occupations covered in a profile, with a link to a spreadsheet that details employment by industry for those occupations



7. State and Area Data

- Links to sources for employment, wages, and projections data by state and area, including:
 - [Occupational Employment and Wage Statistics](#) (OEWS) program produces annual employment and wage estimates for more than 800 occupations
 - [Projections Central](#)  has state employment projections developed by Labor Market Information (LMI) or by individual state Employment Projections offices
 - [CareerOneStop](#)  includes occupational profiles with data by state and metro area

8. Similar Occupations

- List of similar occupations, with summaries of their job duties, typical education level needed to enter the occupation, and median pay
- Similar occupations are selected by similar work performed and, sometimes, on the basis of the skills, education, and/or training needed to do the work at a competent level.


9. More Info


- List of outside associations, organizations, and government agencies that offer career information for specific occupations. Sources are listed as a service to readers, but are not endorsed by the Bureau of Labor Statistics.
- Links to [O*NET](#) , which provides comprehensive information on key characteristics of workers and occupations.
- Career videos have been added to some occupational profiles on the Summary tab. The videos, produced by [CareerOneStop](#) , provide a brief overview of the occupation, including typical duties and entry-level education needed.

About the Projections

Employment projections are released annually and cover a decade. The projections focus on long-term trends and are based on assumptions about economic and labor force growth. However, because the economy may be affected by unforeseeable events, such as those leading to an economic downturn, the projections are subject to error. Refer to the [Methods Overview](#) page on the employment projections site.

In describing projected employment change in an occupation, the *OOH* uses the phrases "much faster than the average," "faster than the average," "about as fast as the average," "more slowly than the average," "little or no change," and "decline." A table found on this [page](#) explains how to interpret these key phrases.

BLS employment projections are national in scope and do not always show local conditions. State employment projections are developed by state employment security agencies. State projections are available on [Projections Central](#) .

The occupational projections describe expected employment change over the projections decade; employment change is expected to vary within that 10-year period. In addition to openings that stem from employment growth, many more openings are expected to occur from the need to replace workers who retire or who permanently leave an occupation for other reasons. See [Table 1.10](#) .

To learn more about using the *OOH*, see [Occupational Information Included in the OOH](#). For answers to frequently asked questions, see the [OOH FAQs page](#).

Other Career-Related Information from the Bureau of Labor Statistics

In addition to publishing the [Occupational Outlook Handbook](#), the Bureau of Labor Statistics has other sources of career information that might be useful to you for this project. Remember, you only really need use the BLS for this project (though bringing in other credible sources is acceptable):



- **[Career Outlook](#)**. The *Career Outlook* is an online publication that includes articles about specific occupations and industries, types of training and education, and methods for exploring careers and finding jobs. It also summarizes current labor market research and presents profiles of unusual careers.
- **[Employment Projections](#)**. This site includes prepared tables, searchable databases, and technical publications about BLS employment projections.
- **[Occupational Employment and Wage Statistics \(OEWS\)](#)**. The OEWS survey provides wage and employment data on more than 800 occupations and shows how they vary by geographic area and industry.
- **[Current Employment Statistics \(CES\)](#)**. The CES survey has comprehensive data on employment, hours, and earnings for a specific industry or group of industries via customized tables.
- **[Current Population Survey \(CPS\)](#)**. The CPS gathers employment and earnings data related to demographic variables such as age, gender, race, and educational attainment.

More Career Information

The U.S. Department of Defense

The [MyFUTURE.com](#)  page is a career search database that provides information related to training, including both college and military training options.

The U.S. Department of Labor

- [CareerOneStop](#)  provides links to career resources, including a library of occupational information.
- [MyNextMove](#) is a U.S. Department of Labor career search site that allows users to search for careers by keyword, industry, and interest. There is also a
- special search  that veterans may use.
- [O*NET](#) provides information about various characteristics of occupations, such as tasks performed in the occupation, physical requirements, and other
- skills needed.