The O*NET Work Importance Locator is a self-assessment career exploration tool that can help people clarify what they find most important in jobs. Users identify occupations that are likely to find satisfying based on the similarity between what is important to them in a job and the characteristics of the occupations. The O*NET Work Importance Locator measures six types of work values:

- Achievement
- Independence
- Recognition
- Relationships
- Support
- Working Conditions

The instrument is composed of 20 items describing work values (such as achievement, autonomy, and conditions of work) that the user prioritizes on an Importance Scale. People use their results to identify and explore occupations based on their choices. The locator is designed to be self-administered. It is written at an 8th grade reading level and can be used by students, ages 16 years old or older, and adults. It takes from 15 to 45 minutes to complete.

**FEATURES**

The O*NET Work Importance Locator is a component of *CIS RE Plus* only. It is not available in *CIS RE*.

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- O*NET Work Importance Locator includes **20 work values cards and a sorting grid**. People using the locator must sort the cards into groups based on how important the statement on each card is to the individual on their ideal job.

- The Work Importance Locator **reports work values in six characteristics** (Achievement, Independence, Recognition, Relationships, Support, and Working Conditions).
• The Work Importance Locator displays the users results in two ways:
  ✓ The first screen indicates the person’s **two highest work values** and then displays a **list of occupations that meet both of the two top values**.
  ✓ In order to support further exploration, the user can click on **My O*NET Work Importance Locator Scores** to see the scores for all six work values in order of importance.

• Each work value characteristic displays a list of occupations that match that value. Users can link directly to the CIS occupation descriptions to learn more about the occupations.

• If an occupation with a work value characteristic is of interest, users can **save it in their Career Planning Portfolio** by linking to the occupation. They can annotate the occupation to indicate it is related to their most valued characteristics from their O*NET Work Importance Locator. They first must go to that occupation by clicking on the title in the list.

• Users can save **O*NET Work Importance Locator responses** for later review or revision.
  ✓ User responses can be saved only if the user has set up and logged into the Career Planning Portfolio. Whenever a user is logged in, the option to **Save Answers to My Career Planning Portfolio** shows up at the top right hand of each page. Answers can be saved at any time during the use of the instrument.
  ✓ Answers that have been saved can be restored when the user has logged into the Career Planning Portfolio. After selecting O*NET Work Importance Locator, the **Restore Answers from My Career Planning Portfolio** option appears at the top right hand of the opening page. Once the answers have been restored, the user can continue answering questions or view the results if the instrument was completed.

**TIPS**
1. The O*NET Work Importance Locator is not a test. There are no right or wrong answers. The goal of the instrument is to help people identify their work values (i.e., what is important to them in an occupation) and to use them to identify occupations that may satisfy their work values. However, work values identification is just one attribute of an individual, and the results of the assessment should be used with other tools that measure different aspects of the individual as they relate to career choice and satisfaction.

2. Users should look at the five columns on the Importance Scale. Each column has a number 5 (Most Important) to 1 (Least Important). They should put each card in the column that best matches how important it is for them to have a job like the one described on the card. They can only place four cards into each column. However, they can easily move cards around, and should be encouraged to do so.
3. The results are reported by the six work values. Each work value includes a definition of the value. The individual’s score for each value will be listed from most to least important.

4. **IMPORTANT:** The Work Importance Locator result should never be used for employment or hiring decision. Employers, educational programs, or other job-related programs should not use the results as part of a screening process for jobs or training.

5. The O*NET Work Importance Locator is also available in a paper and pencil version. Additional information about the O*NET Work Importance Locator is available from:
   - National Center for O*NET Development
   - Attention: Customer Service
   - Post Office Box 27625
   - Raleigh, NC 27611

   Phone: 919.733.2790  
   FAX: 919.715.0778  
   E-mail: onet@ncmail.net  
   Website: http://www.onetcenter.oreg/tools/html

**WHERE CIS GETS THE TOOL**
The Oregon Career Information System is part of a national network of state-based career information delivery systems, intoCareers, which has integrated this tool into the CIS for Internet delivery system. This implementation has been done with the guidance and permission of the US Department of Labor, Employment and Training Administration, and the National Center for O*NET Development. The O*NET Work Importance Locator is one of the U.S. Department of Labor’s O*NET Career Exploration Tools. It was developed in 1999 to accompany the federal government’s Career OneStop website.
SAMPLE SCREENS

CIS RE Plus

Oregon Career Information System
O*NET Work Importance Locator

Place Cards

Shown below are five columns under the Importance Scale. Each column has a number from 5 (Most Important) to 1 (Least Important). Each column has 4 boxes.

Put each Work Value Card from the deck in the column that best matches how important it is for you to have a job like the one described on the card. Clicking on a box without a card puts the card in that box. Clicking on a box with a card puts the card back on top of the deck.

When you are done, your four most important statements should be in Column 5, your four next most important statements should be in Column 4, and so on. Your four least important statements should be in Column 1. You can then click on Get My Results to explore occupations based on your choices.

Achievement and Support

You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance you give to work values. Your two highest work values are Achievement and Support. Definitions of these work values are given below.

Achievement:
People for whom achievement is important like to see the results of their work and to use their strongest abilities. They like to get a feeling of accomplishment from their work.

Support:
People for whom support from their employer is important like to be treated fairly and have supervisors who will back them up. They prefer jobs where they are trained well.

Below is a list of occupations that meet both of your two work values. Depending on what you are, this list may be very small or very large. Don't let the length of the list discourage you! This list will explore the list of occupations for just one of your top work values. If the list is long, you may find just a few occupations that interest you and explore them further.

To save your Work Importance Locator results to your portfolio, or to view occupation lists for any other values, go to My O*NET Work Importance Locator page.

Occupations
- Air Traffic Controllers
- Aircraft Mechanics
- Aircraft Assemblers

Support:
People for whom support from their employer is important like to be treated fairly and have supervisors who will back them up. They prefer jobs where they are trained well.

Occupations
- Agricultural Investigators
- Agricultural and Food Scientists and Technicians
- Air Traffic Controllers
- Airline Mechanics
- Airplane Assemblers
- Animal Scientists
- Animal Caregivers
- Animal Control Officers
- Animal Health Technicians and Technologists
- Auto Cleaners and Detailers
- Auto Body Repairers
- Auto Chassis Repairers
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