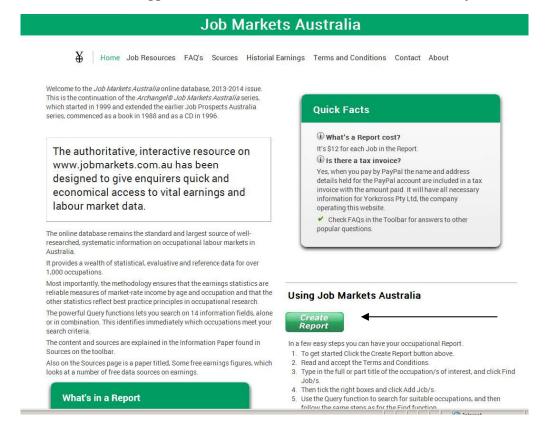
# Tutorial for the fully updated and expanded Job Markets Australia online database www.jobmarkets.com.au

This Tutorial will introduce you to the new online database and explain its functions and capabilities.

The database content is described in the Information Paper (on the website's Sources page),

and listed in the What's in a Report box on the homepage.

Please send comments and suggestions about Tutorial 280713 to webmaster@jobmarkets.com.au.



As you can see, the homepage has been redesigned. The toolbar has new content, including PDFs of the *ANZSCO Dictionary*, 1st edition, the Dictionary's minor revision in 2009, and a summary of occupation/group titles and job duties. These PDFs are on the Job Resources page.

Also on the homepage, but not shown in the screen shot, is the  $O^*NET^{\text{TM}}$  in it box. This notes the inclusion in the online database of valuable  $O^*NET^{\text{TM}}$  data for skills, abilities and knowledge. More than 1,000 ANZSCO occupations have the detailed results for these factors, and for each there is a scoring of the factor's importance and level. *Utilizing*  $O^*NET^{\text{TM}}$  data is a short paper that defines the terms importance and level.

In the new online database there is no need to log-on. The online database is available to all, so long as they agree to the Terms and Conditions. Before you are given access to the online database, you must indicate(1) that you have read the Terms and Conditions and (2) that you agree to them.

However, before you get to do that, you need to click on the Create Report button. The arrow points to the button. Once you click on it, you are shown the Terms and Conditions statement and must read and agree to them before the online database is opened. See the screen shot on the next page.

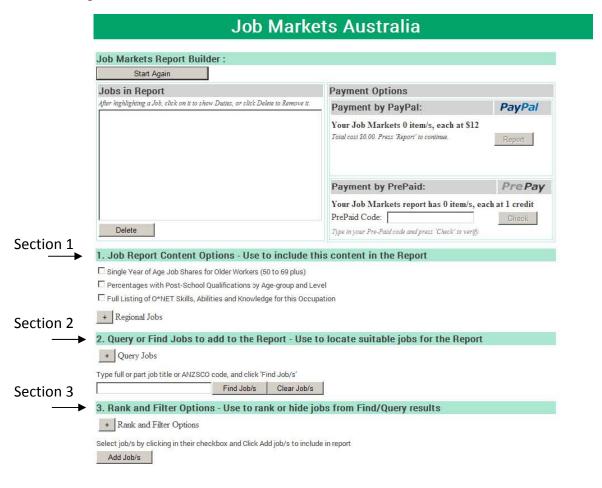


The screen shot shows part of the full statement of Terms and Conditions.

To proceed to the online database, you must (1) read them and tick that you have done so in the checkbox and (2) click on the I Agree button to indicate your agreement to the Terms and Conditions. The two arrows are self-explanatory.

# Report Builder

This screen shot shows the interface for the online database. We will briefly consider the sections numbered 1, 2 and 3. The name of each section describes what it does. Section 1 is easy enough: you tick the checkboxes for the content you want included. Section 2 is the real hub, and its Find and Query functions will take up much of this tutorial. Section 3 has two new functions: Rank and Filter. If you want to run them, you must set before you look for suitable occupations (called jobs for short) in the sub-headings. The Find function on its own is what we consider next.



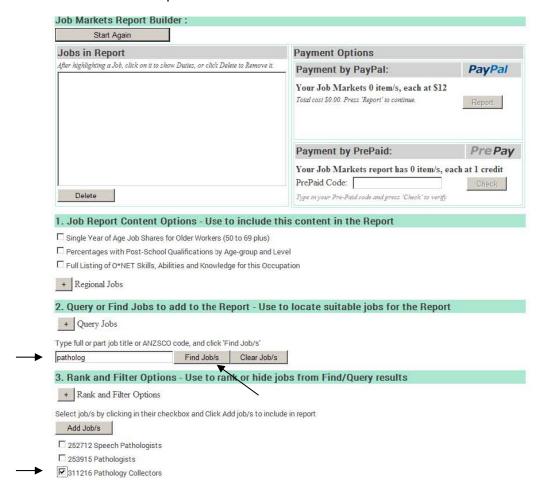
### Find

Most professionals accessing the original *Job Markets Australia* database already had occupations in mind when they searched on the online database. They simply went to the Find function and typed an occupation's full or part title. You can use the new database in the same way.

In our example, "patholog" is the part title we have entered. To locate occupations with that in their title, we clicked on the Find Job/s button.

The list of occupations with "patholog" in their title is shown at the bottom of the Report Builder. When the list is very long, you will have to scroll down to see it all.

We were after Pathology Collectors, so the checkbox next to them has been ticked. Once again, the arrows reinforce the written explanation.



We want the Report for Pathology Collectors, and to do that we must put the ticked occupation into the Jobs in Report box.

This is done by clicking the Add Job/s button. Because it's the only occupational Report we want at this time, we move to the next stage where we select the Content Options in Section 1.

There are four Content Options for more data that can be included in the Report. The extra data are for older workers, post-school qualifications, and O\*NET™ skills, abilities and knowledge. And there is the Regional/Local jobs setting, which provides the number of jobs in the labour market you nominate. In our case, it's the number of accessible jobs for Pathology Collectors.

#### Job Markets Australia Job Markets Report Builder: Start Again **Payment Options** Jobs in Report After highlighting a Job, click on it to show Duties, or click Delete to Remove it. Payment by PayPal: **PayPal** 311216 Pathology Collectors Your Job Markets 1 item/s, each at \$12 Total cost \$12.00. Press 'Report' to continue. Report Here's our occupation. Got second thoughts, you can Delete it. Not Payment by PrePaid: Pre Pay sure, you can read the job duties. Your Job Markets report has 1 item/s, each at 1 credit Both require highlighting the title. PrePaid Code: Check Delete Type in your Pre-Paid code and press 'Check' to verify 1. Job Report Content Options - Use to include this content in the Report ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus) Percentages with Post-School Qualifications by Age-group and Level ☐ Full Listing of O\*NET Skills, Abilities and Knowledge for this Occupation - Regional Jobs Regional Jobs Selection New South Wales □ Victoria We tick the State checkbox where the C Queensland South Australia target labour market is located. Western Australia Tasmania. Northern Territory Australian Capital Territory Reset Region Next Job Markets Australia Job Markets Report Builder Start Again **Payment Options** Jobs in Report After highlighting a Job, click on it to show Duties, or click Delete to Remove it. **PayPal** Payment by PayPal: 311216 Pathology Collectors Your Job Markets 1 item/s, each at \$12 Total cost \$12.00. Press 'Report' to continue. Report Lastly, you type the PrePaid code and click the Check button to generate the Report. For PayPal payment you need PrePay Payment by PrePaid: to click the Report button. Your Job Markets report has 1 item/s, each at 1 credit PrePaid Code: 8888-EASY Check Delete Type in your Pre-Paid code and press 'Check' to verify. 1. Job Report Content Options - Use to include this content in the Report ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus) Percentages with Post-School Qualifications by Age-group and Level The other extra data we want in the Full Listing of O\*NET Skills, Abilities and Knowledge for this Occupation - Regional Jobs Report we also tick. Regional Jobs Selection Botany Bay (C) Leichhardt (A)

☐ Marrickville (A)
☐ Sydney (C) - East

Sydney (C) - Inner

Sydney (C) - South
Sydney (C) - West
Reset Region

The Inner Sydney region was clicked

next and then, as shown,

the Leichhardt LGA.

### Job Markets Australia Job Markets Report Builder: Start Again **Jobs in Report Payment Options** After highlighting a Job, click on it to show Duties, or click Delete to Remove it. Payment by PrePaid: 311216 Pathology Collectors Your Job Markets report has 1 item/s, each at 1 credit PrePaid Code: 8888-EASY This code has 13 credits remaining. Press 'Report' to conti Delete 1. Job Report Content Options - Use to include this content in the Report ☐ Single Year of Age Job Shares for Older Workers (50 to 69 plus) For payment by a PrePaid code, you next Percentages with Post-School Qualifications by Age-group and Level click the Report button. The remaining Full Listing of O\*NET Skills, Abilities and Knowledge for this Occupation PrePaid credits for the code are shown. - Regional Jobs Regional Jobs Selection Botany Bay (C)

The Report for Pathology Collectors is now available to you as a PDF file. The extra content is included, along with all of the standard *Job Markets Australia* information fields, as shown on the next page.

✓ Leichhardt (A)

☐ Marrickville (A)

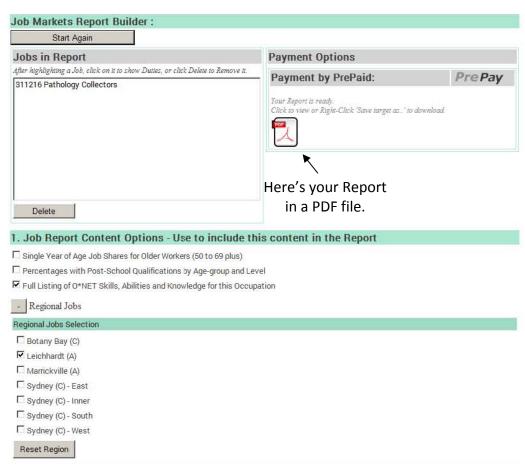
☐ Sydney (C) - East

☐ Sydney (C) - Inner

☐ Sydney (C) - South

☐ Sydney (C) - West

Reset Region



We were looking to find out how many Regional/Local jobs there are for Pathology Collectors. In the Leichhardt LGA, there are *at least* 16 such jobs (that is, the number is understated, as explained in the Information Paper). The first screen shot shows part of the Report's page 1.

This report has been downloaded/printed on Saturday, July 27, 2013 from www.jobmarkets.com.au ©1999-2013 Rodney Stinson. All Rights Reserved. Statistical data are derived from the Australian I				
Occupation	Pathology Collectors			
ANZSCO Code	311216 (Skill Level 3 ) Interest Code In			
Job Duties	extract, collect, label and preserve blood and analysis.			
Number of Jobs	Australia 8,200 NSW 2,644 Sydney 1,496 Brisbane 1,011 WA 968 Perth 818 SA 3 50 Darwin 39 ACT 96			
Regional Jobs	16 - Total estimated Jobs in Leichhardt (A)			

We also wanted the extra content for the O\*NET™ data on skills, abilities and knowledge. There are 35 skills factor, 52 abilities factors and up to 35 knowledge factors for each occupation. The screen shot below has the nine top-listed skills, ranked on their importance for Pathology Collectors. The percentages show that the nine skills are utilized at an average or above average rate in terms of importance (or how often they are needed), and that the level (or degree) at which they are required is slightly below the workforce average.

CANTE	2 <b>%</b> 1.70% (176.30%)		
O*NET			
Skills			
Skills are developed capacits skills for this occupation are		learnin	ng and the performance of activities that occur accross jobs. The most important
Skills	Importance (%)	Level	Description
Active Listening	62	48	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Social Perceptiveness	62	42	Being aware of others' reactions and understanding why they react as they do.
Service Orientation	62	42	Actively looking for ways to help people.
Speaking	59	51	Talking to others to convey information effectively.
Critical Thinking	56	48	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Reading Comprehension	53	48	Understanding written sentences and paragraphs in work related documents.
Wraing	53	42	Communicating effectively in writing as appropriate for the needs of the audience.
Monttoring	50	48	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Coordination	50	44	Adjusting actions in relation to others' actions.
2017/05/0	722	100	

The Report for Pathology Collectors can be downloaded/printed. To continue using the Report Builder you will need to click in the Start Again box at the top left of the Report Builder.

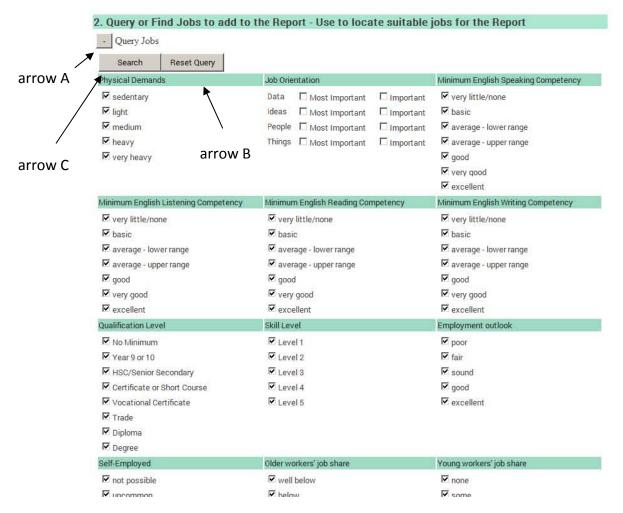
You cannot view the contents of the Report before payment is made. Taking the steps described for the Find function are recommended when you know exactly which occupation/s you want. You can include more than one occupation in the one Report with this simple use of Find. When you do, the extra content (including Regional/Local jobs) will be what you have selected in Section 1.

### Query

The Query function is the older brother/sister of the Find function. It knows more and can do much more than the simple Find function. It is a powerful tool which will greatly assist you to identify suitable occupations that satisfy your stated search criteria.

There are 14 searchable fields, and just over half are shown in the following screen shot. The Query fields and their checkboxes became visible when the Query Job button was clicked. (See arrow A.)

It's best to begin with one or a few of the crucial information fields. If someone is capable only of sedentary work duties then by all means de-select the light to very heavy checkboxes. This will exclude all occupations that do not have sedentary work duties. Perhaps the person has limited formal education, then leave selected only the Qualification Levels that are appropriate. However, where someone has limited English competency that might be a handier second field on which to search.

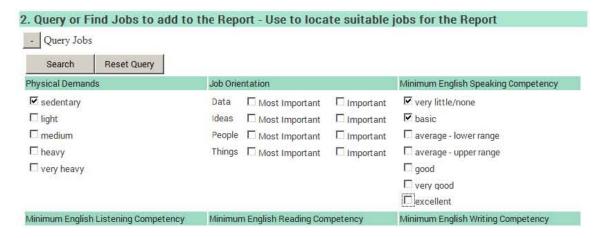


When you are uncertain about the information fields you've selected and the choices you've made within them, just click on the Reset Query button, shown by arrow B. Make the selection that you would prefer, and then click on the Search button (see arrow C).

Because the Query function with its 14 information fields is so big when displayed, it is closed immediately you click on the Search button. This is intentional; you can always return to the section by clicking on the Query Jobs button.

With the Query display closed, you are better able to see the occupations that are listed at the bottom of the Report Manager screen, as shown on the next page. If the list is empty, it means your search criteria were too restrictive. You may vary the criteria by broadening them, in order to identify possibly suitable *ANZSCO* occupations. For the opposite outcome, you could make the criteria harder to satisfy.

On the previous page, we learned that clicking on the Search button in the Query Jobs section would produce a list of *ANZSCO* occupations meeting certain criteria. These were that the work duties had to be sedentary and that minimal competency in speaking English was required for the person you have in mind. The screen shot illustrates the relevant de-selections.

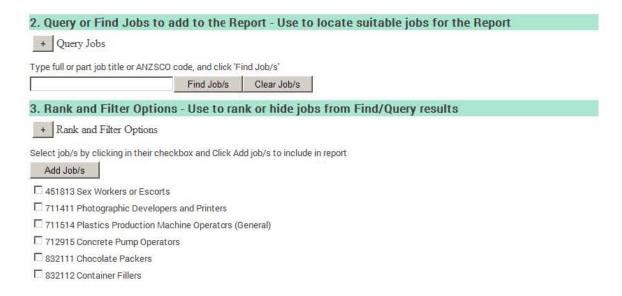


After the Search button was clicked, the Query produced a list of six *ANZSCO* occupations that meet the stated criteria. This is shown in the screen shot below. (See, too, that Query Jobs has closed.)

Sex Workers or Escorts are in the ANZSCO Dictionary, and for that reason they are in the online database. Others in the list you might not want to pursue as suitable choices for a particular person. Their workplace, as well as other accessible work sites, for instance, might have jobs for Concrete Pump Operators that require more frequent standing and walking or more frequent/heavier lifting etc.

Chocolate Packers, and Container Fillers could be the better choices in the list. But do Regional/Local jobs exist – for that you need to go to the Regional Jobs setting in Section 1 of the Report Manager.

If you think or know that the person with minimal English is, or will be, attending language classes for a few months, you could vary the search criteria by including occupations requiring average—lower range English speaking competency. Many more occupations will then be added to the list.



To include Chocolate Packers and Container Fillers in a Report, you follow the same pathway outlined on pages 3 to 6 of this tutorial. The pathway also describes how you include the additional content from Section 1 of the Report Manager.

Because you cannot view the contents of an occupational Report before paying for it, it is recommended that you use the full power of the Query function. Doing so is free, and it permits you to search on one or a combination of information fields that will determine which are the most suitable occupations for a particular individual or group of people. You can also see the results and vary the search criteria, thereby narrowing or expanding the number of *ANZSCO* occupations.

The more you use the Query function, the more useful it will be to you.

Both the Query and the Find functions can be run, and choices of occupations made, <u>before or after</u> you select the Content Options in Section 1 of the Report Manager. (Refer to page 2 for brief comments.) As noted before, the Content Option settings you make will hold for all of the occupations you select for a Report in the same session.

<u>Please note, however,</u> that if you want to run the Rank and Filter Options, which are in Section 3 of the Report Manager, you must set these <u>before</u> you do your Find or Query exercise. These new options were not in the original *Job Markets Aus*tralia database.

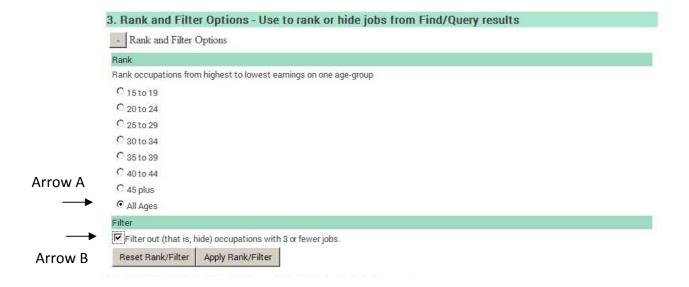
The Rank and Filter Options have no life of their own; rather they are activated only when set before you look for occupations via the Find and Query functions.

The Rank option entails nominating one age-group in which the average weekly earnings figures for each occupation will be listed from highest to lowest. If an occupation has no earnings figure for the nominated age-group then it will be excluded from the list, even though it satisfies your Find or Query criteria. Likewise, when you activate the Filter option, it will exclude occupations with 3 or fewer Regional/Local jobs. This will ensure you don't get a Report that states there are no jobs or no reliable job count.

In the Rank option shown in the screen shot below, All Ages is the age-group nominated. (See arrow A.) All of the occupations located through subsequent Find or Query activity in the same work session will have their earnings ranked on their All Ages earnings figure.

By ticking in the Filter box, you will exclude or omit any occupation with no Regional/Local jobs or 3 or fewer such jobs. (See arrow B.)

Having selected the Rank and/or Filter options, you must then click on Apply Rank/Filter. You may alter your options in the same work session but, when you do, any occupations omitted due to a previous Rank/Filter request will not be available for inclusion. They remain, in other words, omitted.



# To summarize the main points

- 1. The new online database has three working sections in its Report Builder interface.
- 2. The real working hub of the new online database is the Find/Query functions in Section 2.
- 3. The simplest way to locate an occupation for which you want a Report is to use the Find function.
- 4. Before or after you select that occupation/s into Jobs in Report box, you may choose to include additional content from Section 1 in that Report.
  - 5. With the additional content selected, you can quickly move to pay for and get the Report.
  - 6. Using the Query function permits you to identify potentially or actually suitable occupations based on the search criteria you select. There are 14 searchable fields in the online database and you may search on one field or on a combination of fields. You can continue to vary the criteria until you have identified the best choices for your purposes.
- 7. As with the simple Find pathway, you may choose to include additional content from Section 1 in the Report before or after you select an occupation/s into the Jobs in Report box.
  - 8. The Rank and Filter options in Section 3 require a different order of interrogation.
- 9. When you want to use the Rank and Filter options, you must set these prior to running the Find and Search functions. This is necessary because the ranking and filtering out are done at the same time as you activate your Find or Query.
- 10. One thing to look out for is that the ranking will exclude an otherwise relevant occupation when no earnings figures are in the nominated age-group. Another thing is that, with the Filter option on, an occupation with no Regional/Local jobs or with 3 or fewer such jobs will be excluded from the list.
- 11. In order not to get and pay for a Report that does not meet the requirements of a particular person or your specific work project, Yorkcross Pty Ltd recommends that you use the Query function and Rank and Filter options to their maximum.

Please send comments and suggestions about this tutorial to webmaster@jobmarkets.com.au. It is coded as Tutorial 280713.