

# The Revised Handbook for Analyzing Jobs



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1991



This digital version of *The Revised Handbook for Analyzing Jobs* is a reprint of the original text printed by the U.S. Department of Labor (1991). It includes pages that were missing in the original printing (Chapter 9) by:

U.S. Government Printing Office  
Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328  
ISBN 0-16-035877-9  
STOCK NO. 029-013 00095-1

A print version of this entire publication is available from [www.elliottfitzpatrick.com/pcr.html](http://www.elliottfitzpatrick.com/pcr.html) as Item B128

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## CHAPTER 11

### GUIDE FOR OCCUPATIONAL EXPLORATION

The *Guide for Occupational Exploration* (GOE) provides users with information about the interests, aptitudes, adaptabilities, and other requisites of occupational groups. The GOE is designed for use in self-assessment and counselor-assisted settings to help people understand themselves realistically in regard to their ability to meet job requirements.

The assignment of a GOE code to a JAR, and eventually a definition, provides a linkage from the GOE arrangement of occupations with similar interests, aptitudes, adaptability requirements, and other requisites to occupational definitions published in the DOT.

The GOE classification structure has three levels. The first level contains twelve interest areas that correspond to interest factors identified through research conducted by the Division of Testing in the U.S. Employment Service. The interest factors, identified by a two-digit code, are defined in terms of broad interest requirements of occupations as well as vocational interests of individuals. The twelve Interest Areas are:

|                       |               |                    |                        |
|-----------------------|---------------|--------------------|------------------------|
| 01 Artistic           | 04 Protective | 07 Business Detail | 10 Humanitarian        |
| 02 Scientific         | 05 Mechanical | 08 Selling         | 11 Leading-Influencing |
| 03 Plants and Animals | 06 Industrial | 09 Accommodating   | 12 Physical Performing |

The interest areas are subdivided into work groups. Each work group contains occupations that require similar adaptabilities and capabilities of the worker in similar work settings. The GOE contains descriptive information for each work group and identifies each occupation in the group with a four-digit code and title. In many interest areas, occupations that require the most education, training, and experience are in the first group while those requiring little formal education or experience are listed in the last group.

Work groups are subdivided into subgroups of occupations with even more homogeneous interests, aptitudes, and adaptability requirements. Each subgroup is identified with a unique six-digit code and title. Individual occupations are listed alphabetically within subgroups. Some subgroups contain occupations from more than one industry. When this occurs, occupations are listed within alphabetized industries.

Additional instructions for accessing the GOE and using the GOE, in conjunction with the U.S. Employment Service's GATB, for self-assessment or counselor-directed career exploration may be found in the GOE, section II. "Use of the Guide in Career Exploration".

#### PROCEDURE FOR ASSIGNING GOE CODE AND TITLE

Evaluate the interests, aptitudes, adaptability requirements, and other requisites of the job and compare them to the definitions and descriptive information provided in the GOE for Interest Areas and Work Groups. Compare the job to occupations clustered within individual subgroups. Select the six-digit code and corresponding GOE subgroup title into which the job best fits. Record the subgroup code and title in Item 6 of the JAR.

#### DEFINITIONS AND WORK GROUPS OF GOE INTEREST AREAS

The following pages contain descriptive information published in the GOE for the 12 Interest Areas and a list of the Work Groups within each Interest Area.

**01 Artistic:**

An interest in creative expression of feelings or ideas.

You can satisfy this interest in several of the creative or performing arts fields. You may enjoy literature. Perhaps writing or editing would appeal to you. You may prefer to work in the performing arts. You could direct or perform in drama, music, or dance. You may enjoy the visual arts. You could become a critic in painting, use your hands to create or decorate products. Or you may prefer to model clothes or develop acts for entertainment.

01.01 Literary Arts

01.02 Visual Arts

01.03 Performing Arts: Drama

01.04 Performing Arts: Music

01.05 Performing Arts: Dance

01.06 Craft Arts

01.07 Elemental Arts

01.08 Modeling

**02 Scientific:**

An interest in discovering, collecting, and analyzing information about the natural world and applying scientific research findings to problems in medicine, the life sciences, and the natural sciences.

You can satisfy this interest by working with the knowledge and processes of the sciences. You may enjoy researching and developing new knowledge in mathematics. Perhaps solving problems in the physical or life sciences would appeal to you. You may wish to study medicine and help humans or animals. You could work as a practitioner in the health field. You may want to work with scientific equipment and procedures. You could seek a job in research or testing laboratories.

02.01 Physical Sciences

02.02 Life Sciences

02.03 Medical Sciences

02.04 Laboratory Technology

**03 Plants and Animals:**

An interest in activities to do with plants and animals, usually in an outdoor setting.

You can satisfy this interest by working in farming, forestry, fishing, and related fields. You may like doing physical work outdoors, such as working on a farm. You may enjoy animals. Perhaps training or taking care of animals would appeal to you. You may have management ability. You could own, operate, or manage farms or related businesses or services.

03.01 Managerial Work: Plants and  
Animals

03.02 General Supervision: Plants and  
Animals

03.03 Animal Training and Service

03.04 Elemental Work: Plants and Animals

**04 Protective:**

An interest in using authority to protect people and property.

You can satisfy this interest by working in law enforcement, fire fighting, and related fields. You may enjoy mental challenge and intrigue. You could investigate crimes or fires. You may prefer to fight fires and respond to other emergencies. Or may want more routine work. Perhaps a job in guarding or patrolling would appeal to you. You may have management ability. You could seek a leadership position in law enforcement and the protective services.

04.01 Safety and Law Enforcement

04.02 Security Services

**05 Mechanical:** An interest in applying mechanical principles to practical situations using machines, handtools, or techniques.

You can satisfy this interest in a variety of jobs ranging from routine to complex professional positions. You may enjoy working with ideas about things (objects). You could seek a job in engineering or in a related technical field. You may prefer to deal directly with things. You could find a job in the crafts or trades, building, making or repairing objects. You may like to drive or to operate vehicles and special equipment. You may prefer routine or physical work in settings other than factories. Perhaps work in mining or construction would appeal to you.

- |                                       |  |
|---------------------------------------|--|
| 05.01 Engineering                     | 05.07 Quality Control                  |
| 05.02 Managerial Work: Mechanical     | 05.08 Land and Water Vehicle Operation |
| 05.03 Engineering Technology          | 05.09 Materials Control                |
| 05.04 Air and Water Vehicle Operation | 05.10 Crafts                           |
| 05.05 Craft Technology                | 05.11 Equipment Operation              |
| 05.06 Systems Operation               | 05.12 Elemental Work: Mechanical       |

**06 Industrial:** An interest in repetitive, concrete, organized activities in a factory setting.

You can satisfy this interest by working in one of many industries that manufacture goods on a mass production basis. You may enjoy manual work, using your hands or handtools. Perhaps you prefer to operate or take care of machines. You may like to inspect, sort, count, or weigh products. Using your training and experience to set up machines or supervise other workers may appeal to you.

- |                             |                                  |
|-----------------------------|----------------------------------|
| 06.01 Production Technology | 06.03 Quality Control            |
| 06.02 Production Work       | 06.04 Elemental Work: Industrial |

**07 Business Detail:** An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.

You can satisfy this interest in a variety of jobs in which you can attend to the details of a business operation. You may enjoy using your math skills. Perhaps a job in billing, computing, or financial record keeping would satisfy you. You may prefer to deal with people. You may want a job in which you meet the public, talk on the telephone, or supervise other workers. You may like to operate computer terminals, typewriters, or bookkeeping machines. Perhaps a job in record keeping, filing, or recording would satisfy you. You may wish to use your training and experience to manage offices and supervise other workers.

- |                             |                                  |
|-----------------------------|----------------------------------|
| 07.01 Administrative Detail | 07.05 Records Processing         |
| 07.02 Mathematical Detail   | 07.06 Clerical Machine Operation |
| 07.03 Financial Detail      | 07.07 Clerical Handling          |
| 07.04 Oral Communications   |                                  |

**08 Selling:** An interest in bringing others to a point of view by personal persuasion, using sales and promotional techniques.

You can satisfy this interest in a variety of sales jobs. You may enjoy selling technical products or services. Perhaps you prefer a selling job requiring less background knowledge. You may work in stores, sales offices, or in customers' homes. You may wish to buy and sell products to make a profit. You can also satisfy this interest in legal work, business negotiations, advertising, and related fields found under other categories in the GOE.

- |                        |               |
|------------------------|---------------|
| 08.01 Sales Technology | 08.03 Vending |
| 08.02 General Sales    |               |

**09 Accommodating:** An interest in catering to the wishes and needs of others, usually on a one-to-one basis.

You can satisfy this interest by providing services for the convenience of others, such as hospitality services in hotels, restaurants, airplanes, etc. You may enjoy improving the appearance of others. Perhaps working in the hair and beauty care field would satisfy you. You may wish to provide personal services, such as taking tickets, carrying baggage, or ushering.

09.01 Hospitality Services

09.02 Barber and Beauty Services

09.03 Passenger Services

09.04 Customer Services

09.05 Attendant Services

**10 Humanitarian:** An interest in helping individuals with their mental, spiritual, social, physical, or vocational concerns.

You can satisfy this interest by work in which caring for the welfare of others is important. Perhaps the spiritual or mental well-being of others concerns you. You could prepare for a job in religion or counseling. You may wish to help others with physical problems. You could work in the nursing, therapy, or rehabilitation fields. You may like to provide needed but less difficult care by working as an aide, orderly, or technician.

10.01 Social Services

10.02 Nursing, Therapy, and Specialized Teaching

10.03 Child and Adult Care

**11 Leading-Influencing:** An interest in leading and influencing others by using high-level verbal or numerical abilities.

You can satisfy this interest through study and work in a variety of professional fields. You may enjoy the challenge and responsibility of leadership. You could seek work in administration or management. You may prefer working with technical details. You could find a job in finance, law, social research, or public relations. You may like to help others learn. Perhaps working in education would appeal to you.

11.01 Mathematics and Statistics

11.02 Educational and Library

11.03 Social Research

11.04 Law

11.05 Business Administration

11.06 Finance

11.07 Services Administration

11.08 Communications

11.09 Promotion

11.10 Regulations Enforcement

11.11 Business Management Services

11.12 Contracts and Claims

**12 Physical Performing:** An interest in physical activities performed before an audience.

You can satisfy this interest through jobs in athletics, sports, and the performance of physical feats. Perhaps a job as a professional player or official would appeal to you. You may wish to develop and perform special acts such as acrobatics or wire walking.

12.01 Sports

12.02 Physical Feats