

Guide for Occupational Exploration

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I. Introduction

Purpose of the Guide

One of the first objectives of the U.S. Federal-State Employment Service System is to help people see themselves realistically in regard to their ability to meet job requirements. The *Guide for Occupational Exploration* is designed for that purpose. By providing information about the interests, aptitudes, adaptabilities, and other requisites of occupational groups, the *Guide* makes possible a comparison of these requirements with what the individual knows about himself or herself. It is also a tool for counselors assisting individuals in self-assessment and occupational choice.

The language of the text is simple and nontechnical, intended for any reader's use, with or without counseling help: the youth who is planning a career; the person who must, or wishes to, change jobs; the partially qualified or unqualified jobseeker; and the counselor or vocational adviser who assists others with career exploration and planning and occupational choices or changes.

Organization

The data in this publication are organized into 12 interest areas, 66 work groups, and 348 subgroups.

INTEREST AREAS

The interest areas correspond to the interest factors which were identified from the research and development activities in interest measurement conducted by the Division of Testing in the U.S. Employment Service. The interest factors represent the broad interest requirements of occupations as well as the vocational interests of individuals. Both the factors and the areas are identified by a two-digit code, for example:

01-An interest in creative expression of feelings or ideas.

WORK GROUPS

Within each interest area are work groups—jobs suitable for exploration by those who have the particular interest. Each work group contains descriptive information and a listing of jobs. Within each group, the jobs are of the same general type-of work and require the same adaptabilities and capabilities of the worker. Each group has its unique four-digit code and title, for example:

01.01 Literary Arts

The number of groups in each area varies from 2 in Area 1 to 12 in Area 5.

SUBGROUPS

Within each work group, jobs are subgrouped to make it easier for the reader to distinguish among jobs. Each subgroup has its six-digit unique code and title, for example:

01.01.02 Creative Writing

Because of the number of jobs within some of the subgroups, a further clustering of these jobs by industry is made, for example, aircraft manufacturing, iron and steel, motion picture. Within the same industry designation occupations are listed in alphabetical order and also within each subgroup. If an occupation has more than one industry designation, it is listed under that which occurs first alphabetically; for example, a job having the industry designations of motion picture, radio, and tv broadcasting would be listed under "motion picture."

The following illustrates the components of the structure:

01	Artistic	(Interest area)
01.01	Literary Arts	(Work group)
01.01.02	Creative Writing	(Subgroup)
	Screen Writer (motion pic, radio & tv broad.)	
	131.087-018	
	Crossword-Puzzle Maker (print. & pub.)	
	139.087-010	
	Editorial Writer (print. & pub.)	131.067-022
	Biographer (profess. & kin.)	052.067-010
	Copy Writer (profess. & kin.)	131.067-014
	Humorist (profess. & kin.)	131.067-026
	Lyricist (profess. & kin.)	131.067-034
	Poet (profess. & kin.)	131.067-042
	Writer, Prose, Fiction and Nonfiction (profess. & kin.)	131.067-946
	Continuity Writer (radio & tv broad.)	
	131.087-010	

Descriptive information for each group gives the kinds of job activities performed, the requirements made on the worker, clues for relating individuals to the type of work, preparation for entry into jobs, and other pertinent items.

To meet the needs of all the users of this publication, four appendixes are added.

Appendix A: Background and Technical development of the Interest Factors and the *Guide*. Describes the concepts and procedures for the development of the interest factors, and the methodology for their use in determining interest areas in this publication. Includes the techniques and procedures used in developing the work groups and subgroups.

II. Definitions of Interest Factors*

1. **ARTISTIC:**
Interest in creative expression of feelings or ideas.
2. **SCIENTIFIC:**
Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.
3. **PLANTS AND ANIMALS:**
Interest in activities involving plants and animals, usually in an outdoor setting.
4. **PROTECTIVE:**
Interest in the use of authority to protect people and property.
5. **MECHANICAL:**
Interest in applying mechanical principles to practical situations, using machines, handtools, or techniques.
6. **INDUSTRIAL:**
Interest in repetitive, concrete, organized activities in a factory setting.
7. **BUSINESS DETAIL:**
Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.
8. **SELLING:**
Interest in bringing others to a point of view through personal persuasion, using sales and promotion techniques.
9. **ACCOMMODATING:**
Interest in catering to the wishes of others, usually on a one-to-one basis.
10. **HUMANITARIAN:**
Interest in helping others with their mental, spiritual, social, physical, or vocational needs.
11. **LEADING-INFLUENCING:**
Interest in leading and influencing others through activities involving high-level verbal or numerical abilities.
12. **PHYSICAL PERFORMING:**
Interest in physical activities performed before an audience.

*See Appendix A.

IV. Summary List of Interest Areas, Work Groups, and Subgroups

01.01	Artistic	02.03	Medical Sciences	05.01-02	Environmental Protection
01.01	Literary Arts	02.03-01	Medicine and Surgery	05.01-03	Systems Design
01.01-01	Editing	02.03-02	Dentistry	05.01-04	Testing and Quality Control
01.01-02	Creative Writing	02.03-03	Veterinary Medicine	05.01-05	Sales Engineering
01.01-03	Critiquing	02.03-04	Health Specialties	05.01-06	Work Planning and Utilization
01.02	Visual Arts	02.04	Laboratory Technology	05.01-07	Design
01.02-01	Instructing and Appraising	02.04-01	Physical Sciences	05.01-08	General Engineering
01.02-02	Studio Art	02.04-02	Life Sciences	05.02	Managerial Work: Mechanical
01.02-03	Commercial Art	03	Plants and Animals	05.02-01	Systems
01.03	Performing Arts: Drama	03.01	Managerial Work: Plants and Animals	05.02-02	Maintenance and Construction
01.03-01	Instructing and Directing	03.01-01	Farming	05.02-03	Processing and Manufacturing
01.03-02	Performing	03.01-02	Specialty Breeding	05.02-04	Communications
01.03-03	Narrating and Announcing	03.01-03	Specialty Cropping	05.02-05	Mining, Logging, and Petroleum Production
01.04	Performing Arts: Music	03.01-04	Forestry and Logging	05.02-06	Services
01.04-01	Instructing and Directing	03.02	General Supervision: Plants and Animals	05.02-07	Materials Handling
01.04-02	Composing and Arranging	03.02-01	Farming	05.03	Engineering Technology
01.04-03	Vocal Performing	03.02-02	Forestry and Logging	05.03-01	Surveying
01.04-04	Instrumental Performing	03.02-02	Forestry and Logging	05.03-02	Drafting
01.05	Performing Arts: Dance	03.02-03	Nursery and Groundskeeping	05.03-03	Expediting and Coordinating
01.05-01	Instructing and Choreography	03.02-04	Services	05.03-04	Petroleum
01.05-02	Performing	03.03	Animal Training and Service	05.03-05	Electrical-Electronic
01.06	Craft Arts	03.03-01	Animal Training	05.03-06	Industrial and Safety
01.06-01	Graphic Arts and Related Crafts	03.03-02	Animal Service	05.03-07	Mechanical
01.06-02	Arts and Crafts	03.04	Elemental Work: Plants and Animals	05.03-08	Environmental Control
01.06-03	Hand Lettering, Painting, and Decorating	03.04-01	Farming	05.03-09	Packaging and Storing
01.07	Elemental Arts	03.04-02	Forestry and Logging	05.04	Air and Water Vehicle Operation
01.07-01	Psychic Science	03.04-03	Hunting and Fishing	05.04-01	Air
01.07-02	Announcing	03.04-04	Nursery and Groundskeeping	05.04-02	Water
01.07-03	Entertaining	03.04-05	Services	05.05	Craft Technology
01.08	Modeling	04	Protective	05.05-01	Masonry, Stone, and Brick Work
01.08-01	Personal Appearance	04.01	Safety and Law Enforcement	05.05-02	Construction and Maintenance
02	Scientific	04.01-01	Managing	05.05-03	Plumbing and Pipefitting
02.01	Physical Sciences	04.01-02	Investigating	05.05-04	Painting, Plastering, and Paperhanging
02.01-01	Theoretical Research	04.02	Security Services	05.05-05	Electrical-Electronic Systems
02.01-02	Technology	04.02-01	Detention	05.05-06	Installation and Repair
02.02	Life Sciences	04.02-02	Property and People	05.05-07	Metal Fabrication and Repair
02.02-01	Animal Specialization	04.02-03	Law and Order	05.05-08	Machining
02.02-02	Plant Specialization	04.02-04	Emergency Responding	05.05-09	Woodworking
02.02-03	Plant and Animal Specialization	05	Mechanical	05.05-10	Mechanical Work
02.02-04	Food Research	05.01	Engineering Research	05.05-11	Electrical-Electronic Equipment Repair
		05.01-01		05.05-12	Scientific, Medical, and Technical Equipment Fabrication and Repair
					Musical Instrument Fabrication and Repair

05.05-13	Printing	05.12-05	Braking, Switching, and Coupling	06.02-17	Equipment Operation, Clay and Coke Processing
05.05-14	Gem Cutting and Finishing	05.12-06	Pumping	06.02-18	Equipment Operation, Assorted Materials Processing
05.05-15	Custom Sewing, Tailoring, and Upholstering	05.12-07	Crushing, Mixing, Separating, and Chipping	06.02-19	Equipment Operation, Welding, Brazing, and Soldering
05.05-16	Dyeing	05.12-08	Lubricating	06.02-20	Machine Assembling
05.05-17	Food Preparation	05.12-09	Masonry	06.02-21	Coating and Plating
05.06	Systems Operation	05.12-10	Heating and Melting	06.02-22	Manual Work, Assembly
05.06-01	Electricity Generation and Transmission	05.12-11	Welding	06.02-23	Large Parts
05.06-02	Stationary Engineering	05.12-12	Structural Work	06.02-23	Manual Work, Assembly
05.06-03	Oil, Gas, and Water Distribution	05.12-13	Cutting and Finishing	06.02-24	Small Parts
05.06-04	Processing	05.12-14	Painting, Caulking, and Coating	06.02-24	Manual Work, Metal and Plastics
		05.12-15	Mechanical Work	06.02-25	Manual Work, Wood
		05.12-16	Electrical Work	06.02-26	Manual Work, Paper
05.07	Quality Control	05.12-17	Food Preparation	06.02-27	Manual Work, Textile, Fabric, and Leather
05.07-01	Structural	05.12-18	Cleaning and Maintenance	06.02-28	Manual Work, Food Processing
05.07-02	Mechanical	05.12-19	Reproduction Services	06.02-29	Manual Work, Rubber
05.07-03	Electrical	05.12-20	Signalling	06.02-30	Manual Work, Stone, Glass, and Clay
05.07-04	Environmental	06	Industrial	06.02-31	Manual Work, Laying Out and Marking
05.07-05	Petroleum	06.01	Production Technology	06.02-32	Manual Work, Assorted Materials
05.07-06	Logging and Lumber	06.01-01	Supervision and Instruction	06.03	Quality Control
05.08	Land and Water Vehicle Operation	06.01-02	Machine Set-Up	06.03-01	Inspecting, Testing, and Repairing
05.08-01	Truck Driving	06.01-03	Machine Set-Up and Operation	06.03-02	Inspecting, Grading, Sorting, Weighing, and Recording
05.08-02	Rail Vehicle Operation	06.01-04	Precision Hand Work	06.04	Elemental Work: Industrial
05.08-03	Services Requiring Driving	06.01-05	Inspection	06.04-01	Supervision
05.08-04	Boat Operation	06.02	Production Work	06.04-02	Machine Work, Metal and Plastics
05.09	Materials Control	06.02-01	Supervision	06.04-03	Machine Work, Wood
05.09-01	Shipping, Receiving, and Stock Checking	06.02-02	Machine Work, Metal and Plastics	06.04-04	Machine Work, Paper
05.09-02	Estimating, Scheduling, and Record Keeping	06.02-03	Machine Work, Wood	06.04-05	Machine Work, Fabric and Leather
05.09-03	Verifying, Recording, and Marking	06.02-04	Machine Work, Paper	06.04-06	Machine Work, Textiles
05.10	Crafts	06.02-05	Machine Work, Leather and Fabrics	06.04-07	Machine Work, Rubber
05.10-01	Structural	06.02-06	Machine Work, Textiles	06.04-08	Machine Work, Stone, Glass, and Clay
05.10-02	Mechanical	06.02-07	Machine Work, Rubber	06.04-09	Machine Work, Assorted Materials
05.10-03	Electrical-Electronic	06.02-08	Machine Work, Stone, Clay, and Glass	06.04-10	Equipment Operation, Metal Processing
05.10-04	Structural-Mechanical-Electrical-Electronic	06.02-09	Machine Work, Assorted Materials	06.04-11	Equipment Operation, Chemical Processing
05.10-05	Reproduction	06.02-10	Equipment Operation, Metal Processing	06.04-12	Equipment Operation, Petroleum, Gas, and Coal Processing
05.10-06	Blasting	06.02-11	Equipment Operation, Chemical Processing	06.04-13	Equipment Operation, Rubber, Plastics, and Glass
05.10-07	Painting, Dyeing, and Coating	06.02-12	Equipment Operation, Petroleum Processing	06.04-14	Equipment Operation, Paper Processing
05.10-08	Food Preparation	06.02-13	Equipment Operation, Rubber, Plastics, and Glass	06.04-15	Equipment Operation, Food Processing
05.10-09	Environmental	06.02-14	Equipment Operation, Paper and Paper Products Processing		
05.11	Equipment Operation	06.02-15	Equipment Operation, Food Processing		
05.11-01	Construction	06.02-16	Equipment Operation, Textile, Fabric, and Leather Processing		
05.11-02	Mining and Quarrying				
05.11-03	Drilling and Oil Exploration				
05.11-04	Materials Handling				
05.12	Elemental Work: Mechanical				
05.12-01	Supervision				
05.12-02	Mining, Quarrying, Drilling				
05.12-03	Loading, Moving				
05.12-04	Hoisting, Conveying				

06.04-16	Equipment Operation, Textile, Fabric, and Leather Processing	07.02-04 07.02-05	Billing and Rate Computation Payroll and Timekeeping	09.01-03 09.01-04	Food Services Safety and Comfort Services
06.04-17	Equipment Operation, Clay Processing	07.03-01	Financial Detail Paying and Receiving	09.02 09.02-01 09.02-02	Barber and Beauty Services Cosmetology Barbering
06.04-18	Equipment Operation, Wood Processing	07.04	Oral Communications	09.03	Passenger Services
06.04-19	Equipment Operation, Assorted Materials Processing	07.04-01 07.04-02	Interviewing Order, Complaint, and Claims Handling	09.03-01 09.03-02 09.03-03	Group Transportation Individual Transportation Instruction and Supervision
06.04-20	Machine Assembling	07.04-03	Registration		
06.04-21	Machine Work, Brushing, Spraying, and Coating	07.04-04	Reception and Information Giving	09.04	Customer Services
06.04-22	Manual Work, Assembly	07.04-05	Information Transmitting and Receiving	09.04-01 09.04-02	Food Services Sales Services
06.04-23	Manual Work, Assembly	07.04-06	Switchboard Services		
06.04-24	Manual Work, Metal and Plastics	07.05	Records Processing	09.05	Attendant Services
06.04-25	Manual Work, Wood	07.05-01	Coordinating and Scheduling	09.05-01	Physical Conditioning
06.04-26	Manual Work, Paper	07.05-02	Record Verification and Proofing	09.05-02 09.05-03	Food Services Portering and Baggage Services
06.04-27	Manual Work, Textile, Fabric, and Leather	07.05-03	Record Preparation and Maintenance	09.05-04 09.05-05	Doorkeeping Services Card and Game Room Services
06.04-28	Manual Work, Food Processing	07.05-04	Routing and Distribution		
06.04-29	Manual Work, Rubber	07.06	Clerical Machine Operation	09.05-06	Individualized Services
06.04-30	Manual Work, Stone, Glass, and Clay	07.06-01	Computer Operation	09.05-07	General Wardrobe Services
06.04-31	Manual Work, Welding, and Flame Cutting	07.06-02	Keyboard Machine Operation	09.05-08	Ticket Taking, Ushering
06.04-32	Manual Work, Casting and Molding	07.07	Clerical Handling	10	Humanitarian
06.04-33	Manual Work, Brushing, Spraying, and Coating	07.07-01 07.07-02 07.07-03	Filing Sorting and Distribution General Clerical Work	10.01 10.01-01 10.01-02	Social Services Religious Counseling and Social Work
06.04-34	Manual Work, Assorted Materials	08	Selling	10.02	Nursing, Therapy and Specialized Teaching Services
06.04-35	Laundering, Dry Cleaning	08.01	Sales Technology	10.02-01	Nursing
06.04-36	Filling	08.01-01	Technical Sales	10.02-02	Therapy and Rehabilitation
06.04-37	Manual Work, Stamping, Marking, Labeling, and Ticketing	08.01-02 08.01-03	Intangible Sales General Clerical Work	10.02-03	Specialized Teaching
06.04-38	Wrapping and Packing	08.02	General Sales	10.03	Child and Adult Care
06.04-39	Cleaning	08.02-01	Wholesale	10.03-01	Data Collection
06.04-40	Loading, Moving, Hoisting, and Conveying	08.02-02 08.02-03 08.02-04 08.02-05 08.02-06 08.02-07 08.02-08	Retail Wholesale and Retail Real Estate Demonstration and Sales Services Driving-Selling Soliciting-Selling	10.03-02 10.03-03	Patient Care Care of Others
07	Business Detail			11	Leading-Influencing
07.01	Administrative Detail			11.01	Mathematics and Statistics
07.01-01	Interviewing			11.01-01	Data Processing Design
07.01-02	Administration			11.01-02	Data Analysis
07.01-03	Secretarial Work			11.02	Educational and Library Services
07.01-04	Financial Work			11.02-01	Teaching and Instructing, General
07.01-05	Certifying			11.02-02	Vocational and Industrial Teaching
07.01-06	Investigating			11.02-03	Teaching, Home Economics, Agriculture, and Related
07.01-07	Test Administration			11.02-04	Library Services
07.02	Mathematical Detail				
07.02-01	Bookkeeping and Auditing	09.01	Hospitality Services		
07.02-02	Accounting	09.01-01	Social and Recreational Activities		
07.02-03	Statistical Reporting and Analysis	09.01-02	Guide Services		

11.03	Social Research	11.12	Contracts and Claims
11.03-01	Psychological	11.12-01	Claims Settlement
11.03-02	Sociological	11.12-02	Rental and Leasing
11.03-03	Historical	11.12-03	Booking
11.03-04	Occupational	11.12-04	Procurement Negotiations
11.03-05	Economic		

11.04	Law	12	Physical Performing
11.04-01	Justice Administration		
11.04-02	Legal Practice	12.01	Sports
11.04-03	Abstracting, Document Preparation	12.01-01	Coaching and Instructing
		12.01-02	Officiating
		12.01-03	Performing
11.05	Business Administration	12.02	Physical Feats
11.05-01	Management Services: Non-Government	12.02-01	Performing
11.05-02	Administrative Specialization		
11.05-03	Management Services: Government		
11.05-04	Sales and Purchasing Management		

11.06	Finance
11.06-01	Accounting and Auditing
11.06-02	Records Systems Analysis
11.06-03	Risk and Profit Analysis
11.06-04	Brokering
11.06-05	Budget and Financial Control

11.07	Services Administration
11.07-01	Social Services
11.07-02	Health and Safety Services
11.07-03	Educational Services
11.07-04	Recreational Services

11.08	Communications
11.08-01	Editing
11.08-02	Writing
11.08-03	Writing and Broadcasting
11.08-04	Translating and Interpreting

11.09	Promotion
11.09-01	Sales
11.09-02	Funds and Membership Solicitation
11.09-03	Public Relations

11.10	Regulations Enforcement
11.10-01	Finance
11.10-02	Individual Rights
11.10-03	Health and Safety
11.10-04	Immigration and Customs
11.10-05	Company Policy

11.11	Business Management
11.11-01	Lodging
11.11-02	Recreation and Amusement
11.11-03	Transportation
11.11-04	Services
11.11-05	Wholesale-Retail