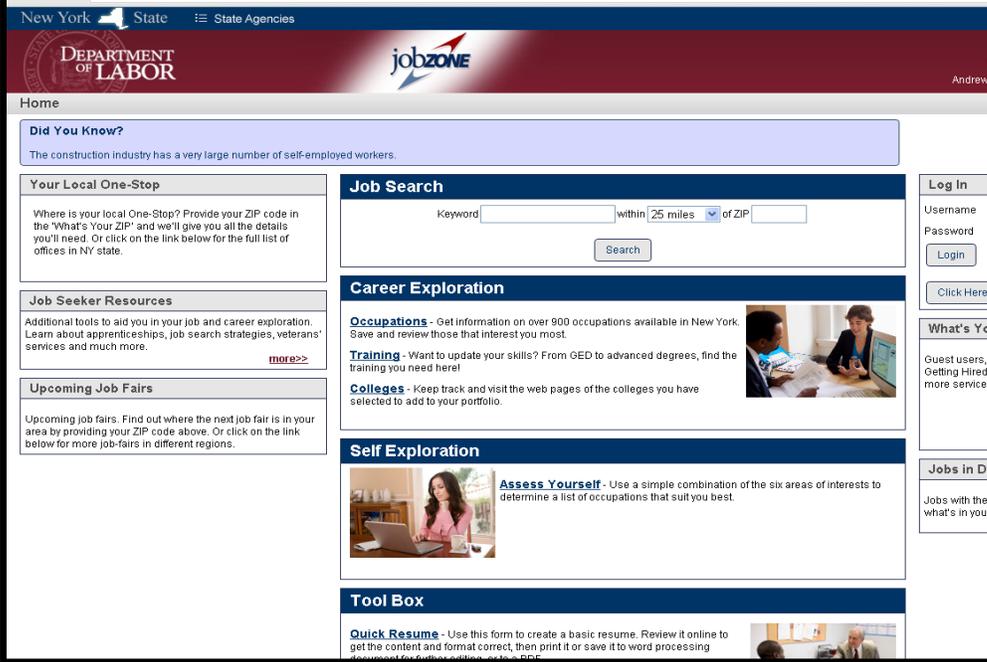


# About JobZone



JobZone is an occupation exploration tool that helps a user identify skills, talents and interests that may lead to a career or career training.

The website also contains local information ranging from job fairs to contact information for the nearest One-Stop Career Center. JobZone is provided at no-cost by the New York State Department of Labor. Users are required to create an account in order to use JobZone.

# Creating a JobZone Account



## Creating a JobZone Account: Info

The following fields are required when completing your JobZone registration:

- Username
- Password
- Retype Password

JobZone now requires users to complete 3 security questions. These security questions allow users to reset their username and/or password.

**TIP:** When creating a Username, Password and Answers to the Security Questions, only use letters and numbers-DO NOT use punctuation.

Select "Next."

## Creating a JobZone Account: Contact

The following fields are required when completing your JobZone registration:

- First Name
- Last Name
- Address 1
- City
- State
- Zip

Select "Next."

## Creating a JobZone Account: Misc

Account Info | Contact | Misc | Job Preferences | Personal

Successfully updated your account.

Fields marked with a ● are required.

Please fill in some additional information.

JobZone now requires users to enter the following:

- Education level
- Employment status
- Veteran status
- Migrant/Season Farm Worker Status

● Education level:

● Employment status:

- Not Employed
- Employed
- Employed - Rcvd Notice of Termination. (Transitioning Service Members within two years of retirement or one year of separation from the military service should also select this category)

● Veteran status:

- Not a Veteran
- Military Service with less than or equal to 180 days of active duty and released or discharged under conditions other than dishonorable.
- Military Service with more than 180 days of active duty and released or discharged under conditions other than dishonorable.
- Other Eligible; meaning the spouse of person that died in active duty or of a service-connected disability, or spouse of person with total permanent disability resulting from a service-connected disability, or the spouse of active duty service member who is currently listed as missing in action, or captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power

● Migrant/Seasonal Farm Worker Status:

- Not a Migrant/Seasonal Worker
- Migrant/Seasonal Worker

Previous Save Back to Portfolio Reset **Next**

The New York State Department of Labor is an Equal Opportunity Employer. Auxiliary aids and services available upon request.

Select "Next."

## Creating a JobZone Account: Job Preferences

Account Info | Contact | Misc | Job Preferences | Personal

Successfully updated your account.

Fields marked with a ● are required.

This information is being collected to enable the employment and training professionals of your best serve your employment needs in the future.

**Job Objective**

Your Job Objective is a statement of the desired job position or positions that you are looking for. This information is displayed to them as a summary of your overall objective. When you create resumes, you can use your job objectives for each resume.

Examples of objectives:

- To secure a position as a forklift operator.
- To obtain a position that will utilize my computer knowledge, strong people skills, organizational abilities, and business experience.

● **Salary and Location**

Please enter your salary and desired work locations. In the One-Stop Center, this information is used to help narrow down job matches.

Please choose your desired salary: \$

To help narrow down job matches, JobZone now requires users to enter the following:

- Salary and Location
- Contact Methods
- Confidential

 **TIP:** If you indicate the Contact Method via email, you will have to include your email on the Contact tab.

## Creating a JobZone Account: Job Preferences Cont'd

State 3:

Location 3 - Countries (select one, two or three)

Country 1:

Country 2:

Country 3:

**Contact Methods**

When employers view your resume online they need a way to contact you. Specify as many of the following contact methods as you would like however, you must choose at least one way for an employer to contact you.

Contact me using postal mail.

Contact me using the phone.

Contact me using the alternate phone.

Contact me via email.

**Confidential**

If you decide that your resume will be made available nationwide for authorized employers to view, you must provide an email address or include your name and address on your resume.

Do you want your resume to appear on [America's Job Exchange](#) for authorized employers to browse?

No

Yes

If yes, do you want your name and address to be kept confidential?

No

Yes

If you answer yes to both questions, you must check 'Email' as a contact method and enter an e-mail address so that employers may contact you.

Select "Next."

## Creating a JobZone Account: Personal

Account Info | Contact | Misc | Job Preferences | Personal

**Fill in personal information - Completion of the following information is voluntary**

Social Security Number:

Verify SSN:

Sex:

Ethnicity:  Hispanic or Latino

Not Hispanic or Latino

Not Disclosed

Choose all that apply or select Not Disclosed

Race:  Alaskan or American Indian

Asian

Black or African American

Hawaiian or Pacific Islander

White

Not Disclosed

Disability Category:  No Disability

Physical Impairment

Mental Impairment

Both Physical & Mental Imp.

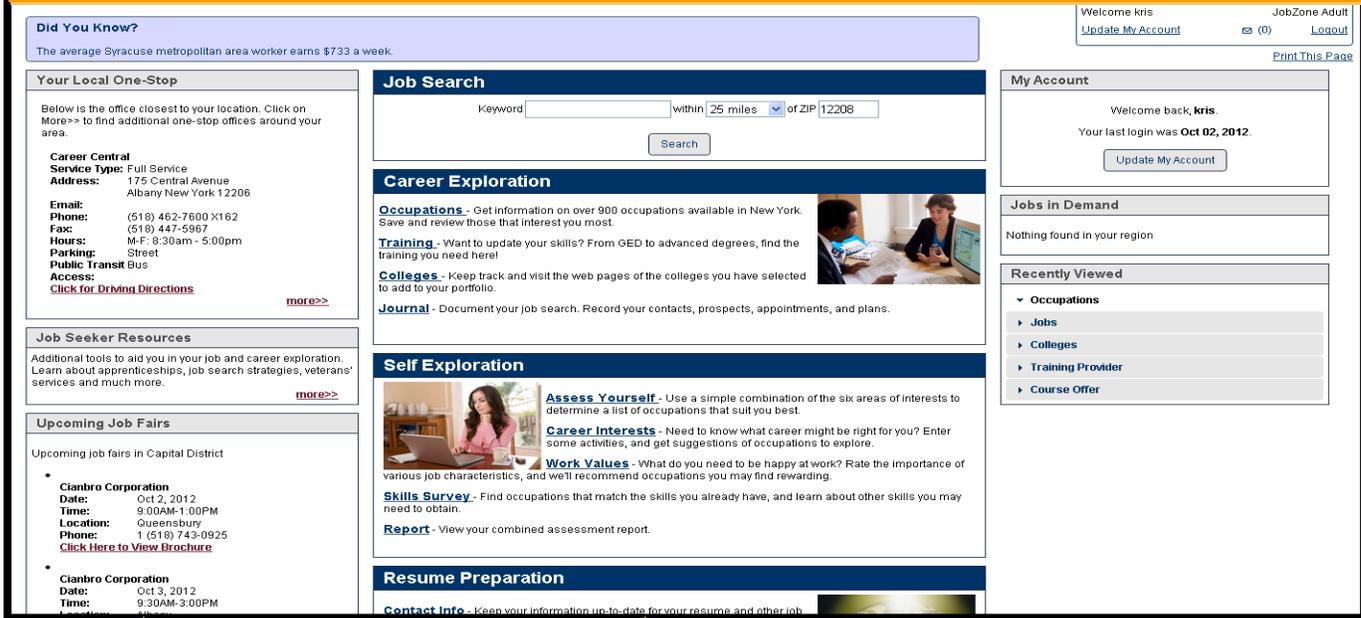
Disabled, Impairment Not Disclosed

Not Disclosed

If a JobZone user is 18 and older, they will be asked to enter their Social Security Number (SSN). The SSN allows NYS Department of Labor staff to provide more accurate services based on the information the user puts into JobZone.

Select "Save."

**View of JobZone Landing Page-After you have created your JobZone account, this page will appear. Notice the three sections described below:**



The left column displays local information including:

- One-Stop Career Center based on user's zip code
- Job Seeker Resources with information ranging from apprenticeship training to Veterans' Services.
- Upcoming Job Fairs based on user's zip code

The middle column allows a user to explore the world of work, identify strengths, skills and talents, and develop and/or update a resume.

This section is where you would find information relevant for the OJT/NEG Program.

The right column allows users to see which jobs are in demand and information a user has recently viewed.

# Skills Survey

**Access:**  
[Click for Driving Directions](#) [more>>](#)

**Job Seeker Resources**  
Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more. [more>>](#)

**Upcoming Job Fairs**  
Upcoming job fairs in Capital District

- Cianbro Corporation**  
Date: Oct 2, 2012  
Time: 9:00AM-1:00PM  
Location: Queensbury  
Phone: 1 (518) 743-0925  
[Click Here to View Brochure](#)
- Cianbro Corporation**  
Date: Oct 3, 2012  
Time: 9:30AM-3:00PM  
Location: Albany  
Phone: 1 (518) 459-4443  
[Click Here to View Brochure](#)

[more>>](#)

**Colleges** - Keep track and visit the web pages of the colleges you have selected to add to your portfolio.

**Journal** - Document your job search. Record your contacts, prospects, appointments, and plans.

**Self Exploration**

**Assess Yourself** - Use a simple combination of the six areas of interests to determine a list of occupations that suit you best.

**Career Interests** - Need to know what career might be right for you? Enter some activities, and get suggestions of occupations to explore.

**Work Values** - What do you need to be happy at work? Rate the importance of various job characteristics, and we'll recommend occupations you may find rewarding.

**Skills Survey** - Find occupations that match the skills you already have, and learn about other skills you may need to obtain.

**Reports** - view your combined assessment report.

**Resume Preparation**

**Contact Info** - Keep your information up-to-date for your resume and other job search documents.

**Qualifications** - Keep track of your jobs, the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

**Work Experience** - Keep track of your jobs, the responsibilities and accomplishments you had there. This will be really handy when you create a resume.

**Volunteer Experience** - Civic-minded and responsible? You should be proud of working to make a difference. Keep track of all your good deeds and volunteer work experiences here.

**Education History** - Keep a record of your educational accomplishments, past and present, then choose which ones to include on your resume.

**Licenses and Certifications** - Many jobs require specific licenses and certifications. List your licenses and certifications on your resume.

**Recently Viewed**

- Occupations
- Jobs
- Colleges
- Training Provider
- Course Offer

This Desk Aid will focus on the Skills Survey for purposes of the OJT/NEG requirements. Click on "Skills Survey"

# Skills Survey: Introduction

Welcome kris JobZ

[Update My Account](#) (0)

[Print](#)

## Skills Survey

Introduction
List Prior Jobs
Job Duties
General Skills
Duties/Skills

Do you know how your skills compare to what the labor market requires?

Take a few minutes to find out, and we'll suggest some occupations to explore and provide training information to help you prepare.

Click Next to begin a new survey.

You have no previous Skill Surveys.  
Click Next to begin a new survey.

Select "Next."

Back To Portfolio

Next

This is the page user's will see when they select the "Skill Survey" from the JobZone landing page.

## Skills Survey: List of Prior Jobs

This tab will show a list of previous jobs selected as "Favorites" by users.

List Prior Jobs

Job Duties

General Skills

Duties/Skills

including your prior jobs, as well as those occupations you've designated as favorites. Please select one or more, and we will generate a list of common duties and required skills associated with these jobs.

- Industrial Truck and Tractor Operators** - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.
- Word Processors and Typists** - Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

Job not listed? Click Add to Skill Survey

More Jobs

If your Customer is new to JobZone, they can search for additional work experiences that they have previously held or search for a prospective job using the "More Jobs" button. This is where he/she should input their target OJT occupation.

page. Find the job you're interested in and select

Select "Next."

Back To List

Back To Portfolio

Next

**TIP:** If your customer has started filling out their Work Experience in the JobZone Resume Builder module, these jobs pull over into this screen of the Skills Survey.

## Skills Survey: Job Duties

Introduction

List Prior Jobs

Job Duties

General Skills

Duties/Skills

Survey

Results

The duties below are associated with the prior jobs you've listed. Rate your skill level for each duty. The scale measures your ability to perform the duty, with 1 being low and 7 being high. You can accept the level JobZone assigns to the activity based on industry averages, or change the rating.

JobZone will automatically set the industry average for each of the duties listed.

However, users can select the level they feel they have the ability to perform the duty ranging from 1 to 7.

Skill Level		Duty								
0	2.70	1	2	3	4	5	6	7	Duty	Skill Level
0	2.70	1	2	3	4	5	6	7	inspect material moving equipment	2. Low Skill 4. Moderate Skill 6. High Skill
0	2.70	1	2	3	4	5	6	7	perform safety inspections in manufacturing or industrial setting	2. Low Skill 4. Moderate Skill 6. High Skill
0	2.90	1	2	3	4	5	6	7	measure, weigh, or count products or materials	2. Low Skill 4. Moderate Skill 6. High Skill
0	4.40	1	2	3	4	5	6	7	load, unload, or stack containers, materials, or products	2. Low Skill 4. Moderate Skill 6. High Skill
0	4.40	1	2	3	4	5	6	7	move or fit heavy objects	2. Low Skill 4. Moderate Skill 6. High Skill
0	5.80	1	2	3	4	5	6	7	fasten attachments or accessories to tractor	2. Low Skill 4. Moderate Skill 6. High Skill
0	4.00	1	2	3	4	5	6	7	operate material moving, loading, or unloading equipment	2. Low Skill 4. Moderate Skill 6. High Skill
0	4.00	1	2	3	4	5	6	7	operate packaging or banding machine or equipment	2. Low Skill 4. Moderate Skill 6. High Skill

This is the screen that appears after the user selected "Industrial Truck and Tractor Operators."

This example displays the work **duties** associated with this occupation.

## Skills Survey: Job Duties Cont'd

This screen shows occupations that require many of the **duties** that were selected for the "Industrial Truck and Tractor Operators."

Little or no previous work-related skill, knowledge, or experience is needed for these occupations. For example, a cashier or waitress even if he/she has never worked before.

★ [Packers and Packagers, Hand](#) [Gap Analysis](#)

[See all 1 matching occupations in this zone](#)

### Job Zone 2

Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit directly with the public.

★★★ [Industrial Truck and Tractor Operators](#) [Gap Analysis](#)

★★ [Machine Feeders and Offbearers](#) [Gap Analysis](#)

★ [Hoist and Winch Operators](#) [Gap Analysis](#)

[See all 3 matching occupations in this zone](#)

### Job Zone 3

Previous work-related skill, knowledge, or experience is required. For example, a technician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

★ [Crane and Tower Operators](#) [Gap Analysis](#)

[See all 1 matching occupations in this zone](#)

### Job Zone 4

A considerable amount of work-related skill, knowledge, or experience is needed to complete four years of college and work for several years in accounting to be considered for this occupation.

[See all 0 matching occupations in this zone](#)

### Job Zone 5

Extensive skill, knowledge, and experience are needed for these occupations. Most surgeons must complete four years of college and an additional five to seven years of postgraduate training.

[See all 0 matching occupations in this zone](#)

Select "Gap Analysis" to view Gap Analysis occupations based on

The occupations are listed by JobZone levels 1-5 based on knowledge, experience, etc. required to complete the job. The occupations with more stars by them have a stronger match.

Select "Next."

[Back To Portfolio](#)

[Next](#)

## Skills Survey: Job Duties Cont'd

Job Duties is the minimum requirement for the OJT/NEG.

If you would like to continue to the General Skills portion of the survey that is at your discretion.

Introduction **List Prior Jobs** Job Duties General Skills Duties/Skills

Survey **Results**

Compare your skill levels to those needed by Crane and Tower Operators. **those you need to develop or improve**

#### Skills I Have:

- operate material moving, loading, or unloading equipment
- use hand or power tools
- load, unload, or stack containers, materials, or products
- signal directions or warnings to coworkers
- maintain production or work records
- inspect material moving equipment
- perform safety inspections in manufacturing or industrial setting
- operate cargo handling gear
- measure, weigh, or count products or materials

#### Skills to Improve:

#### Skills I Need:

(Find Training links open in a new window)

- direct and coordinate activities of workers or staff [Find Training](#)
- read work order, instructions, formulas, or processing charts [Find Training](#)
- examine products or work to verify conformance to specifications [Find Training](#)
- operate earth-moving or other heavy construction equipment [Find Training](#)
- operate crane in construction, manufacturing or repair setting [Find Training](#)
- clean equipment or machinery [Find Training](#)
- maintain or repair construction machinery or equipment [Find Training](#)
- set up specialized rigging [Find Training](#)

For purposes of the OJT/NEG, the "Skills to Improve" and "Skills I Need" sections of the Job Duties survey should be used as the basis of the customer's training plan. These job duties are required of the occupation selected in the previous step that the customer has not yet performed or at a level below the occupation requires.

[Back](#)

# Skills Survey: General Skills

JobZone will automatically set the industry average for each of the skills listed.

This example displays the transferable **skills** associated with this occupation. In this example we are referring to the "Industrial Truck and Tractor Operators."

However, users can select the level of skill they have ranging from 1 to 7.

Introduction | List Prior Jobs | Job Duties | **General Skills** | Duties/Skills

Survey | Results

The skills below are associated with the prior jobs you've listed. Rate your skill level for each transferable skill, from 1 being low to 7 being high. You can accept the level JobZone assigns to the skill based on industry average.

Don't possess this skill							Average for this occupation							Limited Experience							Average Experience							Extensive Experience							Skill	Skill Description						
0	1	2	3	4	5	6	7	0	1	2	3	4	5	6	7	0	1	2	3	4	5	6	7	0	1	2	3	4	5	6	7	0	1	2	3	4	5	6	7			
0	2.30	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Reading Comprehension</b>	2. Read step-by-step instructions for completing a form 4. Read a memo from management describing new personnel policies 6. Read a scientific journal article describing surgical procedures																													
0	2.50	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Active Listening</b>	2. Take a customer's order 4. Answer inquiries regarding credit references 6. Preside as judge in a complex legal disagreement																													
0	1.80	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Writing</b>	2. Take a telephone message 4. Write a memo to staff outlining new directives 6. Write a novel for publication																													
0	2.10	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Speaking</b>	2. Greet tourists and explain tourist attractions 4. Interview applicants to obtain personal and work history 6. Argue a legal case before the Supreme Court																													
0	1.60	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Mathematics</b>	2. Count the amount of change to be given to a customer 4. Calculate the square footage of a new home under construction 6. Develop a mathematical model to simulate and resolve an engineering problem																													
0	0.60	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Science</b>	2. Conduct standard tests to determine soil quality 4. Conduct product tests to ensure safety standards are met, following written instructions 6. Conduct analyses of aerodynamic systems to determine the practicality of an aircraft design																													
0	2.50	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Critical Thinking</b>	2. Determine whether a subordinate has a good excuse for being late 4. Evaluate customer complaints and determine appropriate																													

# Skills Survey: General Skills Cont'd

0	1.80	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Quality Control Analysis</b>	2. Inspect a work memorandum for clerical errors 4. Measure new part requisitions for tolerance to specifications 6. Develop procedures to test a prototype of a new computer system
0	2.20	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Judgment and Decision Making</b>	2. Decide how scheduling a break will affect work flow 4. Evaluate a loan application for degree of risk 6. Decide whether a manufacturing company should invest in new robotics technology
0	1.50	1	2	3	4	5	6	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Systems Analysis</b>	2. Determine how loss of a team member will affect the completion of a job 4. Determine how the introduction of a new piece of equipment will affect production rates 6. Identify how changes in tax laws are likely to affect preferred sites for manufacturing operations in different industries
0	1.20	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Systems Evaluation</b>	2. Determine why a co-worker has been overly optimistic about how long it would take to complete a task 4. Identify the major reasons why a client might be unhappy with a product 6. Evaluate the long-term performance problem of a new computer system
0	2.20	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Time Management</b>	2. Keep a monthly calendar of appointments 4. Allocate the time of subordinates to projects for the coming week 6. Allocate the time of scientists to multiple research projects
0	1.00	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Management of Financial Resources</b>	2. Take money from petty cash to buy office supplies and record the amount of the expenditure 4. Prepare and manage a budget for a short-term project 6. Develop and approve yearly budgets for a large corporation and obtain financing as necessary
0	1.10	1	2	3	4	5	6	7	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Management of Material Resources</b>	2. Rent a meeting room for a management meeting 4. Evaluate an annual uniform service contract for delivery drivers 6. Determine the computer system needs of a large corporation and monitor use of the equipment
0	2.10	1	2	3	4	5	6	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Management of Personnel Resources</b>	2. Encourage a coworker who is 4. Direct the activities of a road 6. Plan, implement, and manage programs for a high performance company

Select "Next."

Back To List | Back To Portfolio | **Next**

## Skills Survey: General Skills Cont'd

or four years of apprenticeship or several years of vocational training, and often must have passed a licensing

- ★★★★ Precious Metal Workers [Gap Analysis](#)
  - ★★★★ Manicurists and Pedicurists [Gap Analysis](#)
  - ★★★★ Potters, Manufacturing [Gap Analysis](#)
  - ★★★★ Control and Valve Installers and Repairers, Except Mechanical Door [Gap Analysis](#)
  - ★★★★ Patternmakers, Wood [Gap Analysis](#)
- [See all 240 matching occupations in this zone](#)

### Job Zone 4

A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, electricians must complete four years of college and work for several years in accounting to be considered qualified.

- ★★★★ Library Technicians [Gap Analysis](#)
  - ★★★★ Vocational Education Teachers, Middle School [Gap Analysis](#)
  - ★★★★ Graphic Designers [Gap Analysis](#)
  - ★★★★ Park Naturalists [Gap Analysis](#)
  - ★★★★ Geophysical Data Technicians [Gap Analysis](#)
- [See all 172 matching occupations in this zone](#)

### Job Zone 5

Extensive skill, knowledge, and experience are needed for these occupations. For example, surgeons must complete four years of college and an additional five to seven years of medical training to be qualified.

- ★★★★ Graduate Teaching Assistants [Gap Analysis](#)
  - ★★★★ Physical Therapists [Gap Analysis](#)
  - ★★★★ Prosthodontists [Gap Analysis](#)
  - ★★★★ Occupational Therapists [Gap Analysis](#)
  - ★★★★ Low Vision Therapists, Orientation and Mobility Specialists, and Vision Rehabilitation Teachers [Gap Analysis](#)
- [See all 126 matching occupations in this zone](#)

This screen shows occupations that require many of the **skills** that were selected for the "Industrial Truck and Tractor Operators."

The occupations are listed by JobZone levels 1-5 based on knowledge, experience, etc. required to complete the job. The occupations with more stars by them have a stronger match.

Select "Next."

- Back To List
- Back To Portfolio
- Next ➔

# Skills Survey: Duties/Skills

Introduction | List Prior Jobs | Job Duties | General Skills | Duties/Skills | Gap Analysis

KEY	Duties Survey	Skill Survey	Gap Analysis
<p>★★★★ Very strong match</p> <p>★★★ Strong match</p> <p>★ Weak match</p>	17 DWAs		
<b>Job Zone 1 - Little or no previous work-related skill, knowledge, or experience is needed for these occupations.</b>			
<a href="#">Packers and Packagers, Hand</a>	★	★★★★	
<a href="#">Crossing Guards</a>		★★★★	
<a href="#">Cooks, Fast Food</a>		★★★★	
<a href="#">Food Preparation Workers</a>		★★★★	
<a href="#">Combined Food Preparation and Serving Workers, Including Fast Food</a>		★★★★	
<a href="#">See all 49 occupations in this zone</a>			
<b>Job Zone 2 - Some previous work-related skill, knowledge, or experience is usually needed.</b>			
<a href="#">Industrial Truck and Tractor Operators</a>	★★★★	★★★★	
<a href="#">Hoist and Winch Operators</a>	★	★★★★	
<a href="#">Machine Feeders and Offbearers</a>	★	★★★★	
<a href="#">Craft Artists</a>		★★★★	
<a href="#">Singers</a>		★★★★	
<a href="#">See all 255 occupations in this zone</a>			
<b>Job Zone 3 - Previous work-related skill, knowledge, or experience is required for these occupations.</b>			
<a href="#">Crane and Tower Operators</a>	★	★★★★	
<a href="#">Photographers</a>		★★★★	
<a href="#">Pesticide Handlers, Sprayers, and Applicators, Vegetation</a>		★★★★	

The Duties/Skills tab compares the occupation results of the Duties survey with the Skill survey using the star rating system.

Next, have users select a Gap Analysis for an occupation they are interested in.

In this example, we will select "Crane and Tower Operators" Gap Analysis.

# Skills Survey: Duties/Skills

Duties/Skills I Have					
<p><b>Duties</b></p> <p>operate material moving, loading, or unloading equipment                      use hand or power tools                      load, unload, or stack containers, materials, or products                      signal directions or warnings to coworkers                      maintain production or work records                      inspect material moving equipment                      perform safety inspections in manufacturing or industrial setting                      operate cargo handling gear                      measure, weigh, or count products or materials</p>	<p><b>Skills</b></p> <p>Active Learning                      Complex Problem Solving                      Coordination                      Critical Thinking                      Equipment Maintenance                      Equipment Selection                      Judgment and Decision Making                      Mathematics                      Monitoring                      Negotiation                      Operation Monitoring                      Operation and Control                      Quality Control Analysis                      Reading Comprehension                      Repairing                      Service Orientation                      Speaking                      Systems Evaluation                      Time Management                      Troubleshooting                      Writing                      Active Listening                      Installation                      Instructing                      Learning Strategies                      Management of Financial Resources                      Management of Material Resources                      Management of Personnel Resources                      Operations Analysis                      Persuasion                      Science                      Social Perceptiveness                      Systems Analysis                      Technology Design</p>				
<p><b>Duties/Skills I Need to Improve</b></p> <table border="1"> <thead> <tr> <th>Duties</th> <th>Skills</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Duties	Skills		
Duties	Skills				
<p><b>Missing Duties/Skills</b></p> <p><i>(Find Training links open in a new window)</i></p>					

This is the Gap Analysis result for "Crane and Tower Operators."

The Gap Analysis will show:

- Duties/Skills I Have
- Duties/Skills I Need to Improve
- Missing Duties/Skills

## Skills Survey: Duties/Skills

### Missing Duties/Skills

*(Find Training links open in a new window)*

Duties	Skills
direct and coordinate activities of workers or staff <a href="#">Find Training</a>	Programming <a href="#">Find Training</a>
read work order, instructions, formulas, or processing charts <a href="#">Find Training</a>	
examine products or work to verify conformance to specifications <a href="#">Find Training</a>	
operate earth-moving or other heavy construction equipment <a href="#">Find Training</a>	
operate crane in construction, manufacturing or repair setting <a href="#">Find Training</a>	
clean equipment or machinery <a href="#">Find Training</a>	
maintain or repair construction machinery or equipment <a href="#">Find Training</a>	
set up specialized rigging <a href="#">Find Training</a>	

These columns list the required job duties and skills of the occupation selected in the previous step that the customer has not yet performed at a professional level.

For purposes of the OJT/NEG, you are only required to review the Gap Analysis resulting from the Job Duties Survey.

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For students engaged in the exploration of future careers