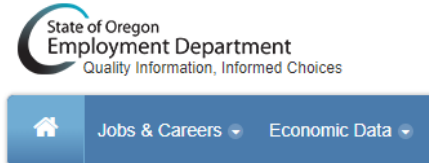



Occupation Profiles Report How To Guide

Creating the Occupation Profiles Report

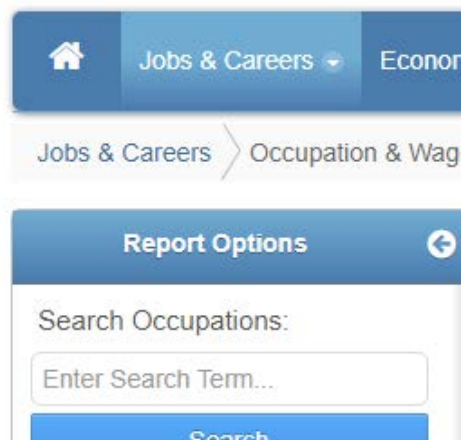
1. Website: www.qualityinfo.org



2. Click the down arrow  to the right of Jobs & Careers and select Occupation and Wage Information



3. Under Report Options, enter in the name of the occupation you are looking for in the "Search Occupations" field. If you are unsure of which occupation to use, start with the name of the degree or certificate or ask the instructor what occupation the degree or certificate is meant to ready the student for success. CCWD is also available to assist.



Occupation Profiles Report How To Guide

- Next, "Select Area" by using the drop down arrow ▼ to locate the area that best describes where your college provides services. There are 21 areas listed.

Select Area:

Oregon
(All Counties) ▼

Oregon
(All Counties)

Central Oregon
(Crook, Deschutes, Jefferson)

Clackamas
(Clackamas)

Columbia Basin
(Morrow, Umatilla)

Columbia Gorge
(Gilliam, Hood River, Sherman, Wasco,

...

- Next, in "Report Options" select "Custom Report" and choose all choices except Job Openings listed with OED and Job Openings from the Web.

Report Options:

- Full Report
 One-Page Summary Report
 Custom Report

Customize Your Report:

- Description & Video
 Job Openings listed with OED
 Job Openings from the Web
 Licenses & Certifications
 Wage Range
 Employment Outlook
 Employment Projections
 Industries of Employment
 Educational Requirements
 Knowledge, Skills, & Abilities
 Schools & Training Providers
 Career Pathways
 Related Occupations

Occupation Profiles Report How To Guide

6. Next, choose "Get Report"



7. Save the report by clicking on the print icon located on the right hand side of the blue Occupation Profiles bar.



8. This report should contain all information needed for the labor market information component found in the HECC standard A: Need. In the case where local area information is not provided or not defined enough, the college needs to fill out the Supplemental Occupation Profiles Form. The supplemental form must be submitted with the report.

Creating the Supplemental Occupation Profiles Form

There are a few times when the occupation information for an area is not populated at the regional level or the occupation report combines two occupations whose wages or outcomes are very different in your area. How does the college move forward?

1. The college looks up the occupation and there is no existing data for the region. A Supplementary Occupation Profiles report form has been created to answer this need. The college will populate the form using information from their local workforce, industry/business partners, and/or calling the Oregon Employment Department. The Supplementary Occupation Profiles report is submitted *in addition* to the Occupation Profiles report.
2. The Occupation Profiles report's structure mirrors that of the federal government. This creates seamless reporting across the nation; however, this can cause confusion as a college attempts to locate an occupation. The federal government groups certain occupations together. An example is the combining of Emergency Medical Technicians and Paramedics. In these cases the college will need to fill out the Supplementary Occupation Profiles report form.

Each section of the form has instructions on what is needed. The college should call CCWD if they have any questions.

[Supplemental Occupation Profiles Form](#)