User Guide

Introduction
Workomatic is a Career Visions module for exploring the world of work to identify occupations toward which you might want to target your education. This guide shows you the main screens you will see in Workomatic.

Starting the Program
To start Workomatic:
Click the World of Work button on the Main Menu. Then click on the Workomatic button on the World of Work Menu.

To start stand-alone version:
Double-click the Workomatic icon on the Desktop.
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Main Screen
Click here to see the list of choices you’ve made
Click here to clear all choices
Click here to see a list of matching occupations

Click on these buttons to see the categories of characteristics
Click on the panels to choose characteristics

Making Choices
Click on Clear to erase the choices you’ve made in a category
Click OK when done choosing from a category

Require or Avoid a characteristic by clicking on these radio buttons.
Require means you want an occupation to have that characteristic.
Avoid means you don’t want an occupation to have that characteristic.
When the Any/All switch is set to All, you’re asking the program to find the occupations that match all of the characteristics you selected in this category. When the Any/All switch is set to Any, you’re asking the program to find the occupations that match any (at least 1) of the characteristics you selected in this category.

Making Choices
Click here to see the occupations you just lost from your search when you selected your last characteristic.

Click here to see occupations that match your search.

Slider Categories
Some categories require that you move a slider instead of clicking on a radio button. Click on the thumbnail and drag to the level you desire.
Clicking on this dial changes the kind of information you get when you click on an occupation. In this picture it’s set to Full Description. So, when you click on an occupation, you will get the full description of the occupation.
Because the dial is set to Short Description, clicking on an occupation in the list will display a short description.

Because the dial is set to Why/Why Not, clicking on an occupation in the list will display the choices you’ve made and whether or not they match the selected occupation.
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Entering Test Scores

Click OK after you have selected a test.

Turning Test Scores On and Off

Click here to enter your inventory or test scores.

After you’ve entered your test scores, you can use these buttons to determine if they get used in your search.
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Administrator's Guide

Overview

Workomatic identifies occupations that match users' interests. Given a list of personal and occupational characteristics, users can:

• Choose characteristics to require or avoid
• See a list of occupations matching those choices
• Get information about any of the occupations
• Compare (in chart form) the characteristics of two to five occupations at once
• Compare (in more detail) two occupations side by side
• Sort the list alphabetically, by ID number, or by salary
• Users can also restrict the list by including the results of various aptitude tests and interest inventories.

Workomatic targets those users who:

• Are investigating occupations or educational programs and are planning on acting on their findings (as opposed to those who are exploring the world of work without immediate goals in mind).

Time Required for Use

Experienced Workomatic users may take two or three minutes setup time, plus five to ten minutes per occupation accessed. Inexperienced users will need five to ten minutes setup time, plus five to ten minutes per occupation accessed.

General Program Sequence

Most Workomatic users will have only vague ideas about the types of occupations they may be interested in or qualified for. If they have taken an aptitude test, they may begin by entering their test scores. As they select characteristics, they will see the number of matching occupations change. Encourage them to work back and forth between the characteristics and the occupation lists, showing them how specific choices may affect their employment options. Whenever the matching list gets small (fewer than 20 entries), users should check it for titles that seem interesting, and access the available information on those occupations.

Education Link

[Does not apply to stand-alone version.] The Education Path section in Occupation Information includes a link to the Education database (see screen on the following page). For example, users could begin by getting information about Police Officers, jump from there to learn about different Criminal Justice programs of study, and could even jump from there to descriptions of colleges
and universities that offer each program. At any time, users could back up to Workomatic and repeat these steps for a new occupation.

Choosing Characteristics:
How Many?
Users need not Require or Avoid every characteristic in a category. Workomatic warns users if they select more than three items in a category.

Any/All
The Any/All switch will confuse some users. Although the principle is simple, the concept is difficult for many to grasp. Just remember that Any is a short way of saying “At least one.” If a category is set to Any, then occupations must match at least one choice or they are sent to the Reject Bin. If a category is set to All, occupations must match all choices to avoid rejection. This means that each choice (after the first) in a category marked Any will restore occupations from the Reject Bin, while each choice in a category marked All will eliminate occupations.

WARNING!
Users must be careful when selecting Avoid. Occupations are coded so that an occupation that often, but not always, involves a characteristic IS coded to that characteristic. For example, in the Travel category, if a user Avoids frequent overnight travel, Workomatic will eliminate occupations in which many jobs involve travel, and others don’t. Users may thus be surprised to find that most Engineering professions have disappeared from the list, because many engineers (e.g., field service personnel) do a lot of traveling.