

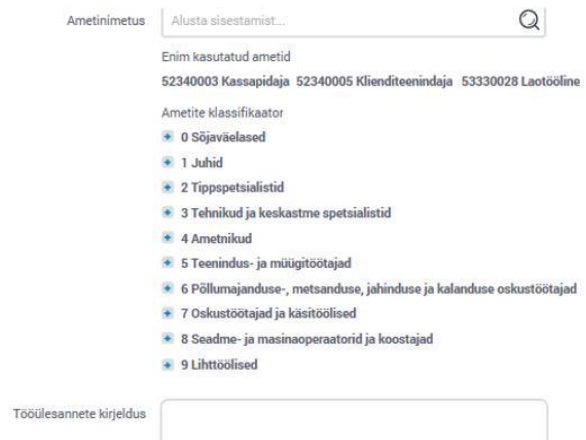
Recording occupational titles in the employment register

Choosing the occupational title

There are several options to choose the occupational title.

1. Search

To find the occupational title, enter in the search box a word or part of word (min. 3 characters) included in the employee's occupational title, or the code of occupational title or part of the code (min. 3 numbers).

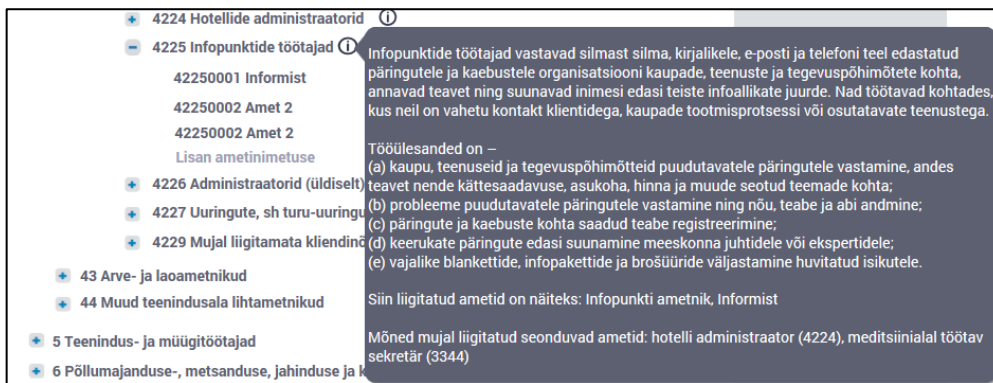


2. Quick search from the list of most common occupational titles

Three most common occupational titles in the institution or enterprise will be displayed with the quick search. If one of them is appropriate, you can select it by clicking on the title. The list of most common occupations is displayed when an occupational title has been added to an employment record. If the records do not contain any occupational titles, the list of most common occupational titles is not displayed.

3. Browsing the classification of occupations

The classification has five levels. 10 major groups of the highest level are displayed to the user immediately. To search for an occupational title, browse from the highest level towards the bottom level; lower level groups will be displayed when you click on the plus sign (+) in front of the group name. The 4th level has an information button (i) with a detailed description of the unit group.



The hierarchy of the classification

		Example
1st level	0 major group (qualification)	4 Clerks
2nd level	00 sub-major group (area of work)	42 Customer Services Clerks
3rd level	000 minor group (area of work)	422 Client Information Clerks
4th level	0000 unit group (area of work)	4225 Inquiry Clerks
5th level	00000000 occupational title	42250001 Information Clerks

What to do if...

The search yielded many results

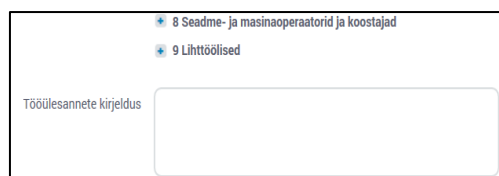
If the search yielded several results, make a selection.

- 1) Choose the correct occupational title – in which group the work belongs based on the content.
- 2) Before confirming the selection, check:
 - that the correct major group was chosen (1st level) considering the qualification;
 - that correct areas of work were chosen (2nd to 4th level).

The search did not yield an exact equivalent

If the search did not yield an exact equivalent, decide whether a close occupational title can be chosen.

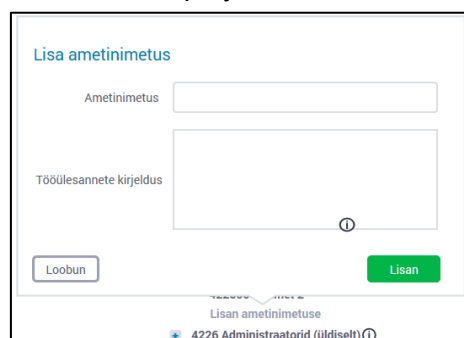
- 1) For each possible occupational title, see under the information button:
 - on the 4th level, description of the tasks of the unit group;
 - on the 5th level, whether synonyms or close occupational titles have been added, which are displayed under “Here also belongs”.
- 2) Choose the closest title from the list of occupational titles displayed.
- 3) In the job tasks description field, add:
 - the exact occupational title of the employee;
 - if possible, a description of job tasks from the employment contract, job description or other document.
- 4) Before confirming the selection, check:
 - whether the correct major group (1st level) has been chosen considering the qualification;
 - whether the correct areas of work have been chosen (2nd to 4th level).



There is no appropriate occupational title in the classification and you need to enter a new occupational title

If the search or browsing does not yield any suitable occupational titles, do the following.

- 1) Find the occupational group (1st to 4th level) which corresponds to the new occupation:
- 2) In the 4th level unit group, click on the link “Add occupational title” displayed after the 5th level occupational titles.
- 3) In the new window, add in the field “Occupational title” the new occupational title and in the field “Job tasks description” information from the employment contract, job description or other document.
- 4) Before adding an occupational title, check that
 - the correct major group has been chosen (1st level) considering the qualification;
 - the correct area of work has been chosen (2nd to 4th level).
- 5) To add the occupational title, click on “Add”.



The search or browsing yielded an occupational title the location of which in the groups does not correspond to the content of the job.

If the search or browsing yielded an occupational title with the correct wording but its location in the groups does not correspond to the content of the specific job, it must not be selected.

In that case

- 1) choose an existing occupational title in a suitable group, or
- 2) add a new occupational title under the correct group.