

IDENTIFYING YOUR SKILL SET*

1. State your job (title)
2. Describe your job/role
3. List the tasks/assignments/duties involved
4. Identify special requirements, certificates, knowledge required
5. Identify your favorite task and your least favorite task to complete

IDENTIFYING YOUR TRANSFERABLE SKILLS*

(DOLEW-Participant-Guide 2015)

Read the list of skills and evaluate if you are capable of doing the skill or have an interest to learn more. After you have rated each skill 1-6, make a list of the 1's and 4's to help you narrow down your best skills and the skills you are interested in learning.

**1=Very Competent 2=Somewhat Competent 3=Not Competent 4= Interested In
5=Somewhat Interested In 6= Not Interested In**

Adapt to change

Adapted teaching style/special tools

Administered programs

Advised people/peers/job seekers

Analyzed data/blueprints/schematics/policies

Anticipate problems

Appraised services/value

Arranged meetings/events/training programs

Assembled automobiles/computers/apparatus

Assess situations

Audited financial records/accounts payable

Bookkeeping

Budget expenses

Build process or software solutions

Buyer of supplies or products

Calculate numerical data/annual costs/mileage

Catalog art collection/technical publications

Chart information

Check accuracy/other's work

Classify documents/information/plants/animals

Clean houses/auto parts

Coach teams/students/athletes

Collect money/survey information/data/samples

Communicate with others/groups

Compare data

Compile statistics/survey data

Conceptualize processes/ideas

Conduct experiments

Confront people/difficult issues

Construct buildings

Consult on new designs/investment strategy

Control costs

Coordinated events/work schedules

Cope with stressful situations

Corresponded with other departments/colleagues

Counseled students/peers/job seekers

Created new programs/artwork/internet sites

Cut diamonds/concrete/fabric/glass/lumber

Decided which equipment to buy/priorities

Delegated authority

Deliver on time

Demonstrate results

Designed data systems/products

Develop products

Diagnose issues

Directed administrative staff/projects

Discipline others

Dispensed medication/information

Displayed results/products/artifacts

Distributed products/mail

Draft documents

Dramatized ideas/problems/plays

Edited publications/video tape/film

Engineer solutions

Entertained people

Established objectives/guidelines/policies

Estimated physical space/costs/staffing needs

Evaluated programs/solutions/instructors/peers/students

Exhibit plans/public displays/evidence

Explain tasks

Explore solutions

Facilitate multimedia exhibit/conflict resolution

Found appropriate housing for others

Found missing persons

Frame houses/pictures

Generate interest/support

Grew plants/vegetables/flowers

Handled detailed work/data/complaints/toxins

Hosted panel discussions/foreign students

Illustrate storyboards/concepts/print

Implement registration system/new programs

Improve maintenance schedule/systems

Improvise action

Initiate production/changes/improvements

Inspect physical objects/repairs/electrical work

Install software/bathrooms/electrical systems/parts

Interpret languages/new laws/schematics/codes

Interview people/new employees

Invent new ideas/machine parts

Investigate problems/violations/fraud

Landscaped gardens/public parks/indoor gardens

Led foreign tours/campus tours

Listened to others/to conference calls

Located missing information/facilities

Maintained transportation fleet/aircraft/diesel engines

Managed an organization/a mail room/a retail store

Market products

Measure boundaries/property lines/bridge clearance/results

Mediate between people/civil settlements

Met with dignitaries/public/community groups

Monitor progress of others/water flow/electric usage

Motivate workers/trainees

Negotiated contracts/sales/labor disputes

Operated equipment/hydraulic test stand/robotics equipment

Order goods/services

Organized tasks/library books/data bases

Painted houses/cars/aircraft/interiors

Patrolled runways/public places/property/buildings

Persuaded others/customers

Planned agendas/international conferences

Predicted future needs/stock market trends

Presented major selling points/new products

Prepared reports/meals/presentations

Printed books/reports/posters

Process human interactions

Program computers

Promote events/new products/new technology

Proofread news/reports/training materials

Protect property/people

Publish reports/books/software

Purchase equipment/supplies/services

Question people/survey participants

Question suspects/witnesses

Raise capital investments

Raise performance standards

Record data/sales totals/music/video

Recruit people for hire/executives/Armed Services

Rehabilitate people/old buildings

Repair items/mechanical devices/exhaust systems

Report findings/monthly activity

Researched library documents/cancer/diseases

Renewed programs/contracts/insurance policies

Reviewed program objectives/books and movies

Revised instructional materials

Scheduled social events/doctor' appointments

Set goals/objectives

Served individuals

Sewed parachutes/clothing/upholstery

Signed for the hearing impaired

Sketched charts and diagrams

Sort materials

Sold advertising space/real estate/cars

Spoke in public

Supervised others

Do Televised conferences/training/events/shows

Tested new designs/students/employees

Updated files

Verified reports/identity

Volunteered services/time

Wrote reports/training manuals

Weighed trucks/patients/precious metals

Welded bike frames/airframes/alloys

Write proposals

Write technical documents

X-rayed limbs/stressed equipment

Other Skills: (such as Language skills)

PERSONAL MOTIVATORS: CLAMS

Finding the right environment to suit your needs is very important in order to have meaning in your work. People who take a job just to make money are less likely to be satisfied, and enjoy an ideal balance between quality of life, personal values and their career/occupation.

Several motivators drive many of us at a time. These motivators often identify what is important to us, and then help shape our goals and desires. There are five common motivators known as CLAMS. This acronym stands for CHALLENGE, LOCATION, ADVANCEMENT, MONEY and SECURITY.

Challenge is what keeps many people engaged, invested and stimulated. It makes us use all our resources and inspires us to learn more and go farther.

Location refers to the actual environment and the distance between work and home. It can be a blended concept taking in where you work (physical location), your job environment (RAISEC themes) and the actual time it takes to travel from point A to B.

Advancement can be referring to status (climbing the “corporate” ladder), gaining recognition in their field (Academics...), learning new skill sets or a combination of these.

Money is our salary that we use to sustain our quality of life (pay bills, feed our families, provides entertainment...). We need a minimum amount to meet our daily and financial obligations.

Security refers to one’s job and how it relates to predictability in the future. Having job security means ongoing employment, meeting your basic needs, and hopefully, maintaining a quality of life for yourself and family.

Take some time to write down what each of the motivators means to you and then rank them in order of importance.

CHALLENGE

LOCATION

ADVANCEMENT

MONEY

SECURITY

WORK PREFERENCES

1. I enjoy working with:

- a. data (information, ideas, words, numbers)
- b. people
- c. things (machines, equipment, animals)

2. I prefer working:

- a. indoors
- b. outdoors
- c. some inside and some outside

3. I prefer working in:

- a. alone
- b. groups
- c. being part of a team but working autonomously

4. I would like to work in a:

- a. large city
- b. medium size city
- c. town or suburban area
- d. small town or rural area

5. I prefer a job that involves:

- a. a lot of travel
- b. some travel
- c. no travel

6. Are you more comfortable as a:

- a. team member
- b. team leader
- c. autonomous worker

7. Where do you want your career to be in 5 years?

8. Which of your past jobs did you like least? Why?

9. Which jobs did you like best? Why?

10. What kind of job would you do if you could choose any job you wanted?

11. What kind of training would you like to have, if any?

12. Why did you choose your previous field of work?

13. Do you prefer to work day shift or night shift?

14. What type of employer culture will align with your personality? (e.g. corporate responsibility, virtual teams, authoritative structure, flat structure)

15. In what types of jobs do people with your personality regularly find success?

16. How will you, or your family, react to a job with long hours that will keep you away from home?

17. What kind of position will afford you the opportunity to work in an area that you are passionate about?

Now take all your TOP Preferences and write them down.

My ideal job would be _____.

WORK VALUES

Make a list of what is most important and what is the least important to you when you work. When making a career choice, remember that what you value directly impacts your working conditions, find satisfaction and meaning in your work. Make a list of the 1's and 3's to easily identify what values you need in your career and work environment to feel best in.

1=Most Important

2= Somewhat Important

3= Least Important

Being Around Interesting People

Benefits

Blending of Family and Career

Clear Expectations

Clear Rules

Competition

Cultural Diversity in the Workplace

Flexible Work Schedule

Freedom from Pressure/Stress

Independence

Involvement in Decision-Making

Leisure Time

Mental Challenge

Power and Influence

Public Contact

Quality of Product

Recognition

Regular 40-hour Work Week

Salary

Security

Status and Prestige

Travel Opportunities

Variety and Change in Work

Other Activities

Identifying your Passions can help discover possible career paths in which to look for jobs.

Look at what your personal interests, activities and hobbies are.

Try writing a mission statement- would you change the world, leave your family a legacy, invent something?

Make a timeline on where you hope to be in 1 yr. 5 yr.10 yr and 25 yrs

Imagine yourself receiving an award, being selected for a cherished position...

If you had unlimited resources, you could not fail, had a great support team at work and at home, what would you do?