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Course Overview

The process of finding a job can be overwhelming and a little intimidating. This course will guide you step by step through the process, from applying, to accepting, to keeping your next job.

INTERESTS AND SKILLS



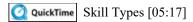
Unit Overview

This unit is designed to help you decide what type of job is right for you. By looking at some questions, and thinking about your past experiences, you can find what careers will suit you the best.

"The most successful people are those who do all year what they would otherwise do on their summer vacation." Mark Twain

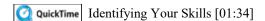
"I know I need to get a job, but how do I decide what I want to do, or what I will be good at doing for the next 50 years?" Many people ask themselves this question. But finding a job can be a lot less overwhelming if you follow some simple steps.

First, before you do anything else, do a thorough self-inventory of the transferable skills and interests that you most enjoy and do best. From here, you can define in detail exactly the jobs you would most like to have. You can use this knowledge to focus your work search.



Professionals in the workplace talk about the various skill sets needed by applicants that will make them most employable in the workforce. They identify three different types of skills as: 1) job related skills, 2) self-management skills, and 3) transferrable skills.

- 1) **Job related skills** are skills related to a particular job or profession. These skills are usually specific to the job. A landscaper has used a riding mower. A cook can make a sandwich. Click <u>here</u> for more information on job related skills.
- 2) **Self-management skills** are also known as personality traits. They are also called soft skills. These are the skills we use every day to survive. These skills are the ones you have perfected just by being a responsible student. I am organized. I am a hard worker. I work well as part of a group. Click <u>here</u> to view a chart of self-management skills.
- 3) A **transferable skill** is a skill you have that can be used or "transferred" to another work place. These words are usually verbs. Click <u>here</u> to view a chart of transferable skills.



A. Let's get started. Identify your interests, skills, abilities, and values. Pin point what it is, exactly, that you enjoy. Do you like to be outside? Do you like to work early in the day? Do you like animals? Do you like children? Can you fix things?

B. Decide in detail what you have to offer. I have a lot of energy. I am really good with people. I take great pictures. I can draw. There are many ways you can determine your interests and abilities. One is by completing an **occupational interest survey**. There are many available types of surveys. But be sure to note that just because a job doesn't show up on your list, doesn't mean you won't be good at it. Don't let these surveys crush your dreams. They are simply a tool to help you choose what might be right for you.

C. Another way to determine what you are good at is by thinking back over your successes. Identify 15 - 20 achievements. Think of everything you enjoy doing, believe you did well, or felt really proud when you were finished. This is important information for determining your interests. Since these accomplishments were most likely voluntary or something you did in your free time, they will help to determine your motivation or your interests. We are going to call these **achievement statements**. They look like this:

When I was a freshman, I learned to play the piano and accompanied my choir class.

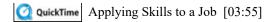
Once you have written your statements, choose the one you feel is the best. From there you will expand on why it was the best. This will further your understanding on your interests and abilities

Finally, it's time to complete an occupational interest survey.



Click here for the O*Net Interest profiler printable copy.

Click here for the O*Net Interest profiler score report printable copy.



Stop! Answer questions 1-22.