

Activity 11: Using My Skills

FOR THE TEACHER

Introduction

The purpose of this activity is to:

- Introduce students to the My Skills component of Career Matchmaker
- Help students identify their work skills
- Make students aware of the benefits of using more than one type of career assessment

Setting the Stage

Classroom discussion can focus on the importance of skills in the workplace. Ask students to take a few minutes to think about skills they have that could be useful in the working world. (Examples of work skills should be provided to help get students started.) Then have students share some of their skills with the class. Next, ask students how they are able to identify their skills. The difficulties with skills self-assessment should be discussed.

An alternative topic for discussion is the benefits of using more than one type of career assessment (*interests, skills, values, personality, etc.*). Ask the class to identify potential problems with relying on just one type of career assessment.

Starting the Program

Go to www.careercruising.com. Enter your personal My Plan username and password in the spaces provided, and click on **Log In**.

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Log in to Career Cruising and click on **Assessments** in the menu bar near the top of the page, and then click on the **Start Matchmaker** button. (If you've already completed Matchmaker, you can load your Best Match or other results and select an occupation from that list.)

Read the instructions on the Introduction page, label your Matchmaker session, and then click **Start Now**.

After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that may be suitable for you based on your interests. Take a few minutes to look through the careers on your list and select a career that interests you.

Career: _____

1. Click on the career that you are interested in and read through the information that is available (Job Description, Working Conditions, Interviews, etc.).

Write down five things about this career that you find appealing.

Use your browser's back button to return to your list of suggested careers. Now click on the **Start My Skills** button in the My Skills section on the left side of the page to begin the skills assessment component. Read the introduction and then click **Start Now** to begin answering the skills questions. Answer all 45 questions.

After answering the skills questions, you will return to the Career Suggestions page where you will notice that all of the careers on your list have been assigned a skills score.

2. What is the skills score that appears beside the career you wrote down above?

- _____ A – Very Good Match
- _____ B – Good Match
- _____ C – Fair Match
- _____ D – Questionable Match
- _____ E – Poor Match

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3. Click on the career and then scroll down the Suitable For You? screen until you get to the My Skills information.

Look through your responses to the skills that are important for this career and record the total number of responses of each type.

_____ I Am Highly Skilled

_____ I Am Skilled

_____ I Have Some Skill

_____ I Don't Have This Skill

_____ I Can't Answer This

4. Write down any three skills to which you answered "I Don't Have This Skill" or "I Have Some Skill." (If you didn't respond this way to three of the skills, just choose any three of the skills listed.)

For each of the skills you wrote down, try to think of school subjects and activities outside of school that could help you increase your skill level.

Example:

Skill:	Presenting ideas and information in writing
Ways to improve my skill level:	Work hard on all of my written assignments in school Try to read the newspaper everyday Write a short story on why I love sports Ask my English teacher to recommend some books on writing

For Your Skills:

Skill 1:	_____
Ways to improve my skill level:	_____ _____ _____

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Skill 2:

Ways to improve my skill level:

Skill 3:

Ways to improve my skill level:

SUMMARY – YOUR VIEWS

5. After completing the skills assessment, are you still interested in this career? Why or why not?

6. What do you think the difference is between interests and skills?

7. Do you think it is helpful to consider your skills when choosing a career? Why or why not?
