

SKILLS IDENTIFICATION

Know what you're good at (your **strengths**), what you're not so good at (your **weaknesses**), what you like doing (your **interests**), and what's important to you (your **values**). Without those elements, your job search will lack focus and you could fall into another trap. You could be trying to fit yourself into a job, rather than trying to find a job that fits you.

What Can I Offer an Employer?

Before you embark on a job search, ask yourself:

- Why should someone want to hire me?
- What skills and expertise can I bring to the workplace?
- How can I contribute to the success of the company?
- What makes me the BEST candidate for the job?

If you can answer these questions with ease, enthusiasm and conviction, you are ready for the job search. If you are having difficulty finding the right responses, it's time to do some skills identification. Fill in the blanks below, not only in your mind, but also on paper!

Skills _____

Experience _____

Education _____

Special talents _____

Achievements or awards _____

Hobbies _____

General abilities _____

Notes:

Know Your Audience!

Be aware that in addition to technical ability, employers want employees with these excellent skills and

outstanding qualities:

- Written and verbal communication
- Interpersonal and negotiation skills
- Creative thinking and problem solving
- Dependability and reliability
- Listening and presentation
- Critical and analytical approaches
- Teamwork
- Leadership
- Organizational effectiveness
- Self-esteem, motivation, goal setting
- Above all, candidates must have a **GOOD ATTITUDE!**