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!