

OALCF Task Cover Sheet

Task Title: Assess skill strengths to help with job matching

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: It is important to be aware of your skills and strengths when looking for work and creating job search documents. In this task the learner will complete a skills assessment.	
Competency: B. Communicate Ideas and Information	Task Group(s): B1: Interact with others B3: Complete and create documents
Level Indicators: B1.1: Participate in brief interactions to exchange information with one other person B3.2a: Use layout to determine where to make entries in simple documents.	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen/pencil• Skills Assessment• Highlighter (optional)	

Instructor's Preparation: Provide a copy of the skills assessment. Once the assessment is complete, review the list with the learner. Help the learner develop a list of jobs that match the strong skills he or she has. You may want to consult with various websites to help with this such as <http://www.careers.govt.nz/tools/skill-matcher/>.

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It is important to be aware of your skills and strengths when looking for work and creating job search documents.

- Task 1:** Review the Skills Assessment chart. For each skill listed, check the box depending on whether you think your level of skill in this area is high, medium or low. When rating your skill level think about what others have told you about yourself.
- Task 2:** When you've completed the chart, highlight or circle the skills you have rated as high. If you have no skills rated as high then circle or highlight the skills you have rated as medium.
- Task 3:** Discuss the results with your instructor. Together, make a list of jobs that would be suited to someone with your high or medium level skills.

Skills Assessment

<http://www.twc.state.tx.us/news/tjhg/s1exercise4.html>

Transferable Skills

High	Medium	Low	
			fixing
			observing
			lifting
			creating
			mediating
			inspecting
			planning
			interpreting
			comparing
			leading
			doing math
			organizing
			critically thinking
			problem-solving
			public speaking
			decision-making

High	Medium	Low	
			teaching
			remembering
			listening
			managing
			figuring
			typing
			persuading
			directing
			proofing
			writing
			predicting
			researching
			taking directions
			communicating
			selling
			sorting

Technical Skills

High	Medium	Low	
			painting
			roofing
			cooking
			plastering walls
			helping patients
			arranging flowers
			recording sounds
			trimming trees
			reading blueprints
			farming

High	Medium	Low	
			welding
			fitting eyeglasses
			processing X-rays
			cutting glass
			installing carpets
			driving a backhoe
			testing water purity
			caring for a child
			driving a truck
			playing an instrument

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	<ul style="list-style-type: none">conveys information on familiar topics			
	<ul style="list-style-type: none">participates in short, simple exchanges			
	<ul style="list-style-type: none">chooses appropriate language in exchanges with clearly defined purposes			
B3.2a	<ul style="list-style-type: none">uses layout to determine where to make entries			
	<ul style="list-style-type: none">follows instructions on documents			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature