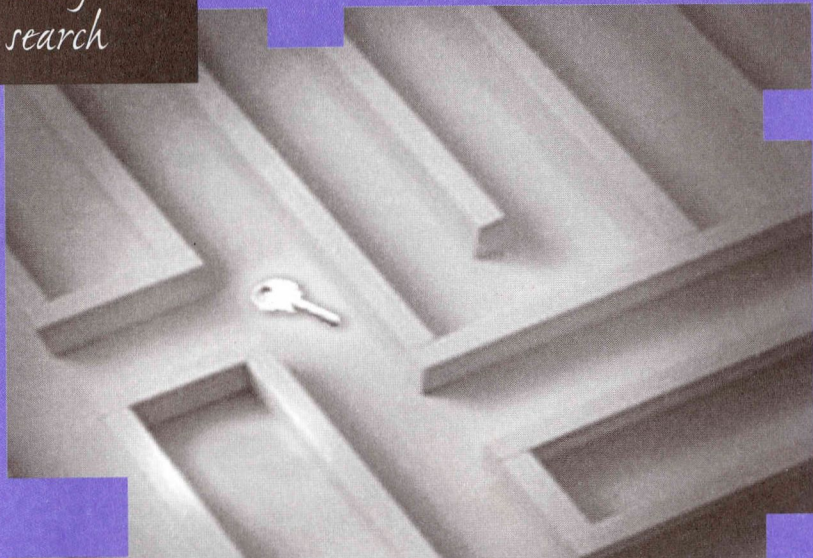


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*Discovering
your skills
is the key to
a successful
job search*

The Governor's Summer Job Hunt



TRANSFERABLE Skills

Colorado Department of Labor and Employment
Workforce Development Programs

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Investigate

Adaptive/flexibility skills

Interpersonal skills

Planning skills

Problem solving skills

Time management skills

Communication skills



If you're a young person,

you may think you have few mar-

ketable job skills, especially if

you have limited work expe-

rience. But the fact is, you

probably have a lot of

skills, you just don't realize

you have them. By attending school,

volunteering and even having a hobby,

you may have learned valuable skills,

which can be put to use in the work-

place. They're called "transferable

skills." They're the skills that we can

take with us and adapt to a variety of

work environments. Employers are

looking for people who have these

kinds of skills. They want to hire people

who are flexible, who work well with

others, people who can manage their

time, solve problems and learn. By

attending school, volunteering or even

having a hobby, you have likely learned

valuable skills that will help you get and

keep a job! The key is discovering your

skills and how you learned

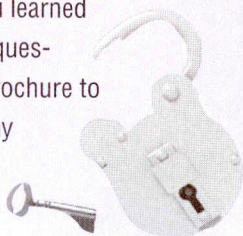
them. Fill out the ques-

tionnaire in this brochure to

discover how many

transferable skills

you have!



Do you have transferable skills?

Answer the following questions to find out what skills you're best at and what they are called in the world of work. Then when you apply for a job, you will be able to translate your skills into language that employers understand.

Employers Call It Problem Solving

- | | Yes | No |
|---|--------------------------|--------------------------|
| Can you sense a problem before it actually happens? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you identify a problem and describe it? | <input type="checkbox"/> | <input type="checkbox"/> |
| When you have a problem, do you think about more than one way to solve it? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you make a plan to solve your problem(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| It is easy for you to solve more than one problem at the same time? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you decide which problem to solve when you have more than one problem happening at the same time? | <input type="checkbox"/> | <input type="checkbox"/> |

Employers Call It Adaptability and Flexibility

- | | | |
|--|--------------------------|--------------------------|
| Are you a team player? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it easy for you to learn new ways to do things? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you switch from one project to another easily? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you follow instructions even when you think there's a better way to do something? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you ask for help when you need it? | <input type="checkbox"/> | <input type="checkbox"/> |

Employers Call It Interpersonal Skills

- | | | |
|--|--------------------------|--------------------------|
| Do you make friends easily? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you care about how others feel? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you "really listen" when others are talking? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you let others know how you honestly feel about something? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you respect the feelings and opinions of others? | <input type="checkbox"/> | <input type="checkbox"/> |

Employers Call It Communication

- | | | |
|---|--------------------------|--------------------------|
| Do you use words that can be understood by those around you? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you write a clear description about a problem or situation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you listen to others when they talk? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you take part in group discussions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you describe your ideas? | <input type="checkbox"/> | <input type="checkbox"/> |

Employers Call It Planning Skills

- | | Yes | No |
|---|--------------------------|--------------------------|
| Can you look at a situation and understand the "big picture"? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you pick out all of the facts and details that make up a situation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you usually know how a situation will turn out? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you identify the resources you have to work with? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you think about how to solve a problem more than one way? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you think about getting a project done more than one way? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you set goals? | <input type="checkbox"/> | <input type="checkbox"/> |

Employers Call It Time Management

- | | | |
|--|--------------------------|--------------------------|
| Do you get where you need to be on time? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you finish your assignments by the due date? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you work on more than one project at a time? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you schedule your day so that you can finish everything you need to get done? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you work on your assignments in the order of importance? | <input type="checkbox"/> | <input type="checkbox"/> |

Transferable skills aren't limited to those listed above. Here are some other ideas that will help you identify skills you might have...

Employers Call It Financial Management

- | | | |
|--|--------------------------|--------------------------|
| Can you make your allowance last all week? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Employers Call It Leadership

- | | | |
|---|--------------------------|--------------------------|
| Have you ever organized a group to work on a project? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Employers Call It Sales Skills

- | | | |
|--|--------------------------|--------------------------|
| Have you ever sold things for a fundraising project? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Employers Call It Technical/Keyboarding Skills

- | | | |
|--|--------------------------|--------------------------|
| Do you know how to use a computer? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Make a list of the software programs you can use:

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Additional information may be accessed through the Summer Job Hunt Website:
www.colorado.gov/cdle/youth



John W. Hickenlooper, Governor
Ellen Golombek, Executive Director
February 2011