

# Assessing Your Skills & Values

## What are skills?



Skill = combination of knowledge, competency and ability to perform tasks



Can be aquired through work, studies or activities

## Identifying your skills

Look back on your work, studies or leisure activities

Think about tasks you have completed in each



## What types of skills are there?

### Hard Skills

- Skills gained through schooling or training.
- Technical and specific to certain jobs or industries.
- Knowledge required to accomplish specific tasks or use certain tools.
- Example: Coding (IT), Welding, Cost and Trend Analysis

### Soft Skills

- Skills that cannot be taught in a classroom.
- Interpersonal (people) skills.
- Ability to interact with others and adapt to their work environment.
- Usually acquired through experiences.
- Example: Patience, Optimism, Empathy, Business etiquette

### Transferable Skills

- Like soft skills, they can be used in several different situations and jobs (that is why they are so important).
- 5 of the most in demand transferable skills are:
  - 1) Initiative
  - 2) Planning
  - 3) Teamwork
  - 4) Communication
  - 5) Problem Solving

# Assessing Your Skills & Values (continued)

## Reflect on your job description



Refer to jobs you have had in the past.



What skills were mentioned in the requirements?

## Look at performance reviews

How have managers appraised your performances in the past?



Pay attention to strengths and weaknesses that have been mentioned.

## What are values?

Values are the things that you believe are important in the way you live and work.

## How to determine your values

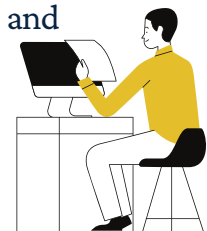


### Can ask yourself the following questions:

- If you had to permanently restrict certain things out of your life, what 3 things would you miss the most? What are the underlying values to those things? E.g., Missing your aging parents = family values/values of connection.
- How have you spent your time in extended period of self-isolation? What values are associated with those activities?
- What are the first things you looked forward to doing once the restrictions were lifted?

## Take on online test

Taking online self-assessments, such as DISC or Myers-Briggs, can help you understand your interests, emotional intelligence, values, personality traits, and motivations.



### SOURCES:

[HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/ASSESSING-YOUR-SKILLS](https://www.monster.com/career-advice/article/assessing-your-skills)

[HTTPS://CAREERPROCANADA.CA/SELF-ISOLATION-AN-OPPORTUNITY-TO-EXPLORE-AND-RE-ASSESS-VALUES/](https://careerprocanada.ca/self-isolation-an-opportunity-to-explore-and-re-assess-values/)

[HTTPS://WWW.MYWORLDOFWORK.CO.UK/WHAT-ARE-MY-SKILLS-0](https://www.myworldofwork.co.uk/what-are-my-skills-0)

[HTTPS://LIVELEARN.CA/ARTICLE/EMPLOYMENT/LOOKING-TO-EXPAND-YOUR-CAREER-OPTIONS-DISCOVER-YOUR-TRANSFERABLE-SKILLS/](https://livelearn.ca/article/employment/looking-to-expand-your-career-options-discover-your-transferable-skills/)