SKILLS ASSESSMENT

SKILLS is a self-assessment tool for career development that uses skills to identify occupations to explore. Simply stated, SKILLS is predicated on the idea that people who use skills they enjoy in their work will succeed. The self-assessment process involves two important steps: 1) identifying one’s preferred skills and 2) matching those skills to the world of work using the SKILLS component of CIS. The SKILLS component produces four types of ratings based on the preferred skills selected. The SKILLS process helps individuals identify skills they have used, skills they enjoy, and occupations that require skills they enjoy. It is an effective tool for increasing self-awareness and for developing a skills vocabulary to use in job search.

FEATURES
The SKILLS component of CIS is available in CIS RE Plus. It is not included in CIS RE.

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<th>SKILLS Feature</th>
<th>CIS RE</th>
<th>CIS RE Plus</th>
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<td>Occupation Clusters</td>
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<td>Top 30 Occupations</td>
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<td>Career Paths</td>
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<td>All Occupations</td>
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<td>VIEW</td>
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<td>Save and Restore</td>
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<td>Occupation Select</td>
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• SKILLS uses the preferred skills selected by the user to produce three types of ratings:
  ✔ Holland Codes - The selected skills are matched with the six Holland Personality Types (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). The highest three scores define a Holland Code based on skills. Each of the six types is discussed in printout.
  ✔ Occupation Clusters - Clusters are groupings of occupations with similar duties and skills. The cluster ratings show how well the selected skills match the skills needed by the occupations in the cluster. Using cluster ratings, students or clients can select a broad range of occupations for exploration and research.
  ✔ Top 30 Occupations – A Top 30 List is generated by the program to provide a set of occupational options that are well matched (the top 6%) to the selected skills. All of the occupations on the Top 30 List are good matches. Occupations that are not included on the Top 30 List may be good matches; see VIEW below.
• In addition to a Top 30 List of occupations, users can view a list of All Occupations in CIS and see the degree of match between their skills and the skill requirements of each.

•VIEW allows people to see how their selected skills match the skills requirements of any occupation in CIS. Mismatches can be reviewed to decide if these affect their interest in the occupation.

• While reviewing the “Top 30” list or the “All Occupations” list, users can link to More Information to go to the full CIS Occupation description for any occupation on the list and return to SKILLS when done.

• Users can save SKILLS responses for later review or revision in CIS RE Plus.
  ✓ User responses can be saved only if the user has set up and logged into the Career Planning Portfolio. Whenever a user is logged in, the option to Save Answers to My Career Planning Portfolio shows up at the top right hand of each rating page. Skills selections can be saved only after the user selects Rate Skills.
  ✓ Answers that have been saved can be restored when the user has logged into the Career Planning Portfolio. After selecting SKILLS Assessment, the Restore Answers from My Career Planning Portfolio option appears at the top right hand of the opening page. Once the answers have been restored, the user can view any of the SKILLS ratings or change skills.
  ✓ If an occupation on one of the interest area lists is of interest, users can save the occupation in their Career Planning Portfolio. They first must go to that occupation by clicking on the title in the list. From the occupation information, they can annotate the occupation to indicate it was related to their SKILLS results, for example one of the occupations in the Top 30 Rating.

• Occupation Select is displayed on the data entry screen of SKILLS. This feature provides a way to use the skill requirements of an occupation as the beginning point for skills selection. This feature was developed with the adult in transition in mind. People who have enjoyed success in previous work may select the occupation’s skills and sort those set of skills. Occupation Select is not an effective approach for young people or people without some work experience.

**TIPS**

1. The SKILLS Assessment is a sophisticated process that reaps many benefits for the career planner when the process is completed with purpose and understanding. To help counselors and teachers prepare their students and clients for the process, Oregon CIS has developed many support materials. Of particular importance is the SKILLS Assessment Counselor’s Manual. As with any assessment instrument, the assessment administrator should be fully familiar with the tool prior to using it with students and clients. See Online Support Materials below for a link to the PDF version of the manual and other worksheets and instructional notes.
2. The selection of preferred skills is best done using the **SKILLS Worksheet** or **SKILLS Cards**. See the *Matching Your Skills to Occupations* Worksheet and *Using SKILLS Cards and Worksheet* Instructions for details:
- **SKILLS Worksheet** - The worksheet is designed to help individuals select skills based on an analysis of skills used in previous accomplishments. The worksheet requires on average 1½ hours to complete.
- **SKILLS Cards** – The cards help individuals identify preferred skills by a hand sorting process. It is especially effective with young people and people who are tactile learners. A set of 72 skill cards are sorted into 5 very satisfying, 10 moderately satisfying, and 20 somewhat satisfying skills. The card sort requires between 20 and 30 minutes to complete.

Masters for both SKILLS Worksheet and SKILLS Cards are available online in PDF format.

3. The *Interpreting the Results of SKILLS* handout provides specific information about each rating and provides clients and students with instructions on how to use their results.

A master for Interpreting the Results of SKILLS is available online in PDF format.

4. Users should use the View icon on occupations in their Top 30 Occupations List and on any other occupations of interest. To look at skills for occupations not on the Top 30 Occupations, open the All Occupations list. This list is organized by cluster.

Career assessment tools should help users learn about themselves and the labor market. Study any View printouts for occupations of interest, regardless of the SKILLS rating. Look at the matches and mismatches between the occupation’s requirements and the student’s or client’s skills preferences. By considering the skills matches and mismatches, people can begin to understand more about specific occupations and be motivated to rethink their expectations. Skills, by definition, can be learned, so a student or client can decide to work on skill areas that have not been of interest.

5. Adults re-entering the job market or transitioning to new occupations can use the Occupation Select button to facilitate their skills selection process. The adult should select the occupation title closest to their most recent position or to a position they have held and enjoyed. The skill requirements of that occupation will be displayed in the selection screen. The user can then look through the skills listed to decide which skills they would like to eliminate, make less important, or add to their skill preferences.

Use of Occupation Select typically generates higher skills ratings. It is a feature that should be used cautiously. Make sure the student or client understands that they should modify the skills listed based upon their personal preferences.

For disabled individuals desiring to return to work after an accident, modifying the occupation’s skills based on their disabilities or limitations may assist in identification of other suitable occupations that match their skills.
6. The Expanded Skills Definitions list from the Counselor’s Manual will assist those who have difficulty in understanding the meaning of the skill words. The expanded definitions provide three work-setting activities that indicate the presence of each skill.

7. SKILLS Assessment helps individuals clarify an aspect of themselves that employers value – skills. The individual’s five top skills should be included on a skills resume. During interviews, these skills, including their application to the position being applied for, should be discussed.

8. The skill requirements of two different occupations can be compared. For the first occupations, select the skill requirements using Occupation Select. Without modifying any skills, rate the skills. In the All Occupations list find the second occupation to be compared. The VIEW printout provides the comparison - the skills for the first occupation selected will be indicated as Your Skill.

WHERE CIS GETS THE TOOL
The Oregon Career Information system is part of a national network of state-based career information delivery systems. The states in the network share resources and program developments. EUREKA, the California Career Information System, completed the original work on SKILLS and released in nationally in 1983.

SKILLS is based upon a body of research that was conducted at the University of Washington by Bernard Haldane called Dependable Strengths. The concepts were later adapted by Richard Bolles in What Color is Your Parachute?, Quick Job Hunting Map. Since 1986, Oregon CIS has held the rights for distribution of SKILLS in the state of Oregon.

Georgia State University copyrights the current version of SKILLS for Georgia Career Information Center. GCIC completed the recent conversion of SKILLS to new O*NET categories and programs the software for the intoCareers network of states. Oregon CIS analysts annually review and re-code many occupations and add others to produce and update the Oregon version.

ONLINE SUPPORT MATERIALS
Printed resources can help students, clients, teachers, counselors and others use CIS more effectively. CIS makes standard resources available in the Materials pages of Oregon CIS Online. For SKILLS the following materials are available in Acrobat PDF format for downloading:

Counselor’s Manual
SKILLS Assessment Counselor’s Manual
Appendix A, Expanded Skills Definitions
SKILLS Materials
- SKILLS Worksheet
- SKILLS Cards (English)
- SKILLS Cards (Spanish)
- Interpreting the Results of SKILLS

Worksheets & Handouts
- Ten Points to Remember
- Matching Your Skills to Occupations Worksheet
- SKILLS Cards and Worksheets Instructions
- Using SKILLS on the Computer (CIS for Internet)
SAMPLE SCREENS

CIS RE Plus

SKILLS Assessment
Select Skills

Select Skills

To identify the skills you find most satisfying, follow these steps:

STEP #1 List your accomplishments.
You have accomplished many things in your life already— you have completed projects and achieved goals. Make a list of some of your accomplishments on a sheet of paper. You will use this list to help you decide which skills you find most satisfying.

STEP #2 Select your preferred skills.
To do this most effectively, sort the SKILLS Cards or complete the SKILLS Worksheet. Your teacher or counselor will provide one of these tools for you. You can also print your own worksheet or set of cards. (Click here to get an Adobe PDF file of the worksheet or the cards.)

STEP #3 Use the computer to enter and rate your skills.
Enter the skills you have selected. Using the table below, click on the skill word in the list on the left, then click on Very, Moderately, or Somewhat to move the skill to the column. When you have moved all of your preferred skills, click on the Path Skills button at the lower right of the page.

Skills to Select

<table>
<thead>
<tr>
<th>Skills to Select</th>
<th>45 Science Reasoning</th>
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<tbody>
<tr>
<td>03 Persistence</td>
<td>27 Stress Tolerance</td>
</tr>
<tr>
<td>38 Integrity</td>
<td>38 Hazard Tolerance</td>
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<tr>
<td>07 Social Perception</td>
<td>30 Repetition Tolerance</td>
</tr>
<tr>
<td>09 Technical Work</td>
<td>50 Synthesis</td>
</tr>
</tbody>
</table>

5 Year Satisfying Skills

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20 Somewhat Satisfying Skills

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Skill Definitions

Occupation Select

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