Using SKILLS Assessment to Learn about Skill Requirements of Specific Occupations

Overview:
The SKILLS Assessment in CIS is a career assessment instrument that helps people connect skills they like to use to occupations that require these skills. Some career tests ask about your interests, others assess aptitudes, and others ask about your values or look at your personality type. SKILLS asks you to consider your skill preferences.

SKILLS can also be used to learn about the skill requirements of specific occupations in which you are interested. Each occupation in CIS is coded for the 35 most important skills. These are taken from a possible list of 72 transferable skills. Transferable skills are skills that are used in many occupations. Many are the SCANS skills that are called Essential Skills in The Get Real Game activity.

Follow these instructions to learn about skill requirements of specific occupations. You can then use these skills lists in your interviews.

Step 1 Select SKILLS Assessment on the CIS for Internet homepage. Click Begin. In the SKILLS selection screen, click on Occupation Select at the bottom left of the page. Read the note in the dialog box that follows and click OK.

Step 2 A screen will appear with the List of Occupations ordered by Title on the left. Titles can be ordered by CIS Cluster by clicking on the radio button.

Step 3 Highlight an occupation for which you want to see a skills list. Read the note in the dialog box that follows and click OK. The skills of the occupation are listed in the Very, Moderately, and Somewhat Satisfying Skills regions of the window.

Step 4 Click Rate Skills at bottom right of page.

Step 5 Click Top 30 Occupations. The occupation you selected will have a score of 100. The occupations that are most closely related to the occupation you selected are listed as well. This provides you with a quick look at occupations that use transferable skills. The higher the rating, the better the match.

Step 6 Click the View icon next to your selected occupation to see the skills of the occupation, use the blue bars to identify skill levels for the occupation (very to somewhat in importance). Print what you need for Session 10 activities.

Step 7 Press Back button to return to Top 30 Occupations list or Home to return to the homepage.