



PART ONE

GET PREPARED

MODULE 1

ALL ABOUT YOU



Name:	
Personal Qualities:	
Skills:	

JOB SEEKING SKILLS



MODULE 1

All about you



Identifying your skills isn't always easy, partly because you use them regularly without giving them much thought and partly because you don't often need to describe them.

However, being able to do that is an important part of entering the world of work. Thinking about the type of job you want to do can also help.

What kind of job do you want?

You might not have a particular career or job in mind, but it makes sense to find a role that you will both enjoy and do well.

Before you start browsing job adverts, have a good think about what you would like to do. If you're not sure, then thinking about your skills and personal qualities will help you towards that decision.



Important: Having a clear idea what you like will help you to focus your job hunt, and determine what skills you have to offer.

To achieve this, you have to ask two important questions.

1. WHAT ARE YOUR SKILLS AND PERSONAL QUALITIES?

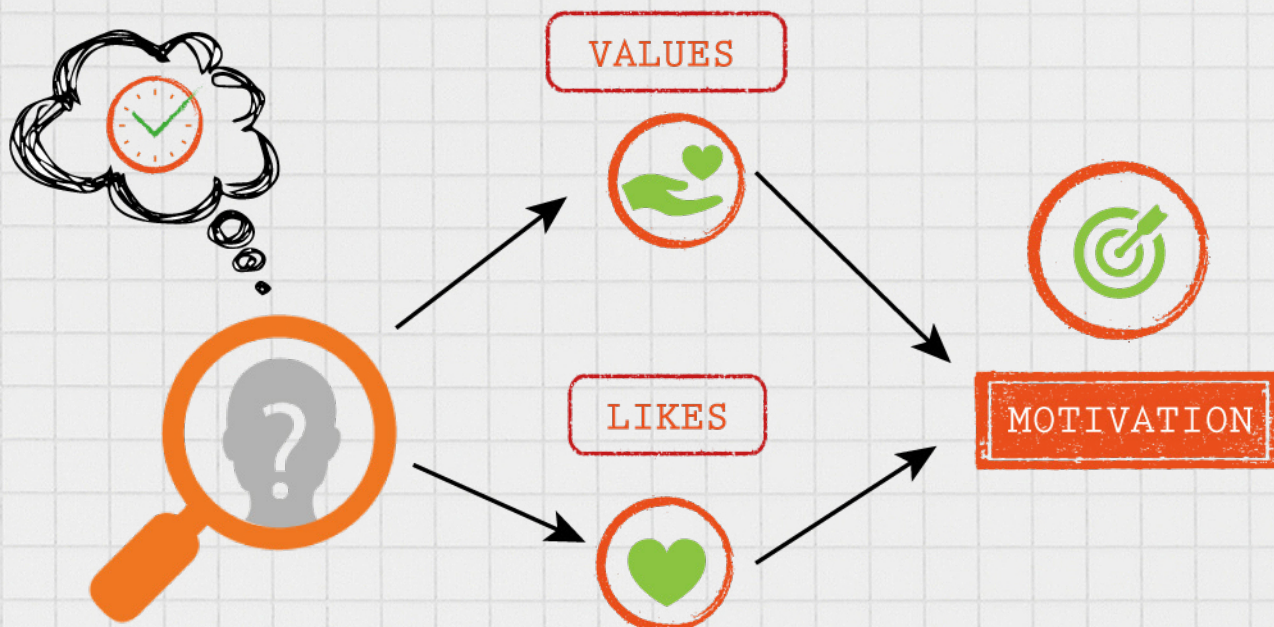
Think about activities you enjoy the most and see what jobs you can think of that involves these. Also, think about your life experiences, the skills that you have learned from them and what you think your key skills are.

This could have been through schoolwork or projects, a part time job or events you've attended or been involved in. Doing this will help you to get an idea of what kind of job you'll enjoy doing and could be good at.

2. WHAT MAKES YOU TICK?

If you are one of those lucky people who know exactly what they want to do, then focusing a job hunt will not present too much of a problem. However, it can be difficult for some people to decide what they would like to do for a living. Perhaps you like lots of things, and nothing in particular stands out?

There is a whole world of career areas to choose from. Do you want to work in health and medicine, the hospitality industry, a creative career, the media, manufacturing, engineering, science, food technology.... the mind boggles thinking about the vast choice of work options out there.



Activities

Understanding your skills and personal qualities can help you to:

- make career choices
- understand your strengths and weaknesses
- decide which jobs to apply for
- write a good CV
- fill in application forms
- impress employers at interview
- feel more confident about applying.

Completing the following interactive tools will help you get started!



To complete the following three activities online, you must log in to your Planit Portfolio, or sign up for one, at

www.planitplus.net/Portfolio/SignUp/

If you would prefer to complete the activities using worksheets, download the following:

[Activity 1 Worksheet](#) and [Activity 2 Worksheet](#).

JOB SEEKING SKILLS





Activity 1: My Personal Qualities

My Personal Qualities (takes up to 10 minutes to complete)

- Go to '[My Personal Qualities](#)' in the Planit Portfolio.
- Work your way through the questions, thinking about the sort of person that you are, your qualities and what other people may say your qualities are - answer honestly, there is no right or wrong answer!
- Once you've completed the questions, you'll see your results.
- Answer the three questions beneath the results and save your answers.

Now you have identified your strongest personal qualities and thought about how you can use them in the world of work.



Activity 2: Understanding my skills

My Skills (takes up to 20 minutes to complete)

- Go to '[My Skills](#)' in the Planit Portfolio.
- Work your way through the questions, answering honestly – there is no right or wrong answer!
- Once you've completed the questions, you'll see your results – these are split into your strongest skill categories and your answers.
- On the '**My Skills Answers**' tab, choose up to 5 key skills from your 'Always' and 'Usually' answers, then up to 5 from your 'Sometimes' and 'Seldom' answers that you would like to improve.
- Once that is completed, click on the '**My Key and Work-on Skills**' and add examples to show why you chose those skills.

You now have a good idea about your strongest skills and those you can work on.



Activity 3: Identifying career ideas

CareerMatch (takes up to 15 minutes to complete)

- Go to [Career Match](#) in the Planit Portfolio.
- Work your way through the questions, which are designed to match career sectors to what you like doing most.
- Once you've completed the questions, you'll see your results.
- You can then explore your best matches.

Now you have an idea of which career sectors suit you best.



Answers from all of the activities are stored in your portfolio for you to view or download at any time.

You can also complete the tools again if you feel that your personal qualities or skills have changed.



My World of Work, hosted by Skills Development Scotland, is another good careers resource to get you started (www.myworldofwork.co.uk)

Now you have thought about your skills and personal qualities, you can move on to

[Module 2: The job market today.](#)

Or [click here](#) to return to the main screen.