

## SKILLS ASSESSMENT EXERCISE: Faculty Instructions

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### Assignment goals:

One of the most common concerns that job seekers have is not having the right *skills* or *qualifications* for the job that they want. Job-hunting experts suggest that the most important thing a job seeker can do is to *inventory* the skills that they do have. This helps individuals compile a convincing portfolio, write a strong résumé, and boost confidence in what they have to offer.

### Resources for student use:

- **Skills Inventory Form** (*pdf*)
- **Transferable Skills List** (*pdf*)

### Student Directions:

Using the Transferable Skills List as a resource, complete the Skills Inventory Form:

**Column 1:** List all the transferable skills you have.

**Column 2:** List all the places and/or experiences where you used the skill.

**Column 3:** List ways that you could demonstrate the skill to a potential employer.

### Additional Career & Co-op Center resources for faculty and/or student use:

- Invite a career advisor to administer the *SkillScan* card sort activity in class; this works best in rooms where students have a table to utilize as opposed to a small swing-arm writing surface – *submit a presentation request*.
- For students who are having a challenging time identifying their skills, refer the students to *schedule an appointment with a career advisor*\* to complete the *SkillScan* card sort activity within the Career & Co-op Center. *Please note that we do not have capacity for an entire class of students to be referred to meet with a career advisor as a class assignment – thank you for your understanding!*

\* Students need to be logged into our website with the single sign-on credentials to schedule an appointment.

### UMass Lowell Career & Co-op Center

**Campus Offices:** University Crossing, Suite 450 | O’Leary Library, 314 & 318

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