**Exploring Skills Needed for Desired Jobs**

A Career Awareness Exploration Activity

Complete the steps in this guide to learn more about what skills are needed for specific jobs. In this activity, you will use the tracking sheet to identify skills and label them as technical or soft. Learning about the skills needed for a certain job can help you find jobs that match with your strengths. Knowing what skills you need to work on, or work towards, can also help you prepare to become a strong job applicant.

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| Steps | Website Navigation |
| The first step in this activity is to have a desired job identified or a few jobs to compare. List the jobs in the open box. |  |
| Pick a job search engine to search for current job postings.  Some common search engines include Indeed, LinkedIn, Glassdoor, ZipRecruiter | Official LinkedIn BlogIndeed job posting: How to post a job on Indeed | WorkableGlassdoor Job Search | Find the job that fits your life  ZipRecruiter - Employment Tips, Tricks, & Trends |
| Once a search engine is selected, the website will ask what type of job you are looking for and where you are looking.  Type the desired job title into the “What” box and select find jobs.  \*For the purpose of this activity, the WHERE is not as important\*  After clicking search, a list of relevant job posting will come up. | Graphical user interface, text, application  Description automatically generated  Graphical user interface, application  Description automatically generated |
| Begin to click on different job postings. Read through the descriptions and requirements/qualifications.  ***Requirements*** and ***qualifications*** are going to be in the keywords to look for about the **skills** that are needed.  The job description and responsibilities can suggest additional information about helpful skills to be successful in the job role. | Text  Description automatically generatedGraphical user interface, text, application  Description automatically generatedText  Description automatically generated |

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| Use the skills tracking worksheet to keep track of the skills you discover in your search.  You can begin to identify which skills are soft skills and which skills are technical skills.  In this picture the soft skills and the technical skills are identified through the arrows. | Text  Description automatically generated  Soft skills  Technical skills  Soft skills |

Skills Tracking Worksheet

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Job Skill | Soft Skill | Technical Skill |
| Example: CPR and First Aid Certification |  | Checkmark with solid fill |
| Example: Ability to build relationships with children and families | Checkmark with solid fill |  |
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