

## SKILLS MATCHING WORKSHEET

<b>WRITTEN COMMUNICATION</b>	<b>I USE THIS SKILL WHEN...</b>
Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.	
Write letters and reports that are logically structured and contain all relevant information.	
Adapt writing style in consideration of different audiences.	
<b>ORAL COMMUNICATION</b>	<b>I USE THIS SKILL WHEN...</b>
Ask and answer questions, clarify, and summarize what others are communicating.	
Provide clear explanations and directions while instructing, educating and providing feedback.	
Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.	
<b>TEAMWORK</b>	<b>I USE THIS SKILL WHEN...</b>
Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.	
Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.	
Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.	
<b>LEADERSHIP</b>	<b>I USE THIS SKILL WHEN...</b>
Accept responsibility for decisions and display a positive attitude and perseverance.	
Models a strong desire to succeed by demonstrating adaptability to achieve goals.	
Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.	
<b>PLANNING AND ORGANIZING</b>	<b>I USE THIS SKILL WHEN...</b>
Effectively apply organizing and planning skills to manage work.	
Work effectively to complete deadlines when under pressure.	
Proactively plans and manages work; monitors results through to successfully complete plans.	
<b>PROBLEM SOLVING SKILLS</b>	<b>I USE THIS SKILL WHEN...</b>
Make decisions in accordance to accepted practices and guidelines.	
Use problem-solving strategies to identify and resolve problems, issues and determine solutions.	

Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious.

**ANALYSIS AND RESEARCH**

**I USE THIS SKILL WHEN...**

Gather relevant secondary data and organize information in a logical manner.

Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.

Analyze samples/surveys for quantitative/qualitative research.

**NUMERACY: able to carry out arithmetic operations/understand**

**I USE THIS SKILL WHEN...**

Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.

Perform complex calculations and operations that require using advanced multi-step mathematical strategies.

Analyze or compare numerical data to identify trends or compare statistics.

**DIGITAL TECHNOLOGY SKILLS**

**I USE THIS SKILL WHEN...**

Performs basic computer tasks, such as creating documents, saving files, and sending email.

Design web pages and a wide range of software skills.

Demonstrate in depth knowledge of computer software and information technology systems.

**PRESENTATION SKILLS**

**I USE THIS SKILL WHEN...**

Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.

Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.

Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.

**PERSONAL MANAGEMENT**

**I USE THIS SKILL WHEN...**

Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.

Embrace new opportunities, learn continuously, and identify importance in every job/task.

Anticipate the unexpected and respond quickly to sudden changes in circumstances.

**OTHER**

**I USE THIS SKILL WHEN...**

# IDENTIFYING JOB OPTIONS, EMPLOYERS & BROADENING YOUR SCOPE

## Identifying Opportunities or Broadening Your Focus: Positions & Industries

Resources:

- [www.umanitoba.ca/career-services/career-planning](http://www.umanitoba.ca/career-services/career-planning) (access the Explore Occupations library and/or Career Compass)
- [www.linkedin.com/feed/](http://www.linkedin.com/feed/)
- [www.umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists](http://www.umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists)

Current focus/ideas: What type of jobs and positions are you currently focused on?  
(Job Titles, Industries/Areas of Work/Type of Employer)

New ideas:

## Identifying Employers





Resources:

- [www.umanitoba.ca/career-services/career-planning/explore-occupations](http://www.umanitoba.ca/career-services/career-planning/explore-occupations)
- [www.umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists#industry-associations-and-employer-directories](http://www.umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists#industry-associations-and-employer-directories)

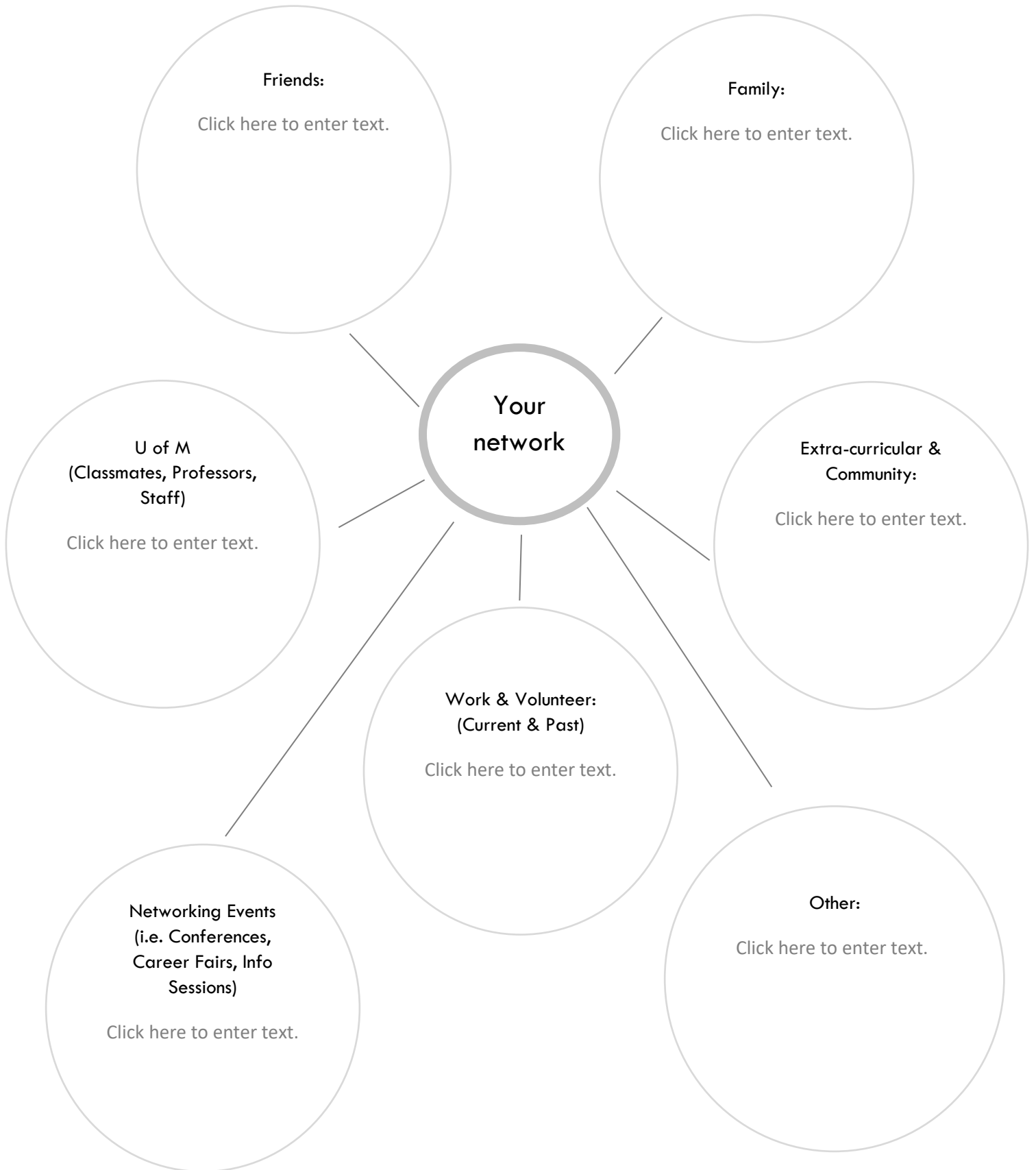
Current focus/ideas: What specific employers are you currently interested in? (Organizations and companies)

New ideas:

# Job Search Homework Assignment: Understanding the Labour Market

Assigned Task	Resources
 <p>1. Understanding the Labour Economy: Use the resources on the right to <b>explore the current economic state</b> in the geographic region where you'd like to work and/or in a particular industry. News media and industry sector reports listed in section 2 are additional resources.</p>	<ul style="list-style-type: none"> <li>▪ Workforce Insights Centre – Manpower <a href="http://www.manpowergroup.com/workforce-insights">www.manpowergroup.com/workforce-insights</a></li> <li>▪ Focus Economics (Canada) - <a href="http://www.focus-economics.com/">www.focus-economics.com/</a></li> <li>▪ Manitoba LMI Publications - <a href="http://gov.mb.ca/jec/ecprofiles/index.html">gov.mb.ca/jec/ecprofiles/index.html</a></li> </ul>
 <p>2. Identify 1 to 3 <b>industry sector councils</b> or <b>professional associations</b> that are relevant to your short-term or long-term career goals. (Example: Bioscience Assoc.MB)</p> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> <li>▪ Career Services' <i>Exploring Occupations</i> online library: <a href="http://umanitoba.ca/careerservices/career-planning/explore-occupations">umanitoba.ca/careerservices/career-planning/explore-occupations</a></li> <li>▪ Career Services' Industry Sector listing: <a href="http://umanitoba.ca/student/careerservices/employment/jobsearch/sectors-industries.html">umanitoba.ca/student/careerservices/employment/jobsearch/sectors-industries.html</a></li> <li>▪ Manitoba Government Industry listings: <a href="http://www.gov.mb.ca/wd/ites/is/associations.html">www.gov.mb.ca/wd/ites/is/associations.html</a></li> <li>▪ Google search: region + "association" + "industry" + topic / discipline</li> </ul>
 <p>3. Identify 5 or more <b>companies</b> that you might like to work with after graduation. (Examples: MB Hydro, Payworks)</p> <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> <li>▪ Industry Association websites: Member companies are often listed (see URLs above)</li> <li>▪ Media &amp; Social Media – Newspapers, Professional Journals/Magazines, LinkedIn</li> <li>▪ Use live or previous job postings:             <ul style="list-style-type: none"> <li>○ In-house Occupational Files or Sample Postings binders in Career Services Centre – 474 U. Centre</li> <li>○ Job posting boards: <a href="http://umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists">umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists</a></li> </ul> </li> </ul>
 <p>4. Find 1 to 3 <b>postings</b> – full-time, part-time or summer jobs or volunteer opportunities - that would be relevant to you within the next six months. List the <b>job title(s)</b>, <b>organization(s)</b> below.</p> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> <li>▪ Job posting boards: <a href="http://umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists">umanitoba.ca/career-services/employment-resources-students/job-boards-and-employer-lists</a> <ul style="list-style-type: none"> <li>▪ Industry Association &amp; other industry specific job posting boards (Example: <a href="http://eco.ca/JobBoard/">eco.ca/JobBoard/</a>)</li> </ul> </li> <li>▪ Media &amp; Social Media – Newspapers, Professional Journals/Magazines, LinkedIn</li> <li>▪ Company websites – "Careers" section</li> </ul>

# WHO'S IN YOUR NETWORK?



# Steps to Success: Building Career-Related Competencies

Strategically align your courses, volunteering, part-time work and summer jobs with you long-term goals!

After 1) *Looking ahead at industry and occupational requirements*, and 2) *Reflecting on your past experiences*, 3) Make note of the related **competencies (skills, knowledge, attitudes) you already possess** and those **you are missing**. Write these below.

Related competencies that I already possess:

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Competencies that I can gain or enhance to increase my employability:

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**What work and volunteer activities, other extra-curriculars, and courses can help me bridge the gap and build the competencies I'm missing?**

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Place resumé here.



Place future job description(s) here.

## ONLINE RESOURCES:

# CAREER WEBSITES

## UNIVERSITY OF MANITOBA RESOURCES

### EXPLORING OCCUPATIONS

[umanitoba.ca/career-services/career-planning/explore-occupations](http://umanitoba.ca/career-services/career-planning/explore-occupations)

Your one-stop career library with:

- ✓ Labour Market Information
- ✓ Salary Information
- ✓ Occupational Profiles
- ✓ Professional Associations
- ✓ Related Occupations

### CAREER COMPASS

[www.umanitoba.ca/career-services/career-planning#career-compass](http://www.umanitoba.ca/career-services/career-planning#career-compass)

Explore programs by major:

- ✓ Alumni Profiles
- ✓ Volunteer & Work Ideas
- ✓ Career planning
- ✓ Academic planning

### CAREER WORKBOOKS

**Career Planner:** [umanitoba.ca/career-services/sites/career-services/files/2021-05/Career\\_Planner.pdf](http://umanitoba.ca/career-services/sites/career-services/files/2021-05/Career_Planner.pdf)

- ✓ Get to know your career preferences

**Job Search Book:** [umanitoba.ca/career-services/sites/career-services/files/2021-05/JobSearch.pdf](http://umanitoba.ca/career-services/sites/career-services/files/2021-05/JobSearch.pdf)

- ✓ Job Search Strategies

## CAREER AND LABOUR MARKET INFORMATION

### NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)

[noc.esdc.gc.ca](http://noc.esdc.gc.ca)

- ✓ Canadian Information
- ✓ Job Descriptions & NOC Codes
- ✓ Education + Employment Requirements

Click 'Hierarchy and structure' or search for title of interest

### CANADA JOB BANK

[jobbank.gc.ca/trend-analysis](http://jobbank.gc.ca/trend-analysis)

- ✓ Job Outlook by Region
- ✓ Wage Information
- ✓ News & Reports
- ✓ Educational Requirements

[jobbank.gc.ca/findajob](http://jobbank.gc.ca/findajob)

- ✓ Job Postings

[jobbank.gc.ca/career-planning/search-field-of-study](http://jobbank.gc.ca/career-planning/search-field-of-study)

- ✓ Education program + level of study graduate facts and figures

### O\*NET ONLINE

[onetonline.org](http://onetonline.org)

- ✓ U.S. Labour Information
- ✓ Occupational Details
- ✓ **O\*Net Data** tool to match you to occupations via: Interests, Career Values, Skills, Subjects Preferences

**My Next Move Interest Profiler**

[mynextmove.org/explore/ip](http://mynextmove.org/explore/ip)

### OCCINFO

[alis.alberta.ca/occinfo](http://alis.alberta.ca/occinfo)

- ✓ Alberta Information
- ✓ Job Descriptions
- ✓ Outline of Occupational Speciality Areas
- ✓ Salary Information
- ✓ Videos

### MORE SALARY INFO

[payscale.com](http://payscale.com)

[salaryexpert.com](http://salaryexpert.com)

Collective Agreements via associations

# EXPLORE INDUSTRY, RESEARCH COMPANIES, & TALK TO PROFESSIONALS

## INDUSTRY ASSOCIATIONS & SECTOR COUNCILS

- ✓ Directories of companies by industry
- ✓ Discover networking and mentoring opportunities
- ✓ Job posting boards ✓ Job descriptions + position type profiles
- ✓ Industry reports and labour market information

Career Services' Industries List: [bit.ly/job-boards-and-industry-listings](http://bit.ly/job-boards-and-industry-listings)

Career Services Exploring Occ Library: [umanitoba.ca/career-services/career-planning/explore-occupations](http://umanitoba.ca/career-services/career-planning/explore-occupations)

Economic Development Winnipeg: [economicdevelopmentwinnipeg.com](http://economicdevelopmentwinnipeg.com) (view 'Key Industries')

## DIRECTORIES & LISTINGS

You'll find:

- ✓ Lists of Organizations by Category
- ✓ Information about Companies

Yellow Pages: [yellowpages.ca](http://yellowpages.ca)

211 Manitoba: [mb.211.ca](http://mb.211.ca) (Social Services Organizations)

Winnipeg Chamber of Commerce: [winnipeg-chamber.com](http://winnipeg-chamber.com)

Industry Canada: [ic.gc.ca](http://ic.gc.ca) (select 'Directories of Canadian Companies')

## LINKEDIN

[linkedin.com](http://linkedin.com)

- ✓ Search Professionals by Degree
- ✓ Explore Positions at a Company
- ✓ Identify Employers
- ✓ Networking & Informational Interviews
- ✓ Job Postings

## GOOGLE SEARCH

[google.com](http://google.com)

- ✓ Keyword search
- ✓ Find industry associations
- ✓ Find employers

## COMPANY WEBSITES

Go directly to their website to find:

- ✓ Mission, Vision, & Values
- ✓ Company History
- ✓ Products / Services
- ✓ Employee Profiles or Directory
- ✓ Job Postings

## JOB POSTING BOARDS

*Job postings provide a snapshot of opportunities at a particular moment in time. Learn about requirements for a specific field or employer. Postings also help you plan ahead! Working is the best way to get experience, learn about a field, and network.*

## GENERAL BOARDS

[umconnect.umanitoba.ca](http://umconnect.umanitoba.ca)

[jobbank.gc.ca](http://jobbank.gc.ca)

[ca.indeed.com](http://ca.indeed.com)

[wowjobs.ca](http://wowjobs.ca)

[monster.ca](http://monster.ca)

[workinnonprofits.ca](http://workinnonprofits.ca)

[eluta.ca](http://eluta.ca)

[linkedin.com](http://linkedin.com)

## GOVERNMENT JOBS

[jobs.gc.ca](http://jobs.gc.ca) (PSR, FSWEF)

[gov.mb.ca/csc/step/](http://gov.mb.ca/csc/step/) (STEP)

[jobsearch.gov.mb.ca](http://jobsearch.gov.mb.ca)

[gov.mb.ca/health/rha](http://gov.mb.ca/health/rha)

## ON CAMPUS JOBS

[umconnect.umanitoba.ca](http://umconnect.umanitoba.ca)

[umanitoba.ca/employment](http://umanitoba.ca/employment)

[umsu.ca](http://umsu.ca)

[umanitoba.ca/giving/student-employment](http://umanitoba.ca/giving/student-employment)

## INDUSTRY JOB BOARDS

Industry specific job boards exist, many hosted by professional or industry associations (see above). You can also Google to locate those for your field!

## OUR WORKBOOKS

Resumé, Cover Letter, Interview, +

[umanitoba.ca/career-services](http://umanitoba.ca/career-services)

click on "Employment Resources ..."