

How to...assess your skills

You will need to know how to assess your key skills and competencies before you begin to career plan and explore your choices.

Use the **SOAR**ing to Success model (Kumar, A 2007) to help you get started.

Self awareness -

Make a list of your current strengths (e.g. confidence, self management and personal development and planning **PDP**) to see how they define who you are now and how they will help you in your future career, or try the Prospects careers questionnaire:

www.prospects.ac.uk/links/pplanner

Opportunity Awareness -

Being open to new possibilities in your social, work or academic life will help you to enhance your skills and allow you to make realistic career decisions.

Visit the Careers and Employability service to get started

www.mmu.ac.uk/careers

How to...assess your skills

Aspirations -

An understanding of your skills and available opportunities will help you to make informed choices. Set realistic goals for yourself, action plan and be resilient if choices do not always work out.

Results -

Reflecting on your experiences will allow you to market yourself effectively to employers via CVs, applications, interviews and other recruitment processes.

Try out the following personality test and self assessment, it may help if you are still uncertain about how to identify and assess your skills:

www.prospects.ac.uk/links/personalitytests

www.windmillsonline.co.uk/interactive

In addition some of the following Careers and Employability Service 'How To...' sheets may be of use to you:

- How to get started on your Careers Research
- How to Sell your Skills
- How to Network