



Fall 2022 College News

Matching Employment with Students' Skills

Understanding what employers need and matching needs with your students' skills helps develop better resumes. Employers say that they want to hire people that are “dependable, trainable and who get along in the sandbox.”

[Click on this link to a fillable .pdf file](#) that helps students identify their skills!

This “Common Language” of skills was developed by employers and connects the lines between employment, academics, past jobs, hobbies and interests.

1. Start with a list of three experiences.
2. Each experience corresponds to a column with the same color.
3. Select the skills used for each experience. Skills can be selected across the rows.

The “COMMON LANGUAGE” of SKILLS

Jane Smith You gain these skills in school and when you work. With them you can earn a living and advance in your career!

Name

DIRECTIONS
1. Name three work/volunteer experiences you've had on the lines to the right.
2. Then checkmark each skill you use in the corresponding column below.

	1	2	3
DEPENDABLE			
Personal Management			
Responsibility / time management	✓	✓	✓
Going beyond minimum expectations	✓	✓	✓
Recognize Quality and Not-yet-quality	✓	✓	✓
Set Goals			
List goals and sub goals	✓	✓	✓
Take daily action	✓	✓	✓
Develop self confidence	✓	✓	✓
Organizing Skills			
Organize materials and files	✓	✓	✓
Manage time effectively	✓	✓	✓
Budget money	✓	✓	✓
“GET ALONG IN THE SANDBOX”			
Effective Communication			
Serve clients and customers	✓	✓	✓
Actively listen and take notes	✓	✓	✓
Practice respect	✓	✓	✓
Negotiate differences	✓	✓	✓
Teamwork / Collaboration			
Empathy for others	✓	✓	✓
Value cultural differences/ diversity	✓	✓	✓
Negotiate group goals and plans	✓	✓	✓
Contribute ideas and effort	✓	✓	✓
Motivate self and others	✓	✓	✓
Practice leadership	✓	✓	✓
TRAINABLE			
Connects Academics with the Real World			
Combine topics to think critically	✓	✓	✓
Work on projects	✓	✓	✓
Apply science, math, reading, writing and social studies	✓	✓	✓
Use notes, symbols, charts and graphs	✓	✓	✓
Problem Solving			
Identify problems and issues	✓	✓	✓
Practice innovation and creativity	✓	✓	✓
Generate solution ideas	✓	✓	✓
Research and compare options	✓	✓	✓
Evaluate results	✓	✓	✓
Develop and present information	✓	✓	✓
Technology Literacy			
Use/maintain computers and programs	✓	✓	✓
Analyze credibility of sources	✓	✓	✓
Create effective materials	✓	✓	✓

Employers want these skills!

CAREER RESOURCE CONNECTION
CDFTrainer.com

[Click here: Michigan Career Education Conference, January 30 – Feb 1](#)

I will present at this conference on Tuesday, February 1!
Topic: Understanding Career Mobility: Interactive activities and resources for teaching “Career Mobility” an important aspect of all career and education options after high school.

Let me know if you'll be there!

1) [Click here for Career Development Facilitator Training](#)



Trained career facilitators are more efficient in developing comprehensive programs.

[Comments from a Recent Career Facilitator Training:](#)

“I really enjoyed the course, and I learned so much! I really appreciate all of your feedback and insight. You are a wonderful facilitator!” Kimberly Swisher, Student Success Coach, Wayne State University.

“I would recommend this to anyone...you did a great job of keeping hours on Zoom seem like a small amount of time.” Ronelle Ervin, Program Development Coordinator, Oakland Livingston Human Service Agency.

[Favorite Websites](#)

Career facilitators presented their favorites!

<https://careersidekick.com/> This link is submitted by **Katlin Mileski**, Macomb-St. Claire Michigan Works! This site has information on **how to get more interviews, interview preparation and interview questions**. Includes other topics useful to clients.

<https://www.shift.org/> This link is submitted by **Brittany Hodges**, Veterans Coordinator for Delta College. Veterans get information tailored to their specific status whether it's **active duty, transitioning or post military**. There's even a link for employers who want to hire vets!

Where skills have the most checkmarks, clients have strengths in their experiences.

- This exercise gives students confidence that they have skills from a variety of experiences and activities in their lives.
- Use this information to add key words to the resume. Students should always swap out these key words for similar words found in the job posting!
- Students use key words to talk about their skills and strengths in interview preparation.

[Find out more about Career Development Facilitator Training!](#)

[Click here for training and registration information or visit the website.](#)



A certified Career Development Facilitator Instructor with the National Career Development Association, I teach career specialists, counselors, and career coaches across Michigan. Working with Michigan Works!, non-profit organizations and K-16 youth programs, I also teach career decisions and college success courses. As a career coordinator, I link educators and community partners for career-planning initiatives...*Kristen Garceau*