

Skills explorer tool

Worksheet

Learning Outcomes

This activity will help you to:

- access information about skills on My World of Work
- access the Skills Explorer tool and record your skills on My World of Work
- understand how skills relate to career options
- begin to evidence your skills

Activity

Introduction

This activity will help you to identify and reflect on your skills. Skills are things you will learn at school, home, leisure activities and through work experience.

Using the Skills Explorer tool on My World of Work will give you an understanding of what your skills are. This will help when making choices about different routes and pathways into potential jobs and with what to include in your profile and CV.

Instructions



Before you start

- ★ Sign into your **My World of Work** account www.myworldofwork.co.uk
- ★ If you do not have an account, click 'register' at the top right-hand side of the page. If you need help to do this, watch this [video](#) on how to register



Skills activity

- ★ Select 'My career options' at the top of the page, click 'Go to section' and then click on **What are My Skills?**
- ★ Read through the article which will explain what skills are and why they are important
- ★ Once you have done that, click to 'Try our Skills Explorer tool'

- ★ You can use the 'Skills Explorer user guide' below to help you
- ★ Read through the list of skills and select the skills you think you have
- ★ You can select up to 10 skills and there are definitions and examples to help you
- ★ Once you have selected your skills click on 'View your career suggestions'. Bookmark anything you find interesting
- ★ Are the career results what you expected? If not, don't worry!
- ★ If you want to search for other job profiles, use the **I have a career in mind** tab to see what skills link to these jobs
- ★ You will see the relevant skills you have as well as skills you could work on
- ★ You can review and amend your skills list at any time



Evidencing your skills

The STAR technique can help you evidence your skills – STAR stands for Situation, Task, Action, Result.

- ★ Pick one skill you identified using Skills Explorer – think of a time you used that skill and write it down using STAR
 - **Situation** – What was happening?
 - **Task** – What did you need to do?
 - **Action** – What did you do?
 - **Result** – What difference did it make?
- ★ You can record this example, and others that you identify, in your profile or within your CV

Next

You can continue to review your skills and update information on your profile to reflect this.

Guide on next page...

Skills Explorer – Guide

- The Skills Explorer tool in the “My career options” section of My World of Work lets you find out more about the jobs that might suit you based on your skills
- To use the Skills Explorer tool, make sure you are signed into My World of Work
- **Note:** the pictures in this guide show what My World of Work looks like on a computer screen. If you use a mobile device, for example your phone or a tablet, My World of Work will look different and things may be in different places on your screen

Instructions

1. Click on the “Use the Skills Explorer tool” button on the introductory page to start



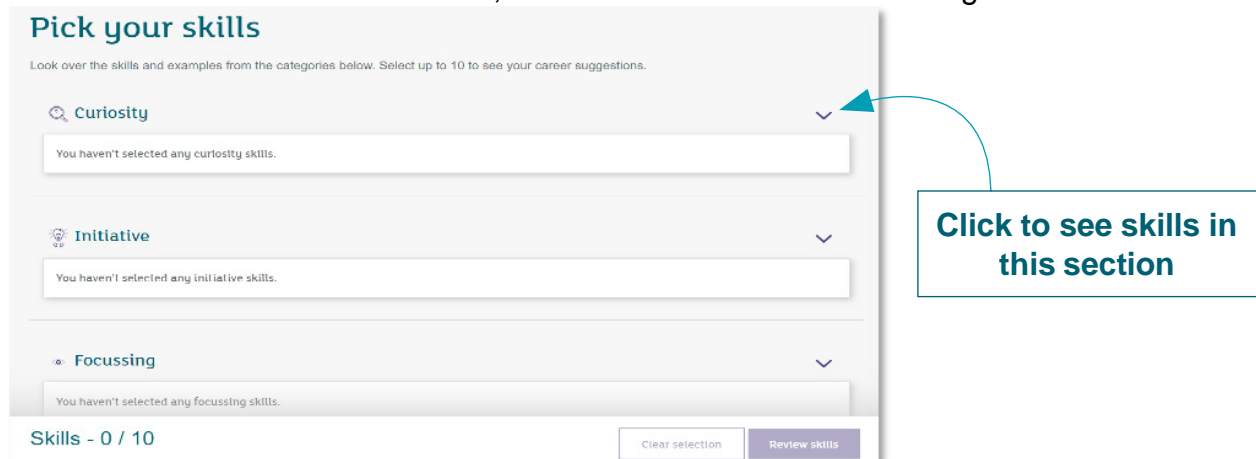
The screenshot shows the introductory page for the Skills Explorer tool. The title is "Explore career options with our Skills Explorer tool". Below the title, there is text explaining that skills are learned through work or play and that the tool helps users understand their skills and decide on job applications. A photograph of a person working at a desk is shown. At the bottom of the page, there is a purple button labeled "Use the Skills Explorer tool". A callout box with a blue border and arrow points to this button, containing the text "Click to use Skills Explorer".

(this option will be “Use the Skills Explorer again” if you have already used it):

You will be asked to pick up to 10 skills in total, across 12 sections.

2. Pick the skills you feel you are strongest in, or that you would like to use in a possible future career

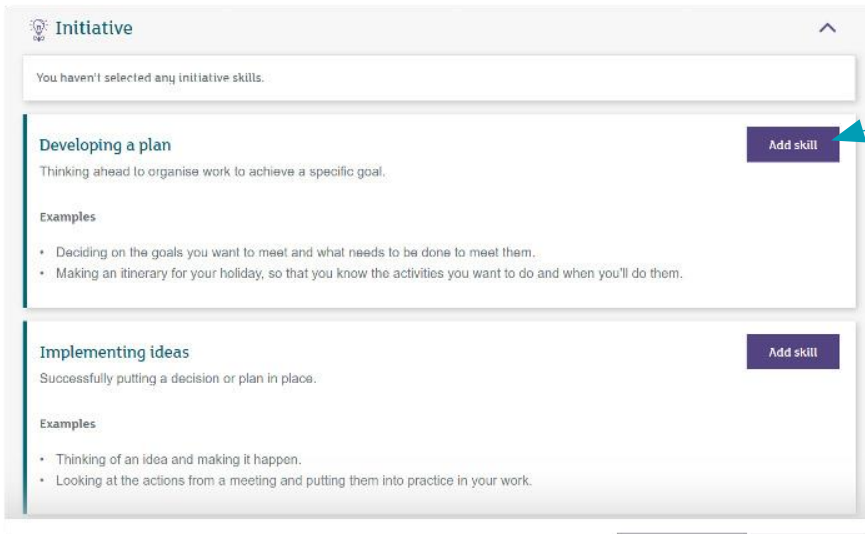
3. To see the skills in each section, click on the down-arrow to the right:



The screenshot shows the "Pick your skills" interface. The title is "Pick your skills" and the instruction is "Look over the skills and examples from the categories below. Select up to 10 to see your career suggestions." There are three categories listed: "Curiosity", "Initiative", and "Focussing". Each category has a down-arrow to its right. A callout box with a blue border and arrow points to the down-arrow for the "Curiosity" category, containing the text "Click to see skills in this section". At the bottom of the interface, there is a status bar showing "Skills - 0 / 10" and two buttons: "Clear selection" and "Review skills".

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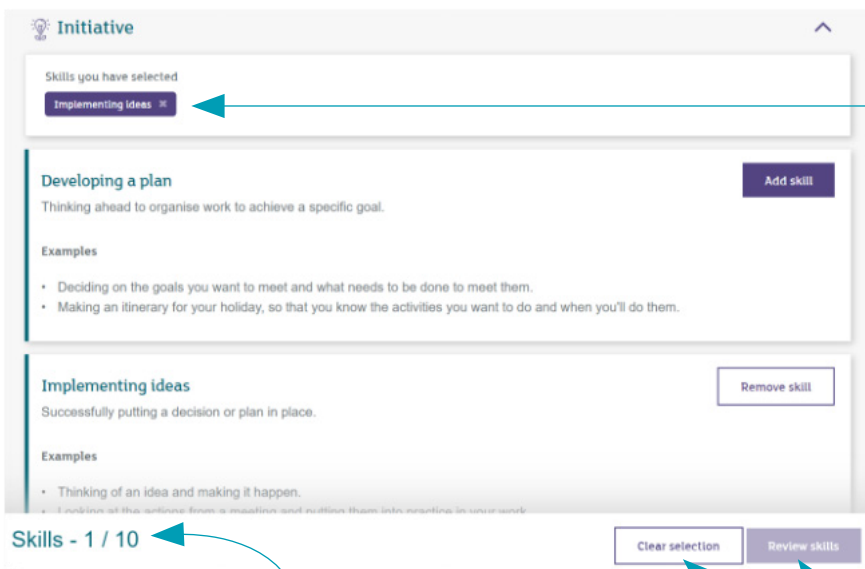
4. You can see a description and examples of each skill in the section, and click “Add skill” to select that skill:



Click “Add skill” to select

5. Each skill you select will appear under the section heading and will be added to the total at the bottom of the page.

6. You can clear your selection and start again, or review skills (after selecting between 5 and 10) using the buttons at the bottom right



Selected skill

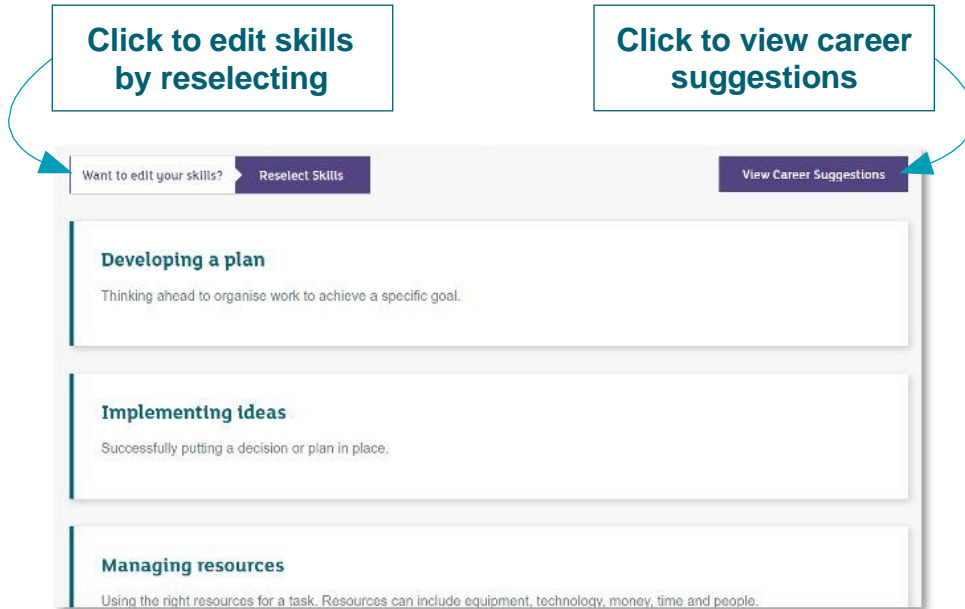
Clear selection and start again, or review skills

Running total (needs to be between 5 and 10 before “Review skills” button becomes active)

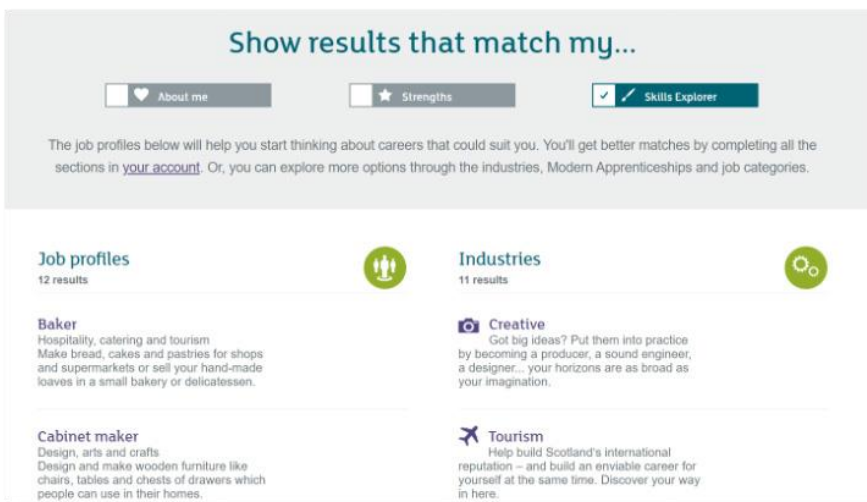
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7. The “review skills” button will show a list of the skills selected

8. You can either edit by reselecting skills, or move on to view career suggestions:



9. Clicking career suggestions will show job profiles, industries, etc. that match the skills selected:



10. As you complete your other core tools, About me and Strengths, your career suggestions will develop