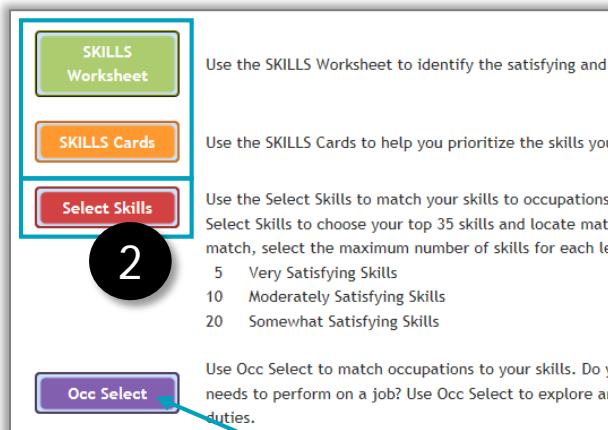


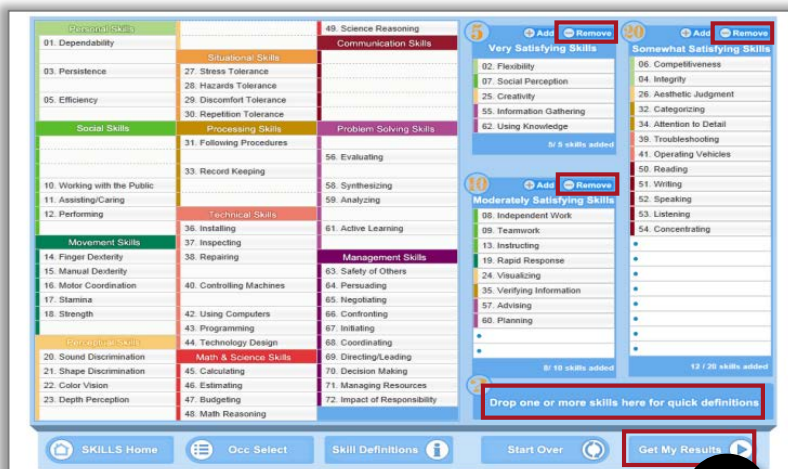
# Skills Inventory (1 of 2)

The SKILLS Inventory helps you identify the skills you enjoy and matches your skills with compatible occupations, allowing you to explore occupations that require the skills you find most satisfying. If you are considering a career change, the SKILLS Inventory can help you discover how your current skills transfer to other occupations.

First, go to [akcis.org](http://akcis.org) and log in with your username and password.



Tip: Occ Select lets you view the skills of a specific occupation. Click Occ Select, then select an occupation you're interested in. The skill boxes populate with that occupation's skills.



1. Hover your mouse over the Assessments tab and click **SKILLS Inventory**.
2. The SKILLS Inventory - Getting Started page appears. Read the instructions, then print and complete the SKILLS Worksheet or sort the SKILLS Cards. Click **Select SKILLS** to input your skill choices from your worksheet or card sort.
3. The Select SKILLS page will appear. Select and organize your skills by dragging and dropping them into the appropriate category on the right.

- To remove a skill from any column, highlight the skill and click Remove.
- Drag and drop skills into the quick definition box for a description.
- Once you have selected your desired skills, click **Get My Results**. The more skills you select, the more accurate your results will be.

Continued on next page

# SKILLS Inventory (2 of 2)

**SKILLS INVENTORY** [ ? Help & Tutorials ] [ = Español ] [ ★ Save ]

[ Change Skills ] [ Summary ] [ Holland Personality Types ] [ Occupational Clusters ] [ **Top 30 Occupations** ] [ All Occupations ]

### Summary of Selected Skills

**Very Satisfying Skills**

- Following Procedures
- Inspecting
- Writing

**Moderately Satisfying Skills**

- Flexibility
- Social Perception
- Working with the Public

**Somewhat Satisfying Skills**

- Independent Work
- Teamwork
- Assisting/Caring

4. Your SKILLS Inventory provides three informative reports: Holland Personality Types, Occupation Clusters, and Top 30 Occupations. Save your results, then click **Top 30 Occupations**.

### \* Top 30 Occupations

The occupational ratings can go from +100 to -44. The higher the rating, the better the match to your skills. Click on [ ] next to an occupation to compare your skills to the skills of that occupation.

Rate *	Top 30 Occupations
69	<b>Architecture and Construction</b> Interior Designers
74	<b>Arts, Audio-Visual Technology, and Communications</b> Agents and Business Managers
60	Announcers
63	Archivists
69	Curators
67	Producers and Directors

5. A list of your 30 highest scoring occupations appears. The higher the rate, the better match to your skills. You can click the occupation titles for detailed information on the occupations. Click the **block icon** next to an occupation.

### View Skills

**Announcers [Rating = 34]**

The following list compares your skills to the skills required by the occupation. Skills you have are marked with a white bar, and skills you don't have are marked with a blue bar. The skill levels needed for the occupation are marked with a blue bar.

**Your Skills** (White bars)      **Occupation Skills** (Blue bars)

Very Satisfying Skill (3 bars)  
Moderately Satisfying Skill (2 bars)  
Somewhat Satisfying Skill (1 bar)

**A. Personal Skills**

- 01. Dependability
- 02. Flexibility
- 03. Persistence
- 06. Competitiveness

6. The View Skills screen appears. This feature compares your selected skills (white bars) to the skills required for certain occupations (blue bars).

- Look for the matches (equal number of white and blue bars), which indicate that your skill is equally important to the occupation.
- Find the mismatches. The greatest mismatch is when the occupation requires a skill that you don't like to use or don't have. Consider your mismatches carefully.
- Use the **Back** button to return to the SKILLS Rating window.

[ ? Help & Tutorials ] [ = Español ] [ ★ Save ] [ **☆ Save as New** ] [ Print ]

7. To save different answer sets for the SKILLS Inventory, save your results using the **Save as New** button. Your results will be saved in your portfolio, under **Sorts and Assessments**.

**Tip:** SKILLS Inventory, interpretation materials, and the instructional handouts are available in Spanish and English. See *Interpreting SKILLS Results*, found in Tools for Users (in the bottom menu of AKCIS), for more details on ratings and reports.