How do you know what your skills are?
Remember that skills are something you may have gained from work experience, school, job training and through many other experiences. These skills can carry from one job to another. You may also need to expand your skills.

You already looked at your transferable skills. To find out what your skills are, do a skills assessment online and then write down these skills in Exercise 1.1-Match these Skills to Occupations (see below). You can complete a skills assessment on either New York CareerZone or JobZone. Follow the directions below.

CareerZone
- Log into your Career Plan Portfolio account on New York CareerZone (www.careerzone.ny.gov).
- Then click Module 5 “Job Readiness Skills.”
  Click on the boxes next to the skills you think you have.
- You can then select “Save and View Occupations” at the bottom of the module. This allows you to see which skills you have and what occupations these skills match.
Below are the occupations that match your skills. These occupations are divided into Job Zones. Job Zones divide occupations based on:

- Skills
- Knowledge
- Experience

There are five Job Zone levels from Job Zone 1 needing the least amount of skills, knowledge, or experience to Job Zone 5 needing the most amount of skills, knowledge, or experience.

**Occupational Outlook Handbook**
You can also use the Occupational Outlook Handbook (www.bls.gov/oco/). Look at occupations that interest you and look at the skills. Do you have these skills?

**Skills Resources:**
- [www.careerzone.ny.gov](http://www.careerzone.ny.gov) – Select Module 5-“Job Readiness Skills”
- [www.onetonline.org/find/descriptor/browse/Skills/](http://www.onetonline.org/find/descriptor/browse/Skills/)
- [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)